



**Part I**

**Palm Beach County Purchasing Division  
Vendor Performance Report**

*Department. Complete and submit to Director, Purchasing Division, General Services Department, 50 S. Military Trail, Ste. 110, West Palm Beach, FL 33415*

Price Agreement # \_\_\_\_\_ Vendor Name \_\_\_\_\_

Purchase Order # \_\_\_\_\_ Vendor Number \_\_\_\_\_

**Problem Specifics**

Product Deficiencies \_\_\_\_\_  Late Shipments \_\_\_\_\_

Failure to Perform \_\_\_\_\_  
(Explain)

Other \_\_\_\_\_  
(Explain)

\_\_\_\_\_ Date

\_\_\_\_\_ Department

\_\_\_\_\_ Dept./Div. Head Signature

**Part II**

**Vendor Response**

\_\_\_\_\_ Certified Mail # \_\_\_\_\_ Date

*Vendor. Complete Part II below and return to: Palm Beach County Purchasing Division,  
Attn: \_\_\_\_\_ • Buyer, 50 S. Military Trail, Ste. 110,  
West Palm Beach, FL within 10 days.*

**Note: Failure to respond could result in withholding payment or disqualification from future bidding.**

Problem Response: \_\_\_\_\_  
(Attach additional sheet, if required)

\_\_\_\_\_ Signature

\_\_\_\_\_ Address

\_\_\_\_\_ Name (Typed or Printed)

\_\_\_\_\_ Phone