

WASHOE COUNTY SCHOOL DISTRICT SUPPLIER PERFORMANCE AND PRODUCT EVALUATION

1. To: 2. From: 3. Date:

4. Contact Name/Title: 5. Bid Name:

6. Bid #:

7. Supplier Name/Address: 8. Return to Purchasing no later than

9. W.C.S.D. Key Personnel:

10. Type of contract/service:

11. Standard	Always	Usually	Seldom	Never	N/A
Knows our standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivers product in a timely manner or per contract agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a sincere desire to serve us	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the technical ability required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anticipates our requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stocks items on contract	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will stock special items for us	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is helpful in emergencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Complies with contract requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invoices match Purchase Order/Blanket Order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resolves issues and conflicting information in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides quality products equal/better than the product specified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The product(s) supplied meet our specific needs/requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The products perform reliably/meet or exceed expected useful life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Is contract recommended for renewal?

If we do not receive your response by , we will assume you are satisfied with the supplier's performance and product(s) and will renew the contract.

13. If contract was not recommended for renewal, please describe performance in as much detail as possible, attaching additional documentation, if applicable.

14. Department Signature: 15. Name/Location/Phone: 16. Date: