

Purchase Order Terms and Conditions

1. Incorporation of Terms and Conditions in Purchase Order

The Terms and Conditions in this document are incorporated in every requisition for goods or services, or both, that Manitoba Housing and Renewal Corporation (“Manitoba Housing”) issues by purchase order. The promises, warranties and representations in this document are deemed to have been made by every recipient of a purchase order from Manitoba Housing that has been accepted in accordance with Section 2.

2. Acceptance of Purchase Order

The purchase order is Manitoba Housing’s offer to purchase from the Supplier the goods or services, or both, described in the purchase order.

Any one of:

- a) signing and returning the Purchase Order Acknowledgement;
- b) beginning to provide the services that are required under the purchase order; or
- c) shipment or delivery of any of the goods that are required under the purchase order;

Whichever occurs first constitutes acceptance by the Supplier of Manitoba Housings’ offer to purchase.

3. Entire Contract

The Purchase Order, these Terms and Conditions, the Purchase Order Acknowledgement, and the Contractual documents, together form the entire contract between Manitoba Housing and the Supplier (the “Contract”).

4. Promise to Perform

By accepting Manitoba Housing’s offer to purchase, the Supplier promises to supply all goods or services, including all required labour, material, plant or equipment, to the satisfaction of Manitoba Housing by the dates specified in the purchase order.

5. Occupied Manitoba Housing Projects or Units

Where goods are to be delivered to or installed, or services delivered in an occupied Manitoba Housing project or an occupied unit within a housing project, the Supplier will respect the rights of the tenants so living there and will conduct themselves in a professional and respectful manner. The Supplier will also abide by any directions provided by Manitoba Housing.

6. Compliance with Applicable Laws, Regulations and Specifications

The Supplier, and the goods or services supplied under this purchase order, must comply with all applicable laws, by-laws, regulations, codes and standards. The Supplier must obtain all necessary permits at its own cost unless the purchase order specifies that Manitoba Housing will obtain them.

7. Shipping Instructions

The Supplier must comply with best commercial practices to ensure that the goods arrive safely at the destination, and all goods must be shipped freight prepaid, F.O.B. destination, unless otherwise stated.

8. Delivery

Time is of the essence, and the goods must be delivered or the services fully performed by the date or dates specified in the purchase order. No change in the scheduled delivery or performance dates will be permitted without Manitoba Housing's written consent. No acceptance of goods or services after the scheduled delivery or performance date constitutes a waiver by Manitoba Housing of any term or condition that requires the Supplier to deliver or perform at a future date.

9. Inspection and Testing

Goods

Manitoba Housing will count and inspect goods delivered under the purchase order. Manitoba Housing may also wish to test the goods requisitioned in a purchase order. If the count, inspection or tests show that the goods do not comply with Manitoba Housing's specifications or other requirements, the goods will be rejected and returned to the Supplier.

Services

Manitoba Housing will inspect or review services delivered or performed under a contract. If the inspection or review shows that the services do not comply with Manitoba Housing's specifications or other requirements, the services will be rejected.

Costs Related to Rejected Goods or Services

All costs of Manitoba Housing to unpack, inspect, test, re-pack, store and re-ship rejected goods are the responsibility of the Supplier. All costs of Manitoba Housing to inspect or review rejected services are the responsibility of the Supplier. The Supplier agrees to promptly pay all such costs.

10. Risk

The goods and services remain at the risk of the Supplier until they have been satisfactorily counted, inspected, tested or reviewed by Manitoba Housing in accordance with section 9. The Supplier must replace, at its own expense, any and all goods or services damaged or destroyed by any cause whatsoever prior to Manitoba Housing having performed its count, inspection, testing, or review.

11. Prices

Manitoba Housing will pay the prices stated in the purchase order for the goods or services. The prices indicated are deemed to be in Canadian funds unless otherwise specified in the purchase order or agreed to in writing by Manitoba Housing.

12. Handling and Related Charges

The prices quoted on the purchase order by the Supplier must include all charges for handling, packaging, wrapping, bags, containers, crating, storage, commissions and related matters unless otherwise agreed to in writing by Manitoba Housing.

13. Taxes

All applicable provincial and municipal sales and excise taxes must be indicated on the purchase order.

Based on a Reciprocal Tax Agreement with the Canada Revenue Agency (CRA), the Manitoba Housing and Renewal Corporation (MHRC), which also operates under the business name "Manitoba Housing", is relieved of paying GST/HST. GST/HST is not included in the PO price.

The Supplier must provide Manitoba Housing with the GST registration number for its company or, if applicable, shall provide Manitoba Housing with a declaration indicating the Supplier's exemption status under the *Income Tax Act* (Canada).

If the Supplier is a mechanical or electrical contractor, or any other Supplier to whom the RST Act applies, then the Supplier shall provide Manitoba Housing with the RST registration number for the Supplier's company, in accordance with *The Retail Sales Tax Act* (Manitoba).

14. Payment

Provided that the goods or services have been delivered or performed to Manitoba Housing's satisfaction in accordance with the contract, Manitoba Housing will remit payment to the Supplier within 30 days of submission and approval of an invoice, unless otherwise mutually agreed upon.

15. Owner's Manual

If available, the Supplier must supply an owner's manual or other instructions to Manitoba Housing for the installation, operation, maintenance and repair of the goods.

16. Warranties

The Supplier expressly warrants that all goods and services purchased under the contract:

- a) conform to the purchase order and all applicable specifications and Canadian standards
- b) are free from defects in material, workmanship and design; and
- c) are of a quality satisfactory to Manitoba Housing taking into account how they are described in the purchase order.

If the Supplier knows, either expressly or by implication, the particular purpose for which Manitoba Housing intends to use the goods or services, the Supplier warrants that such goods or services are fit for such purpose.

The Supplier further warrants:

- d) that the goods are wholly new in that they contain only new components and parts throughout,
- e) that the Supplier has good and warrantable title to the goods; and
- f) that the goods will, upon delivery to Manitoba Housing, be free and clear of all liens, claims and encumbrances of every kind.

The Supplier warrants that Manitoba Housing's purchase, installation and use of goods or services provided by the Supplier under the contract will not result in any claim of infringement, or actual infringement, of any patent, trademark, copyright, franchise, moral, or other intellectual property right.

The Supplier warrants that the goods and services supplied under the contract have been produced and supplied in compliance with all applicable federal, provincial (or state) and local or municipal laws, orders, rules, and regulations.

If the goods have a manufacturer's warranty, Manitoba Housing will be entitled to the benefit of the warranty. The Supplier will provide Manitoba Housing with a copy of such warranty when it delivers the goods. The Supplier agrees to extend all warranties that it receives from its suppliers to Manitoba Housing.

Goods that are not as warranted (whether or not apparent on initial inspection) may at any time within the warranty period specified in the purchase order or any applicable manufacturer's warranty, whichever period is longer, be returned at the Supplier's expense. Manitoba Housing, at its option, may require the Supplier either

to replace such goods without charge, in which case the Supplier must pay all re-packing, transportation and handling charges both ways, or to refund the purchase price and any charges incurred by Manitoba Housing in connection with the purchase. In addition, Manitoba Housing may claim payment of damages for any loss that it may suffer as a result of the goods not being as warranted. The Supplier agrees to promptly pay all such amounts to Manitoba Housing.

17. Default and Remedies

The following constitute events of default by the Supplier:

- a) Subject to section 18, if the goods are not delivered or if the services are not fully performed by the date or dates specified in the purchase order;
- b) If in Manitoba Housing's opinion, any of the goods are defective;
- c) If in Manitoba Housing's opinion, any of the goods do not conform to the purchase order;
- d) If in Manitoba Housing's opinion, any services provided by the Supplier are unsatisfactory, inadequate or improperly performed;
- e) If the Supplier is in breach of any of the terms and conditions of the contract;
- f) If the Supplier becomes, or is about to become, bankrupt or insolvent, goes into receivership or takes the benefit of any law pertaining to bankrupt or insolvent debtors (it being understood that the appointment of a receiver, receiver/manager or trustee of property and assets of the Supplier is conclusive evidence of insolvency); or
- g) Where the Supplier is a corporation, a certificate or order is made or granted, or a resolution is passed, for the dissolution or winding-up of the Supplier, voluntarily or otherwise, or the Supplier is otherwise likely to lose its corporate status.

Upon an event of default occurring, Manitoba Housing may by written notice to the Supplier, and in addition to its other rights under the contract and without restricting any other remedies available, take one or more of the following actions:

- a) Cancel the whole or any part of the contract which is deemed to be termination for cause;
- b) Purchase the goods or services elsewhere and charge the Supplier for any loss incurred by Manitoba Housing;
- c) Demand repayment from the Supplier of all or part of the purchase price previously paid;
- d) Withhold part or all of any future payment to the Supplier.

18. Force Majeure

The Supplier is not liable for default or delay due to causes beyond the Supplier's reasonable control and without fault or negligence on the part of the Supplier.

The Supplier must give Manitoba Housing prompt notice in writing when any such cause appears likely to delay delivery of goods or the performance of services and must take appropriate action to avoid or minimize such delay.

If any such default or delay threatens to impair the Supplier's ability to meet delivery requirements for its goods or services, Manitoba Housing is entitled to cancel the portion or portions of the purchase order so affected, without any liability to the Supplier.

Manitoba Housing is not liable for default or delay in performing its obligations due to causes beyond its reasonable control.

19. Indemnifications and Liability of Supplier

The Supplier indemnifies and holds Manitoba Housing, its officers, employees, agents, and assigns, harmless from and against all claims, losses, expenses, damages, causes of actions, and liabilities of every kind and nature, including (without limitation) legal fees on a solicitor and own client basis, arising from or out of:

- a) Any breach of any of the Supplier's obligations or warranties;
- b) Any misrepresentation by the Supplier;
- c) Any other act or omission of the Supplier, its officers, employees, agents or subcontractors, howsoever caused, including claims or actions which may be made or instituted by persons who make purchases from Manitoba Housing or use products supplied by the Supplier;
- d) The presence or activity of the Supplier's officers, employees, agents, contractors and subcontractors on Manitoba Housing's premises where the contract includes services or work to be done on Manitoba Housing's premises;
- e) Any builders' liens or claim in any way relating to work or services performed under the contract; or
- f) A determination that the contract creates the relationship of employer and employee between Manitoba Housing and the Supplier, to the extent that such an indemnity is not prohibited by law.

The Supplier is solely responsible for any personal injury, or loss of life, of its officers, employees, agents, contractors, or subcontractors experienced by such persons in the course of performing the work or services or in any other way related to the requirements of the contract except to the extent it was caused by the wrongful or

negligent act of an employee of Manitoba Housing while acting within the scope of his or her employment.

The Supplier is solely responsible for its officers, employees, agents, contractors, and subcontractors while they are on Manitoba Housing's premises.

The Supplier is solely responsible for any damage to, or loss of, its own property or property owned by Manitoba Housing or others caused in the course of the work or services being performed or in any other way related to the requirements of the contract except to the extent it was caused by the wrongful or negligent act of an employee of Manitoba Housing while acting within the scope of his or her employment.

The Supplier shall forthwith take all steps necessary to discharge, vacate, and otherwise release Manitoba Housing from any builders' liens or claims in any way related to contract work or services performed under the contract.

20. Assignment

No part of the contract or any interest in the contract or any claim arising from the contract, may be transferred, assigned or subcontracted by the Supplier without the prior written consent of Manitoba Housing.

No assignment or transfer of the contract relieves the Supplier of any obligations under the contract, except to the extent they are properly performed by the Supplier's permitted assigns.

Manitoba Housing may transfer or assign the benefits of the contract in whole or in part, including the Supplier's warranties, without approval of the Supplier.

The contract is binding upon and enures to the benefit of the successors and assigns of Manitoba Housing and upon the successors and permitted assigns of the Supplier.

21. Services

Where the purchase order requires services to be performed, including goods to be installed, the following additional terms apply:

- a) The Supplier must take precautions to protect all property and persons from damage or injury arising out of the performance of the Supplier's services.
- b) All services must be performed in accordance with current, sound and generally accepted industry practices by qualified personnel, trained and experienced in the appropriate fields.
- c) The Supplier must be registered and in good standing with the Workers Compensation Board.

- d) The Supplier is an independent contractor and not an agent, employee or representative of Manitoba Housing. The Supplier must not hold itself out to be an agent, employee or representative of Manitoba Housing.
- e) The Supplier must perform its services in accordance with the schedules and work programs established by Manitoba Housing and must fully cooperate with Manitoba Housing and others engaged in work on the project so that the work on the entire project may be performed most efficiently but always consistent with good practices. If conflicts arise between the Supplier's work schedule and those of others engaged to work on the project, Manitoba Housing may require the Supplier and those other parties to work according to a schedule determined by Manitoba Housing.
- f) The Supplier must carry out its services so that the premises are at all times clean, orderly and free from debris. Upon completion of the services, the Supplier must remove all equipment and unused materials from the project, clean up all refuse and debris, and leave the work site clean, orderly and in good condition.
- g) Whenever services are performed on Manitoba Housing's premises or on premises under Manitoba Housing's control, the Supplier must comply with all reasonable directions and requests of Manitoba Housing and with Manitoba Housing's work and safety rules, and must require its employees, agents, contractors, and subcontractors to so comply. Manitoba Housing has the right to exclude personnel from Manitoba Housing's premises who do not comply with such directions, requests or rules and, at Manitoba Housing's option, to terminate the contract if the Supplier or its employees, agents, contractors, or subcontractors fail to comply with this provision.

22. Delay or Suspension

By advising the Supplier in writing, Manitoba Housing may, at its sole option and discretion, from time to time, delay or suspend the delivery of goods or the provision of services under the contract, in whole or in part, for such period of time as may, in the opinion of Manitoba Housing, be necessary. Where there is such a delay or suspension by Manitoba Housing, all terms and conditions of the contract shall continue in full force and effect against the Supplier, except for scheduled performance or delivery dates which shall be postponed accordingly.

23. Severance

If a court or other lawful authority of competent jurisdiction declares any provision of the contract to be invalid, illegal or unenforceable, the contract continues in full force and effect with respect to all other provisions. All rights and remedies under such other provisions survive any such declaration.

24. Set-off or Deduction

All claims for money due or to become due from Manitoba Housing under the contract may be set off or reduced by Manitoba Housing for any counterclaim arising out of this transaction or for any other claim Manitoba Housing may have against the Supplier.

25. Advertising

The Supplier, and anyone on the Supplier's behalf, must not advertise or publish anything that includes a claim by the Supplier that it has supplied or provided goods or services to Manitoba Housing or to any of its staff members unless the Supplier has first obtained the written consent of Manitoba Housing.

26. Disclosure of Information

All data and information furnished by Manitoba Housing to the Supplier in connection with the contract, including, without limitation, data and information in the form of specifications, drawings, reprints, technical information, equipment, schedules, or other technical or business information, are the exclusive property of Manitoba Housing. Such data and information must be held in confidence by the Supplier, its employees, agents, contractors, and subcontractors, and must be promptly returned to Manitoba Housing upon request by Manitoba Housing.

The Supplier must ensure that all such data and information is kept confidential and that it is not disclosed to any other person, nor used for any purpose other than to provide the goods or services requisitioned in the purchase order, unless and until it comes into the public domain (other than by or through the Supplier) or Manitoba Housing consents in writing to its disclosure.

27. Modifying the Terms and Conditions

No modifications (whether they are deletions, additions or variations and whether they are proposed by Manitoba Housing or the Supplier) to the terms and conditions of the contract are effective or binding on Manitoba Housing unless they are specifically agreed to in writing by Manitoba Housing. No additional or different terms or conditions in any printed form of the Supplier become part of the contract unless Manitoba Housing has specifically agreed to them in writing.

28. No Substitutions

The Supplier must not substitute a different brand or model if a particular brand or model has been specified in the purchase order, unless the different brand or model has been specifically agreed to in writing by Manitoba Housing.

29. Survival of Obligations, Representations, Warranties and Indemnities

The obligations of the Supplier contained in section 26, as well as all representations, warranties and indemnifications made or given by the Supplier, survive the cancellation or termination of the contract, and the performance or completion by the Supplier of its obligations under the contract.

30. Applicable Laws

The contract must be interpreted, performed and enforced in accordance with the laws of Manitoba and of Canada (as applicable).

31. Legislative, Safety and Insurance Requirements

In the cases of services and construction, the Supplier shall comply with the following requirements:

a) Character, Financial and Security Screening

- i. The Supplier or its officers, employees, any subcontractor or agents may be required to undergo character, financial and security screening.
- ii. The Supplier shall execute and deliver any consents or other documentation that may be reasonably required by Manitoba Housing.
- iii. Any confirmation of screening requirements must be supplied as soon as requested by Manitoba Housing.

b) Workplace Safety and Health and Workers Compensation Board Coverage

- i. The Supplier shall comply with all applicable requirements of The Workplace Safety and Health Act and Workers Compensation Board of Manitoba regulations thereunder.
- ii. Throughout the period when work is performed and until final acceptance by Buyer, Supplier shall, and ensure that any subcontractor thereof shall, cover or maintain insurance in accordance with the applicable laws relating to Worker's Compensation with respect to all of their respective employees working on or about Buyer's premises.

c) Insurance

- i. During the term of the work as described in Scope of Work, and in the case of completed operation, coverage and claims based on policies for a period of at least twenty four (24 months) following completion of all work, the successful Supplier shall obtain and maintain commercial general liability insurance against claims arising out of any of the operations of the Supplier under this contract, or of any of the acts or omissions of the Supplier or of its officers, employees, any subcontractor or agents. Such commercial general liability insurance shall provide coverage of not less than two million dollars (\$2,000,000.00 CAD) per occurrence, and include completed operations coverage.

- ii. During the term of the contract, and in the case of completed operations coverage and claims-made based policies for a period of at least 24 months following completion of all work under the contract, the Supplier shall obtain and maintain an Automobile public liability and property damage liability insurance on all licensed vehicles owned or operated by the Contractor, or of any officers, employees, subcontractors or agents of the Contractor, with minimum limits of liability of \$2,000,000 (Two Million Dollars) per vehicle.
- iii. If asbestos is identified in the work, the Supplier shall provide and maintain throughout the term of the work Asbestos Liability Insurance providing coverage for the Supplier and any of its officers, employees or agents. Such insurance shall provide at minimum one million dollars (\$1,000,000.00 CAD) limits of liability per occurrence in a form satisfactory to Manitoba Housing.
- iv. The Supplier shall not materially alter coverage or cause or allow the policies to lapse, without giving thirty (30) days prior notice in writing to Manitoba Housing.

32. Subcontractors

- a) The Supplier shall provide Manitoba Housing prior to start of work and during the term of the work with:
 - i. Written notification stating the use of own forces with no subcontractors to be engaged. If no list is provided, Manitoba Housing assumes that no subcontractor is engaged or
 - ii. A complete list of all Subcontractors engaged to perform works on the job site. This includes all subcontractors engaged by the Supplier and subcontractor,
 - iii. Notification of changes to the list of Subcontractors prior to performing works on the job site.

33. Conflict

If there is any conflict between the terms and conditions in this document and those set out in the contractual documents, they shall prevail in the following order: the Purchase Order, these Terms and Conditions, the Purchase Order Acknowledgement and the Contractual document.

34. Confidentiality and Access & Privacy

The Supplier shall at all times keep all information obtained from Manitoba Housing as confidential and shall not disclose such information to anyone without Manitoba Housing's explicit prior written consent. In addition, the Supplier shall comply with all applicable access and privacy legislation, including The Freedom of Information and Protection of Privacy Act. The Supplier shall forthwith provide any records requested by Manitoba Housing in relation to an access request.