

Account Name: Collin County

Send original and one copy of invoice to:

Collin County Auditor  
2300 Bloomdale, Suite 3100  
McKinney, Texas 75071  
Or email: [accountspayable@co.collin.tx.us](mailto:accountspayable@co.collin.tx.us)

Questions concerning this order should be directed to:

Collin County Purchasing Agent  
2300 Bloomdale, Suite 3160  
McKinney, Texas 75071  
(972) 548-4165 or email: [purchasing@co.collin.tx.us](mailto:purchasing@co.collin.tx.us)

#### TERMS AND CONDITIONS

1. Collin County reserves the right to cancel all or any part of this order if not shipped as required or as instructed.
2. All materials and services shall be subject to Collin County approval. Unsatisfactory materials will be returned at seller's expense. No substitution will be accepted without Purchasing Agent approval. No charge will be allowed for packing, crating or boxing.
3. No changes may be made in this order without written authorization of the Purchasing Agent.
4. Materials must be properly packaged and marked with the Collin County Purchase Order Number. Damaged materials will not be accepted.
5. Inspection of delivery will be made at the delivery point, unless otherwise specified.
6. Claims for partial deliveries must be so indicated, and will be accepted by Collin County.
7. All containers or reels are to remain the property of Collin County unless otherwise specified.
8. The County is exempt from any sales, excise or Federal transportation taxes. The Purchase Order issued is sufficient proof of Collin County's exempt status as provided by Texas Administrative Code, Title 34, Part 1, Chapter 3, Subchapter O, Rule 3.322.
9. The Purchasing Agent may grant additional time for delivery when the County is at fault or is satisfied the delay is beyond the control of the vendor. Such grant must be in writing and made part of the order.
10. Quantities specified in the order are not to be exceeded. Any overages or duplicate orders will be returned to vendor at vendor's risk and expense.
11. It is agreed that items delivered shall comply with all Federal, State, or local laws relative thereto, and that the vendor shall defend actions or claims brought and save harmless the County from loss, cost or damage by reason of actual or alleged infringement of letters patent and/or copyrights.
12. All prices must be F.O.B. delivery point. Where specific purchase is negotiated F.O.B. shipping point, the vendor is to prepay shipping charges and add to invoice.
13. In case of default of the vendor, the County may procure the items or services from other sources and charge the vendor as liquidated damages any excess cost or damages occasioned thereby.
14. Vendor shall defend, indemnify and save harmless Collin County and all its officers, agents and employees from all suits, claims, actions, damages, demands or other demands of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act or fault of the vendor, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, this order. Vendor shall pay any judgment with cost, which may be obtained against Collin County growing out of such injury or damages.
15. Vendor shall not sell, assign, transfer or convey this order, in whole or in part, without the prior written consent of Collin County.
16. Payment will be made in accordance with Texas Government Code, Title 10, Subtitled F, Chapter 2251, after receipt and acceptance by County of the merchandise ordered and of a valid invoice. Vendor is required to pay subcontractors within ten (10) days after the vendor receives payment from the County.
17. Vendor shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship, and title.
18. Vendor and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
19. Upon receipt and acceptance of this Collin County Purchase Order vendor acknowledges that by doing business with Collin County they have been notified of the requirements under Texas Local Government Code 176 and that they are solely responsible for complying with the terms and conditions therein. More information is available at <https://www.collincountytx.gov/Government/Purchasing/disclosures>.
20. In the event the terms and conditions herein expressed conflict with the terms and conditions of any Specifications issued by the County in conjunction with this purchase, the County's Specifications shall take precedence. By fulfillment of this order, vendor accepts all Collin County terms and conditions unless specific changes were authorized under a separate contract/agreement.