



Requirements of Consultants, Service Providers or Independent Contractors

This summary is intended to provide contractual guidelines to service professionals when they conduct professional and service-related activities at various sites throughout the District.

1. Independent Contractors with employees conducting any work for the District must have proof of Worker's Compensation Insurance that meets State of California requirements on file with the District, which does not apply to individual contributors.
2. General liability insurance and vehicle liability insurance are also required in the amount of one million dollars each. The District must be listed as additionally insured with endorsement page and the Contractor must provide a certificate of insurance to the District. The Contractor shall provide active insurance certificates and their renewals during the contract period. Reductions in coverage or cancellations shall be communicated to the District within thirty (30) days of occurrence.
3. Certification of compliance with the Department of Justice fingerprint requirements, if required.
4. The Contractor may not use any District equipment during the course of work without the express written consent of the District. Any item the Contractor proposes to use is to be listed on the proposal for work. This includes, but is not limited to, trashcans/dumpsters, vacuums, ladders, lifts, and vehicles.
5. The Contractor and all of his employees shall provide a form of identification, such as a driver license.
6. The District may provide temporary identification badges. If so, they must be returned.
7. The Contractor is responsible for his employees' compliance with all State and Federal laws.
8. The Contractor and his employees will not fraternize with the students at any school site.
9. Proposals and invoices shall list labor, material, travel and/or other applicable expenses separately.

10. No tobacco products are allowed on District property.
11. The District may have a Contractor employee removed from the job site for noncompliance with these rules.
12. The removal of a Contractor employee shall not affect the price or timely delivery of services.
13. The Contractor shall comply with all District procedures, including submission of invoices, among others.
14. A tuberculosis test may be required according to Education code 45125.1(c), which defines the degree of contact with students.
15. Construction is not to begin before 7:00am or continue after 6:00pm or sunset, whichever comes first, Monday through Saturday and there is no construction allowed on Sundays, unless the District directs the contractor to work alternate hours.

Contractor/Consultant Company Name/Printed Name

Contractor's/Consultant's Signature

Date