



# ACUMEN INVESTMENT GROUP, LLC

611 Pennsylvania Ave. SE - Suite 290 - Washington, DC 20003  
Phone 703-798-4941 Fax 800-710-3623

## VENDOR SERVICES AGREEMENT

\_\_\_\_\_ (Vendor) agrees to provide goods and services for Acumen. I/we agree to the following terms:

**Vendor Requirements:** As a vendor providing any type of good and/or service to Acumen or its clients, I must have a W-9 and any applicable professional licenses. If I am providing any good and/or service which requires my company to send a representative to the job site or specific project at which I am employed I must have a current certificate(s) of insurance on file at all times. The certificate(s) of insurance and/or additional insured endorsement must include specific language with regard to general liability policy naming "Acumen Investment Group, LLC" as additional insured. Any applicable excess/umbrella policy is to be issued on a follows form basis. All coverage shall be primary and non-contributory. The certificate(s) of insurance must remain current and any lapse in coverage could result in termination of future purchases of goods and/or services.

**Background Screening of Workers:** Vendor agrees to exercise due diligence in not placing any employees, laborers or subcontractors to perform work within job or project boundaries and inside dwelling units who may have a history of criminal convictions or deferred-adjudication or pose a potential threat or risk of injury to residents or others. Vendor also agrees to comply with Immigration and Customs Enforcement (ICE) regulations. Vendor understands that it is its own duty to use responsible hiring practices and acknowledge Acumen Investment Group's policy regarding the background screening of my labor force.

**Fair Housing Policy:** I/we understand and agree that I/we will treat all Acumen employees, its client's staff, other vendors, residents and their guests in a fair, professional manner without regard to race, color, religion, sex, familial status, handicap or national origin and in accordance with all jurisdictional guidelines. I/we understand that failure to adhere to Acumen's Fair Housing Policy and Fair Housing Laws could result in termination of my relationship with Acumen. My signature below indicates my understanding of Acumen's Fair Housing Policy and my commitment to comply with that policy.

**Workers Compensation Requirements:** I understand that Acumen and its clients require workers compensation coverage for all vendors, except for vendors who are sole proprietors or have zero employees. Vendors categorized as off-site are not required to provide proof of workers compensation insurance.

Employees, agents or sub-contractors of the vendor agree to conduct themselves in a professional and ethical manner in all dealings with Acumen or its clients.

Vendor agrees to indemnify and hold harmless Acumen and its owners and its clients including their officers, agents, employee and affiliates from and against any and all claims, damages, expenses and loses of any kind including but not limited to defense costs and attorney's fees, arising out of, relating to, or resulting from the performance of work at the job site or project by Vendor, its employees or agents, the presence of Vendor, its employees or agents on the job site or project, or any injury to agents or employees of Vendor arising out of or in the course of their work on the job site or project.

My signature indicates acknowledgement of receipt and agreement with the above terms. Violation of any terms of this agreement could result in the termination of approval to perform work with Acumen or its clients, its agents or employees.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Vendor Name and Address:** \_\_\_\_\_