

VENDOR NON-PERFORMANCE NOTIFICATION FORM

Rev. 4/5/2022

WV-82

PO No. _____

Procurement Folder No. _____

The purpose of this form is to formalize the notification from West Virginia state agencies to contract holders/vendors of contract-related and general performance issues and to memorialize any agreed to resolution.

PART I:

REPORTING DEPARTMENT/AGENCY INFORMATION

REPORTING DEPARTMENT/AGENCY NAME: _____

NAME OF CONTRACT ADMINISTRATOR/AGENCY CONTACT: _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

VENDOR INFORMATION

VENDOR/BUSINESS NAME: _____

VENDOR CONTACT NAME: _____

VENDOR CUSTOMER CODE: _____

ADDRESS (STREET, CITY, STATE, ZIP CODE): _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

COMPLAINT DESCRIPTION:

CONTRACT CLAUSE(S)/PROVISION(S) BREACHED:

VENDOR NON-PERFORMANCE RESOLUTION

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PART 2:

VENDOR PROPOSED RESOLUTION:

VENDOR REPRESENTATIVE (Signature): _____ Date: _____

VENDOR REPRESENTATIVE NAME AND TITLE (Printed): _____

By signing below, the Agency agrees that it has determined that the proposed resolution is consistent with contractual requirements, does not require a change order, and is an acceptable way to resolve the identified complaint.

AGENCY REPRESENTATIVE (Signature): _____ Date: _____

AGENCY REPRESENTATIVE NAME AND TITLE (Printed): _____