



ARTICLE 1 – INTERPRETATION

1.1. Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“Conflict of Interest” includes, but is not limited to, any situation or circumstance where the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract;

“Contract” means this order for the Deliverables and these Purchase Order Terms;

“Deliverables” means the goods described in this order;

“Indemnified Parties” means the Town, its elected officials, officers, agents, employees and volunteers;

“Industry Standards” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Alberta and; (b) adherence to commonly accepted norms of ethical business practices, which will include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Town;

“Rates” means the price, in Canadian funds, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs; (c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Town at its

address specified on the order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law;

“Related Entities” include directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors.

“Requirements of Law” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“Supplier” means the supplier identified on the face of this order.

“the Town” means the Town of Cochrane.

ARTICLE 2 – GENERAL TERMS

2.1. Governing Law and Jurisdiction

The Contract will be governed by and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein. The parties submit to the exclusive jurisdiction of the courts of Alberta.

2.2. Changes By Written Amendment Only

Changes to the Contract will be only by amendment sent in writing by the Town to the Supplier.

2.3. Notices

Notices will be in writing and will be delivered by mail, personal delivery or email and will be addressed to the contact identified on the face of the Purchase Order.

2.4. Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), will not be affected.

2.5. No Indemnities from the Town



Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Town beyond the obligation to pay the Rates in respect of Deliverables accepted by the Town.

2.6. Force Majeure

Neither party will be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection and terrorism. If a party seeks to rely on a force majeure event, that party will immediately notify the other party of the reason for and anticipated period of any delay.

2.7. Survival

This paragraph and paragraphs 2.4, 2.5, 3.2, 3.3, 4.1, 6.2 will survive the termination or expiry of the Contract.

ARTICLE 3 – NATURE OF RELATIONSHIP BETWEEN THE TOWN AND SUPPLIER

3.1. Supplier's Power to Contract

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Town under this Contract.

3.2. Supplier Not a Partner, Agent or Employee

The Supplier will have no power or authority to bind the Town or to assume or create any obligation or responsibility, express or implied, on behalf of the Town. The Supplier will not hold itself out as an agent, partner or employee of the Town. Nothing in the Contract will have the effect of creating an employment, partnership or agency relationship between the Town and the Supplier or any of the Supplier's Related Entities.

3.3. Responsibility of Supplier

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier will advise its Related Entities of their obligations under the Contract and will ensure their compliance with the applicable terms of the Contract.

3.4. No Subcontracting or Assignment

The Supplier will not subcontract or assign the whole or any part of the Contract without the prior written consent of the Town. Such consent will be in the sole discretion of the Town and subject to the terms and conditions that may be imposed by the Town. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Town.

3.5. Conflict of Interest

The Supplier will: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Town without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Town to resolve any Conflict of Interest.

3.6. Contract Binding

The Contract will enure to the benefit of and be binding upon the parties and their successors, executors, administrators and their permitted assigns.

ARTICLE 4– PERFORMANCE BY SUPPLIER

4.1. Deliverables Warranty

(a) The Supplier represents and warrants that the Deliverables (i) will be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) will be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title.

(b) The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright or trademark.

4.2. Inspection and Acceptance

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion



of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

4.3. Non-Exclusive Contract, Work Volumes

The Town makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

4.4. Packaging and Risk

The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination. The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the Town.

4.5. Time

Time is of the essence of this Contract.

ARTICLE 5 – PAYMENT FOR DELIVERABLES

5.1. Payment According to Contract Rates

(a) The Town will pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Town of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Town.

5.2. No Expenses or Additional Charges

The Supplier will pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There will be no charges payable by the Town to the Supplier other than the Rates.

5.3. Invoices

(a) The Contractor shall submit invoices to the Municipality which shall include:

- a. List of items as listed on the Purchase Order;
- b. Vendor Name on Company Letterhead;
- c. Invoice Number;
- d. Invoice Date;
- e. One or more of the following:
 - i. Purchase Order Number;

- ii. Individuals Name, as listed on the Purchase Order; or
- iii. Department Name; or
- iv. G/L Code;

- f. Remit To Address;
- g. Total Amount, as a separate amount;
- h. Subtotal Amount Before Tax, as a separate amount;
- i. Tax Amount shown, as a separate amount; and
- j. HST/GST Number

(b) Unless otherwise specified, invoices are to be submitted through one of the following methods:

- a. Submit your invoice electronically (Preferred Method) to:

Accounts.Payable@cochrane.ca

in the following format:

- Must be in PDF format
- Only one invoice per PDF file (including attachments)
- Multiple PDF files per email are accepted

OR

- b. Mail

Town of Cochrane
101 RancheHouse Road
Cochrane, Alberta T4C 2K8
Attn: Accounts Payable

(c) Inquires can be directed via

email (Accounts.Payable@cochrane.ca) or phone 403-851-2500.

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.1. Insurance

The Supplier will put into effect commercial general liability insurance, in a form acceptable to the Town, in an amount not less than \$5,000,000, with the Town as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Town. The Supplier will provide the Town with evidence of insurance upon request.



6.2. Supplier Indemnity

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including any claim of infringement of third-party intellectual property rights, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

ARTICLE 7 – TERMINATION

7.1. Immediate Termination of Contract

The Town may immediately terminate the Contract upon giving notice to the Supplier for any reason, notwithstanding that the Supplier might not be in default under the Contract, and in such event the Town will be liable to the Supplier only for the payment of the Rates in respect of Deliverables accepted by the Town up to the date of termination. The express rights of termination in the Contract are in addition to and will in no way limit any rights or remedies of the Town under the Contract, at law or in equity.