

Loyalist College Purchase Order - Terms and Conditions

1. Contact: Procurement Services @ 613-969-1913 extensions 2210,2176 or 2211
2. Email: purchase@loyalistic.on.ca
3. Pricing: Unless otherwise stated, the prices quoted on this order shall be payable in Canadian funds, FOB Loyalist College, Belleville.
4. College standard terms of payment are net 30 days unless otherwise stated in writing. Payment will be made in Canadian funds unless otherwise stated in this order.
5. Payment Terms with prompt payment are to be calculated from the receipt date.
6. GST Registration Number if applicable must appear on every invoice.
7. Taxes: Identify all taxes separately.
8. The Purchase Order number must appear on all documentation related to the transaction, including the exterior of the package.
9. All goods must be accompanied by a packing slip.
10. No substitutions or changes will be accepted without prior authorization in writing by a designated official of the Procurement Services department.
11. Quantities received in excess of quantities specified on the order may be returned at the Suppliers expense if not agreed upon by the College.
12. The College reserves the right to inspect the order after delivery and to return all or any portion of the order at the Suppliers expense if found to be defective or not in compliance with the requirements of the specifications and/or drawings.
13. No electrical items will be accepted without CSA/ESA approved or special inspection labels from Ontario Hydro. Supplier must be responsible for obtaining and ensuring all electrical equipment is correctly labeled.
14. For each controlled product ordered, an MSDS conforming to WHMIS legislation must accompany each shipment of the Goods.
15. Any supplier performing work on site must provide WSIB and Insurance certificates **prior** to any work being performed.
16. Warranty: All Goods must carry a minimum one-year warranty from the time of receipt at the College or time of installation or time of acceptance, whichever is the later.
17. This order shall not be assigned or sublet in whole or in part without the previous written approval of the purchaser.
18. In accepting this order, it is understood that the Supplier agrees to all the terms and conditions of this order.

NOTICE TO CONTRACTORS

GENERAL

It is the belief of Loyalist College and Contractors employed by the College, that all injuries can and should be prevented, and that injury prevention applies to all personnel on the job site or workplace. Loyalist College and Contractors share the responsibility to ensure that work is carried out in a safe manner. As part of the contract process for work at the College, the following rights, responsibilities and obligations must be adhered to.

THE COLLEGE:

1. Will provide all Contractors with information regarding the College's Health and Safety requirements for each job.
2. Will provide all contractors with information of known site hazards.
3. Has the right to monitor the Contractors activity at each site, evaluate the safety practices and take the necessary action to correct any safety deficiencies, up to and including the right to remove the contractor, their workers or any sub-contractors from the site if safe work practices are not followed.

THE CONTRACTOR:

1. Understands and complies with the applicable Health and Safety Laws and Regulations.
2. Will provide a list of sub-contractors to be used, for College review and approval.
3. Will provide a qualified workforce that is trained to perform the required tasks or duties.
4. Will supply the tools, equipment and materials needed to perform the work safely. The Contractor will have available for review Material Data Safety Sheets (MSDS) for hazardous materials brought on site.
5. Will remove all unused chemicals or hazardous materials as well as general construction debris at the completion of a project. Disposal of material will meet all environmental Regulations.
6. Will provide the College with the Contractor's WSIB clearance certificate and experience ratings as shown on the WSIB CAD7 Report.
7. Will provide the College with a copy of the Contractor's written Health and Safety Policy, Safety Rules and Training Requirements.
8. Will maintain good housekeeping standards during work performed at the College.
9. Agrees to communicate with the College about observations, needs and concerns regarding conditions in the work area.

If there are any questions concerning these requirements, please contact the College Occupational Health and Safety Coordinator.