



**GENERAL TERMS AND CONDITIONS
For Purchase Orders**

The following General Terms and Conditions shall be applicable to all Purchase Orders issued by the Seattle Housing Authority (SHA), also referred to as “Purchaser”:

- 1. **CHANGES:** No alteration in any of the terms, conditions, delivery price, quality, quantities, or specifications of this order will be effective without written consent of the SHA Purchasing Division.
- 2. **ASSIGNMENTS:** Provision of monies due under this contract shall only be assignable with prior written consent of Purchaser.
- 3. **NONWAIVER BY ACCEPTANCE OF VARIATION:** No provision of this order, or the right to receive reasonable performance of any act called for by the terms, shall be deemed a waiver by Purchaser of a breach thereof as to any particular transaction or occurrence.
- 4. **PAYMENT, CASH DISCOUNT, LATE PAYMENT CHARGES:** Invoices will not be processed for payment nor will the period of computation for cash discount commence until receipt of a properly completed invoice of invoiced items are received, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. If Purchaser fails to make timely payment, Vendor/Agency may invoice for \$1, or 1% per month on the amount overdue, whichever is greater. Payment shall not be considered late if a check or warrant is available or mailed within the time specified; or if no items are specified, within 30 days from date of receipt of a properly completed invoice or goods, whichever is later. The preferred method of payment is through an electronic payment via credit card using SHA’s e-payables program. Vendors will receive an enrollment form from SHA and are strongly encouraged to enroll in the program. Alternatively, payments may be remitted by mail. Purchaser shall not honor drafts nor accept goods on a sight draft basis.

Invoices shall be mailed to ap@seattlehousing.org.

- 5. **TAXES:** Per RCW 35.82.210, the property of a housing authority is declared to be public property used for essential public and governmental purposes, and such property and an authority shall be exempt from all taxes and special assessments of the city, the county, the state, or any other political subdivision thereof. Additionally, under WAC 458-20-189, an authority is exempt from excise taxes. SHA’s Federal ID 91-6000977-W.

- 6. PRICES:** If price is not stated on this order, it is agreed that the goods shall be billed at the price last quoted or paid, or the prevailing market price, whichever is lower.
- 7. SPACE QUALITY STANDARDS:** Special brands, when named, include the standard of quality, performance, or use desired. Bids on Vendor/Agency's equivalent goods may be considered provided Vendor/Agency specifies brands, model, and necessary descriptive literature. In the event Purchaser elects to contract for a brand purported to be an equal by the bidder, the acceptance of the item will be conditioned on Purchaser's inspection and testing after receipt. If, in the sole judgment of Purchaser, the item is determined not to be an equal, the material shall be returned at Vendor/Agency's expense and the contract terminated.
- 8. ANTITRUST ASSIGNMENTS:** Vendor/Agency and purchaser recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the purchaser. Therefore, Vendor/Agency hereby assigns to purchaser any and all claims for such overcharges as to goods and materials purchased in connection with this order or contract, except as to overcharges which result from antitrust violations commencing after the price is established under this order or contract and which are not passed on to the Purchaser under an escalation clause.
- 9. PRICE WARRANTY FOR COMMERCIAL ITEMS:** Vendor/Agency warrants that prices charged to Purchaser are based on Vendor/Agency's current catalog or published price list of commercial items sold in substantial quantities to the general public.
- 10. ACCEPTANCE:** This order expressly limits acceptance to the Terms and Conditions stated herein. All additional or different terms proposed by Vendor/Agency are objected to and are hereby rejected, unless otherwise provided in writing by Purchaser's Purchasing Division.
- 11. TERMINATION:** SHA may terminate this Purchase Order for SHA's convenience or for the failure of the Vendor/Agency to fulfill the obligations of this Purchase Order. SHA shall terminate by delivering to the Vendor/Agency a written Notice of Termination specifying the reason therefore and the effective date of termination. Upon receipt of the notice, the Vendor/Agency shall immediately discontinue all services affected and deliver to SHA all information, reports, papers, or other materials accumulated or generated in performing this Purchase Order, whether completed or in process. If the termination is for convenience of SHA, SHA shall be liable only for payment for services rendered or goods received before the effective date of termination. If the termination results from the Vendor/Agency's failure to fulfill the obligations of this Purchase Order, the Vendor/Agency shall be liable for damage suffered by SHA, and SHA may withhold any payments to the Vendor/Agency for the purpose of a partial payment of amounts owed to SHA by the Vendor/Agency.
- 12. LAW:** The laws of the State of Washington shall govern this order and the venue of any action brought hereunder shall be in the Federal District Court for the Western District of Washington in Seattle, or the Superior Court, County of King in Seattle, State of Washington.
- 13. AUDITS AND RECORDS RETENTION:**
- a.) SHA, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this Purchase Order, have access to and the right to examine any of the Vendor/Agency's directly pertinent books, documents, papers, or other

records involving transactions related to this Purchase Order for the purpose of making audit, examination, excerpts, and transcriptions.

- b.) The Vendor/Agency agrees to include in first-tier subcontracts under this Purchase Order a clause substantially the same as in paragraph a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$3,000.
- c.) The periods of access and examination in paragraphs (a) and (b) above for records relating to litigation or settlement of claims arising from the performance of this Purchase Order, or costs and expenses of this Purchase Order to which SHA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such litigation, claims, or exceptions.

14. NON-DISCRIMINATION: In accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C., sec. 2000d - 42 U.S.C. sec 2000d-7, the relevant federal regulation adopted pursuant to Title VI and RCW 49.60, the Vendor/Agency assures that it shall not discriminate against any company, subcontractor, employee, or other person on the grounds of race, creed, color, national origin, sex, age, marital status, the presence of any physical, sensory, or mental disability, sexual orientation, Vietnam-era veteran status, disabled veteran status or political affiliation, nor commit any unfair practices under this contract or under any project, program, or activity supported by this contract.

15. EEO REQUIREMENTS: For federally-funded Purchase Orders, the Vendor/Agency shall comply with 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.". Vendor/Agency shall agree that the equal opportunity clause contained therein is incorporated in this contract by this reference.

16. INDIVIDUALS WITH DISABILITIES: Vendor/Agency certifies that it will comply with Sections 503 and 504 of the Rehabilitation Act, of 1973, 29 U.S.C. sections. 793 and 794, as amended, and with the Americans with Disabilities Act of 1990, 42 U.S.C. sec. 12101 et seq., regarding its programs, services, activities, and employment practices. The Vendor/Agency agrees that the Affirmative Action Clause of section 503 of the Rehabilitation Act is incorporated herein by this reference.

17. OSHA/WISHA: Vendor/Agency agrees to comply with the conditions of all applicable federal and state occupational and/or industrial safety and health acts, such as the Federal Occupational Safety and Health Act of 1970 (OSHA), the Washington Industrial Safety and Health Act of 1973 (WISHA), and the standards and regulations issued thereunder and certifies that all items furnished and purchased under this order will conform to and comply with said standards and regulations. Vendor further agrees to indemnify and hold harmless Purchaser from all damages assessed against Purchaser as a result of Vendor/Agency's failure to comply with the Acts and the standards issued thereunder and for the failure of the items furnished under this order to so comply.

18. PREVAILING WAGES: For federally-funded Purchase Orders where the Vendor/Agency will be performing work subject to prevailing wage requirements, the Vendor/Agency shall pay its workers not less than the prevailing wage rates and shall comply with the following regulations:

a.) The Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). (All Purchase Orders for construction or repair). The Act provides that each vendor/agency or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. SHA must report all suspected or reported violations to the Federal awarding agency.

b.) The Davis-Bacon Act (40 U.S.C.3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”) (Required for construction Purchase Orders in excess of \$2,000 and...when required by Federal grant program legislation).

c.) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708): All Purchases Orders awarded by SHA in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

19. ENERGY EFFICIENCY: When applicable, the Vendor/Agency shall comply with all standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201) for the State in which the work under this Purchase Order is performed.

20. CLEAN AIR AND WATER: On federally-funded Purchase Orders in excess of \$150,000, the Vendor/Agency shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C.1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

21. CERTIFICATION OF ELIGIBILITY: By entering into this Purchase Order with SHA, the Vendor/Agency certifies that to the best of its knowledge and belief, neither it, nor any principal/person or firm which has an interest in the Vendor/Agency’s firm is ineligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 2 CFR 200

NOTE: For purposes of this Paragraph, the term “Person” is synonymous with the term “Principal” as defined in 2 CFR 180 and means:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or

- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
 - a) Is in a position to handle Federal funds;
 - b) Is in a position to influence or control the use of those funds; or,
 - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

For compliance with the Certification of Eligibility provision, the Vendor/Agency agrees to conduct Suspension and Debarment checks on any of its principals/persons as described above. The websites to verify eligibility are: <https://www.sam.gov/portal/public/SAM/> and http://portal.hud.gov/hudportal/HUD?src=/topics/limited_denials_of_participation. Upon request, SHA will provide the Vendor/Agency with forms necessary to conduct these reviews.

This certification of eligibility is a material representation of fact upon which reliance was placed when SHA awarded the Purchase Order. If it is later determined that the Vendor/Agency knowingly provided an erroneous certification, the Purchase Order may be terminated and the Vendor/Agency may be debarred or suspended from participation in HUD programs and other Federal contract programs. SHA advises the Vendor/Agency to become familiar with the federal regulations, 2 CFR 180, and to conduct required eligibility checks prior to the acceptance of any Purchase Order. Upon SHA's request, the Vendor/Agency will submit a signed certification of compliance with this section.

FOR MATERIALS PURCHASES:

22. PACKING: No charges will be allowed for special handling, packing, wrapping, bags, containers, reels, etc., unless otherwise specified herein.

23. DELIVERY: For any exception to the delivery date as specified on this order, Vendor/Agency shall give prior notification and obtain approval thereto from SHA's Purchasing Division. With respect to delivery under this order, time is of the essence and the order is subject to termination for failure to deliver on time. The acceptance by Purchaser of late performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Vendor/Agency.

24. SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB Destination. Where specific authorization is granted to ship goods FOB Shipping Point, Vendor/Agency agrees to prepay all shipping charges, to route through the cheapest common carrier, and to bill Purchaser as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. Purchaser reserves the right to refuse COD shipments.

25. REJECTION: All goods or materials purchased herein are subject to approval by Purchaser. Any rejection of goods or material resulting because of nonconformity to the terms, conditions, and specifications of this order, whether held by Purchaser or returned, will be at Vendor/Agency's risk and expense.

26. IDENTIFICATION: All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents affecting this order shall contain the applicable order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order, indicating the content therein. Invoices will not be processed for payment until all items invoiced are received.

27. INFRINGEMENTS: Vendor/Agency agrees to, identify, defend and save harmless SHA against all claims for patent, trademark, copyright, or franchising infringements arising from the purchase, installation, or use of material ordered on this Purchase Order, and to assume all expense and damage arising from such claims.

28. WARRANTIES: Vendor/Agency warrants articles supplied under this order conform to specifications herein and are fit for the purpose for which such goods are ordinarily employed, except if stated in a Special Condition, the material must then fit that particular purpose.

29. LIENS, CLAIMS, AND ENCUMBRANCES: Vendor/Agency warrants and represents that all the goods and materials delivered herein are free and clear of all liens, claims or encumbrances of any kind.

30. RISK OF LOSS: Regardless of FOB Point, Vendor/Agency agrees to bear all risk of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery, and such loss, injury, or destruction shall not release Vendor from any obligation hereunder.

31. SAVE HARMLESS: Vendor/Agency shall indemnify, defend, and save Purchaser harmless from and against any damage, cost or liability for any or all injuries to persons or property arising from acts or omissions of Vendor its employees, agents, or subcontractors, howsoever caused.

FOR SERVICES PURCHASES:

32. INDEMNIFICATION: The Vendor/Agency agrees to indemnify and hold SHA, its agents, employees and Commissioners harmless from any and all suits, claims, costs, including claims for wages and employment benefits, taxes or liabilities of any sort, including costs and expense for, or on account of injuries or damages arising from acts or omissions of the Vendor/Agency committed in connection with the services to be provided pursuant to this order. If an action is brought against SHA, which action arises from services provided pursuant to this order, the Vendor/Agency shall, upon notice, defend same at its sole cost. The Vendor/Agency agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents.

In any action against SHA and any other entity indemnified in accordance with this section, by any employee of the Vendor/Agency, its Subcontractors (the term Subcontractors as used in this order shall include sub-consultants), Sub-subcontractors, agents, or anyone directly or indirectly employed by any of them, the indemnification obligation of this section shall not be limited by a limit on the amount or type of damages, compensation, or benefits payable by or for the Vendor/Agency or any Subcontractor under RCW Title 51, the Industrial Insurance Act, or any other employee benefit acts. In addition, as to any such action, Vendor/Agency waives immunity under RCW Title 51 and agrees that Vendor/Agency's obligations under this section will not be limited or affected by any right it has to immunity under RCW Title 51.

33. INSURANCE:

A. General Requirements:

1. Prior to undertaking any work under this order, the Vendor/Agency shall procure and maintain continuously for the duration of this order, at no expense to SHA, insurance coverage as specified below, in connection with the performance of the work of this order by the Vendor/Agency, its agents, representatives, employees and/or subcontractors.
2. The Vendor/Agency's insurance shall be primary as respects SHA, and any other insurance maintained by SHA.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Vendor/Agency's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
4. Failure of the Vendor/Agency to fully comply with the insurance requirements of this order will be considered a material breach of order and, at the option of SHA, will be cause for such action as may be available to SHA under other provisions of this order or otherwise in law, including immediate termination of the order.

B. Required Insurance Coverage: The following are the types and amounts of insurance coverage that must be maintained by the Vendor/Agency during the term of this order. The Vendor/Agency must provide acceptable evidence of such coverage prior to beginning work under this order.

1. **Commercial General Liability Insurance.** A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence, and
\$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this order. In the event that the services to be provided under this order involve the Vendor/Agency's contact with minor children, and/or elderly, disabled or vulnerable adults as defined in RCW 74.34.020, the Vendor/Agency shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by SHA's Risk Manager.

2. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

\$1,000,000 each accident

3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit coverage

4. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Vendor/Agency shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Vendor/Agency is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Vendor/Agency shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

- C. Additional Insured Endorsement: The Seattle Housing Authority must be named as an Additional Insured on all Commercial General Liability policies of the Vendor/Agency. A policy endorsement (form CG2010B or equivalent) must be provided to SHA as evidence of additional insured coverage.

D. Proof of Insurance and Insurance Expiration:

1. The Vendor/Agency shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the order. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
2. The Vendor/Agency shall include all subcontractors at any tier as insureds, and ensure that the Vendor/Agency's coverage of subcontractors under the Vendor/Agency's policies is not excluded by any policy provision or endorsement. Alternatively, the Vendor/Agency shall:
 - a.) Obtain from each subcontractor not insured under the Vendor/Agency's policy or policies of insurance, evidence of insurance meeting all the requirements of this order, and
 - b.) Maintain such evidence on file for a period of one year after the completion of this order and, upon request, submit such evidence to SHA for examination.

3. The Vendor/Agency's insurance shall not be reduced or canceled without forty-five (45) days prior written notice to SHA. The Vendor/Agency shall not permit any required insurance coverage to expire during the term of this order.
 4. SHA reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this order, or to waive any of the insurance requirements of this order at its sole discretion.
- E. Carrier Review and Approval Authority: Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by SHA. All insurance shall be carried with companies that are financially responsible. Generally, except for Professional Liability Insurance coverage, all carriers of insurance or reinsurers must have and maintain a rating of "A VII" or better as identified in the *A. M. Best Insurance Rating Guide*, most recent edition. Insurance carriers or reinsurers who do not have a rating of "A VII" or better may not be used without written approval of SHA's Risk Manager. All carriers or reinsurers of Professional Liability (Errors and Omissions) Insurance must have and maintain a rating of "B+VII" or better as identified in the *A. M. Best Insurance Rating Guide*, most recent edition. Insurance carriers or reinsurers for Professional Liability Insurance who do not have a rating of "B+VII" or better may not be used without written approval of SHA's Risk Manager.

34. CRIMINAL BACKGROUND INVESTIGATION: The Vendor/Agency shall conduct a criminal background investigation of all employees, volunteers, subcontractors and sub-consultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or vulnerable population. In addition, a criminal background investigation shall be performed for any person performing work under this Contract who needs special entry into SHA buildings, is given temporary use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report or if the employee, volunteer, subcontractor or subconsultant resides in a state other than Washington, the background report should be obtained from the state patrol office where the employee, subcontractor or subconsultant has resided for the last 3 years. In the event a background check provides evidence of a felony conviction within the past seven years, the results of that investigation shall be disclosed to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the Vendor/Agency agrees to remove that person from performing any further work on the project unless and until SHA agrees in writing to allow the person to continue.

35. DISPUTES: Any disputes or misunderstandings that may arise under this order concerning the Vendor/Agency's performance shall first be resolved through amicable negotiations, if possible, between the Vendor/Agency's Project Manager and SHA's Project Manager indicated in Attachment A-1, or if necessary, shall be referred to SHA's Executive Director and the Vendor/Agency's senior executive(s). If such parties do not agree upon a decision within a reasonable period of time, the parties may pursue other legal means to resolve such disputes, including but not limited to, alternate dispute resolution processes.

This order shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought hereunder shall be in the Superior Court for King County.

36. NOTICE REQUIREMENTS: Any and all notices required under this order (each, a “Notice”) shall be in writing to the addresses specified in Attachment A-1 to this order or to such subsequent respective addresses as either party may hereafter designate in writing and shall be deemed delivered as follows:

- A. Three (3) Business Days after being posted by certified or registered mail to the other party’s contact person;
- B. One (1) Business Day after being sent by recognized national overnight courier service to the other party’s contact person;
- C. On the same Day when delivered in person to the other party’s contact person;
- D. On the same Day when sent by email to the contact person at the designated email address of the party with confirmed receipt, provided the email is sent on a Business Day and prior to 3:00 pm on that Business Day, and otherwise, the Notice shall be deemed delivered one (1) Business Day after being sent by e-mail with confirmed receipt; or
- E. On the same Day when sent by facsimile to the contact person at the designated facsimile number of the party with confirmed receipt, provided the facsimile is sent on a Business Day and prior to 3:00 pm on that Business Day, and otherwise, the Notice shall be deemed delivered one (1) Business Day after being sent by facsimile with confirmed receipt.

37. EXECUTION AND ACCEPTANCE: This order may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The Vendor/Agency does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in this.

Contact Information for the Seattle Housing Authority		
<u>Mailing Address:</u> P.O. Box 19028 Seattle, WA 98109-1028	<u>Street Address:</u> 190 Queen Anne Ave North Seattle, WA 98109-5002	Telephone: (206) 615-3381 Fax: (206) 615-3410