

NOTTINGHAM CITY COUNCIL – PURCHASE ORDER TERMS AND CONDITIONS

Nottingham City Council adopted its Equality and Diversity Policy in February 2004. Therefore, all contractors and suppliers are expected to comply with this policy in relation to services and employment practices.

This order is issued subject to the following terms, which shall take precedence over any terms which may have been offered by the supplier before, or may be offered by the supplier after, the date of this order:

1. No goods or materials shall be supplied, services provided, or work done without an official order from the relevant council department and authenticated in the manner given therein. No variation to this official order shall be made unless confirmed by a further official order.
2. An advice note of all goods or materials supplied, stating the number given in this official order, shall be sent with the goods or materials and the signature of the person receiving the same at the place of delivery shall be obtained.
3. (a) A priced and dated invoice stating the number given in this official order shall be sent to the address printed on the order.

(b) So long as the requirements of this official order are still being fulfilled, a full statement of the indebtedness of the Council arising from it shall be sent to the invoice address printed on the order on the first day of each month or within three working days of that day.
4. Where a date or time is specified on the order by which the goods and materials shall be supplied, work shall be done or services shall be provided, that date or time shall be deemed to be of the essence.
5. (a) All goods and materials supplied and all goods, materials and workmanship used in the execution of this official order shall be of the standard specified on the order, and where no such standard is specified shall, where there is an appropriate British Standards Institution Specification or British Standards Code of Practice, be in accordance with that Specification or Code of Practice, or, where applicable, its European equivalent.

(b) For the avoidance of doubt, the council reserves the right to reject all or any goods, materials supplied, work done or services provided which are not fully in accordance with this official order. The provisions of Section 11(4) of the Sale of Goods Act 1979 are hereby excluded to such extent as they are inconsistent with this term.
6. The council may request that goods, materials, and/or items arising from services and works provided under this official order shall be delivered to a third party. Any such third party shall not be regarded by the supplier as a part of the council for any reason whatsoever.
7. Any terms referred to on the official order shall be deemed to prevail in the event of any conflict with these terms.
8. The supplier shall accept payment electronically via the Banks Automated Clearing System (BACS) or, in exceptional circumstances, by cheque or such other method as agreed between the parties.

Control of Asbestos at Work Regulations 2006 (enforceable from 13 November 2006)

All contractors must refer to Appendix 1 of the asbestos logbook before carrying out any work that could disturb the building fabric. If there is any doubt, or the logbook is not available, seek advice before starting work.