COUNTY JOINT BID PROGRAM
CORRUGATED METAL PIPE PURCHASE ORDER FORM

This form must be mailed or faxed to the Vendor with
Copy Emailed to jointbid@alabamacounties.org

Date of Order:_____ County Purchase Order No._____

County: _____ County Contact Person: _____

County Address: _____
_____

County Phone Number: _____

County Fax Number: _____

E-mail Address: _____

Equipment Model or Item Name and Number: _____

Number of items ordered: _____ Price per item: _____

Vendor: _____ Company Contact: _____

Vendor address: _____
_____

Deliver to the Attention of: _____

Delivery Address: _____
_____
_____

Requested delivery date: _____

Name of person making purchase request: _____ Title:_____

Authorized County Signature: _____

Initial confirming form sent to Vendor and ACCA: _____

COUNTY JOINT BID PROGRAM
PURCHASE PROCEDURES

All purchases pursuant to the County Joint Bid Program shall be made by (1) mailing, faxing, or e-mailing the appropriate Purchase Order to the vendor who has been awarded the contract for the item to be ordered and (2) e-mailing a copy of the Purchase Order to the Association of County Commissions of Alabama (Association) office at jointbid@alabamacounties.org . Purchase Order Forms and all necessary information regarding the vendor and items available can be obtained at the Association website (www.alabamacounties.org).

Each purchase order shall be signed by the person authorized by the program participant to sign and shall include the County Joint Bid Program Item Number. A copy of the form submitted shall be retained by the program participant.

The program participant shall deal directly with the company representative for the vendor in making purchases under this program. The vendor shall complete all orders in compliance with its agreement under the program, and shall deal directly with each program participant in processing and completing their orders and in complying with service and warranty requirements.

Road sign vendors should keep in mind that they are required to deliver all items to the location identified by the county ordering them within thirty (30) calendar days from the date of order, and the cost of any items not delivered within this time period will be reduced in price by 10%. Corrugated metal pipe vendors should keep in mind that they are required to deliver all items to the location identified by the county ordering them within three (3) calendar weeks from the date of order, and the cost of any items not delivered within this time period will be reduced in price by 10%.

It is important to remember that under ***Code of Alabama 1975, § 41-16-50(b)***, all purchases made pursuant to this program shall be subject to the terms and conditions of Alabama's Competitive Bid Law. Therefore, program participants are only authorized to purchase the specific items awarded under the program according to the bid specifications and must comply with these procedures in placing any orders.

There can be no deletions or additions to items purchased under this program, except as specifically provided for in the bid specifications. Optional equipment authorized under the bid specifications on certain items may be deleted by the program participant at the time of purchase, and in that event, the cost of that item as provided by the vendor shall be deducted from the total cost of the item.