



SOUTHWEST RESEARCH INSTITUTE

## **General Purchase Order Terms and Conditions (Government – Commercial Products/Services)**

As used in this Purchase Order the term “Buyer” shall mean Southwest Research Institute®, and the term “Seller” shall mean the entity identified on the face of the Purchase Order. Buyer and Seller shall hereinafter collectively be referred to as the “Parties” and individually as a “Party”.

Additionally, as used in this Purchase Order the term “FAR” means Federal Acquisition Regulations, the term “DFARS” means Defense Federal Acquisition Regulation Supplement, and the term “Government” means the United States Federal Government. The effective dates of the below-referred clauses shall be the dates of corresponding clauses in the prime contract that are referenced in this Purchase Order. Any reference to a “Disputes” clause in the prime contract under which this Purchase Order is issued shall be inapplicable to this Purchase Order. If this Purchase Order includes a Government contract number, then any property furnished herewith is considered government-furnished property which must be accounted for in accordance with FAR 52.245-1.

### **1. ACCEPTANCE OF PURCHASE ORDER**

This Purchase Order is Buyer’s offer to Seller for the equipment, materials, parts, and/or items specified (“Goods”) and the work to be performed by Seller in connection with the project (“Services”) hereunder and, together with any attachments specifically incorporated herein by reference, contains the entire agreement between Buyer and Seller with respect to such Goods and Services, and supersedes any other agreements or understanding made to the date hereof. This offer shall become a contract on the terms and conditions stated herein when it is accepted by Seller by either acknowledgement or performance. No additional, differing, or conflicting terms and conditions proposed by Seller, including, but not limited to, those contained in any acknowledgement, quote, proposal, or invoice are acceptable to Buyer and are hereby specifically rejected. No change, modification or revision of this Purchase Order shall be valid unless in writing signed by Buyer.

### **2. PACKING AND SHIPPING**

All Goods must be suitably packed to protect the Goods from loss or damage, in conformance with good commercial practice, and prepared for shipment to secure lowest transportation rates and comply with carrier regulations, otherwise the difference in packing, crating and cartage, as the case may be, will be charged to Seller. No charges will be paid by Buyer for packing, crating or cartage unless stated in the Purchase Order. All shipments to be forwarded on one day via one route must be consolidated.

### **3. DELIVERY**

Deliveries shall be strictly in accordance with the schedule and requirements set out or referred to in the Purchase Order and in exact quantities. If Seller’s deliveries will not meet such schedule, Buyer may request Seller to ship via routing necessary to meet schedule or recover time lost by non-delivery on schedule, and the difference between revised routing and order routing costs shall be paid by Seller. Time is of the essence, and failure by Seller to complete delivery within the time specified shall constitute a breach of this agreement, and shall, at Buyer’s option without liability, in addition to Buyer’s other rights and remedies, relieve Buyer of any obligation to accept and pay for any such material or work.

### **4. PRICES, INVOICES, AND PAYMENT**

Seller shall sell to Buyer the Goods and Services shown in this Purchase Order at the prices specified. Unless otherwise provided on the face of the Purchase Order, Seller shall include all applicable import duties, tariffs, customs, and taxes in the price of the Goods. Seller warrants that the prices stated herein are not in excess of prices quoted or charged to any other purchaser in similar quantities for the same Goods or Services. Seller represents and warrants that it will timely invoice Buyer for its purchase of Goods or Services and that Buyer is not



SOUTHWEST RESEARCH INSTITUTE

obligated to pay for any goods or services identified in invoices that Buyer receives more than ninety (90) days after receiving the Goods or Services, regardless of whether Buyer actually accepted such Goods or Services. Unless otherwise provided in this Purchase Order, no invoices shall be issued nor shall payments be made prior to delivery. Individual invoices must be issued for each shipment under this Purchase Order. Unless freight and other charges are itemized, any discount will be taken on full amount of invoice. All payments are subject to adjustment for shortage or rejection.

Copies of all invoices shall be forwarded to SwRI via electronic mail at [ap@swri.org](mailto:ap@swri.org), using the address 6220 Culebra Road, San Antonio, Texas 78238-5166, Attn: Accounts Payable, and shall reference the Purchase Order number.

Seller shall take the following action in the case of any duplicate financing or invoice payment, or if Buyer has otherwise overpaid Seller:

- 1) Remit overpayment amount to Buyer with a description of overpayment including:
  - (A) Circumstances of the overpayment (e.g., duplicate payment, erroneous payment liquidation errors, etc.);
  - (B) Date(s) of overpayment;
  - (C) Purchase Order number affected;
  - (D) Affected contract line item or sub-line item, if applicable; and
  - (E) Seller point of contact.
- 2) Provide a copy of the remittance and supporting documentation to Buyer.

## 5. WARRANTIES

(A) **Goods.** Seller warrants: (i) all Goods delivered under this Purchase Order will be free from defects in material and workmanship, will strictly conform to applicable specifications, design criteria, descriptions, drawings, and other requirements described or referenced in this Purchase order or provided to Seller, and to the extent such items are not manufactured pursuant to detailed designs furnished by Buyer, will be free from defects in design and suitable for the intended purposes; (ii) unless otherwise stated on the face of this Purchase Order, all Goods delivered under this Purchase Order are new, have not been refurbished or previously used and are not former Government surplus property; (iii) all Goods delivered under this Purchase Order will be free of all liens, encumbrances and other claims against title; (iv) all Goods delivered under this Purchase Order and the sale and use of such Goods for their intended purposes will not constitute infringement or contributory infringement of any patent, copyright or trademark, or violation of any trade secret; (v) all Goods delivered under this Purchase Order do not use or incorporate any freeware, shareware or open source software, unless otherwise specified or approved by Buyer in writing; and (vi) all Goods delivered under this Purchase Order will be free of any programs, subroutines, code, instructions, data or functions (including but not limited to any "Trojan horse", virus, "worm", spyware, malware, backdoor entries, date bombs, time bombs or other disruptive technologies) which allow unauthorized access to computers owned or controlled by Buyer, or which disable, erase, or otherwise harm Buyer's software, hardware, network or data, or which perform any other similar actions which cause any interference with Buyer or Buyer data. In the event Buyer identifies nonconforming Goods, Seller will promptly repair such Goods or find a suitable replacement acceptable to Buyer all at no additional cost to Buyer. If repair or replacement of nonconforming Goods is not timely, Buyer may elect to repair, replace, or reprocur the nonconforming Goods at Seller's expense, or return the Goods to Seller at Seller's expense. In the event of such return, Seller shall promptly provide a full refund to Buyer and compensate Buyer for costs, damages, fees,



penalties or other expenses incurred by Buyer as a result of such nonconforming Goods..

In addition, Seller warrants and certifies that: (a) all Goods provided comply with the Buy American Act; (b) no Goods provided include specialty metals smelted outside the United States; (c) all Goods supplied or delivered to Buyer under this Purchase Order do not contain one or more identified Conflict Minerals (including but not limited to, coltan, niobium, tantalum, tin, gold, or tungsten), as defined under the Dodd-Frank Wall Street Reform and Consumer Protection Act; (d) sub-suppliers from whom Seller purchases items do not sell items that contain one or more identified Conflict Minerals; and (e) if the Goods that Seller supplies or delivers to Buyer do contain one or more identified Conflict Minerals, such Conflict Minerals do NOT originate from the Democratic Republic of Congo or an adjoining country. In the event the Goods Seller supplies or delivers to Buyer contain one or more identified Conflict Minerals, then Seller shall immediately notify Buyer of such.

(B) **Services.** Seller warrants: (i) the Services shall be performed diligently and carefully in accordance with the degree of skill normally exercised by recognized professional persons or firms which supply services of a similar nature; and (ii) all Services will be free from defects and conform to the requirements of this Purchase Order.

(C) The warranties contained herein are in addition to and shall not be construed as restricting or limiting any warranties of Seller, expressed or implied, which are provided or exist by operation of law. The warranties of Seller shall run to Buyer and its customers.

## **6. INSPECTION AND REJECTION**

All Goods and Services are subject to final inspection and acceptance by Buyer, notwithstanding any prior payment or inspection, and such inspection shall be made within a reasonable time after delivery or performance. Acceptance of any Goods or Services by Buyer shall not be deemed to alter or affect the obligations of Seller or the rights of Buyer and its customers under the Warranties clause. Seller shall promptly notify Buyer of any actual or potential problem with Goods previously delivered to Buyer upon becoming aware of such problem.

Buyer shall notify Seller if any Goods delivered or Services performed hereunder are rejected and at Buyer's election and Seller's risk and expense, such Goods shall be held by Buyer or returned to Seller. Non-conforming Goods and Services shall be replaced, corrected, or re-performed at Seller's expense. No replacement of non-conforming Goods or Services shall be made by Seller unless agreed to in writing by Buyer.

## **7. CHANGES**

Buyer may at any time by written notice make changes within the general scope of this Purchase Order to drawings and specifications, shipping instructions, quantities, and delivery schedule. Should any such change increase or decrease the cost of, or the time required for, performance of the Purchase Order, an equitable adjustment in the price and/or delivery schedule will be made. Any claims for adjustment by Seller must be made within thirty (30) days from the date the change is ordered or within such additional period of time as may be agreed upon.

## **8. TITLE AND RISK OF LOSS**

(A) Unless otherwise provided in this Purchase Order, Seller shall have title to and bear the risk of any loss of or damage to the Goods purchased hereunder until they are delivered in conformity with this Purchase Order at the FOB point specified on the face hereof, and upon such delivery title shall pass from Seller to Buyer and Seller's responsibility for loss or damage shall cease except for loss or damage resulting from Seller's negligence or failure to comply with this Purchase Order. Passing of title upon such delivery shall not constitute acceptance of the Goods by Buyer.

(B) Unless otherwise provided in this Purchase Order, Seller upon delivery to it or manufacture or acquisition by it, of any materials; parts, special tooling, or other property, assumes the risk of and shall be responsible for any loss thereof or damage thereto. Seller, in accordance with the provisions of this Purchase Order, but in any event



upon completion thereof, shall return such property to Buyer in the condition in which it was received except for reasonable wear and tear and except to the extent that such property has been incorporated in Goods delivered under this Purchase Order, or has been consumed in normal performance of work under this Purchase Order. If Seller is furnished Government owned property for use in connection with this Purchase Order, Seller shall comply with the provisions of FAR 52.245-1 which is hereby incorporated herein by reference. "Special Tooling" as herein used includes all special tools, jigs, fixtures, drawings, dies, molds, and patterns acquired or manufactured by Seller for use in the performance of this Purchase Order, and does not include any standard or perishable tooling, gauges, or measuring instruments.

## **9. STOP WORK ORDER**

Buyer may at any time by written order require Seller to stop all, or any part, of the work under this Purchase Order. Upon receipt of such notice, Seller shall take all reasonable steps to minimize the incurrence of costs allocable to the work under this Purchase Order. Within ninety (90) days of the stop work order, Buyer will either cancel the stop work order or terminate the work covered by the order.

## **10. TERMINATION**

(A) Termination for Convenience. Buyer may terminate this Purchase Order in whole or in part at any time for Buyer's convenience without liability to Seller except payment for performance rendered up to the effective date of termination. Buyer shall provide written notice of termination for convenience to Seller specifying the extent of the termination and the effective date. Upon such termination, Seller shall immediately stop all work under this Purchase Order and require any and all suppliers and subcontractors to cease work. Seller shall not be paid for any work performed or costs incurred which reasonably could have been avoided. Seller shall continue the work not terminated.

(B) Termination for Default. Buyer may terminate this Purchase Order for Seller's default upon: (i) any proceeding, whether voluntary or involuntary, in bankruptcy or insolvency by or against Seller; (ii) the appointment of a receiver or an assignee for the benefit of creditors; (iii) Seller's failure to perform work under the Purchase Order within the time specified in this Purchase Order or any extension mutually agreed to in writing by the Parties, (iv) Seller's failure to prosecute the work so as to endanger performance of this Purchase Order; (v) Seller's suspension or debarment from participation in Government or state contracts; or (vi) Seller's failure to perform any of the other provisions of this Purchase Order. Buyer's right to terminate this Purchase Order for default may be exercised if Seller does not cure such default within ten (10) days after receipt of the notice from Buyer specifying the reason. In the event Buyer terminates this Purchase Order for default under this clause, Seller shall be liable to Buyer for any reprocurement costs for the Goods and Services under this Purchase Order. In no event shall Seller acquire any direct claim or cause of action against the United States government. Waiver by Buyer of any default by Seller shall not be deemed a waiver of any other default.

## **11. USE OF DESIGNS, DATA, ETC.**

Seller agrees that it will keep confidential the features of any equipment, tools, gauges, patterns, designs, drawings, engineering data or other technical or proprietary information furnished by Buyer and use such items only in the production of Goods under this Purchase Order or other orders from Buyer, and not otherwise, unless Buyer's written consent is first obtained; provided, however, that Seller shall have the right to use such items upon written notice to Buyer in the manufacture of end items for direct sale to the Government to the extent the Government has the right under its prime contracts with Buyer to authorize such use by Seller. Upon completion or termination of this Purchase Order, Seller shall return all such items to Buyer or make such other disposition thereof as may be directed or approved by Buyer.

## **12. INDEMNIFICATION AGAINST INFRINGEMENT**

Seller agrees to indemnify Buyer, its successors, assigns, customers, and agents from any and all costs, expenses, and damages on account of any claim that any of the Goods or Services delivered under this Purchase



Order (except those made to Buyer's detailed designs) infringes any United States Letters Patent, copyright or trademark, or that the same is a violation of any trade secret. Seller shall be notified promptly of each such claim and, to the extent of Buyer's right so to do, shall be offered control of the defense and settlement of any such claim.

### **13. NOTICE OF LABOR DISPUTE**

Whenever Seller has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Purchase Order, Seller shall immediately give notice thereof, including all relevant information with respect thereto, to Buyer. Seller shall require of any subcontractor of any material or work hereunder the same or substantially the same obligation as that contained herein.

### **14. PUBLICITY**

No news release, advertisement, public announcement, denial or confirmation of same relating to any part of the subject matter of this Purchase Order or any phase of any program hereunder shall be made directly or indirectly without prior written approval of Buyer. The Government is excluded from the restrictions set out in this provision.

### **15. SUBCONTRACTING OR ASSIGNING**

Neither this Purchase Order nor the obligations of Seller hereunder shall be subcontracted, assigned or delegated by operation of law or otherwise without Buyer's prior written consent.

### **16. COMPLIANCE WITH LAW**

Seller shall comply with all applicable federal, state, and local laws, regulations, and ordinances. Seller will indemnify and hold Buyer harmless from and against any claims, demands, suits, losses, damages, costs, or expenses arising out of any non-compliance violation by Seller of any such laws, regulations and/or ordinances. Seller has and shall maintain in effect all applicable licenses, permissions, authorizations, consents, and permits needed to carry out its obligations under the Purchase Order.

### **17. GOVERNING LAW**

The Purchase Order incorporating these terms and conditions and the performance of the parties hereunder shall be construed in accordance with and governed by the law of the State of Texas. The Seller consents to the jurisdiction of all state and federal courts sitting in Bexar County, Texas and agrees venue for any legal proceeding arising out of or relating to this Purchase Order shall be exclusively in such courts without regard to choice of law principles; provided however, any clauses in this Purchase Order that have been (i) incorporated pursuant to Article 18, Government Acquisition Clauses; or (ii) otherwise flowed down from a contract with the Government shall be construed and interpreted according to the federal common law of government contracts as enunciated and applied by federal judicial bodies, boards of contract appeals, and quasi-judicial agencies of the federal government. The rights and obligations of the Parties under this Purchase Order shall not be governed by the provisions of the 1980 United Nations Convention on International Sale of Goods.

### **18. GOVERNMENT ACQUISITION CLAUSES**

To the extent required by the contract under which this Purchase Order is issued, or by the FAR or other comparable government procurement regulations, and subject to the exemptions, conditions, and limitations therein specified, the clauses listed in Exhibit A, Government Acquisition Clauses Incorporated by Reference (Government – Commercial Products/Services), are incorporated herein and made a part hereof. Seller shall include in each lower-tier Purchase Order or subcontract the appropriate flow-down clauses as required by such clause.

### **19. AUDIT RIGHTS**

During the term of this Purchase Order and for a period of three (3) years following the date of final payment, unless



SOUTHWEST RESEARCH INSTITUTE

a longer period is required by law or regulation, Buyer may audit the books and records of Seller that relate to the performance of this Purchase Order to ensure compliance with its terms upon at least seven (7) days' prior notice by Buyer.

## **20. INDEMNIFICATION AND HOLD HARMLESS**

**SELLER SHALL DEFEND AND INDEMNIFY, RELEASE, AND HOLD HARMLESS BUYER, ITS OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES FROM ANY AND ALL CAUSE OR CAUSES OF ACTION, INCLUDING PERSONAL INJURY, ILLNESS, DEATH, AND PROPERTY DAMAGE, COSTS, CHARGES, FINES, CLAIMS, DEMANDS, AND LIABILITIES OF WHATEVER KIND, NAME OR NATURE, ARISING FROM OR RELATING TO SELLER'S PERFORMANCE, OR FAILURE TO PERFORM HEREUNDER, INCLUDING BUT NOT LIMITED TO FAILURE TO COMPLY WITH ALL EXHIBITS ATTACHED HERETO AS APPLICABLE, AND HOWSOEVER THE SAME BE CAUSED; EXCEPT AS A RESULT OF THE SOLE NEGLIGENCE OF BUYER.**

**ADDITIONALLY, SELLER SHALL DEFEND AND INDEMNIFY, RELEASE, AND HOLD HARMLESS BUYER AND ANY AND ALL OF ITS OFFICERS, DIRECTORS, AGENTS, EMPLOYEES, ATTORNEYS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS FROM ANY AND ALL CLAIMS, LIABILITIES, SUITS, ACTIONS, FINES, PENALTIES, CONTINGENT CLAIMS, COUNTERCLAIMS OR THIRD PARTY CLAIMS ARISING FROM OR INCIDENT TO SELLER'S:**

- A. FAILURE TO OBTAIN ALL NECESSARY APPROVALS, LICENSES, PERMITS OR REGISTRATIONS FOR THE SERVICES AND/OR GOOD PROVIDED TO BUYER OR PRODUCED ON BEHALF OF BUYER, INCLUDING BUT NOT LIMITED TO THOSE ISSUED BY THE APPROPRIATE GOVERNMENT AGENCY; OR**
- B. VIOLATION OF APPLICABLE FEDERAL, STATE OR LOCAL STATUTES, REGULATIONS OR EXECUTIVE ORDERS.**

## **21. SELLER INSURANCE**

Seller shall comply with the insurance requirements contained in Exhibit B, Purchase Order Insurance Requirements, attached to this Purchase Order and incorporated herein, and shall provide a certificate of insurance meeting these requirements prior to the start of work. Failure to comply may result in delay of payment.

## **22. FOREIGN PERSONNEL**

By acceptance of this Purchase Order for the performance of Services required, the Seller agrees and covenants that the following conditions are met:

- (A) All personnel assigned to this Purchase Order have all required work permits, appropriate export licenses, and security clearances necessary to perform the work as applicable. Seller shall produce such records upon Buyer's request;
- (B) Seller's personnel who will receive information or provide services under this Purchase Order controlled under applicable U.S. export laws and regulations shall be lawful permanent residents of the United States or protected individuals as defined by 8 U.S.C. sections 1101 and 1324.

## **23. CONFIDENTIALITY**

Seller agrees it will retain in confidence and not use or disclose to others any trade secrets, confidential information, know-how, data, or other information acquired by, or disclosed to Seller by or on behalf of Buyer.

## **24. LIEN RELEASE**

The Seller shall not permit any actual or purported lien, charge, or claim to attach or attempt to attach to the work,



the site or any amounts due or to become due to the Seller under this Purchase Order. If any lien, charge, or claim is so asserted, the Seller shall promptly procure its release and indemnify the Buyer against all damage and expense incident thereto. Upon completion of the work and before any final payment and settlement, the Seller shall provide evidence satisfactory to the Buyer of payment and release of debts, taxes, liens, charges, obligations, and claims for or relating to labor, materials, subcontractors and sub-subcontractors.

## **25. COUNTERFEIT WORK**

(A) The following definitions apply to this clause:

(i) "Counterfeit Work" means work that is or contains unlawful or unauthorized reproductions, substitutions, or alterations that have been knowingly mismarked, misidentified, or otherwise misrepresented to be an authentic, unmodified part from the original manufacturer or a source with the express written authority of the original manufacturer or current design activity, including an authorized aftermarket manufacturer. Unlawful or unauthorized substitution includes used work represented as new, or the false identification of grade, serial number, lot number, date code, or performance characteristics.

(ii) "Suspect Counterfeit Work" means work for which credible evidence (including, but not limited to, visual inspection or testing) provides reasonable doubt that the work part is authentic.

(B) Seller shall not deliver Counterfeit Work or Suspect Counterfeit Work to Buyer under this Purchase Order.

(C) Seller shall only purchase products to be delivered or incorporated as Work to Buyer directly from the Original Component Manufacturer (OCM)/Original Equipment Manufacturer (OEM), or through an OCM/OEM authorized distributor chain. Seller may use another source only if: (i) the foregoing sources are unavailable, (ii) Seller's inspection and other counterfeit risk mitigation processes will be employed to ensure the authenticity of the work, and (iii) Seller obtains the advance written approval of Buyer.

(D) Seller shall maintain counterfeit risk mitigation processes in accordance with industry recognized standards and with any other specific requirements identified in this Purchase Order.

(E) Seller shall immediately notify Buyer with the pertinent facts if Seller becomes aware that it has delivered Counterfeit Work or Suspect Counterfeit Work. When requested by Buyer, Seller shall provide OCM/OEM documentation that authenticates traceability of the affected items to the applicable OCM/OEM. Seller, at its expense, shall provide reasonable cooperation to Buyer in conducting any investigation regarding the delivery of Counterfeit Work or Suspect Counterfeit Work under this Purchase Order.

(F) This clause applies in addition to and is not altered, changed, or superseded by any quality provision, specification, statement of work, regulatory flowdown, or other provision included in this Purchase Order addressing the authenticity of work.

(G) In the event that work delivered under this Purchase Order constitutes or includes Counterfeit Work, Seller shall, at its expense, promptly replace such Counterfeit Work with genuine Work conforming to the requirements of this Purchase Order. Notwithstanding any other provision in this Purchase Order, Seller shall be liable for all costs relating to the removal and replacement of Counterfeit Work, including without limitation Buyer's costs of removing Counterfeit Work, of installing replacement Work and any testing necessitated by the reinstallation of Work after Counterfeit Work has been exchanged. The remedies contained in this paragraph are in addition to any remedies Buyer may have at law, equity or under other provisions of this Purchase Order.

(H) Seller shall include paragraphs (A) through (G) and this paragraph (H) of this clause or equivalent provisions in lower tier subcontracts for delivery of items that will be included in or furnished as work to Buyer.

## **26. TEXAS SALES TAX EXEMPTION CERTIFICATE**

Buyer claims an exemption from payment of Texas sales and use taxes for the purchase of taxable Goods and Services described on the face of this Purchase Order. Buyer claims this exemption because Buyer is a non-



profit organization that qualifies under Section 151.310 of the Texas Tax Code. Accordingly, Buyer will provide a Texas Sales and Use Tax Exemption Certificate. Buyer may also provide an exemption certificate for delivery/use in other states on a case-by-case basis.

## **27. INDEPENDENT CONTRACTOR**

Seller's and Buyer's respective relationship in all matters related to this Purchase Order shall be as independent contractor and not as employee, agent, or servant. Seller shall obey all federal, state, and local safety and health regulations in the performance of the services to be supplied hereunder, and while on the premises of the Buyer.

## **28. CONFORMITY, SAFETY, AND ETHICS**

Seller shall comply with process conformity and safety, and understand the importance of ethical behavior when performing Services or providing Goods to Buyer. Seller warrants that it is not aware presently of any facts that indicate to it that entering into this Purchase Order will conflict with any obligations Seller may have under any other contracts, agreements or obligations.

## **29. TRAVEL EXPENSES**

Reimbursement of travel expenses shall only be considered for actual costs incurred and must be accompanied by detailed receipts, including receipts for meal expenses when per diem is exceeded. Travel expenses for lodging and per diem (including meals and incidentals) must be in compliance with current Federal Travel Regulation (FTR) and FAR and must not exceed GSA per diem rates for applicable location(s) at the time of travel. Airfare will be reimbursed for the lowest priced airfare available to the Seller during normal business hours and travelers must use the least expensive compact car available, unless an exception for another class of vehicle is approved. Travelers are not to be reimbursed for purchasing pre-paid refueling options for rental cars. Reimbursement for personal vehicle usage/mileage shall be in accordance with the current FTR mileage rate at the time of travel. If the mileage is over 50 miles one way, a map to support mileage will be required.

## **30. CONSTRUCTION AND/OR SERVICES PERFORMED ON BUYER'S PREMISES**

If Seller is performing construction and/or other services on a premises owned or controlled by Buyer, Seller shall comply with all safety, security, and environmental requirements of such premises, including those set forth in Exhibit C, Terms and Conditions for Construction and Service Work Performed on Buyer Property, attached to this Purchase Order and incorporated herein.

## **31. EXPORT CONTROL**

Seller agrees that it shall comply with all applicable United States export control and economic sanctions laws and regulations. Seller understands that the direct or indirect export, reexport, retransfer, transfer (in-country), sale, lease, or supply, or any other access to or use of the technical data/technology, software, or equipment provided by Buyer, or the direct product thereof, to or in another country or to a non-U.S. person may require a license or other authorization from the Government of the United States; and agrees that it will comply with any such license or authorization requirements.

Seller represents and warrants it is eligible to receive items regulated by the Export Administration Regulations, and that neither Seller nor any of its direct or indirect owners, officers, directors, employees, affiliates, agents, representatives, suppliers, or subcontractors are subject to U.S. sanctions or other export restrictions. Seller must immediately notify Buyer, in writing, of any change that may impact the representation and warranty above.

If Seller is engaged in the business of either exporting or manufacturing defense articles or furnishing defense services, Seller represents it is registered with the Office of Defense Trade Controls as required by the International Traffic in Arms Regulations (22 C.F.R. Parts 120-130).

Notwithstanding any other provision in this Purchase Order, Buyer shall have the right to terminate this Purchase



order upon the determination by Buyer that Seller has breached, intends to breach, or insist upon breaching any of the provisions in this clause. Under such circumstances, Buyer shall be released from responsibility for fulfilling its obligations under this Purchase Order.

Seller shall indemnify and hold harmless Buyer from and against any and all damages, claims, allegations, losses, liabilities, penalties, fines, costs, and expense including attorney's fees, which arise out of, related to, or result from Seller's failure to comply with the provisions of this clause or any applicable export control or sanctions laws or regulations.

### **32. DATA SECURITY**

Seller shall provide adequate security, including policies, procedures, products and systems, to protect information provided by Buyer and comply with any law, contractual obligation, or regulation applicable to such information. If Seller becomes aware of any actual or probable compromise of its system which affects the confidentiality, integrity, or availability of information used in the performance of this Purchase Order or provided by Buyer including, but not limited to, unauthorized access, acquisition, use, disclosure, loss, destruction, or alteration of such information ("Security Incident"), then Seller shall notify Buyer within 48 hours after learning of the Security Incident and shall take immediate actions to investigate and mitigate the Security Incident and any associated risks. The notification shall include the nature of the breach, an accounting of the program data accessed, and mitigation actions taken by Seller. Seller shall cooperate with Buyer in any investigation regarding any Security Incident. Seller shall bear responsibility for any costs incurred for any Security Incident investigation, mitigation, remedies, or notifications. Seller shall encrypt any information provided by Buyer that is identified as proprietary or subject to restrictions on public disclosure by law or regulation if such information: (i) is transmitted via the Internet, or (ii) potentially accessible by unauthorized entities during electronic storage or transfer outside of Seller's established security boundary. The provisions of this clause are in addition to and do not alter, change or supersede any obligations contained in a confidentiality agreement signed by the Parties.

In addition to the requirements above, if this Purchase Order is issued under a U.S Department of Defense contract, Seller shall comply with DFARS cybersecurity related clauses incorporated in Exhibit A. Buyer reserves the right to audit and assess Seller's compliance with such clauses, and Seller shall provide to Buyer written certification in the form required by Buyer of its compliance with the requirements of such clause(s) prior to commencement of work under this Purchase Order. If at any time Seller is unable to comply with the requirements of such clauses, Seller will provide immediate notice to Buyer. In the event Seller is not in compliance with the requirements of such clause during the term of this Purchase Order or fails to provide the required written assurance of such compliance, Buyer may terminate this Purchase Order for default in accordance with Article 10(B). Until written certification is provided to Buyer certifying Seller's compliance with such clause(s), Seller shall not receive, process, store, or transmit covered defense information under this Purchase Order on or through Seller's information systems.

### **33. CUSTOMER CONTACT**

Buyer shall be the sole contact with Buyer's Government customer concerning this Purchase Order and the performance hereunder. Any communications initiated by the Government directly with Seller concerning any matter involving this Purchase Order shall not be deemed to be a breach of this Purchase Order, provided Seller immediately notifies Buyer of these communications. This prohibition on Seller's communication with Buyer's Government customer does not include routine business interactions that occur in the normal course of business (e.g. audit or inspection), or communication with the Government i) with respect to matters Seller is required by law, regulation or this Purchase Order to communicate directly with the Government or ii) to lawfully report waste, fraud or abuse related to the performance of a Government contract to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.



**Exhibit A**  
**Government Acquisition Clauses Incorporated by Reference**  
**(Government – Commercial Products/Services)**

The clauses contained in this Exhibit A are incorporated by reference as specified and in accordance with the prescription of the relevant Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) clauses, as applicable, and shall apply to Seller and any lower-tier vendors as indicated. These clauses shall be incorporated into this Purchase Order with the same force and effect as if they were given in full text. Upon request, the full text will be made available. Subcontractor shall flow down all applicable Government clauses in each of its lower-tier agreements.

The obligations of the Contractor to the Government as provided in said clauses shall be deemed to be the obligations of the Seller to the Buyer. As such, wherever necessary to make the context of the clauses set forth in this Exhibit "A" applicable to this Purchase Order the term "Contractor", and "Subcontractor" shall mean Seller, the term "Contract", and "Subcontract" shall mean this Purchase Order, and the terms "Government", and "Contracting Officer" equivalent phrases shall mean Buyer, except in the following cases, where the terms "Government" and "Contracting Officer" do not change designation: (1) In the phrases "Government Property", "Government-Owned Property", "Government Equipment", and "Government-Owned Equipment", (2) When a right, act, authorization or obligation can be granted or performed only by the Government or the prime contract Contracting officer or their duly authorized representative, (3) When title to property is to be transferred directly to the Government, and (4) Anywhere in FAR Clause Nos. 52.227-all and 52.246-23.

**A. Applicable FAR and DFARS Flow-Down Clauses:**

- 52.203-6, Restrictions on Subcontractors Sales to the Government (Jun 2020)
- 52.203-13, Contractor Code of Business Ethics and Conduct (Nov 2021)
- 52.203-17, Contractor Employee Whistleblower Rights (Nov 2023)
- 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)
- 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jun 2020)
- 52.204-21, Basic Safeguarding of Covered Contractor Information Systems (Nov 2021)
- 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Dec 2023) (Section 1634 of Pub. L. 115-91)
- 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Nov 2021)
- 52.204-27, Prohibition on a ByteDance Covered Application (Jun 2023)
- 52.219-8, Utilization of Small Business Concerns (Jan 2025)
- 52.219-9, Small Business Subcontracting Plan (Jan 2025)
- 52.222-35, Equal Opportunity for Veterans (Jun 2020)
- 52.222-36, Equal Opportunity for Workers with Disabilities (Jun 2020)
- 52.222-37, Employment Reports on Veterans (Jun 2020)
- 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010)



SOUTHWEST RESEARCH INSTITUTE

52.222-41, Service Contract Labor Standards (Aug 2018) (Applies only if this Order is for services subject to the Service Contract Act.)

52.222-50, Combating Trafficking in Persons (Oct 2025)

52.222-54, Employment Eligibility Verification (Jan 2025)

52.222-55, Minimum Wages for Contractor Workers under Executive Order 14026 (Jan 2022)

52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2022)

52.222-90 Addressing DEI Discrimination by Federal Contractors (Apr 2026)

52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (May 2024)

52.224-3, Privacy Training (Jan 2017)

52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016)

52.226-8, Encouraging Contractor Policies to Ban Text Messaging While Driving (May 2024)

52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Mar 2023)

52.240-1, Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act—Covered Foreign Entities (Nov 2024)

52.242-5 Payments to Small Business Subcontractors (Jan 2017)

52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Nov 2021)

252.203-7003 Agency Office of the Inspector General (Aug 2019)

252.203-7002 Requirement to Inform Employees of Whistleblower Rights (Dec 2022)

252.204-7000 Disclosure of Information (Oct 2016)

252.204-7008 Compliance with Safeguarding Covered Defense Information Controls (Oct 2016)

252.204-7009 Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information (Jan 2023)

252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (May 2024)

252.204-7014 Limitations on the Use or Disclosure of Information by Litigation Support Contractors (Jan 2023)

252.204-7015 Notice of Authorized Disclosure of Information to Litigation Support (Jan 2023)

252.204-7018 Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services (Jan 2023)

252.204-7020 NIST SP 800-171 DoD Assessment Requirements (Nov 2023)

252.204-7021 Contractor Compliance with the Cybersecurity Maturity Model Certification Level Requirements (Nov 2025)

252.211-7003 Item Unique Identification and Valuation (Jan 2023)

252.219-7003 Small Business Subcontracting Plan (DoD Contracts) (Dec 2019)

252.223-7006 Prohibition on Storage and Disposal of Toxic and Hazardous Materials (Sep 2014)

252.223-7008 Prohibition of Hexavalent Chromium (Jan 2023)

(Government – Commercial Products/Services)

Rev. 05-2026

Page 11 of 27

- 252.225-7001 Buy American Act and Balance of Payments Program—Basic (Feb 2024)
- 252.225-7007 Prohibition on Acquisition of Certain Items from Communist Chinese Military Companies (Dec 2018)
- 252.225-7008 Restriction on Acquisition of Specialty Metals (Mar 2013)
- 252.225-7009 Restriction on Acquisition of Certain Articles Containing Specialty Metals (Jan 2023)
- 252.225-7012 Preference for Certain Domestic Commodities (Apr 2022)
- 252.225-7013 Duty-Free Entry (Aug 2025)
- 252.225-7021 Trade Agreements—Basic (Feb 2024)
- 252.225-7036 Buy American – Free Trade Agreements – Balance of Payments Program (Feb 2024)
- 252.225-7048 Export-Controlled Items (Jun 2013)
- 252.225-7052 Restriction on the Acquisition of Certain Magnets, Tantalum, and Tungsten (May 2024)
- 252.225-7060 Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region (Jun 2023)
- 252.225-7063 Restriction on Acquisition of Components of T-AO 205 and T-ARC Class Vessels (May 2024)
- 252.225-7064 Restriction on Acquisition of Certain Satellite Components (May 2024)
- 252.226-7001 Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (Jan 2023)
- 252.227-7013 Rights in Technical Data—Other Than Commercial Products and Commercial Services (Aug 2025)
- 252.227-7015 Technical Data—Commercial Products and Commercial Services (Jan 2025)
- 252.227-7037 Validation of Restrictive Markings on Technical Data (Jan 2025)
- 252.239-7010 Cloud Computing Services (Jan 2023)
- 252.239-7018 Supply Chain Risk (Dec 2022)
- 252.244-7000 Subcontracts for Commercial Products or Commercial Services (Nov 2023)
- 252.246-7003 Notification of Potential Safety Issues (Jan 2023)
- 252.246-7007 Contractor Counterfeit Electronic Part Detection and Avoidance System (Jan 2023)
- 252.246-7008 Sources of Electronic Parts (Jan 2023)
- 252.247-7023 Transportation of Supplies by Sea—Basic (Oct 2024)

**B. Representations and Certifications:**

Seller acknowledges that Buyer will rely on Seller representations and certifications in awarding this Purchase Order to Seller. Seller either (1) certifies it has completed the annual representations and certifications electronically via the SAM website accessed through <https://sam.gov/SAM/>, wherein the Seller verifies by acceptance of this Purchase Order that the representations and certifications currently posted electronically that apply to this Purchase Order as indicated in paragraph (b)(2) of FAR 52.212-3, Offeror Representations and Certifications—Commercial Products and Commercial Services, have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this Purchase Order, and are incorporated in this award by reference (see FAR 4.1201); or (2) certifies to the Self-Certifications set forth below.



Additionally, Seller certifies that the business size classification and NAICS Code referenced in the Purchase Order is current, accurate, complete, and applicable as of the date of Seller's offer.

Seller Representations and Certifications set forth herein, as well as Seller's SAM.gov representations and certifications (if applicable) are incorporated into this Purchase Order by reference as if set forth in full part. Seller shall immediately notify Buyer of any change of status regarding any such representation or certification.

### **Self-Certifications:**

**By acceptance of this Purchase Order, Seller confirms its acceptance of the following self-certification statements:**

**1. FAR 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEP 2024)** (Applicable if the Purchase Order exceeds \$200,000)

(a) Definitions. As used in this provision--

"Lobbying contact" has the meaning provided at 2 U.S.C. 1602(8).

The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12).

(b) Prohibition. The prohibition and exceptions contained in the FAR clause entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.

(c) Certification. Seller hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.

(d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the Seller with respect to this contract, Seller shall complete and submit, with its offer, to Buyer OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. Seller need not report regularly employed officers or employees of the Seller to whom payments of reasonable compensation were made.

(e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

**2. FAR 52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (NOV 2021)** (Applicable to all Purchase Orders.)

(a) *Definitions.* As used in this provision—

*Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component* have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—



SOUTHWEST RESEARCH INSTITUTE

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Seller shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) *Representation.* The Seller represents that—

(1) It will not provide covered telecommunications equipment or services to the Government in the performance of this Purchase Order. The Seller shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Seller is unable to respond “will not” in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Seller represents that—  
It does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Seller shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Seller is unable to respond “does not” in paragraph (d)(2) of this section.

(e) *Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Seller has responded “will” in the representation in paragraph (d)(1) of this provision, the Seller shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided;



SOUTHWEST RESEARCH INSTITUTE

and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Seller has responded “does” in the representation in paragraph (d)(2) of this provision, the Seller shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

### **3. FAR 52.204-29 FEDERAL ACQUISITION SUPPLY CHAIN SECURITY ACT ORDERS—REPRESENTATION AND DISCLOSURES (DEC 2023)**

(a) *Definitions.* As used in this provision -- Covered article, FASCSA order, Intelligence community, National security system, Reasonable inquiry, Sensitive compartmented information, Sensitive compartmented information system, and Source have the meaning provided in the clause 52.204-30, Federal Acquisition Supply Chain Security Act Orders— Prohibition.

(b) *Prohibition.* The prohibition and exceptions contained in the FAR clause of this order entitled "Federal Acquisition Supply Chain Security Act Orders—Prohibition" (52.204-30) are hereby incorporated by reference in this provision.

(c) *Representation.* Seller represents that it has conducted a reasonable inquiry, and that Seller does not propose to provide or use as part of performance of this Purchase Order any covered article, or any products or services produced or provided by a source, if the covered article or the source is prohibited by an applicable FASCSA order in effect on the date of Seller’s offer, except as waived at the time of Seller’s offer, or as disclosed in accordance with paragraph (e) of FAR 52.204-29.

(d) *Disclosure.* If Seller cannot make the representation of compliance with FAR 52.204-29 then Seller shall submit at the time of Seller’s offer a statement disclosing Seller’s inability to meet the requirements of FAR 52.204-29 and FAR 52.204-30 and, where applicable, a copy of its disclosure (if any) made to the Government including the substance detailed at paragraph (e) of FAR 52.204-29. If Seller’s disclosure to the Government has resulted in Seller’s receipt of a waiver of prohibition against any covered article, or against any products or services produced or provided by a source, covered by a FASCSA order related to the work to be performed under a contract awarded to Seller then Seller shall submit a copy of the waiver with its offer.

### **4. FAR 52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS (AUG 2020) (Applicable if the Purchase Order exceeds the SAT.)**

(a) (1) The Seller certifies, to the best of its knowledge and belief, that—

(i) The Seller and/or any of its Principals—



SOUTHWEST RESEARCH INSTITUTE

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if Seller checks "have", the Seller shall also see 52.209-7);

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds the threshold at 9.104-5(a)(2) for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) *Examples.*

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Seller has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.



SOUTHWEST RESEARCH INSTITUTE

(b) The Seller shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Seller learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award. However, the certification will be considered in connection with a determination of the Seller's responsibility. Failure of the Seller to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Seller nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of Seller is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Seller knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract for default.

**5. DFARS 252.225-7059 PROHIBITION ON CERTAIN PROCUREMENTS FROM THE XINJIANG UYGHUR AUTONOMOUS REGION—PREAWARD/POSTAWARD REPRESENTATION (JUN 2023)** (Applies if the Purchase Order issued under a DoD Prime Contract.)

Seller represents that –

At the time of offer and award of this Purchase Order, it has made a good faith effort to determine that forced labor from Xinjiang Uyghur Autonomous Region will not be used in the performance of work under this Purchase Order.



SOUTHWEST RESEARCH INSTITUTE

**Exhibit B  
Insurance Requirements  
Government Purchase Order  
Revised November 2025**

Southwest Research Institute (Buyer) requires of the Seller that the following minimum insurance coverage be maintained for the duration of this Purchase Order. In lieu of insurance coverage below, Seller may, with the prior written approval of Buyer, satisfy the requirements below by maintaining a program of self-insurance at levels authorized under the applicable self-insurance laws of its State, and shall provide sufficient evidence of such authorization to Buyer.

If Seller is a University State Entity, it may, with prior notice to Buyer, satisfy the requirements below with self-insurance and/or state-funded insurance programs to the extent permitted by any governing state or federal statute or constitutional provision, and shall provide sufficient evidence of such compliance to Buyer.

**SELLER INSURANCE**

**A. Seller’s Liability Insurance**

The Seller must provide at its own expense and shall maintain for the duration of this Purchase Order:

**1. Workers’ Compensation and Employer’s Liability Insurance:**

The Seller shall maintain Workers' Compensation Insurance, in accordance with the applicable laws or regulations having jurisdiction (or applicable Social Scheme if foreign) over its employees regardless of whether such coverage or insurance is mandatory or merely elective under the law, and Employer’s Liability Insurance for its employees with minimum limits of not less than the following:

|                    |  |
|--------------------|--|
| <u>\$1,000,000</u> | Bodily Injury by Accident, Each Accident |
| <u>\$1,000,000</u> | Bodily Injury by Disease, Policy Limit   |
| <u>\$1,000,000</u> | Bodily Injury by Disease, Each Employee  |

To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer, and Buyer’s customer where required by Buyer’s Agreement with its customer.

**2. Commercial General Liability Insurance:**

The Seller shall maintain Commercial General Liability or Public/Civil Liability Insurance (if foreign) covering all operations by or on behalf of Seller, including Bodily Injury and Property Damage Coverage, Premises Liability Coverage, Products & Completed Operations Coverage, Contractual Liability Coverage that supports the insurable liability assumed by Seller, Cross Liability and Severability of Interest Coverage, and Independent Contractor’s Liability Coverage with limits not less than the following:

|                    |   |
|--------------------|---|
| <u>\$1,000,000</u> | Each Occurrence                           |
| <u>\$1,000,000</u> | Personal & Advertising Injury             |
| <u>\$2,000,000</u> | General Aggregate                         |
| <u>\$2,000,000</u> | Products – Completed/Operations Aggregate |

To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer and its customer where required by Buyer’s Agreement with its customer, and shall include Buyer and its customer (where required) as Additional Insured(s) for liability arising out of or relating to Seller’s work, services, completed operations, and/or product(s).

**3. Business Automobile Insurance:**

If vehicles are utilized as part of services provided, the Seller shall maintain Business Automobile Insurance for all vehicles, whether owned, non-owned, rented, hired, leased, borrowed, assigned to or used in connection with the Services under this Purchase Order with a combined single limit of not less



SOUTHWEST RESEARCH INSTITUTE

than \$1,000,000 for Bodily Injury and Property Damage Liability. To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer and its customer where required by Buyer's Agreement with its customer, and shall include Buyer and its customer (where required) as Additional Insured(s).

Umbrella/Excess Liability Insurance policy(ies) may be used in combination with primary policies to satisfy limit requirements. Such policy(ies) shall apply without any gaps in the limits of coverage and be at least as broad as and follows the form of underlying primary coverages required herein.

**4. Professional Liability/Technology Errors & Omissions Liability/Cyber and/or Network & Data Privacy Liability:**

The Seller shall maintain appropriate Professional Liability insurance covering damages incurred by Buyer or Buyer's customer as a result of Seller's acts, errors or omissions arising out of, or failure to render, its professional services with minimum limits of \$1,000,000 per claim. Professional services may include, but are not limited to design work, engineering services, laboratory services, consulting services, specialty technology services, computer programming services, technology related products/services, software design, rendering of data or reports, access to Buyer's or Buyer's customers' data, information and/or proprietary content.

**B. Special Operations Coverage**

In addition to Section A of this Exhibit, Seller shall also maintain the following insurances should any of the work or services:

1. Involve the use of aircraft (fixed wing or helicopter) owned, operated, or chartered, Seller shall provide Aircraft & Passenger Liability Insurance covering Bodily Injury (including passengers) and Property Damage Liability with a combined single limit of not less than \$5,000,000 each occurrence. To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer and include Buyer as Additional Insured.
2. Involve investigation, removal or remedial action concerning the actual or threatened escape of hazardous substances or pollutants, Seller shall provide Environmental/Pollution Legal Liability Insurance in an amount not less than \$2,000,000 per occurrence/claim/incident. To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer and include Buyer as Additional Insured.
3. Involve transporting hazardous substances, Seller shall carry Business Automobile Liability Insurance covering liability arising out of the transportation of hazardous materials in an amount not less than \$2,000,000 per accident with Broadened Pollution Coverage (upset/overturn/collision) Endorsement included. Such policy shall also include Motor Carrier Endorsement MCS-90. To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer and include Buyer as Additional Insured.
4. Involve treatment, storage or disposal of hazardous materials/wastes or pollutants, Seller shall furnish an insurance certificate from the designated disposal facility establishing that the facility operator maintains current Environmental/Pollution Legal Liability Insurance in the amount of not less than \$5,000,000 per occurrence. To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer and include Buyer as Additional Insured.
5. Involve access to or use of Buyer's information technology hardware and/or software, or otherwise control the Buyer's data, Seller shall provide Network Security Liability Insurance of not less than \$1,000,000 per occurrence for claims arising out of unauthorized access or use of computer data, theft



SOUTHWEST RESEARCH INSTITUTE

of data, denial of network service, or malicious code. To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer and include Buyer as Additional Insured.

6. Involve access to monies/securities, Seller shall provide Fidelity/Crime Insurance of not less than \$1,000,000 per occurrence.
7. Involve the use of cranes, heavy lift equipment, or rigging, Seller shall provide liability insurance of not less than \$5,000,000 per occurrence and/or accident for Bodily Injury and Property Damage resulting from crane or rigging operations. Such coverage may be provided under its Commercial General Liability/Umbrella Liability insurance coverage, but must be evidenced on the Certificate of Insurance. To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer and include Buyer as Additional Insured or Loss Payee as its interest may appear.
8. Involve the selling or serving of liquor, Seller shall provide Liquor Liability Insurance of not less than \$1,000,000 per occurrence. To the extent allowed by law, such policy shall provide for a Waiver of Subrogation in favor of Buyer, and shall include Buyer as an Additional Insured.

### **C. General Insurance Requirements**

1. The insurance policies must be underwritten by a company licensed in the state where work is to be performed, and carry a minimum Best's rating of "A-VII" or better. All coverages shall be primary and non-contributory to any insurance coverages maintained by Buyer.
2. Certificates of Insurance that evidence all the above required terms and conditions, and required endorsements, shall be filed with the Buyer prior to commencing any work, and thereafter within 10 days of any renewal or replacement. Failure to furnish the required certificates within ten (10) days of "notice to proceed" shall not be considered cause for modification of any contractual time limits and shall not void this obligation.
3. Seller, or Seller's authorized representative shall provide thirty (30) days prior written notice to Buyer in the event of cancellation (except 10 days for non-payment) or material change (reduction/restriction less than required herein) in coverage.
4. If subcontractors are utilized, Seller is to ensure such subcontractors are in compliance with the above requirements by providing the appropriate certificate(s) of insurance to Buyer. Seller assumes liability for loss as a result of any subcontractor's uninsured and/or underinsured exposures.
5. If any policies providing the required coverages are written on a claims-made basis, the following applies:
  - a) The retroactive date shall be prior to the commencement of the work.
  - b) Seller shall maintain such policies on a continuous basis.
  - c) If there is a change in insurance companies or policies are canceled or not renewed, Seller shall purchase extended reporting period of not less than three (3) years after the contract completion date, or maintain retroactive date prior to commencement of work on new policy.
6. The insurance required herein is a minimum requirement only and shall not be interpreted as a limitation of Seller's liability otherwise stated in this Purchase Order. Any and all deductibles or self-insured retentions associated with Seller's insurance shall be the sole and exclusive responsibility of Seller. Failure of Seller to maintain insurance at least in accordance with these terms shall in no way waive, limit or reduce Seller's obligations as otherwise stated herein. Seller's obligations herein for procuring and maintaining insurance coverage are freestanding and are not affected by any other language in this Purchase Order. Failure of Seller to furnish certificates or insurance, or to procure and maintain the



SOUTHWEST RESEARCH INSTITUTE

insurance required herein, or failure of Buyer to request such certificates, endorsements or other proof of insurance shall not constitute a waiver of Seller's obligations hereunder.

**Please have your Insurance Agent forward the required certificates and endorsements to:**

[SwRIVendorCOI@swri.org](mailto:SwRIVendorCOI@swri.org)

Southwest Research Institute

Attn: Purchasing

6220 Culebra Road

San Antonio, Texas 78238



SOUTHWEST RESEARCH INSTITUTE

**EXHIBIT C**  
**TERMS AND CONDITIONS FOR CONSTRUCTION AND SERVICE WORK PERFORMED ON BUYER**  
**PROPERTY**  
**Rev. 07-2025**

The following terms and conditions are hereby made a part of this Purchase Order for construction and service work performed by Seller on Buyer property. For purposes of this exhibit, the term Seller shall include entities that have contracted either directly or indirectly (i.e., subcontractors) with Buyer to perform services or work related to the property, facilities, or buildings, owned or leased by Buyer. Suppliers and subcontractors to the Seller shall be bound to the Seller by the terms of this Purchase Order. Seller must make copies of these terms available to Seller's subcontractors prior to Seller's subcontractors starting work and must assure that Seller's subcontractors abide by the requirements outlined herein.

**BUYER'S FACILITIES DEPARTMENT**

Buyer's Facilities Department ("Facilities") is responsible for all construction activities on Buyer's property. All work will be performed under the administration of Facilities, or its designated representative, i.e. Consultant, Architect or Engineer. Seller must coordinate the work or services in existing facilities with a designated representative from Facilities prior to beginning work.

Approval of pay requests, submittals, changes, etc., is the responsibility of Facilities. Requests for approval will be made to the Owner or the designated representative. No payments shall be made for any requests or changes without prior authorization by Facilities.

**SELLER**

Seller must comply with all applicable federal, state, and local laws, regulations, ordinances, and building codes and must include all required fees in the Purchase Order amount (Contract Sum). Seller must abide by the requirements of any Buyer sign or notice posted that requires the use of specific personal protective equipment, that restricts access to qualified or authorized persons only, or that establishes other requirements for entry.

Seller is responsible for (1) controlling the means and methods by which it and its employees perform the work or service on Buyer's property; (2) independently ascertaining what health, safety, and environmental practices are appropriate and necessary for the performance of such work or services; and (3) initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the work under this Purchase Order that complies with all rules, regulations and industry standards, including permits, governing the Seller and the work.

Seller must provide all labor, materials, tools, construction equipment and machinery, and other facilities and services necessary for the execution and completion of the work. Buyer will not loan or otherwise provide tools or other equipment to Seller or Seller's subcontractors. Seller equipment must be in good condition and Seller must follow manufacturer's guidelines in proper use.

Seller must establish controls to restrict unauthorized access to work zones, and ensure that requirements for entry are clearly posted at all access points. Seller work areas will be kept clean and neat at all times. At the end of each shift, equipment and materials must properly be stored. Seller must remove and properly dispose of trash from all work areas daily or at the end of each shift.

**SELLER ENVIRONMENTAL AND SAFETY GUIDELINES**

**Stop Work Authority**

Buyer reserves authority to stop work activities on SwRI premises when an unsafe condition or behavior may

jeopardize workplace safety and/or cause potential incidents.

### **Emergency Response/Spills**

In the event of a medical emergency, fire, chemical/fuel spill or other hazardous condition, Seller must immediately notify Buyer's Security Department by calling **210-522-2222** to initiate a response from Buyer's personnel and emergency responders, if appropriate. A "spill" is defined as an abnormal release of a substance that could possibly cause an adverse effect on the environment or people in the general area. When a spill occurs, Seller must report the location, identity, and amount of spilled material (if known) and if there are immediate environmental or safety hazards (e.g., exposed personnel, fire or material entering sewers). If the spill is of a reportable quantity, then Buyer must notify governmental officials within 24 hours.

### **SAFETY REQUIREMENTS**

Buyer's Environmental and Safety Systems Department ("ESS")  
Phone: 210-522-2221 Email: [environmental.safety@swri.org](mailto:environmental.safety@swri.org)

Seller must comply with all applicable federal, state, and local safety and human health regulations. To ensure thorough communication when planning on site work, Seller should coordinate with their designated Buyer point of contact ("POC"), as specified on the Purchase Order.

### **Traffic Control**

Where traffic diversion is necessary, Seller must provide appropriate signage and coordinate with Buyer's Security Department through the POC. Barricades and/or warning devices that alert others of construction hazards must be used to control traffic, both vehicular and pedestrian, safely through or around the work site. Yellow caution tape and/or cones are appropriate for temporary use (<48 hrs) or in an emergency.

### **Roof Access and Fall Protection**

Buyer's Facilities must be contacted prior to Seller going on any roof. Seller must use appropriate fall protection equipment when a fall hazard is present in accordance with OSHA standards.

### **Lockout/Tagout (LO/TO)**

Seller must discuss the shutdown of equipment/systems and utilities with the POC and appropriate Facilities, Division, and/or ESS personnel before starting work. At no time shall a Seller or its employees override any locks or tags encountered during the performance of work. Seller shall develop, implement and maintain a Lockout/Tagout program in accordance with OSHA regulations, use their own locks and keys, and make such program available for examination upon request by Buyer. Whenever Seller and Buyer personnel must perform overlapping LO/TO, both LO/TO programs must be coordinated to comply with the Buyer's LO/TO program.

### **Electric Work**

Seller shall ensure that only qualified Electricians work on Buyer electrical systems and equipment. All work shall be conducted in accordance with OSHA regulations and the National Fire Protection Association (NFPA) 70E Standard for Electrical Safety in the Workplace. Seller should not leave electrical boxes, switch gear, cabinets, or electrical rooms open when unattended. Seller shall coordinate requests for shutdowns and/or power outages with Buyer's Facilities. Under no circumstances shall utilities be shut off without a minimum 24-hour prior approval by the POC, Facilities, and the Division representative.

### **Fire Protection and Suppression Systems**

Seller must not conduct any work that disables or alters the functionality or technical specifications of fire protection or suppression systems without prior approval from the POC and Facilities. Sprinkler heads must have eighteen (18) inches of clearance at all times. If authorization is granted to disable a system, a temporary system shall be provided by the Seller to ensure the safety of building occupants.

### **Hot Work**

Hot work (welding, cutting and brazing) activities must be authorized and permitted by the POC and appropriate Facilities and/or Division personnel in accordance with Buyer's Hot Work Program (ESS-P219.01), which will be provided to Seller upon request. Before beginning any hot work, Seller must develop, implement and maintain its own Hot Work Program in accordance with OSHA regulations. Seller must use a hot work permit for each separate work activity and must ensure that the conditions of the permit are met at all times. The hot work area is the space surrounding a hot work site (often defined by the 35 feet or 10 meter rule) defined by the horizontal and vertical reach of hot work ignition sources. Within this area, combustible, ignitable and flammable materials are temporarily removed or isolated.

### **Asbestos and Suspect Asbestos Containing Materials**

Some Buyer buildings contain asbestos in various forms. Before starting work in any building Seller shall consult with the POC and Facilities who will arrange for the known asbestos information to be provided to Seller. It is possible that asbestos may be found which is not in the survey. Seller upon encountering any asbestos shall cease all operations and notify the POC and Facilities for necessary action.

### **Radiation Safety**

Before transporting any source of radioactive material, X-ray device, or radiographic imaging service on to SwRI premises, Seller shall coordinate with the POC to obtain prior approval from the SwRI Radiation Safety Officer (RSO). SwRI RSO can be reached at (210) 522-2221.

### **Laser Safety**

Before transporting any Class 3B or Class 4 laser device on to SwRI premises, Seller shall coordinate with the POC to notify the SwRI Laser Safety Officer (LSO). SwRI LSO can be reached at (210) 522-2221.

### **Confined Spaces**

Before entering any confined space, Seller shall develop, implement and maintain its own Confined Space Entry Program, including a permit system and provisions for emergency rescue, in accordance with all safety regulations. Seller is required to provide its own rescue equipment, air monitors, ventilation fans, personal protective equipment, communication equipment, adequate lighting equipment, barriers and shields and/or equipment for safe egress, etc. to safely complete confined space entries. Sellers who are required to enter into any confined space on Buyer's property shall be required to have successfully completed an OSHA compliant Confined Space Entry training course on Permit and Non-Permit entries prior to performing this task and certify completion utilizing the Buyer form ESS-F217.03, *Non-SwRI Employee Confined Space Training Certification* form. Seller shall provide at least 24-hour advance notice to the POC and Facilities before Seller personnel will be working in a confined space on Buyer's property.

### **Compressed Gasses**

Should the leaking contents of the cylinder present a fire or health hazard, evacuate the area, notify others nearby, and contact Security (210) 522-2222. All cylinders belonging to Seller must be removed from Buyer property when Seller's work is complete.

### **Mobile Cranes**

Each crane, rigging, or hoist brought onto Buyer's property must have an annual inspection performed by a certified testing agency. Documentation, including a logbook and lift plan, must be provided to Buyer upon request. Crane operators must possess a valid National Commission for the Certification of Crane Operators License or equivalent, which is kept at the work site. Seller must ensure that the crane, swing radius, and load path is properly barricaded to prevent personnel from being injured by the crane or load. Lifts must not be made above staff, visitors, other Sellers, or the public. Lifts over occupied facilities may only be made after consultation with and approval by the POC, Facilities and ESS.

### **Trenching and Excavations**

Seller must follow the OSHA standard for trenching and excavation. Seller must coordinate with the POC to notify Facilities prior to any excavation work, driving of spikes/stakes into the ground, or drilling to confirm that utility locations have been determined and demarcated. Facilities approval is required before excavation may begin. Excavations 5 feet or more in depth that will be entered must be shored, sloped, or have a protective system in use. The excavator will use non-mechanical means (hand-digging) when digging within 18 inches of a marked underground utility. Utilities must be supported within an excavation to prevent collapse. Adjacent structures must be shored and/or protected in accordance with the design documents to prevent collapse. Fall protection should be installed around the perimeter of the excavation.

### **ENVIRONMENTAL REQUIREMENTS**

Buyer's Environmental Policy is available to Sellers through the Buyer's web site ([www.swri.org](http://www.swri.org)). Sellers working on-site are required to conform to Buyer's environmental requirements as outlined below.

### **Containment of Chemicals, Fuels, and Oils**

#### Raw Materials and Waste

Secondary containment must be provided for the following:

1. Raw materials (fuel, oil, solvents, antifreeze, etc.);
2. Liquid and solid industrial / hazardous waste; and
3. Wastewater.

Secondary containment must consist of sealed concrete, welded metal containers, or preformed chemical-resistant plastic containers designed for chemical containment. Seller should consider covering containments to prevent rain/sleet and debris from accumulating.

#### Equipment

All equipment must be maintained in good working order and checked for fluid leaks prior to operation on each shift. All leaks found must be repaired prior to utilizing the equipment. Measures must be taken to ensure spills are prevented during fueling operations. Oil changes must be completed in a manner in which the oil is drained into a containment pan located inside a containment area.

### **Refrigerant Systems**

Seller must coordinate with the POC to coordinate with Buyer's Heating, Ventilation, and Air Conditioning section within the Facility prior to commencing work on any refrigerant-containing system(s) or equipment. Contact (210) 522-2106 for more information.

### **Wastewater Discharge**

Seller must not dump or discharge wastewater or other liquid wastes, including paint or paint-related equipment wash water, into or onto any of the following:

1. Ground or roof;
2. Stormwater system via trenches, manholes, sumps, sewer connections, and ditches; or
3. Restrooms, sinks, floor drains, and other sanitary wastewater connections.

Seller must coordinate with the POC to obtain approval from ESS prior to disposing of any wastewater in the sanitary sewer system. Stormwater collected in Seller secondary containment is considered wastewater and must be managed as wastewater.

### **Chemical Identification**

Seller must label all raw material containers with the contents of the container and Seller's name. The Seller shall develop or have their own Hazard Communication Plan that complies with 29 CFR 1910.1200. The Seller shall



SOUTHWEST RESEARCH INSTITUTE

have copies of Safety Data Sheets (SDS) on-site and available for review for all hazardous materials stored or used on Buyer's property. The Seller may request and review SDSs for any materials that they may encounter on Buyer's property during the performance of work.

The volume of chemicals brought on-site must be strictly limited to what is needed for immediate use. Deliveries should be coordinated by Seller "just in time" for use to avoid prolonged storage periods. Seller must remove all unused raw materials and empty containers from the work site prior to vacating.

### **Waste Management/Disposal**

Seller must adhere to federal, state, and local environmental regulatory requirements, as well as Buyer rules and policies, regarding waste management and disposal. Disposal requirements may be decided prior to commencement of work, depending on the job scope. It is Seller's responsibility to provide advanced notice of the amount, type, and timing of hazardous and Class I nonhazardous waste generation by coordinating with the POC as these must be properly manifested offsite by designated staff in ESS.

Seller must ensure waste is segregated into the following categories and manage the waste accordingly:

- Hazardous (e.g., fuels, acids, aerosol cans)
- Universal (e.g., light bulbs, batteries, paint/paint related waste)
- Class I Nonhazardous (e.g., contaminated soils)
- Class II Nonhazardous (e.g., general trash)
- Construction Debris (e.g., brick, concrete)
- Recyclables (e.g., metal, cardboard, wood, used oil, plastics, etc.)

Seller must ensure that waste containers are:

- Properly labeled;
- Compatible with the waste generated;
- Kept closed except when adding waste (e.g., drums: bungs on closed-top and lids with rings on open-top must be in place and tightened); and
- Inspected daily for leaks, signs of corrosion, or damage.

Any improperly labeled, leaking, damaged, or corroded containers must be immediately remedied or properly managed as waste. Seller is liable for any corrective actions and disposal costs.

### **Water Supply**

In order to protect Buyer's public drinking water system from contamination and pollution that could result from improper system construction or configuration, Sellers must follow the most current City of San Antonio Plumbing Code practices during construction and installation. In addition, Seller must comply with the following unacceptable practices that are prohibited by the State of Texas:

- No direct connection between Buyer's water supply and a potential source of contamination is permitted. Potential sources of contamination must be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
- No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply must be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
- No connection which allows water to be returned to the public drinking water supply is permitted.
- No pipe or pipe fitting which contains more than 0.25% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
- No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.



SOUTHWEST RESEARCH INSTITUTE

Seller must immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards and, at the Seller's expense, must properly install, test, and maintain any backflow prevention device required by Buyer. Copies of all testing and maintenance records must be provided to Buyer upon request. If the Seller fails to comply with these restrictions, Buyer may, at its discretion, terminate this Purchase Order. Seller is liable for any expenses associated with the enforcement of these terms.

#### **Additional Seller Responsibilities**

- Close all chemical, waste, and material containers when not actively in use.
- No open-bucket soaking of parts or equipment unless only water is used.
- No outdoor spraying of paint or chemicals.
- No outdoor washing of paint equipment or discharge to ground surface.
- All outdoor activities which may affect air or water quality must be approved by Buyer's ESS.