



# VENDOR AGREEMENT FOR THE SALE OF GARBAGE BAG TAGS

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_  
DAY MONTH YEAR

BETWEEN: \_\_\_\_\_  
hereinafter called THE VENDOR

- and - THE CORPORATION OF THE COUNTY OF DUFFERIN  
hereinafter called THE COUNTY

WHEREAS the COUNTY requires the use of County-issued garbage bag tags for curbside collection of garbage beyond the stated limit;

NOW, THEREFORE, THE PARTIES COVENANT AND AGREE EACH WITH THE OTHER THAT:

1. The COUNTY agrees to provide the VENDOR with an inventory of garbage bag tags for sale. Garbage bag tags will be supplied to THE VENDOR at 95% of sale value to provide THE VENDOR a 5% commission on sales.
2. The VENDOR agrees to sell bag tags at \$2.00 per bag tag. All bag tag sales are HST exempt.
3. The VENDOR is permitted to set/follow store policies with respect to debit or credit card acceptance.
4. The COUNTY may change the price of the bag tags at any time and will provide seven (7) days notice to the VENDOR of any such change. This letter of understanding will remain in place despite a change to the bag tag price.
5. The VENDOR is responsible to order bag tags by calling the COUNTY at 519-941-2816 ext. 2804. Orders must be placed in increments of 50 bag tags. The ordering procedure for garbage bag tags is detailed in Appendix A, Vendor Bag Tag Ordering Procedure.
6. The COUNTY agrees to deliver bag tags to the VENDOR at the COUNTY's expense within 5 days from time of ordering. An invoice will be delivered with the bag tags or mailed separately if mailing address is different than the VENDOR's retail location. The payment policy for garbage bag tags is detailed in Appendix B, Vendor Accounts Payment Policy.
7. The VENDOR agrees that the invoice received with the shipment of tags will serve as proof to the quantity of inventory received. Any dispute regarding the inventory shipped will be dealt with immediately by contacting the COUNTY at 519-941-2816 ext. 2804.
8. The VENDOR may not provide, sell, or distribute County-issued garbage bag tags to any other associate retailer or non-associate retailer, distribution or wholesale location, for purposes of selling the bags.
9. The COUNTY shall provide signage to the VENDOR identifying the location as a retail outlet of Dufferin County Garbage Bag Tags and the VENDOR shall display the signage in a prominent location visible to the public.
10. The COUNTY further agrees to include the VENDOR as a Garbage Bag Tag retail outlet on the Dufferin County website and in print media, and the VENDOR thus agrees to be listed.
11. 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.

- 12. The VENDOR agrees that should the VENDOR's business be sold or liquidated, the VENDOR's outstanding invoice(s) will immediately become due and payable to the COUNTY. The VENDOR will return this balance in the form of garbage bag tags and/or monies.
- 13. The VENDOR upon forty-eight (48) hours notice to the COUNTY may terminate this agreement.
- 14. This agreement may be terminated by the COUNTY on the immediate notice to the VENDOR for any reason.
- 15. Should this Agreement be terminated by the COUNTY or the VENDOR as provided for in Paragraphs 13 and 14, the VENDOR shall be reimbursed by the COUNTY for any garbage bag tags returned in good condition as determined by the COUNTY, and for which payment in full has been received by the COUNTY.

IN WITNESS WHEREOF the Parties have shown their agreement by affixing hereto the signatures of their duly authorized signing officers.

VENDOR

THE CORPORATION OF THE COUNTY OF  
DUFFERIN

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(Company Name)

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County Signing Officer (Signature)

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Authorized Signing Officer (Signature)

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Position

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Date

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Date

I/we have the authority to bind the Corporation.

**VENDOR CONTACT INFORMATION**

Vendor Name	
Physical Address	
Mailing Address (if different from above)	
Phone Number	
Email Address	

## **Appendix A: Vendor Ordering Procedure**

To order bag tags,

- Call 519-941-2816 ext. 2804.
- Fill out the Order Form in Appendix C and send by email to [treasury@dufferincounty.ca](mailto:treasury@dufferincounty.ca) or by fax to 519.941.4565.
- Fill out the online form at [www.dufferincounty.ca/waste](http://www.dufferincounty.ca/waste)

Minimum order is 50 tags, 50 increments thereafter.

When placing the order, be sure to include the number of bag tags requested along with the vendor location and telephone number.

Ordered bag tags will be delivered at no charge.

Orders will be delivered within 5 business days.

If an order has not been received within 5 business days of request, call 519-941-2816 ext. 2804.

## **Appendix B: Vendor Accounts Payment Policy**

An invoice will be delivered with the bag tags.

Option 1: Payment can be made upon delivery by either cash or cheque.

Option 2: Payment can be made by credit card in person at 55 Zina Street, 2<sup>nd</sup> Floor, or over the phone by calling 519.941.2816 ext. 2804.

Option 3: Invoices are required to be paid in full within thirty (30) days from invoice date.

Payment can be mailed or brought in person to:

Dufferin County  
Accounts Receivable  
55 Zina Street  
Orangeville, ON L9W 1E5

## Appendix C: Garbage Bag Tag Order Form

Please fill out the form and send by email to [treasury@dufferincounty.ca](mailto:treasury@dufferincounty.ca) or by fax to 519.941.4565.

Today's Date:	
Vendor Name:	
Contact Name:	
Phone Number:	
Email Address:	
Delivery Location:	
Mailing Address: (if different from above)	
Quantity of Bag Tags:	
Pick up or Delivery?	<input type="checkbox"/> Will pick up bag tags at 55 Zina Street, second floor. <input type="checkbox"/> Deliver bag tags (within 5 business days).
Payment method	<input type="checkbox"/> Pay by cash or cheque upon delivery. <input type="checkbox"/> Deliver invoice with bag tags. <input type="checkbox"/> Mail invoice to mailing address above.

### For office use only:

Serial Numbers:	
Invoice Amount: (quantity x \$1.90)	
Invoice Number:	
Delivery Date:	
Notes:	