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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Subcontractor Goods and/or  Services Purchase Order Form  Commodities and/or non-professional technical service projects up to $50,000 for MPCA Contracts  Section 2  *Doc Type: Contract* |

This form to be used by the Minnesota Pollution Control Agency (MPCA) Contractor after soliciting bids for goods and/or services only.

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| --- | --- | --- | --- | --- | --- | --- |
| 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**

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| --- | --- | --- | --- | --- | --- |
| 1. | Show the Contract number on invoice and all tags, packages, and correspondence. | | | | |
| 2. | This MPCA Subcontractor Goods and/or Services Purchase Order Form incorporates by reference all terms, conditions, and specifications of the Contract, the RFB and vendor’s response. In case of a conflict in terms, the order of precedence shall be: First; this MPCA Subcontractor Goods and/or Services Purchase Order Form, second; the 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 Goods and/or Services Purchase Order Form. | | | | |
| 5. | Notwithstanding any language to the contrary herein, the |  | | | shall be solely |
|  | responsible for the payment of the amounts payable by the state of Minnesota under this MPCA Subcontractor Goods and/or | | | | |
|  | Services Purchase Order Form, as provided in MPCA Contract No. | |  | . | |
|  | The MPCA Contractor’s responsibility under this MPCA Subcontractor Goods and/or Services 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: |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Line** | **Description** | | | **Quantity** | | **Unit** | | **Unit price** | | **Amount** |
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|  |  | | |  | |  | |  | |  |
| **Order total** | | | | | | | | | |  |
| MPCA Contractor signature: | | | |  | | | | Date: | |  | |
|  | | | | *(This document has been electronically signed.)* | | | |  | | *(mm/dd/yyyy)* | |
| MPCA Contract number: | | |  | | | Purchase order number: | |  | | | |