

PURCHASE ORDER ADDENDUM #1

PURCHASE-NET: WEBSITE:HTTP://www.cityoftulsapurchasing.org
FAX-ON-DEMAND: (918)596-1171

INSTRUCTIONS TO RECEIVE PURCHASE ORDER PAYMENTS:

SUPPLIER AGREES TO PROPERLY EXECUTE AND RETURN ANNUAL AFFIDAVIT UPON REQUEST FROM ACCOUNTS PAYABLE.

PAYMENT WILL ONLY BE MADE TO THE COMPANY TO WHOM THIS PURCHASE ORDER HAS BEEN ISSUED. RETURN PURCHASE ORDER TO BUYER FOR CORRECTION, IF YOUR COMPANY NAME HAS CHANGED.

CONTACT THE BUYER TO REQUEST A CORRECTED PURCHASE ORDER IF THE PURCHASE ORDER PRICE IS NOT CORRECT.

PURCHASE ORDER NUMBER MUST BE SHOWN ON PACKING LIST AND INVOICE

MAIL ORIGINAL INVOICE TO : ACCOUNTS PAYABLE
CITY OF TULSA
200 CIVIC CENTER ROOM 905
TULSA, OK. 74103

FOR ALL INQUIRIES ON UNPAID INVOICES, PLEASE CONTACT ACCOUNTS PAYABLE AT (918)596-7544

TERMS AND CONDITIONS:

- THIS ENTIRE PAGE BECOMES A PART OF THIS PURCHASE ORDER AGREEMENT
- IF PURCHASE ORDER IS NOT CLEAR IN ANY WAY, IMMEDIATELY CONTACT THE BUYER FOR CLARIFICATION AND/OR ISSUANCE OF A CHANGE ORDER.
- ANY APPLICABLE WRITTEN QUOTATION, SEALED BID, OR CONTRACT BECOMES A PART OF THIS PURCHASE ORDER.
- ANY VERBAL AGREEMENTS BETWEEN THE PARTIES NOT MADE A PART OF THIS PURCHASE ORDER ARE NOT BINDING.
- UNSATISFACTORY DELIVERY OF A COMMODITY OR SERVICE RELATIVE TO THE "SHIP TO" DATE ON THE FACE OF THE PURCHASE ORDER WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS ORDER AT NO COST TO THE CITY.
- MATERIAL SUBSTITUTIONS MUST BE APPROVED BY THE BUYER BY ISSUANCE OF A CHANGE ORDER.
- ANY COST NOT SHOWN OR OVERAGE MUST BE APPROVED BY THE BUYER BY ISSUANCE OF A CHANGE ORDER.
- PACKING LISTS MUST INCLUDE THE PURCHASE ORDER NUMBER.
- ALL MATERIAL WILL BE SUBJECT OF OUR INSPECTION AND APPROVAL. IF REJECTED, SAME WILL BE HELD SUBJECT TO YOUR ORDER AND RISK AND RETURNED AT YOUR EXPENSE.
- ANY DISPUTES THAT CANNOT BE RECTIFIED BETWEEN THE PARTIES, IF ANY WILL BE RESOLVED IN THE COURTS OF OKLAHOMA.
- SALES TAXES: NOT APPLICABLE
- MATERIAL THAT IS SHIPPED TO ANY LOCATION OTHER THAN THE "SHIP TO" SHOWN ON THE FACE OF THE PURCHASE ORDER IS SUBJECT TO BE RETURNED AT VENDORS EXPENSE.
- SUPPLIER AGREES TO DEFEND AND SAVE CITY OF TULSA FROM AND AGAINST ALL DEMANDS, CLAIMS, SUITS, COSTS, EXPENSES, DAMAGES AND JUDGEMENTS BASED UPON INFRINGEMENT OF ANY PATENT RELATING TO GOODS SPECIFIED IN THIS ORDER OR THE ORDINARY USE OR OPERATION OPERATION OF SUCH GOODS BY THE CITY OR USE OR OPERATION OF SUCH GOODS IN ACCORDANCE WITH BIDDERS DIRECTION.
- SUPPLIER AGREES TO COMPLY WITH THE TERMS OF TITLE 5, CHAPTER 1, OF THE TULSA, OKLAHOMA CHARTER AND REVISED ORDINANCES RELATING TO EQUAL EMPLOYMENT OPPORTUNITY

THE SUPPLIER IS RESPONSIBLE FOR UPDATING THEIR VENDOR PROFILE AND COMMODITY LINKING INFORMATION AS IT CHANGES. THIS PROCESS CAN BE DONE USING FORMS ON THE PURCHASING WEBSITE OR FAX-ON-DEMAND.