

<b>Title:</b>		<b>Contents:</b>	<b>P-4400</b>
<b>VENDOR PERFORMANCE</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
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**Standard**

Consideration of a vendor's past performance is an important part of the purchasing process. Appropriate action must be taken with vendors who do not perform in accordance with the terms and conditions stated on the purchase orders.

**General Guidelines**

The following guidelines are used to track, monitor and address vendor performance issues.

- The Purchasing Agent will maintain a file, which includes documentation and evaluation of vendor performances.
- The Purchasing Agent will assist departments having performance problems with vendors.
- The Purchasing Agent will ensure proper action is taken with poor performing vendors, which may include warnings by telephone or letter.
- In the event of default by the vendor, the Purchasing Agent may purchase the item(s) elsewhere and charge the defaulting vendor the difference in cost. The original purchase order may be cancelled and the reasons documented.
- Vendors who consistently fail to perform satisfactorily may not be considered for future contract award, deleted from bidders' list and/or required to post surety to guarantee performance.