



Vendor Performance Evaluation

Employee Name: _____

Campus/Dept.: _____

Vendor Name: _____

Vendor #: _____

Please check all that apply:

Delivery

- Late delivery
- Delivery made at wrong destination
- Other: _____
- Failure to deliver
- Delivery successful

Shipment

- Failure to identify shipments
- Improper product packaging or palletizing
- Vendor shipped incorrect merchandise
- Other: _____
- Failure to pick up incorrect shipment
- Short/over (weight or count)
- Shipment properly package and accurate

Product

- Failure to meet specifications
- Product meets specifications
- Other: _____
- Poor product quality and/or performance

Customer Service

- Failure to replace damaged goods
- Failure to respond to letter, phone call, or email
- Failure to provide proof of insurance
- Failure to provide report(s)
- Incorrect invoices
- Slow replacement of damaged goods
- Poor customer service
- Provides sufficient customer service
- Other: _____
- Failure to notify district of item discontinuation
- Failure to supply performance bond
- Failure to maintain insurance
- Failure to close out project as specified
- Repair parts not available
- Service not performed within specifications
- Unauthorized substitution

Work Product

- Failure of workforce to meet specifications
- Falsification of/fraudulent submittals
- Incorrect allocation of work
- Unsatisfactory installation
- Other: _____
- Failure to comply with terms of contract
- Failed inspection
- Misrepresentation of qualifications
- Installation/workforce meets expectations

Please provide details on all issues selected above