

Contractor Guidelines

The Board recognizes the importance of maintaining the sound fiscal management of TPCA as well as insuring the safety of our students during the school day. In order to help meet these goals, the administration shall require all contractors doing business with TPCA to abide by the following guidelines.

1. TPCA administration shall have all contractors sign an **“Agreement for Professional Services”** (File T-DJGAA-E) before commencing work.
2. TPCA administration shall have all contractors fill out a Federal form W-9 **Request for Taxpayer Identification Number and Certification** as needed.
3. TPCA administration shall have all contractors provide **proof of adequate liability insurance**.
4. Whenever possible work performed shall be paid for only upon its satisfactory completion. At no time will TPCA disburse payment before the onset of work that is to be performed. Under no circumstance will TPCA disburse payment in excess of the terms expressed in the Agreement for Professional Services Contract without prior written consent. Should the need arise, TPCA will pay for materials in advance providing the materials are shipped directly to TPCA. For projects that may require it, partial payment may be made for completion of individual stages of work provided that the payment schedule is agreed upon in advance. In addition, escrow accounts may be used to provide payment on an ongoing basis for any project of a scope large enough to merit such. All contracts shall specify a maximum dollar amount for which TPCA shall be liable under such contract.
5. The Board of Directors recognizes and fully supports the authority of TPCA administration to oversee the work of all contractors hired by TPCA and authorizes the administration to enforce any reasonable request it deems necessary concerning the logistics of working during school hours. These requests may include but not be limited to proper use of building entrances and exits, display of proper identification while on school grounds, signing in and out while in the building, and providing reasonable documentation for hourly work performed.

Adopted October 24, 2002