



KCDA Capital Projects Program

District Name _____

Agreement # _____

KCDA offers the Capital Projects Program for furniture and equipment on new construction and modernization.

Under this program

- Districts 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.
- Shipments may be made from the KCDA warehouse* or directly from the vendor.
- Final invoicing will reflect service fee of actual purchasing level.
- This agreement should accompany an agreement worksheet which will outline your delivery needs.

Products offered under this program

With signed agreement: Appliances, AV Equipment, Bleachers, Lockers, Auditorium Seating, Floor Coverings, Duplicators, Fax Machines, Custodial Machines, Furniture, Interactive Classrooms, Maintenance & Bus Routing Software, Musical Instruments and Equipment, Playground Equipment and Matting, Portable site work, Roofing, Science Equipment and Weight Training Equipment.

Additional Optional Services

Installation

Layout Assistance

KCDA will Bid items currently not under contract at a cost of 1% the bid value

Service fees under this program

12 Month Volume	Service Fee	Indicate Expected Purchasing Level
\$750,000+	2%	_____
\$500,000-\$749,999	3%	_____
\$250,000- \$499,999	4%	_____
\$100,000-\$249,999	5%	_____
\$50,000 - \$99,999	7%	_____
Minimum order \$500		
District wide orders qualify		

***Orders shipped from the KCDA warehouse will have 4% added to the service fee to cover the cost of freight.**

Purchaser (Signature)

Purchaser (Please Print Name)

Date

Contact person for invoice approval

Phone

Fax Number

E-Mail Address

KCDA Representative