

WOOD VENDOR CONTRACT SFY2018

1. I understand that I have **7 days** to deliver the wood upon receipt of a wood voucher. I will call the client to schedule delivery. **If I cannot deliver the wood within the 7 days, I will call the customer and NACOG Community Services** and tell them when I can deliver.
2. If I am unable to contact the client for delivery after two attempts, I will mail the voucher back to NACOG along with **written documentation** of my attempts. If I attempt to make a delivery and the client is not home, NACOG will reimburse my round-trip mileage to the client's home.
3. The wood delivered cannot be more than ½ Aspen. It must be mixed with other types of wood such as pine, douglas fir, cedar, juniper or piñon. **It will not contain mill wood, roots, nests or the crotch of the tree. The wood cannot be green or burned.**
4. The wood delivered will be **16 – 18” in length and 6 - 8” in diameter**. Branches and twigs are not an acceptable inclusion in the calculation of a cord. The wood must be split and stacked in cord measurements of **4 ft. high by 4 ft. wide by 8 ft. long**. A special cut, requested by the client and documented on the wood voucher, is the only exception to the length and diameter requirements listed above.
5. **Wood deliveries must be completed by dusk** and the client must be able to clearly see the quality and quantity of wood before signing the voucher.
6. I understand that if I sub-contract, **I am responsible for the wood and service the sub-contractor delivers, and any additional costs incurred**. I understand that it will be my responsibility to ensure that the client is satisfied in accordance with this contract.
7. After the wood has been stacked and the client has inspected it and is satisfied, the wood voucher will be signed and dated by the client or alternate signer listed on the voucher and by myself, the wood vendor at the time of delivery. I understand that if I or my sub-contractor allows a person who is not listed on the voucher to sign, the voucher will be returned to me for the proper signature. ***Any coercion of a client or listed alternate to sign the voucher by myself or a sub-contractor will result in the immediate termination of my NACOG Wood Vendor contract.***
8. The **original** signed voucher will then be **mailed** to NACOG for payment within **10 days** of the issue date on the voucher. NACOG cannot accept faxed copies.
9. I understand that NACOG issued checks will be mailed directly to the address listed. **No checks will be issued or mailed until a W-9 is on file and the proper voucher(s) signed by myself and the client is received.**
10. I understand that if I leave town or am otherwise unavailable for a specified amount of time, I must notify NACOG. Failure to do so will result in the cancellation of wood vouchers issued to me during my absence and may result in the loss of future wood vouchers.
11. NACOG is a drug and alcohol free environment. As a contracted vendor of NACOG, I understand that I will adhere to this policy while cutting and delivering wood for contracted NACOG vouchers. ***Any suspected use of drugs or alcohol while making a wood delivery will result in immediate termination of my NACOG Wood Vendor Contract.***

12. I understand that complaints made by a client regarding the quality or quantity of wood delivered, or my behavior during a delivery, may result in the **suspension or immediate termination of my NACOG Wood Vendor Contract.**
13. I understand that if I have a complaint, concern or comment that needs to be addressed, I will contact the NACOG Central Office or local case coordinator immediately or I will provide comment on the comments section of the wood voucher.
14. I understand that my quote per cord of wood must be **competitive and reasonable.** I understand that if my quote is not competitive and reasonable I might not receive a sustainable volume of delivery vouchers. I also understand that **this contract does not guarantee the amount of wood delivery vouchers I might receive during the contract year.**
15. **This contract is valid October 1, 2017 until April 30, 2018.** NACOG retains the right to update or renegotiate this contract at any time.

NACOG understands that gas prices may increase, however we would appreciate it if you would keep your prices **reasonable.**

VENDOR INFORMATION

Vendor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Number: _____

SIGNATURES

I understand and accept the conditions of this contract.

Wood Vendor Signature: _____ Date: _____

CSA Director Signature: _____ Date: _____

Vendor: _____

County: _____

WOOD DELIVERY AND TYPES

Please complete and return with signed contract.

DELIVERY AREA AND QUOTES

In Area

In area delivery quote per cord is:\$ _____

In area towns I will deliver to: _____

Out of Area

Out of area delivery quote per cord is:\$ _____

Out of area towns I will deliver to: _____

SPECIAL LENGTHS AND WOOD TYPES

I am willing to cut **special lengths** of wood:_____ (Yes or No)

The lengths I am willing to cut are: _____

I charge \$_____ per cord to cut special lengths.

I will accept _____ (number) vouchers out at a time.

Types of Wood: _____
