PASCO SCHOOL DISTRICT NO. 1

SERVICE AGREEMENT & CONTRACTOR SCOPE OF WORK

Contract No. _____

Submit with a current W-9 to contracts@psd1.org. No services may begin before District approval.

Contractor/Vendor Name: _____ **Agreement Date:** _____

School(s)/Building(s): _____ **Service Date(s)/Timeline:** _____

Contractor Contact Name: _____ **Phone/Email:** _____

1. SCOPE OF SERVICES

Description of services provided:

_____

_____

_____

_____

Attach additional documents if necessary.

FULL CONTRACT AMOUNT (NOT TO EXCEED):

$ _____ **USD**

All-Inclusive Pricing: All contractor pricing shall be stated as a flat, all-inclusive rate. The quoted fee is deemed to include all costs necessary to perform the contracted services, including travel, mileage, lodging, meals, materials, and incidental expenses. No additional reimbursements will be paid unless expressly authorized in writing by the District.

2. AGREEMENT TERMS

Contract Scope. Contractor shall provide only the services and dates stated above. Changes require a written amendment signed by both parties.

Compensation and Invoicing. District will pay up to the approved contract amount after services are provided and a detailed invoice is received. Applicable Washington sales tax must be identified. No advance payments will be made.

No Duplicate Payment. District shall not pay the Contractor if the Contractor has charged or will charge any other party under any other contract or agreement for the same service or expenses.

Contract Documents and Order of Precedence. This Agreement, the District General Terms and Conditions (https://tinyurl.com/psd-general-terms), and applicable federal and Washington State laws and regulations constitute the entire agreement. In a conflict, law controls first, then this Agreement, then the General Terms and Conditions.

Severability and Amendments. Invalid provisions do not affect the remainder of the Agreement. Amendments must be in writing and signed by both parties.

3. CONTRACT MANAGEMENT & APPROVAL

DISTRICT CONTRACT MANAGER	CONTRACTOR CONTRACT MANAGER
Tom Hitt - Fiscal Services 509-543-6741 | contracts@psd1.org	Name: _____ Email/Phone: _____
PASCO SCHOOL DISTRICT	**CONTRACTOR**
Signature: _____ Date: _____ Dr. Joseph R. Castilleja, Chief of Finance and Operations	Signature: _____ Date: _____ Printed Name/Title: _____

By signing, each party certifies that the signer has authority to bind the respective party and agrees to all terms above.