

**PERFORMANCE REPORT FOR
CONTRACTOR PRODUCT/SERVICE**

Complete this form to report problems with suppliers or to report unsatisfactory product or services. You are also encouraged to report superior performance. Agency personnel should contact suppliers in an effort to resolve problems themselves prior to completion and submission of this report.

Contract number and title: **WSCA Public Safety Communication Contract**

Supplier's name: _____ Supplier's representative: _____

PRODUCT/SERVICE

- | | |
|---|--|
| <input type="checkbox"/> Contract item quality higher than required | <input type="checkbox"/> Damaged goods delivered |
| <input type="checkbox"/> Contract item quality lower than required. | <input type="checkbox"/> Item delivered does not meet P.O./contract specifications |
| <input type="checkbox"/> Other: | |

SUPPLIER/CONTRACTOR PERFORMANCE

- | | |
|---|---|
| <input type="checkbox"/> Late delivery | <input type="checkbox"/> Slow response to problems and problem resolution |
| <input type="checkbox"/> Incorrect invoice pricing. | <input type="checkbox"/> Superior performance |
| <input type="checkbox"/> Other: | |

CONTRACT PROVISIONS

- | | |
|--|---|
| <input type="checkbox"/> Terms and conditions inadequate | <input type="checkbox"/> Additional items or services are required. |
| <input type="checkbox"/> Specifications need to be revised | <input type="checkbox"/> Minimum order too high. |
| <input type="checkbox"/> Other: | |

Briefly describe situation: _____

| | | | | | | | |
|--------------|--|---------------|--|-------|--|-------------|--|
| Prepared By: | | Phone Number: | | Date: | | Supervisor: | |
| | | | | | | | |
| Address: | | Email: | | | | | |
| | | | | | | | |

Send To:

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