



**THE CORPORATION OF
THE CITY OF BELLEVILLE**

Purchase Order Terms and Conditions

“Bid” means a Tender, Proposal or Quotation submitted in response to a solicitation from the Owner.

“Bidder” means any person who submits a response to a solicitation. For clarity, the “Bidder” shall also include “Proponent” and “Offeror”.

“Bid Document” means the Owner’s solicitation document, which may be in the form of an Request for Quotation (RFQ) or Request for Proposal (RFP), Request for Tender (RFT), For greater certainty the term Bid Document includes but is not limited to; the Terms, the Owner Standard Terms and Conditions and the Instructions to Bidders.

“Contractor” means the selected Bidder that has a Contract with the Owner to perform the Work and/or Services described in a Bid Call Document. For clarity, for this by-law only, “Contractor” includes “Consultant” and “Supplier”.

“Consultant” means services of an advisory nature required to support policy development, decision making, administration, or management of a business or public entity, generally provided by individuals or organizations who possess specific knowledge, technical skills or unique abilities not usually available in-house or from the entity.

“Owner” means the Corporation of the City of Belleville and its local boards.

“Procurement Bylaw” means the [Owner’s Procurement Bylaw Number 2017-234](#), as it may be amended, restated, supplemented or replaced from time to time.

“Work” means the Work to be undertaken by the Contractor pursuant to the provisions of the Contract.

For a complete list of definitions see the [Owner’s Procurement Bylaw Number 2017-234](#), as amended.

1. ACCEPTANCE

The Contractor by accepting this order further acknowledges and accepts all Purchase Order Terms and Conditions stated herein, as amended.

2. F.O.B.

2.1 All shipments shall be FOB Destination, Freight Prepaid and Allowed.

2.2 The F.O.B. Prepaid Destination point shall be the destination as indicated on the purchase order. For greater certainty, the Contractor shall be responsible for the payment of shipping, bearing the cost of shipping and for all liability related to the goods until the goods are delivered to and accepted by the Owner at the Owner’s facility or if stated, the actual Facility Room or Department location indicated on the purchase order.

3. INTENDED PURPOSE OF USE

The Contractor warrants that the goods, materials and/or equipment are of merchantable quality, and fit for the intended use and will perform according to the requirements set out by the Owner

4. WARRANTY PERIOD

Unless a greater warranty period is stated in the specifications of the Bid Call Document, the warranty period shall be for a minimum of one (1) year on all parts, labour, goods, materials, equipment and/or services provided under the Contract (Unless otherwise stated in the specifications, the warranty period shall commence either from the date of substantial performance for construction or the day after delivery and acceptance for goods, services and equipment).

5. PAYMENT TERMS

Payment for provision of Goods, Services and/or Construction, satisfactorily performed in the opinion of the Owner is Net Thirty (30) days unless otherwise noted in the Bid document.

The City of Belleville has implemented a mandatory direct deposit payment (EFT) that requires all vendors to set up direct deposit as the method of receiving payment from the City. If your firm is not already set up to receive payments from the City through direct deposit, your firm is required to complete a City of Belleville direct deposit form. Contact ap@belleville.ca for more information.

6. INVOICES

- 7.1 All invoices shall be sent to the City of Belleville, Finance Department - Accounts Payable, 169 Front Street, Belleville, ON K8N 2Y8 unless otherwise noted in the bid document.
- 7.2 All invoices submitted by the Contractor shall reference the Purchase Order number and conform to the order and content as set out in the Owner's Purchase Order form and shall provide additional information as follows:
 - Harmonized Sales Tax shown separately
 - Contractor's HST registration number
- 7.3 The Invoice shall contain sufficient detail in accordance with the items and unit prices of the awarded Bid. For example: Time and Material Contracts should provide a breakdown of labour and material utilized for the project.

7. MATERIAL SAFETY DATA SHEETS (MSDS)

The Contractor shall supply current Material Safety Data Sheets for all controlled products supplied on or before delivery of initial shipments and again sixty (60) days prior to expiry of the sheet. Failure to comply with this instruction or to label products in accordance with the Workplace Hazardous Materials Information System Act may result in cancellation of the Contract, in which event any existing stocks shall be removed and credited back to the Owner in full by the Contractor. The Owner shall be under no obligation whatsoever, to any Contractor who does not comply with the Owner's procedure in this regard.

8. DISCOUNT TERMS

If a discount is allowed for payment within a certain time, the time for taking the discount will not begin until the date of the receipt of the invoice or the date of the delivery of the goods, whichever is later. However, if an invoice is returned for correction, the time for taking the discount will not begin to run until the date of the receipt of the corrected invoice.

9. EXTRAS/CHANGES TO THE PURCHASE ORDER

No charges for extras or changes or changes to pricing will be allowed unless it has prior written authorization of the Manager, Procurement Services or designate.

10. MANDATORY HEALTH & SAFETY DIRECTIVE - COVID-19

The successful Bidder shall take all possible measures to prevent the spread of COVID-19 through compliance with requirements under the Occupational Health & Safety Act and associated regulations and any other applicable laws, including but not limited to municipal by-laws. The Contractor shall have regard to public health directives (from the Chief Medical Officer of Health and/or the Region's Medical Office of Health) and apply as appropriate.

The Corporation of the City of Belleville has implemented a [Proof of Identification and Proof of COVID-19 Vaccination for Individuals Entering City Buildings Policy](#). Any Contractor entering a City owned facility **will be** required to be double vaccinated and be able to show proof thereof.

11. TERMINATION

The Owner may terminate this Purchase Order without prior written notice if Goods, Services and / or Construction are not provided within the timeframe specified. The Contractor shall give the Owner written notice of the cause and extent of any delay, and the Owner, at its sole discretion may terminate the Purchase Order and may order with another Contractor, without penalty or other fee. Furthermore if the Owner, in its sole opinion, determines that the Contractor has neglected, failed or refused to proceed promptly with delivery of the Goods, Services and/or Construction, the Owner may cancel the Purchase Order without penalty or other fee.

12. HAZARDOUS GOODS

Goods must be transported by the Contractor or Contractor's agent in accordance with all relevant federal and provincial legislation covering the handling and transportation of all hazardous and dangerous goods.

13. INSPECTION AND ACCEPTANCE

All Goods, Service(s) and/or Construction are subject to inspection and acceptance by the Owner or the Owner's representative. Rejected Goods, Services and/or Construction, upon written notice of rejection by the Owner, shall be returned and either exchanged, refunded or cancelled at the Owner's discretion, at the Contractor's expense and cost.

14. GOVERNING LAWS

This Purchase Order shall be governed by the laws of Province of Ontario.

15. ASSIGNMENT

The Contractor is not permitted to assign the work of this Purchase Order, in whole or in part, to any party, without the prior written approval of the Manager, Procurement Services or designate.

16. FORCE MAJEURE

It is understood and agreed that the Contractor shall not be held liable for any losses resulting if the fulfilment of the terms of the Contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, act of God, or for any other cause not within the control of the Contractor and which by the exercise of reasonable diligence the Contractor is unable to prevent. Should the performance of any Contract be delayed or prevented as herein set forth, the Contractor agrees to give immediate written notice and explanation of the cause and probable duration of any such delay.

17. INDEMNITY

The Contractor shall indemnify and save harmless the Owner, its officers, Council members, partners, agents and employees (the "Indemnified Parties") from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Indemnified Parties or which the Indemnified Parties may sustain, suffer or be put to, resulting from or arising out of the Contractor's actions, omissions or negligence in the performance of the Work, Services or this Purchase Order, or the breach, default, violation or non-performance of the Purchase Order, or in the performance or non-performance of any Work or service required to be performed hereunder, whether performed by the Contractor, its agents, servants, officials, employees, or otherwise, including any damage to property or injury to any persons, including third parties. This indemnification shall include all legal costs incurred by the Indemnified Parties on a substantial indemnity basis, including those incurred to defend any criminal or other prosecutions against the Indemnified Parties resulting from the actions of the Contractor.

18. SUPPLIER CODE OF CONDUCT

Contractors agree by accepting this order declare that they have read and understood the Owner's [Supplier Code of Conduct](#) in its entirety and that the Contractor and any applicable sub-contractors, are not only in full compliance with this Supplier Code of Conduct but we will maintain compliance with it throughout the full duration of this Contract.

19. STRIKES / ACCIDENTS

In the event of strikes, accidents or unforeseen contingencies causing stoppage of work, the Owner reserves the right to; delay or cancel the work specified on the Purchase Order.