



DEPARTMENT OF PURCHASING &
CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT

PROFESSIONAL SERVICES

| | | | |
|------------------------|-------------------|-----------------------|---------------------|
| Report Period Start | Report Period End | Contract Period Start | Contract Period End |
| April 1, 2022 | June 30, 2022 | 12/9/2021 | 12/9/2022 |
| Purchaser Order Number | | Purchase Order Date | |
| 540 21SC130845K-BKJ | | 01/07/2022 | |

Department
Public Works

| | |
|------------------|-----------------------|
| Bid Number | Service Commodity |
| 21RFB130845K-BKJ | Professional Services |

Contractor
Reeves Young, LLC

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)

| | | |
|----------------------------------|---|---|
| <input type="radio"/> | 0 | Comments Vendor provided qualified personnel and followed Contract specifications requirements for the work performed. Personnel were experience in performing the work and submitted all necessary documents and reports on time. |
| <input type="radio"/> | 1 | |
| <input type="radio"/> | 2 | |
| <input type="radio"/> | 3 | |
| <input checked="" type="radio"/> | 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)

| | | |
|----------------------------------|---|--|
| <input type="radio"/> | 0 | Comments Vendor is punctual, met project milestones required by schedule & Team is very responsiveness to directions/change. Completed project milestones on time per Contract. |
| <input type="radio"/> | 1 | |
| <input type="radio"/> | 2 | |
| <input type="radio"/> | 3 | |
| <input checked="" type="radio"/> | 4 | |

| | | |
|----------------------------------|---|--|
| 3. Business Relations | | (Responsiveness to Inquires – Prompt Problem Notifications) |
| <input type="radio"/> | 0 | Comments |
| <input type="radio"/> | 1 | Vendor is cooperative and flexible of issues that arise and responsiveness to inquiries. |
| <input type="radio"/> | 2 | Provide prompt notification as required. |
| <input type="radio"/> | 3 | |
| <input checked="" type="radio"/> | 4 | |
| 4. Customer Satisfaction | | (Met User Quality Expectations – Met Specification – Within Budget – Proper Invoicing – No Substitutions) |
| <input type="radio"/> | 0 | Comments |
| <input type="radio"/> | 1 | Vendor met the specifications and performed the work within budget and provided proper invoicing. |
| <input type="radio"/> | 2 | |
| <input type="radio"/> | 3 | |
| <input checked="" type="radio"/> | 4 | |
| 5. Contractors Key Personnel | | (Credentials/Experience Appropriate – Effective Supervision/Management – Available as Needed) |
| <input type="radio"/> | 0 | Comments |
| <input type="radio"/> | 1 | Vendor credentials and experience is appropriate. Supervision and Project Management very effective. Always available as needed. |
| <input type="radio"/> | 2 | |
| <input type="radio"/> | 3 | |
| <input checked="" type="radio"/> | 4 | |

| | | | |
|---|---|-----------------------------|----------------------|
| Overall Performance Rating | 4.00 | Date | 7/5/2022 |
| Would you select/recommend this vendor again? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Rating completed by: | Cherise Smith, Construction Project Manager, Senior | | <i>Cherise Smith</i> |
| Department Head Name: | David Clark, PE Director | | |
| Department Head Signature | <i>[Signature]</i> | | |

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 Submit to Purchasing
 Print a copy for your records
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