|  |  |
| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Subcontractor Construction  Purchase Order Form  Construction projects up to $50,000 for MPCA Contracts  Section 3  *Doc Type: Contract* |

This form to be used by the Minnesota Pollution Control Agency (MPCA) Contractor when hiring a Construction Contractor only.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Contract title: |  | | | | Contract number: |  |
| MPCA purchase order number: | |  | Project Name: |  | | |

**Subcontractor information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subcontractor name: | | | |  | | | | | | | | |
| Address: | |  | | | | | | | | | | |
| City: |  | | | | | | State: |  | | Zip code: | |  |
| Contact name: | | |  | | Phone: |  | | | Vendor quote no.: | |  | |

**Supplemental terms**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Show the Contract number on invoice and all correspondence. | | | | |
| 2. | This MPCA Subcontractor Construction Purchase Order Form incorporates by reference all terms, conditions, and specifications of the solicitation and vendor’s response. In case of a conflict in terms, the order of precedence shall be: First; this MPCA Subcontractor Construction Purchase Order Form, second; the Request for Bid (RFB), third; the vendor’s response. | | | | |
| 3. | All deliveries/services hereunder shall comply with all applicable state of Minnesota and federal laws. | | | | |
| 4. | Invoices must match line items on the MPCA Subcontractor Construction Purchase Order Form. | | | | |
| 5. | Notwithstanding any language to the contrary herein, the Contractor, | |  | | shall be solely |
|  | responsible for the payment of the amounts payable by the state of Minnesota under this MPCA Subcontractor Construction | | | | |
|  | Purchase Order Form, as provided in MPCA Contract No. |  | | The MPCA Contractor’s responsibility under | |
|  | this MPCA Subcontractor Construction Purchase Order Form is to make payments of amounts due hereunder, and as provided in requests for payment submitted and approved by the State. | | | | |

**Ship to information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | |
| City: |  | | | | | | | | State: |  | | | Zip code: | | |  |
| Contact name: | | | |  | | Phone: | |  | | | | Discount terms: | |  | | |
| Ship via: | | |  | | Freight terms: | |  | | | | Requested delivery: | | | |  | |

**Bill to information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | | | | | | | |
| Address: | | |  | | | | | | | |
| City: |  | | | | | State: | |  | Zip code: |  |
| Contact name: | | | |  | Phone: | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line** | **Description** | **Quantity** | **Unit** | **Unit price** | **Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Order total** | | | | |  |

**(Payment**. The Contractor shall provide *an IC 134 – Withholding Affidavit for Contractor* to the State agency along with the request for final payment/ invoice. Submit *Excel Prevailing Wage Payroll Information Forms* to the following email address: [prevailingwage.pca@state.mn.us](mailto:prevailingwage.pca@state.mn.us).**)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Signature:** |  | | |  | |  |
|  | *(This document has been electronically signed.)* | | |  | | |
| MPCA Contractor name: | |  | Date (mm/dd/yyyy): | |  | |
| MPCA Contract number: | |  | Purchase order number: | |  | |