

“INSTRUCTIONS, TERMS, AND CONDITIONS”

1. This Purchase Order form and the Cobb County Purchasing Department’s written or oral solicitation with addenda, and contractor’s/vendor’s bid, proposal, or quote constitute a contract between Cobb County and the contractor/vendor.
2. The contract/vendor is required to deliver the commodities, quantities, and/or services exactly and in strict accordance with this purchase order. Substitutions of commodities and over shipment of quantities ordered are strictly prohibited.
3. If, for any reason, the vendor is unable to comply or supply in strict compliance with the order, the Purchasing Department must be notified immediately. Our telephone number is 770-528-8400; FAX number is 770-528-8428.
4. The Purchasing Department is the only authority for transactions under this order. The vendor is cautioned not to accept contrary instructions or conditions from any source other than the Purchasing Department, Buyer or her/his Supervisor. Should the vendor receive from any other source contrary instructions or conditions, the Purchasing Department should be immediately notified.
5. Vendor’s invoices must describe the article and/or services exactly as shown on this order. The order number must appear on invoices and delivery tickets related to this order.
6. Prices shown on this order include all delivery costs to the delivery point shown on the order.
7. Invoices are not paid until items on the purchase order have been received, checked, and approved. Partial payments may be made.
8. The County is exempt from Georgia State Tax and Federal Excise Tax (#58-6000804). Exemption certificates will be issued upon request.
9. The vendor agrees to furnish Cobb County, Georgia with Material Safety Data Sheet (MSDS) on or before delivery for each hazardous chemical or substance purchased. Appropriate labels and MSDS sheets shall be provided for all shipments.
10. The vendor or contractor hereby guarantees Cobb County, Georgia that all material, supplies, services and equipment as listed on this purchase order meet the requirements, specifications and standards provided under the Federal Occupational Safety and Health Act of 1970, as amended and in force on the date hereof.
11. The payment terms of this purchase agreement shall be Net 30 days from receipt of invoice in the Cobb County Finance Department.