

18.06 Procurement and Sales Documentation

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain accurate and current documentation of contractual agreements, modifications, renewals and sales agreements.

Procedure:

Contractual Agreements (where applicable) shall identify:

- The Scope Of Work (SOW) or Performance Work Statement (PWS)
- Services required
- The physical work site
- The annual, monthly, weekly, hourly, per pound, unit or occurrence price
- Definitions and technical data
- Standards to determine acceptable service/product maximum allowable degree of deviation
- Discrepancy determination and rework; warranties
- Methods of surveillance
- Required documents and reports
- Size, weight and physical descriptions
- Material delivery and release terms and conditions
- Quality control and quality assurance definitions and requirements
- Contingencies
- Other specifications: service contracts
 1. Equipment and supply needs, quantities, costs
 2. Utilities furnished by the customer/Goodwill Industries
 3. Physical security, safety, security clearance, identification, drug testing
 4. Fire prevention, protection, evacuation processes
 5. Applicable manuals, Federal or State specifications
 6. Payment terms and conditions
 7. Special permits, ordinances, requirements
 8. Benefits, holidays, vacations
 9. Task and frequency data
 10. Building information, including population
 11. Contract number, modification number, or purchase order number
 12. Shifts, hours

13. Standards of conduct
14. Work schedule and reporting requirements
15. Contractor qualifications
16. Communication requirements
17. Items, services and property furnished by the customer
18. Uniforms
19. Key control
20. Mishap reports, customer repair procedures
21. Storage and office space
22. Parking

Other Specifications, Product / Sales:

- Size, weight, physical description
- Method of delivery, carrier, destination, charge
- Collection terms, payment procedure
- Property description and variances, exceptions
- Bill of Lading
- Required reports/documents
- Standards to determine acceptable products, allowable degree of deviation
- Methods of surveillance
- Quality Control and Quality Assurance
- Release terms and conditions
- Packaging requirements
- Technical data
- Warranty, replacement
- Contingencies
- Insurance coverage

Location, Distribution of Documents

Distribution for internal usage of contractual document shall be as follows:

- Director of Finance - All contractual original agreements: Contracts, modifications, Bill of Lading, Bill of Sale, re-determination/renewals, sales data and leases
- Administrative Assistant - Notification of all contractual agreements: Contracts, modifications, Bill of Sale, re-determinations/renewals, proposals, specifications, and leases will be made to enable the Administrative Assistant to update the organization's database. (Copies of the contracts are not necessary.)
- CEO/President and Director of Contracts- All contractual agreements: Contracts, modifications, re-determination/renewals, (proposals for review)

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- Divisional directors, area managers, contract managers, and crew leaders (where applicable) - Contractual agreements: Contracts, modifications, Bill of Sale, re-determination/ renewals, specifications, technical data, maps, warranties.

Document Storage for Contracts, Retail and Project Solutions Departments:

- Refer to Policy & Procedure 11.27, *Record Retention*. All documents are to be maintained at the Licking/Knox Goodwill Administrative Office, 55 South Fifth Street. Newark, Ohio.