



**DEPARTMENT OF PURCHASING &
CONTRACT COMPLIANCE**

CONTRACTORS PERFORMANCE REPORT

PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
January 1, 2021	July 6, 2021	January 1, 2021	December 31, 2021
Purchaser Order Number		Purchase Order Date	
20ITB092320A-FB		January 1, 2021	

Department

Public Works

Bid Number	Service Commodity
20ITB092320A-FB	Large Meter Installation Service

Contractor

Wade Coots Company, Inc.

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)
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<input type="radio"/>	0
<input type="radio"/>	1
<input type="radio"/>	2
<input type="radio"/>	3
<input checked="" type="radio"/>	4


EXCELLENT

2. Timeliness of Performance	(Were Milestones Met Per Contract – Response Time (per agreement, if applicable) – Responsiveness to Directions/Change – On Time Completion Per Contract)
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<input type="radio"/>	0
<input type="radio"/>	1
<input type="radio"/>	2
<input type="radio"/>	3
<input checked="" type="radio"/>	4

EXCELLENT

3. Business Relations		(Responsiveness to Inquires – Prompt Problem Notifications)
<input type="radio"/>	0	EXCELLENT
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	
4. Customer Satisfaction		(Met User Quality Expectations – Met Specification – Within Budget – Proper Invoicing – So Substitutions)
<input type="radio"/>	0	EXCELLENT
<input type="radio"/>	1	
<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	EXCELLENT
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	

Overall Performance Rating	0.00 4.00	Date	20
Would you select/recommend this vendor again?		<input checked="" type="checkbox"/> Yes	No
Rating completed by:	GRADY COCHRAN		
Department Head Name:	DAVID CLARK		
Department Head Signature			

After you have completed filling out the form:
 Submit the for to Purchasing
 Print a copy of the form
 Save the form

Submit

Print

Save