



## VIRGINIA COMMONWEALTH UNIVERSITY

### Purchase Order Terms & Conditions

1. This purchase made by Virginia Commonwealth University (VCU), a corporation and institution of higher education of the Commonwealth of Virginia, is subject to the terms and conditions of the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors, and any revisions thereto, located at [www.vascupp.org](http://www.vascupp.org).
2. These terms and conditions will be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia. All disputes arising under these terms and conditions will be brought before a court of competent jurisdiction located in Richmond, Virginia. VCU does not waive its right to a trial by jury.
3. Vendor<sup>1</sup> shall deliver goods or perform services strictly in accordance with documents referred to and shall not deviate or substitute in any way from terms, conditions or specifications of this purchase without the prior approval of VCU.
4. Upon receipt, VCU is entitled to inspect and test any equipment, materials, or supplies. If rejected, same will remain the property of the vendor.
5. All prices, unless otherwise agreed by VCU, are net F.O.B. Destination with transportation charges prepaid.
6. Purchase Order and Taxpayer Identification numbers will be included by vendor on all related invoices, delivery memoranda, bill of lading, packages, and correspondence. Failure to return IRS W-9 form may result in payment delays.
7. A separate invoice for this purchase order or for each shipment thereon will be rendered immediately following shipment. All invoices will be forwarded directly to VCU at the invoice address shown on this purchase order.
8. State sales and use tax certificate of exemption, form ST-12, will be provided upon request.
9. Deliveries against this order must be free of excise or transportation taxes. Excise tax exemption registration No. 54-73-0076K may be used when required.
10. In case of default by vendor or failure to deliver the goods/services ordered by the time specified, VCU, after due notice (oral or written), may procure the goods/services from other sources and hold vendor responsible for any additional cost occasioned thereby.
11. VCU will pay all amounts due net thirty (30) days following receipt of both a proper invoice and the services rendered or goods delivered, unless otherwise agreed by VCU.
12. If this order includes travel expenses, VCU will reimburse for those expenses in accordance with, and limited by, the VCU Travel Guidelines and Procedures, available here: <https://procurement.vcu.edu/document-library/>.
13. If prompt payment discount is allowed, then the discount period begins on the date VCU receives a proper invoice.
14. VCU does not waive its or the Commonwealth's sovereign immunity or any other applicable requirement under Virginia law for bringing claims against VCU or the Commonwealth.

---

<sup>1</sup> The term "Vendor" shall have the same meaning and be interchangeable with the terms "Firm", "Supplier" and/or "Contractor" as such terms may be used/referenced in the Purchase Order.

15. To the extent permitted by the Virginia Tort Claims Act, § 8.01-195.1, et. seq. of the Code of Virginia (Virginia Code), as amended, and other applicable statutes relating to claims against the Commonwealth of Virginia or VCU, VCU will be liable only for the negligent acts or omissions of its officers, employees, and agents. The total cumulative liability of the Commonwealth of Virginia, its officers, employees and agents in connection with any goods, services, actions, or omissions will not exceed the maximum purchase price. Vendor will be liable for the actual damages caused by their negligence or that of their officers, employees, affiliates, agents, and subcontractors in connection with any goods, services, actions, or omissions.
16. VCU cannot keep the price confidential nor can it designate the price paid as proprietary information.
17. VCU's obligations to disclose records as required by the Virginia Freedom of Information Act will not be limited in any way.
18. VCU does not agree to indemnify, defend, or hold harmless vendor or any third party in any way. VCU will only be responsible for the negligent acts or omissions of its own agents and employees as mandated by law;
19. Vendor will not use VCU's name or any of its logos, symbols, or marks without the prior written approval of VCU's University Relations department.
20. If vendor enters into terms of use agreements or other agreements or understandings, whether electronic, click-through, verbal or in writing, with VCU employees or other VCU end users, such agreements will be null and void, and without effect.
21. For work performed on-site, the vendor shall maintain the following insurance coverage: Worker's Compensation statutory requirements and benefits; Employer's Liability \$500,000; Commercial General Liability \$1,000,000 combined single limit; and Automobile Liability \$1,000,000 combined single limit. If the vendor performs professional services, the vendor shall maintain Professional Liability \$1,000,000 per occurrence. If the vendor provides software, software as a service, or will obtain, transmit, use, maintain, process or dispose of VCU data, the vendor shall maintain Cyber Security Liability \$5,000,000 per occurrence unless otherwise modified by agreement.
22. If Vendor provides software, software as a service, or will obtain, transmit, use, maintain, process or dispose of VCU data, the VCU Data Protection Addendum will apply to the order. <https://procurement.vcu.edu/document-library/>.
23. Where required by law, the Vendor acknowledges that all information technology which is purchased or upgraded by or for the use by VCU shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended.
24. Vendor assures VCU that it complies with the Civil Rights Act of 1964, as amended, and the Virginia Fair Employment Contracting Act of 1975, as amended.
25. In accordance with Virginia Code § 2.2- 4343.1, VCU does not discriminate against faith-based organizations or on any other basis prohibited by state law. VCU is committed to providing an environment that emphasizes the dignity and value of every member of its community and that is free from sexual misconduct, assault, harassment or any form of discrimination based on sex/gender.
26. If this purchase is \$10,001 or more, then the following two provisions apply: (1) vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of vendor. Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Vendor, in all solicitations or advertisements for employees placed by or on behalf of vendor, will state that vendor is an equal opportunity employer; and (2) vendor agrees to (a) provide a drug-free workplace for vendor's employees; (b) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (c) state in all solicitations or advertisements for employees placed by or on behalf of vendor that vendor maintains a drug-free workplace; and (d) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

27. Appendix II to Part 200-Contract Provisions for Non-Federal Entity Contracts Under Federal Awards will apply to purchases made under a federal grant.
28. By accepting this order, the vendor agrees that the order is subject to the eVA transaction fee as set forth on the "eVA Billing Portal" link at [www.eva.virginia.gov](http://www.eva.virginia.gov).
29. Vendor is responsible for the security of its eVA and RealSource portal accounts, including restricting access, maintaining the confidentiality of login information, and taking any other actions necessary to protect the security of those accounts. VCU will not be responsible for a third party's fraudulent collection of VCU payments due to vendor's failure to update or protect its account information.
30. This purchase is subject to the availability of funding provided by the Virginia General Assembly or other applicable sources for the fulfillment of this specific purpose.
31. FORCE MAJEURE: Neither Party will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond either Party's reasonable control, including without limitation, war, infrastructure failure, strikes or labor disputes, civil disturbances, fires, natural disasters, pandemics, including if VCU, in its sole discretion, must close a campus location or take other restrictive actions due to concerns related to the COVID-19 pandemic or acts of God. If the delay or failure in the performance of the Party claiming Force Majeure continues for thirty (30) days or more, then the Party not claiming Force Majeure may terminate this Agreement by written notice to the other Party without penalty. Any unused funds paid will be reimbursed pro rata based on Services not provided.
32. These terms and conditions supersede any terms and conditions offered by vendor unless the parties agree otherwise in a separate written agreement executed by authorized representatives of both parties.