

**MEMORANDUM OF UNDERSTANDING (MOU)  
REGARDING  
INSTALLATION OF GNSS RECEIVER AND ANTENNA AT JOHNSON  
STATE COLLEGE**

This MOU is entered into by and between the Vermont Agency of Transportation (VTrans) and Johnson State College (JSC)

The purpose of this MOU is to support the installation and operation of a Global Navigation Satellite System (GNSS) receiver and antenna.

VTrans agrees to:

- Work with JSC staff and contractor to conduct installation of GNSS equipment on the roof of Stearns Hall.
- Pay for all costs associated with the installation and maintenance of GNSS equipment, including any damages to the property associated with the installation
- VTrans recognizes there may be periodic interruptions of power and/or internet access to this installation

Johnson State College agrees to:

- Provide approximately fifteen (15) square feet of external wall space, located on the northwest parapet wall of the southern air vent on the roof of the building know as Stearns Hall, and approximately one (1) square foot if interior wall space located within a wire chase within said building.
- Provide electricity to power GNSS equipment, not to exceed two (2) standard, 120-volt duplex receptacles
- Provide internet access to GNSS equipment via a public static IP address
- Johnson State College agrees to provide access to the installation between the hours of 7:00 AM and 3:00 PM Monday through Friday. Access may be obtained by contacting the Physical Plant Office at 802.635.1280.

Cancellation:

- VTrans or Johnson State College may cancel this agreement with 180 days written notice.

For Johnson State College all notices regarding cancellation must be provided to:

Sharron Scott  
Dean of Administration  
337 College Hill  
Johnson, VT 05656

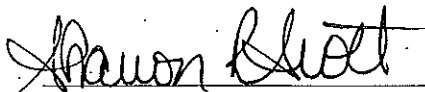
For VTrans all notices regarding cancellation must be provided to:

Brad Herring  
AOT Tech IV, Geodetic Survey  
Vermont Agency of Transportation  
1 National Life Drive  
Montpelier, Vermont 05633-5001

APPROVED this 30<sup>th</sup> day of April, ~~2013~~ <sup>2014</sup>



Brian Searles, Secretary of Transportation



Sharron R. Scott, Dean of Administration,  
Johnson State College



Received

APR 24 2014

ML0071

State of Vermont  
Agency of Transportation  
One National Life Drive, Drawer 33  
Montpelier, VT 05633 - 5001

Contract Administration

**AGENCY TRANSMITTAL / APPROVAL FORM**  
**Memorandums of Understanding (MOU)**  
**Memorandums of Agreement (MOA)**  
(see Vermont AOT Policy # 6008 - 01/09/1998)

Rev 06/04/2007

A copy of a VTrans draft MOU **must** be attached and shall be considered part of this transmittal / approval form. (If there is a signed original this should be forwarded to Contract Administration for filing and a photocopy attached for review / signature purposes.)

This form is required in addition to any internal forms used by the Divisions or Department of Motor Vehicles and must be completed for all MOUs.

1. Reviewed by Contract Administration. Approved for processing as an MOU or MOA:  Yes  No

Chief of Contract Administration: Dennis Cemper 4.02.2014  
(Div. of Finance & Administration) (Signature) (Date)

2. Approved by : AOT Program/Project Manager:  Yes  No

AOT Agreement with (Legal Entity or Person): Johnson State College

Short Description: agreement to install continuous operating reference station (CORS) at the college

Program/Project Manager: Brad Herring AOT Tech IV 4-15-14  
(Submitted by:) (Signature) (Title) (Date)

3. Approved by Division Director or Department Commissioner:  Yes  No

Commissioner / Director: [Signature] DIRECTOR 4-15-14  
(Signature) (Title) (Date)

4. Reviewed for available funding (if applicable):

Budget Office: \_\_\_\_\_ Approved:  Yes  No  
(Signature) (Title) (Date)

Federal Prog.: \_\_\_\_\_ Approved:  Yes  No  
(Signature) (Title) (Date)

5. Reviewed by Legal Section. Approved:  Yes  No

Chief of Legal Section (Staff Attorney IV): [Signature] 4-23-2014  
(Signature) (Date)

The MOU is not valid until signed by all parties including the Secretary of Transportation. The original of the approved / signed agreement shall be routed to Contract Administration for filing. The Program/Project Manager shall arrange for execution by other parties as required.

TRANSPORTATION

APR 21 2014

AGENCY APPROVAL



## **Scribner, Tricia**

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**From:** Herring, Brad  
**Sent:** Monday, March 31, 2014 1:51 PM  
**To:** Scribner, Tricia  
**Subject:** RE: Installation of GNSS Receiver MU0071

Hi Tricia,

Yes, this MOU is just a friendly agreement we will have with the school. There is no cost or expiration date. The contact info for Vtrans should be me: Brad Herring, AOT Tech IV, Geodetic Survey.

Thanks,  
Brad

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**From:** Scribner, Tricia  
**Sent:** Monday, March 31, 2014 12:35 PM  
**To:** Herring, Brad  
**Subject:** Installation of GNSS Receiver MU0071

Hi Brad,

I received your MOU for the above services with Johnson State College, but I have a couple of questions.

1. Is this MOU's purpose just to clarify each party's responsibilities? I do not see a cost or expiration date specified and wanted to clarify.
2. Information for VTrans on the second page is missing. Is this supposed to be like this?

Thanks,

**Tricia Scribner**  
Agency of Transportation  
Contract Administration  
[phone] 802-828-2641  
[fax] 802-828-5545  
[Tricia.Scribner@state.vt.us](mailto:Tricia.Scribner@state.vt.us)



State of Vermont  
Finance & Administration  
Contract Administration  
One National Life Drive  
Montpelier VT 05633-5001  
<http://vtrans.vermont.gov>

Agency of Transportation

[phone] 802-828-2641  
[fax] 802-828-5545  
[ttd] 800-253-0191

April 25, 2014

Sharon Scott, Dean of Administration  
Johnson State College  
337 College Hill  
Johnson, VT 05656

Dear Ms. Scott:

RE: Installation of GNSS Receiver and Antenna                      Contract #MU0071

Please find enclosed the original of the Memorandum of Understanding (MOU) for the above-referenced project by and between the Agency of Transportation and yourself.

Please have the MOU signed where marked and return the document to my attention at One National Life Drive, Montpelier, VT 05633. Do not remove any pages from this document. When the MOU has been fully executed, I will return a fully executed copy for your file.

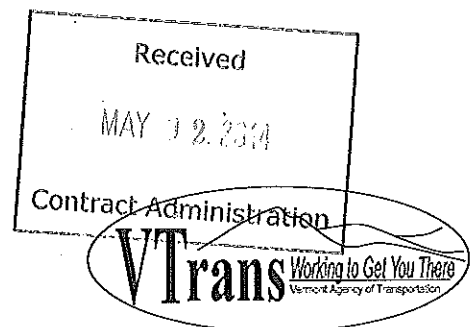
If you have any questions, please do not hesitate to contact my office at (802) 828-2641.

Sincerely,

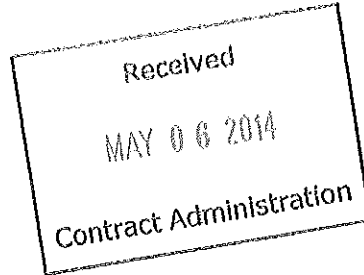
A handwritten signature in cursive script that reads "Tricia Scribner".

Tricia Scribner  
AOT Contracts Specialist II

Enclosure




State of Vermont  
Finance & Administration  
Contract Administration  
One National Life Drive  
Montpelier VT 05633-5001  
<http://vtrans.vermont.gov>



*Agency of Transportation*

[phone] 802-828-2641  
[fax] 802-828-5545  
[ttd] 800-253-0191

**TO:** Brian R. Searles/Susan M. Minter, Secretary [Deputy] of Transportation  
**FROM:** Tricia Scribner, AOT Contracts Specialist II   
**DATE:** May 6, 2014  
**SUBJECT:** MEMORANDUM OF UNDERSTANDING

Attached please find a Memorandum of Understanding (MOU) for your signature. This MOU has been reviewed by the Program Manager, Director, Budget Office, Provider and Assistant Attorney General.

Please sign the MOU where indicated and return to my office for final processing.

Thank you!



State of Vermont  
Finance & Administration  
Contract Administration  
One National Life Drive  
Montpelier VT 05633-5001  
<http://vttrans.vermont.gov>

Agency of Transportation

[phone] 802-828-2641  
[fax] 802-828-5545  
[ttd] 800-253-0191

May 6, 2014

Sharon Scott, Dean of Administration  
Johnson State College  
337 College Hill  
Johnson, VT 05656

Dear Ms. Scott:

RE: Installation of GNSS Receiver and Antenna

Contract #MU0071

Please find enclosed, for your files, a fully executed copy of the Agreement for the above-referenced project by and between the State of Vermont and yourself.

If I can be of any further assistance, please do not hesitate to call my office at (802) 828-2641.

Sincerely,

A handwritten signature in cursive script that reads "Tricia Scribner".

Tricia Scribner  
AOT Contracts Specialist II

CC: Project File  
Business Office  
Debbie Morse/Susan Cochran, Financial Services  
Contracts & Grants Unit  
OnBase Scanner

