



PROJECT ASSISTANCE SCOPE OF WORK

The fee for Project Assistance is 3.50% of the cost of goods and services provided through the MISBO Purchasing. This is in addition to the regular Purchasing Membership fees of 1.60%. The fee covers the additional services listed below. We will work with all parties involved to provide the level of assistance the project requires.

1. Organize Purchases

We will assist in selecting FFE items, fabrics/finishes and other choices to coordinate with the color board (if provided). These items will be placed on a spreadsheet to include all areas of the building project. We will include the cost of many items often overlooked (clocks, trash cans, cleaning equipment, mats, etc.) in our initial per room budgetary pricing spreadsheet. We will combine orders (where possible) to make the best price, freight rate and discounts available to the school.

2. Provide Budget Assistance

When assisting in the initial selection of FFE items, we will work with your school to help you stay within your budget. During the course of the project, we will maintain an accurate accounting of expenditures by the level of detail requested by the school. (By building, floor, department, etc.) As items are added and/or deleted, the spreadsheet will be updated. This spreadsheet will be included in the binder given to you at the conclusion of the project.

3. Ongoing Project Review

We will meet with the decision makers – (Head of School, Principals, Trustees, Department Heads, Technology Directors, etc.) at the school to review and confirm their needs. We will attend construction meetings during the course of the project as required, and maintain contact with school designee regarding any problems noted, changes, etc. We will review electrical and data locations, and use of any existing furniture to ensure all items will serve their planned purpose.

4. Process Purchase Orders

We will generate purchase orders on your behalf, or use the school's existing system. They will be submitted to the school's designee for approval, and then forwarded to the supplier. We will provide the school with all items to be included on the order, confirm receipt of order, track shipment, and schedule delivery and installation.

5. Coordinate Delivery and Installation

All purchase orders placed will include delivery and installation information by building, room number, name, or all of the above. We will maintain a spreadsheet with this information and adjust it during the course of the project to ensure an accurate accounting of items purchased and their locations.

6. Provide Complete Documentation

At the end of the project, MISBO will provide the school with a binder containing a complete listing of all products purchased and their specifications. This will be done by location, supplier, and total project. It will include a copy of all purchase orders issued.

7. Additional Services

- National Account pricing with many companies, available through MISBO office.
- Two-dimensional CAD drawings to confirm FFE selections are of appropriate size and number. Many times the architectural design does not meet either the program requirements or existing products.
- All items purchased by the school outside of the GC's contract will qualify for sales tax exemption. This is in addition to those items being subject to the contractor's mark up.

Should a school choose not to utilize the MISBO Project Assistance program, we will assist the school within our normal range of services for the 1.60% fee. These services are:

- Provide access to all MISBO suppliers and negotiated contracts and discounts.
- Make recommendations on FF&E items based on previous experience and extensive product knowledge.
- Assist in the selection of FF&E items in order to help the school purchase the “best they can afford”.

As the authorized representative of a member school in the MISBO, I hereby authorize MISBO to provide the services outlined in this agreement and agree to the fee as stated.

MISBO
Martha Perry, Purchasing Director
1424 West Paces Ferry Road
Atlanta, GA 30327
(404) 609-6201

Name of Member School

Signature of School Officer

Date Signed: ____ / ____ / ____