



LAREDO COLLEGE  
EST. 1947

# Contracted Services Agreement

(For Agreements under \$5,000)

This is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between:

Laredo College  
West End Washington St.  
Laredo, Texas 78040

Hereinafter called LC, and

Name of Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
FID/Social Security No: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Hereinafter called Contractor.

WHEREAS, LC wishes to acquire consulting services of an independent contractor, and WHEREAS, Contractor has demonstrated knowledge and expertise in providing these services; NOW, THEREFORE, in consideration of the mutual promises herein, Contractor and LC agree as follows:

1. The Contractor shall perform the following services (If additional space is required please attach):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The period of this Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_, inclusive.  
*Starting Date* *Completion Date*

3. LC shall pay and/or reimburse Contractor for services as follows:

Fees: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Special Instructions: \_\_\_\_\_

4. If Contracted services are being provided by a current LC employee, payment will be processed through the LC Payroll System based on payroll deadlines.

5. Full-Time LC employees agreeing to provide contracted services have to perform said services outside employee's working schedule.

Please check one of the following:

- Contractor is a current LC Employee?                       Contractor is an Independent Contractor?
- Contractor is a former LC Employee?    List last date of employment: \_\_\_\_\_

6. While performing services under this Agreement, Contractor recognizes that he/she is engaged as an independent contractor and, consistent with such status, agrees that he/she will neither claim to be an officer, agent, partner or employee of LC and will not make any claim or demand for any right or privilege applicable to an officer, agent, partner or employee of LC.

7. The Contractor may not assign or transfer this Agreement without the prior written approval of LC.

8. Contractor agrees to hold LC harmless from any loss, claim, damage, or liability of any kind arising out of or in connection with this Agreement, except to the extent that it is directly due to the negligent acts or omissions of any of the officers, employees or agents of LC.

9. In the event of substantial failure by a party hereunder to perform in accordance with the terms hereof, the other party may terminate this Agreement upon fifteen (15) days' written notice of termination setting forth the nature of the failure (the termination shall not be effective if the failure is fully occurred prior to the end of the fifteen-day period), provided that said failure is through no fault of the terminating party.

10. LC may, without cause, terminate this Agreement at any time upon giving thirty (30) days' advance notice to the Contractor. Upon termination pursuant to this paragraph, the Contractor shall be entitled to payment of such amount as shall compensate Contractor for the services satisfactorily performed from the time of the last payment date to the termination date. LC shall not be required to reimburse Contractor for any services performed or expenses incurred after the date of the termination notice.

11. **VENUE AND JURISDICTION:** This agreement shall be interpreted in accordance with the laws, regulations, and rules of the State of Texas. In the event of litigation concerning this agreement, venue shall be solely in the District Court for Webb County, Laredo Texas to the full extent permissible by law.

12. **PAYMENT:** All payment terms listed on this contract will be computed from the date of delivery of product or services or receipt of a properly executed invoice, whichever is later. State of Texas statute allows 30 days for the payment of product or services. Independent contractors are required to submit a W-9 and will be issued a 1099 at calendar year-end. Advance payments will not be made unless agreed by the College and incorporated as a part of the terms of this agreement prior to its execution.

IN WITNESS WHEREOF, this agreement is effective once the both parties have signed.

CONTRACTOR

LAREDO COLLEGE

\_\_\_\_\_  
Printed Name                      Date

\_\_\_\_\_  
Department Head (Printed Name)                      Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department Head (Signature)