

Purchase Order

Terms and Conditions

Contractor agrees to and must comply with the following:

1. Submit all claims for payment by detailed itemized invoice in duplicate.
2. MAIL OR DELIVER ALL INVOICES TO CATAWBA COUNTY, ACCOUNTS PAYABLE, PO BOX 389, NEWTON, NC 28658.
3. Invoices for partial deliveries must be so indicated.
4. The conditions of this order are not to be modified by any verbal understanding. Any changes must be in writing or by a corrected purchase order.
5. INVOICES AND PACKAGES MUST BEAR THIS ORDER NUMBER ON THE OUTSIDE OF THE PACKAGE OR SHIPPING CONTAINERS.
6. Catawba County is exempt from Federal Excise Tax. If any form of such tax is billed on the invoice, it must be shown as a separate item. Tax Exemption Certificates will be furnished upon request.
7. NC STATE SALES TAX and CATAWBA COUNTY SALES TAX. The County is not exempt from sales tax. NC State sales tax in the amount of 4.75% or Catawba County Sales tax in the amount of 2.25% should be included unless items are being purchased for re-sale. Four and three quarter percent (4.75%) and two and one quarter percent (2.25%) sales tax should be shown as separate items on all invoice claims for payment. In case of purchases for re-sale, claims for payment should so indicate using re-sale tax exemption number 56-6001814.
8. Rejected materials will be returned to the Contractor at the Contractor's risk and expense.
9. It is agreed that the goods, materials, equipment or services rendered shall comply with all Federal, State, or local laws, and Contractor shall defend actions or claims brought and save harmless the County or its officials or employees from loss, cost or damage by reason of actual or alleged infringement of letters patent, or for any other reason.
10. All prices must be FOB delivered to point on the front of this order. Where a specific purchase is quoted or negotiated FOB shipping point, the Contractor is to prepay shipping charges and add said charges to the invoice.
11. Cash discounts will be deducted as provided for on the front of this Purchase Order, in accordance with the terms of the official quotation or bid. NET PURCHASES WILL BE PAID 30 DAYS FROM DATE OF THE INVOICE.
12. In case of default by the Contractor, the County may procure the articles or services from other sources and charge the Contractor as liquidated damages any excess cost or damages.
13. Acceptance of the order includes acceptance of all terms, conditions, prices, delivery instructions and specifications as shown on the order or attached to and made a part of this order.
14. E-Verify. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor uses a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.