



QUINCY SCHOOL DISTRICT # 144
 119 J STREET SW
 QUINCY, WA, 98848

Contract for Personal Services

Today's Date: _____ Requestor: _____ Group sponsoring event: _____

All vendors must be currently active with a W9/UBI number on file with the district office. Contact Tina @ x3101 at the district office for vendor information. If this vendor is not in the system, you must STOP!

Are you an employee of the Quincy School District? YES NO

Is this vendor currently active in the system? YES Vendor # _____

Vendor Name: _____ Phone #: _____ Cell Phone #: _____

This contract shall commence on _____ (date), and shall terminate at midnight on _____ (date).

In consideration of the promises and conditions contained herein, the district and the consultant do mutually agree as follows:

1. Consultant responsibilities:

- Consultant shall perform the following duties to the satisfaction of the building principal on:
 Date(s): _____ Time(s): _____
 Description of duties: _____
 School Location: _____
 School Address: _____
 School Phone #: _____
 School employee contact # the day/night of event: _____
- Consultant will submit request for payment on business invoice for the amount of the payment(s) for services rendered not to exceed the amount stated in the district responsibilities.
- Lodging, mileage, materials, etc. are to be included in the total cost noted above.
- Consultant must provide either Proof of Insurance naming QSD as an additional insured or a Hold Harmless Agreement prior to signing this contract. Please attach one of the following to the back of this document:
 POI/Additional Insured provided or Hold Harmless Agreement

2. District responsibilities:

- In consideration of the consultant's satisfactory performance of the responsibilities set forth herein, the Quincy School District shall compensate the consultant as follows:
 Total payment for services shall be: \$ _____
 Payment shall be distributed for work performed in _____ payment(s) in the amount of \$ _____.
- All payments are made on the last working day of the month if appropriate paperwork is submitted to the **District Office** prior to the 10th of the month.

The approvals below must be obtained prior to commitment & before contract start date.

In Witness whereof, the Quincy School District #144 and consultant have executed this contract:

 Requestor's Signature _____
Date

 Supervisor's Signature (if applicable) _____
Date

 ASB Advisor Signature (for ASB only) _____
Date

 Building Principal Signature _____
Date

 Consultant Signature _____
Date

Forward Personal Services Contract and POI or Hold Harmless Agreement to the District Office for approval.

 Superintendent's Signature _____
Date

 Administrative Assistant Signature _____ Date Purchase Order #

Applicable Law

Consultant shall perform all duties pursuant to this contract as an independent contractor. Quincy School District shall not withhold or pay any taxes on behalf of Consultant.

This contract may be terminated, by the Quincy School District Superintendent and/or his/her designee at any time, with or without reason, upon written notification thereof to the Consultant.

Independent Contractor Status of Consultant

Consultant and consultant's employees shall perform all duties pursuant to this contract as an independent contractor.

Indemnification

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of consultant or consultant's employees' or agents' performance or failure to perform duties pursuant to this contract, shall be consultant's sole obligation.

Termination

This contract may be terminated by the Superintendent and/or the Business Manager upon written notification thereof to the consultant. In the event of termination by the district, consultant shall be entitled to an equitable proration of the total compensation provided for herein for uncompensated services which have been performed as of termination.

Verbal Agreements

This written contract constitutes the mutual agreement of consultant and the district in whole. No alteration or variation of the terms of this contract and no oral understanding or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

Applicable Law

The laws of the State of Washington shall govern this contract.

Nondiscrimination

The consultant and consultant's employees assure Quincy School District #144 that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities will be considered and will not be discriminated against on the basis of race, creed, religion, color, national origin, age, sex, marital status or non-job-related physical, sensory or mental disabilities, except insofar as such bases are valid occupational qualifications.

Checkoff List (unfinished document)

PRIOR APPROVAL/REQUIRED DOCUMENTS

- Check school calendar. Be sure that you will not be in conflict with another event (at least 2 months in advance, avoiding holidays and community events).
- Activities Approval Form - receive prior approval for this activity?
(ASB-Activities Approval Form was returned to you with a stamped approval from ASB.
(Chaperones (6) must sign their names on the activities approval form before submitting to ASB)
(General Fund – Approval from building principal)
- Facilities approval form (i.e. weekend custodial, building site).
- Select a vendor (must have a W9 on file). Is this vendor active in our system? (If the vendor is not active, contact your building Administrative Assistant to start the W9 process).
- Fill in the Contract for Personal Services form, sign, and date and print out contract.
- Receive proof of insurance with QSD listed as an additional insured or Hold Harmless Agreement. (Required)
- Forward contract & Proof of Insurance or Hold Harmless Agreement to the District Office for approval.
- Once the contract is approved, fill out a requisition for each vendor or consultant (i.e. DJ/Band, photographer, supplies, police officers, and decorations).
- Forward all documents to your building Administrative Assistant to attach these documents to the purchase order.
- Contact police department as soon as dates confirmed.
- Contact Gus Winter as soon as dates confirmed.
- Request cash box (ASB – Carol Sanchez).

TWO DAYS PRIOR TO EVENT

- Two days prior to event, make a follow-up call to confirm and remind police of dance.

EQUIPMENT SET UP

- Contact Tom Harris prior to vendor set up of equipment.

CLEAN UP

- Deposit slip and money bag to bank night deposit.