

CITY OF SANTA ANA
 FINANCE & MANAGEMENT SERVICES AGENCY
 PURCHASING DIVISION



PURCHASE ORDER NUMBER
125560
 SHOW NUMBER ON ALL PACKAGES,
 INVOICES AND RELATED DOCUMENTS

VENDOR 50023	DELIVERY DATE March 13, 2023	F.O.B. FOB DESTINATION	DATE 02/27/2023
SOURCE OF QUOTATION	FREIGHT TERMS PREPAID	PAYMENT TERMS NET 30	

Vendor: 50023
 HP INC
 1501 PAGE MILL RD
 PALO ALTO CA 94304
 United States of America
 (714) 999-6700

Ship To: SANTA ANA PUBLIC LIBRARY
 26 CIVIC CENTER PLAZA, 2ND FL
 SANTA ANA CA 92701

Bill To: CITY OF SANTA ANA
 PURCHASING DIVISION M-16
 20 CIVIC CENTER PLAZA RM 429
 SANTA ANA CA 92701
 Email: PURCHASING_AP@santa-ana.org
 BUYER: Ngoc Long Do Le
 714-647-5469

ITEM	QUANTITY	UNIT	STOCK # / DESCRIPTION	UNIT COST	AMOUNT
1	1.0000	EA	Invoice by mail Process Level: 999 PRICING PER QUOTE 4785505 DATED 02/24/2023 VENDOR'S CONTACT: SCOTT RUBERRY AT (505) 415-7341 EMAIL: SCOTT.RUBERRY@HP.COM FREE SHIPPING LIB GARFIELD PRINTER FOR PUBLIC HP LASER JET PRO MFP 4101FDN INCLUDES 1 LASERJET TONER CART CITY OF SANTA ANA CONTACT: TERRI IBARRA AT (714) 647-5262 EMAIL: TIBARRA@SANTA-ANA.ORG Purchase Order Summary Tax Summary Taxable ORANGE CO./CA INV'D TAX 9.25% 633.8800 Goods Total: \$633.88 Order Total: \$692.51	633.8800	633.88

VENDOR BILLING INSTRUCTIONS:

- Invoice the City of Santa Ana and mail to:
CITY OF SANTA ANA PURCHASING DIV. M-16,
20 CIVIC CENTER PLAZA, SANTA ANA, CA 92701,
 or Email to: **PURCHASING_AP@santa-ana.org**
- Invoices must reference the purchase order number showing quantities, descriptions, units and unit price.
- Freight charges, when authorized, shall be prepaid and added to the invoice as a separate item.
- OUT OF STATE VENDOR: California seller's permit or Certificate of Registration - Use Tax, is required to collect tax, otherwise the city will pay direct.

**GENERAL TERMS AND
 CONDITIONS ON THE
 REVERSE SIDE ARE IN-
 CORPORATED HEREIN.**

CITY ATTORNEY: _____

PURCHASING MANAGER: _____

GENERAL TERMS AND CONDITIONS

1. **PAYMENT:**
 - a. Payment by City will be processed within thirty (30) days following receipt of proper invoice evidencing work performed and subject to City accounting procedures.
 - b. No additional charge will be paid by the City unless expressly included and itemized herein.
2. **DELIVERY:**
 - a. Time of delivery; as shown herein, must be adhered to. All goods shall be shipped F.O.B. destination designated by the City. Vendor assumes full responsibility for packing, crafting, marking, transportation and liability for loss and/or damage.
 - b. All transportation charges to be prepaid by Vendor.
3. **LATE DELIVERY ASSESSMENT:** The Vendor agrees to pay late-delivery assessment for any delay in delivery (except those beyond its reasonable control) beyond the date agreed to and shown in the purchase order or contract in an amount equal to the expenses incurred by the City due to the delay; including but not limited to expenses such as rental of like equipment to fulfill the need while awaiting late delivery, added cost of manpower or other resources or other costs as can be shown to have resulted from delaying receipt of the ordered goods or services. The penalty will be deducted from the amount due to the Vendor under this purchase order.
4. **INSPECTION:** City shall be under no obligation to unpack or inspect the products and/or services. The Vendor shall be responsible for the consequences of negligent manufacture and packing, and for the consequences of negligent handling prior to point where City assumes ownership. The expense of subsequent tests due to failure of goods first offered will be charged against the Vendor.
5. **GENERAL GUARANTEE:** The Vendor guarantees that a) Vendor owns all rights, title and interest in the products and services and has the legal authority to sell, license or otherwise transfer the right to use to the City; b) the products and services are free from defects in material and workmanship for a minimum period of one (1) year from the date of acceptance by the City, unless otherwise stated as part of the bid; and c) Vendor shall repair or replace all such defective goods F.O.B. destination.
6. **INDEMNIFICATION:** The Vendor guarantees and agrees to indemnify, defend, and hold harmless the City against any or all loss, liability, damages, demands, claims or costs alleged by third parties arising out of Vendor's performance. This includes defective material and products, faulty work performance, negligent or unlawful acts, and noncompliance with any applicable local, state or federal codes, ordinances, orders or statutes, including, but not limited to, the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. This guarantee is in addition to and not intended as limitation on any other warranty, express or implied.
7. **TERMINATION:** The City reserves the right to terminate this purchase order or delay delivery of acceptance of any products and/or services ordered without penalty upon thirty (30) days written notice to the Vendor.
8. **ASSIGNMENT:** Vendor may not assign, transfer, delegate, or subcontract any right, obligation, performance herein without the prior written consent of the City's Purchasing Manager and any such assignment, transfer, delegation or subcontract without the Purchasing Manager's prior written consent shall be considered null and void.
9. **DEFAULT:** In case of default by the Vendor of any of the conditions of this purchase order, the Vendor agrees that the City may procure the articles or services from other sources and may deduct from the unpaid balance due to the Vendor, or collect against the bond or surety, or may invoice the Vendor for excess costs so paid plus reasonable administrative costs. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made.
10. **LAW AND JURISDICTION:** The validity performance and construction of this order shall be governed by the laws of the State of California. Both parties further agree that Orange County California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this agreement.
11. **ADDITIONAL TERMS:** No additional term specified in the bid shall be part of the contract unless affirmatively accepted by the City in writing.