Administrative Manual

DETAIL PROCEDURE

SECTION

Procurement

SUBJECT

COMPLETING AN "UNSATISFACTORY SUPPLIER PERFORMANCE REPORT"

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE	UNSATISFACTORY SUPPLIER PERFORMANCE REPORT

INSTRUCTIONS: 1—USE TYPEWRITER ONLY
2—SUBMIT PART 1 & 2 WITH PERTINENT CORRESPONDENCE TO BUREAU OF PURCHASES
3—RETAIN PART 3 FOR FILE

TO: CITY PURCHASING AGENT
BUREAU OF PURCHASES
111 N. CALVERT STREET
BALTIMORE, MARYLAND 21202

DATE

FROM		
AGENCY	BUREAU	
DIVISION, SECTION		
NAME OF COMPLAINANT	SIGNATURE	

SUPPLIER (COMPANY NAME)	CONTRACT NUMBER	P.O. NUMBER
PERSON CONTACTED	TITLE	PHONE

THE SUPPLIER NOTED ABOVE HAS FAILED TO FULFILL THE CONTRACT INDICATED BECAUSE OF:

CHECK ONE: ☐ LATE / ☐ SHORT / ☐ OVER / ☐ DAMAGED / ☐ FAILED TO MEET SPECIFICATIONS

OTHER

DETAILS OF ABOVE

ACTION TAKEN BY ORDERING AGENCY: [ ] REFUSED DELIVERY

[ ] CONTACTED SUPPLIER (Specify Dates and Results of Contacts).

DISTRIBUTION
PART 1 & 2 — — BUREAU OF PURCHASES
PART 3 — — — — AGENCY FILE

- Form Number: 28-1448-5025
- Type : 3-part set
- Size : 8 1/2" x 11"
- Order Unit : Specify "Each"
- Quantity of Forms per Order Unit : 1 set

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 01, and citing the above information.