



**DEPARTMENT OF PURCHASING &
CONTRACT COMPLIANCE**

CONTRACTORS PERFORMANCE REPORT

PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2022	6/31/2022	1/1/2022	12/31/2022
Purchaser Order Number		Purchase Order Date	
520 0222220000000000246		4/28/2022	
Department			
DREAM			
Bid Number		Service Commodity	
20ITB125615C-GS		Fence and Gate Repair	
Contractor			
Allied Fence Co.			
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. Quality of Goods/Services		(Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification)	
☐ 0	Allied always completes projects that meet spec compliance; Technical Excellence with Personnel Qualification. Reports are on time and administration is prompt and efficient.		
☐ 1			
☐ 2			
☐ 3			
☒ 4			
2. Timeliness of Performance		(Were Milestones Met Per Contract – Response Time (per agreement, if applicable) – Responsiveness to Directions/ Change – On Time Completion Per Contract)	
☐ 0	Always meet milestones with projects. Responsiveness to directions and changes to scope are prompt. Immediately responsive.		
☐ 1			
☐ 2			
☐ 3			
☒ 4			

3. Business Relations		(Responsiveness to Inquires – Prompt Problem Notifications)
☐	0	Good business relations and responds to inquiries and requests in efficient and prompt manner. When problems arise the supervisor is always available and responsive.
☐	1	
☐	2	
☐	3	
☒	4	
4. Customer Satisfaction		(Met User Quality Expectations – Met Specification – Within Budget – Proper Invoicing – No Substitutions)
☐	0	Users and customers are always satisfied; expectations are met. Specifications are met and projects come in within budget with proper invoicing and no substitutions.
☐	1	
☐	2	
☐	3	
☒	4	
5. Contractors Key Personnel		(Credentials/Experience Appropriate – Effective Supervision/Management – Available as Needed)
☐	0	Supervisor are always available; responds promptly to requests and always available. Key personnel are experienced and efficient in getting projects completed.
☐	1	
☐	2	
☐	3	
☒	4	

Overall Performance Rating	4.00	Date	July 19, 2022
Would you select/recommend this vendor again?		☒ Yes	☐ No
Rating completed by:	Mark Moore		
Department Head Name:	Joseph N. Davis		
Department Head Signature			