



**Vendor Performance Evaluation**

Vendor/Contractor Name:	Contract Title and Number:
Contract Type:	Contract Date:
Contract Value:	Board Item Number:
Department:	

PERFORMANCE SCALE: EXCELLENT (4) GOOD (3) FAIR (2) POOR (1)  
Place X within appropriate box

<b>GENERAL</b>	<b>EXCELLENT(4)</b>	<b>GOOD(3)</b>	<b>FAIR (2)</b>	<b>POOR (1)</b>	<b>Comments</b>
Work performed in compliance with contract terms					
Materials, supplies and equipment provided as required					
Staff Availability					
Timeliness of Work					
Staff professionalism					
Customer Services					
Quality of work					
Communication and Accessibility					
Prompt and effective correction of situations and conditions					
Contractor Compliance with meeting deadlines					
Contractor compliance with staying within budget					

LOGISTICS	EXCELLENT (4)	GOOD (3)	FAIR (2)	POOR (1)	Comments
Shipping Instructions					
Quality of Service					
Deviation Shipping Notification					
Date Reliability					
Quantity Reliability					
Vendor Quality					
Date of Service					
Vendor Price					
	EXCELLENT(4)	GOOD(3)	FAIR (2)	POOR (1)	Comments

REPORTING					
Documentation records, receipts, invoices and computer generated reports received in a timely manner in compliance with contract specification					

**INTERNAL PROCUREMENT USE ONLY**

Overall Assessment:  Satisfactory  Unsatisfactory

**Additional Comments:**

Evaluator Information

Print	Signature
Title	Date:
Supervisor Review	
Print	Signature
Title	Date:
Purchasing Review	
Print	Signature
Title	Date:

