

Texas Tech University Vendor/Contractor Performance Form

Instructions: This form is required to be prepared by the Project Manager and then submitted to MS 1101, 327 Drane Hall.

What type: Professional Services Construction Service Consultant Commodity Lease

Part I - GENERAL CONTRACT DATA				
<u>Contract No (not project number).</u>	<u>Contract Date</u>	<u>Today's Date</u>		
<u>To: Vendor Name, Address, Fax number, VID Number.</u>		<u>From: Department Name and Address (please include contact name, phone number, and e-mail address).</u>		
<u>Description and location of work:</u>				
<u>FISCAL DATA</u>	<u>Amount of original contract:</u>	<u>Amount of Modifications (+ or -)</u>	<u>Liquidated Damages Assessed (if any)</u>	<u>Net Amount Paid to the Contractor</u>
<u>SIGNIFICANT DATES</u>	<u>Date of Award</u>	<u>Original Contract Completion Date</u>	<u>Revised Contract Completion Date</u>	<u>Date Work Accepted</u>
<u>Type and Extent of Subcontracting</u>				
Part II - PERFORMANCE EVALUATION OF CONTRACT				
<u>PERFORMANCE ELEMENTS</u>	<u>OUTSTANDING</u>	<u>SATISFACTORY</u>	<u>LESS THAN SATISFACTORY</u>	<u>UNACCEPTABLE</u>
Quality Of Work				
Timely Performance				
Effectiveness Of Management				
Compliance With Labor Standards				
Compliance With Safety Standards				
Overall Evaluation				
<u>Detailed explanation (Please be specific; attach additional sheets if required):</u>				
<u>Completed by Signature</u>		<u>Title</u>	<u>Phone No.</u>	<u>Date</u>

Department Director/Associate Director Signature

Contracting Director Signature

Updated 9/12/03

For less than satisfactory evaluations or unacceptable evaluations, a copy will be submitted to the Contractor/Vendor. Supporting documentation of correspondence with Contractor/Vendor shall be attached to this evaluation form for record.