

SKCAF Contracts and Special Project Policy

Effective Date:	January 10, 2007
Approved by SKCAF Board on:	January 10, 2007
Applicability:	All contracts and special projects
Manager of Responsibility:	PMD Chairperson

The following actions should be taken when arranging for a special projects (such a building a shed) or when establishing a contract to which the Foundation is a party:

- **Observe City of Maple Valley standards and regulations outlined in, but not limited to, the Joint Use Agreement (JUA) between SKCAF and Maple Valley.**
- **Acquire necessary permits and approvals.**
- **Engage locator service for applicable projects working in the ground.**
- **Hire licensed, bonded and insured contractors for contractual work when applicable.**
- **Retain a Certificate of Liability Insurance, naming SKCAF as additional insured from each service provider.**
- **File copies of signed and dated contracts with PMD, the SKCAF board, and the City.**
- **For special projects, obtain board approval and prepare project plans as defined in the project management responsibilities document.**