



TEXAS SOUTHMOST
COLLEGE

Contractor's Terms and Conditions while Working On Campus Premises

*Ms. Martha Casanova
Coordinator of Records and Contract Management*

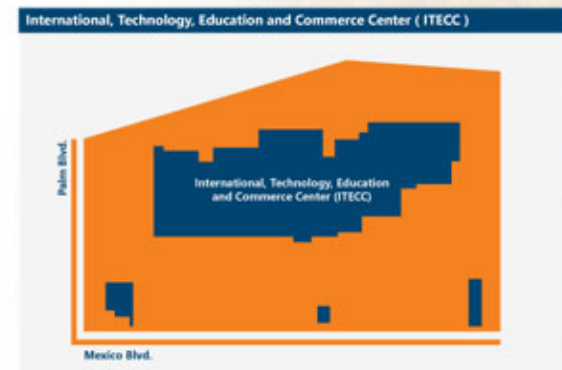




BUILDINGS			
Fort Brown Memorial Center	1	M1 Building	23
TSC Performing Arts Center	2	Cortez Hall	24
Commandant's Quarters	3	Rustenberg Hall	25
Champion Hall	4	Smith Amphitheater	26
Gorges Hall	5	Bookstore	27
Old Morgue	6	Cavalry Hall	28
Commissary Building	7	Science, Engineering and Technology (SETB)	29
Commissary Annex	8	SETB MD	30
Regiment House	9	SETB Lecture Hall	31
Oliveira Student Services Center	10	TSC Recreation Center	32
Tandy Hall	11	Scorpion Field	33
Lightner Center	12	Fort Brown Memorial Golf Course	34
Music Building	13	Physical Plant and Central Receiving	35
Old Education Building	14	Riverside II Building	36
Newman Center	15	TSC Recreation Center Field	37
Eldman Hall	16	American Legion Building	38
Garza Gymnasium	17	Center for Early Childhood Center	39
Gymnasium Annex	18	Old Art League Building	40
South Hall	19	Armory Building	41
North Hall	20	Thermal Plant	42
Guerra Early Childhood Center	21	UTB University Library	43
M2 Building	22		

PARKING			
General	P1	Metered Parking	P4
Student / Visitor	P2		
Faculty / Staff	P3		

— Primary Golf Cart Route
 ● Golf Cart Parking
 Motorcycle Parking



Campus Illustrated Tour (Historical Buildings)



Champion Hall
Year Built: 1846



Old Morgue
Year Built: 1846



Campus Illustrated Tour (Historical Buildings)



Commissary
Building
Year Built: 1846



Commissary Annex
Year Built: 1846



Commandant's
Quarters
Year Built: 1868

Campus Illustrated Tour (Historical Buildings)



Gorgas Hall
Year Built: 1869



Regiment House
Year Built: 1884





Fort Brown
Memorial Center
Year Built: 1953



Tandy
Year Built: 1958



Oliveira Student
Services Center
Year Built: 1966



Lightner Center
Year Built: 1966



Newman Center
Year Built: 1968

International, Technology, Education, and Commerce Center (ITECC) Year Built: 1972





Old Education
Building
Year Built: 1979



Raul J. Guerra Early
Childhood Center
Year Built: 1981



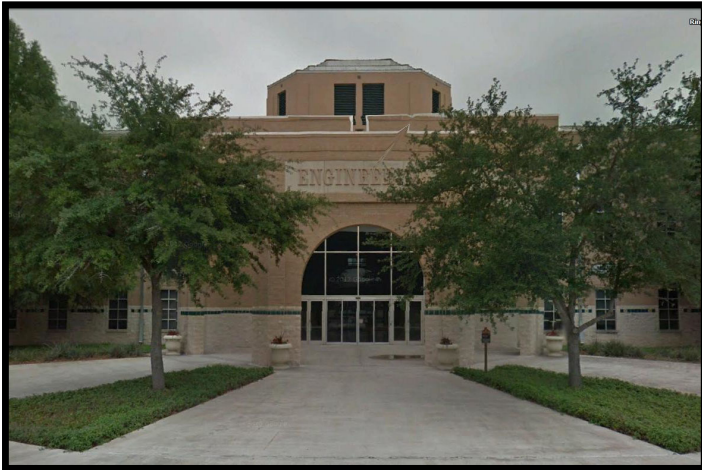
South Hall
Year Built: 1989



Facilities
Year Built: 1996/1972



North Hall
Year Built: 1989



Science, Engineering,
Technology Building
Year Built: 2005



SETB Lecture Hall
Year Built: 2005

Campus Illustrated Tour

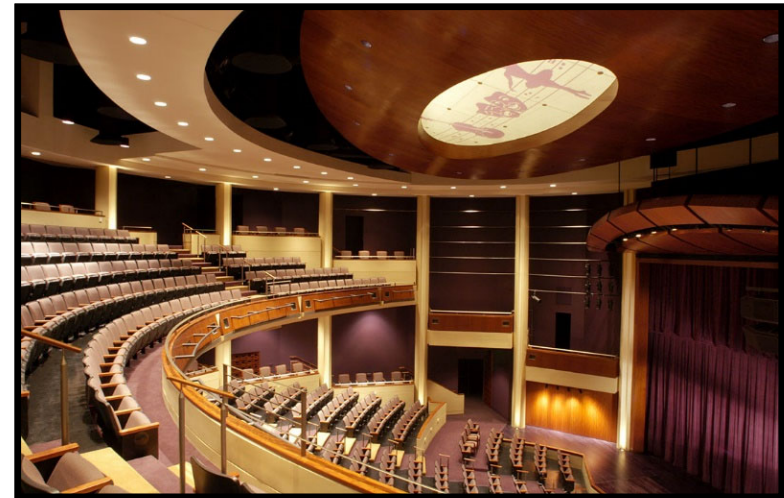


Early Childhood
Studies Center
Year Built: 2009



Recreation
Center
Year Built:
2009





TSC Arts Center
Year Built: 2009

- 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.



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ACORD 25 (2016/0)

- 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 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, branded work-wear or vest which must include company name and if possible employee's name.

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.

Confidentiality Clause for Vendors

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.

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:**

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

- **Facilities:**

- Mr. Jaime Salazar, Associate Vice President of Operations : 956-295-3413 jaime.salazar@tsc.edu
- Ms. Marcela Juarez, Director of Operations: 956-295-3688 marcela.juarez@tsc.edu
- Mr. George Hinojosa, Construction Foreman: 956-295-3407 george.hinojosa@tsc.edu
- TSC Project Managers:
 - Mr. Armando Garcia: 956-295-3471 armando.garcia@tsc.edu
 - Mr. Gerardo Mascorro: 956- 295- 3715 gerardo.mascorro@tsc.edu
 - Mr. Hector Espino: 956-295-3470 hector.espino@tsc.edu
 - Mr. Raul Hernandez: 956-295-3407 raul.hernandez@tsc.edu
- TSC Recreation Center Coordinator:
 - Mr. Raul Cano: 956-295-3709 raul.cano@tsc.edu

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

- Ms. Patricia G. Saldivar, Director of Purchasing: 956-295-3426 patricia.saldivar@tsc.edu
- Ms. Nilda Mora, Purchasing Specialist: 956-295-3434 nilda.mora@tsc.edu
- Mr. Raul Garza, Purchasing Specialist: 956-295-3438 raul.garza1@tsc.edu
- Ms. Martha Casanova, Coordinator of Records and Contract Management: 956-295-3430 martha.casanova@tsc.edu