

# Contractor Agreement Form

AGREEMENT is made this on \_\_\_\_\_ (date), by and between Central Piedmont Community College/CPCC (Herein after referred to as CPCC) and \_\_\_\_\_ (Herein after referred to as “Contractor”), in consideration of the mutual promises and covenants contained in this document.

## I. Agreement

**Description of Service Provided (attach separate sheet if needed):**

<b>Dates of Service:</b>		<b>Location of Service:</b>	
<b>Pay rate:</b>		<b>Estimated Hours:</b>	
<b>Travel Cost Estimate:</b>		<b>Total costs (including travel), not to exceed:</b>	
Must Itemize Travel Expenses (CPCC will reimburse travel expenses at the current North Carolina State per diem.):			

1. The **Contractor** agrees to provide CPCC with a detailed invoice, including applicable receipts, within thirty (30) days after services have been rendered.
2. It is expressly understood and agreed that the **Contractor** shall at all times be, and perform the activities and services under this Agreement as an Independent **Contractor**, and neither the **Contractor** nor any of his/her agents or employees shall in any way or at any time become or be deemed an employee of CPCC.
3. It is further expressly understood and agreed that as an Independent **Contractor**, the **Contractor** is responsible for all Insurance obligations. **Contractor** is obligated to pay Federal and State Income Tax on any compensation earned pursuant to the contract. The **Contractor** understands CPCC will report any compensation for services (not expenses) to the IRS on Form 1099-MISC.
4. The **Contractor** understands he/she is bound by the policies, rules and regulations set forth by the CPCC Board of Directors; by the laws of the State of North Carolina and the policies, rules and regulations of appropriate governing officials and bodies having jurisdiction over CPCC and its activities.
5. **The Contractor** will represent CPCC in the most professional and workmanlike manner consistent with the standards of the profession.
6. **Insurance:** During the term of this Agreement, the **Contractor** at its sole cost and expense responsible for all Commercial General Liability and Workers’ Compensation insurance and acknowledges that CPCC is not responsible for any insurance for the **Contractor** or its employees. The **Contractor** is responsible to submit a [Certificate of Insurance](#) evidencing coverage to CPCC prior to signing this agreement.
7. **Indemnity and Hold Harmless:** **Contractor** specifically covenants and agrees to indemnify and hold harmless CPCC from and against any cost, loss, damage or expense, including reasonable attorney fees, arising in connection with any claim, action or suit brought against CPCC for the negligence or the willful misconduct of **Contractor** in the performance of the Services under this Agreement. \_\_\_\_\_ (By initialing here, this indicates the Contractor has read and agrees to these terms.)
8. The **Contractor** will certify they are registered in the NC E-Procurement system or will register within two (2) business days of signing this **Contractor** Agreement form. **Contractor** agrees to keep their NC E-Procurement information current.

## I. Approval

**I have read and understand the terms and conditions as stated above:**

Print Name of Contractor	Signature of Contractor	Date
Print Name of Director/Executive Director/Dean	Signature of Director/Executive Director/Dean	Date

*This agreement will be in accordance with the North Carolina General Terms and Conditions, located at <http://www.cpcc.edu/procurement/for-vendors/nc-cpcc-gen-terms-conditions>.*