



# Purchase Order

Fiscal Year 2020

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SEWAGE TREATMENT PLANT #1  
3100 S GROVE  
WICHITA, KS 67216-2619  
Phone: 316-303-8700

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20001275 - 01**

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WICHITA AWNING COMPANY  
357 N WABASH  
WICHITA, KS 67214

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SEWAGE TREATMENT PLANT #2  
2305 E 57TH ST S  
WICHITA, KS 67216  
Email: DHARPER@WICHITA.GOV  
Phone: 316-303-8700

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference		PO Buyer	
				20102080				Melinda Walker	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location			
11/30/2020	810333	12/11/2020				PW Sewer Treatment			
Item#	Description/PartNo					QTY	UOM	Unit Price	Extended Price
1	<b>MODIFIED:</b> PROVIDE LABOR, MATERIAL, AND EQUIPMENT TO INSTALL AWNING 8' DEEP X 18' WIDE DARK BRONZE: ENGINEERS STAMP, 3100 S. GROVE CONTACT PERSON: DAVE HARPER, DHARPER@WICHITA.GOV Commodity Code: 87020 Awnings, Metal and Wood Ship To: SEWAGE TREATMENT PLANT #2 2305 E 57TH ST S WICHITA, KS 67216 Email: DHARPER@WICHITA.GOV Phone: 316-303-8700					1.0	LS	\$5,966.00	\$5,966.00

CHANGE ORDER

By: Melinda Walker  
Purchasing Manager

Total Ext. Price	\$5,966.00
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00
<b>PO Total</b>	<b>\$5,966.00</b>

CITY OF WICHITA, KANSAS  
ADDITIONAL TERMS AND CONDITIONS

This Purchase Order and/or Contract and Additional Terms and Conditions hereinafter called instrument, shall serve as a contract between the City of Wichita, Kansas, a Municipal Corporation, and the vendor named on the Purchase Order and/or Contract.

1. For the purchase and delivery of equipment, material, supplies, and/or services listed on the Purchase Order and/or Contract in accordance with the directions of this instrument.
2. After the items listed on the Purchase Order and/or Contract have been delivered and accepted by an authorized City Official, and in accordance with directions on this instrument, the City of Wichita will pay the vendor the amount due, as shown in the total column of the Purchase Order and/or Contract.
3. All special conditions on the face of the Purchase Order and/or Contract are hereby made a part of a general condition set out in this instrument.
4. No terms or conditions, other than those stated herein, and no agreement or understanding in any way modifying the terms and conditions herein stated, shall be binding upon purchaser unless in writing and signed by its Purchasing Manager.
5. The articles specified in this order are for the exclusive use of the City of Wichita, Kansas. Therefore, it is understood the Federal Excise Tax or State of Kansas Sales Tax shall not be or has not been imposed. Exemption certificate will be furnished when required or upon request.
6. All orders are priced F.O.B. destination and must be shipped "PREPAID" unless otherwise specified. No freight or express charges will be allowed on the invoice unless previously agreed upon and provided for on the original purchase order by the Purchasing Manager.
7. This order must not be filled at a higher price than quoted without specific authorization of the City Purchasing Manager.
8. When the items shown on this order have been delivered, the vendor is to mail an invoice for the same to the **DEPARTMENT ADDRESS SHOWN ON THE PURCHASE ORDER AND/OR CONTRACT**. Be sure to show the Purchase Order or Contract number on the invoice.
9. Vendor to retain Purchase Order and/or Contract copy for his file.
10. All discounts are taken for payment at the next available payday after invoice is audited.
11. Partial payments will be made only when agreed upon prior to issuance of the Purchase Order and/or Contract.
12. **IMPORTANT NOTICE** to vendors. This Purchase Order and/or will not be accepted as a City liability until a written invoice with a full account of all items on the Purchase Order and/or Contract is filed with the City Controller, City Hall, Twelfth Floor, 455 North Main Street, Wichita, Kansas 67202.
13. The Kansas Act against Discrimination (Kansas Statutes Annotated 44-1001, et seq., as amended) requires every person who enters into a contract with the City of Wichita for construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or service to:
  - a. Observe the provisions of the Kansas Act Against Discrimination and not to discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry, or age unrelated to such person's ability to engage in the particular work.
  - b. In all solicitations or advertisement for employees, the contractor shall include the phrase "Equal Opportunity Employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
  - c. Upon request, inform the Kansas Human Rights Commission and/or the City of Wichita Finance Department in writing the manner in which such person will recruit and screen personnel to be used in performing the contract.
  - d. Contractor shall include the provisions of paragraphs (a), (b), (c), and (d) of this paragraph in every subcontract or purchase order and/or contract so that such provisions will be binding upon such subcontractor or vendor.
  - e. Exempted from these requirements are:
    - (1) Any contractor who has already complied with the provisions set forth in these sections by reason of holding a contract with the Federal Government or a contract involving Federal funds (proof of compliance is required)..
    - (2) Contracts entered into by any contractor who employs fewer than four (4) employees during the term of such contract.
    - (3) Contracts who hold contracts with the City of Wichita with a cumulative total of five thousand dollars (\$5000.00) or less during the City Fiscal Year
  - f. Reports requested by the Kansas Human Rights Commission shall be made on forms prepared by the Commission, copies of which are available from the Kansas Human Rights Commission, Contract Auditor, 900 S.W. Jackson Street, Suite 851 S., Topeka, Kansas, 66612.

During the performance of any City contract or agreement the contractor, subcontractor, vendor or supplier of the City shall comply with all the provisions of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Orders 11246, 11375, 11141, Part 60 of Title 41 of the Code of Federal Regulations; the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, The Americans with Disabilities Act and/or any laws, regulations or amendments as may be promulgated there under. Failure of any contractor, subcontractor, vendor or supplier to report to the Kansas Human Rights Commission as required by K.S.A. 1976 Supp. 44-1031, as amended or State statutes, Federal statutes or regulations pertaining to discrimination, which finding or decision or order has become final, shall be a breach of contract and any such contract may be canceled, terminated or suspended in whole or in part by the City or its contracting agency. Compliance with the Equal Employment Opportunity requirements of the City of Wichita does not relieve the contractor, subcontractor, vendor or supplier of the necessity of also complying with the Kansas Act Against Discrimination.

Division of Taxation  
109 SW 9th Street  
Topeka, KS, 66601-3506



Phone: 785-296-3081  
Fax: 785-296-7928  
www.ksrevenue.org

Mark A. Burghart, Secretary

Department of Revenue

Laura Kelly, Governor

11/30/2020

Loretta Knott  
City of Wichita  
455 N Main  
12th Floor  
Wichita, KS 67202

RE: Agent Status Number: 038-004564

Your request for a project exemption certificate has been received and your organization has been approved for Agent Status. Once your initial request for Agent Status has been approved all subsequent requests for project exemption certificates submitted on-line will be automatically approved upon submission, a number will be assigned and a certificate will be available for downloading. You will not have to wait for your requests to be reviewed. There is one exception to this rule, your request must be reviewed and approved by the department if the project is fully or partially funded with industrial revenue bonds (IRBs).

The project exemption certificate is for the contractors, subcontractors, or repairman's use in purchasing tangible personal property tax exempt as set out in K.S.A. 79-3606(d) and (e). **Please remember that the project exemption certificate must be available to the supplier at the time the invoice is rendered or the exemption for sales or compensating tax cannot be claimed.**

You will find enclosed an exemption certificate (PR-74a) which you will furnish to the contractor, subcontractor, or repairman. The contractor, subcontractor or repairman may reproduce as many copies of this form as they need for their suppliers. You will also want to furnish a copy of the completion certificate to the contractor(s). Upon completion of the project, a project completion certificate (PR-77) must be provided to you by the contractor(s). You will need to retain the completion certificate in your office and you will want to record the completion date on-line.

You can apply for future project exemption certificates, download completion certificates and/or record the completion date on-line at <https://www.kdor.org/taxcenter/>. To maintain Agent Status you must submit your requests for project exemption certificates on-line. Please feel free to contact the department at (785) 296-8460 for assistance.

Sincerely,

Division of Taxation

**KANSAS DEPARTMENT OF REVENUE**  
**AGENT ISSUED**  
**PROJECT EXEMPTION CERTIFICATE**

PERMIT TO PURCHASE TANGIBLE PERSONAL PROPERTY OR SERVICES WITHOUT PAYMENT OF SALES  
TAX, LOCAL SALES TAX, OR COMPENSATING TAX

The undersigned purchaser certifies that the sale of tangible personal property by

\_\_\_\_\_ of \_\_\_\_\_,  
(Vendor Name) (City, State)

is exempt from the Kansas Sales and Compensating (Use) Tax pursuant to K.S.A. 79-3606(d) or (e) of the Retailers' Sales Tax Act.

Pursuant to the above section, the exemption certificate number below must appear on the invoice covering such sale.

Date \_\_\_\_\_ Purchaser \_\_\_\_\_  
(Contractor/Subcontractor)  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature

NOT VALID ON PURCHASES MADE PRIOR TO: 11/30/2020

NOT VALID ON PURCHASES MADE AFTER: 01/31/2021

Agent Status Number: 038-004564

This entity has been granted agent status pursuant to K.S.A. 79-3606(d) or (e): City of Wichita

Project number(if used): RQ 20102080

Location of project(city or county): 3100 S GROVE WICHITA, KS;

Description of project: provide & install dark bronze Engineer's stamp awning at Sewage Treatment Plan

**INSTRUCTIONS**

**EXEMPT ORGANIZATION**-A copy of this certificate should be furnished to each contractor or subcontractor who will be purchasing tangible personal property for use on the project.

**CONTRACTOR/SUBCONTRACTOR**-Contractors and subcontractors working on the exempt project must furnish a completed copy of this exemption certificate to each retailer from whom you are buying tangible personal property or services for this project, or from whom you are renting or leasing construction machinery for use on the project.

**RETAILER**-Retailers must obtain a completed copy of this exemption certificate from each contractor or subcontractor making purchases of tangible personal property or services for the project, or renting or leasing construction machinery for use on the project.

**Important Note:** All invoices and exemption certificates for this project must be maintained by all parties for a period of five years and are subject to audit by the Kansas Department of Revenue.

Division of Taxation  
109 SW 9th Street  
Topeka, KS, 66601-3506  
Mark A. Burghart, Secretary



Phone: 785-296-3081  
Fax: 785-296-7928  
www.ksrevenue.org  
Laura Kelly, Governor

## STATE OF KANSAS PROJECT COMPLETION CERTIFICATION

TO: City of Wichita

Name of Entity to whom Project Exemption Certificate was Issued

<u>455 N Main</u>	<u>Wichita</u>	<u>KS</u>	<u>67202</u>
Street Address	City	State	Zip Code

This is to certify, to the best of my knowledge and belief, that all materials purchased under Exemption Certificate Number \_\_\_\_\_, issued by the Kansas Department of Revenue, were incorporated into the building or project for which the exemption was issued and were entitled to an exemption pursuant to K.S.A. 79-3606(c), (d), (e), (xx), (aaa), (ccc), (iii), (qqq), (sss), (ttt), (uuu), (xxx) and (yyy) as amended.

\_\_\_\_\_  
Contractor / Subcontractor

\_\_\_\_\_  
P.O. Box and/or Street Number and Name

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Signature and Title of Authorized Representative

\_\_\_\_\_  
Date

### INSTRUCTIONS

Upon completion of a tax exempt project, the contractor must furnish this certification to the exempt entity for which the work was performed. The exempt entity needs to retain this document in their files and record the actual date that the project was completed on-line at <https://www.kdor.ks.gov/apps/kcsc/>. All invoices must be retained by the contractor for a period of five (5) years and are subject to audit by the Kansas Department of Revenue.

PR-77 (Rev. 09/16)