



**COUNTY OF OXFORD  
LETTER OF UNDERSTANDING WITH  
GARBAGE BAG TAG VENDOR**

This Letter of Understanding between the COUNTY OF OXFORD hereinafter called the COUNTY and \_\_\_\_\_ hereinafter called the VENDOR outlines the rights and responsibilities of the parties in regard to the distribution and sale of Oxford County garbage bag tags.

The COUNTY agrees to provide the VENDOR with a continuous inventory of garbage bag tags for sale. Garbage bag tags will be supplied to the VENDOR at 97% of sale value to provide the VENDOR a 3% commission on sales.

The VENDOR agrees to sell bag tags at the price set by the COUNTY. By-law No. 4889-2007 sets the bag tag fee at \$2.00 per bag tag. All bag tag sales are HST exempt.

The VENDOR is permitted to set/follow store policies with respect to debit or credit card acceptance.

The COUNTY may change the price of the bag tags at any time and will provide seven days notice to the VENDOR of any such change. If a change in bag tag pricing occurs, a count of the bag tags held by the VENDOR the day before or after the new pricing comes into effect will be conducted by staff from the COUNTY. The VENDOR will be billed or credited for the difference in the bag tag price, net of the 3% commission. This letter of understanding will remain in place despite changes to the bag tag price.

The COUNTY may at anytime audit the VENDOR to ensure that County policies and procedures are being followed.

The COUNTY may at anytime perform a bag tag inventory audit at the VENDOR's location, without prior notice. The VENDOR agrees to allow entry onto premise by County personnel for the purpose of conducting the inventory audit.

The VENDOR is responsible to order bag tags by calling the COUNTY at 519-539-9800 or 1-866-537-7778 (toll free). Orders must be placed in increments of 500 bag tags. The ordering procedure for garbage bag tags is detailed in Appendix 1 Vendor Ordering and Payment Procedures.

The COUNTY agrees to deliver tag inventory to the VENDOR at the COUNTY'S expense. An invoice will be mailed separately at the start of the month following the date of delivery. Payment terms for the garbage bag tags delivered will be net 30 days of invoice date. The payment policy for garbage bag tags is detailed in Appendix 1, Vendor Ordering and Payment Procedures.

The VENDOR agrees that the packing slip received with the shipment of tags will serve as proof to the quantity of inventory received. Any disputes regarding the inventory shipped will be dealt with immediately by contacting the COUNTY at 519-539-9800 or 1-866-537-7778.

The COUNTY shall provide signage to the VENDOR identifying the location as a retail



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outlet of County of Oxford garbage bag tags.

The COUNTY further agrees to include the VENDOR as a garbage bag tag retail outlet in promotional material distributed to County residents including media advertising.

The VENDOR agrees to notify the COUNTY within forty-eight (48) hours, in the event of a theft of garbage bag tags. The loss of bag tags to theft shall be the responsibility of the VENDOR.

The VENDOR agrees to notify the COUNTY prior to the change of ownership of the business and to relinquish all unsold tags to the COUNTY.

This Letter of Understanding may be cancelled by the VENDOR upon forty-eight (48) hours notice to the COUNTY. The VENDOR agrees and will relinquish all unsold tags to the COUNTY immediately on any such cancellation.

This Letter of Understanding may be cancelled by the COUNTY on the immediate notice to the VENDOR for any reason. The VENDOR agrees and will relinquish all unsold tags to the COUNTY immediately on any such cancellation.

I agree to the terms outlined in this Letter of Understanding.

Signed by:

\_\_\_\_\_  
VENDOR NAME (print)

\_\_\_\_\_  
Pamela Antonio  
Waste Management Supervisor

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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**VENDOR CONTACT INFORMATION**

Outlet Name	
Outlet Address	
Mailing Address	
Phone Number And Fax Number	
E-mail Address	