

## VENDOR AGREEMENT

The undersigned agrees to the following conditions:

- The vendor has received an FKPM Vendor Manual to review prior to signing this agreement.
- The vendor agrees to follow the policies and procedures of FKPM when performing work for FKPM.
- The vendor will complete the following forms prior to commencing any work for Fort Knox Property Management, LLC:
  - Vendor Information Form
  - Vendor Insurance Form
  - Vendor Contract

### Insurance

- Vendors will carry workman's compensation insurance if they have employees and will fulfill the following requirements:
  - The vendor will notify their workman's compensation insurance company and request them to furnish FKPM with an original endorsement of the policy.
  - The vendor will furnish an original endorsement of all yearly renewals.
  - The vendor will notify FKPM if their insurance company changes.
- Vendors will carry general liability insurance
  - FKPM will not use vendors who do not carry general liability insurance and requests the vendor to carry a minimum \$ 500,000 current general liability insurance.
  - Vendors will supply an original endorsement of the current liability insurance policy.
  - Vendors will furnish an original endorsement of all yearly renewals.
  - Vendors will notify FKPM if their insurance company changes.

### Tax Information

- Vendors will supply a Social Security Number or Tax I.D.
- It is the responsibility of vendors to notify FKPM of any changes. FKPM has provided a Change of Information Form at the back of the FKPM Vendor Manual.

### Workmanship

- Vendors will supply competent work and the vendor guarantees they will redo the work to the satisfaction of FKPM if necessary.
- The work is on a contract labor basis and vendors understand that FKPM does not treat any vendor as an employee.

### Vehicles

- All vendors must supply their own vehicles.
- Vendor vehicles must be in a reasonable working condition.
- Vendors cannot use any FKPM company-owned vehicles.
- Vendors must carry appropriate insurance for their vehicles.

### Vacation Time

- Vendors are to notify FKPM of scheduled vacations 2 weeks or more.
- Vendors are to notify FKPM if they cannot complete a work order because of a pending vacation.

**Work Orders**

- Vendors agrees to accept work orders by fax and telephone.
- Vendors are to notify FKPM immediately if the problem exceeds the authorized amount on the work order.
- Vendors are to pay for parts for maintenance requests. FKPM will reimburse them when the vendor submits invoices for payment.

**Work Order Bids**

- Vendors are to notify FKPM if they are know they will be unable to offer a bid and complete the work in a timely manner.
- When FKPM receives the approval or denial from the owner, they will notify the vendors when to start work on the property or if the work order is cancelled.

**Keys**

- Vendors are to follow the FKPM Vendor Manual regarding keys and lockboxes.
- Vendors are to be responsible to FKPM property keys at all times.

**Tenants**

- Vendors are to be courteous and professional with tenants.
- Vendors are to be dressed appropriately for work when meeting with tenants.
- Vendors are to clean up their work on the property.
- Vendors are NOT to make comments on repairs or the condition of the property to tenants.
- Vendors are NOT to discuss in detail the repairs with tenants.
- Vendors are NOT to make promises to tenants unless it is within the work order request.
- Vendors are to call FKPM from the property if necessary to clarify the work or request permission to do additional maintenance they see is required relating to the work order.
- FKPM requests vendors use their cellphones when calling from a tenant residence. If necessary, the vendor is to request permission to use the tenant’s telephone.
- If tenants request other work, the vendor is to instruct them to call FKPM and place a work order.
- If tenants pose a threat, vendors are to immediately leave the property and notify FKPM.

**Property Owners**

- Vendors are to be courteous and professional with property owners at all times.
- Vendors are NOT to make comments on repairs or the condition of the property to property owners without consulting FKPM.
- Vendors are NOT to discuss in detail the repairs with property owners unless requested or authorized by FKPM.
- If property owners request deviations from work orders from FKPM, then vendors are to notify FKPM immediately before proceeding.
- Vendors are NOT to make promises to property owners unless it is within the work order request or discussed with FKPM and authorized by FKPM.

**Confidentiality**

Vendors are to keep all information on Fort Knox Property Management, LLC, property owners, tenants, and any other property information confidential at ALL times.

**Payment**

- Vendors are to submit their invoices within 5 days of work completion.
- Vendors understand that FKPM makes payments on a 15-day cycle, and does not reimburse vendors immediately.
- Vendors are responsible for contacting FKPM as soon as possible if they have an error or dispute with a payment.
- Vendors understand that FKPM works for the owner and the owner is responsible for payment funds.
- Vendors understand FKPM must comply with any court ordered deductions from payments.

**Disputes**

- Vendors are to put all disputes with Fort Knox Property Management, LLC in writing.

**Alcohol Consumption** The undersigned vendor understands that FKPM requires a drug-free policy with all personnel, vendors, and tenants.

**Drug-Free and Alcohol-Free Workplace** The undersigned vendor understands that FKPM requires a drug-free policy with all personnel, vendors, and tenants.

- By signing this agreement, the undersigned vendor, its employees, and/or subcontractors commit to a drug-free and alcohol-free policy when working on the FKPM managed properties and appointments with tenants regardless to if the property is occupied or not occupied.
- FKPM has a zero-tolerance drug-free/ alcohol-free policy; therefore, if found doing either is cause for immediate termination of vendor services.

I agree to the terms of this Vendor Agreement with Fort Knox Property Management, LLC and have received the FKPM Vendor Manual.

Name of Vendor (please print)	Authorized Vendor Signature	Date
Company	FKPM Representative	Date