



# Invoice

Date	Invoice #
11/29/2016	1553

Finance Services  
15 Kellogg Blvd  
700 City Hall  
St. Paul, MN 5502

P.O. No.	Terms
1-9705	Due on rec...

Quantity	Description	Rate	Amount
1	Abatement of abandoned cistern at 329 Wheelock Pkwy E	950.00	950.00
Total			\$950.00

P. O. Box 787, Stillwater, MN 55082 (651) 439-0022 (651) 439-8653 Fax

*Outperse*



## City of Saint Paul

Human Rights & Equal  
Economic Opportunity  
15 W. Kellogg Blvd  
Room 280 City Hall Courthouse  
Saint Paul, MN 55102  
Phone: 651-266-8900  
Fax: 651-266-8919

**VENDOR:**  
**VENDOR NO.:** 60  
**H & T Trucking LLC**  
**PO Box 787**  
**Stillwater MN 55082**  
**Minneapolis MN 55413**

**VENDOR CONTACT:**  
**Jolene Buberl**  
**651-439-0022**  
**ht.trucking@hotmail.com**

## PURCHASE ORDER NUMBER: 1-9705

This number must appear on all invoices,  
packages, cartons, bills of lading, and packing  
slips

**Revision Number:**  
**DATE:** 11/23/2016

**SHIP TO:**  
**DSI OFFICE**  
**375 JACKSON ST**  
**SUITE 220**  
**SAINT PAUL MN 55101**

**BILL TO:**  
**FINANCIAL SERVICES**  
**DSI OFFICE**  
**15 KELLOGG BLVD W**  
**700 CITY HALL**  
**SAINT PAUL MN 55102**  
**Email:** APInvoice@ci.stpaul.mn.us

This purchase order incorporates by reference our request, your offer, and such plans and specifications as may be referred to constitute the contract between you and the City. Vendor shall ensure that its Certificate of Insurance is current and on file with the City prior to any onsite work. This Purchase Order is subject to the attached City of Saint Paul Terms and Conditions.

			FREIGHT TERMS: Destination PAYMENT TERMS:	ADD ON COST	UNIT PRICE	EXTENDED PRICING AMOUNT
LINE	QUANTITY	UOM	ITEM DESCRIPTION/ADDITIONAL TERMS			
1	1.00	EA	329 WHEELOCK PKWY E Abatement of abandoned cistern Requesting Location: 24100 1.0000 EA Req Comp: 0001 Abatement of abandoned cistern/hole in yard area		950.00	950.00

**ADDITIONAL TERMS/COMMENTS:**

**SUBTOTAL** 950.00  
**GRAND TOTAL** 950.00



## City of Saint Paul Purchase Order Terms and Conditions

If a written Agreement exists between the City of Saint Paul (City) and the Vendor which would govern the purchase of the goods and services under this purchase order, such existing written Agreement shall prevail.

These standard Terms and Conditions, including other documents listed herein, along with all written modifications thereto shall collectively constitute the "Purchase Order" (PO). This PO shall constitute a Contract between the City and the Vendor.

**Billings and Payment:** Vendor shall submit an itemized invoice to the City Project Manager, who shall review and approve or disapprove payment within ten days. Undisputed invoices will be paid within thirty-five days.

**Inspection and Acceptance of Goods:** City retains the right to examine and inspect all goods for conformance with specifications and to notify seller of rejection within a reasonable time.

**Prompt Payment to Subcontractors:** Vendor shall pay any subcontractor providing goods or services under this contract within ten days of the Vendor's receipt of payment from the municipality for undisputed services provided by the subcontractor. Failure to timely pay the subcontractor will subject Vendor to pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor.

**Records and Data:** Vendor shall maintain the books, records, documents and accounting procedures related to this contract for a period of six years after the furnishing of goods, supplies or services hereunder, and upon written request shall make such records available for inspection or audit by the City, the State Auditor, or other duly authorized representative of either. Vendor is subject to the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13.

**Compliance with Laws:** Vendor must comply with all laws, rules and regulations enacted by the federal, state or local government which relate to the Vendor's performance of the provisions of this contract. Vendor is responsible for obtaining and paying for any licenses, permits or approvals needed.

**Insurance and Indemnification:** Vendor will defend and indemnify the City, its officers, agents, and employees from all claims or causes of action or suits of any character for alleged injuries or damages received by any person or property resulting from the negligence of Vendor, its agents or employees while carrying out the provisions of this contract.

If Vendor will be on City property to perform any portion of this contract, Vendor shall obtain and keep in full force and effect while performing the work insurance policies in the type and amounts set forth:

**General or business liability:** \$1,500,000.00 per occurrence and \$2,000,000.00 aggregate per project and \$ 2,000,000.00 products/completed operations total limit, and \$1,500,000.00 personal injury and advertising.

**Auto Insurance if commercial vehicles are used:** \$750,000.00 per person and \$1,000,000.00 per accident for bodily injury and a minimum of \$50,000.00 per accident for property damage.

**Auto Insurance if personal vehicles are used:** \$ 30,000.00 per person and \$60,000.00 per accident for bodily injury and a minimum of \$20,000.00 per accident for property damage.

**Workers Compensation and Employer's Liability:** Workers Compensation per Minnesota Statutes. Employer's Liability - minimum limits of \$500,000.00 per accident; \$500,000.00 per employee; \$500,000.00 per disease policy limit. Vendors with 10 or fewer employees who do not have Worker's Compensation coverage are required to provide the City with a copy of Minnesota MN LIC 04 Certificate of Compliance.

**Termination:** City reserves the right to terminate this contract if the Vendor fails to comply with any of its terms or does not fulfill its obligations hereunder in a timely and effective manner, or if the governing body fails to appropriate sufficient funds to continue performance on the party of the City.

**Interpretation of Agreement and Venue:** This contract is subject to the laws of the State of Minnesota. Any litigation related to this Agreement will be venued in Ramsey County District Court, Second Judicial District, State of Minnesota.

**Non-Discrimination:** Pursuant to Saint Paul Legislative Code Chapter 183, Vendor will not discriminate against any employee or applicant for employment for work performed under this Agreement because of race, creed, religion, color, sex, sexual or affectional orientation, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance, and will take affirmative steps to ensure that all applicants are hired and all employees are treated during employment without such discrimination.

**Prevailing Wage:** If this contract involves labor for construction, remodeling, demolition, repair or renovation of a public building, roads or other public work, Vendor must pay prevailing wages pursuant to Saint Paul Administrative Code 82.07.

**Affirmative Action Contract Specifications:** Vendors whose total accumulated contract awards from the City over the preceding twelve months have been \$50,000 or more must complete and submit to the Department of HREEO an affirmative action program registration form together with a \$75 registration fee.

**Vendor Outreach Program:** Pursuant to Saint Paul Administrative Code Chapter 84, the policy of the City is to promote increased participation by qualified, minority-owned, women-owned, and economically disadvantaged small businesses. The City sets annual benchmarks or levels of participation for Minority Business Enterprises (MBE's), Women-owned Business Enterprises (WBE's), and Small Business Enterprises (SBE's) participating in city contracting activities based upon their current availability in the market.