



DEPARTMENT OF PURCHASING &
CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT

CONSTRUCTION SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
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Purchaser Order Number	Purchase Order Date
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Department

Bid Number	Service Commodity
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Contractor

Performance Rating

0 = Unsatisfactory	Archives contract requirements less than 50% of the time not responsive, effective and/or efficient; unacceptable delay; incompetence; high degree of customer dissatisfaction.
1 = Poor	Archives contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customer somewhat satisfied.
2 = Satisfactory	Archives contract requirements 80% of the time. Generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.
3 = Good	Archives contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied
4 = Excellent	Archives contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.

1. $\dot{U}! [\dot{b} \& \ddot{O} \wedge \dot{\zeta} \wedge [[] \{ \wedge \} \} c$	(Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification
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	0	
	1	
	2	
	3	
	4	

2. $\ddot{O} \wedge \bullet \dot{a} \}$	(Were Milestones Met Per Contract – $\ddot{U} \wedge \dot{a} \dot{a} \dot{c}$ Responsiveness to $\ddot{O} \dot{a} \wedge \dot{\zeta} \}$ • $\dot{D} \odot \dot{a}$ * \wedge – On Time Completion Per Contract $\ddot{U} \dot{\zeta} \dot{a} \sim \dot{a} \dot{a} \dot{a} \ddot{O} \dot{a} \dot{a} \dot{a} \bullet$)
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	0	
	1	
	2	
	3	
	4	

3. Award - Proposal Development		(Timeless/Due Duties - Reasonable/Cooperative - Flexible/Motivated)
	0	
	1	
	2	
	3	
	4	
4. Constructions		(Mobilization Timely - Were Milestones Met - Met/Exceeded Specification - Within Budget Performance - Proper Invoicing - Quality of Work Responsive to Owner)
	0	
	1	
	2	
	3	
	4	
5. Contractors Key Personnel		(Credential/Experience Appropriate- Effective Supervision/Management - Available as Needed)
	0	
	1	
	2	
	3	
	4	

Overall Performance Rating		Date	
Would you select/recommend this vendor again?			
Rating completed by:			
Department Head Name:			
Department Head Signature			

After completing the form:
 Submit to Purchasing
 Print a copy for your records
 Save the form