



Contractor Expectations

CONDITIONS FOR WORKING ON PRESBYTERIAN COLLEGE CAMPUS FOR ALL CONTRACTORS AND VENDORS PERFORMING WORK OR DELIVERING SERVICES AT PRESBYTERIAN COLLEGE

We respect our valued partners at Presbyterian College. We also respect and honor our obligations to keep our campus safe, respectful and beautiful for our many students, visitors and employees. As a contractor, you must share this obligation. Please review these few simple rules, adhere to them when you are working on the campus and acknowledge in writing that you have reviewed these conditions and will abide by these terms. **Please return a signed original to your Presbyterian College contracting representative and keep a copy for your files. These conditions also apply to any sub-contractors who work for you at Presbyterian College.**

-All contractors and businesses should be properly licensed and insured. The college's insurance requirements are included as an attachment to these conditions.

-Ensure your employees are qualified to work on a school campus. It is the responsibility of every contractor to ensure that their employees have no history of felonies, are E-Verified through the Department of Homeland Security, and present no threat to our campus. Certain types of offenders are prohibited from working on any type of school campus, including college and university campuses. This includes those who are registered as sex offenders.

-Work only in designated work areas. Respect for classroom and student living areas is essential when working on campus. If you are in doubt, ask the college for an escort.

-All business should be conducted during normal business hours. Exceptions may be granted by your contracting representative and the Campus Police Department. Plan ahead if you need to work after hours or on the weekend and make sure proper permission has been given.

-Dress appropriately. All people working on the campus must be properly attired. Working shirtless and/or wearing clothing or articles which display slogans or art generally construed to be sexist, racist, pornographic, or lewd is strictly prohibited. The college prefers contractors to wear identifying badges or apparel bearing a company logo or name.

-Talk with respect to others. Presbyterian College is a place where respect for all people is taught and practiced. Please refrain from using disrespectful speech when working on our campus. Always refrain from striking up idle conversation with our students.

-Respect our campus landscapes and grounds. For over 130 years, dedicated workers have cared for our lawns, gardens, and grounds. Do not throw or leave trash where it should not be. Use designated lay down sites for materials.

-Have permission from both the college and others before you dig or tamper with electrical, water, plumbing, heating/cooling, telephone, or network services.

-No weapons or illegal drugs on campus. Do not transport firearms, ammunition, explosives, harmful chemicals, or any other dangerous item or substance onto the campus. Do not use or transport illegal drugs onto our campus.

-Smoke only in designated areas.

We appreciate your partnership with the college.

College Contracting Representative	Company Name
Printed Name _____	_____
Title _____	Contract Representative (Print) _____
Signature _____	Title _____
Date _____	Signature _____
	Date _____

PRESBYTERIAN COLLEGE
Insurance Requirements for Contracts - A

Insurance Requirements

Please provide a Certificate of Insurance to Presbyterian College meeting the following minimum insurance requirements.

- **Workers Compensation Coverage** for accident or job-related illness. **\$500,000** each employee. Insurance must be underwritten by a company rated A- or better by Best for Workers Compensation policies and approved to do business in the state of South Carolina.
- **Automobile Liability Coverage** for any auto driven, or driving performed, by Contractor's employees and agents on campus property or while on business related to contract with the College. Insurance must be underwritten by a company rated A- or better by Best for Automobile Liability policies. These policies should have a minimum limit of **\$1,000,000** (each occurrence) for combined bodily injury or property damage.
- **General Liability Coverage**. Insurance must be underwritten by a company rated A- or better by Best for General Liability; **must name Presbyterian College as Additional Insured**; and must have a minimum limit of **\$1,000,000 occurrence / \$2,000,000 aggregate**.

Indemnity Language in Contract

You must include language in your contract substantially equivalent to the following sample.

Your Company Name agrees to indemnify and hold harmless Presbyterian College, its trustees, officers, employees, and volunteers from damages arising from any act of negligence, gross negligence, or willfulness, and any intentional act by your company, its employees, subcontractors, and agents. *Your Company Name* will include language similar to this in any subcontracts it enters into for work associated with this contract, and will obtain certificates of insurance from subcontractors meeting the above requirements. If subcontractor's employees will work on College property, *Your Company Name* will require them to provide copies of their certificates of insurance to Presbyterian College.

Your Company Name agrees to maintain appropriate and prudent supervision of its employees, subcontractors and agents while on College property, and to maintain any job site on College property in a reasonable and prudent manner to avoid injury to workers and to College students, staff, and visitors, and damage to College property.

Your Company Name will provide a copy of its safety plan to Presbyterian College if requested.

Any exception to these insurance and contracting requirements must be approved by the Vice President of Finance of Presbyterian College.