

## **Hamilton Township Terms and Conditions**

All documents related to this contract (Purchase Order) MUST reference this Purchase Order number. Failure to include a valid Purchase Order number on all invoices, packing slips, work orders or other correspondence will result in **NON-PAYMENT** of contractor's invoice.

All vendor invoices MUST be accompanied by a signed voucher in order for an invoice to be paid.

All changes to this Purchase Order **MUST BE APPROVED** by the Purchasing Department prior to execution of the contract. Any additions to this Purchase Order MUST be approved by the Purchasing Department and done so in writing.

All prices will be F.O.B. Hamilton Township, unless otherwise negotiated and stated on the Purchase Order. All materials and services are subject to inspection and satisfactory completion of service and/or shipment.

**The Township of Hamilton will not pay interest or late fees, regardless of any language provided by the vendor.**

All vendors and contractors MUST comply with all aspects of New Jersey Local Public Contracts Law, as outlined in N.J.A.C. 40A:11 et. seq.

Pursuant to N.J.P.L. 2004 c. 57 and N.J. 40A:11-23.2, all vendors MUST have on file with the Hamilton Township Purchasing Department a copy of a valid New Jersey Business Registration Certificate. In addition, all proposals or Bids MUST have included with the proposal a copy of a valid New Jersey Business Registration Certificate, even though it may be on file with the Township.

In accordance with N.J.A.C. 17:27-1.1 et. seq., all vendors and contractors must comply with all Affirmative Action rules and regulations as set forth by the State of New Jersey.

N.J.S.A. 52:32-44 imposes certain requirements on contractors and subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract. All contractors must provide, in accordance with New Jersey Prevailing Wage Act N.J.S.A. 34:11-56.125 et. seq., proof of Contractor Registration as it applies to this contract.

Hamilton Township is exempt from New Jersey State sales tax by way of Tax-exempt number 21-6000691, as registered with the State of New Jersey, Department of Treasury.