

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT AND BUDGET
(OFMB)
SUBJECT: WARRANTY CLAIMS
PPM #: CW-F-045

ISSUE DATE
October 25, 2021

EFFECTIVE DATE
October 25, 2021

PURPOSE:

To provide a policy to insure that the County receives the benefit of all warranties or other guaranties provided by vendors or contractors.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Financial Management & Budget Department.

AUTHORITY:

1. Palm Beach County Administrative Code, Section 306.03.

DEFINITION:

1. Warranties - Warranties represent product or performance guarantees granted to the County on products or services purchased by the County.

POLICY:

The end user (County Department or Agency) who receives benefit of all warranties or other guarantees provided by vendors or contractors is required to identify warranty problems and to pursue the appropriate party (vendor, supplier, contractor, etc.) to assure that the County receives its warranty benefits. The user should contact Purchasing or the County Attorney's Office to help resolve any disputes that arise.

The end user (County Department or Agency) will establish the appropriate procedures to assure that the above Policy is followed.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM #CW-F-045, issued 7/14/1995
2. PPM #CW-F-045, issued 2/8/2011
3. PPM #CW-F-045, issued 1/21/2016