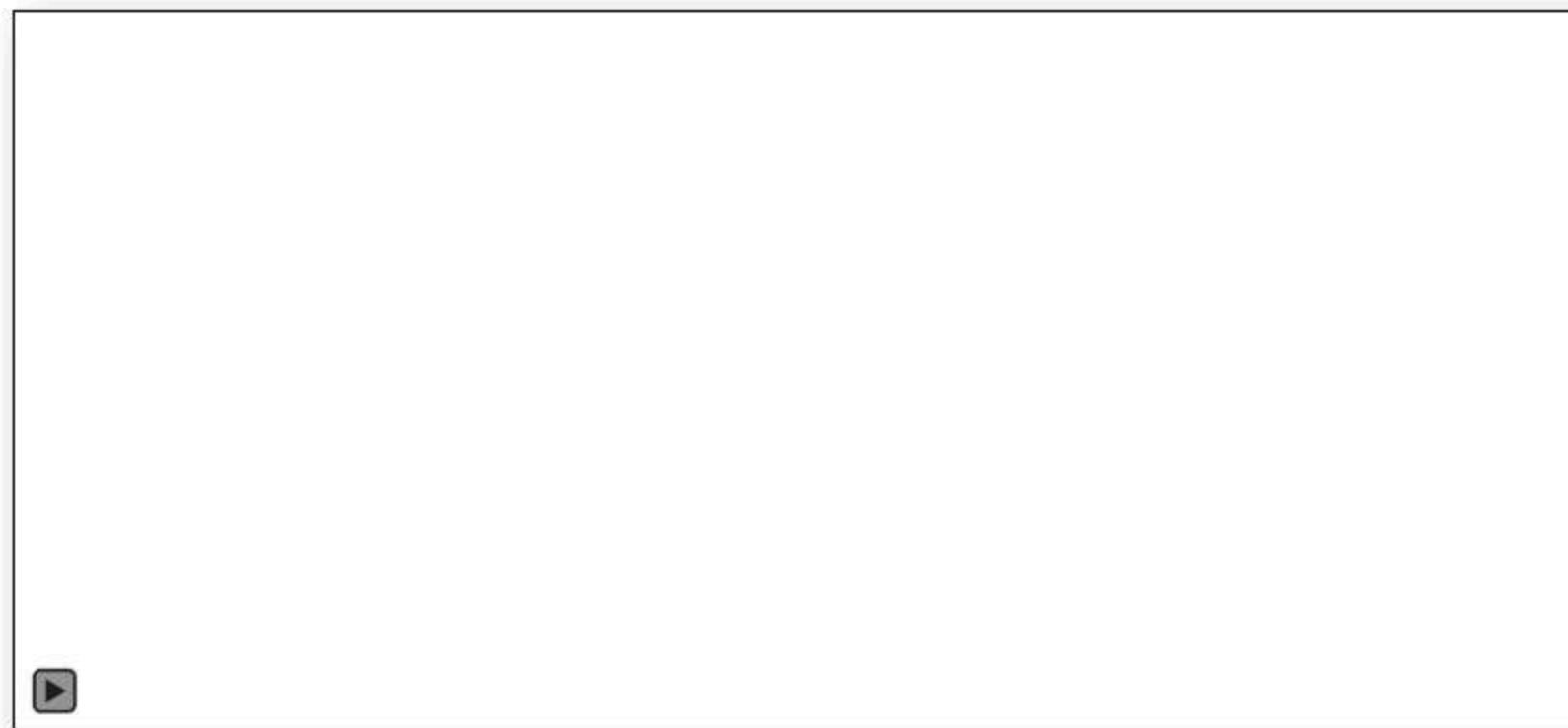


# **TERMS AND CONDITIONS WHILE WORKING ON CAMPUS PREMISES**

October 16, 2025





- Contractors must abide by all applicable federal, state, local, and Texas Southmost College (TSC) policies and procedures, including but not limited to those relating to labor laws, employee rights, safety, confidentiality, use of technology, harassment, and drug and alcohol use.
- Contractors must be aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, Affordable Care Act of 2010, and all other applicable laws and regulations.
- Contractors must conduct appropriate background checks to all employees working on-site and background checks should be available to the College upon request.



Contractors must obtain and keep in effect during the term of this contract, insurance coverage while performing construction/renovation projects in the below listed types and amounts. As evidence of insurance coverage, vendors shall furnish to TSC certificate(s) of insurance before commencement of any work under this contract.

## TYPE OF COVERAGE

### A. Worker's Compensation

## B. Comprehensive General Liability

C. Automobile Liability(owned/leased, non-owned, and hired)

### (1) Bodily Injury

\$1,000,000 Ea. Person

\$1,000,000 Ea. Occurrence

## (2) Property Damage

\$1,000,000 Ea. Occurrence

|                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                    |  |                                                                                    |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------|--|
| <b>ACORD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <b>CERTIFICATE OF LIABILITY INSURANCE</b>                                          |  | <b>DATE OF RENEWAL</b><br>1/1/2008                                                 |  |
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UNDER THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY OR POLICIES BEING CLASSIFIED OR RENEWED. SUCH NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING UNDERTAKER, AUTHORIZED REPRESENTATIVE (OR PRODUCER), AND THE CERTIFICATE HOLDER.                                      |  |                                                                                    |  |                                                                                    |  |
| <b>IMPORTANT:</b> If the certificate holder is an <b>INDIVIDUAL</b> , <b>WEATHER</b> , <b>NON-PROFIT</b> must have <b>ADDITIONAL</b> <b>WEATHER</b> <b>NON-PROFIT</b> endorsement on the endorsed policy. (Endorsement must be attached to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).) |  |                                                                                    |  |                                                                                    |  |
| <b>PRODUCER</b><br>100 Spectra Court (Suite 100) (Suite #100)<br>Irvine, CA 92618                                                                                                                                                                                                                                                                                                                                                                 |  | <b>CLASS</b><br>0000<br>0000                                                       |  | <b>DATE</b><br>01/01/2008 - 12/31/2008<br>The<br>01/01/2008 - 12/31/2008           |  |
| <b>INSURANCE PROVIDER INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE A</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  | <b>INSURANCE B</b><br>American Family Insurance Company<br>10000<br>00000<br>00000 |  | <b>INSURANCE C</b><br>American Family Insurance Company<br>10000<br>00000<br>00000 |  |
| <b>INSURANCE D</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE E</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE F</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE G</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE H</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE I</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE J</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE K</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE L</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE M</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE N</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE O</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE P</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE Q</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE R</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE S</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE T</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE U</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE V</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE W</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE X</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE Y</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE Z</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AA</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AB</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AC</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AD</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AE</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AF</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AG</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AH</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AI</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AJ</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AK</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AL</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AM</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AN</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AO</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AP</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AQ</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AR</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AS</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AT</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AU</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AV</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AW</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AX</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AY</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE AZ</b><br>American Family Insurance Company<br>10000<br>00000<br>00000                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                    |  |                                                                                    |  |
| <b>INSURANCE BA</b><br>American Family Insurance Company<br>10000<br>                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                    |  |                                                                                    |  |



- Contractors shall abide by the regulations set by TSC's Security and Safety department pertaining to access and conduct while on TSC's property and shall obey speed limits and parking regulations. Temporary parking permits can be obtain from the same department.
- Contractors need to report to TSC Project Manager daily upon arrival to TSC's premises before starting work on project.
- **Contractors need to report to TSC Project Manager daily when leaving TSC's premises and provide a report on project progress status.**
- Contractors personnel must inform TSC Project Manager when not working for the day on TSC campus during projects.

## Professional Conduct

- TSC expects contractor's personnel to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs.

## Dress Code

- Contractor's personnel are expected to dress appropriately and must wear identifiable attire. Methods may include ID badges, Photo ID, and/or branded work-wear. Contractor's personnel are required to wear safety vests while working on campus.

## Statement of Nondiscrimination

- The College District prohibits discrimination, including harassment, against any employee on the basis of sex or gender and on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

TSC expects all vendors, contractors, subcontractors, and contractor's personnel working for the College to respect the value and ownership of information received and not to disclose information without appropriate authority unless there is a legal or professional obligation to do so. Vendors, contractors, sub-contractors, and contractor's personnel shall:

- Be prudent in the use and protection of information acquired (written or verbal) in the course of the project;
- Refrain from referring to the College, or any person connected with the College, in any derogatory way or in any way designed to adversely affect or prejudice the College or its reputation in any way;
- Not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the College; and
- Not disclose directly or indirectly confidential information relating to ongoing projects including, but not limited to scope of work, terms, and conditions, meeting discussions, photographs, models, layouts, and any other information connected to projects unless the disclosure of this information is supported and needed for business or operational purposes.



- Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature.
- Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.
- Reporting: Any contractor/vendor's personnel who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor. TSC will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation.



## Drugs and Alcohol

- Vendor's personnel are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on TSC's premises. In addition, vendor's personnel may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on TSC's premises or engaged in TSC's business. Exceptions to the policy may be found in DH (Local) policy.

## Tobacco and E-cigarettes

- Vendor's personnel shall not use tobacco products or e-cigarettes on TSC property, including vehicles, or at College-related activities.

## Reporting Abuse and Neglect

- A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Family Code Chapter 261, Subchapter B. Family Code 261.101(a).
- A report shall be made to any local or state law enforcement agency and Department of Family and Protective Services.

- Contractor shall have the responsibility to obtain any of the necessary permits, licenses, and inspections required.
- All products furnished and/or services performed shall be to the satisfaction of TSC and in accordance with the specifications, terms, and conditions of the Contract.
- All problems and questions relating to a particular job will be referred to the TSC Project Manager and no changes shall be made without his/her written approval.
- Contractors are responsible for the removal and disposal of all installation and construction debris created in the process of the job. All work areas will be cleaned at the conclusion of the workday and no tools or materials shall be left in a manner as to pose a safety hazard.

Senate Bill 17 ("SB 17") requires a community college board of trustees to ensure that each unit of the college does not establish or maintain a DEI office or hire or assign an employee, or contract with a third party, to perform a DEI office's duties, unless required by federal law. DEI office is a division, office, or other unit of the college established to influence the college's hiring or employment practices with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with law, or established to promote differential treatment of or special benefits to individuals based on race, color, or ethnicity.

Therefore, the College prohibits its employees, vendors, contractors or a participant in any function of the College to give preference on the basis of race, sex, color, ethnicity, or national origin and prohibits them to engage in any of the following actions:

1. Influencing hiring or employment practices with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring policies consistent with anti-discrimination laws);
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color or ethnicity;
3. Promoting policies or procedures about race, color, or ethnicity; or
4. Conducting trainings, programs, or activities about race, color, ethnicity, gender identity, or sexual orientation, other than those expressly authorized by College legal counsel in accordance with state law.



TSC is committed to fostering a culture of ethics, integrity, and compliance. A culture where vendors and members of the community feel comfortable in raising and discussing compliance questions and reporting serious concerns confidentially and without fear of retaliation.

If you have any **concerns** that may involve improper conduct or practice to be violation of law or College's purchasing policies and procedures, you can report them to the Director of Purchasing. **Protests** regarding a public solicitation or purchase order contract award (*the protest must be received within 10 business days after award*) and **reports** regarding suspicious fraudulent activity are also accepted through this procedure. A written concern must include the following information:

- Name, address, telephone numbers, and email address of the person submitting the concern.
- A specific identification of law, statutory, or regulatory provision(s) that the action complained of is alleged to have violated.
- Name and number of public solicitation in question (*if applicable*).
- Specific description and date of each relevant act alleged to have violated.
- Statement as to the result/action requested.
- Submission of documents that support the factual or legal basis of the concern or protest.
- If necessary, all relevant, factual information establishing, supporting, and justifying the concern or protest.

The Director of Purchasing may request additional information from the requesting party. The concern will be forwarded to College's Administrators and Legal Counsel for review. A review will be provided upon discussion of findings.

### Reporting Methods

Email: [patricia.saldivar@tsc.edu](mailto:patricia.saldivar@tsc.edu)

US Postal Mailing: Patricia G. Saldivar, Director of Purchasing, 80 Fort Brown, Brownsville, Texas 78520.

### Reporting Emergencies

Any vendor or community member who has a concern for their physical safety or witnesses or is part of any conduct that would ordinarily result in contact with the police should call the TSC Campus Security at 956-295-3700 or dial 911 immediately.

### Campus Security:

- Fort Brown Campus: 956-295-3700 (Non-emergency situations)
- ITECC: 956-295-3755 (Non-emergency situations)
- 911 (Emergency situations)

### Purchasing and Contract Services: (For disputes and questions regarding contract)

- Ms. Patricia G. Saldivar, Director of Purchasing: 956-295-3426 [patricia.saldivar@tsc.edu](mailto:patricia.saldivar@tsc.edu)
- Ms. Martha Casanova, Coordinator of Records and Contract Management: 956-295-3430 [martha.casanova@tsc.edu](mailto:martha.casanova@tsc.edu)
- Mr. Raul Garza, Purchasing Specialist: 956-295-3438 [raul.garza1@tsc.edu](mailto:raul.garza1@tsc.edu)