City of New Orleans

VENDOR PERFORMANCE EVALUATION PROFESSIONAL SERVICES AND CONSTRUCTION

Page 1

- 1. Use this form to report vendor performance (positive or negative) for rendering of Professional services and construction.
- 2. The person designated for accepting services is responsible for filling out this form (type or print). Only page 1 is required, if page 2 is not used. However, if any area on page 1 is marked "unsatisfactory", page 2 must also be filled out and submitted with page 1 (see page 2, Explanations/Comments, when marking "unsatisfactory"). Page 2 is NOT restricted to "unsatisfactory" comments. If you have something good you want on record, use page 2. Attach documents, if applicable.
- 3. City Contracts: at a minimum this form MUST be completed and submitted <u>not later than 2 weeks after completion/expiration of a City contract for professional services or construction</u>. Past performance is considered on future contracts.
- 4. Send <u>SIGNED</u> form to: Office of Procurement 1300 Perdido St Suite 4W07, New Orleans, La. 70112 Attn: Chief Procurement Officer

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company/	Contract
Vendor Name:	Number No:
Mailing	Description/
Address:	Title:
City, St,	Contract Term (Dates)
Zip Code:	To: From:
Representative	Purchase Order
Evaluated:	Number:
Telephone	Task Order
Number:	Number:
Fax	Other
Number:	Reference:

DEFINITIONS

<u>OUTSTANDING</u> – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

<u>UNSATISFACTORY (UnSat)</u> - Vendor did **NOT** meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements (see page 2, Explanations/Comments)

EVALUATIONS (Place "X" in appropriate box for each major area.)

Criteria (includes change orders/amendments)	Out- standing	Exc	Sat	Un- Sat	Not Apply
1. Supplies delivered/Work performed on schedule.					
2. Condition of delivered supplies (includes handling/packaging).					
3. Quality of deliveries/work performance.					
4. Adherence to specifications/statement of work.					
5. Resolved problems/customer complaints timely.					
6. Working relationship/interfacing with City staff/public sector (citizens).					
7. Service Call (On-Call) response time.					
8. Other (specify):					
9. Overall evaluation of compliance with contract requirements.					
	Yes	No	N/A		
10.Compliance with DBE participation and reporting					
11. Compliance with Local Hire/Living Wage participation and reporting					

EVALUATED BY			
Signature:	Date of Evaluation:		
Print Name:	Department/Division:		
Title:	Telephone No:		

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Page 2

Company/ Vendor Nam		ict Number Other Reference:					
vendor man							
Contract Ref No.	EXPLANATIONS/COMMENTS 1. Do not submit page 2 without page 1. 2. Be specific (include paragraph and page numbers referenced in the applicable contract, purchase order, etc). Continue on separate sheet (enter company name and contract number or other reference)						
Ref No.	ACTION TAKEN BY VENDOR (rep	ly below or submit separate corresp	ondence)				
NAME/	TITLE OF VENDOR REPRESENTATIVE	SIGNATURE	DATE				
FOR PROCUREMENT SERVICES OFFICE USE ONLY							
"Unsatisfactory" findings have been determined as VALID () NOT VALID (). Reasons:							
Signature:		Date:					
Name/Title	:	Telephone No:					