

**Capital Project Worksheet**

**School District:**  
**Agreement #**

**Capital Project Agreements are valid for the entire district**

**This worksheet details requested pricing/installation specifics for:**

\_\_\_ All district sites

\_\_\_ Only the selected new construction/modernization sites listed below

\_\_\_\_\_  
 \_\_\_\_\_

**Contacts**

KCDA Field Rep: Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

District Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Site Contact for Deliveries: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**KCDA Price Quotes**

Prices quoted by KCDA are to include:

Service fee (percent \_\_\_\_\_ )    \_\_\_ Delivery charge    \_\_\_ Carton Removal    \_\_\_ Installation

Firm pricing is requested for what period of time \_\_\_\_\_

Delivery needs

\_\_\_ Lift Gate    \_\_\_ Pallet Jack    \_\_\_ Inside Delivery    Other \_\_\_\_\_

**Installation Requirements**

**Yes    No**

Carton Removal	___	___
Furniture/Equipment	___	___
Put in place	___	___
Assemble	___	___
Appliances		
Put in place	___	___
Hook up to electrical and water	___	___
TV/VCR's		
Mount to walls	___	___
Other _____	___	___

**Ordering Window**

Delivery of product prior to the start of school should be ordered by May 1<sup>st</sup>.

Anticipated 12 month ordering window    Start: \_\_\_\_\_    End: \_\_\_\_\_

*Should pricing/installation requirements change for a particular purchase order, please indicate those changes on your order.*