



**Title I WIOA Program
Northeast State Community College
Worksite Agreement**

Northeast State Community College (NESCC) is an Administrative and Fiscal Agent for the Tennessee Department of Labor and Workforce Development (TDLWD). NESCC contracts employers to provide employment, education and training services to Youth, Adults and Dislocated Workers, some of whom have significant barriers to employment namely, disabled, low income, veterans, justice involved, receiving government support, that is SNAP and TANF.

The purpose of this Agreement is to ensure that those who qualify for Workforce Innovation and Opportunity Act (WIOA) services in Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Washington, and Unicoi counties received quality services in a timely manner.

NESCC under this agreement agrees that they will provide Workers Compensation Insurance for all program participants. NESCC will provide wages for participants at a rate not less than minimum wage. The training period will be outlined in the Statement of Work.

Both parties agree to abide by the following conditions:

1. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination or denied employment, in connection with any such program because of race, color, religion, sex, national origins age, disabilities, political affiliation or belief.
2. Participants shall not be employed in the construction, operation, or maintenance of any facility that is used for sectarian instruction or as a place for religious worship.
3. With respect to terms and conditions affecting, or rights provided to, individuals who are participants in activities supported by funds approved under such individuals shall not be discriminated against solely because of their status as participants.
4. Authorized representatives of NESCC, FTDD, TDOL, OIG, and USDOL are allowed on the premises at all reasonable hours for monitoring of the worksites, including counseling with participants, inspecting safety procedures, and other working condition
5. The Secretary of Labor, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to books, documents, papers, and records of the State and Local Government, their sub-grantees and Contractors which are pertinent to the specific grant program under the for the purpose of making surveys, audits, examinations, excerpts, and transcripts.
6. The employer agrees to provide working conditions that will meet health and safety regulations and abide by the Child Labor Laws.
7. No currently employed worker be displaced by a work experience participant, including partial displacement such as reduction in the hours of non-overtime work, wages or employment benefits.

8. The Employer agrees to furnish meaningful work and training for the participant within the purpose and scope of the program. Participants must be continuously occupied with productive work.
9. The Employer agrees to the following conditions:
 - To adhere to WIOA Rules and Regulations including the verification of time and attendance records.
 - To comply with Drug-Free Workplace laws.
 - To provide participants with an orientation regarding •breaks,
 - To comply with all requirements as set forth in the Supervisor's Manual and complete all required forms.
 - To ensure that no participant will be involved in religious or political activities during working hours.
 - To always provide supervision to program participants.
 - That all supervisors and alternate supervisors will be familiarized and oriented 'With work experience information.
 - The participants will perform the work activities described in the attached "Statement of Work," If the activities at the worksite change, the Employer agrees to notify NESCC immediately so the "Statement of Work" may be modified.

10. NESCC may unilaterally modify this agreement by memorandum. This agreement shall be effective from the date of execution until termination of the project by either party with one day's advance notice or sooner if warranted.

In witness whereof, the parties hereto have executed this agreement as of the latest date appearing below, and in signing and thereby validating this worksite agreement, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity its signatory official,

Entered this _____ day of _____ 20_____



NORTHEAST STATE

We're here to get you there

Northeast State Community College
P.O. Box 246
Blountville, TN 37617
Telephone: (423)323-3191

City of Kingsport

Employer Name
415 Broad Street
Street Address

Kingsport, TN 37660

City, State, ZIP

Tyra Copas

Name

Human Resources Director

Title

4/5/2024

Date

Name

Title

Date

The hours of operation for your organization are (days/hours):

Days: Monday - Sunday

Hours: Varies

The following Holidays are observed by the sponsoring agency:

New Year's Day Good Friday Labor Day Martin Luther King Day

Memorial Day Veteran Day Christmas Day Presidents Day

July 4th Juneteenth

Note: while the above noted holiday's are observed, some departments may have to work on the holiday due to the nature of their position.



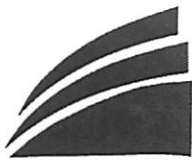
Acquired Skills

- A. Each work experience site will provide clients with opportunities to gain general skills, knowledge, and work habits that will lead to full time employment. These skills may include customer service, business, technical, retail, administrative office skills, office etiquette, basic bookkeeping, patient care, etc.

- B. Specific jobs that may be acquired from this site include the following job titles.

See Attachment A

# Positions Available	Job Titles	Skills Learned



NORTHEAST STATE

We're here to get you there

Vendor Application Form

Complete all information, sign, and fax or email to:
Northeast State Community College
Purchasing Office
Fax (423) 279-7636
Email: purchasingdept@northeaststate.edu

1. Company Name and Address City of Kingsport 415 Broad Street Kingsport, TN 37660	2. Address to which payments are to be mailed (if same as #1, leave blank)
3. Telephone (toll free) 423-224-2448	4. Telephone (other)
5. Fax 423-343-9788	6. Name of Contact Person
7. E-mail Address of Contact Person tyracopas@kingsporttn.gov	8. Company URL website www.kingsporttn.gov
9. Federal Identification Number (FEIN) 62-6000323	10. Social Security Number (If no FEIN)
11. Type of Organization (Check one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit Org. <input type="checkbox"/> Corporation	12. Kind of Ownership (Check all that apply): <input checked="" type="checkbox"/> Govt. (GO) <input type="checkbox"/> Woman (WO) <input type="checkbox"/> Non-Profit (NO) <input type="checkbox"/> Small (SM) <input type="checkbox"/> Majority (MJ) <input type="checkbox"/> Agency of the State of TN <input type="checkbox"/> Minority <input type="checkbox"/> Disability
13. Minority Ethnicity Code (Check one): <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Other Minority <input type="checkbox"/> Hispanic American Specify: _____	14. Excluded from Federal Procurement or Nonprocurement Programs? <input type="checkbox"/> Yes <input type="checkbox"/> No

15. Commodities: Please provide the 3-digit commodity code class (from the enclosed list) for goods and/or services for which your company would like to be provided bid opportunities. If additional space is needed to enter commodities, please use the area on the reverse side of this document.

Class	Sub	Class	Sub	Class	Sub	Class	Sub	Class	Sub	Class	Sub

16. Certification: I hereby certify that I am an authorized representative of the above company and that all the information as completed above is accurate and true.

Authorized Signature

Title

Date

Name (Printed): _____

Northeast State Commodity Class Numbers

005	ABRASIVES	287	ELECTRONIC COMPONENTS, REPLACEMENT PARTS, AND ACCESSORIES: AND MISCELLANEOUS ELECTRONIC EQUIPMENT
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	295	ELEVATORS, BUILDING TYPE
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS	300	EMBOSSING AND ENGRAVING
025	AIR COMPRESSORS AND ACCESSORIES	305	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND DRAFTING SUPPLIES
031	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES	310	ENVELOPES, PLAIN OR PRINTED
035	ARCHITECT	315	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS
040	ANIMALS, LIVE	320	FASTENING, PACKAGING, STRAPPING, TYING EQUIPMENT AND SUPPLIES
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	325	FOOD AND RECEPTIONS
050	ART EQUIPMENT AND SUPPLIES	330	FENCING
052	ART OBJECTS	335	FERTILIZERS AND SOIL CONDITIONERS
055	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.	340	FIRE PROTECTION EQUIPMENT AND SUPPLIES
060	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS	345	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
070	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT	350	FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
075	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES	360	FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
080	BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.	365	FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
085	BAGS, BAGGING, AND TIES	375	FOODS AND BAKERY PRODUCTS PRODUCTS (NOT FROZEN)
105	BEARINGS (EXCEPT WHEEL BEARINGS AND SEALS -SEE CLASS 060)	380	FOODS AND DAIRY PRODUCTS, FRESH
110	BELTS AND BELTING: CONVEYOR, ELEVATOR, POWER TRANSMISSION, AND V-BELTS	385	FOODS, FREEZE-DRIED AND FROZEN, PREPARED READY-TO-EAT
125	BOOKBINDING SUPPLIES	390	FOODS, PERISHABLE
135	BRICKS AND OTHER CLAY PRODUCTS, REFRACTORY MATERIALS, AND STONE PRODUCTS	393	FOODS, STAPLES, EDIBLE
140	BROOM, BRUSH, AND MOPS	395	FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS
150	BUILDER'S SUPPLIES	400	FLORIST
155	BUILDING, FABRICATED	405	FUEL, OIL, GREASE AND LUBRICANTS
165	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL	410	FURNITURE: HEALTH CARE AND HOSPITAL FACILITY
175	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES	415	FURNITURE: LABORATORY
192	CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED	420	FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
200	CLOTHING AND APPAREL	425	FURNITURE: OFFICE
201	MAINFRAME COMPUTERS OTHER THAN DIGITAL BRAND HARDWARE, SOFTWARE, PERIPHERALS, ACCESSORIES AND SUPPLIES	430	GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, AND WELDING
203	DATA PROCESSING RELATED ITEMS	435	GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL
204	DIGITAL BRAND ONLY COMPUTERS: HARDWARE, SOFTWARE, PERIPHERALS, ACCESSORIES AND SUPPLIES	440	GLASS AND GLAZING SUPPLIES
205	PC'S: HARDWARE, SOFTWARE, PERIPHERALS, ACCESSORIES, AND RELATED MATERIALS	445	HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES
210	CONCRETE AND METAL CULVERTS, PILINGS, PIPE, SEPTIC TANKS, ACCESSORIES AND SUPPLIES	450	HARDWARE AND RELATED ITEMS
215	CONTRACT FOR SERVICES	460	HOSE, ACCESSORIES, AND SUPPLIES: INDUSTRIAL, COMMERCIAL, AND GARDEN
232	CRAFTS, GENERAL	465	MEDICAL EQUIPMENT AND SUPPLIES
240	CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS, AND SUPPLIES	485	JANITORIAL SUPPLIES, GENERAL LINE
250	DATA PROCESSING CARDS AND PAPER	490	LABORATORY EQUIPMENT AND ACCESSORIES (FOR GENERAL ANALYTICAL AND RESEARCH USE): NUCLEAR, OPTICAL, AND
255	DECALS AND STAMPS	493	LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
265	DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL	495	LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.
271	DRUGS, PHARMACEUTICALS, AND SETS (FOR LARGE-VOLUME PARENTERAL ADMINISTRATION, INFUSION, IRRIGATION, AND TUBE FEEDING)	515	LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS (NON-AGRICULTURAL APPLICATIONS)
280	ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)	525	LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPPLIES
285	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)	530	LUGGAGE, BRIEF CASES, PURSES AND RELATED ITEMS

Northeast State Commodity Class Numbers

540	LUMBER AND RELATED PRODUCTS	785	SCHOOL EQUIPMENT AND SUPPLIES
545	MACHINERY AND HARDWARE, INDUSTRIAL	790	SEED, SOD, SOIL, AND INOCULANTS
550	MARKERS, PLAQUES, SIGNS, AND TRAFFIC CONTROL DEVICES	803	SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC
560	MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED ITEMS	805	SPORTING AND ATHLETIC GOODS
565	MAIL ROOM EQUIPMENT	820	STEAM BOILERS, STEAM HEATING, AND POWER PLANT EQUIPMENT
570	METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, AND FABRICATED ITEMS	870	VENETIAN BLINDS, AWNINGS, AND SHADES
575	MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES	875	TRAVEL AGENCIES
578	MISCELLANEOUS PRODUCTS	880	VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS -SEE CLASS 285)
580	MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES	895	WELDING EQUIPMENT AND SUPPLIES
595	NURSERY STOCK, EQUIPMENT, AND SUPPLIES	898	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)
600	OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES	915	COMMUNICATIONS AND MEDIA RELATED SERVICES
615	OFFICE SUPPLIES, GENERAL	920	DATA PROCESSING SERVICES AND SOFTWARE
630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS	924	EDUCATIONAL SERVICES
635	PAINTING EQUIPMENT AND ACCESSORIES	931	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - APPLIANCE, FURNITURE
640	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	936	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - GENERAL EQUIPMENT
645	PAPER (FOR OFFICE AND PRINT SHOP USE)	938	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
650	PARK, PLAYGROUND, AND SWIMMING POOL EQUIPMENT	939	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
655	PHOTOGRAPHIC EQUIPMENT AND SUPPLIES (NOT INCLUDING GRAPHIC ARTS, MICROFILM, AND X-RAY)	946	FINANCIAL SERVICES
665	PLASTICS, RESINS, FIBERGLASS: FORMING, LAMINATING, AND MOLDING EQUIPMENT, ACCESSORIES, AND SUPPLIES	948	HEALTH RELATED SERVICES (NOT INCLUDING HUMAN SERVICES)
670	PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES	952	HUMAN SERVICES
675	POISONS: AGRICULTURAL AND INDUSTRIAL	954	LAUNDRY AND DRY CLEANING SERVICES
695	PRINTING AND SILK SCREENING	956	LIBRARY SERVICES (EXCLUDING CLASS 908 - BOOKBINDING, REBINDING, AND REPAIRING)
705	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, TYPESETTING, AND PREPARING MATS, NEGATIVES, AND PLATES	961	MISCELLANEOUS PROFESSIONAL SERVICES
710	IMPAIRED DEVICES	962	MISCELLANEOUS SERVICES
715	PUBLICATIONS AND AUDIOVISUAL MATERIALS (PREPARED MATERIALS ONLY, NOT EQUIPMENT, SUPPLIES, OR PRODUCTION)	964	PERSONNEL, TEMPORARY (EMPLOYMENT AGENCY SERVICES)
720	PUMPING EQUIPMENT AND ACCESSORIES	966	PRINTING, PUBLISHING, SILK SCREENING PRODUCTION, AND TYPESETTING
725	RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES, AND SUPPLIES	968	PUBLIC WORKS, CONSTRUCTION, AND RELATED SERVICES
730	RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES	971	REAL PROPERTY RENTAL OR LEASE
735	RAGS, SHOP TOWELS, AND WIPING CLOTHS	975	RENTAL OR LEASE SERVICES OF EQUIPMENT - AUTOMOTIVE HEAVY EQUIPMENT
740	REFRIGERATION EQUIPMENT AND ACCESSORIES	976	ENVIRONMENTAL PROTECTION SUPPLIES AND ACCESSORIES
770	ROOFING (EXCEPT WOOD -SEE CLASS 540)	977	RENTAL OR LEASE SERVICES OF EQUIPMENT - APPLIANCES, FILM, FURNITURE, HARDWARE, AND WINDOW AND FLOOR COVERINGS
775	SALT (SODIUM CHLORIDE) (EXCEPT TABLE -SEE CLASS 393)	979	RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT
830	TANKS (METAL, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, AND STATIONARY	981	RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT
840	TELEVISION EQUIPMENT AND ACCESSORIES	983	RENTAL OR LEASE SERVICES OR EQUIPMENT - JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, AND TEXTILE EQUIPMENT
845	TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)	985	RENTAL OR LEASE SERVICES OF EQUIPMENT - OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE
855	THEATRICAL EQUIPMENT AND SUPPLIES	988	ROADSIDE, GROUNDS, AND PARK AREA SERVICES
860	TICKETS, COUPON BOOKS, SALES BOOKS, SCRIPT BOOKS, ETC.	990	SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES
863	TIRES AND TUBES	998	SALE OF SURPLUS AND OBSOLETE ITEMS

Worksite Information for Experiential Learning*

Worksite Information		
Worksite Name:		
Street Address:		
Street Address 2:		
City	State:	Zip:
Email		Phone:
Contact at site: Name, Email and Phone:		
Worksite SIGNER Information – this is used to send contract for electronic signature.		
Name of Person who SIGNS the contract for the Worksite:		
Title:		
Email:		
Northeast State Community College		
Name of the person completing this form: Phone Number:		
Date:		

* Send this form to Procurement and Contract Services so the Worksite can be set up.