

**County of Brant Purchasing Policy**  
**Bylaw 45-13**  
**Schedule "C"**

**Vendor Performance Evaluation Form**

Date: \_\_\_\_\_

To be completed by the County staff member responsible for the purchase / project.

SECTION I – Purchase Information				
Company Full Name				
Name of Company Representative				
Representative Job Title	Address			
Phone #	Agreed start date	Actual start date	Agreed end date	Actual end date
Location of Work Performed	County Purchaser			
Brief Description of Work;				

SECTION II - VENDOR RATING				
Based on visual observations and interaction with County Purchaser and staff. Rating does not absolve the Vendor or suggest that all requirements have been met.				
Check Mark appropriate response.				
	Criterion is not met	Criterion is partially met	Criterion is fully met	Not applicable
1. Project scope and specifications				
2. Project budget				
3. Project timelines				
4. Delivery of materials, supplies and equipment				
5. Quality of work				
6. Quality of project management				
7. Quality of supervision				
8. Commitment to project safety				
9. Completion of final work, deficiencies, project wrap up				
12. Contract Administrator's overall project satisfaction.				

**DEFINITIONS**

Criterion is not met = the vendor shows a limited understanding

Criterion is partially met = the vendor shows a good understanding, but not fully providing what we are expecting

Criterion is fully met = the vendor shows an excellent understanding, it's what we are looking for and expecting

Comments of County Purchaser

### SECTION III – AUTHENTICATION AND REVIEW

I certify that I have objectively prepared this report basing it upon data contained in available project records.

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager of Purchasing Dept.

\_\_\_\_\_  
Date

**RECOMMENDATION:** based on the above data and comments, the overall performance recommendation for this vendor is:

☐ Vendor is approved to bid on future work

☐ Vendor performance requires improvement, and Vendor status is **probationary** for three years from the date of this performance evaluation – at discretion of General Manager of Corporate Services with the approval of Council where applicable

☐ Vendor performance is poor, and is **prohibited** from bidding on future projects for three years from the date of this Performance Evaluation

#### DISTRIBUTION:

Original: Departmental Project File

Copy: Treasury

Copy: Vendor