



City of Griffin, Georgia  
P O Box T  
Griffin, Georgia 30224  
(770) 229-6400

DATE: \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

Statewide Contract SPD-ES40199373-004

Bid/Quote No. \_\_\_\_\_

Vendor No. \_\_\_\_\_

## Vendor Name &amp; Address

**Speedway Ford**  
**1710 N Expressway**  
**Griffin, GA 30223**  
[lewis@gafordtrucks.com](mailto:lewis@gafordtrucks.com)

Ph: 678-972-1299 Fax: \_\_\_\_\_

## Freight is F.O.B. Destination

Freight is FOB Destination  
Deliveries are to be sent to  
Motorpool  
between the hours of  
8:00 a.m. and 4 p.m.

Invoices are to be sent to  
requesting dept. for approval.  
Payment inquiries should be  
directed to Accounts Payable  
([accounting.vital@cityofgriffin.com](mailto:accounting.vital@cityofgriffin.com))

Deliver to:

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

City of Griffin  
Dept: Motorpool  
245 Emlet Drive  
Griffin, GA 30224

Phill Francis / (John Hamilton)

Phone: 770-233-4399 Fax: 770-229-6419

-- ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR  
PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. --

- VENDORS MUST HAVE A CURRENT E-VERIFY AFFIDAVIT ON FILE PRIOR TO PO PROCESSING -

On File? Y/N

**Y**

| Vehicles/equip per attached specifications                             | Account Number                | Qty                  | UOM        | Unit Price        | Extended Totals  |
|------------------------------------------------------------------------|-------------------------------|----------------------|------------|-------------------|------------------|
| F150 - XL SWB cab V8                                                   | 101 - 3510 - 54 - 2200 - 0000 | 1                    |            | 26,448.00         | 26,448.00        |
| per attached specs - -                                                 | - - - -                       |                      |            |                   |                  |
| options include: 5.0L, Power windows,                                  | - - - -                       |                      |            |                   |                  |
| trailer tow pkg, XL SSV, Rev sensing,                                  | - - - -                       |                      |            |                   |                  |
| daytime running lights,                                                | - - - -                       |                      |            |                   |                  |
| <b>UNIT NO. of asset being surplused:</b>                              | <b>318</b>                    | <b>ARF attached?</b> | <b>yes</b> | <b>TOTAL \$</b>   | <b>26,448.00</b> |
| <b>CAPITAL PROJ#:</b> CP2015- 3510-6-7                                 | 901 - 0000 - 13 - 1101 - 0000 |                      |            |                   | -26,448.00       |
|                                                                        | 901 - 3500 - 11 - 7401 - 0000 |                      |            |                   | 26,448.00        |
| <b>Note: All deliveries are to be made to authorized COG Motorpool</b> |                               |                      |            | <b>**TOTAL \$</b> | <b>26,448.00</b> |

COG USE ONLY

Payment method: CASH \_\_\_\_\_ LEASE \_\_\_\_\_ GRANT \_\_\_\_\_ LEINHOLDER: \_\_\_\_\_

|      |           |      |                |
|------|-----------|------|----------------|
| VIN: | EQUIP ID: | TAG: | IN SERV (M/Y): |
| VIN: | EQUIP ID: | TAG: | IN SERV (M/Y): |
| VIN: | EQUIP ID: | TAG: | IN SERV (M/Y): |
| VIN: | EQUIP ID: | TAG: | IN SERV (M/Y): |
| VIN: | EQUIP ID: | TAG: | IN SERV (M/Y): |

APPROVALS

|                        |                         |                         |
|------------------------|-------------------------|-------------------------|
| Dept request           |                         |                         |
| Agenda item copy       |                         |                         |
| Fleet authorization    | Dept / Requestor / Date | Purchasing / Date       |
| Leinholder info        |                         |                         |
| Order (cc PF,SW,rqstr) |                         |                         |
| Invoicing/Delivery     | Department Mgr / Date   | Finance Director / Date |
| Payment/MSO            |                         |                         |
| Tag/Origs to Finance   |                         |                         |
| Risk Mgmt              | City Manager / Date     | BOARD / Date            |
| Fixed Assets           |                         |                         |

# GOVERNMENT SALES - SPEEDWAY FORD

## PRICING FOR CITY OF GRIFFIN

**Ford F150 (1/2 ton)**  
**Regular Cab, 6 Cyl, 4x2, SWB**  
 SWC SPD-ES40199373-004

Base Price: \_\_\_\_\_

**Equipment included in  
Base price**

3.7L V6 Flex Fuel engine  
 6 Speed Automatic Transmission  
 Factory Installed A/C  
 AM-FM Radio  
 Solar Tinted Glass  
 Power Steering  
 Power ABS Brakes  
 Vinyl 40/20/40 Bench Seat  
 Rubber Floor Covering  
 Full Size Spare  
 Step Bumper  
 Short Bed (6.5 ft)  
 6500 GVWR  
 P235/70Rx17 Tires

**Options**

**Option Price      Code**

|                              |                                     |         |
|------------------------------|-------------------------------------|---------|
| 5.0L V8 Flex Fuel engine     | <input checked="" type="checkbox"/> | 99F     |
| 3.5L V6 EcoBoost engine      | <input type="checkbox"/>            | 99T     |
| Long Bed (8 ft)              | <input type="checkbox"/>            | 145     |
| 36 Gal Fuel Tank             | <input type="checkbox"/>            | 655     |
| Super Cab (6.5 ft. bed)      | <input type="checkbox"/>            | X1C     |
| Super Cab (8 ft. bed)        | <input type="checkbox"/>            | X1CLong |
| 4x4 Option                   | <input checked="" type="checkbox"/> | F1E     |
| Skid Plates                  | <input type="checkbox"/>            | 413     |
| P265/70Rx17                  | <input checked="" type="checkbox"/> | T7H     |
| Crew Cab XL SWB              | <input checked="" type="checkbox"/> | W1C     |
| Crew Cab XL LWB (V8)         | <input type="checkbox"/>            | W1E     |
| Limited Slip Axle            | <input type="checkbox"/>            | XH9     |
| Tilt / Cruise                | <input type="checkbox"/>            | 52N     |
| Cab Steps (black tublar)     | <input type="checkbox"/>            | 18E     |
| AM-FM-CD                     | <input type="checkbox"/>            | 585     |
| Daytime Running Lights       | <input checked="" type="checkbox"/> | 942     |
| Power Windows/Locks/Mirrors  | <input checked="" type="checkbox"/> | 85A     |
| Trailer Tow Package          | <input checked="" type="checkbox"/> | 535     |
| Trailer Tow Mirrors          | <input type="checkbox"/>            | 54T     |
| XL Décor Group               | <input type="checkbox"/>            | 86D     |
| XL Plus (CD/Cruise)          | <input type="checkbox"/>            | 61X     |
| 40-20-40 Cloth Split Bench   | <input type="checkbox"/>            | C*      |
| Electric Brake Controller    | <input type="checkbox"/>            | 67T     |
| Carpet w/ Mats               | <input type="checkbox"/>            | 168     |
| XL SSV Package               | <input checked="" type="checkbox"/> | 66S     |
| XLT Package                  | <input type="checkbox"/>            | 507A    |
| Convenience Package          | <input type="checkbox"/>            | 61C     |
| Cloth Bucket (NA on reg cab) | <input type="checkbox"/>            | U*      |
| Aluminum Wheels              | <input type="checkbox"/>            | 64F     |
| Box Side Steps               | <input type="checkbox"/>            | 63S     |
| Tailgate Step                | <input type="checkbox"/>            | 63T     |
| Reverse Sensing              | <input checked="" type="checkbox"/> | 76R     |
| Other vendor added equipment | <input type="checkbox"/>            |         |

**NOTE:**

*If no exterior color specified,  
the default is **white***

**Colors Available**

|                    |                                     |
|--------------------|-------------------------------------|
| Exterior:          | Interior: Grey                      |
| Vermillion Red (E) | <input checked="" type="checkbox"/> |
| BlueJeans (N1)     | <input type="checkbox"/>            |
| Tuxedo Black (UH)  | <input type="checkbox"/>            |
| White (YZ)         | <input type="checkbox"/>            |

Total:           \$0.00          

Contact person \_\_\_\_\_  
 Department \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 E-mail \_\_\_\_\_



1710 N Expressway ~ Griffin, GA 30223  
 Phone: 678-972-1299 Fax: 888-893-6620  
[Lewis@GaFordTrucks.com](mailto:Lewis@GaFordTrucks.com)

|                                 |                   |                                       |                          |
|---------------------------------|-------------------|---------------------------------------|--------------------------|
| Contact: <u>Cindy Fay</u>       |                   | Company: <u>City of Griffin</u>       |                          |
| Address: <u>100 S. Hill St.</u> |                   |                                       |                          |
| City: <u>Griffin</u>            |                   | State: <u>GA</u>                      | Zip: <u>30224</u>        |
| Phone: <u>770-229-6401</u>      | Fax: <u>0</u>     | E-Mail: <u>cfay@cityofgriffin.com</u> |                          |
| Stock #: <u>Factory Order</u>   | Year: <u>2014</u> | Make: <u>FORD</u>                     | Model: <u>F 150 BASE</u> |
| VIN: <u>0.00</u>                |                   | Cab: <u>Crew</u>                      | Mileage: <u>0</u>        |

**Specifications:**

XL SWB 145WB, 4x4, 5.0 V8 gas, P265/70R17, Daytime Running Lights

Power Windows/Locks/Mirrors, Trailer Tow Pkg, XL SSV Package, Rev Sensing

|                                      |                              |                    |
|--------------------------------------|------------------------------|--------------------|
| <b>Added Equipment:</b>              | Vehicle MSRP                 | \$38,905.00        |
|                                      | Discounts                    | \$12,457.00        |
|                                      | Rebates                      | \$0.00             |
|                                      | Fleet Incentive / CPA / GPC  | \$0.00             |
|                                      | Price Before Added Equipment | \$26,448.00        |
| 0                                    |                              | \$0.00             |
| 0                                    |                              | \$0.00             |
| 0                                    |                              | \$0.00             |
| <b>Total Before Taxes &amp; Fees</b> |                              | <b>\$26,448.00</b> |
| Trade Allowance(s)                   |                              | \$0.00             |
| Administrative Fee                   |                              | \$0.00             |
| Estimated TAVT                       |                              | \$0.00             |
| Title-Tag/GWRA/Digital Enroll Fee    |                              | \$0.00             |
| Trade Pay Off                        |                              | \$0.00             |
| Sub Total                            |                              | \$26,448.00        |
| Cash Down                            |                              | \$0.00             |
| <b>Balance</b>                       |                              | <b>\$26,448.00</b> |

Must be titled in Company Name.  
 Quotes are not binding until accepted by management.  
 Some incentives must be qualified for and are zip code  
 restrictive. Always ask for most current pricing. Prices  
 and incentives are subject to change without notice &  
 without incurring obligation. TAVT Taxes are set by state  
 and WILL vary.

| Plan | Years | Miles | Deductible | Price  |
|------|-------|-------|------------|--------|
| 0    | 0     | 0     | \$0        | \$0.00 |

Ask us for full details on ESP coverages



**Extended Service Plan**

**NOTES:**

Speedway Ford State Contract Number 99999-SPD-ES40199373-004

Fin QD877

Quote Prepared by: Lewis Minter

Date: 7/8/2014

Quote Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



Ask us about our LPG and CNG Alternative Fuel options.  
 Kits are available for most vehicle lines.  
 Fuel your fleet for less.  
 Go Green ~ Save Green

[www.GaFordTrucks.com](http://www.GaFordTrucks.com)



105 Manley Rd Griffin, GA 30223  
 phone(770)227-2200 fax(770)227-2860

## Proposal

Customer: Griffin Fire & Rescue

Name: John Hamilton

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Re: Outfit 2014 F150

email: \_\_\_\_\_

Date: 7/23/2014

Quote # 10245

| Quantity                                                                                                            | DESCRIPTION                                                 | T | Price      | TOTAL              |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---|------------|--------------------|
| 1                                                                                                                   | 21TRPL52 - 21TR Plus Lightbar                               |   | \$1,225.00 | \$ 1,225.00        |
| 1                                                                                                                   | 3599L5 - Handheld Siren w/ Light Controls                   |   | \$295.00   | \$ 295.00          |
| 1                                                                                                                   | C3100F150 - Siren Speaker                                   |   | \$150.00   | \$ 150.00          |
| 4                                                                                                                   | TRX6RW - T-Rex Lighthead Red/White                          |   | \$80.00    | \$ 320.00          |
| 6                                                                                                                   | HB915RW - 6 LED Hide-a-Way Red/White                        |   | \$75.00    | \$ 450.00          |
| 2                                                                                                                   | ESX2RD-RW - Dual Torus Lighthead Red/White                  |   | \$160.00   | \$ 320.00          |
|                                                                                                                     |                                                             |   |            |                    |
| Services                                                                                                            | DESCRIPTION                                                 |   | Price      | TOTAL              |
| 1                                                                                                                   | Installation of above listed equipment into 2014 F150 truck |   | \$525.00   | \$ 525.00          |
|                                                                                                                     |                                                             |   |            | \$ -               |
|                                                                                                                     |                                                             |   |            | \$ -               |
|                                                                                                                     |                                                             |   |            | \$ -               |
| SUBTOTAL                                                                                                            |                                                             |   |            | \$ 3,285.00        |
| SALES TAX (IF APPLICABLE)                                                                                           |                                                             |   |            | 7.00%              |
| OTHER                                                                                                               |                                                             |   |            | -                  |
| <b>TOTAL</b>                                                                                                        |                                                             |   |            | <b>\$ 3,285.00</b> |
| <p>Mike Merrick<br/>         phone:(770)227-2200 web:www.Transcommservices.com email:mike@transcommservices.com</p> |                                                             |   |            |                    |

**Firehouse Graphics, Inc.**

DBA Sign Craft  
21 Hampton Street  
McDonough, GA 30253

Voice: 770 957-9697

Fax: 770 957-9614

# QUOTATION

Quote Number: 956

Quote Date: Jul 22, 2014

Page: 1

**Quoted To:**

CITY OF GRIFFIN  
P.O. BOX T  
231 EAST SOLOMON STREET  
GRIFFIN, GA 30224-0046

| Customer ID | Good Thru | Payment Terms | Sales Rep |
|-------------|-----------|---------------|-----------|
| CITYG       | 8/21/14   | Net 15 Days   |           |

| Quantity | Description                                                                                                                | Unit Price | Amount |
|----------|----------------------------------------------------------------------------------------------------------------------------|------------|--------|
| 1.00     | GRIFFIN FIRE<br>8 INCH BLACK STRIPE WITH FLORENTINE GOLD LEAF VINYL<br>LETTERING APPLIED TO 2 SIDES AND REAR OF FORD F-150 | 575.00     | 575.00 |

|              |               |
|--------------|---------------|
| Subtotal     | 575.00        |
| Sales Tax    |               |
| <b>TOTAL</b> | <b>575.00</b> |



# ALLAN VIGIL FORD-LINCOLN GOVERNMENT SALES

2014 Ford F150 (1/2 ton)  
Regular Cab, 6 Cyl, 4x2, SWB

Base Price \$16,036.00

SWC #99999-SPD-ES40199373-002

## Equipment Included in Base price

3.7L V6 Flex Fuel engine  
6 Speed Automatic Transmission  
Factory Installed A/C  
AM-FM Radio  
Solar Tinted Glass  
Power Steering  
Power ABS Brakes  
Vinyl 40/20/40 Bench Seat  
Rubber Floor Covering  
Full Size Spare  
Step Bumper  
Short Bed (6.5 ft)  
6500 GVWR  
P235/70Rx17 Tires

## Colors Available

### Exterior

### Interior

|                   |      |
|-------------------|------|
| E4 Vermillion Red | GREY |
| N1 BlueJeans      | GREY |
| W6 Green Gem      | GREY |
| UX Ingot Silver   | GREY |
| UH Tuxedo Black   | GREY |
| UJ Sterling Grey  | GREY |
| YZ White          | GREY |

School Bus Yellow is available at  
\$532.00 per vehicle

FOB Allan Vigil Ford

Delivery \$1.50 per mile, \$75 minimum

ALLAN VIGIL FORD GOV'T SALES  
6790 Mt. Zion Blvd  
Morrow, GA 30260

770-968-0680 Phone  
800-821-5151 Toll Free  
678-364-3910 Fax

\* 5.0 V8 or EcoBoost engine  
required  
\*\* Not available with regular  
cab short wheel base

## Options

## Price

## Code

|                                           |          |         |         |
|-------------------------------------------|----------|---------|---------|
| 5.0L V8 Flex Fuel engine                  | 870.00   | 870.00  | 99F     |
| 3.5L V6 EcoBoost engine**                 | 1,813.00 |         | 99T     |
| Long Bed (8 ft)                           | 285.00   |         | 145     |
| 36 Gal Fuel Tank                          | 84.00    |         | 655     |
| Super Cab (6.5 ft. bed)                   | 3,028.00 |         | X1C     |
| Super Cab (8 ft. bed) *                   | 3,508.00 |         | X1CLong |
| 4x4 Option (All models)                   | 4,369.00 | 4369.00 | F1E     |
| Skid Plates                               | 140.00   |         | 413     |
| P265/70Rx17                               | 281.00   | 281.00  | T7H     |
| Crew Cab XL SWB                           | 6,748.00 | 6748.00 | W1C     |
| Crew Cab XL LWB*                          | 7,000.00 |         | W1E     |
| Limited Slip Axle                         | 491.00   |         | XH9     |
| Tilt / Cruise                             | 190.00   |         | 52N     |
| Cab Steps (black tublar)                  | 261.00   |         | 18E     |
| AM-FM-CD                                  | 262.00   |         | 585     |
| Daytime Running Lights                    | 40.00    |         | 942     |
| Power Windows/Locks/Mirrors               | 991.00   | 991.00  | 85A     |
| Trailer Tow Package                       | 325.00   | 325.00  | 535     |
| Trailer Tow Mirrors                       | 202.00   |         | 54T     |
| XL Décor Group                            | 98.00    |         | 86D     |
| XL Plus (CD & Cruise)                     | 395.00   |         | 61X     |
| XL Plus & Sync                            | 762.00   |         | 61X/66C |
| 40-20-40 Cloth Split Bench                | N/C      |         | C*      |
| Electric Brake Controller                 | 199.00   |         | 67T     |
| Carpet w/ Mats                            | 125.00   |         | 168     |
| XL SSV Package                            | N/C      |         | 66S     |
| XLT Package                               | 3,885.00 |         | 507A    |
| Convenience Package for XLT               | 646.00   |         | 61C     |
| XLT Cloth Bucket-NA on r/cab)             | 263.00   |         | U*      |
| Aluminum Wheels                           | 328.00   |         | 64F     |
| Box Side Steps                            | 281.00   |         | 63S     |
| Tailgate Step                             | 325.00   |         | 63T     |
| Reverse Sensing (requires<br>85A And 535) | 255.00   |         | 76R     |

Added Optional Equipment

Other vendor added equipment

Delivery

Total

29620.00

Contact person

Department

Phone Number

Fax number



# CENTRAL SERVICES FLEET REQUEST FORM

Department: Fire Division: Office of the Chief

Approved in Fiscal Year Budget: Y XXX N

Desc of vehicle/equipment 2014/2015 Ford F-150 Crew Cab 4x4  
YEAR MAKE MODEL

Additional Body or Apparatus: Red in color

Capital Project #: \_\_\_\_\_

Replacement/Addition\*: Unit #318 (1995 Ford Crown Vic) \_\_\_\_\_  
REPLACEMENT ADDITION

Unit Number to be Replaced: 318 Submitted Transfer/Retirement Form: yes

Additional Comments: Unit 318 requires extensive work to maintain street worthiness. New vehicle will go to the Operations officer to replace unit #313 which will go to suppression to replace unit #318

Non-Standard Options Approvals: \_\_\_\_\_  
CITY MANAGER DATE

Vehicle/Equipment assignment: Unit #: \_\_\_\_\_ To: \_\_\_\_\_

Approval of Department Director: x [Signature] Date: 7-2-2014

Approval of Fleet Department: [Signature] Date: 7/2/14

Approval of Central Services: [Signature] Date: 7/2/14

Upon final completion and obtaining all signatures, copy this form to:

One copy to permanent Vehicle/Equip file (Motorpool)

One copy to Requesting department

One copy to Procurement department

One copy to Accounting-Fixed Assets

\*Asset Retirement/Re-Assignment Form must accompany Vehicle Request Form



# CENTRAL SERVICES FLEET TRANSFER REQUEST FORM

**CURRENTLY** assigned to: Department: Fire Division: Office of the Chief

To be **TRANSFERRED** to: Department: Fire Division: Suppression

FLEET - Unit #: 313 VIN# or Serial # 1GTGC24UX1Z181300 Tag #: 140005  
 (Unit# permanently assigned to VIN & will NOT change with transfer) (N/A only if off road)

Desc of vehicle/equipment: 2001 GMC 2500  
YEAR MAKE MODEL

Body Style & Description: Regular cab pickup (Black Top with red body)

Current Odometer/Hourmeter Reading: \_\_\_\_\_

Will Transfer replace another unit? (yes/no) yes Identify below the Unit being replaced:

318 1995 Ford Crown Vic  
UNIT # YEAR MAKE MODEL

Description: White top with red body.

What is being done with Unit to be replaced:

- ☐ RESERVE - Placed in reserve for this Department/Division  
☒ RETIRE\* - If unit it to be retired, complete & attach Retirement Form  
☐ TRANSFERRED\* - If unit it to be transferred, complete & attach Transfer Form

REASON for Fleet Transfer: Operations officer receiving new vehicle

Department Director Transferring: x 

Date: 7-2-2014

Acceptance of Motor Pool Supervisor: 

Date: 7/2/14

Acceptance of Central Services Director: 

Date: 7/2/14

Upon final completion and obtaining all signatures, copy this form to:

- One copy to permanent Vehicle/Equip file (Motorpool)
- One copy to Requesting department
- One copy to Accounting-Fixed Assets

\* Asset Retirement or Transfer Form must accompany this Form





# CENTRAL SERVICES FLEET RETIREMENT REQUEST FORM

**CURRENTLY assigned to:** Department: Fire Division: Suppression

**FLEET - Unit #:** 318 **VIN# or Serial #** 2FALP71W9SX178343 **Tag #:** \_\_\_\_\_  
(N/A only if off road)

**Desc of vehicle/equipment** 1995 FORD Crown Vic  
YEAR MAKE MODEL

**Body Style & Description:** Sedan  
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC)  
White top with red body.  
ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)

**Current Odometer/Hourmeter Reading:** \_\_\_\_\_ **MILES** OR \_\_\_\_\_ **HOURS**

**How was Fleet Unit obtained?**

☒ **Direct Purchase** by City (who from? When?) Boomer shine 6/08/1995  
☐ **Donation** (from whom and year donation received) \_\_\_\_\_  
☐ **Purchased with Grant/Donated funds** (from whom & year donation received) \_\_\_\_\_  
☐ **Seized or abandoned asset** (case number & date of court order) \_\_\_\_\_  
☐ **Other** (explain) \_\_\_\_\_

**REASON FOR RETIRING:**

☒ **Mileage** too high for continued use in this capacity \_\_\_\_\_  
☒ **Mechanical Issues** (if so, list issues) In constant need of parts that are no longer available due to age  
☐ **Accident** - release to responsible insurance agency \_\_\_\_\_  
☐ **Accident** - unable or not cost-effective to repair \_\_\_\_\_ estimated repair costs  
☐ **Other** (explain) \_\_\_\_\_

7.2.2014 **DATE REQUESTED** ☒ [Signature] **DEPARTMENT DIRECTOR (OR DESIGNEE)**

## MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST

☐ **RETIRE** Fleet to 'Reserve Status' at Fleet Maintenance Facility  
☐ **RE-PURPOSE** Fleet Unit to another Department \_\_\_\_\_  
☒ **SELL** Fleet Unit at auction GOV Deeds - COM DEPARTMENT DIVISION  
☐ **RELINQUISH** to insurance company for settlement proceeds \_\_\_\_\_  
☐ **DONATE** to another government or agency \_\_\_\_\_  
☐ **RETURN** to Granting agency \_\_\_\_\_  
☐ **TRADE-IN** Fleet Unit and purchase Ne \_\_\_\_\_  
☐ **Other** (explain) \_\_\_\_\_

\* Asset Retirement or Transfer Form must accompany this Form

# TERMS AND CONDITIONS OF PO / CONTRACT

## ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

## ARTICLE 2 PURCHASE ORDER NUMBER

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

## ARTICLE 3 ACCEPTANCES

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

## ARTICLE 4 PRICE

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

## ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

## ARTICLE 6 PARTS

The Seller agrees to make functional parts available for a period of five years after final production run.

## ARTICLE 7 WARRANTIES

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

## ARTICLE 8 REMEDIES

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

## ARTICLE 9 CONFLICTS OF LAWS

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

## ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

## ARTICLE 11 PATENT INFRINGEMENT

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

## ARTICLE 12 TERMINATIONS FOR CAUSE

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

## ARTICLE 13 TERMINATIONS FOR CONVENIENCE

Purchaser may at any time terminate the order in whole or in part for its convenience upon written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

## ARTICLE 14 ENTIRE AGREEMENTS

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

## ARTICLE 15 WORKS ON PREMISES

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

## ARTICLE 16 QUALITY GUARANTEE

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

## ARTICLE 17 QUALITY TERMS

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.