

**Number**  
**Current Status:**  
**Requisitioner**  
**Contract Award Date**  
**Vendor can see comments**

20172  
 Expired  
 Robin Nechelput  
 Nov 22, 2017  
 Yes

**Name**  
**Current Rating**  
**Supervisor**  
**Date of Evaluation**  
**Vendor can see attachments**

Example Contract  
 n/a  
 Robin Nechelput  
 Nov 23, 2017  
 No

| Attachments |
|-------------|
|             |

| Evaluation Criteria   | Evaluation Assessment   | Comments   |
|---|---|--|
| <u>Administration - Goods and/or Services</u> <ul style="list-style-type: none"> <li>• Communication / Accessibility</li> <li>• Customer Service / Responsiveness</li> <li>• Cooperation / Professionalism</li> <li>• Displays Accountability &amp; Responsibility</li> </ul>   | <input type="radio"/> Exceptional<br><input type="radio"/> Good<br><input type="radio"/> Satisfactory<br><input type="radio"/> Cautionary<br><input type="radio"/> Not Satisfactory | <div style="background-color: #f2f2f2; padding: 2px;">Evaluator Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Supervisor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Purchasing Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Manager Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Vendor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> |
| <u>Quality of Goods/Services - Goods and Services</u> <ul style="list-style-type: none"> <li>• Meets specifications</li> <li>• Satisfaction of good / service</li> <li>• Returns</li> <li>• Service deficiencies / call backs resolved</li> <li>• Adequate Supervision &amp; Resources</li> <li>• Limited Guidance from City</li> </ul> | <input type="radio"/> Exceptional<br><input type="radio"/> Good<br><input type="radio"/> Satisfactory<br><input type="radio"/> Cautionary<br><input type="radio"/> Not Satisfactory | <div style="background-color: #f2f2f2; padding: 2px;">Evaluator Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Supervisor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Purchasing Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Manager Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Vendor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> |

| Evaluation Criteria  | Evaluation Assessment   | Comments  |
|--|---|---|
| <p><u>Timelines - Goods and/or Services</u></p> <ul style="list-style-type: none"> <li>• Met scheduled delivery / installation date and/or service delivery timelines</li> <li>• Delivery to correct location</li> </ul> | <ul style="list-style-type: none"> <li>● Exceptional</li> <li>● Good</li> <li>● Satisfactory</li> <li>● Cautionary</li> <li>● Not Satisfactory</li> </ul> | <div data-bbox="826 123 1551 235">Evaluators Comments</div> <div data-bbox="826 264 1551 376">Supervisor Comments</div> <div data-bbox="826 405 1551 517">Purchasing Comments</div> <div data-bbox="826 546 1551 658">Manager Comments</div> <div data-bbox="826 687 1551 799">Vendor Comments</div>        |
| <p><u>Cost Control - Goods and/or Services</u></p> <ul style="list-style-type: none"> <li>• Invoice detail &amp; accuracy</li> <li>• Adherence to bid pricing</li> </ul>   | <ul style="list-style-type: none"> <li>● Exceptional</li> <li>● Good</li> <li>● Satisfactory</li> <li>● Cautionary</li> <li>● Not Satisfactory</li> </ul> | <div data-bbox="826 833 1551 945">Evaluators Comments</div> <div data-bbox="826 974 1551 1086">Supervisor Comments</div> <div data-bbox="826 1115 1551 1227">Purchasing Comments</div> <div data-bbox="826 1256 1551 1368">Manager Comments</div> <div data-bbox="826 1397 1551 1509">Vendor Comments</div> |
| <p><u>Health and Safety - Goods and/or Services</u></p> <ul style="list-style-type: none"> <li>• Safety and accountability</li> <li>• Adherence to codes and standards and other laws &amp; policies</li> </ul>          | <ul style="list-style-type: none"> <li>● Exceptional</li> <li>● Good</li> <li>● Satisfactory</li> <li>● Cautionary</li> <li>● Not Satisfactory</li> </ul> | <div data-bbox="826 1534 1551 1646">Evaluators Comments</div> <div data-bbox="826 1675 1551 1787">Supervisor Comments</div> <div data-bbox="826 1816 1551 1928">Purchasing Comments</div>   |

| Evaluation Criteria | Evaluation Assessment | Comments   |
|---------------------|-----------------------|--|
|                     |                       | <div data-bbox="826 136 1554 241"> <p>Manager Comments</p> <input type="text"/> </div> <div data-bbox="826 271 1554 376"> <p>Vendor Comments</p> <input type="text"/> </div> |
| General Comments    | <input type="text"/>  |  |
| Vendor Comments     | <input type="text"/>  |  |