

### KEY CONDITIONS

1. Shipments to be prepaid and charges added to invoices, unless stated FOB Laconia, NH.
2. Exempt from all taxes.
3. This order is subject to vendor's regular discount terms unless net price is stated.
4. Submit invoice in duplicate.

### GENERAL

The vendor agrees to protect, defend and save harmless, the City of Laconia against any demand for payment for the use of any patented material, process, device or article that may enter into the manufacture, construction, or form any part of the materials or services covered by this order; and the vendor agrees further to indemnify and save harmless the City of Laconia, its officers, agents and employees from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by, or from any of the acts of the vendor, his servants or agents. In case of default by the vendor, the City of Laconia may procure the articles or services covered by this order from other sources and hold the vendor responsible for any excess occasioned thereby.

### QUALITY

All materials or services furnished on this order must be specified and subject to our inspection and approval within a reasonable time after delivery at destination. Materials or services other than those specified in this order must not be substituted without authority from the Purchasing Manager. Material rejected will be returned at the vendor's risk and expense.

### QUANTITY

The quantity of material ordered must not be exceeded without authority being first obtained from the Purchasing Manager.

### TAXES

In accepting this order the vendor does certify to the City of Laconia that the purchase price of materials representing this order does not include any tax whatsoever. Tax exemption certificates will be provided by the City of Laconia to the vendor upon request.

### PACKING

Damage to any material not packed to insure proper protection to same will be charged to vendor. Packages must be marked plainly with shipper's name and City purchase order number. No charges are allowed for boxing or crating unless previously agreed upon.

### DELIVERY

All materials must be shipped F.O.B. Destination. We pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR IS TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be effected within the time stated on purchase order, failing in which we reserve the right to cancel this order and purchase elsewhere. Deliveries shall be made between 9:00 a.m. and 4:00 p.m. Monday to Friday, inclusive, unless otherwise stated.

The conditions of this order must not be changed by vendor. If not satisfactory, return to Purchasing Manager.

### RESPONSIBLE BIDDER

Failure of a Bidder to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

### PRICES

All goods and services covered by this purchase order must be billed at prices and specifications agreed upon above.