|  |  |
| --- | --- |
| 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:**