



**KCDA Capital Projects Agreement**

Member Name \_\_\_\_\_

Agreement # \_\_\_\_\_

**Products Offered Under this Program**

With Signed Agreement: Appliances, AV Equipment, Bleachers, Lockers, Auditorium Seating, Floor Coverings, Custodial Machines, Furniture, Intraschool Communications, Musical Instruments and Equipment, Playground Equipment and Matting, Portable Site Work, Roofing and Science Equipment.

**Under this Program**

- Purchase Orders must be issued to KCDA with service fee included.
- Members may issue multiple purchase order numbers
- Shipments can be to multiple locations with scheduled delivery dates
- Products under contract with multiple KCDA vendors may be ordered.
- Agreement is valid for 12 months beginning with the issuance of your first purchase order.
- Agreement number must appear on all Purchase Orders to ensure reduced service fee.
- Orders may be shipped directly from the vendor or from the KCDA warehouse. If shipped from our warehouse an additional 4% will be added for the extra freight cost.
- Final invoicing will reflect service fee of actual purchasing level.
- This agreement should accompany an agreement worksheet which will outline your delivery needs.

**Public Works Procedures**

1. KCDA holds the bid but the contract is between the member and the awarded contractor. Purchase orders must be issued to KCDA with service fee included.
2. If the procurement requires prevailing wages, the contractor and all subcontractors will send the Intents to Pay Prevailing Wage and Affidavits of Wages Paid to the district and copy KCDA. If you don't get them, contact us and we can send you copies.
3. Payment and Performance Bonds are required and paid for by the member either as a line item or embedded in the price of the job. The contractor will acquire the bond and send it to the member prior to the beginning of work.
4. Certificates of Insurance are required. The contractor will acquire the certificate and send it to the member prior to the beginning of work.
5. As KCDA receives invoices from the contractor, we will contact the district to make sure that the job is complete or that a progress payment is agreed to. We will then pay the contractor withholding retainage. KCDA will send an invoice to the member with the same amount of retainage withheld.
6. When the job is completed and all of the Affidavits of Wages Paid have been certified, the member files a Notice of Completion with the Department of Revenue and Labor & Industries.
7. If there is other paperwork that is required by the member, we ask that you forward them to KCDA as soon as the job is complete and we will forward to the contractor.
8. KCDA will contact the member in 45 days to see if release letters from Dept. of Revenue, Employment Security and Labor and Industries and any other paperwork required by the member have been received. Note: KCDA does not get a copy of these letters, they are to be retained by the member for auditing purposes.
9. When all is complete, KCDA will pay the contractor and invoice the district for the retainage.

**Additional Optional Services**

Installation

Layout Assistance

KCDA will Bid items currently not under contract at an additional cost of 1% of the total product value

**Capital Projects Agreement Service Fees**

12 Month Volume	Service Fee	Indicate Expected Purchasing Level
\$250,000- \$499,999	4%	_____
\$500,000-\$749,999	3%	_____
\$750,000+	2%	_____

Minimum order of \$250.00 applies.

\_\_\_\_\_  
Purchaser (Signature)

\_\_\_\_\_  
Purchaser (Please Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person for Invoice Approval

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
KCDA Representative