LENNOX SCHOOL DISTRICT

TERMS AND CONDITIONS

1. Definitions- The District/Los Angeles County Superintendent of Schools shall be herein after referred to as the District/County Superintendent and the Vendor shall be herein after referred to as Supplier.

2. LIMITATIONS OF PAYMENTS- Prices and amounts shown herein are the maximum amounts authorized for payment under this order (excluding any handling/delivery charges unless specified herein).

3. INVOICES-· Separate invoices are required for each purchase order. Invoices shall contain the following information: purchase order number, item number, item description, quantity, unit price, and extended totals for items delivered. Sales tax, where applicable, shall be shown separately. Handling/delivery charges shall be shown separately. Failure to enter the above information on the invoice shall cause a delay in payment. Unless otherwise specified, payment shall be made on complete deliveries accepted by the District. District's prior approval and vendor justification are required for partial and deposit payments request.

4. VARIATION IN QUANTITY-No variation in the quantity of any item called for by this order shall be accepted, unless agreed to and specified elsewhere in this order.

5. All goods and services must be as specified. ***Do not substitute*** without prior approval.

6. DISCOUNTS-In connection with any discount offered, the discount period shall begin on the date of delivery and acceptance at destination, and/or the date the correct invoice is received in the Accounts Payable office, and/or on the date final approval for payment is authorized if an adjustment in payment is necessary due to damage, whichever is later. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the warrant.

7. SHIPPING-Unless otherwise specified, all goods are to be shipped prepaid, F.O.B. destination. Where specific authorization is granted to ship goods F.O.B. shipping point, the Supplier shall prepay all shipping charges, route goods by the cheapest way (unless authorized to ship by other means), and bill the District/County Superintendent for the actual handling/delivery charges paid. Invoices containing handling/delivery charges shall include either the original or a copy of the prepaid bill of lading. Claims for handling/delivery charges, which are not properly supported, will not be paid. This does not apply to U.S. Mail or U.P.S. charges.

8. No goods will be received except during the hours specified.

9. INSPECTION AND ACCEPTANCE-Inspection and acceptance will be at destination, unless otherwise provided. Regardless of the F.O.B. point, the Supplier agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery; and such loss, injury, or destruction shall not release the Supplier from an obligation hereunder.

10. PACKAGING-All items shall be prepared and packed for shipment in a manner that will prevent damage in transit. The District is not liable for extra charges for packing or cartage unless specified elsewhere in this order. Supplier shall mark the purchase order number on each container.

11. CAL-OSHA- the Supplier certifies, by shipment, that all equipment furnished under this order meets or exceeds applicable CAL-OSHA codes.

12. WARRANTY- The Supplier agrees that all supplies, equipment, or services furnished under this order shall be covered by the most favorable commercial warranties the Supplier provides any customer for such supplies, equipment, or services, and that the rights and remedies provided therein are in addition to and do not limit any rights afforded to the District/County Superintendent by any other provision of this order.

13. EXCUSABLE DELAYS - The Supplier shall be excused from performance here under during the time and to the extent that he is prevented from obtaining, delivering, or performing by acts of God, fire, strike, lockout, or commandeering of materials, products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the District, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

14. INDEPENDENT CONTRACTOR-While providing the supplies or services ordered herein, the Supplier is an independent contractor and not an officer, employee, or agent of the District/County Superintendent.

15. HOLD HARMLESS- The Supplier shall hold harmless and indemnify the District/County Superintendent, its officers, agents, and employees from every claim, demand, or liability which may be made by reason of:

    A. Any injury to property or person including death, sustained by the Supplier or by any person, firm. or corporation employed by the Supplier, directly or in-directly upon or in connection with the services hereunder, however caused; and

    B. Any injury to property or person, including death, sustained by any firm or corporation, caused by any error, omission, neglect, or torturous act of the Supplier, its officers, agents, or employees, upon or in connection with the services hereunder, whether the injury or damage occurs upon or adjacent to the premises whose services hereunder are performed; and

    C. The Supplier, at its own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings, that may be brought or instituted against the District/County Superintendent on any such claim, demand, or liability, and pay or satisfy any judgment that may be rendered against the District/County Superintendent, its officers, agents, or employees in any such action, suit, or other proceedings as a result thereof.

16. AFFIRMATIVE ACTION- The seller shall not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin and shall ensure compliance with all provisions of Executive Order No. 11246 of September 24, 1965. Failure to comply with these provisions shall be considered cause for not requesting bids from that vendor.

17. SB 854 REQUIREMENT. All contractors and subcontractors intending to bid or perform work on public works projects (Construction projects over $25,000 or Maintenance projects over $15,000) are mandated to annually register and pay a fee to the Department of Industrial Relations (DIR).