



PURCHASE ORDER TERMS AND CONDITIONS

PURCHASE ORDER NUMBER – The City of Burnaby (the “City”) Purchase Order number(s) must appear on all bills of lading, waybills, invoices, progress billing, packing slips, containers, packages and correspondence.

APPLICATION OF TERMS AND CONDITIONS – Unless superseded by other related documents and agreements, these Terms and Conditions are included in our purchase order document and will apply to and be binding on the Vendor of any goods and services to the City.

COMPLETE AGREEMENT - The purchase order, including the following terms and conditions, the specifications hereto and any additional terms and conditions incorporated into and attached hereto, shall constitute the entire agreement between the parties for the goods and/or services covered by the purchase order. No revisions or modifications of the terms of the purchase order shall be binding on the City of Burnaby (the “City”) unless given in writing by an authorized employee or agent of the City and confirmed by an official Change Order to the purchase order. The following terms and conditions shall apply unless contrary terms and conditions exist as previously agreed to in the contract documents or competitive bid documents.

F.O.B. DESTINATION – Unless otherwise agreed to in writing, all delivered terms are to be F.O.B. destination (freight prepaid). All other freight charges are to be prepaid and charged on the invoice. If cash discount is not permitted on freight charges, then specific notation of this must be shown on the invoice.

FIRM PRICES - Prices shown on this purchase order are firm and not subject to escalation unless otherwise noted.

PAYMENT - The City shall pay the purchase price via [Electronic Funds Transfer](#) (EFT) within 30 calendar days after delivery of a proper and complete invoice and acceptance of the goods and/or services.

WHMIS - If applicable to products purchased, WHMIS labels are to be affixed to individual products. Current MSDS sheets are to be supplied with the initial shipment.

PACKING LIST AND INVOICE - Packing lists must be delivered with the shipment containing the City’s purchase order number. The invoice must be submitted to the Accounting department, complete with the purchase order number, description of the goods/services, unit prices, extended totals, GST and PST shown separately.

SUCCESSOR IN INTEREST – Whenever the City is not the ultimate consumer of the goods or services, all rights, benefits and remedies conferred upon the City are for the express benefit of the City and the City’s successor(s) in interest.

TIME IS OF THE ESSENCE –Time is of the essence.

MATERIALS AND WORKMANSHIP – The vendor represents, warrants and guarantees that the work is, and will be, free from all defects arising from faulty construction, manufacturing, installation, materials or workmanship in any part of the work/equipment and/or materials being supplied which appear within the longer of 12 months from the date of:

- acceptance - for materials/equipment, or
- commencement of use - for construction and other services, or such other period specified in the contract documents.

DESIGN – The vendor represents, warrants and guarantees that the work/materials and/or equipment are, and will be, free from all defects arising at any time from faulty design or application in any part of the work/materials and/or equipment that has been provided by the vendor.

CONFIDENTIALITY – The contents of this purchase order and any information pertaining to the City, its customers, or individuals, which is obtained by the vendor as a result of the work, is confidential and must not be disclosed without prior written authorization from the City.

GOVERNING LAW – This purchase order will be governed by and be in accordance with the laws of the Province of British Columbia.

COMPLIANCE WITH ENVIRONMENTAL LAWS - The vendor shall comply, and cause any other person acting under its authority or control to comply, in all material respects, with all environmental laws (including, but not limited to, obtaining any required permits or similar authorities) relating to the work/materials and/or equipment being supplied.

PATENT AND COPYRIGHT INFRINGEMENT - The vendor shall indemnify and hold the City harmless against all claims, liabilities, losses, damages, judgements, awards and costs (including reasonable legal fees and expenses) incurred in the defence of any claim brought against the City by third parties alleging that the City's use of any vendor supplied equipment, materials, software, and documentation infringes upon or misappropriates any patent, copyright, or trade secret rights.

TITLE – Title to any and all items of equipment and materials shall not pass to the City until such time as the equipment and/or materials are inspected and accepted by the City. The City will endeavour to notify the vendor within 48 hours of receipt, of any damage or discrepancies found.

INSPECTION – If, upon inspection of the goods received, any departure from the specifications is revealed, the entire shipment may be rejected and returned at the vendor's expense and this purchase order may be cancelled without cost to or further obligation on the part of the City.

WORK PRACTICES AND PROCEDURES - The work of this purchase order must satisfy all Federal, Provincial and Municipal legislation and guidelines and must be in compliance with all Ministry of Labour and/or Workers' Compensation Board (WCB) regulations respecting work practices and procedures.

BINDING ON SUCCESSORS – This purchase order shall operate and take effect for the benefit of, and be binding upon the City and the vendor and their respective successors and, in the case of the City, its assigns, and in the case of the contractor, its permitted assigns.

PRIOR CONSENT TO ASSIGN – This purchase order, or any part of it, or any benefit or interest in it, shall not be assigned by the vendor without the prior written consent of the City and shall be deemed not to be an asset of the vendor in the event of bankruptcy.

TERMINATION OF CONTRACT – The City reserves the right to cancel the purchase order, by giving written notice, if, in the opinion of the Purchasing Manager, the services or equipment/materials being provided by the vendor fail to meet the needs of the City.

FORCE MAJEURE - The vendor shall not be liable for any excess costs if failure to perform is due to strike or lockout beyond the control of the vendor, or Acts of God. The City shall not be liable where work sites are not available due to strike or lockout beyond the control of the City, or Acts of God.

INDEMNIFICATION - The vendor shall indemnify and save harmless the City and its elected officials, officers, servants, employees, volunteers, and agents from and against all claims, demands, proceedings, suits, losses, damages, costs and expenses of whatsoever kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) arising in any way out of or connected with the work/materials and/or equipment supplied by the vendor under this purchase order, except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the fault of the indemnified parties or any of them.