



GARDEN GROVE

CITY OF GARDEN GROVE

PURCHASING: (714) 741-5052

ACCOUNTS PAYABLE: (714) 741-5068

VENDOR: V03429

VENDOR PHONE: 973-936-9072

PURCHASE ORDER

P241951

03/20/2024

Purchase Order No. must appear on all packages, invoices, and shipping papers

SHIP TO:

CITY HALL - INFORMATION TECHNOLOGY
ATTN: IT DEPT
11222 ACACIA PKWY
GARDEN GROVE, CA 92840

Terms: Net 30 / FOB Destination

Requisition #: PR211683

Expected Date:

Contract Expiration Date:

Buyer: NEAL MANALANSAN

Bid Reference: IFB No. S-1320

ITEM	DESCRIPTION	QTY	UNIT	PRICE	TOTAL PRICE
0001	HP Elite PC Specs Mfg. Part Number: 54K52AV HP 600 G9 SFF GL: 7041411175-52452	50.00		643.94	35,014.24
0002	HP 3-year Next Business Day Hardware Support w/ Disk Retention Mfg. Part Number: UE332E PRICE AND SPECIFICATIONS PER BID S-1320. GL: 7041411175-52452	50.00		39.00	1,950.00
				TOTAL	\$36,964.24

CITY RECEIPT:

Date: 03/20/2024

I hereby certify that i have received, carefully weighed, measured, or counted the items indicated above and that qualities and quantities are correctly stated or that the services indicated above have been performed in a satisfactory manner.

By: _____

BY Sandra Segawa

Date: _____

PLEASE SEE THE CITY'S TERMS AND CONDITIONS

BILL TO:

CITY OF GARDEN GROVE | SUBJECT: INVOICE SUBMISSION | ATTN: ACCOUNTS PAYABLE DEPT | PO BOX 3070 | GARDEN GROVE, CA 92842

Or send electronic version of your invoice to accountspayable@ggcity.org

CITY OF GARDEN GROVE

Purchase Order General Terms and Conditions

1. In accepting the award of a purchase order from the City of Garden Grove, the Supplier agrees to having read and acknowledged these Conditions. If Supplier rejects To any such terms and conditions, Supplier shall notify City in writing within three (3) days after its receipt of the purchase order and withhold any acceptance of the purchase order and not start any performance, ship any goods or furnish any services in connection to the purchase order until such objection is settled in writing signed by City and Supplier.
2. This purchase order shall be governed by the laws of the State of California.
3. All sales, use, excise or similar taxes to be paid by City must be itemized separately hereon and on invoices. City is exempt from payment of Federal Excise Tax and supplier shall not charge this tax to City. Charges for Shipping and Handling should be separated and reflected on the invoice.
4. City's obligation to pay the sum herein stated for any one fiscal year shall be contingent upon the City Council appropriating the necessary funds. A fiscal year commences on July 1 and ends on June 30 of the following year. If the City Council fails to appropriate the necessary funds for any fiscal year, then the purchase order shall terminate at no additional cost or obligation to City.
5. Time is of the essence. If at any time Supplier believes that goods, materials, equipment, supplies ("item"), labor or services will not be made as scheduled, supplier shall immediately give notice stating the cause of the delay to City.
6. Supplier warrants that the items delivered and the work or services performed shall conform to the specifications, drawings, samples or other description specified by City and shall be fit and sufficient for the purpose intended, merchantable, of good materials and workmanship, in good working order and free from defect or faulty workmanship for a period of at least one year after delivery, unless otherwise agreed. When defective items or faulty workmanship is discovered, Supplier shall provide all labor, materials, parts and equipment to correct such defect or make such replacement at no expense to the City. Defective items not meeting City's specifications shall be held for Supplier's instructions at Supplier's risk and, if Supplier so directs, will be returned at Supplier's expense.
7. City shall not be liable for, and Supplier shall defend (with attorneys approved by City), indemnify, and hold harmless City and its officers, agents, employees and volunteers (collectively "City Parties"), against any aAnd all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs ("Claims"), which arise out of or are In any way connected to the work performed by Supplier, and covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Supplier or its officers, employees, agents, contractors, licensees or servants. Supplier shall have no obligation, however, to defend or indemnify City Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of City Parties.

CITY OF GARDEN GROVE

Purchase Order General Terms and Conditions

8. City reserves the right to terminate this purchase order, or any part of it, at any time even though Supplier is not in default. On receipt of notice of termination, Supplier shall, unless such notice otherwise directs, immediately discontinue all work on the purchase order and deliver, if and as directed, to City all completed and partially completed items and work in process. This section shall not limit or affect the right of City to terminate this purchase order immediately upon Supplier's breach.
9. City reserves the right to terminate this purchase order or any part of it and reject delivery of items if delivery is not made when and as specified. Supplier shall be charged for any losses sustained by City by reason of such delay or failure, except losses caused by a delay for reasons beyond Supplier's reasonable control. Direct losses shall include any costs to City in excess of the purchase order price of obtaining items or services from other sources similar to those terminated or rejected.
10. Supplier shall not substitute items without approval of the City Purchasing Manager or designee.
11. Supplier shall keep confidential and not disclose or use in any way confidential business or technical information that the City may disclose in conjunction with this purchase order that Supplier may learn as a result of entering City property to deliver items or services or to perform work hereunder.
12. Supplier shall not assign this purchase order or any part hereof or any payments due hereunder or delegate any duties without City's prior written approval.
13. This purchase order shall not be amended, modified or rescinded, except by written agreement signed by the parties and expressly referring to this purchase order.
14. Supplier must comply with all applicable federal, state and local laws, rules, regulations and ordinances pertaining to the subject matter hereof, and shall obtain all necessary licenses and permits related to the items, work or services.
15. Supplier, its employees, and agents shall be considered independent contractors and not employees or agents of City.
16. City's purchases are based on its actual needs and requirements. City is obligated only to purchase those items and those quantities that City needs and requires, regardless of any estimated quantities provided to the Supplier.
17. Shipping – Deliveries must be prepaid. City will not accept COD shipments. Packing lists must accompany each shipment, showing purchase order number, description and part number for each item. Shipments must be identified as "PARTIAL" or "COMPLETE". Over shipments, unless specifically authorized, will not be accepted.

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18. Material is subject to Purchasing Division staff inspection and approval within a reasonable time after delivery; if specifications are not met, material may be returned at Supplier's expense.
19. Invoicing – Within 45 days of delivery of goods or within 45 days following completion of performance of services, Supplier must promptly render an invoice for each partial or complete shipment or service performed which includes the purchase order number. Payment may be significantly delayed for late invoices or those invoices that do not include a purchase order number.
20. Payment –Unless otherwise specified, the City shall pay properly submitted invoices not more than 30 days after (i) the acceptance of goods or services by the City; and (ii) receipt of an undisputed invoice. Late payment penalties shall not apply to this order.
21. Insurance- Must provide and maintain \$1,000,000 General Liability insurance (or as determined by City), and name the City of Garden Grove as an Additional Insured; Workers' Comp and Auto Liability also required.
22. Electronic Payment Program - Vendors interested in enrolling in the electronic payment program should request an Electronic Payment form from accountspayable@ggcity.org or by visiting the City's website www.ggcity.org.