

## Typical requirements for doing business with the City of Kansas City, Missouri

After the artist selection panel chooses an artist for a public art project, the artist's proposal must be approved by the Municipal Art Commission. Contracts over \$400,000 must also be approved by the City Council. Once the necessary approvals have been received, the artist enters into a contract with the City of Kansas City, Missouri.

Contracts with the city may contain many municipal, state and federal requirements and stipulations.

Artists seeking assistance with City of Kansas City, Missouri contract requirements should contact KC BizCare, <https://www.kcmo.gov/programs-initiatives/kc-bizcare> or 816-513-2492. For questions outside of BizCare's scope of services, artists may be referred to other resources. BizCare and other City employees and/or contractors are not authorized to give legal advice to artists. Artists may find it advantageous to consult with an attorney while discussing contract terms with the City.

Typical contract requirements may include, but are not limited to:

- acquiring a business license
- registering as a vendor with the City of Kansas City, Missouri
- ensuring that municipal revenue tax to the City of Kansas City, Missouri is current
- developing a budget to include all aspects of design, fabrication, transportation, installation and lighting, and that may include costs such as:
  - permits
  - excavation, site remediation and landscaping
  - electrical work and fixtures such as lighting
  - approval by a licensed structural engineer
  - travel expenses
  - general liability insurance
  - commercial auto insurance
- contracts over \$160,000 may be subject to City of Kansas City DBE, MBE, WBE and SLBE guidelines

Requirements of the State of Missouri may include, but are not limited to:

- registering with the Missouri Secretary of State to conduct business in the state of Missouri
- Worker's Compensation and managing related documentation
- notarized affidavit of compliance with federal e-Verify requirements
- contracts over \$75,000 must meet Missouri's Prevailing Wage Law and require managing related documentation

Federal requirements may include, but are not limited to:

- W-9
- e-Verify