

**PROCEDURES FOR USE  
OF  
CONTRACTOR'S AGREEMENT TEMPLATE**

**GENERAL**

- The template is "write protected." The user can only populate fields within the Recital paragraph; Sections 2, 3, 9 and 12; and the Exhibits.
- All fields should be typed (not written) before submitting the contract to the Contractor for signature.
- First, contracts should be signed by the Contractor then sent to Keith Houck's office along with the Certificate of Insurance, if required (See Section 9 for guidelines).
- Next, a Banner requisition is to be created by the requesting department.
- Templates that do not require changes are to be sent directly to Keith Houck's office for countersignature. Templates requiring changes to "protected" provisions, including pen & ink changes, must be sent to Legal for approval and signature/initialing by Keith Houck.

**RECITAL PARAGRAPH.**

Insert the date and year, and the Contractor's (legal) name.

**SECTION 2. Term and Termination.**

Insert the beginning and ending date of the Contract.

**SECTION 3, Subsection A. Payment Terms.**

Select one box only.

**SECTION 3, Subsection B. Payment Terms.**

Insert name and address of payee.

**SECTION 9. Insurance.**

Select the box, if applicable.

Contractor is required to carry insurance for Services involving the use of the Contractor's or its subcontractor's equipment and/or staging that, by its nature, poses the potential for risk, i.e., accident, damage or danger. Examples include but are not limited to:

- Arcade/carnival rides and vehicles including bumper cars, go karts, slides, rock climbing walls and bungee jumps, as well as games involving dunk tanks, darts, hammers/mallets, guns, sling shots, bow & arrow, etc.
- Stage rigging, electric wiring and equipment, stages, catwalks, lighting, amplifiers, speakers, projector screens, etc.
- Use of vehicles or equipment including, booms, generators, fork lifts/front end loaders, motorized carts, etc.

Evidence of required insurance must be provided through a valid Certificate of Insurance (COI). The Certificate of Insurance must name the **"District Board of Trustees of Valencia College, Florida"** as an **"additional insured"** and is typically noted within the Certificate Holder box of the COI.

The COI must be submitted to the College in its original form with original signatures or by certified fax sent directly from the Contractor's insurer. Copies and faxes of the COI sent by the Contractor will not be accepted.

The COI must be sent together with the executed contract to Keith Houck's office. Please do not send separately. Receipt of the COI is required prior to the Contractor's performance of the Services and to effectuate countersignature of the contract.

**SECTION 12. Notices.**

Complete the contact information for both the Contractor and Valencia.

**APPROVAL/SIGNATURE.**

Templates that do not require changes are to be sent directly to Keith Houck's office for countersignature. Templates requiring changes to "protected" provisions, including pen & ink changes, and the addition of addenda or riders must be sent to Legal for approval and signature/initialing by Keith Houck.

**EXHIBIT A. Scope of Work.**

Describe in detail the Contractor's Services/Work/Deliverables and the type, place, date and times of the Services/Work/Deliverables. If necessary, attach an additional page and identify it as a continuation of the Exhibit A. Scope of Work.

**EXHIBIT B. Compensation and Payment.**

Select the boxes as applicable, include the relative dollar figure, and provide a Total Due Contractor (which is less any deposits and/or travel, lodging and/or entertainment expenses/costs paid in advance to or on behalf of the Contractor by Valencia, as outlined in the previous selections).

**READ AND COMPLETE THE EXHIBITS CAREFULLY**

*PLEASE DIRECT ALL QUESTIONS REGARDING USE OF THIS TEMPLATE TO THE LEGAL DEPT.,  
ATTN: LISA LOVELL, EXT. 3433.*

THANK YOU.