



**Christine Coghill, NIGP-CPP,
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Procurement Director

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156 S. Lake Avenue • Groveland, FL 34736 • www.Groveland-FL.gov

PURCHASE ORDER TERMS AND CONDITIONS

1. **PURCHASE ORDER AND PART NUMBER.** City of Groveland's (Buyer) purchase order numbers must appear on all invoices and packing lists. Purchase Order numbers must show on all Bills of Lading, cartons, containers, etc.
2. **BUYER** is defined as employee placing and/or receiving the order.
3. **SELLER** is defined as company providing product(s) or service(s).
4. **PRICE.** This order is not to be filled at a higher price than reflected on the purchase order. Increase(s) or decrease(s) will be reflected by issuance of a revised purchase order.
5. **PRICE INCREASE/DECREASE.** Any change to an existing purchase order must be requested in writing by the Seller and evidenced by the appropriate documentation from an industry standard organization, i.e., C.P.I from US Bureau of Labor Statistics.
6. **INVOICING.** Seller shall invoice the Buyer on a monthly basis or as established at the time the purchase order was initiated. Seller shall send an electronic copy to accountspayable@groveland-fl.gov and the respective department for review and approval.
7. **PAYMENT.** Payment is made in accordance with Florida's Local Prompt Pay Act, 218.73.
8. **SALES TAX EXEMPTION.** Buyer is a governmental organization and, as such, is exempt from sales tax. Certificate number 85-8012740109C-1.
9. **INSPECTION.** All materials ordered are subject to inspection and test by Buyer. Buyer shall have the right to reject or to require correction of material found not to conform to this purchase order. At Buyer's option, rejected material will be held for Seller's instruction and at Seller's risk or returned at Seller's expense. Payment for material prior to inspection shall not constitute Buyer's acceptance.
10. **ENTIRE CONTRACT.** The terms and conditions stated herein shall constitute the entire contract between Buyer and Seller and no agreement or other understanding in any way modifying the same will be binding unless made in writing signed by a duly authorized representative of Buyer.
11. **ACCEPTANCE.** Acceptance is limited to the provisions set forth in this order including these terms and conditions and those on the face hereof or incorporated herein by reference. Seller's performance of any work or shipment of any materials covered by this order, without



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having received Buyer's express written assent to a modification of or addition to the terms hereof shall constitute Seller's acceptance of these terms despite any language to the contrary in Seller's quotation, acknowledgement, confirmation or other communication made in response to this order, and such action by Seller shall constitute a waiver of any such language. Buyer's silence or acceptance of any work performed or materials shipped shall in no event be deemed Buyer's acceptance of any terms contained in Seller's quotation, acknowledgement, confirmation, or other communication received from Seller which are different from or in addition to the terms hereof.

12. **DELIVERY.** Time is of the essence in the filling of this order. No delays in shipment of material or rendition of services will be permitted except as authorized by Buyer in writing. Please notify Buyer at once of anticipated delay. Excessive or unusual transportation charges caused by Seller's inability to deliver by specified date and in specified quantities shall be charged back to Seller. Right is reserved to cancel this order if the foregoing is not complied with. In the event of cancellation pursuant to this clause, Buyer may procure similar articles or services elsewhere or secure the manufacture and delivery of the articles by purchase order or otherwise, and Seller shall be liable to Buyer for any excess cost.
13. **PACKING AND SHIPPING.** All goods shall be packed, crated, and braced to prevent damage or deterioration and classified on bills of lading in accordance with National Motor Freight or Uniform Freight Classification rules and regulations and carriers' tariffs. No charges shall be paid by Buyer for preparation, packing, crating, or cartage unless separately stated in the order. All shipments to be forwarded on one day to one address shall be consolidated and shipped to ensure lowest transportation charge. Buyer's count or weight shall be final and conclusive on shipments.
14. **CHANGES AND CANCELLATION.** Buyer may at any time by written order make changes in the materials or work ordered, including changes in drawings and specifications, or require additional work or materials. If such changes cause an increase or decrease in Seller's cost or in the time required for performance, an equitable adjustment shall be made and this order shall be modified in writing. Failure to agree to an adjustment shall not excuse the Seller from proceeding with this order as changed. Buyer reserves the right to cancel or suspend all or, from time to time, any undelivered or unexecuted portion of this order. Changes shall not be binding until agreed to in writing by the City of Groveland's Procurement Department.
15. **WARRANTY.** In addition to any warranty implied by fact or law, Seller expressly warrants all items to be free from defects in design, workmanship, and materials; to conform strictly to applicable specifications, drawings, approved samples, if any; to be fit and sufficient for the purpose intended, and to be merchantable. Such warranties, together with all other service warranties of Seller, shall run to Buyer. All warranties shall survive inspection, test,



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acceptance of, and payment by Buyer. In the event of breach of warranty, Buyer may, at its option, either return for credit or require prompt correction or replacement of the defective or nonconforming material to the satisfaction of the Buyer. In the event that Seller is unable to correct or replace the same, Buyer, at its elect, may correct or replace the same and Seller shall reimburse Buyer for the full cost of making such correction or replacement.

16. **WARRANTY — PRICE.** Seller warrants that the Buyer shall not be billed at prices higher than stated on this purchase order unless authorized in writing by the Buyer. Seller represents that the price charged for the goods or services covered by this order, is the lowest price charged by the Seller to buyers of a class similar to Buyer under conditions similar to those specified in this order and the prices comply with applicable government regulations in effect at time of quotation, sale, or delivery. Seller agrees that any price reduction made in items covered by this order subsequent to the placement of this order will be applicable to this order.
17. **PATENTS AND DESIGN RIGHTS.** Seller agrees to defend, protect, and save Buyer harmless against all suits and from all damages, claims, and demands for actual or alleged infringement of any patents by reason of any manufacture, use of materials covered by this order except insofar as any such suit, damage, claim, or demand is directly attributable to such materials being manufactured by Seller according to Buyer's detailed design. Seller hereby agrees that if this order covers development work and any discoveries, inventions of patents result therefrom, the entire right, title, and interest in and to such discoveries, inventions, and patents shall belong exclusively to Buyer.
18. **INDEMNIFICATION.** Seller agrees to indemnify, defend, and hold Buyer, its officers, employees and agents, harmless from any and all costs, losses, expenses, damages, claims, suits, or any liability whatsoever, including attorney's fees, resulting from injury, including death, to person or damage to property arising out of or in any manner connected with the performance of this order, whether arising out of, caused by, or contributed to in whole or in part by the acts or omissions of Seller, or its subcontractors or their respective employees. Seller agrees to maintain, and require its subcontractors to maintain (1) public liability and property damage insurance in amounts satisfactory to Buyer, to cover the obligations set forth above, and (2) Worker's Compensation Insurance covering all employees engaged in the performance of this order. Seller shall furnish to Buyer certificates evidencing such insurance.
19. **COMPLIANCE WITH LAWS AND REGULATIONS.** Seller agrees that it will comply with all federal, state, and local laws and regulations applicable to the production, sale, and delivery of the goods or the furnishing of any labor or services called for by this order, and any provisions required thereby to be included herein shall be deemed to be incorporated herein by reference. Without limiting the generality of the foregoing: (a) There is incorporated herein by reference the contract provisions of paragraphs (1) through (7) of Section 202 of



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Executive Order 11246, as amended, provided that where necessary to make the context thereof applicable to this order the term “Contractor” shall mean Seller and the term “Contract” shall mean this order. (b) Seller certifies that the goods called for by this order have been or will be produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended, and a certification evidencing such compliance shall be printed, stamped, or typed on Seller’s invoices.

20. PUBLIC RECORDS. Pursuant to applicable Florida law, the SELLER’S records associated with the purchase hereunder may be subject to Florida’s public records laws, Section 119.01, F.S., et seq, as amended from time to time. If applicable, the Seller agrees to comply with Florida’s public records law by keeping and maintaining public records required by the Buyer. Upon request from the Buyer’s Custodian of Public Records, the Seller shall provide the Buyer with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The Buyer shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. Upon completion of the transaction the Seller shall transfer, at no cost, to the Buyer all public records in possession of the Seller or keep and maintain all public records required by the Buyer. If the Buyer transfers all public records to the Seller, the Seller shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Seller keeps and maintains public records the Seller shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Buyer, upon request from the Buyer’s Custodian of Public Records, in a format that is compatible with the information technology systems of the Buyer.

IF THE SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELLER’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS PURCHASE, CONTACT THE BUYER’S CUSTODIAN OF PUBLIC RECORDS VIRGINIA WHITE, CITY CLERK, 156 S. LAKE AVENUE, GROVELAND, FLORIDA 34736, (352) 730-9285, VIRGINIA.WRIGHT@GROVELAND-FL.GOV.

21. OCCUPATIONAL SAFETY AND HEALTH. Seller represents that all goods and/or services sold or furnished to Buyer hereunder will comply with all applicable laws and governmental regulations relating to the occupational safety and health of employees, specifically including the Federal Occupational Safety and Health Act of 1970 and any rules, regulations, standards, or order issued thereunder, (herein collectively called “Occupational Safety and Health Requirements”) and Seller agrees to indemnify and hold harmless Buyer against any claims, losses, damages, fines, penalties, costs, and expenses suffered or incurred by Buyer as a result of any violation of or noncompliance with any Occupational Safety and



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Health Requirements caused or contributed to by the failure of such goods and/or services to so comply. Seller agrees upon request to furnish to Buyer any and all information regarding the ingredients of goods sold or furnished to Buyer hereunder and to comply with any other reasonable request of Buyer made in connection with the application of any Occupational Safety and Health Requirements to Buyer, its employees, and property.

22. *E-VERIFY.* By accepting this Purchase Order, Seller becomes obligated to comply with Section 448.095, Fla. Stat., "Employment Eligibility."

23. *MISCELLANEOUS.* This order and the performance by the parties hereunder shall be construed and governed by the laws of the State of Florida.