

Supplier Evaluation Form



Supplier Name	SKB Facilities & Maintenance, Inc.	Contract No.	18-0117
Contract Title	Janitorial Services	Date	1/11/2023
Review Period	Term 4	Manager	Jack Jackson

Procurement Comments

Departmental Evaluation

Please provide comments where appropriate. Comments are required for any score of 1.

	N/A	1 = Below Expectations	2 = Meets Expectations	3 = Exceeds Expectations
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				
Work Quality	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				
Attendance / Punctuality	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				
Initiative	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				
Communication / Listening Skills	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				
Dependability	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				
Overall Rating		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				

Average Score (if less than 2 – follow-up with Procurement is mandatory)

12 points

During the latest review period, were there any performance issues with the supplier? YES NO

If yes, please describe. Were the issues resolved and how?

During the latest review period, did the supplier go above and beyond? YES NO

If yes, please describe.

Based on the supplier's performance since the last review, do you recommend renewal of the contract (if applicable)? YES NO

Evaluation Report	
Final Comment	
Supplier Goals	

Departmental Signature: *Jack Jackson*
Jack Jackson (Jan 12, 2023 12:41 CST)

Procurement Review: *Kenneth Parrish*
Kenneth Parrish (Jan 12, 2023 12:47 CST)