

**PO'S FOR SUPPLIES  
SERVICES, & EQUIPMENT**

Questions regarding these PO's  
can be directed to:

**New Castle County  
Purchasing Section  
New Castle County Government Center  
87 Reads Way  
New Castle, DE 19720  
Ph: (302) 395-5250**

**Note:** Review and approval for the purchase of  
supplies, services, and equipment are conducted  
by New Castle County's Purchasing Division in  
accordance with *New Castle County Code*,  
Chapter 2, Section 2.05.502.

**PO'S FOR CONSTRUCTION**

Questions regarding these PO'S  
can be directed to:

**New Castle County  
Special Services, Contract Office  
William J. Conner Building  
187A Old Churchmans Road  
New Castle, DE 19720  
Ph: (302) 395-5733**

**Note:** Review and approval for construction,  
reconstruction, and alteration, or repair of County  
buildings, sewers, pumping stations, filtration and  
sewage plants, etc. falls under the authority of  
New Castle County's Special Services Department in  
accordance with the *New Castle County Code*,  
Chapter 2, Section 2.05.303.  
Purchase orders under Section 2.05.303 are approved by  
Special Services prior to processing.

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**DOCUMENT TERMS**

The purchase order number must appear on all correspondence, invoices, shipping papers and packages. Changes to  
this purchase order are not authorized without prior approval. F.O.B destination unless otherwise noted.

Invoice in triplicate to:

**New Castle County  
Accounts Payable  
New Castle County Government Center  
87 Reads Way  
New Castle, DE 19720  
(302) 395-5694**

This order is subject to the following terms and conditions:

1. We reserve the right:
  - a. To reject and return, at your expense, material in excess of  
quantity ordered or defective material.
  - b. To reject and/or cancel this order or any or all installment  
deliveries under it upon failure to ship the order or any  
installment of it within the time or times specified, or to  
ship the quantity or quality ordered.
  - c. To suspend or cancel deliveries during the existence of strikes,  
labor disturbances, secondary boycotts, fires, floods or other  
situations arising from causes not within our practicable  
control.

You guarantee all goods and articles furnished hereunder to be free from defects in material and workmanship, and  
to conform to the specifications included or referred to herein.

In the performance of this order, you will comply with the provisions of the Fair Labor Standards Act and of any  
other applicable Federal or State laws and regulations, and you agree that any provisions required by such laws and  
regulations to be included herein shall be deemed to be incorporated by reference.

By Acceptance of this purchase order and your shipment/delivery to New Castle County, Vendor agrees to all  
terms and conditions contained herein without any modification of any kind. In the event Vendor makes a  
shipment/delivery to New Castle County and any additional term or conditions are provided, Vendor agrees they  
are null and void and are not enforceable.