



GENERAL CONDITIONS

Payment Terms

Terms: _____% _____Days

Prompt payment discounts offered for less than fifteen (15) days will *not* be considered in evaluating bids for award. However, discounts offered of less than fifteen (15) days will be taken if payment is made by the City within the discount period. In the absence of terms, payment shall be Net Thirty (30) Days.

Payment Method

The City's preferred payment method is J.P. Morgan's Single-Use Accounts (SUA) virtual card payment program **(see below for SUA benefits), or EFT/ACH. Please confirm whether your company accepts these forms of payment for invoices.

SUA: Yes No EFT: Yes No

If SUA is not accepted, the City will make payments through Electronic Funds Transfer (EFT or ACH) and will need the information below:

Bank ABA # _____ Bank Account # _____

Bank Name _____

Bank Address _____

Checking or Savings Account _____

** Benefits of SUA Virtual Card Payment Program

There are many benefits when accepting SUA payment, including:

- accelerated payments that will help reduce days sales outstanding (DSO)
- a simplified process that eliminates the cost of processing checks
- the ability to reduce administration expenses, account collections and follow-ups
- upon your enrollment in our SUA program, we will convert your payment terms to Net 15 days

Enrolling in this initiative can help strengthen our business relationship, and we are strongly committed to achieving 100% participation from our valued suppliers.

Public Agency Participation

Other public agencies (e.g. city, county, public corporation, political subdivision, school district, or water authority) may want to participate in any award as a result of this bid. The City of Chula Vista shall incur no financial responsibility in connection with any purchase by another public agency. The public agency shall accept sole responsibility for placing orders and making payments to the successful respondent. This option will *not* be considered in bid evaluation. Please indicate whether this will be granted.

Yes _____ No _____

Business License

A Business License is required as outlined in the Chula Vista Municipal Code Section 5.02.020, which states: *It is unlawful for any person, or for any person as agent, clerk or employee, either for himself or for any other person, within the corporate limits of the City, to transact, engage in, or carry on any business, show, exhibition or game hereinafter specified without first having procured a license.*

Environmentally Preferable Purchasing (EPP)

By signing and submitting this document, the respondent affirms that their proposal complies with the City's Environmentally Preferable Purchasing (EPP) requirements, as outlined in the General Provisions.

Signature

Date

This page must be completed and returned with your response.