

**VIRGINIA PORT AUTHORITY**  
**PURCHASE ORDER TERMS AND CONDITIONS (1/2025)**

**1. ACCEPTANCE OF TERMS AND CONDITIONS**

**1.1** Acceptance of a Purchase Order from Virginia Port Authority (“Buyer”) shall constitute acceptance of these Terms and Conditions, which are a part of the Purchase Order. Acknowledgment of a Purchase Order, in any form, including without limitation commencement of performance or shipment of material, shall be deemed to be acceptance of these Terms and Conditions. The Purchase Order itself, these Terms and Conditions, and any additional clauses in the specifications, drawings, amendments, and/or documents submitted by Buyer shall constitute the entire agreement between Buyer and Seller. No modification or alteration to these Terms and Conditions shall be binding unless consented to in writing by buyer.

**1.2** Terms and conditions in Seller’s acknowledgment, invoice or any other correspondence containing any conflicting terms not contained herein, whether or not such terms materially alter the Purchase Order, and even if Seller’s acceptance is expressly conditioned on Buyer’s acceptance of such conflicting or additional terms, are objected to by Buyer without need of further notice of objection, and are of no effort nor in any circumstance binding upon Buyer.

**1.3** Any change or addition to this Purchase Order, and any consent or agreement required by Buyer relating to this Purchase Order shall only be effective, if it is in writing signed by an authorized representative of Buyer’s Central Purchasing Division

**2. DELIVERY**

**2.1** Delivery must be in strict compliance with the required delivery date in the Purchase Order or the required schedule given in conjunction with a systems order or blanket order. Unless otherwise provided in the Purchase Order, delivery shall not be made more than 15 days prior to the delivery dates specified in the Agreement and Buyer may return earlier deliveries at Seller’s risk and expense.

**2.2** All materials to be delivered in connection with any Purchase Order shall be packed and packaged to ensure safe arrival at their destination, to secure the lowest transportation costs, and to comply with the requirements of common carriers. Delivery should be made by Seller at such times and places and of such items and quantities as may be specified by the Purchase Order.

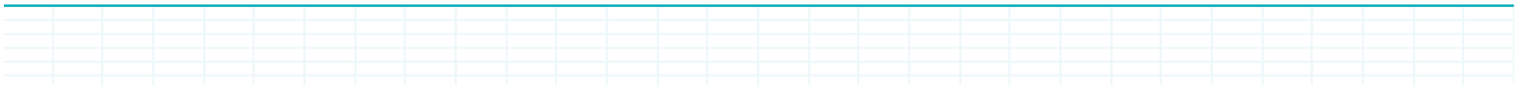
**2.3** If Seller fails to meet its scheduled delivery date(s), then Buyer may, in addition to all other remedies it may have, require expedited shipment. Seller will pay any additional cost of shipping. Seller shall pay any additional charges resulting from deviation from Buyer’s routing instructions. If Seller fails to strictly comply with the Purchase Order delivery schedule, Buyer may, at its option, in addition to all other remedies Buyer may have, terminate the Purchase Order by giving notice to Seller, in which case Buyer shall have no liability to Seller.

**2.4** Title and risk of loss shall remain with Seller until (i) all materials are delivered to the destination specified in the Purchase Order (ii) the arrival of the specified delivery date, and (iii) Buyer has accepted the materials. Notwithstanding such delivery, Seller shall bear risk of loss or damage to materials purchased hereunder from the time that Buyer gives notice of rejection of materials pursuant to the provision of this order. All materials provided hereunder shall be free and clear of all liens, claims, and encumbrances.

**2.5** If Seller encounters or anticipates difficulty in meeting the delivery schedule, Seller shall immediately notify Buyer in writing of the details and plan for corrective action. Such data shall be informational only and shall not be construed as a waiver by Buyer of any delivery schedule or of any rights or remedies. Parts or materials fabricated in anticipation of Buyer’s Purchase Order will be at Seller’s risk.

**2.6** Buyer’s Purchase Order numbers and symbols must be plainly marked on all packing lists, invoices, packages, bills of lading, and shipping orders. Shipping memos or packing lists must accompany materials. Items shipped are not deemed received until all required documentation is received. Buyer’s count or weight shall be determinate on shipments not accompanied by packing lists. Materials must be routed in accordance with Buyer’s instructions.

**2.7** When materials are specially packed to avoid contamination or climatic exposure or if materials are temperature or age-





**6.2** Delays in receiving invoice, errors or omissions on invoices, such as Purchase Order number, or lack of supporting documentation required by the terms of the Purchase Order, will be cause for Buyer's withholding payment without losing discount privileges.

**6.3** The Price includes all duties, charges, royalties, tariffs and fees, and other related costs. Foreign Taxes and taxes on the Contractor's income shall remain the responsibility of the Contractor and shall be for Contractor's account. Any adjustments to the Price must be in accordance with the terms and conditions.

**7. WARRANTIES**

**7.1** Seller warrants that materials ordered or delivered hereunder will be merchantable, free from defect in materials and workmanship, and conform to specifications, drawings, samples, or other descriptions furnished by Buyer, and will be fit and sufficient for the purpose intended. If the materials delivered will be incorporated in an item to be delivered to Buyer's customer, Seller's warranty under this clause shall be extended to Buyer's customer. Such warranties, from date of acceptance, together with Seller's service warranties and guarantees, shall run to Buyer, its successors, assigns, customers at any tier, and ultimate user and joint users.

**7.2** In the event of a breach of the foregoing warranty, Buyer may, at its option, either (a) return the materials for credit or (b) require prompt correction or replacement of the defective or nonconforming materials, and delivery to Buyer of any corrected or replaced materials shall be at Seller's expense. Materials required to be corrected or replaced shall be subject to the provisions of this paragraph and the "Inspection" section hereof in the same manner and to the same extent as materials originally delivered under the Purchase Order. The rights and remedies of Buyer provided in this clause shall not be exclusive and are addition to any other rights and remedies provided at law, or in equity, or under this Purchase Order.

**7.3** Seller warrants that all labor or services provided pursuant to the Purchase Order shall be performed in a prompt and workmanlike manner, in accordance with Seller's and material manufactures plans, instructions, specifications, requirements, and all applicable laws, rules, and regulations.

**7.4** Seller warrants that:

**7.4.1** Cost and pricing data furnished by Seller is complete, accurate, and current either (a) as certified in Seller's Certificate of Current Cost or Pricing Data, or (b) as furnished to Buyer by Seller, whether or not certified.

**7.4.2** Cost and pricing data furnished to Seller by its subcontractors at any tier is complete, accurate, and current, either (a) as certified in that subcontractor's Certificate of Current Cost or Pricing Data, or (b) as furnished to Seller by its subcontractor, whether or not certified.

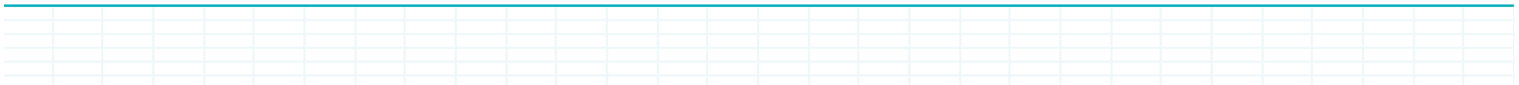
**7.4.3** Cost and pricing data furnished to Seller by its subcontractors at any tier or prospective subcontractors at any tier, which was required to be complete, accurate, and current and to be submitted to support a subcontract cost estimate furnished by Seller, is complete, accurate, and current either as certified in Seller's Certificate of Current Cost or Pricing Data or as furnished to Buyer, whether or not certified.

**7.4.4** Any data not within, 1, 2, or 3 above, furnished by Seller or a lower tiered subcontractor or prospective subcontractor to Seller is complete, accurate, and current, as submitted.

**8. COMPLIANCE WITH LAWS AND REGULATIONS**

**8.1** Environmental Management System The facility has established an Environmental Management System; contractors and suppliers must communicate the VPA/VIT Environmental Policy to its employees (this policy can be found [here](#)). All contractors and suppliers are expected to adhere to this policy and to the environmental procedures described in this document. The facility has identified environmental aspects and impacts and has developed environmental programs for their management.

**8.1.1** Anyone entering any VPA terminal must obtain an Access Agreement signed by VPA.



**8.2** Seller will comply with the Fair Labor Standards Act of June 30, 1938, (29 USC 201-209), as amended, the Occupation Safety and Health Act of 1970, as amended, and the Toxic Substances Control Act, as amended. Seller also warrants that in the performance of this order Seller will comply with all applicable laws, rules, and regulations.

**8.3** Occupational Health and Safety Management System: The facility has established an Occupational Health and Safety Management System; contractors and suppliers must communicate the VPA/VIT Occupational Health and Safety Policy to its employees. (This policy [can be found here](#)) All contractors and suppliers are expected to adhere to this policy and to all occupational health and safety procedures described in this document. The facility has identified occupational sources, situations and activities and has developed a safety management system for their management.

**9. CHANGES**

**9.1** Buyer may, at any time by written notice to Seller, change the materials or services covered by this Purchase Order. If any such change causes an increase or decrease in the cost of, or the time required for, Seller's performance hereunder, then an equitable adjustment shall be made in the price or delivery schedule, or both.

**9.2** Any claim by Seller for adjustment under this section shall be proposed in writing within twenty (20) days from the date of receipt of Buyer's written notice directing the change. Where the cost of property acquired for the performance of a Purchase Order made obsolete or excess as a result of a change is included in the claim for equitable adjustment, Buyer shall have the right to prescribe the manner of disposition of such property, and Seller will diligently follow Buyer's direction.

**9.3** Failure to agree to any adjustment shall be a dispute within the meaning of the "Disputes" section of this Purchase Order. However, nothing in this section shall excuse Seller from proceeding with the order as changed.

**10. BUYER-FURNISHED MATERIAL OR SUPPLIES**

Buyer may, from time to time, deliver to Seller materials required by Seller for the performance of this order. In such an event, the total price of the Purchase Order shall be reduced by Seller's cost of such materials which Seller will provide upon Buyer's request and shall be agreed upon no later than thirty (30) days prior to such delivery.

**11. RIGHTS AND RESERVATIONS**

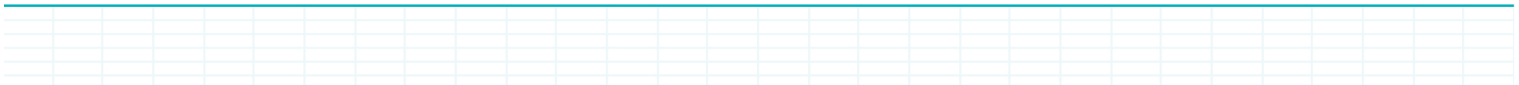
**11.1** Seller warrants and insures that all designs, processes, drawings, specifications, reports, data and other information, and the features of all parts, equipment, tools, gauges, patterns, and other items furnished or disclosed to Seller by Buyer in connection with a request for bid, request for quote, request for proposal or Purchase Order, are maintained in strict confidence and shall not be transmitter to any other person or entity. Upon completion or termination of the designated process, Seller shall return all such information and items to Buyer or make such other disposition thereof as may be directed or approved by Buyer.

**11.2** Information which Seller shall have disclosed or may hereafter disclose to Buyer, in connection with the placement and performance of a request or Purchase Order, shall be non-confidential and non-proprietary. Accordingly, such information shall be free from any restrictions.

**12. STOP WORK ORDER**

**12.1** Buyer may at any time by written notice to Seller, require Seller to stop all or any part of the work called for by this Purchase Order for a period of up to ninety (90) days after the notice is delivered to Seller ("Stop Work Order"). Upon receipt of the Stop Work Order, Seller shall comply with its terms and take all reasonable steps to minimize costs allocable to the work covered by the Stop Work Order during the period of work stoppage.

**12.2** Within a period of ninety (90) days after a Stop Work order is delivered to Seller, Buyer Shall either cancel the Stop Work Order or terminate the work covered by the Stop Work Order as provided in the "Default" or the "Termination for Convenience" sections hereof, as Buyer deems appropriate. Seller shall resume work upon cancellation or expiration of any Stop Work Order. If the Stop Work Order results in an increase in the time required for the performance of this order or in Seller's costs properly allocable thereto, an equitable adjustment shall be made in the delivery schedule or prices, or both.





4) kept separate from other drawings, specifications, technical data, computer software, and materials, and shall be identified as the property of Buyer.

Seller shall return all drawings, specifications, technical data, and computer software to Buyer upon request. Any such property of Buyer, which is retained by Seller, shall remain subject to the foregoing restrictions on use, reproductions, and disclosure.

**16.2** Buyer may, at any time, pay Seller for the cost of part or all materials paid for or produced by Seller and immediately become the owner thereof free and clear of all liens, claims, and encumbrances. Buyer shall be entitled to possession at the completion of the order, or at such earlier date as Buyer designates. Seller will segregate such property upon Buyer's request, and Seller will give Buyer a bill of sale for such material and evidence that it is free and clear of liens, claims, and encumbrances. Upon termination of an order for cause or convenience, Buyer may use all drawings, documents, or other records related to this order for cause or convenience. Buyer may use all drawings, documents, or other records related to this order whether created by Buyer or Seller without further compensation to Seller. Seller may not disclose the existence of an order or the items to be supplied without buyer's written consent.

**17. PATENTS AND COPYRIGHTS**

**17.1** Seller warrants that Buyer will suffer no claim, damages, or liability arising from any of the material's breach of any patent, trademark, copyright, or similar law. Seller agrees to defend, indemnify, and hold harmless Buyer, its customers and agents against all claims, liability, damages, and attorney's fees arising from any breach of the foregoing warranty or the actual or alleged infringement of any patent, copyright, or work arising out of the manufacture use, sale, delivery, or disposal of materials furnished under this order. In the event of any such claim against Buyer, Seller shall furnish to Buyer all evidence and information in possession of Seller pertaining to the infringement and relating to the performance of the Purchase Order.

**17.2** Seller shall disclose, deliver, and does hereby assign to buyer all inventions, discoveries, processes, data, plans, specifications, information, and computer software generated from this order whether or not specified to be delivered hereunder. Seller agrees to execute all documents required by Buyer in this regard.

**18. INSURANCE-WORK ON BUYER'S PREMISES**

**18.1** If Seller, Seller's employees or agents enter on to Buyer's premises for any reason in connection with any order or otherwise, Seller and such other parties shall comply with all of Buyer's security requirements and all safety, protection, traffic, and OSHA regulations.

**18.2** Seller shall defend, indemnify, and hold Buyer harmless from all claims, actions, demands, loss, liability and causes of action, including without limitation attorney's fees, arising from injury, including death, to any person, or damage to any property, when such injury or damage results in whole or in part from the acts or omissions of Seller, Seller's employees or agents, except damage caused solely by the gross negligence of Buyer.

**18.3** Seller and any subcontractor used by Seller in connection with an order shall carry Worker's Compensation and Employee's Liability Insurance to cover Seller's and Contractor's legal liability arising from accidents to their employees. Seller and its subcontractors shall carry Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering the legal liability of Seller and the subcontractors for damage to person and/or property arising out of the operations of Seller or its subcontractors.

**18.4** At Buyer's request, Seller shall furnish to Buyer certificates from Seller's insurers showing such coverage is in effect and agreeing to give Buyer ten (10) days' prior written notice of cancellation of the coverage. Buyer may stipulate minimum liability coverage. Buyer shall be named as an additional insured under such liability insurance policies.

**19. ASSIGNMENT AND SUBCONTRACTING**

Seller shall not assign any Purchase Order in whole or part without prior express written consent of Buyer. Nor shall Seller subcontract for completed or substantially completed materials or services purchased hereunder without the prior express written consent of Buyer. The limitation shall not apply to the purchase by Seller of standard commercial supplies or raw material.

