



PASCO COUNTY BOARD OF COUNTY COMMISSIONERS
VENDOR PERFORMANCE EVALUATION
Goods/Services

The Purchasing Department would like your opinion of this Vendor. This evaluation will be kept on file in the Purchasing Department and referred to when recommending future contracts.

This information will also be shared with the Vendor to inform them of commendable as well as deficient areas in their service.

GENERAL INFORMATION

Department Name: [text box]

Project Manager Name: [text box]

Email: [text box] Tele. # [text box]

Contractor Being Evaluated: [text box]

RFP/RSQ/IFB Number: [text box]

Goods/Services Provided: [text box]

Contract Award Amount: \$ [text box]

Specific comments: [lines]

Would you recommend this Vendor for another County project? [checkbox] Yes [checkbox] No, please explain [lines]

NOTICE TO VENDOR: Vendor shall, within 30 days, submit a written response to the Purchasing Department disputing any information contained in this Evaluation and setting forth any additional information concerning the building project or the oversight of the contract by the public agency that may be relevant to the evaluation of the vendor's performance.

Evaluated by: [line]
Signature Date

Reviewed by: [line]
Purchasing Director Date

**NOTE: Scores of 2 or below must include additional information in the box provided.**

**GOODS**

<b>DELIVERY</b>	<b>Rating Scale:</b>	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
Delivery made within required time frame		1	2	3	4	5
<input type="text"/>						
Delivery made to correct location		1	2	3	4	5
<input type="text"/>						
Condition of goods upon delivery		1	2	3	4	5
<input type="text"/>						

<b>QUALITY</b>	<b>Rating Scale:</b>	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
Quality of goods		1	2	3	4	5
<input type="text"/>						

<b>OTHER</b>	<b>Rating Scale:</b>	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
Correct invoicing		1	2	3	4	5
<input type="text"/>						
Correct quantities delivered		1	2	3	4	5
<input type="text"/>						

**SERVICES**

<b>CUSTOMER SERVICE</b>	<b>Rating Scale:</b>	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
Services provided within required time frame		1	2	3	4	5
<input type="text"/>						
Services provided according to specifications		1	2	3	4	5
<input type="text"/>						
Response to issues		1	2	3	4	5
<input type="text"/>						

<b>QUALITY</b>	<b>Rating Scale:</b>	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
Quality of services		1	2	3	4	5
<input type="text"/>						

<b>OTHER</b>	<b>Rating Scale:</b>	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
Correct Invoicing		1	2	3	4	5
<input type="text"/>						