



## COMMERCIAL PURCHASE ORDER INSTRUCTIONS

### **Section I: General Purchase Order Requirements**

- A. This is a Firm Fixed Price Purchase Order.
- B. As used throughout this Purchase Order, Buyer means Fluor Marine Propulsion, LLC (FMP).
- C. Supplier shall furnish and deliver the line items on the face sheet of the Purchase Order in accordance with the requirements and documents contained or referenced in this Purchase Order.

### **Section II: Invoicing and Payment**

- A. The time for payment shall be computed from the date a properly completed application for payment or invoice is received by FMP. Invoices are processed daily and payments are made once a week for invoices due that week (Sunday through Saturday). Payments are considered made on time when payment occurs during the week in which the invoice is due. Checks are issued and mailed to suppliers on Wednesdays or Thursdays and those suppliers paid electronically receive a deposit to their bank account on Thursday or Friday mornings. FMP reserves the right on rare occasions, due to holiday or unforeseen business events, to make payments one or two business days earlier or later than regularly scheduled.
- B. For Purchase Orders placed with small businesses (as defined by SBA size standards applicable to the solicitation) the Buyer will, to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the Supplier, make prompt payment to the Supplier with a goal of making payments within fifteen days.

### **Section III: Applicable Documents**

The following documents and all documents referenced therein (for the sole and limited purpose and extent of the reference) form a part of this Purchase Order. The referenced documents are available at <https://navalnuclearlab.energy.gov/procurement-documents/>, except as otherwise identified herein as *hard copy*.

- A. [Commercial General Provisions, dated 11/2020](#) (*self deleting if GSA applies*)

**Or**

- A. GSA Contract (*self deleting if commercial terms apply*)

The Supplier agrees to accept this Purchase Order based on prices, terms, conditions, and expiration date of GSA Contract number referenced on the Purchase Order face sheet.

- 1. Open Market Items shall be clearly identified by the Supplier. Supplier agrees that said Open Market Items shall be governed by the identical Terms and Conditions of the above GSA Contract.
- 2. The following clarification notes also apply:
  - a) Wherever the terms "Contracting Officer," "Government," or "Agency" appear, they shall be deemed to refer to the "Buyer" under this Purchase Order.
  - b) Wherever the term "Delivery Order" appears, it shall be deemed to refer to this Purchase Order.
- 3. This order is placed under written authorization from the Department of Energy dated October 2, 2018 or Navy dated October 30, 2020. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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### 4. Order of Precedence

In the event of any inconsistencies from this Purchase Order, the following order of precedence shall apply:

- a) GSA Agreement
- b) Purchase Order/Subcontract
- c) Applicable Referenced Documents (including final proposal for Design Build)\*
- d) Detailed Specification/Workscope
- e) Drawings

\*all documents except the Specifications/Workscopes and Drawings

Any inconsistencies whatsoever shall be brought to the attention of the Contracts Professional prior to any action related hereto by the Supplier.

- B. [Idaho Direct Pay Authorizations](#), [New York Direct Payment Permit](#), and/or [Pennsylvania Exemptions Certification](#), as applicable (determined by the Ship To Address on the Purchase Order face sheet)
- C. Technical Specification/Salient Features List/Statement of Work (as specified on the Purchase Order face sheet) – hard copy
- D. P-401, General Transportation Instructions – hard copy
- E. [P-334](#), Authorized Reseller Certification (*as applicable*)

### **Section IV: Special Purchase Order Requirements**

The following requirements are incorporated as a part of the Purchase Order if specified on the Purchase Order face sheet:

#### A. Value Added Resellers (*self deleting if the Original Product Manufacturer*)

Supplier has established that it is an authorized reseller of commercial off the shelf (COTS) products. By accepting this Purchase Order, Supplier agrees to provide value added services including customer support for any service concerns or questions regarding products covered under this Purchase Order. Supplier will be an advocate for FMP in the event of a service issue including administration of meetings or discussions and problem resolution with Original Product Manufacturer as necessary.

#### B. Product Authenticity (*as applicable*)

Supplier of commercial-off-the shelf (COTS) products shall: (1) provide a list of all product serial numbers and (2) confirm the serial numbers are valid prior to delivery to FMP.

#### C. Prohibited and Contraband Articles

All vehicles and hand carried items are subject to inspection prior to site entry. Accommodations for temporary storage or oversight of prohibited or contraband items will be the responsibility of the individual carrier and will not be provided by FMP personnel under any circumstances.

The following items are prohibited anywhere on FMP site(s) (including parking lots):

- Explosives and Incendiaries
- Firearms, ammunition, and other dangerous weapons
- Illegal drugs
- Any other item which is considered illegal or in violation of federal, state, or local law



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The following contraband items are prohibited inside of the Security Area (within the perimeter fence) without prior authorization from the FMP Security Department:

- Personal defense aerosols or sprays (e.g., mace or pepper spray)
- Cameras, film and memory bearing cards
- Unapproved personal electronic devices
- Non-government issued cell phones
- Recording devices (e.g., audio, video, optical, or data)
- Computer equipment (e.g., hardware, software)
- Electronic media (e.g., tapes, discs, CDs, DVDs, thumbdrives)
- Copying or reproduction devices
- Unauthorized prescription drugs
- Alcoholic beverages
- Radioactive material
- Personal monitoring devices (e.g., TLD, SRPD)
- Any item the possession of which is a violation of federal, state, or local laws.