

TOWN OF TAOS, NEW MEXICO
PURCHASE ORDER GENERAL TERMS AND CONDITIONS
Effective July 1, 2016

1. ACCEPTANCE OF PURCHASE ORDER: The Purchase Order, including any Change Orders, Exhibits, or Attachments incorporated herein by reference constitute the entire agreement between the Town of Taos ("Town") and the Seller for the materials, equipment, parts, and/or services (hereafter "goods" and/or "services") described thereon. Acceptance is limited to the terms stated herein, and any additional or different terms proposed by Seller shall be of no force and effect and are hereby rejected unless expressly agreed to in writing by the Town. Delivery of goods and performance of services in conformity herewith prior to written acceptance and use of such goods and acceptance of such services by the Town shall constitute acceptance of the terms and conditions stated herein for this Purchase Order only. Seller accepts and shall be bound by the terms and conditions of this Purchase Order upon the earlier of: (1) the date on which it notifies the Town by acknowledging its acceptance in writing (attached hereto), (2) when it commences performance, or (3) upon use of such goods and acceptance of such services by the Town. No other form of acceptance shall be binding on the Town.

2. CHANGES: Town may at any time, in writing, direct or authorize Seller to make changes or modifications within the general scope of this Purchase Order. If such changes or modifications necessitate an increase or decrease in the amount due or in the time required for performance, such matters shall be agreed upon in writing prior to proceeding with the change. No payment shall be made by the Town for any change or modification not so approved and/or directed in writing by an authorized Town representative prior to the effective date of the change.

3. TERMINATION: a. Town reserves the right to terminate this Purchase Order at any time and for any reason, including convenience, with respect to undelivered goods or unperformed services. Such termination shall be by written or electronic notice or by oral notice confirmed in writing. b. Except as otherwise provided for in this Purchase Order, the Town and the Seller shall consider this Purchase Order terminated upon completion of the performance obligations and upon completion of payment obligations.

4. DELIVERY: Time is of the essence. If delivery of conforming goods or performance of conforming services is not completed by the time(s) promised, the Town reserves the right, in addition to any other rights and/or remedies it may have under the law or in equity, to cancel this Purchase Order, to reject such goods or services in whole or in part on reasonable notice to Seller and/or to purchase substitute goods or services elsewhere and charge Seller with any loss incurred by the Town. Any provisions herein for delivery of goods or performance of services by installments shall not be construed as making the obligations of Seller severable. Shipments sent to the Town C.O.D., without the Town's written consent, will not be accepted and will be at Seller's risk.

5. PRICE: The Town shall not be billed at prices higher than stated herein unless authorized in writing by the Town. Seller represents that the prices charged for the goods and/or services covered by this Purchase Order are no greater than the lowest prices charged by Seller to comparable entities and that such prices comply with all applicable laws and government regulations in effect at time of quotations, sale, delivery, and performance. Seller agrees to notify the Town of any price reduction made in goods and/or services covered by this Purchase Order subsequent to the date hereof and prior to delivery or performance of services and Seller agrees that any such reduction will be applicable to this Purchase Order.

6. CONTINGENCIES: Failure of either party to perform hereunder, in whole or in part, occasioned by an act of God or the public enemy, fire, explosion, perils of the sea, flood, drought, war, riot, sabotage, accident, embargo, government priority (including requisition or allocation), or any circumstances of like or different character beyond the reasonable control of the party so failing to perform, or by interruption of or delay in transportation, labor trouble from whatever cause arising and whether or not the demands of the employees involved are reasonable and within the affected party's power to concede, or

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compliance with any Purchase Order or request of any governmental officer, department, agency or committee, shall not subject said party to any liability to the other party. At the Town's option, the period specified for delivery of goods or performance of services hereunder shall be extended by the period of delay occasioned by any such circumstance or the total shall be reduced by that portion of the goods or services which Seller is unable to deliver.

7. WARRANTIES: In addition to all warranties established by law, Seller hereby warrants and agrees that:

a. All goods and services covered by this Purchase Order shall conform to the specifications, drawings, samples or other descriptions furnished by the Town and shall be merchantable, fit for the purpose intended, of best quality and workmanship and free from all defects. The Town shall have the right of inspections and approval and, in addition to its other rights and remedies, reject and return goods or require re-performance of services at Seller's expense if defective or not in compliance with the Town's specifications and/or scope of work. Defects shall not be deemed waived by the Town's failure to notify Seller upon receipt of goods or completion of services or by payment of invoice.

b. No disclosure, description or other communication of any sort shall be made by Seller to any third person of the Town's purchase of goods or services hereunder, or of the details and characteristics thereof, without the Town's prior written consent. Anything furnished to Seller by the Town pursuant to this Purchase Order, including without limitation samples, drawings, patterns and materials shall remain the property of the Town, shall be held at Seller's risk and shall be returned upon completion of performance hereunder, and no disclosure or reproduction thereof in any form shall be made without the Town's prior consent in writing.

c. All goods delivered pursuant to this Purchase Order and manner of delivery thereof shall conform to standards established for such goods and delivery in accordance with any applicable federal, state, or local laws or regulations.

d. The use or sale of any goods delivered hereunder, or any part thereof, except goods produced to the Town's drawings or specifications, does not infringe on any adverse and existing patent, copyright, or license. Seller agrees to indemnify and hold harmless the Town from any such patent, copyright, or license infringement violations. This indemnity provision shall survive any termination or expiration of this Purchase Order.

e. The foregoing warranties shall survive Town's acceptance of goods and performance of services hereunder, including construction projects.

8. LOSS IN TRANSIT AND ENVIRONMENTAL RESPONSIBILITY: Title and risk of loss of goods and services purchased by the Town under this Purchase Order shall pass to the Town upon acceptance of such goods and/or services. All shipments made under this Purchase Order, regardless of the designated F.O.B. point, shall be in accordance with all applicable federal, state, or local laws and/or regulations, including but not limited to U.S. Department of Transportation and U.S. Environmental Protection Agency regulations for hazardous substances. Prior to the Town's acceptance of such goods and/or services, the Town shall not be liable for any discharge, spill or other incident, including but not limited to expenses nor for any clean-up costs involving any materials, equipment, or parts.

9. MARKING: Seller shall mark each package, container, or shipment clearly with the Town's name, address, contents, and applicable Purchase Order number(s).

10. ASSIGNMENT: Seller shall not assign or subcontract any of its rights or obligations under this Purchase Order without the prior written permission of the Town. As such, assignment of this Purchase Order or of any interest herein or of any money due or to become due hereunder without the prior written consent of the Town shall be void. In no event shall the Town's written permission (if any) be construed as discharging or releasing Seller from the performance of its obligations specified in this Purchase Order.

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11. GOVERNING LAW: The formation, interpretation, and performance of this Purchase Order shall be governed by the laws of the State of New Mexico, including the New Mexico Uniform Commercial Code.

12. EMPLOYEES, INSURANCE, INDEMNIFICATION:

a. In providing goods, materials, equipment, parts or performing services hereunder, Seller is an independent contractor, with sole responsibility for all persons employed in connection therewith, including without limitation, exclusive liability for the payment of all Federal, State, and Local Unemployment and Disability Insurance and all Social Security and/or other taxes and contributions payable in respect of such persons, from and against which liability the Seller agrees to indemnify, exonerate and hold harmless the Town.

b. Seller shall provide to the Town, prior to the commencement of any services hereunder, certificates of insurance which evidence that Seller has purchased at least the following insurance: General Commercial Liability Insurance and Comprehensive Automobile Liability Insurance; minimum limits of coverage shall be the greater of liability established by the New Mexico Tort Claims Act or combined single limit coverage of \$1,000,000. Seller's Worker's Compensation coverage limits shall be those established by New Mexico statutes. Employer's Liability Insurance coverage shall be the greater of the limits of liability established by the New Mexico Tort Claims Act or \$1,000,000. At the Town's option higher limits and additional insurance policies may be specified.

c. Seller's insurance policies, regardless of any like insurance coverage that the Town may have, shall be primary with respect to the interest of the Town, and any insurance maintained by the Town is in excess and not contributory to Contractor's insurance policies regardless of any like insurance coverage that the Town may have.

d. Seller will (or will cause the respective insurance carrier to) provide the Town with a minimum thirty (30) days written notice in the event of cancellation, termination, non-renewal, or any other material change.

e. Seller shall furnish to Town a completed certificate of insurance, which references this Purchase Order. If Seller fails to obtain and keep in force the insurance required hereunder, the Town may obtain and maintain the required insurance in the name of Seller and the cost thereof shall be payable on demand. Review of the Seller's insurance by the Town shall not relieve or increase the liability of Seller.

f. Nothing in this Purchase Order shall limit Seller's liability to the limits of the insurance coverages required hereunder. Seller shall be solely responsible for payment of all deductible or retention amounts pertaining to any insurance policies required herein or by law.

g. Where applicable, all insurance policies shall provide for waiver of subrogation in favor of the Town, include cross liability provisions, and all policies, except Workers' Compensation, shall name the Town and its directors, officers, officials, managers, representatives, agents and employees as additional insured, to the extent allowable under such policies.

13. GENERAL LIABILITY AND INDEMNIFICATION: Seller shall indemnify and hold harmless the Town, including its officers, officials, employees, or agents, against liability, claims, damages, losses or expenses, including attorney fees, only to the extent that the liability, damages, losses or costs are caused by, or arise out of, the acts or omissions of Seller or its officers, employees, or agents. This indemnity provision shall survive any termination or expiration of this Purchase Order.

14. CARE, CUSTODY, AND CONTROL OF SERVICES, PROPERTY, MATERIALS, AND EQUIPMENT:

a. To the extent that Seller provides goods and/or services, Seller shall have the full responsibility for and the risk of loss for such goods and/or services, including the Town's furnished property, equipment, and materials under Seller's care, custody, control.

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b. Seller shall provide all facilities for protection required by public authority or local authority, as applicable.

15. PAYMENT TERMS AND DISCOUNTS: Payments shall be paid to Seller within thirty (30) days contingent upon the following:

a. Application of payment discounts, if considered to be in the best interest of the Town;

b. From date of receipt by the Town's Accounts Payable Department of properly documented invoices as determined by the budgetary and fiscal guidelines of the Town;

c. On the condition that the Seller has delivered the goods and/or performed the services to the satisfaction of the Town. Any taxes (specifically including the New Mexico Gross Receipts tax), licenses, or other governmental fees and charges, are the responsibility of the Seller.

d. Invoices for goods or services must be submitted to the Department (Referenced on Ship To area of PO) upon delivery of goods or upon performance of services. The requesting Department will forward with approvals to the Accounts Payable Department. If invoices are for goods, invoices should be submitted to the Town when such goods are delivered to a carrier for final delivery to the Town or upon actual delivery of goods to the Town by the Seller. Seller's submittal of invoices for services shall correlate with the payment schedule agreed upon by the Seller and the Town as evidenced in this Purchase Order. Invoices not received by the Town's Accounts Payable Department within ninety (90) calendar days from the date they are reasonably due may, at the Town's sole discretion, be considered as paid in full.

16. COMPLIANCE WITH LAWS AND TOWN'S POLICIES:

a. The Town of Taos is exempt from payment of gross receipts tax on certain and various materials, but is subject to such tax on services and certain other materials, including construction projects defined in 7-9-1k NMSA 1978.

b. The taxable status of any sale of materials or services must be determined by the Seller's legal counsel or tax consultant. Invoices rendered for additional taxes after bid award will not be honored.

c. Reference is hereby made to paragraph 13-1-191 NMSA that any bribes, gratuities or kickbacks of any type are expressly forbidden and such acts may be subject to civil penalty.

d. If this Purchase Order requires the physical presence of Seller's employees, subcontractors or other persons responsible to and under Seller's control on Town's premises, Seller shall comply with all applicable federal, state, and Town governmental regulations and rules, including without limitation, those regulations and rules relative to environmental, quality, safety, fire prevention, and insurance. Seller shall at all times provide all equipment that is used in the performance of services under this Purchase Order except for that equipment specified in this Purchase Order as being furnished by the Town, including all equipment to ensure the safety of all employees, subcontractors or others under Seller's control. All such persons shall be subject to all applicable rules of the Town's premises, including regulations and rules for safety, environmental, and fire protection.

e. Seller warrants that it will comply with all existing laws, regulations and/or requirement of local, state, and federal governments with respect to any pollution damages whatsoever. Seller agrees to protect, defend, indemnify, exonerate and hold the Town harmless from and against any and all suits, claims, liability, losses, liens, demands, fines, costs, criminal and civil penalties, causes of action or any other obligations arising out of or in any manner connected with pollution incidents caused by Seller involving bodily injury, death, property damage or any violation or alleged violation of any federal, state, or local law or regulation. This provision shall survive termination or expiration of this Purchase Order indefinitely.

f. By law (Section 13-1-191, NMSA, 1978) the Town is required to inform Offerors/Bidders/Contractors/Sellers of the following: (1) it is a third-degree felony under New Mexico

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law to commit the offense of bribery of a public officer or public employee (Section 30-24-1, NMSA, 1978); (2) it is a third degree-degree felony to commit the offense of demanding or receiving a bribe by a public officer or public employee (Section 30-24-2, NMSA, 1978); (3) it is a fourth-degree felony to commit the offense of soliciting or receiving illegal kickbacks (Section 30-41-1, NMSA, 1978; and (4) it is a fourth-degree felony to commit the offense of offering or paying illegal kickbacks (Section 30-41-2, NMSA, 1978.

17. CONFIDENTIAL INFORMATION: It is understood by the Seller and the Town that the Town is a New Mexico municipal corporation and, as such, is subject to the provisions of the New Mexico Inspection of Public Records Act, Section 14-2-1 through 14-2-12 NMSA 1978. In the event Seller has responded to a Town Request For Bid (RFB) or a Town Request For Proposal (RFP) and marked all or any part of the information submitted as "CONFIDENTIAL INFORMATION", Town agrees to notify Seller of any third party request for any rates, terms, compensation amounts, or other information regarding this Purchase Order. To the extent Seller provides Town with written direction to withhold such requested Confidential Information and litigation results, Seller agrees that the action would be brought in a New Mexico court of competent jurisdiction under New Mexico law. Seller, being aware of said facts, agrees to provide legal counsel on behalf of the Town in any such litigation and shall bear the complete cost of litigation, including attorney fees and court costs. If Seller fails or refuses to provide legal counsel at its expense within ten (10) calendar days after written notification, as aforesaid, such failure may result in the Town agreeing to release this Purchase Order or any portion of this Purchase Order and all documentation related to this Purchase Order, which is relevant to the denied request.

18. WAIVER OF CONSEQUENTIAL DAMAGES: NOTWITHSTANDING ANY OTHER PROVISION IN THIS PURCHASE ORDER, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR SPECIAL, INDIRECT, NOR CONSEQUENTIAL DAMAGES RESULTING FROM OR ARISING OUT OF THIS PURCHASE ORDER, INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS OR BUSINESS INTERRUPTION, HOWEVER SAME MAY BE CAUSED. THIS LIMITATION ON CONSEQUENTIAL DAMAGES DOES NOT APPLY TO CLAIMS FOR PERSONAL INJURY, WRONGFUL DEATH OR DIRECT DAMAGES TO PROPERTY. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR PUNITIVE DAMAGES.

19. CONFLICT OF INTEREST: Offerors/Bidders/Contractors/Sellers warrant that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract. Offerors/Bidders/Contractors/Sellers must notify the Town's Chief Procurement Officer if any employee(s) of the requesting department or the Purchasing Division have a financial interest in the Offeror. If yes, the Offeror must specify the employee(s) name in their proposal.