

CONTRACTUAL GUIDELINES FOR PURCHASES USING FEDERAL FUNDS

A. REQUIREMENTS FOR PURCHASES AND/OR CONTRACTS IN EXCESS OF \$10,000 USING FEDERAL FUNDS

1. Must contain provisions for termination by the District for cause and for convenience. Must include the manner the termination will be effected and the basis for settlement.
2. Must contain a provision requiring completion of a Drug Free Workplace Certification (if contractor is an *individual*)

B. REQUIREMENTS FOR PURCHASES AND/OR CONTRACTS IN EXCESS OF \$25,000 USING FEDERAL FUNDS – In addition to the requirements for A. above.

1. Must contain a provision requiring reasonable access by the District, the Federal granting agency, the Comptroller General of the United States or any of their duly authorized representatives to the Contractor's books, documents, papers and records which are directly pertinent to the contract for the purpose of making audit, examination, excerpts and transcriptions.
2. Must contain a provision requiring contract records retention for a period of three years after the final payment for the contract and after all other matters are closed.
3. Must contain a provision requiring proper completion of a federal debarment certification form.
4. Must contain a provision whereby the contractor affirms that it is an equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including, but not limited to: Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; 41 CFR Part 60 and any additions or amendments thereto.
5. Must contain a provision for non-appropriations, whereby the contract will terminate if sufficient funds are not appropriated in any given fiscal year to sustain the cost.

C. REQUIREMENTS FOR PURCHASES AND/OR CONTRACTS IN EXCESS OF \$100,000 USING FEDERAL FUNDS – In addition to the requirements for A. and B. above.

1. Must contain a provision that the contractor will comply with all applicable environmental standards, orders or requirements.
2. Must contain a provision for administrative, contractual or legal remedies for contractor violation or breach of contract and resulting sanctions and/or penalties.
3. Must contain a provision requiring completion of a Drug Free Workplace Certification (if contractor is a *company*)