



CONSTRUCTION & PLANNING OFFICE

**Architect/Engineer
 VENDOR'S JOB PERFORMANCE EVALUATION**

Directions: Complete at the end of each project.

VENDOR: _____ FY: _____ BID NO.: _____
 JOB: _____ TYPE OF CONTRACT: _____
 DEPARTMENT: _____ MONTH: _____

RATING: 5=A-EXCELLENT; 4=B-VERY GOOD; 3=C-GOOD; 2=D-SATISFACTORY; 1=F-POOR

****RATE THE FOLLOWING****

DESCRIPTION	RATING	COMMENTS
OVERALL PERFORMANCE		
RESPONSE TIME FOR MEETING DEADLINES		
ATTITUDE/AND OR WORKING RELATIONSHIP WITH PROJECT MANAGEMENT AND USER		
PROMPTNESS OF RESPONSE FROM A/E DURING CONSTRUCTION		
THOROUGHNESS OF A/E DURING DESIGN		
PROMPTNESS OF RESPONSE FROM A/E DURING BIDDING PROCESS		
PROMPTNESS OF RESPONSE FROM A/E DURING CLOSE-OUT PROCESS		
A/E UTILIZATION OF HUBS		
ADEQUATE NO. EMPLOYEES FOR JOB		
OVERALL RATING OF VENDORS MONTHLY PERFORMANCE		

Note: Rating total/9=overall rating

CONFERENCE REQUIRED WITH A/E ___ YES ___ NO DATE SET: _____
 (Score below 18 require conference)

ADDITIONAL COMMENTS: _____

EVALUATOR: _____ DATE: _____

DISTRIBUTE: _____ C/P File
