

**CEDAR HILL INDEPENDENT SCHOOL DISTRICT  
PURCHASE ORDER TERMS AND CONDITIONS**

1. **ACCEPTANCE** – This Purchase Order (“PO”) constitutes a binding contract between the Vendor and Cedar Hill Independent School District (“CHISD”), to furnish the goods and/or services specified on the face of the PO. Acceptance of the Vendor’s goods and/or services does not equal acceptance of any of the terms and conditions or other contractual provisions which may be stated in the Vendor’s documentation or agreements.
  - a. Under no circumstances is the amount of this purchase order to be exceeded without prior approval of the Purchasing Manager or designee.
  - b. No substitution of materials of any kind or change in, cancellation of, waiver of, or exception to any of the terms or specifications of any purchase order, contract, or service agreement will be recognized without the prior written authorization of the Purchasing Manager or designee.
  - c. CHISD’S purchase order number must appear on all invoices, delivery memoranda, bills of lading, packages, and correspondence.
  - d. Address all communication (excluding invoices) concerning this purchase order to the Purchasing Manager, at the address on the front of the purchase order, or by contacting (972) 291-1581.
2. **AGREEMENT** – This PO, the terms and conditions specified in CHISD’S procurement solicitation (“RFP”) and any contract entered into between CHISD and Vendor as a consequence of the RFP, and the Vendor Packet (including all certifications therein) represent the basis for Vendor to deliver the required goods and/or services. This PO, the RFP, any contract entered into between CHISD and Vendor as a consequence of the RFP, and the Vendor Packet represent the entire agreement of the parties and supersede all prior offers, negotiations, exceptions and understandings, whether oral or in writing. In the event of a conflict among this PO, the RFP, or the contract, the contract shall control. In the event of a conflict between this PO and the RFP, the RFP shall control.
3. **VALIDATION** – This is a valid PO only when the following two conditions have been met: (a) A PO number appears in the space provided; and (b) a written or stamped signature of CHISD’S Purchasing Manager or designee appears in the space provided.
3. **PRICES** – CHISD accepts Vendor’s price(s) as recorded on Vendor’s bid/proposal and on this PO but reserves the right to cancel the PO if the prices are to be increased prior to the delivery of goods or the completion of services. The price(s) specified on the face of the Purchase Order shall remain firm until CHISD has processed the Vendor’s invoice, or until the goods and/or services have been accepted by CHISD, whichever is later. Vendor is directed not to fill this PO at increased prices without authorization from the Purchasing Manager or designee. No separate charges, except those clearly recorded on Vendor’s bid/proposal and on this PO can or will be allowed.
4. **TAX EXEMPT** – CHISD is tax-exempt. Vendor shall not include taxes on the invoice.
5. **WARRANTY, GUARANTEE, LAWS AND REGULATIONS** – In addition to the guarantees and warranties provided by law, by accepting this PO, Vendor hereby expressly guarantees, warrants, and represents that:
  - a. all goods and/or services furnished are new ((i.e., previously unused and in their original packaging and have not been reconditioned, repackaged, returned, remanufactured, refurbished, or damaged), free from all defects in material and workmanship, meet and conform to all applicable specifications and requirements, and be suitable for its ordinary, intended purpose(s) as well as any special purposes specified by CHISD, for a period of one (1) year from the date of acceptance of the goods and/or services or payment of the applicable invoice, whichever is later. Neither acceptance of, nor payment of, said goods and services shall constitute a waiver or modification of any of the warranties of Vendor, or the rights of CHISD;
  - b. all services performed by it or its subcontractors and all material used on CHISD’S behalf, will be completely paid for and that there are no materialman’s or other liens attached to the goods, products, merchandise, materials, or services which are provided to CHISD;

- c. the goods to be delivered hereunder will not infringe on any valid intellectual property right, including any patent, trademark, trade name, or copyright, and that Vendor will, at Vendor's expense, defend any and all actions or suits charging such infringement and will save CHISD, its agents and employees, harmless in case of any such action or suit;
  - d. the goods to be delivered hereunder will be manufactured, sold, and/or installed in compliance with the provisions of all applicable Federal, State, and Local laws and regulations; and
  - e. nothing contained herein shall exclude or affect the operation of any implied warranties otherwise arising in favor of CHISD.
5. **GOVERNING LAW** – The laws of the State of Texas, without regard to its provisions on conflicts of laws, govern this PO. The exclusive jurisdiction for any dispute under this PO is the state and federal courts located in Dallas, Dallas County, Texas.
6. **APPROPRIATED FUNDS** – Renewal of this PO or continuation beyond the current fiscal year, if any, will be in accordance with Texas Local Government Code § 271.903 concerning non-appropriation of funds for multi-year contracts. Notwithstanding any other provision of this PO or obligation imposed on CHISD by this PO, CHISD shall have the right to terminate this PO without default or liability to Vendor resulting from such termination, effective as of the expiration of each budget period of CHISD if it is determined by CHISD, in CHISD'S sole discretion, that there are insufficient funds to extend this PO. The parties agree that this PO is a commitment of CHISD'S current revenue only.
7. **INSPECTION** – Prior to acceptance of any goods and/or services and continuing for a period of thirty (30) days after CHISD'S first use of the goods and/or services, CHISD reserves the absolute right to inspect, test, and reject all goods and/or services, in whole or in part, furnished by Vendor, to ensure that they comply with this PO, the RFP, and/or any contract entered into between CHISD and Vendor as a consequence of the RFP. This right shall exist even if payment has already been made by CHISD to the Vendor. Goods or services which, in the sole opinion of CHISD, fail to conform to the required specification(s) or standard(s) may be considered non-conforming.
7. **NON-CONFORMANCE** –Vendor assumes all liability for delivering goods that do not meet the specification(s) and standard(s) specified on the face of the PO. Any non-conforming goods and/or services which are delivered to CHISD are accepted under a "reservation of CHISD'S rights" to contest, dispute, request offsets, reject, or return the non-conforming goods and/or services, in whole or in part. Any tender of goods or performance of services by Vendor which are non-conforming as to the quality, quantity, or the delivery schedule shall constitute a breach of this PO and CHISD shall have the absolute right to reject the goods and/or services, in whole or in part. In the event that CHISD does not accept any goods and/or services which have been submitted to CHISD, CHISD is entitled to any and all remedies that are provided by law. In addition to the U.C.C. allowed contract by contract right of setoff, CHISD is entitled to a "party by party" right of set off. CHISD is not required to mitigate its damages in order to obtain the relief for any breach of contract remedies available to it. In addition, CHISD has the right to do any or all of the following, in CHISD'S sole discretion:
- a. to hold the non-conforming goods and/or services for a reasonable period at Vendor's risk and expense pending a determination to accept or reject any or all thereof;
  - b. to return the non-conforming goods and/or services to Vendor at CHISD'S election and at Vendor's risk and expense for replacement or correction, in which case Vendor shall use best efforts to replace any non-conforming goods and/or services at Vendor's risk and expense;
  - c. to accept the non-conforming goods and/or services subject to an equitable price reduction;
  - d. to replace or correct the non-conforming goods and/or services and charge to Vendor the cost occasioned to CHISD thereby;
  - e. to recover by offset or otherwise any and all expenses, costs, price reductions, and damages paid, incurred, or suffered by CHISD as a result of the holding, return, replacement, correction, reductions, or rejections of non-conforming goods and/or services; and/or
  - f. to terminate the PO and/or any contract entered into between CHISD and Vendor.
8. **DELIVERY**

- a. All deliveries shall be to the site(s) specified on the purchase order, be freight prepaid, F.O.B. Destination (Cedar Hill ISD, TX), and pricing shall include all shipping, handling, freight, and/or delivery charges. With the exception of shipments to the central warehouse (914 Cedar Street Cedar Hill, TX 75104), CHISD has no facilities for off-loading deliveries. Unless specifically stated otherwise, all shipments MUST include "inside delivery". "Dock Side" deliveries and/or deliveries requiring buyer unloading, except to 914 Cedar Street or if specifically stated on the PO, will be refused.
  - b. The obligation of Vendor to meet the delivery dates, specifications, and quantities set forth in the PO is of the essence of this PO. If, at any time, Vendor believes it may be unable to comply with the delivery or completion schedules, then Vendor must immediately notify CHISD'S Purchasing Manager in writing of the probable length of any anticipated delay and the reasons for it. In the event of such notification or of an actual failure by Vendor to comply with the delivery or completion schedules, CHISD may, in addition to all other remedies, require Vendor, at Vendor's expense, to ship the goods via airfreight or expedited routing to avoid or minimize delay.
  - c. When a delivery is to be made to a CHISD campus: (a) such delivery shall be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday, except on school holidays and (b) such delivery shall be made and goods shall be placed inside the campus building in the designated room(s) at no additional charge. CHISD CANNOT AND WILL NOT ACCEPT TAILGATE DELIVERY AT A SCHOOL ENTRANCE UNLESS SPECIFIED OTHERWISE ON THIS PO.
  - d. **All unshipped items on this PO will automatically be cancelled ninety (90) days after date of order** unless prior approval by CHISD'S Purchasing Manager has been obtained. Shipments initiated after such date may not be accepted.
12. **PAYMENT TERMS** - Itemized invoices shall be directed to CHISD'S Accounts Payable department. In accordance with Tex. Gov't Code § 2251.021, payments are due to Vendor within forty-five (45) days after the later of the following: (1) the date CHISD receives the goods; (2) the date the performance of the service is completed; or (3) the date CHISD receives an invoice for the goods and/or services.
13. **INVOICING REQUIREMENTS** - All invoices shall include the following: PO Number; Invoice Date, Name of Vendor, brief description of the item, quantity, unit price, and extended price; Vendor's complete mailing address and telephone number; any other substantiating documentation or information as required by the PO.
14. **MATERIAL SAFETY DATA SHEETS (MSDS)** - The Federal Government requires that CHISD obtain current and accurate Material Safety Data Sheets for each product, which may contain hazardous substances, create hazardous substances as a by-product, cause harmful physical effects, or otherwise be considered hazardous.
14. **PRODUCT RECALL** – Vendor shall notify the CHISD'S Purchasing Manager immediately if a product recall is instituted on any good and/or service Vendor has delivered or if Vendor discovers or becomes aware of any quality or other deficiency in the delivered goods and/or services. This requirement shall survive payment and acceptance of the goods and/or services.
14. **TITLE** – The title to any and all goods, products, merchandise, materials, and/or services that are provided to CHISD shall pass to CHISD upon acceptance of the good or payment of the applicable invoice, whichever is later.
15. **NON-WAIVER** - Failure of CHISD to insist upon strict performance of any of the terms and conditions hereof, or failure or delay to exercise any rights or remedies provided here in or by law or to properly notify successful Vendor in the event of breach, or the acceptance of or payment for any goods hereunder shall not release successful vendor from any of the warranties or obligations of any PO, contract or service agreement, and shall not be deemed to waiver any right of CHISD to insist upon strict performance hereof or any of its rights or remedies as to any such goods, regardless of when shipped, received or accepted, or as to any prior or subsequent default hereunder; nor shall any

purported oral modification or rescission of a PO, contract or service agreement by CHISD operate as a waiver of any of the terms hereof.

16. **NO ASSIGNMENT** – The rights and responsibilities of Vendor to furnish the goods and/or services specified herein shall not be subcontracted, assigned, transferred, mortgaged, pledged or otherwise disposed of or encumbered in any way by the Vendor, unless previously accepted by CHISD and Vendor in writing.
17. **CERTIFICATIONS** –17.1. Vendor hereby certifies that it is not a company identified on the Texas Comptroller’s list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. 17.2. If (a) Vendor is not a sole proprietorship; (b) Vendor has ten (10) or more full-time employees; and (c) this PO has a value of \$100,000 or more, the following certification shall apply; otherwise, this certification is not required. Pursuant to Chapter 2270 of the Texas Government Code, Vendor hereby certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the “Vendor Companies”), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this PO. For purposes of this PO, the term “boycott” shall mean and include refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. 17.3 If Vendor is not a governmental body and (a) this PO has a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by CHISD; or (b) this PO results in the expenditure of at least \$1 million in public funds for the purchase of goods or services by CHISD in a fiscal year of CHISD, the following certification shall apply; otherwise, this certification is not required. As required by Tex. Gov’t Code § 552.374(b), the following statement is included in the RFP and the Agreement/PO (unless the Agreement is (1) related to the purchase or underwriting of a public security; (2) is or may be used as collateral on a loan; or (3) proceeds from which are used to pay debt service of a public security of loan): “The requirements of Subchapter J, Chapter 552, Government Code, may apply to this RFP and Agreement and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.” Pursuant to Subchapter J, Chapter 552, Texas Government Code, the Vendor hereby certifies and agrees to (1) preserve all contracting information related to this PO as provided by the records retention requirements applicable to CHISD for the duration of the Agreement; (2) promptly provide to CHISD any contracting information related to the Agreement/PO that is in the custody or possession of the Vendor on request of CHISD; and (3) on completion of the Agreement/PO, either (a) provide at no cost to CHISD all contracting information related to the Agreement/PO that is in the custody or possession of Vendor, or (b) preserve the contracting information related to the Agreement/PO as provided by the records retention requirements applicable to CHISD.
18. **CONFLICT OF INTEREST** – In accordance with Section 176.006 of the Texas Local Government Code, Vendor must file, on an annual basis, a Conflict of Interest Questionnaire with the CHISD Records Administrator. The Form CIQ and instructions can be found on at [www.chisd.net](http://www.chisd.net), under “School Board,” then “Conflict of Interest Forms.”
19. **FEDERAL FUNDS: If the source of funds for this purchase is federal funds, the following federal provisions apply, as applicable:** the Davis-Bacon Act (40 U.S.C. § 276a / 29 CFR Part 5), the Copeland “Anti-Kickback” Act (18 U.S.C. § 874 / 29 CFR Part 5), the Equal Opportunity Employment requirements (Executive Orders 11246 and 11375 / 41 CFR Chapter 60), the McNamara-O’Hara Service Contract Act (41 U.S.C. 351), Section 306 of the Clean Air Act (42 U.S.C. § 1857h, Section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, Environmental Protection Agency regulations (40 CFR Part 15), the Contract Work Hours and Safety Act (40 U.S.C. § 3701-3708; 29 C.F.R. Part 5), Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Debarment and Suspension (Executive Orders 12549 and 12689), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the Education Department General Administrative Regulations, 2 C.F.R. Parts 200 and 3474, and 34 C.F.R. Parts 75-77 and 81

("EDGAR"), and mandatory standards and policies contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).