

Rockbridge County Public Schools

TERMS AND CONDITIONS AND INSTRUCTIONS TO VENDORS

1. This contractual agreement is subject to the terms and conditions of the Commonwealth of Virginia Vendor's Manual.
2. Goods or services delivered must be strictly in accordance with bid/RFP or other specification referred to and shall not deviate in any way from terms, conditions or specifications of the bid/RFP or other information provided. Equipment, materials and/or supplies delivered on this order shall be subject to inspection and test upon receipt. If rejected, same shall remain the property of the vendor.
3. Purchase order number shall be shown by vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
4. Rockbridge County Public Schools is exempt from the payment of sales tax. State Sales and Use Tax Certificate of Exemption, Form ST-12, will be issued upon request.
5. Deliveries against this order must be free of excise or transportation taxes.
6. In the absence of other contractual terms, payment shall be due 45 days after receipt of proper invoice, or material/service, whichever is later.
7. No substitution, change or deviation shall be made without written authority from Rockbridge County Public Schools by Purchase Order Change.
8. Vendors and contractors providing goods/services to Rockbridge County Public Schools under this order herewith assure Rockbridge County Public Schools that they are conforming to the provisions of the Civil Rights Act of 1964 as amended, as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable.
9. Vendors and contractors providing goods to Rockbridge County Public Schools under this Order assure Rockbridge County Public Schools that the items furnished comply with the applicable standards established by the following acts, agencies, or certifying organizations, for normal use in industrial applications; Occupational Health and Safety Agency (OSHA), Food and Drug Administration (FDA), Consumer Products Safety Agency (CPSA), Nuclear Regulatory Commission (NRC), Virginia Bureau of Radiological Health (VBRH), Underwriters Laboratory (UL), Building Officials Code Administration (BOCA), National Fire Prevention Association (NFPA), National Electrical Code (NEC), Compressed Gas Association (CGA), American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), American Welding Society (AWS), and the American Petroleum Institute (API).
10. Rockbridge County Public Schools, an EO/AA institution covered by Presidential Executive Order 11246 as amended, advises all subcontractors, vendors, and suppliers that direct or indirect receipt of federal funds may require appropriate action on their part.
11. The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the Department of Purchase and before final acceptance by the Department of Purchase all matters of dispute must be adjusted to the mutual satisfaction of the Department of Purchase and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in question is settled.