

Purchase Order Terms and Conditions

1. Upon receipt of the Purchase Order, ensure that all pertinent details are correct. If not, please contact the buyer immediately to discuss.
2. Unless it specifies otherwise, the price shown on the Purchase Order includes all taxes, delivery charges, installation costs and other fees. No additional charges will be invoiced unless specifically discussed with the City of Delta (the "City").
3. The Purchase Order number shall appear on all invoices associated with the Purchase Order. Omission may delay payment.
4. Invoices are to be forwarded to City of Delta, Finance Department, Accounts Payable, 4500 Clarence Taylor Crescent, Delta BC V4K 3E2 or accountspayable@delta.ca
5. The supplier warrants that the goods supplied under this Purchase Order are fit for the particular purpose or use for which they were purchased, and will perform in accordance with specifications, and the supplier also warrants the goods, material and equipment against any defects in material, workmanship or design. This warranty is valid for a minimum of one year from the date of delivery.
6. All goods, materials and equipment are subject to inspection and approval upon delivery.
7. Unless otherwise specified, goods shall be FOB the location stated on the Purchase Order.
8. This Purchase Order may not be assigned or sub-contracted either in whole or in part without the prior written consent on writing of the City.
9. Whenever the Purchase Order calls for any service to be performed in Delta, the contractor must provide evidence of a Delta Business License, and \$5 million Comprehensive General Liability Insurance with the City identified as an additional insured. When a vehicle is used to deliver the service, evidence of \$2 million vehicle public liability & property damage insurance coverage is required.
10. The supplier agrees to indemnify and hold harmless the City of Delta, its officials, and employees from all liability claims, made by any third party, arising from or in any way connected with the goods supplied, or services provided under this Purchase Order.
11. This Purchase Order shall be governed by the laws of the Province of British Columbia.
12. All negatives and artwork become the property of the City, but may be retained by the printer, at the discretion of the job's originator, for possible future use at no charge for handling or storage.
13. The supplier agrees that the City exclusively owns all intellectual property rights, including copyright, in any materials produced pursuant to this Order. Upon the City's request, the supplier must deliver documents to the City's satisfaction, waiving in the City's favour any moral rights and confirming the vesting of copyright in the City.
14. Any electrical or mechanical equipment supplied to the City, or used in delivery of service to the City, is required to be CSA approved and compliant with the BC Safety Authority's standards and applicable regulations.
15. The supplier by the acceptance of this Purchase Order accepts all the terms and conditions thereof.