

STORED MATERIALS

Commonwealth of Pennsylvania
 Department of General Services
 Capital Programs
 1800 Herr Street
 Harrisburg, Pennsylvania 17103

Project No: _____
 Contract No: _____
 Project Title: _____
 Location: _____
 Contractor: _____

Materials or equipment that have not yet been incorporated into the work may be delivered and suitably stored, at the site or some other location agreed upon by the Client Agency. The materials or equipment listed below have been estimated at 100% of the cost and will be stored at _____. The Client Agency will reimburse the contractor based upon the prices included on the Schedule of Values Form less the cost of installation. The Contractor must complete sufficient copies of the "Stored Materials Form", to accompany the Invoice Approval - Pay Application (INVPA). The Contractor shall secure the signature of its bonding company on all forms and shall also provide a Power of Attorney from the bonding company.

SCHEDULE

Quantity	Material/Equipment	Item in Schedule of Values		Unit Wholesale Price	Extended Wholesale Price
		Item No.	Unit Price		
				Total	\$

Surety _____
POWER of ATTORNEY MUST BE ATTACHED

By: _____
 Attorney-in-Fact
 Date: _____

BILL OF SALE

The Contractor, _____, (will store/has stored) certain materials and /or equipment, herein called materials, (at the site of this project/at an approved warehouse/at bonded warehouse) and will be paid in accordance with the provisions of the Department of General Services General Conditions of Contract and Administrative Procedures. In consideration of the sum of \$_____ paid to the Contractor by the Client Agency, and, in compliance with the provisions of the Contract, and, with the intention to be legally bound, the Contractor does hereby grant, bargain, sell and deliver unto the Client Agency, its successors and assigns, all and singular, the materials described in the schedule above. The Contractor agrees that:

- Contractor has good title to the materials, free and clear of all liens and encumbrances, and title is granted to the Client Agency;
- The materials will be used only in the construction of the above referenced project, under the provisions of the Contract, and will not be diverted elsewhere without the prior written consent of the Client Agency;
- The materials have been delivered to and are at the places approved for storage, and they are clearly marked and identified as the property of the Client Agency and are stored in a safe and secure manner to protect from damage or loss;
- The Contractor will pay all expenses in connection with the sale, delivery, storage, protection and insurance of materials granted to the Client Agency and will remain responsible for the materials, which will remain under its custody and control for all losses, regardless of exclusions in insurance policies required under this document. The Contractor has insured the materials against loss or damage by fire (with extended coverage), theft and burglary, with loss payable to the Client Agency;

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- 5. The Contractor agrees that the quantities of materials set forth in the Schedule of Values, represents the maximum quantities for which it may be entitled to payment under the provisions of the Contract;
- 6. The following information is included with this form: (1) Pay Application (INVPA); (2) An invoice or photostatic copy of an invoice for materials stored; (3) Evidence of payment, or when payment has not been made, a letter on the Contractor's letterhead authorizing payment to be made jointly to the Contractor and the Supplier; (4) Photographs showing the stored materials and its location; (5) a fire and theft insurance policy rider for the stored materials.

Witness:

By: _____ (SEAL)

Principal-Individual

Witness:

Principal-Partnership

_____ (SEAL)

_____ (SEAL)

_____ (SEAL)

_____ (SEAL)

Attest:

Principal-Corporation

Secretary

By: _____

President

VERIFICATION

This document has been reviewed and the following is verified:

- 1. The description of the line items on the vendor's invoice is identical to the description on this form and the Schedule of Values. If the item(s) description on the vendor's invoice is not identical, the Contractor has clearly described, either on the vendor's invoice or an attachment, the invoiced item(s), as related to the item(s) on this Schedule of Values Form
- 2. The vendor's invoice shows the "Unit Wholesale Price" and the "Extended Wholesale Price". It is permissible for the Contractor to add information to the vendor's invoice for the purpose of clarity. If Items that are being claimed for Stored Materials are intermingled with other items on a vendor's invoice, the claimed items have been highlighted or underlined.
- 3. If the vendor's invoice includes two or more separate items that are component parts of a single line item previously submitted on a Schedule of Value Form has been submitted and approved prior to requesting this payment for Stored Materials. Line items with differing unit prices have been shown as separate items on the Supplemental Schedule of Values. Each component part has been shown as an individual line item.
- 4. The Contractor has identified each package, bundle, box, container or item of the materials. Identification is legible and securely attached and protected so it will not become erased. The Contractor is responsible for proper storage of the materials at the project site. The materials are stored off the ground and properly protected from the elements.
- 5. This form is being submitted with a Pay Application (INVPA) No. _____. In addition, the following documents are included with the with this form:
 - a. Vendor's Invoice
 - b. Photographs of material and its location
 - c. Fire and theft insurance policy rider for materials
 - d. Evidence of payment, or when the payment has not been made, a letter on the JOC Contractor's letterhead authorizing payment to be made jointly to the JOC Contractor and supplier.
 - e. Power of Attorney (from bonding company)

_____ Contractor

_____ Assistant Project Manager

_____ Title Date

_____ Date