

<b>Title:</b>		<b>Contents:</b>	<b>PP-1400</b>
<b>DELINQUENT DELIVERIES</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
<b>Effective Date:</b>	<b>12-10-01</b>	<b>Supersedes No.:</b>	
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### **Delinquent Deliveries**

It is the responsibility of the affected department to follow up on their delinquent deliveries. If efforts fail to correct the situation, the department may request the assistance of the Purchasing Agent.

#### **Time Of Delivery**

Time of delivery is considered a part of the terms and conditions stated in the purchase order. When a vendor is delinquent with their delivery, they are technically in breach of contract and the County is entitled to take appropriate action.

#### **Procedure**

Departments must notify the Purchasing Agent of the problem and provide copies of all correspondence and documentation associated with the vendor/problem.

1. The Purchasing Agent will contact the vendor and demand delivery of the product. The Purchasing Agent will set a reasonable delivery deadline based on the circumstances.
2. If vendor fails to respond, the Purchasing Agent will prepare a letter constituting a "Final Notice." A new delivery deadline will be established. The vendor will be advised that if delivery is not made by the date stated, the County will purchase the product elsewhere and charge the vendor for any additional cost incurred plus \$100.00 administrative fee.
3. If vendor fails to respond to the second notice, the product may be purchased from another vendor and a claim letter will be filed against the primary vendor.
4. The delinquent vendor's purchase order will be cancelled by the Purchasing Agent.