



## TERMS AND CONDITIONS PURCHASE ORDER

1. *Unless waived or otherwise agreed in writing by the Nova Scotia Community College (NSCC), this Purchase Order and its terms and conditions shall not be altered, amended, varied, or modified. Any inconsistent or additional terms or conditions proposed by the Supplier are hereby rejected and shall not bind the College in any way. In the event that the terms and conditions of this Purchase Order are in conflict with, or differ from, the Supplier's terms and conditions, the terms and conditions of this Purchase Order shall prevail.*
2. All documents, information, specifications, blueprints, tracings, or attachments provided by the College and pertaining to this Purchase Order must be treated in strict confidence by the Supplier and must not be transmitted to, or discussed with, a third party, nor reproductions made thereof, without prior written authorization of the College.
3. Unless otherwise specified, all shipments shall be delivered FOB destination, off-loaded, and installed (where specified), freight prepaid and included, and Delivered, Duty Paid (if not domestic). It is the Supplier's responsibility to arrange full and complete protection of all shipments to the College. No additional charges of any kind, including charges relating to boxing, packaging or cartage will be allowed unless specifically agreed to in writing by the College. All packaging must adequately protect the goods given their specific nature. The Supplier shall ensure that College's property is kept clean of any rubbish or surplus materials resulting from the supply of goods or services. Title to goods, and the risk of loss or damage to such goods, shall transfer from the Supplier to the College upon delivery of the goods to, and acceptance of them by, the College.
4. The Supplier guarantees that goods or services will be delivered in accordance with the specification, drawing, sample, or quotation referenced or attached hereto, and agrees that this guarantee shall survive acceptance of goods or services by the College. Goods or services delivered which are not in accordance with this condition may be returned to the Supplier, or rectified by the Supplier, at the Supplier's expense, at the option of the College.
5. In the event of the Supplier's failure to deliver as and when specified, the College may cancel this Purchase Order in whole or in part without prejudice to other rights and remedies, and may return part, or all, of any shipment at the Supplier's expense.
6. Payments will be made in Canadian funds unless otherwise stated on this Purchase Order. Where applicable, the dates and amounts of cash discounts shall be established by receipt of correct invoice or correct material according to the terms of the Purchase Order, whichever is later.
7. Where applicable, the College may withhold any, and all, payments due under this Purchase Order until the Supplier furnishes a statutory declaration as provided by a notary public stating that all invoices for labour and material provided to the Supplier relating to this Purchase Order have been paid in full.
8. Regardless of payment, all goods and services shall be subject to inspection and approval by the College without limitation as to time. The College may reject the goods and/or services, in whole or in part, and/or terminate the Purchase Order if, in the opinion of the College, the goods and/or services, in whole or in part, are unsatisfactory, non-conforming to Purchase Order specifications, or if the Supplier has breached any term or condition of this Purchase Order.
  - 8.1 In the case of rejected goods, the College may either return the goods to the Supplier at the Supplier's risk and expense, or advise the Supplier to remove the rejected goods, at the Supplier's risk and expense, whereupon any responsibility of the College with respect to the rejected goods shall absolutely cease.
  - 8.2 In the case of rejected services, the College may either require the Supplier to re-perform the services at the Supplier's expense, or terminate the Purchase Order without payment and obtain the services from another source, at the Supplier's expense.

9. In addition to the College's rights at law and any Supplier warranties, and regardless of payment, the Supplier shall, at its own expense, replace any goods or parts thereof or redo any services which become defective or unusable, as a result of faulty manufacture, design, material, or workmanship for a minimum period of one (1) year (unless otherwise specified) from:
  - 9.1 The date of acceptance of work and/or materials in the event such goods and services are purchased for the College's use; or,
  - 9.2 The date of the acceptance by the College of the entire project for the purposes of which the College ordered the goods and services covered by this Purchase Order.
  - 9.3 Specific warranties relating to goods or equipment shall survive this clause. The Supplier warrants that the goods or services covered by this Purchase Order are fit and safe for the purpose or use for which they are intended.
10. The Supplier warrants and agrees that it has complied, and will continue to comply, with all applicable Workers' Compensation and Employment Insurance Laws in the Province of Nova Scotia, and all other applicable laws, codes, regulations, rules, and orders. The Supplier agrees to indemnify the College and save the College harmless if the Supplier fails to comply with the foregoing and, in the event of such failure, the College may cancel this Purchase Order without penalty. The Supplier further warrants that the prices set forth in this agreement are valid under all pertinent laws, orders, and regulations.
11. Where work is performed on College premises, or is performed at other premises on behalf of the College, the Supplier may be required to provide proof satisfactory to the College that the Supplier has valid subsisting public liability and property damage insurance, and owned and non-owned automobile insurance, showing the types of coverage, and the amounts and the effective dates of the insurance, which shall not be less than \$2,000,000 (two million dollars) combined limit each accident or occurrence for bodily injury and property damage inclusive limits. Where the work to be performed warrants it, the College may require that the Supplier's liability insurance include the College as an Insured with respect to work performed by, or on behalf of, the Supplier.
12. In order to perform work of any kind, while on Nova Scotia Community College (NSCC) property, vendors will be required to abide by all NSCC, Provincial, and Federal Policies and Guidelines. Before any such work commences on NSCC property, as related to an issued Purchase Order by NSCC, vendors acknowledge that they will ensure that their personnel, or sub-contractors, are in compliance with [NSCC's COVID-19 Vaccination Requirement](#). NSCC reserves the right to check proof of vaccine/testing of any vendor's personnel before arriving to, or while on, NSCC property.
  - 12.1 Failure to comply with NSCC, Provincial, and Federal Policies and Guidelines in a manner satisfactory to NSCC may result in rescinding or cancellation of award, or cancellation of an issued Purchase Order, without penalty to, or remedies to be paid by, Nova Scotia Community College.
13. Dangerous goods shall be shipped in compliance with all applicable environmental laws, rules, regulations, and procedures. For all goods or materials subject to Workplace Hazardous Material Information System (WHMIS) legislation, Material Safety Data Sheets shall accompany the goods, and all applicable packaging shall bear the appropriate WHMIS labels.
14. The Supplier agrees to indemnify and hold harmless, the College, its Board of Governors, employees, students, servants and/or agents from and against all loss or expense by reason of the liability imposed by law upon the College, its Board of Governors, employees, students, servants, and/or agents, for damage, injury or expense because of bodily injury, including death, at any time resulting from, or sustained by any person or persons, or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this Purchase Order due to negligent or wrongful acts or omissions of the Supplier. The Supplier further agrees to indemnify and hold harmless the College, its Board of Governors, employees, students, servants, and/or agents from all claims, demands, losses, costs, damages, actions, suits, or proceedings initiated by third parties arising from the negligence or wrongful acts or omissions of the Supplier, its employees, and other persons for whom the Supplier is in law responsible.



15. The Supplier shall pay all royalties and patent license fees required for the performance of this Purchase Order, and at the Supplier's own expense, defend all suits and proceedings against the College and indemnify the College against any award of damages, demands, losses, charges, or costs made against the College if such suits or proceedings are based on any claim that any of the products or services supplied constitute an infringement of a patent by the Supplier. If any of the goods or services constitutes an infringement of patent and its use is enjoyed, the Supplier shall, at the Supplier's own expense, procure for the College, the right to continue using the product or service, replace or modify the product or service so it becomes non-infringing and meets the needs of the College, or pay the College for loss of use of the product or service.
16. It is the responsibility of the Supplier to ensure that no representative of the Supplier will extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to an employee of the College, or any member of the College Board of Governors, Faculties or Departments. The Supplier shall report to the Manager of Procurement, any attempt to obtain such favours. Further, the Supplier shall disclose if any College employee is involved with the Supplier's company in any way.
17. Fire, flood, explosion, strikes, lock-out, epidemic, accident, shortage of transportation, or other causes beyond the reasonable control of the College or the Supplier, which prevent the Supplier from delivering or the College from receiving and/or using any of the items covered by this Purchase Order, shall operate to suspend deliveries during the period required to remove such cause, subject however, to the College's right to cancel any such delayed order.
18. The Supplier shall not assign or sub-contract its interest in this Purchase Order without the prior written consent of the College. The Terms and Conditions of this Purchase Order shall survive any assignment, and shall not relieve the Supplier of its contractual obligations.
19. The law applicable to this Purchase Order shall be the law in the Province of Nova Scotia, an appeal to the Supreme Court of Canada excepted. The agreement between the parties shall be binding upon them and their successors, executors, and administrators.
20. Time shall be of the essence in the performance of this Purchase Order.