

HACLA Materials Contractor Evaluation

Contractor Name: File Keepers, LLC		
Contract Number: HA-2014-7588		Project Name (If applicable): Off Site File Storage Services
Contract Start Date: June 6, 2014	Contract Term End Date (Including extension options): May 31, 2019	Current Contract Period Evaluated (i.e., Year 1, 2, 3, 4): 1 st year
Evaluator's Name: Patricia Davis		Date: 04/28/2015
<p>Note: If multiple Departments use a Contractor, each user shall complete an evaluation. Inconsistencies in ratings shall be reviewed and discussed prior to finalizing evaluation forms.</p>		
Director's Signature:		Date:
General Comments, if any:		

Assessment Ratings:

Excellent – Performance exceeded some or all contractual requirements, and/or general expectations regarding contractor's performance. Problems, if any, were insignificant and/or were resolved in a timely manner; Extremely responsive to directives.

Satisfactory – Performance met minimum: contractual requirements, and/or general expectations regarding contractor's performance. There may have been minor problems that did not have a substantial and significant impact and/or corrective actions were satisfactory (acceptable); exhibits acceptable level of responsiveness to directives.

Unsatisfactory – Performance did not meet some or all contractual requirements, and/or general expectations after being provided an opportunity to cure where reasonable; may also have been unresponsive to directives.

N/A - not applicable, insufficient information to answer

Scoring System: (Unless noted otherwise)

Excellent: _____ +1 Point

Satisfactory: _____ 0 Points

Unsatisfactory: _____ -1 Point

Aggregate Score of Entire Evaluation

Evaluations producing a negative aggregate score may result in debarment for one or more years in the sole determination of the Housing Authority. However, **unsatisfactory evaluations** (those resulting in negative aggregate scores) will be reviewed to ensure the Contractor has been evaluated fairly and provided an opportunity to cure where the Housing Authority determines reasonable.

Instructions: Please mark with an **X** the choice best describing the statement.

NOTE: For each item marked "UNSATISFACTORY" please use attached sheets to provide reasons, including specific incidents and supporting documents. Identify the specific item number(s) the materials support, and attach the materials to this document.

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		Excellent (+1pt)	Satisfactory (0pt)	Unsatisfactory (-1pt)	N/A (0pt)
1.	Product quality met reasonable expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Products shipped accurately reflected contract terms (e.g., shipped correct products; shipped proper amount of products)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Contractor communicated in a clear and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Contractor was responsive to requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Contractor communicated in a clear and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Products were shipped on time to the proper location without considerable damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Contractor's billings accurately reflected the contract payment terms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THIS PART FOR CONTRACT ADMINISTRATOR ONLY					
9.	For this contract, Contractor's responsiveness to administrator's inquiries or requests (e.g., insurance). If unsatisfactory in any regard, please specify the issues and attach them to this document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Was the Contractor terminated for default? If "YES," please provide supporting documentation. Note: If "YES," will result in -3 points.	YES <input type="checkbox"/>		NO <input type="checkbox"/>	

SCORE: _____