

ANNUAL SUMMARY REPORT – [YEAR]

Department Name:

Department Contact: (Name, title, email address and phone number)

INSTRUCTIONS: Please provide a summary of compost and mulch purchases as stated below. For any questions, please contact Nicole Nguyen at Nicole.Nguyen@ceo.sccgov.org.

COMPOST – DIRECT PURCHASES (BY COUNTY DEPARTMENT)

[Reference Appendix](#)

The report must summarize the following information from all County purchases:

1. The quantity of compost procured during the reporting period, measured in tons, or cubic yards.
2. Every compost facility from which compost was procured during the reporting period. Compost production facility or reseller information shall include the following: Name of facility, physical location, and contact information.
3. A general description of how and where the compost was used, including warehousing for future County use.
4. All copies of invoices, receipts, or other proof of purchase (in either paper or electronic form) evidencing the department's procurement of compost.

COMPOST – INDIRECT PURCHASES (THROUGH CONTRACTOR)

[Reference Appendix](#)

Contractor's annual summary report shall include but not limited to the following information:

1. The quantity of compost procured under the Agreement during the reporting period, measured in tons, or cubic yards.
2. Every compost facility from which compost was procured under the Agreement during the reporting period. Compost production facility or reseller information shall include the following: name of facility, physical location, and contact information.
3. A general description of how and where the compost was used, including warehousing for future County use.
4. All copies of invoices, receipts, or other proof of purchase (in either paper or electronic form) evidencing Contractor's procurement of compost under the Agreement.

MULCH – DIRECT PURCHASES (BY COUNTY DEPARTMENT)

[Reference Appendix](#)

The report must summarize the following information from all County purchases:

1. The quantity of mulch procured during the reporting period, measured in tons, or cubic yards.
2. Every mulch facility from which mulch was procured during the reporting period. Mulch production facility or reseller information shall include the following: Name of facility, physical location, and contact information.
3. A general description of how and where the mulch was used, including warehousing for future County use.
4. All copies of invoices, receipts, or other proof of purchase (in either paper or electronic form) evidencing the department's procurement of mulch.

COMPOST – INDIRECT PURCHASES (THROUGH CONTRACTOR)

[Reference Appendix](#)

Contractor's annual summary report shall include but not limited to the following information:

1. The quantity of mulch procured under the Agreement during the reporting period, measured in tons, or cubic yards.
2. Every mulch facility from which mulch was procured under the Agreement during the reporting period. Mulch production facility or reseller information shall include the following: Name of facility, physical location, and contact information.
3. A general description of how and where the mulch was used, including warehousing for future County use.
4. All copies of invoices, receipts, or other proof of purchase (in either paper or electronic form) evidencing Contractor's procurement of mulch under the Agreement.