



KCTCS Suppliers:

KCTCS is aware of the Tariffs being imposed by the Federal Administration. As such, we realize that statements of possible tariff price increases are being added to quotes in light of the economic impact. While KCTCS understands this measure, as a customer of your company, we will be requiring the following:

Upon acceptance of a KCTCS purchase order, Supplier is confirming quoted pricing reflected on this purchase order. If active orders are affected by Tariffs, the supplier shall provide documentation to KCTCS procurement analyst including invoices, customs declarations, and other relevant documents to demonstrate the increased costs attributable to the Tariffs. KCTCS shall review documentation for approval. Any approved adjustment to the quoted price shall be calculated based on the actual increase in cost due to the Tariffs, excluding any other cost increases imposed by Supplier. Any approved adjustment in price resulting from Tariffs shall only be binding and payable with a written change order by the KCTCS procurement department. Tariff requests for cost adjustments shall not be payable or binding without the requested paperwork to justify the increase.

While we are sensitive to the impact of the Tariff increases, KCTCS works to protect the interest of our colleges and students from unnecessary price gouging during this economic impact.

Thank you in advance,

A handwritten signature in blue ink, appearing to read "Bekka Korosec".

Bekka Korosec
KCTCS Procure to Pay Director