**Instructions:** Use this form to evaluate the overall performance of vendor. Please remember to be as factual as possible and provide additional back up documentation as necessary. Please be aware this Form and supporting back up are subject to public records laws. *A copy must be filed with the Town’s Procurement Administrator*.

**Vendor Name: Project Number:**

**Project Title: Date:**

**Project Cost:** $ **Substantial Completion Date:**

**Was the project completed on schedule, and if delayed explain why:**

**Was the project completed satisfactorily, and if not, explain why:**

**Briefly describe your experience with day to day operations, negative or positive:**

**Acceptability of the Work:**

**Overall Company Performance:**

[ ]  **Exceptional:** Vendor exceeds contractual requirements and accomplishes scope of services.

[ ]  **Satisfactory:** Vendor meets contractual requirements and actions taken by vendor were satisfactory.

[ ]  **Unsatisfactory:** Vendor does not meet all contractual requirements, and recovery is not likely in timely manner.

**What method(s) did you use to evaluate work performed?**

**Would you recommend this company based on your experience?**

**What, if any, are areas of concern to be aware of in the future?**

**Additional Comments:**

***Signature of Evaluator Title of Evaluator Date***