



## UTA CONTRACT NO 25-03941PP

# Payroll and Tax Services for Utah Transit Authority Defined Benefit Pension Plan

THIS PAYROLL AND TAX SERVICES AGREEMENT (“Contract”) is entered into and made effective as of the date of last signature below. (“Effective Date”) by and between Utah Transit Authority, a public transit district organized under the laws of the State of Utah (“UTA”), and Nottingham Trust, a division of Community Bank, N.A., a national banking association (the “Contractor”).

### **RECITALS**

WHEREAS, on March 3, 2025, UTA received competitive proposals to provide Accounting Software/Payroll and Tax Services for UTA Defined Benefit Pension Plan and associated services according to the terms, conditions and specifications prepared by UTA in RFP 24-03941PP (the “RFP”); and

### **AGREEMENT**

NOW, THEREFORE, in accordance with the foregoing Recitals, which are incorporated herein by reference, and for and in consideration of the mutual covenants and agreements hereafter set forth, the mutual benefits to the parties to be derived here from, and for other valuable consideration, the receipt and sufficiency of which the parties acknowledge, it is hereby agreed as follows:

#### **1. SERVICES TO BE PROVIDED BY CONTRACTOR**

Contractor hereby agrees to furnish and deliver the services in accordance with the Contract as described in Exhibit A (Scope of Services) (including performing any other services described in the Contract) (collectively, the “Services”).

#### **2. TERM**

This Contract shall commence as of the September 1, 2025. The Contract shall remain in full force and effect for an initial forty (40) month period expiring **December 31, 2028**. UTA may, at its sole election and in its sole discretion, extend the initial term for up to two (2) additional one-year option periods, for a total Contract period not to exceed **FIVE (5) YEARS and four months**. Extension options may be exercised by UTA upon providing Contractor with notice of such an election at least thirty (30) days prior to the expiration of the initial term or then-expiring option period (as applicable). The Contract may be further extended if the Contractor and UTA mutually agree to an extension evidenced in writing.

The rights and obligations of UTA and Contractor under the Contract shall at all times be subject to and conditioned upon the provisions of the Contract.

**3. COMPENSATION AND FEES**

UTA shall pay Contractor in accordance with the payment milestones or other terms described in Exhibit B. If Exhibit B does not specify any milestones or other payment provisions, then payment shall be invoiced after the Services have been performed. In no event shall advance payments be made.

**4. INCORPORATED DOCUMENTS**

a. The following documents hereinafter listed in chronological order, with most recent document taking precedence over any conflicting provisions contained in prior documents (where applicable), are hereby incorporated into the Contract by reference and made a part hereof:

1. The terms and conditions of this Contract (including any exhibits and attachments hereto).
2. UTA's RFP includes, without limitation, all attached or incorporated terms, conditions, federal clauses (as applicable), drawings, plans, specifications and standards and other descriptions of the Services;
3. Contractor's Proposal including, without limitation, all federal certifications (as applicable);

b. The above-referenced documents are made as fully a part of the Contract as if hereto attached or herein repeated. The Contract (including the documents listed above) constitute the complete contract between the parties.

c. If this procurement is funded by federal dollars, the mandatory FTA terms and conditions contained at Exhibit C will also apply.

**5. ORDER OF PRECEDENCE**

The Order of Precedence for this contract is as follows:

- UTA Contract including all attachments and terms and conditions
- UTA Solicitation Terms
- Contractor's Bid or Proposal including proposed terms or conditions

Any contractor proposed term or condition which is in conflict with a UTA contract or solicitation term, or condition will be deemed null and void.

**6. LAWS AND REGULATIONS**

Contractor and any and Services furnished under the Contract will comply fully with all applicable Federal and State laws and regulations, including those related to safety and environmental protection. Contractor shall also comply with all applicable licensure and certification requirements.

## **7. INVOICING PROCEDURES**

- a. Contractor shall submit invoices to UTA's Project Manager for processing and payment in accordance with Exhibit B. If Exhibit B does not specify invoice instructions, then Contractor shall invoice UTA after satisfactory performance of all Services. Invoices shall be provided in the form specified by UTA. Reasonable supporting documentation including cost and pricing data demonstrating Contractor's entitlement to the requested payment must be submitted with each invoice.
- b. The Contractor shall invoice UTA after satisfactory performance of all Services. Contractor shall submit invoices to [ap@rideuta.com](mailto:ap@rideuta.com) for processing and payment. In order to timely process invoices, Contractor shall include the following information on each invoice:
  - i. Contractor Name
  - ii. Unique Invoice Number
  - iii. PO Number
  - iv. Invoice Date
  - v. Detailed Description of Charges
- d. UTA shall have the right to disapprove (and withhold from payment) specific line items of each invoice in the event there is a dispute or claim with respect to such items . Approval of invoices by UTA shall not be unreasonably withheld. Payment for all invoice amounts not specifically disapproved or disputed by UTA shall be provided to Contractor within thirty (30) calendar days of invoice submittal to [ap@rideuta.com](mailto:ap@rideuta.com) . Invoices not submitted electronically shall be paid thirty (30) calendar days from date of receipt by UTA's accounting department.
- e. Invoices must include a unique invoice number, UTA's Purchase Order number, a description of the Service provided, line-item pricing, total amount due, and must be submitted electronically to [ap@rideuta.com](mailto:ap@rideuta.com).

## **8. WARRANTY OF SERVICES**

- a. Contractor warrants that the Services shall conform to the standards and other descriptions made a part of (or incorporated by reference into) the Contract.
- b. Contractor warrants that the Services shall be performed in compliance with applicable federal, state, and local laws and regulations including, without limitation, those related to safety and environmental protection.

## **9. GENERAL INDEMNIFICATION**

Contractor shall indemnify, hold harmless and defend UTA, its officers, trustees, agents, and employees (hereinafter collectively referred to as "Indemnitees") from and against all liabilities, claims, actions, damages, losses, and expenses including without limitation reasonable attorneys' fees and costs (hereinafter referred to collectively as "claims") related to bodily injury, including death, or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the bad faith, negligence or willful misconduct of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of the failure of such Contractor to conform to federal, state, and local laws and regulations. If an employee of Contractor, a subcontractor, anyone employed directly or indirectly

by any of them or anyone for whose acts any of them may be liable brings a claim against UTA or another Indemnitee, Contractor's indemnity obligation set forth above will not be limited by any limitation on the amount of damages, compensation or benefits payable under any employee benefit acts, including workers' compensation or disability acts. The indemnity obligations of Contractor shall not apply to the extent that claims arise out of the sole negligence of UTA or the Indemnitees.

UTA shall indemnify, hold harmless and defend Contractor and its directors, officers, employees, agents, stockholders and affiliates (collectively, "Contractor Indemnified Parties") from and against all claims (as such term is defined above), whether or not involving a third party claim, which arise out of or relate to any breach of this Contract by UTA.

Notwithstanding anything to the contrary herein, to the maximum extent permitted by law, no Contractor Indemnified Party shall be liable to UTA by reason of (a) any loss arising from Contractor's adherence to the instructions of UTA or its third party administrator, or otherwise due, directly or indirectly, to any act or omission of UTA; or (b) any act or failure to act by any, custodian, third party administrator, or other third party.

**10. INSURANCE REQUIREMENTS**

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The Utah Transit Authority in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those Stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$4,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$2,000,000

a. The policy shall be endorsed to include the following additional insured language: "The Utah Transit Authority shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

2. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the Utah Transit Authority.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under UCA 34A-2-103, AND when such contractor or subcontractor executes the appropriate waiver form.

3. Professional Liability (Errors and Omissions Liability)

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Contract is completed.

4. Cyber Liability \$2,000,000

Policy should cover the following:

- Data breaches: These can occur when sensitive information is stolen or compromised and can result in significant financial losses and legal liability.
- Business interruption: Cyber-attacks can disrupt business operations, causing financial losses and potentially harming the reputation of the business.
- Cyber extortion: Some cyber criminals may threaten to release sensitive information or disrupt business operations unless a ransom is paid.
- Legal liability: Businesses can be held liable for damages resulting from a data breach, including the costs of notifying affected individuals, credit monitoring services, and regulatory fines.
- Crisis management: Cyber liability insurance should also provide coverage for the costs associated with responding to a data breach or cyber-attack, including crisis management and public relations services.

- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed, to include the following provisions:
1. On insurance policies where the Utah Transit Authority is named as an additional insured, the Utah Transit Authority shall be an additional insured to the full limits of liability purchased by the Contractor. Insurance limits indicated in this Contract are minimum limits. Larger limits may be indicated after the contractor's assessment of the exposure for this contract; for their own protection and the protection of UTA.
  2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the Utah Transit Authority, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to (Utah Transit Authority agency Representative's Name & Address).
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the State and with an "A.M. Best" rating of not less than A-VII. The Utah Transit Authority in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the Utah Transit Authority with certificates of insurance (on standard ACORD form) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be sent to [utahta@ebix.com](mailto:utahta@ebix.com) and received and approved by the Utah Transit Authority before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be emailed directly to Utah Transit Authority's insurance email address at [utahta@ebix.com](mailto:utahta@ebix.com). The Utah Transit Authority project/contract number and project description shall be noted on the certificate of insurance. The Utah Transit Authority reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE UTAH TRANSIT AUTHORITY'S CLAIMS AND INSURANCE DEPARTMENT.**

- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors (if applicable) as additional insureds under its policies or subcontractors shall maintain separate insurance

as determined by the Contractor, however, subcontractor's limits of liability shall not be less than \$1,000,000 per occurrence / \$2,000,000 aggregate. Sub-contractors maintaining separate insurance shall name Utah Transit Authority as an additional insured on their policy. Blanket additional insured endorsements are not acceptable from sub-contractors. Utah Transit Authority must be scheduled as an additional insured on any sub-contractor policies.

- G. APPROVAL: Any modification or variation from the insurance requirements in this Contract shall be made by Claims and Insurance Department or the UTA Legal Services, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by administrative action.

#### 11. **OTHER INDEMNITIES**

- a. Contractor shall protect, release, defend, indemnify and hold harmless UTA and the other Indemnitees against and from any and all claims of any kind or nature whatsoever on account of infringement relating to Contractor's performance under the Contract. If notified promptly in writing and given authority, information and assistance, Contractor shall defend, or may settle at its expense, any suit or proceeding against UTA as far as based on a claimed infringement and Contractor shall pay all damages and costs awarded therein against UTA due to such breach. In case any Good or Service is in such suit held to constitute such an infringement or an injunction is filed that interferes with UTA's rights under the Contract, Contractor shall, at its expense and through mutual agreement between UTA and Contractor, either procure for UTA any necessary intellectual property rights, or modify Contractor's Services such that the claimed infringement is eliminated.
- b. Contractor shall: (i) protect, release, defend, indemnify and hold harmless UTA and the other Indemnitees against and from any and all liens or claims made or filed against UTA on account of any Services furnished by subcontractors of Contractor any tier; and (ii) keep UTA property free and clear of all liens or claims arising in conjunction with any Services furnished under the Contract by Contractor or its subcontractors of any tier. If any lien arising out of the Contract is filed in conjunction with any Services furnished under the Contract, Contractor, within ten (10) calendar days after receiving from UTA written notice of such lien, shall obtain a release of or otherwise satisfy such lien. If Contractor fails to do so, UTA may take such steps and make such expenditures as in its discretion it deems advisable to obtain a release of or otherwise satisfy any such lien or liens, and Contractor shall upon demand reimburse UTA for all costs incurred and expenditures made by UTA in obtaining such release or satisfaction. If any non-payment claim is made directly against UTA arising out of non-payment to any subcontractor, Contractor shall assume the defense of such claim within ten (10) calendar days after receiving from UTA written notice of such claim. If Contractor fails to do so, Contractor shall upon demand reimburse UTA for all costs incurred and expenditures made by UTA to satisfy such claim.
- c. Contractor will defend, indemnify and hold UTA, its officers, agents, and employees harmless from liability of any kind or nature, arising from Contractor's use of any copyrighted or un-copyrighted composition, trade secret, patented or un-patented invention, article or appliance furnished or used in the performance of the Contract.

**12. INDEPENDENT CONTRACTOR**

The parties agree that Contractor, in the carrying out of its duties hereunder, is an independent contractor and that neither Contractor nor any of its employees is or are agents, servants or employees of UTA. Neither Contractor nor any of Contractor's employees shall be eligible for any workers compensation insurance, pension, health coverage, or fringe benefits which apply to UTA's employees. Neither federal, state, nor local income tax nor payroll tax of any kind shall be withheld or paid by UTA on behalf of Contractor or the employees of Contractor. Contractor acknowledges that it shall be solely responsible for payment of all payrolls, income, and other taxes generally applicable to independent contractors.

**13. STANDARD OF CARE**

Contractor shall perform any Services to be provided under the Contract in a good and workmanlike manner, using at least that standard of care, skill and judgment which can reasonably be expected from similarly situated independent contractors (including, as applicable, professional standards of care).

**14. USE OF SUBCONTRACTORS**

- a. The Contractor shall give advance written notification to UTA of any proposed subcontract (not indicated in Contractor's Proposal) negotiated with respect to the Work. UTA shall have the right to approve all subcontractors, such approval not to be withheld unreasonably.
- b. No subsequent change, removal or substitution shall be made with respect to any such subcontractor without the prior written approval of UTA.
- c. Contractor shall be solely responsible for making payments to subcontractors, and such payments shall be made within thirty (30) days after Contractor receives corresponding payments from UTA.
- d. Contractor shall be responsible for and direct all Work performed by subcontractors.
- e. The Contractor agrees that no subcontracts shall provide for payment on a cost-plus percentage-of-cost basis. Contractor further agrees that all subcontracts shall comply with all applicable laws

**15. ASSIGNMENT OF CONTRACT**

Contractor shall not assign any of its rights or responsibilities, nor delegate its obligations, under this Contract or any part hereof without the prior written consent of UTA, and any attempted transfer in violation of this restriction shall be void.

**16. LIMITATION OF LIABILITY**

CONTRACTOR'S AND ITS OFFICERS', DIRECTORS', EMPLOYEES, AND AGENTS' ENTIRE AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED THE TOTAL CUMULATIVE VALUE OF THIS CONTRACT.

CONTRACTOR WILL NOT BE LIABLE OR RESPONSIBLE UNDER ANY CIRCUMSTANCES FOR LOSSES THAT ARE INDIRECT, CONSEQUENTIAL, SPECIAL, AGGRAVATED, PUNITIVE, OR EXEMPLARY.

THE FOREGOING LIMITATION OF LIABILITY DOES NOT LIMIT THE LIABILITY OF CONTRACTOR FOR BODILY INJURY, DEATH, OR DAMAGE TO TANGIBLE PERSONAL PROPERTY CAUSED BY THE NEGLIGENCE OR WILL MISCONDUCT OF THE CONTRACTOR, OR THE VENDOR'S EMPLOYEES OR AGENTS.

#### **17. USE OF MONEY MARKET ACCOUNT**

UTA acknowledges and agrees that Contractor will hold UTA defined benefit plan funds in a money market account.

#### **18. SUSPENSION OF WORK**

- a. UTA may, at any time, by written order to Contractor, require Contractor to suspend, delay, or interrupt all or any part of the Services called for by this Contract. Any such order shall be specifically identified as a "Suspension of Work Order" issued pursuant to this Article. Upon receipt of such an order, Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of further costs allocable to the Services covered by the order during the period of Work stoppage.
- b. If a Suspension of Work Order issued under this Article is canceled, Contractor shall resume Services as mutually agreed to in writing by the parties hereto.
- c. If a Suspension of Work Order is not canceled and the Services covered by such order is terminated for the convenience of UTA, reasonable costs incurred as a result of the Suspension of Work Order shall be considered in negotiating the termination settlement.
- d. If the Suspension of Work causes an increase in the Contractor's cost or time to perform the Services, UTA's Project Manager or designee shall make an equitable adjustment to compensate Contractor for the additional costs or time and modify this Contract by Change Order.

#### **19. TERMINATION**

- a. **FOR CONVENIENCE:** UTA shall have the right to terminate the Contract at any time by providing 30 days' written notice to Contractor. If the Contract is terminated for convenience, UTA shall pay Contractor : (i) in full for Software delivered and Services fully performed prior to the effective date of termination; and (ii) an equitable amount to reflect costs incurred (including Contract close-out and subcontractor termination costs that cannot be reasonably mitigated) and profit on work-in-progress as of to the effective date of the termination notice. UTA shall not be responsible for anticipated profits based on the terminated portion of the Contract. Contractor shall promptly submit a termination claim to UTA. If Contractor has any property in its possession belonging to UTA, Contractor will account for the same and dispose of it in the manner UTA directs.
- b. **FOR DEFAULT:** If Contractor (a) becomes insolvent; (b) files a petition under any chapter of the bankruptcy laws or is the subject of an involuntary petition; (c) makes a general assignment for the benefit of its creditors; (d) has a receiver appointed; (e) should fail to

make prompt payment to any subcontractors or suppliers; or (f) fails to comply with any of its material obligations under the Contract, UTA may, in its discretion, after first giving Contractor seven (7) days written notice to cure such default:

1. Terminate the Contract (in whole or in part) for default and obtain the Services using other contractors or UTA's own forces, in which event Contractor shall be liable for all incremental costs so incurred by UTA;
2. Pursue other remedies available under the Contract (regardless of whether the termination remedy is invoked); and/or
3. Except to the extent limited by the Contract, pursue other remedies available at law.

- c. **CONTRACTOR'S POST TERMINATION OBLIGATIONS:** Upon receipt of a termination notice as provided above, Contractor shall (i) immediately discontinue all work affected (unless the notice directs otherwise); and (ii) deliver to UTA all data, drawings, and other deliverables, whether completed or in process. Contractor shall also remit a final invoice for all services performed and expenses incurred in full accordance with the terms and conditions of the Contract up to the effective date of termination. UTA shall calculate termination damages payable under the Contract, shall offset such damages against Contractor's final invoice, and shall invoice Contractor for any additional amounts payable by Contractor (to the extent termination damages exceed the invoice). All rights and remedies provided in this Article are cumulative and not exclusive. If UTA terminates the Contract for any reason, Contractor shall remain available, for a period not exceeding 90 days, to UTA to respond to any questions or concerns that UTA may have regarding the Services furnished by Contractor prior to termination.

## 20. **CHANGES**

- a. UTA's Project Manager or designee may, at any time, by written order designated or indicated to be a Change Order, direct changes in the Services including, but not limited to, changes:
1. In the Scope of Services;
  2. In the method or manner of performance of the Services; or
  3. In the schedule or completion dates applicable to the Services.

To the extent that any change in Services directed by UTA causes an actual and demonstrable impact to: (i) Contractor's cost of performing the Services; or (ii) the time required for the Services to be performed, then (in either case) the Change Order shall include a proposed equitable adjustment to this Contract to make Contractor whole with respect to the impacts of such change. The Change Order will be binding only upon its written acceptance by Contractor.

- b. A change in the Services may only be directed by UTA through a written Change Order or (alternatively) UTA's expressed, written authorization directing Contractor to proceed pending negotiation of a Change Order. Any changes to this Contract undertaken by Contractor without such written authority shall be at Contractor's sole risk. Contractor shall not be entitled to rely on any other manner or method of direction.
- c. Contractor shall also be entitled to an equitable adjustment to address the actual and

demonstrable impacts of “constructive” changes in the Services if: (i) subsequent to the Effective Date of this Contract, there is a material change with respect to any requirement set forth in this Contract; or (ii) other conditions exist or actions are taken by UTA which materially modify the magnitude, character or complexity of the Services from what should have been reasonably assumed by Contractor based on the information included in (or referenced by) this Contract. In order to be eligible for equitable relief for “constructive” changes in the Services, Contractor must give UTA’s Project Manager or designee written notice stating:

1. The date, circumstances, and source of the change; and
2. That Contractor regards the identified item as a change in Services giving rise to an adjustment in this Contract.

Contractor must provide notice of a “constructive” change and assert its right to an equitable adjustment under this Section within ten (10) days after Contractor becomes aware (or reasonably should have become aware) of the facts and circumstances giving rise to the “constructive” change. Contractor’s failure to provide timely written notice as provided above shall constitute a waiver of Contractor’s rights with respect to such claim.

- d. As soon as practicable, but in no event longer than 30 days after providing notice, Contractor must provide UTA with information and documentation reasonably demonstrating the actual cost and schedule impacts associated with any change in Services. Equitable adjustments will be made via Change Order. Any dispute regarding the Contractor’s entitlement to an equitable adjustment (or the extent of any such equitable adjustment) shall be resolved in accordance with Article 20 of this Contract.

## **21. INFORMATION, RECORDS and REPORTS; AUDIT RIGHTS**

Contractor shall retain all books, papers, documents, accounting records and other evidence to support any cost-based billings allowable under Exhibit B (or any other provision of the Contract). Such records shall include, without limitation, time sheets and other cost documentation related to the performance of labor services, as well as subcontracts, purchase orders, other contract documents, invoices, receipts or other documentation supporting non-labor costs. Contractor shall also retain other books and records related to the performance, quality or management of the Contract and/or Contractor’s compliance with the Contract. Records shall be retained by Contractor for a period of at least six (6) years, or until any audit initiated within that six-year period has been completed (whichever is later). During this six-year period, such records shall be made available at all reasonable times for audit and inspection by UTA and other authorized auditing parties including, but not limited to, the Federal Transit Administration. Copies of requested records shall be furnished to UTA or designated audit parties upon request. Contractor agrees that it shall flow-down (as a matter of written contract) these records requirements to all subcontractors utilized in the performance of the Contract at any tier.

## **22. FINDINGS CONFIDENTIAL**

Any non-public, confidential documents, reports, information, or other data and materials delivered or made available by UTA to Contractor or prepared or assembled by Contractor or subcontractor under this Contract using non-public, confidential information of UTA are considered confidential and shall not be made available to any person, organization, or entity by Contractor without consent in writing from UTA. If confidential information is released to any third party without UTA's written consent as described above, Contractor shall notify UTA of the data breach within 10 days and provide its plan for immediate mitigation of the breach for review and approval by UTA.

- a. It is hereby agreed that the following information is not considered to be confidential:
  1. Information is already in the public domain.
  2. Information disclosed to Contractor by a third party who is not under a confidentiality obligation.
  3. Information developed by or in the custody of Contractor before entering into this Contract.
  4. Information developed by Contractor through its work with other clients; and
  5. Information required to be disclosed by law or regulation including, but not limited to, subpoena, court order or administrative order.

#### **23. PUBLIC INFORMATION**

Contractor acknowledges that the Contract and related materials (invoices, orders, etc.) will be public documents under the Utah Government Records Access and Management Act (GRAMA). Contractor's response to the solicitation for the Contract will also be a public document subject to GRAMA, except for legitimate trade secrets, so long as such trade secrets were properly designated in accordance with terms of the solicitation.

#### **24. PROJECT MANAGER**

UTA's Project Manager for the Contract is Lorin Simpson, or designee. All questions and correspondence relating to the technical aspects of the Contract should be directed to UTA's Project Manager at UTA offices located at 669 West 200 South, Salt Lake City, Utah 84101, office phone (801) 287-2027.

#### **25. CONTRACT ADMINISTRATOR**

UTA's Contract Administrator for the Contract is Pat Postell, or designee. All questions and correspondence relating to the contractual aspects of the Contract should be directed to UTA's Grants & Contracts Administrator at UTA offices located at 669 West 200 South, Salt Lake City, Utah 84101, office phone (801) 287-3060 (not working at this time).

#### **26. CONFLICT OF INTEREST**

Contractor represents that it has not offered or given any gift or compensation prohibited by the laws of the State of Utah to any officer or employee of UTA to secure favorable treatment with respect to being awarded the Contract. No member, officer, or employee of UTA during their tenure or one year thereafter shall have any interest, direct or indirect, in the Contract or the proceeds thereof.

#### **27. NOTICES OR DEMANDS**

a. Any and all notices, demands or other communications required hereunder to be given by one party to the other shall be given in writing and may be electronically delivered, personally delivered, mailed by US Mail, postage prepaid, or sent by overnight courier service and addressed to such party as follows:

If to UTA:

Utah Transit Authority  
ATTN: Contracts Administrator  
669 West 200 South  
Salt Lake City, UT 84101  
Adminstrator@rideuta.com

If to Contractor:

Nottingham Trust division of  
Community Bank N.A  
201 N Union Street  
Olean, NY 14760

b. Either party may change the address at which such party desires to receive written notice of such change to any other party. Any such notice shall be deemed to have been given, and shall be effective, on delivery to the notice address then applicable for the party to which the notice is directed; provided, however, that refusal to accept delivery of a notice or the inability to deliver a notice because of an address change which was not properly communicated shall not defeat or delay the giving of a notice.

**28. CLAIMS/DISPUTE RESOLUTION**

a. "Claim" means any disputes between UTA and the Contractor arising out of or relating to the Contract including any disputed claims for Contract adjustments that cannot be resolved in accordance with the Change Order negotiation process set forth in Article 20. Claims must be made by written notice. The responsibility to substantiate claims rests with the party making the claim.

b. Unless otherwise directed by UTA in writing, Contractor shall proceed diligently with performance of the Services pending final resolution of a Claim, including litigation. UTA shall continue to pay any undisputed payments related to such Claim.

c. The parties shall attempt to informally resolve all claims, counterclaims and other disputes through the escalation process described below. No party may bring a legal action to enforce any term of this Contract without first having exhausted such process.

d. The time schedule for escalation of disputes, including disputed requests for change order, shall be as follows:

<b>Level of Authority</b>	<b>Time Limit</b>
UTA's Project Manager/Contractor's Project Manager	Five calendar days
UTA's Chief People Officer/Contractor's Operation Manager	Five calendar days
UTA's Executive Director/Contractor's VP Trust Admin	Five calendar days

Unless otherwise directed by UTA's Project Manager, Contractor shall diligently continue performance under this Contract while matters in dispute are being resolved.

If the dispute cannot be resolved informally in accordance with the escalation procedures set forth above, then either party may commence formal mediation under the Juris Arbitration and Mediation (JAMS) process using a mutually agreed upon JAMS mediator. If resolution does not occur through Mediation, then legal action may be commenced in accordance with the venue and governing law provisions of this contract.

**29. GOVERNING LAW**

The validity, interpretation and performance of the Contract shall be governed by the laws of the State of Utah, without regard to its law on the conflict of laws. Any dispute arising out of the Contract that cannot be solved to the mutual agreement of the parties shall be brought in a court of competent jurisdiction in Salt Lake County, State of Utah. Contractor consents to the jurisdiction of such courts.

**30. COSTS AND ATTORNEY FEES.**

If any party to this Contract brings an action to enforce or defend its rights or obligations hereunder, the prevailing party shall be entitled to recover its costs and expenses, including mediation, arbitration, litigation, court costs and attorneys' fees, if any, incurred in connection with such suit, including on appeal.

**31. UTAH ANTI-BOYCOTT OF ISRAEL ACT**

Contractor agrees that will be not engage in any type of boycott against the State of Israel for the duration of this contract.

**32. SEVERABILITY**

Any provision of the Contract prohibited or rendered unenforceable by operation of law shall be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions of the Contract.

**33. AMENDMENTS**

Any amendment to the Contract must be in writing and executed by the authorized representatives of each party.

**34. FORCE MAJEURE**

Neither party to the Contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which are beyond that party's reasonable control. UTA may terminate the Contract after determining such delay or default will reasonably prevent successful performance of the Contract.

**35. NO THIRD-PARTY BENEFICIARIES**

The parties enter into the Contract for the sole benefit of the parties, in exclusion of any third party, and no third-party beneficiary is intended or created by the execution of the Contract.

**36. ENTIRE AGREEMENT**

This Contract shall constitute the entire agreement and understanding of the parties with respect to the subject matter hereof, and shall supersede all offers, negotiations and other agreements with respect thereto.

**37. COUNTERPARTS**

This Contract may be executed in any number of counterparts and by each of the parties hereto on separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one and the same instrument. Any signature page of the Contract may be detached from any counterpart and reattached to any other counterpart hereof. The electronic transmission of a signed original of the Contract or any counterpart hereof and the electronic retransmission of any signed copy hereof shall be the same as delivery of an original.

**38. NONWAIVER**

No failure or waiver or successive failures or waivers on the part of either party in the enforcement of any condition, covenant, or article of this Contract shall operate as a discharge of any such condition, covenant, or article nor render the same invalid, nor impair the right of either party to enforce the same in the event of any subsequent breaches by the other party.

**39. INFORMATION, RECORDS and REPORTS; AUDIT RIGHTS**

Contractor shall retain all books, papers, documents, accounting records and other evidence to support any cost-based billings allowable under Exhibit B (or any other provision of this Contract). Such records shall include, without limitation, time sheets and other cost documentation related to the performance of labor services, as well as subcontracts, purchase orders, other contract documents, invoices, receipts or other documentation supporting non-labor costs. Contractor shall also retain other books and records related to the performance, quality or management of this Contract and/or Contractor's compliance with this Contract. Records shall be retained by Contractor for a period of at least six (6) years after completion of the Work, or until any audit initiated within that six-year period has been completed (whichever is later). During this six-year period, such records shall be made available at all reasonable times for audit and inspection by UTA and other authorized auditing parties including, but not limited to, the Federal Transit Administration. Copies of requested records shall be furnished to UTA or designated audit parties upon request. Contractor agrees that it shall flow-down (as a matter of written contract) these records requirements to all subcontractors utilized in the performance of the Work at any tier.

**40. SALES TAX EXEMPT**

Purchases of certain materials are exempt from Utah sales tax. UTA will provide a sales tax exemption certificate to Contractor upon request. UTA will not pay Contractor for sales taxes for exempt purchases, and such taxes should not be included in Contractor's Application for Payment.

**41. REVOLVING DOOR RESTRICTIONS**

UTA Ethics Policy requires Board approval for the award or amendment of a contract with a contractor that has hired a former UTA employee or who are represented by a former employee where the former employee left UTA employment within the 12 months prior to the contract award of amendment. Approval will not be given if there is a strong appearance of an unfair competitive advantage.

**42. CONTINUITY OF SERVICES**

(a)The Contractor recognizes that the Services under this Contract are vital to the UTA and must be continued without interruption and that, upon contract expiration, a successor, either UTA or another contractor, may be selected to continue the Services. Therefore, the Contractor agrees to exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor, so long as UTA is not in breach of this Contract.

(b)The Contractor shall be reimbursed for all reasonable costs for transition services provided and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this Contract.

**44. SURVIVAL**

Provisions of this Contract intended by their nature and content to survive termination of this Contract shall so survive including, but not limited to, Articles 7, 9, 10, 11, 12, 13, 15, 17, 18, 19 ,21, 23, 24,25, 30, 31, 32, and 40.

IN WITNESS WHEREOF, the parties hereto have caused the Contract to be executed by officers duly authorized to execute the same as of the date of last signature below.

**UTAH TRANSIT AUTHORITY:**

**NOTTINGHAM TRUST DIVISION OF COMMUNITY BANK, N.A.**

By \_\_\_\_\_  
JAY FOX  
Executive Director

Signed by: \_\_\_\_\_ 6/27/2025  
By *Ruthie Lund* \_\_\_\_\_  
RUTHIE LUND  
VP Employee Benefits Sr.  
Manager & Trust Officer

By \_\_\_\_\_  
Ann Green-Barton  
Chief People Officer  
DocuSigned by:  
By *Mike Bell* \_\_\_\_\_  
Mike Bell  
UTA Legal Counsel

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

## **EXHIBIT A**

### **SCOPE OF WORK**

The Utah Transit Authority Pension Committee, Trustees of the Utah Transit Authority Employee Retirement Plan and Trust Agreement, has awarded a contract for certain payroll and tax services for its retirement plan.

Certain assumptions are made to set a baseline to determine the fees for the Plan(s). These assumptions include:

#### **Utah Transit Authority Employee Retirement Plan and Trust Agreement**

- 2,790 Active Participants
- 608 Terminated Vested Participants
- 859 Retirees

The UTA defined benefit plan is administered currently by Milliman with their MARC software program. The services to be provided are payroll and tax services for its defined benefit plan administered by Milliman with their MARC software.

Nottingham Trust a division of Community Bank N.A. will be able to provide the following services:

- Issuing monthly pension payments on behalf of UTA. Must include options to cut and mail paper checks and complete ACH deposits.
- Withhold state and federal taxes for pensioners.
- Oversee full tax services for pension plan, including completing tax filings and remittances for all states in which active pensioners reside.
- Prepare and distribute 1099R forms annually
- Provide a process that allows Nottingham Trust and UTA to see if a check had been cashed and pull pensioner information and 1099R forms.
- Pay plan expenses authorized by UTA
- Prepare Monthly and Annual Financial Statements
- Provide a tracking process that allows Nottingham Trust to see if a check has been cashed or issue a stop payment.

**EXHIBIT B PRICING**

**NOTTINGHAM**

**BASE YEAR 40 Months (September 1, 2025 – December 31 2028)**

**Note:** Due to the timing of transition, the first invoice will occur in January 2026, \$75 x # of 1099Rs produced. Timing of invoices will be the same for the entire contract. Invoices will be delivered within the first ten (10) business days of January each year. There will be no additional charges for onboarding/implementation. Fees are subject to fluctuation based on number of form 1099Rs produced for invoice period.

YEAR	TIME PERIOD	ESTIMATED YEAR QTY	UNIT COST	NTE YEARLY PRICE
2025	September 1,2025 - December 31, 2025	1136	\$75	\$42,600
2026	January 1, 2026 through December 31, 2026	1136	\$75	\$85,200
2027	January 1, 2027 through December 31, 2027	1136	\$75	\$85,200
2028	January 1, 2028 through December 31 ,2028	1136	\$75	\$85,200
2029	January 1, 2029 through December 31, 2029 – <i>Option Year</i>	1136	\$75	\$85,200
2030	January 1, 2030 through December 31, 2030 – <i>Option Year</i>	1136	\$75	\$85,200
	<b>TOTAL NOT-TO-EXCEED AMOUNT</b>			<b>\$468,600</b>

ESTIMATED DESCRIPTION	ESTIMATED QUANTITY	U/I	UNIT COST	COST
Onboarding Costs		One Time	N/A	\$
Setup Fee		One Time	N/A	\$
Ongoing Fee		One Time	N/A	\$
Implementation		One Time	N/A	\$
Cost 1099R's	1136	Per Form	\$75.00/ invoiced January on an annual basis	\$85,200, Except for the initial 2025 time-period in which NTE amount is \$42,600
Core HR & Payroll	1136	Per Employee Per Month	N/A	

**FIRST OPTION YEAR (January 1, 2029 – December 31, 2029)**

ESTIMATED

DESCRIPTION	QUANTITY	METHOD	U/I UNIT	COST
Onboarding Costs			N/A	\$
Setup Fee			N/A	\$
Ongoing Fee			N/A	\$
Implementation			N/A	\$
Cost 1099R's	1136	Per Form	\$75.00	\$85,200
Core HR & Payroll	1136	Per Employee Per Month	N/A	

**SECOND OPTION YEAR (January 1, 2030 – December 31, 2030)**

ESTIMATED  
DESCRIPTION QUANTITY U/I UNIT COST

Onboarding Costs			N/A	\$
Setup Fee			N/A	\$
Ongoing Fee			N/A	\$
Implementation			N/A	\$
Cost 1099R's	1136	Per Form	\$75.00	\$85,200
Core HR & Payroll	1136	Per Employee Per Month	N/A	

**TOTAL NOT-TO-EXCEED PRICING:**

BASE YEARS: \$298,200 for the period September 1, 2025 – December 31, 2028

FIRST OPTION PERIOD: \$85,200 for the period January 1, 2029 – December 31, 2029

SECOND OPTION PERIOD: \$85,200 for the period January 1, 2030 – December 31, 2030

**NOT-TO-EXCEED TOTAL \$468.600**