

Date 11/19/03

Vendor #
Vendor Name
Vendor Address
City, State, Zip Code

The State agency listed below has issued a complaint regarding the purchase order and/or contract listed below. A response concerning this complaint must be forwarded to the Purchasing Division within fourteen (14) days. Attn: Vickie Givens

Complaint No.	:	00005	
Title	:	Vendor did not Show up to clean building (example)	
Complaining Agency	:	501010	: Department of General Services
Complaint Date	:	11/19/03	
Order Number	:		:
Contract Number	:	4016936	: Janitorial Services/SWC 800
Class/Subclass	:	928 44	: Janitorial and/or Custodial Services
			Contract basis
Complaint Code and Description	:		: 6 Vendor Performance
Agency Contact	:	John Doe	: Phone : 615-741-0000 0000

Explanation of Complaint

Cc 57013 Comptroller OfficeVendor has not cleaned building Since November 1, 2003. Attempts were made to contact Mr. John Smith but were unsuccessful.

Failure to respond to this complaint or any unreasonable length of time required for correction or resolution of same may result in cancellation of the order or contract and/or removal from the qualified vendor list.

Sincerely,

George Street
Director of Purchasing

Gs-0041