



**COUNTY OF OXFORD**

**LETTER OF UNDERSTANDING WITH**

**GARBAGE BAG TAG VENDOR**

This Letter of Understanding between the OXFORD COUNTY hereinafter called THE COUNTY and \_\_\_\_\_ called THE VENDOR outlines the rights and responsibilities of the parties with 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. 5160-2010 sets the bag tag fee at \$1.50 per bag tag. All bag tag sales are GST and PST exempt and will be 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. This letter of understanding will remain in place despite changes to the bag tag price.

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 Bag Tag Ordering Procedure.

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 next month. 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 2, Vendor Accounts Payment Policy.

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 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.

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)

\_\_\_\_\_  
Robert Walton, P.Eng., Director,  
Public Works, County of Oxford

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

Date:

Date: \_\_\_\_\_

VENDOR CONTACT INFORMATION

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



**Public Works**

P. O. Box 1614, 21 Reeve Street, Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-2207

Website: [www.county.oxford.on.ca](http://www.county.oxford.on.ca)

**BAG TAG PROGRAM**  
**Appendix 1 - Vendor Ordering Procedure**

**Ordering Bag Tags**

- To order bag tags, call **(519) 539-9800** or toll free **1-866-537-7778**.
- Minimum order is 500 tags, 500 increments thereafter
- When placing your order, be sure to include the number of bags tags requested along with vendor location and telephone number.
- If choosing to pick-up the bag tag order, indicate this when placing the order for the tags.

**Courier Delivery of Tag Orders**

- Ordered bag tags will be delivered by courier at no charge.
- Orders received by **2:00pm** of the day, should be delivered within 3 business days.
- If an order has not been received within 3 business days of request, call **(519) 539-9800** or toll free **1-866-537-7778**.
- Orders placed after 2:00 pm on Thursday will not be delivered until the Tuesday of the next week.

**Pick-up of Tag Orders**

- Bag Tag orders may be picked-up in person - this must be requested when placing the order for the garbage bag tags.
- Payment must be received in full at time of picking-up the bag tag order.
- Orders are to be pick up at :
  - County of Oxford
  - 21 Reeve Street
  - Woodstock, ON
  - 8:30 am to 5:00 pm Monday to Friday



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**BAG TAG PROGRAM**  
**Appendix 2 Vendor Accounts Payment Policy**

1. Accounts are invoiced on previous month's orders and are required to pay in full thirty (30) days from invoice date.
  - Payment can be mailed to:  
County of Oxford  
Accounts Receivable  
P.O. Box 1614  
Woodstock, ON  
N4S 7Y3
  - Payment can be made in person at:  
County of Oxford  
Administration Building  
21 Reeve Street  
Woodstock, ON  
Monday to Friday 8:30 am to 5:00 pm
2. Accounts that are over 60 days outstanding:
  - A reminder notice may be sent to the vendor detailing that there is an outstanding balance that requires payment.
  - The vendor will not receive any delivery of bag tags until outstanding amount is paid.
3. Accounts that are over 90 days outstanding:
  - A letter will be sent out to the vendor detailing the outstanding balance of the account.
  - Arrangements for account payment must be made within 120 days of original invoice
  - The vendor will not be eligible for bag tag deliveries until the outstanding amount has been paid in full.
4. Accounts that are over 120 days outstanding:
  - A letter sent to vendor detailing the account status
  - Full payment must be made within five (5) business days
  - If arrangements for payment not made the account will be forwarded to a collections agency and the vendor will be removed from the program