

## PURCHASE ORDER TERMS AND CONDITIONS

**“Judicial Branch Entity”** is defined herein as the California Supreme Court, Court of Appeal or Judicial Council of California, Administrative Office of the Courts (AOC) reference on the front of this Purchase Order.

**ACCEPTANCE:** BY DELIVERING THE ORDERED GOODS OR SERVICES, SELLER AGREES TO THE SPECIFICATIONS, TERMS, AND CONDITIONS SPECIFIED ON THE FACE AND REVERSE OF THIS DOCUMENT AND ANY REFERENCED DOCUMENTS (COLLECTIVELY, THE “ORDER”). SELLER’S ADDITIONAL OR DIFFERENT TERMS AND CONDITIONS ARE EXPRESSLY EXCLUDED FROM THIS ORDER AND THE STATE DOES NOT AGREE TO SUCH TERMS OR CONDITIONS. THESE TERMS AND CONDITIONS CAN BE VARIED ONLY BY A WRITING SIGNED BY THE STATE’S DULY AUTHORIZED REPRESENTATIVE. SELLER SHALL NOT ALTER, ADD TO, OR OTHERWISE MODIFY THESE TERMS AND CONDITIONS.

**WARRANTIES:** Seller warrants that all goods delivered shall (i) be free from defects in workmanship, material, and manufacture (including, without limitation, defects which could create a hazard to life or property); (ii) be new, not refurbished or reconditioned, unless otherwise stated in this Order; (iii) be of merchantable quality and shall be fit for the purposes intended by the State to the extent disclosed by Seller; (iv) comply with the requirements of this Order; and (v) be in compliance with all applicable laws and regulations. Seller further warrants that all services shall be rendered in a good and workmanlike manner by skilled personnel in compliance with all applicable laws and regulations.

**CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the State.

**DELIVERY AND PACKING SLIPS:** Time is of the essence to delivery and any other performance required of Seller. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or any other purpose will be paid by the State unless it is expressly included on the face of this Order. Unless otherwise shown on this Order, on “F.O.B. Shipping Point” transactions, Seller shall arrange for lowest-cost transportation, prepay and add freight to its invoice, and furnish supporting freight bills over \$25. If delivery is to be made by a carrier, an itemized delivery ticket must be attached to the outside of the package. Each container must be marked with the Order number, part number and quantity. Any itemized packing slip bearing the State’s Order number as shown thereon must be left with the goods to insure their receipt.

**MATERIAL SAFETY DATA SHEETS:** If some or all of the goods being provided by Seller are on CAL OSHA’s “Hazardous Substances List,” Seller must forward a completed Material Safety Data Sheet (MSDS).

**RISK OF LOSS:** Seller shall bear the risk of loss or damage to the ordered goods until Seller delivers the goods to the State’s place of business unless a different F.O.B. point is indicated on the face of this Order. Notwithstanding such delivery, Seller shall bear the risk of loss or damage to the goods purchased hereunder in the event of and from the time the State gives notice of rejection or termination of this Order.

**INSPECTION AND ACCEPTANCE:** Notwithstanding any prior inspection or payments, all goods and services delivered hereunder shall be subject to final inspection and acceptance or rejection by the State at any time within thirty (30) days after delivery to the State. All items which are not in compliance with the specifications hereof, which are not as warranted or which are shipped late, shipped in excess or insufficient quantities or substituted for items ordered hereunder may be rejected by the State and returned or held at Seller’s expense and risk. Payment shall not constitute an acceptance of the material nor impair the State’s right to inspect or any of its remedies.

**INVOICES, PAYMENT AND SETOFF:** The State shall have no obligation to pay for any item until one original and two copies of a correct invoice for the item are received at the address shown on the face of this Order. Payment is due 60 days from receipt of a correct invoice. Each invoice shall be printed on Seller’s standard printed bill form, and shall include at a minimum (i) the Order number, (ii) a unique invoice number, (iii) Seller’s name and address, (iv) the nature of the invoiced charge, (v) the total invoiced amount, and (vi) such detail as is reasonably necessary to permit the State to evaluate the work completed and the services performed, if any, including without limitation the number of hours worked and the applicable hourly rate. Amounts owed to the State due to rejections of goods or services or discrepancies in said invoices will be, at the State’s option, fully credited against future invoices payable by the State, or paid by Seller within thirty (30) days from Seller’s receipt of a debit memo or other written request for payment by the State. The State shall have the right at any time to set off any amount owing from Seller to the State

against any amount payable by the State pursuant to this Order or any other transaction or occurrence.

**AUDIT RIGHTS:** Seller agrees to maintain records relating to performance and billing by Seller under this Order for a period of three (3) years after final payment under this Order. During the period of time that Seller is required to retain such records, the State or its representative may, during normal business hours, inspect and make extracts or copies of such records and other materials for purposes of confirming the accuracy of invoices submitted hereunder.

**TERMINATION:** The State may terminate this Order in whole or in part for any or no reason at any time by giving notice to Seller. In the event the State terminate this Order for convenience, the State’s liability shall be: (a) in the case of standard or off-the-shelf products, a reasonable restocking charge not to exceed ten percent (10%) of the purchase price; (b) in the case of custom products, the lesser of (i) a reasonable price for raw materials, components, work in progress, and any finished units on hand, or (ii) the price, set forth in this Order, per finished unit, after giving effect to any discount the State would otherwise be entitled to. In the event of termination of any separate services specifically ordered, liability shall be the lesser of (a) a reasonable price for the services rendered prior to termination, or (b) the price for the services. If any hourly or other time-based rate for services is specified in this Order, such rate shall be used in determining a reasonable price. Upon receipt of a termination notice, Seller shall, unless otherwise directed, cease work and follow the State’s directions as to work in progress and finished goods.

**INDEMNITY:** SELLER SHALL INDEMNIFY AND HOLD HARMLESS THE STATE AND ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS AND EXPENSES ARISING OUT OF OR RESULTING IN ANY WAY FROM ANY DEFECT, WHETHER LATENT OR PATENT, IN THE GOODS OR SERVICES PURCHASED HEREUNDER OR FROM ANY ACT OR OMISSION OF SELLER, ITS AGENTS OR EMPLOYEES, INDEPENDENT CONTRACTORS OR SUBCONTRACTORS. THIS INDEMNIFICATION SHALL BE IN ADDITION TO THE WARRANTY OR OTHER OBLIGATIONS OF SELLER AND SHALL APPLY WITHOUT REGARD TO WHETHER THE CLAIM, DAMAGE, LOSS, LIABILITY, COST OR EXPENSES IS BASED ON BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY. THE INDEMNITY SHALL SURVIVE DELIVERY AND ACCEPTANCE OF GOODS OR SERVICES.

**INFRINGEMENT PROTECTION:** Seller shall hold the State and its officers, agents, and employees harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, or patented or unpatented invention, article, or appliance furnished or used in connection with this Order.

**INSURANCE:** Seller agrees, warrants and represents to the State that Seller will maintain adequate insurance to cover any liabilities described in this Order. Seller further warrants and represents to the State that Seller will maintain adequate insurance to cover any public liability, property damage and/or automobile liability for any damage incurred with Seller’s performance of any work on or about the State’s premises or third-party premises to which the goods and services are to be delivered as indicated on the face of this Order. Seller shall maintain proper Workers’ Compensation Insurance covering all employees performing this Order.

**LEGAL COMPLIANCE:** (a) Seller shall observe and comply with all federal, state, and city laws, rules, and regulations affecting goods and services under this Order. (b) Seller and its subcontractors, if any, shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), sex or sexual orientation. Seller shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Seller and its subcontractors, if any, shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (c) Seller shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 USC Sec. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA.

**STATUS AS INDEPENDENT CONTRACTOR AND SUBCONTRACTS:** Seller is an independent contract and while performing work on or off the State’s premises, neither it nor any of its agents or employees shall be considered agents or employees of the State. Seller shall not subcontract or delegate its obligations under this Order without the prior written consent of the State.