|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contract: |  | | | | | | | | |
| Contract/Purchase Order Number: | | | |  | | Internal Project Number: | | |  |
| Contract Start Date: |  | | | Substantial Completion Date: | | | |  | |
|  |  | | | Final Completion Date: | | | |  | |
| Contract Award Amount: | | |  | | | | | | |
| Vendor Name: | |  | | | Contact Name: | | |  | |
| Business Address: | | | | | | | Phone: |  | |
|  | | | | | | | Email: |  | |
| Specific Work Provided by Vendor: | | | | | | | | | |

**PERFORMANCE EVALUATION**

To the best of your knowledge, rate each of the criteria below as indicated: If you have insufficient knowledge of performance on this project for a particular criterion, check “Not Applicable”.

Submission of supporting comments is highly encouraged for all categories.

|  |
| --- |
| 1. **SAFETY PROGRAM DEVELOPMENT**   Vendor’s actions in creating and maintaining a safe job site and meeting safety requirements of the Contract.  **Above Average**  **Satisfactory**  **Unsatisfactory**  **Not Applicable**  Supporting Comments: |
|  |
| 1. **DELIVERABLES/REPORTS**   Timeliness, completeness, and quality of required Contract submittals.  **Above Average**  **Satisfactory**  **Unsatisfactory**  **Not Applicable**  Supporting Comments: |
|  |
| 1. **QUALITY OF SERVICES, WORKMANSHIP AND MATERIALS**   Quality of service, (example: workmanship, construction, fabrication, materials and equipment).  **Above Average**  **Satisfactory**  **Unsatisfactory**  **Not Applicable**  Supporting Comments: |
|  |
| 1. **COST CONTROL**   Vendor’s efficient use of resources; accurate billing, accurate pricing and supporting documentation.  **Above Average**  **Satisfactory**  **Unsatisfactory**  **Not Applicable**  Supporting Comments: |
|  |
| 1. **TIMELINESS OF PERFORMANCE AND PURSUIT OF WORK**   Timely Contract administration including establish realistic Project Schedule; Project start-up adherence to schedule and number of days to complete tasks; identification of potential delays and measures taken to mitigate delays; timeliness of deliverables.  **Above Average**  **Satisfactory**  **Unsatisfactory**  **Not Applicable**  Supporting Comments: |
|  |
| 1. **CONFORMANCE WITH CONTRACT DOCUMENTS**   Meets Contract requirements and applicable governing guidelines such as (grant requirements); and implementation in meeting such requirements. Fully meets all terms and conditions of the Contract.  **Above Average**  **Satisfactory**  **Unsatisfactory**  Supporting Comments: |
|  |
| 1. **PROJECT MANAGEMENT/PLANNING**   Performance and competency of the Vendor to actively lead, foresee issues, plan ahead effectively, and provide guidance and direction.  **Above Average**  **Satisfactory**  **Unsatisfactory**  **Not Applicable**  Supporting Comments: |
|  |
| 1. **COMMUNICATIONS**   Clarity and effectiveness of Vendor’s communication with County consultants, subcontractors, or vendors etc. on technical issues, schedule, project matters, and ongoing problems; concise reporting; clear correspondence.  **Above Average**  **Satisfactory**  **Unsatisfactory**  **Not Applicable**  Supporting Comments: |
|  |

|  |  |
| --- | --- |
| Reviewer Name (Please print)  Reviewer Title:  Reviewer Signature: | Date: |

|  |  |
| --- | --- |
| Supervisor Name (Please print)  Supervisor Title:  Supervisor Signature: | Date: |

**FOLLOW - UP**

Discussed w/ Vendor

Date

Resolved Satisfactory

Date

Not Resolved

Yes       Date to Follow Up

No

Purchasing Division Follow Up Required.

**COMMENTS:**