

Havasu Community Health Foundation

CONTRACTOR WORK AGREEMENT POLICY

Board Approved, August 21, 2014

Only those service providers who have signed our *contractor work agreement* shall be recognized by the Board of Directors of the Havasu Community Health Foundation for reimbursement. All work greater than \$1,000.00 requires Board approval. Immediate emergency repairs can be authorized by Staff. Within a reasonable time, staff has the overall responsibility for notifying a Board member.

The agreement shall include:

1. Description of services
2. Beginning Date/Ending Date or Schedule of Services
3. Payment for services
4. Terms/termination
5. Relationship of parties – Conflict of Interest unless volunteering their services
6. Confidentiality
7. Certificate of insurance
8. Proof of License
9. Indemnification

The definition of a contractor who must sign a contractor work agreement is any licensed contractor hired in any of the following areas:

Engineering, Electrical, General Building, Roofing, Window & Door Replacement, Major Plumbing, HVAC Installation, I.T. Installation, and General Maintenance.

Custodial Services will also be required to sign a contractor work agreement and hold a current business license and be obligated to follow the abovementioned requirements.

The Board of Directors of the Havasu Community Health Foundation recognizes that Service Providers located in the general areas of Lake Havasu City, within a fifty (50) mile radius of City Hall are preferred. The selection will be based on the overall price, services, performance, and reliability of the Service Providers.

The Board recognizes and agrees to an annual agreement for those service providers who perform routine work throughout the year.

Presented to the Executive Board on July 31, 2014