

Contract No. _____
Federal ID No. _____

PROFESSIONAL SERVICES/CONSULTING AGREEMENT

THIS PROFESSIONAL SERVICES/CONSULTING AGREEMENT (this “Agreement”) is entered into this _____ day of _____, 2025, by and between the Canutillo Independent School District (the “District” or “CISD”) and _____ (the “Consultant”).

WHEREAS, the Consultant desires to perform the described services pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the District and the Consultant hereby agree as follows:

1. Services of Consultant. The Consultant shall serve as an independent contractor to provide the professional services more particularly described in Exhibit “A” attached hereto and incorporated herein by reference for all purposes (the “Services”).

2. Services Provided by the District. The District, in its sole discretion, may provide (at the District’s sole cost and expense) the Consultant with such administrative assistance as may be reasonably required by the Consultant for the performance of the Services.

3. Term. This Agreement shall commence upon the complete execution hereof and, except for the provisions of this Agreement which survive termination, shall remain in full force and effect as between the District and the Consultant with regard to the Services until _____, 20__, (the “Completion Date”). The Consultant hereby agrees to fully perform all the Services by the Completion Date.

4. Compensation. As compensation for the Services, the District shall pay the Consultant the sum of [STATE SUM] (the “Compensation”). The Consultant acknowledges and agrees that the Compensation shall constitute full payment to the Consultant and shall include, without limitation, costs of all supplies, materials, equipment, travel expenses, lodging, meals and all other expenses of any kind or nature incurred by the Consultant in the performance of the Services. The Consultant acknowledges and agrees that the Compensation is a fixed sum which may only be adjusted in accordance with the terms and conditions of this Agreement and after written approval by the District.

5. Adjustment of Compensation and/or Completion Date. In the event of any occurrence wholly beyond the Consultant’s control which is not reasonably anticipatable or any other cause which the District, in its sole discretion, determines justifies an adjustment to the Compensation or the Completion Date, the District shall in writing make such adjustments to the Compensation or the Completion Date as the District, in its sole discretion, may approve.

6. Independent Contractor Arrangement. The Consultant is serving as an independent contractor only, and this Agreement will in no way create any joint venture or employment relationship between the Consultant and the District. The Consultant shall have no authority to bind the District in any contract, agreement or otherwise. The District shall have no obligation to: (i) provide training to the Consultant; (ii) instruct the Consultant as to when, where, or how the Consultant is to work; (iii) hire or supervise or pay any assistants for the Consultant; or (iv) furnish the Consultant with tools, materials or equipment. The District shall have no obligation to withhold from the Compensation any taxes, FICA, or federal or state unemployment insurance premiums. The Consultant shall not accrue leave, retirement, insurance, bonding, retirement, profit-sharing or any other benefits which may or may not be afforded employees of the District.

7. Ownership/Use of Documents. Any report(s) and any other documents prepared by the Consultant with respect to the Services shall be the property of the District with all common law and statutory rights related thereto. The District shall have the right to use such documents for any purpose deemed appropriate by the District; provided however, the Consultant shall have no liability for any use of such documents by the District for any purpose unrelated to the Services. The Consultant shall provide the District with five (5) copies of each document requested by the District in both hard copy and electronic form.

THE DISTRICT'S REVIEW, APPROVAL OR USE OF ANY AND ALL DOCUMENTS PREPARED BY THE CONSULTANT SHALL BE FOR THE DISTRICT'S SOLE PURPOSE AND SHALL NOT IMPLY THE DISTRICT'S REVIEW OF THE SAME, NOR OBLIGATE THE DISTRICT TO REVIEW SAME FOR QUALITY, COMPLIANCE WITH ALL APPLICABLE STATUTES, CODES, RULES AND REGULATIONS OR OTHER LIKE MATTERS. ACCORDINGLY, NOTWITHSTANDING THAT ANY DOCUMENTS PREPARED BY THE CONSULTANT AND REVIEWED BY THE DISTRICT OR ANY AGENT OR EMPLOYEE OF THE DISTRICT, AND NOTWITHSTANDING ANY ADVICE OR ASSISTANCE WHICH MAY BE RENDERED TO THE CONSULTANT BY THE DISTRICT OR THE DISTRICT'S AGENTS OR EMPLOYEES, INCLUDING BUT NOT LIMITED TO THE DISTRICT'S DESIGNATED REPRESENTATIVES, THE DISTRICT SHALL HAVE NO LIABILITY WHATSOEVER IN CONNECTION THEREWITH AND SHALL NOT BE RESPONSIBLE FOR ANY OMISSIONS OR ERRORS CONTAINED IN ANY SUCH DOCUMENT SUBMITTED TO THE DISTRICT FOR REVIEW AND APPROVAL AND ANY SUCH DISTRICT APPROVAL SHALL NOT CONSTITUTE A WAIVER OR RELEASE OF THE CONSULTANT HEREUNDER OR AS PROVIDED BY APPLICABLE LAW. THE PROVISIONS HEREOF AND THE ENFORCEMENT OF SUCH PROVISIONS SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

8. Insurance. Unless otherwise agreed to in writing by the parties, the Consultant acknowledges and agrees that the District shall have no duty to obtain and maintain any insurance including, but not limited to, a workers' compensation insurance policy, for the benefit of the Consultant. The Consultant hereby agrees to Workers' compensation insurance coverage that meets or exceeds legal requirements covering all of the Consultant's employees and such insurance policies as are set forth on Exhibit "B" attached hereto and incorporated herein by reference. If

leased employees will be used, the Consultant shall provide the District with a copy of the leasing company's Texas State License and evidence of workers' compensation coverage insuring the leased employees.

9. Dispute Resolution. The District and the Consultant are fully committed to working with each other and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements with respect to the Services to be performed by the Consultant pursuant to the terms of this Agreement. If disputes or disagreements do arise, the District and the Consultant each commit to resolve such disputes or disagreements in an amicable, professional, and expeditious manner so as to avoid unnecessary losses, delays, and disruptions to completion of the Services. The District and the Consultant will first attempt to resolve any disputes or disagreements at the filed level through discussions between the parties' respective designated representatives. The Consultant shall continue to perform the Services and the District shall continue to satisfy its payment obligations to the Consultant pending the final resolution of any dispute or disagreement between the parties. If the parties are unable to resolve the dispute through discussions between their designated representatives, either party may file a written request for mediation with the other party. Such mediation will be conducted in accordance with the applicable mediation rules of the American Arbitration Association currently in effect. The parties shall share the costs of mediation equally. Unless otherwise agreed by the parties, the mediation shall be held in the City of El Paso, El Paso County, Texas. Any dispute which cannot be resolved by mediation may then be submitted to the appropriate state or federal court in the City of El Paso, El Paso County, Texas. In the event the efforts to resolve the dispute through mediation are unsuccessful, the Consultant hereby irrevocably submits generally and unconditionally for itself and in respect of its property to the jurisdiction of any state court, or any United States Federal Court, sitting in the City of El Paso, El Paso County, Texas, over any suit, action or proceeding arising out of or relating to this Agreement. The Consultant further hereby irrevocably waives, to the fullest extent permitted by law, any objection that the Consultant may now or hereafter have to the laying of venue in any such court and any claims that any such court is an inconvenient forum. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which it may be entitled.

10. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Texas.

11. Termination; Suspension.

(a) **By the District.** The District may terminate this Agreement immediately upon any breach of this Agreement by the Consultant. The District may also terminate this Agreement upon seven (7) days written notice to the Consultant for the District's convenience and without cause. Upon written notice to the Consultant, the District may for its convenience and without cause suspend performance of the Services by the Consultant for a period not to exceed ninety (90) consecutive days. In the event of a suspension by the District, the District shall equitably adjust the Compensation and the Completion Date as set forth in Paragraph 7 above.

(b) By the Consultant. The Consultant may terminate this Agreement if the District fails to pay the Consultant in compliance with Paragraph 3 herein. Provided, however, that the Consultant must have first given the District written notice of such failure to pay and the District must have failed to cure such non-payment within twenty (20) days of receipt of such notice. The Consultant may also terminate this Agreement if the District suspends Consultant's performance of the Services for a period in excess of ninety (90) consecutive days.

In the event of a termination of this Agreement, the District shall pay Consultant an amount equal to the value of the Services rendered to the District by the Consultant as of the date of such termination.

12. Indemnification. The Consultant shall indemnify and hold harmless the District, its Board of Trustees, employees, agents and representatives (the "Indemnified Parties") from all losses, claims, liabilities, injuries, damages, actions or causes of action, and any costs and expenses, including, without limitation, reasonable attorney's fees, of any type or description, brought, asserted or made for or on account of any injuries or damages received or sustained by any person or person (including, without limitation, one of the Indemnified Parties) or property, arising out of, relating to, or occasioned by the performance or lack of performance, errors, omissions, negligence or intentional acts of the Consultant, its agents, consultants, subcontractors or employees related to the Services and its duties and obligations under or pursuant to this Agreement, whether or not any other party contributes to such performance or lack of performance, errors, omissions, negligence or intentional acts of the Consultant, its agents, consultants, subcontractors or employees. Upon demand by the District, the Consultant shall diligently defend any indemnified matter relating to the Services and which is made or commenced against the District, whether alone or together with the Consultant or any other person, all at the Consultant's own cost and expense and by counsel to be approved by the District in the exercise of its reasonable judgment. In the alternative, at any time the District may elect to conduct its own defense through counsel selected by the District and at the cost and expense of the Consultant. Nothing in this Paragraph 14 shall limit or impair any rights or remedies of the District against the Consultant or any other person under any other provision of this Agreement or under applicable law. The Consultant shall not be required to indemnify the District if such indemnification would be a violation of a Texas statute. The terms of this Paragraph 14 shall survive the termination of this Agreement.

13. Status of the Consultant. The Consultant hereby represents, promises and warrants to the District: that the Consultant is financially solvent and possesses sufficient experience, all required licenses, authority, personnel and working capital to complete the Services required under this Agreement.

14. Standard Terms and Conditions. The Consultant hereby acknowledges that it has reviewed the District's Standard Terms and Conditions attached hereto as Exhibit "C" and incorporated herein by reference for all purposes. In the event of any conflict between the Standard Terms and Conditions and this Agreement, this Agreement shall control. The Consultant covenants that it will abide by such standards in the Consultant's performance of this Agreement.

15. Criminal Background Check. Any Consultant employees or construction workers having direct contact with students must submit to a criminal background check as required by Texas law.

16. Confidentiality. The District considers all non-public information concerning the Services to be performed under the terms of this Agreement as well as any reports or other documentation related thereto to be confidential and proprietary unless otherwise expressly indicated in writing by the District to the Consultant. The Consultant shall not release any non-public information to any third party without the prior written consent of the District. Consultant understands that CISD must release information under the Texas Public Information Act.

17. Assignment. The Consultant agrees that the duties and obligations of the Consultant under this Agreement are not assignable or transferable and the Consultant agrees not to subcontract any of the Services to be performed hereunder, without the prior written approval of the District.

18. Entire Agreement. This Agreement constitutes and expresses the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement shall not be amended or modified except by written instrument signed by both parties.

19. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original, and all of which, when taken together, shall constitute one and the same Agreement.

NOTWITHSTANDING ANY PROVISIONS HEREIN CONTAINED TO THE CONTRARY: (i) THE CANUTILLO INDEPENDENT SCHOOL DISTRICT DOES NOT WAIVE SOVEREIGN IMMUNITY BY ITS EXECUTION OR DELIVERY OF THIS AGREEMENT OR BY ANY CONDUCT OF ITS REPRESENTATIVES UNDER THIS AGREEMENT; AND (ii) THE DISPUTE RESOLUTION PROCESS HEREIN PROVIDED DOES NOT AFFECT THE CANUTILLO INDEPENDENT SCHOOL DISTRICT'S RIGHT TO ASSERT ALL CLAIMS AND DEFENSES IN ANY LEGAL PROCEEDING.

Executed this _____ day of _____, 2025.

THE DISTRICT:

**CANUTILLO INDEPENDENT
SCHOOL DISTRICT**

By: _____
Name: _____
Its: _____

THE CONSULTANT:

By: _____
Name: _____
Its: _____

Exhibit “A”

Services

Exhibit "B"

Insurance Requirements

Casualty Insurance

- a. Workers' Compensation as statutory provisions require.
- b. Commercial General Insurance (Occurrence basis only)

Bodily Injury and Property Damage Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000
Products/Completed	
Operations Aggregate	\$1,000,000
Personal and Advertising	
Injury Occurrence	\$1,000,000
Fire Damage, Legal	
Liability Any One Fire	\$100,000
Medical Expenses Any One Person	\$5,000

The District shall be named as an additional insured by endorsement on the contractor's policy as to the subject job.

- c. Business (Commercial) Automobile Liability Insurance coverage for all owned, non-owned and hired vehicles:

Combined Single Limit for Bodily Injury/ and or Property Damage	\$1,000,000 CSL
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No deletions/exclusions from standard coverage form allowed without written consent of the District.

Umbrella Liability Insurance (Excess) - \$1,000,000

- a. The owner shall be named as an additional insured on the contractor's policy as to the subject job.
- b. This policy shall provide coverage over the Workers' Compensation, Commercial general Liability and Business Automobile Liability.

Exhibit "C"

Canutillo Independent School District General Terms & Conditions

The following are the General Terms and Conditions for all requests for bids, requests for proposals, requests for qualifications, requests for competitive sealed proposals and other purchasing requirements of the Canutillo Independent School District. Certain provisions of these General Terms and Conditions may not be applicable to every request for bids, requests for competitive sealed proposals or requests for proposals. To the extent these General Terms and Conditions are applicable, the General Terms and Conditions shall be deemed a part of the School District's purchasing documents. If any clarification is needed regarding whether a particular provision contained in the General Terms and Conditions is applicable, the bidder, proposer or vendor shall contact the Canutillo ISD Purchasing Department at (915) 877-7426.

1. **Acceptance of Bid/Proposal Content** - These general conditions governs the relationship between the District and Vendor, and is hereby made part of the agreement between the parties. Submission of a response shall be considered as the representation that the Offeror has carefully investigated all past, present and required conditions of the service being offered in the solicitation. Failure of an Offeror to accept these conditions in a final contract shall result in cancellation of award.
2. **Responsiveness** - It is the Offeror's responsibility to read and comply with the information provided. Failure to complete and submit the bid/proposal to include bid amendments according to the information and instructions may result in disqualification.
3. **Bid/Proposal Form Submission** - Return signed original sealed bid/proposal in a sealed envelope, plainly marked with vendor's name, bid/proposal number, opening date and time. Return bids/proposals to the Purchasing Agent, 7965 Artcraft Rd.; El Paso, TX 79932. Additional copies of the bid/proposal may be requested.
4. **Late Submission** - Bids/proposals received after the time and date specified will **not** be accepted.
5. **Signature Block** - Bids/proposals received without proper signature will **not** be accepted.
6. **Instructions to Bidder/Proposer** - Facsimile (fax) bids/proposals will **not** be accepted.
7. **Instructions to Bidder/Proposer** - All Bids/proposals must be typed or written. Bids/proposals written in pencil will **not** be accepted. Mistakes may be crossed out, and corrections inserted and initialed by Bidder/Proposer (not white-out).
8. **Acknowledgement of Amendments** - Changes to the bid/proposal, prior to award, may be made in the form of an addendum. Each addendum must be returned with the signed "Sealed Bid/Proposal" form and with any other addendum at the time and date of bid/proposal opening or prior to that time. If the addendum **is not returned**, the bid/proposal **will be** disqualified.

9. **Instructions to Bidder/Proposer** - Awarded vendors are solely responsible for notifying the Purchasing Agent, of any changes, in writing, to the company's name, address and telephone number. If a vendor fails to notify the District of any changes in their contact information the company will be suspended from transacting business with the District until the changes have been made. The District shall not be responsible for lost or misdirected bids/proposals or modifications.
10. **Tax Exemption** – Tax Exemption–The School District is exempt from Texas state and local sales tax and federal excise tax. See Section 151.309, Texas Tax Code, as it currently exists or may hereafter be amended. **DO NOT INCLUDE TAX IN YOUR BIDDER PROPOSAL.**
11. **Informalities and Irregularities** - The District reserves the right to waive minor irregularities and/or informalities and to accept or reject any and all bids/proposals in whole or in part, or to discuss/negotiate separately in any manner necessary and/or to terminate the procurement solicitation process in its entirety provided that action will serve the best interest of the District. The Purchasing Agent shall reject the bid/proposal of the Bidder/Proposer who is deemed non-responsive. The unreasonable failure of a Bidder/Proposer to promptly provide information with respect to responsibility may be grounds for a determination of non-responsibility.
12. **Employee Discrimination** - During the performance of this contract, the Bidder/Proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, disability, political belief, religion, marital and/or veteran status.
13. **Bid/Proposal Withdrawal** - A Bidder/Proposer may withdraw bid/proposal upon written request at anytime prior to the bid/proposal opening date & time. Bids/Proposals cannot be amended or altered after the opening date and time.
14. **Evaluation Criteria** – Pursuant to the Texas Education Code 44.031(b), the District shall evaluate and consider: the reputation of the vendor and of the vendor's goods and services, the quality of the vendor's goods or services, the extent to which the goods or services meet the District's needs, the vendor's past relationship with the District, the impact on the ability of the District to comply with laws relating to historically underutilized businesses, the total long-term cost to the District to acquire the goods or services, and vendor's references, record for fiscal and contracting responsibility, knowledge of the product/service and any other relevant factor specifically listed in the request for bids or proposals. Quality and suitability of the product/service bid and/or proposed shall be considered in the acceptance of bids/proposals. The District will award a contract based upon best value as determined by a combination of the above stated evaluation factors.
15. **Recovery of Money** - If the Bidder/Proposer fails to deliver both the quality and quantity of service on which the award was made in the manner specified in the contract, CISD reserves the

right to purchase the specified goods/services on the open market and vendor agrees to allow CISD to deduct the difference in price and cost of handling, if any, from pending invoices. If there are no outstanding invoices the vendor will be billed accordingly.

16. **Taxes** - Because fiscal responsibility is a criterion, in the event that a vendor is or subsequently becomes delinquent in the payment of school advalorem taxes, such fact may be grounds for rejection of the bid/proposal, or if awarded the bid/proposal, for cancellation of the contract.
17. **Assignment Delegation** - No assignment or transfer of this bid/proposal, in whole or in part, to any other party will be allowed unless the vendor to whom this bid is awarded formally notifies the District in writing and written approval from the Purchasing Agent or designee is received prior to the transfer. Written approval must be requested and received prior to any assignment or transfer. Vendor notification must be sent via certified mail return receipt to 7965 Artcraft Rd.; El Paso, TX 79932. In the event the vendor fails to comply with this provision, the school district may take action to require compliance or take any other measures deemed appropriate, including contract cancellation.
18. **Termination** - The award or agreement resulting from this bid/proposal may be terminated or cancelled under the following circumstances.
 - District may cancel or terminate the award or agreement for convenience upon 60 day written notice.
 - During the term of the agreement, District may terminate the agreement at the expiration of each District budget period if funds are not appropriated for payment under the agreement.
 - Work under the agreement may be terminated in whole or in part by the District upon delivery to vendor of a notice of termination specifying the extent to which performance of work under the agreement is terminated and the date upon which termination becomes effective. This right of termination is in addition to and not in lieu of District rights to cancel undelivered goods or services under the agreement.
 - District may cancel all or any part of the undelivered goods or services of the agreement if vendor breaches any of the terms of the agreement, including, but not limited to, warranties of vendor, or if vendor becomes insolvent or begins bankruptcy or reorganization proceedings.
 - The District shall not pay for services or supplies that are deemed by CISD to be unsatisfactory. Contractors will be given reasonable opportunity, before termination, to correct any deficiencies; however, this in no way may be construed as negating the basis for cancellation. The School District reserves the right to cancel the contract upon thirty (30) days' written notice.

- District's rights of termination or cancellation are in addition to other remedies District may have in law or equity.
19. **Force Majeure** - The District shall not be liable for defaults or delays due to acts of God or the public enemy, acts or demands of any governmental agency, strikes, fires, floods, accidents, or other unforeseeable causes beyond its control and not due to its fault or negligence.
20. **Indemnification** - Vendor agrees to indemnify, defend, and hold District harmless from any patent, copyright, trademark, or trade secret infringement claim or cause of action, or any similar intellectual or proprietary rights infringement claim or cause of action, which are based on or related on goods or services sold or used by the vendor in connection with this agreement. Vendor shall defend any such claims or causes of action at its own expense, and the District shall have the right to have such litigation monitored by its own counsel at District expense.
21. **Applicable Law and Venue** – The validity, construction and effect of this contract and any and all extensions and/or modifications shall be governed by the laws of the State of Texas. Texas law shall govern regardless of any language in any attachment or other document that the Offeror may provide. Both parties agree that the venue for any litigation arising from this contract shall occur in El Paso, El Paso County, Texas.
22. **Place of Delivery** - The place of delivery shall be that set forth in the purchase order. All deliveries must be inside deliveries, unless other arrangements are made.
23. **Proprietary Information** – Bidder/Proposers must attach a detailed listing of any/all restrictions on the dissemination, public disclosure, or use of any data contained in their response and be informed that any declared proprietary information will be addressed as required by applicable law, regulation and School District policy.
24. **Out of State Vendors** - The “Reciprocity Rule” applies. Vendors whose principal place of business is located in a state which gives preference to residents are subject to the same restrictions when submitting an offer with an entity of the State of Texas.
25. **Gratuities** - The District may, by written notice to the Offeror, cancel this contract without liability to Offeror if it is determined by the District that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Offeror, or any agent, or representative of the Offeror, to any officer or employee of the District with a view toward securing a contract or securing special treatment with respect to the awarding or amending or the making or any determinations with respect to the performing of such a contract. In the event this contract is canceled by the District pursuant to this revision, the District shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Seller in providing such gratuities.

26. **Oral Statement** - This contract may be modified only by written amendment executed by all parties and their authorized signatories hereto. The contract will not be offered by any oral statement made by any School District employee.
27. **Remedies for Non-Performance** - If at any time, the contractor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right to purchase on the open market and charge the contractor the difference between contract and actual purchase price or cancel the contract within sixty (60) days written notification of intent.
28. **Right to Assurance** - Whenever one party to this contract in good faith has reason to question the other party's intent to perform he/she may demand that the other party give written assurance of his/her business intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
29. **Waiver** – No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or enunciation of the claim or right unless the waiver or renunciation is supported by consideration and in writing signed by the aggrieved party.
30. **Prevailing Party** - The resulting award from this bid/proposal constitutes a contract between the CISD and the awarded vendor. The prevailing party in an action, in state or federal court, to enforce or interpret this contract is entitled to recover its reasonable attorneys' fees and court costs from the other party. Without waiving any rights available to the District for recovery, if the District is the prevailing party, vendor hereby agrees and authorizes the District to deduct the reasonable attorneys' fees and court costs from amounts, if any, owed to vendor under the contract.
31. **Invoices and Payments** - Payment terms will be net thirty (30) days after acceptance of delivery or receipt of **correct** invoice, whichever comes later. All invoices must be mailed to: Canutillo Independent School District, Attn: Accounts Payable, P.O. Box 440; Canutillo, TX 79835
32. **Non-Payments**- If the performance requirements are not met, or the Contractor is in default of its obligations, the District reserves the right to withhold payment until Contractor diminishes such default and reimburses the District for any damages suffered by the District as a result of the Contractor's default.
33. **Contract Modification** - Amendments may be made for additions, deletions and or modifications of goods or services under the same terms and conditions of this order. Such amendments must be in writing and approved by an authorized representative for the vendor and the District.

38. **Ethics in Public Contracting** – School District employees are prohibited from receiving any gifts, soliciting any gifts, inducement or kickbacks.
42. **Debarment/Suspension** – A Bidder/Proposer may be suspended or debarred for failing to comply with the terms and conditions of the contract. Suspensions/Debarment will occur for reasons including, but not limited to, rescinding an accepted bid/proposal, canceling a contract, poor quality of work and non-performance. The length of the suspension will be determined by the Canutillo Independent School District's Superintendent and a notice will be sent to the Bidder/Proposer citing the reason.
43. **Right to Audit** - The Bidder/Proposer's activities conducted and records maintained pursuant to the Contract shall be subject to monitoring and evaluation by CISD, the Division of Business Services/Internal Auditor, or their duly appointed representatives. The Owner, the Texas Education Agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract, for the purpose of audits and examinations, and for making excerpts and transcriptions.
44. **Expenses Incurred in Bid/Proposal Preparation** – CISD will not be liable in any way for any costs incurred by any Proposer in the preparation of its bids/proposals, nor for the presentation of its bids/proposals and/or participation in any discussions and/or negotiations.
45. **Requirement for Interpretation** – Requests by the Purchasing Agent for clarification of proposals shall be in writing. Applicable requests shall not alter the Bidder/Proposer's pricing information contained in its cost proposal.
46. **Official Correspondence** – All official Contract related correspondence must be mailed to the Canutillo Independent School District, P.O. Box 100 Canutillo, TX 79835, attention Purchasing Agent.
47. **Disclosure of Independence of Relationship** - No Officer, Board member or CISD participating member's employee shall have a financial interest, direct or indirect, in any contract with CISD participating members, or shall be financially interested, directly or indirectly, in the sale to any CISD participating members of any land, materials, supplies, or services, except on behalf of CISD participating members as an officer, board member or employee. Any willful violation of this section shall constitute malfeasance in office, and any officer, board member or employee guilty thereof shall be subject to removal from his office or position. Any violation of this section, with the knowledge, expressed or implied, of the person or corporation contracting with any CISD participating members shall render the contract null and void.
48. **Non-Conforming Terms & Conditions** – Proposer's submitting a non-conforming response that include corporate forms, brochures, or sample contract forms that do not conform to the

solicitation document will be requested to withdraw non-conforming terms and conditions that do not affect the quality, or delivery of goods/services. If quality or delivery is affected, the bid/proposal will be deemed “non-responsive”. The District’s General and Special Terms and Conditions and Statement of Work (SOW) will take precedence, the Bidder/Proposer’s boilerplate conditions. The Offeror’s “binder”, cover letter, and/or standard statement of work, template, etc. may become a part of the Contract Documents, but the Terms and Conditions (General and Special) and Statement of Work (SOW) of the District’s solicitation document (CSP, IFB, RFO, RFP, etc.) take precedence unless Offeror’s deviations/exceptions are specifically identified in a separate document (substantially titled “Exceptions to Terms, Conditions, and/or (SOW)”) that is executed by Offeror and the District’s Purchasing Agent and included as an attachment/addendum to the Contract.

49. **Use of Terms “Bid,” “Bidding, or “Bidder”** - Any use of the terms “Bid” or “Bidding” contained in any of the Proposal or Contract Documents, and referring to the submission of a proposal by the Proposer for the intent of securing an award of the Contract, shall be understood to refer to the submission of a Sealed Proposal as set forth herein. Any use of the term “Bidder” contained in the Proposal or Contract Documents shall be understood to refer to the Proposer making the proposal.
50. **Acceptance by Board of Trustees** – No award of Contract shall be valid, and no contract is created or binding, until the bid/proposal has been accepted by the Board of Trustees.
51. **Open Records Act** – Bidder/Proposer agrees and acknowledges that any and all documents submitted in response to and all bids/proposals are subject to disclosure under the State of Texas Open Records Act. Bidder/Proposer must contact the CISD Public Information Office at (915) 877-7482 to submit a formal request for the information.
56. **Payment of Taxes** – All Contractors located or owning property in El Paso County shall assure that all real and personal property taxes are paid. Material Management will verify payment of all real and personal property taxes due by the Contractor prior to award of any contract award or renewal.
57. **Safety** – All Contractors and Subcontractors performing services for the School District are required and shall comply with all Occupational Safety and Health Administration (OSHA) State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and Subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any person or property within and around the work site area under this contract. Additionally, Contractors and Subcontractors must ensure that their employees refrain from carrying firearms, illegal drugs and or alcoholic beverages while performing duties in accordance with this contract.

58. **Subcontractors** - Offeror's shall include a list of all subcontractors in their proposal. Proposal shall also include a statement of the Subcontractor's qualifications. The District reserves the right to reject the successful Offeror's selection of any or all Subcontractors.
59. **Prohibition as Subcontractors** – No Offeror who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.
60. **Deviations from Scope of Work** – If there is any deviation from that prescribed in the scope of work/services, the appropriate line in the scope of work/services shall be ruled out and the substitution clearly stated. The District reserves the right to determine the responsiveness of any such deviation.
61. **Debarment** – By submitting a proposal, the Contractor certifies that the company is not currently debarred by the Texas Building and Procurement Commission or the School District. Debarment verification will also be completed through System for Award Management at <https://www.sam.gov>
64. **Responsibility for Actions** - Bidder/Proposer is solely responsible for its actions and those of its agents, employees, or subcontractors, and agrees that neither Bidder/Proposer nor any of the foregoing has any authority to act or speak on behalf of the District.
65. **Criminal Background Check** - Contractor will obtain criminal history record information that relates to an employee, applicant for employment, agent of the Contractor, if the employee, applicant, agent or subcontractor has or will have continuing duties related to the contracted services; and the duties are or will be performed on CISD property or at another location where students are regularly present. The Contractor shall certify to the District before beginning work and at no less than an annual basis thereafter that criminal history record information has been obtained. Contractor shall assume all expense associated with the background checks, and shall immediately remove any employee, agent, or subcontractor who was convicted of a felony, or misdemeanor involving moral turpitude, or any crime involving harm to a child, as defined by Texas law, from District property or other location where are students are regularly present. District shall be the final arbiter of what constitutes a "location where students are regularly present." Further, unless otherwise specified in the contract, Contractor's and its employee(s), agents or subcontractors, while on CISD property, shall not have direct contact with any student. If the Contractor is the owner or sole operator of the business entity, that individual may not self-certify regarding the criminal history record information and its review. Contractor must submit original evidence of criminal history record information acceptable to the District with this Agreement showing compliance.

66. **Unauthorized Purchases** - By submitting this competitive bid and/or proposal the vendor understands and acknowledges that during the term of the contract any shipment or delivery of goods and services made to CISD campuses and departments without a properly approved purchase order constitutes an unauthorized purchase and financial obligation. The District does not assume any responsibility for these goods and services, condition of goods, and/or unreturned goods. Vendor understands and accepts full responsibility and will not seek payment for unauthorized purchases. Vendor further understands and acknowledges that the District's Finance Division will not issue payment for goods and services delivered without an official purchase order.

67. **Insurance**

1. a. The Contractor shall not commence work under this contract until all insurance required under this section has been obtained and evidence of insurance has been submitted to and verified by the School District. Required insurance coverage must be written by an insurance company licensed to conduct business in the State of Texas, or listed as an eligible surplus lines carrier, as determined by the State Board of Insurance. In addition, the School District may consider the A.M. Best rating of the insurance company to determine the company's acceptability to the School District.
- b. An original certificate of insurance confirming coverage must be submitted to the School District within ten (10) working days from date of Notice of Award. "The District reserves the right to automatically revoke Board Award if the vendor does not provide an original certificate of insurance within ten (10) working days from date of Notice of Award."
- c. Contractor shall obtain and maintain insurance, with the exception of Worker's Compensation and Employer's Liability coverage, with the Canutillo Independent School District named as an additional insured. For Worker's Compensation and Employer's Liability the Contractor will provide and maintain this coverage, and waive subrogation in favor of the Canutillo Independent School District. The certificate(s) of insurance provided to the Canutillo Independent School District by the Contractor must reflect the above-stated requirements.
- d. Certification of Insurance will be required of the successful Vendor prior to commencement of work, with limits as set forth below. The Board of Trustees of the Canutillo Independent School District shall be the Certificate Holder. The CSP number and description must be referenced on the face of the Certificate.
- e. Vendor's Liability Insurance. The contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Vendor's operations under the contract/purchase order, whether such operations be by himself or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- f. Claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of any person other than his employees;
3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Vendor, or (2) by any other person; and claims for damages because of injury to or destruction of tangible property, including loss of use resulting thereof.
5. Amounts, types, and limitations of Vendor's insurance shall be such as appears reasonable and satisfactory to the Canutillo Independent School District and our counsel, but not less than the following amount:

b. Worker's Compensation	\$100,000,000
c. General Liability	\$500,000
d. Property Damage	\$500,000 each occurrence
e. Automobile Liability	\$100,000/\$300,000
f. Or Combined Single Limit	\$100,000,000
6. Professional Liability Insurance: During the entire term that the Agreement shall remain in effect and for a period of two (2) years after final completion of the PROJECT, CONSULTANT, at CONSULTANT's sole cost and expense, shall obtain and maintain a policy or policies of professional liability insurance with limits of \$1,000,000.00 for each claim and covering CONSULTANT's Services relating to the PROJECT. Such insurance shall contain a provision that includes limited contractual liability, including bodily injury or wrongful death or property damage, for negligent acts, and errors and omissions arising out of the performance of CONSULTANT's professional services under the terms of the Agreement. In the event that this coverage is provided on a "Claims Made" basis, such coverage shall be continued for a period of not less than three (3) years from the date that professional services or the PROJECT is completed, whichever is later so long as such coverage is commercially available at a reasonable cost, which means that subsequent annual increases have not exceeded twenty-five percent (25%) of the cost of such policy on an annual compounded basis.
7. Vendor must furnish the Canutillo Independent School District with certificates of insurance with the scope of work documents for the CSP. Additionally, these documents will be required with the contract/purchase order documents prior to commencement of work.
8. "Provide proof of professional liability/errors omissions in the amount of \$500,000 for the past year and history of all claims. Note any and all allegations and convictions of felonies related to the firm's owners or operators, and include a general description of the conduct resulting in the allegation or conviction of each felony.
71. **Instructions to Bidder/Proposer** - All proposals must be complete and convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of the CSP, the District alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a

candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

72. **Warranty** – The supplies or services furnished under this contract shall be covered by the most favorable commercial warranties available to any customer for same or similar supplies or services.
73. **Instructions to Bidder/Proposer** - CISD is a tobacco-free, drug-free, weapon-free and alcohol-free environment. It is the responsibility of the Bidder to assure CISD that Bidder's employees are not under the influence and/or possession of drugs, tobacco, alcohol or weapons. If an employee of Bidder is found to be under the influence and/or in possession of drugs/tobacco and/or alcohol and/or weapons at the time of service, the Bidder will be notified at once by CISD that the employee must be immediately restricted from all CISD campuses. Repeated offenses by employees of Bidder could result in cancellation of the contract with CISD.

(This section left intentionally blank)