

VENDOR PERFORMANCE REPORT

Use this form to report unsatisfactory or good vendor performance. A copy will be given to the vendor and will become a permanent part of the vendor's file. This form may also be used to report Office of Procurement and Contracting performance.

Mail To:

Dept. of General Services
Office of Procurement and Contracting
301 W. Preston Street
Room M-3
Baltimore, Maryland 21201

Department Submitting Report: _____

Contact Person: _____ Telephone Number: _____

Address: _____ Agy Purchase Order # _____

DGS Purchase Order #

eMaryland Marketplace Catalog

Yes _____ No _____

DGS Blanket Purchase Order #

Vendor Name: _____

Vendor Address: _____

Brief description of commodity/service provided:

Check appropriate box. Give explanation in Remarks Section. Suggest remedy, if any.

- | | |
|---|---|
| <input type="checkbox"/> Vendor failed to delivery by delivery date | <input type="checkbox"/> Merchandise not labeled as specified |
| <input type="checkbox"/> Balance of order not delivered by vendor | <input type="checkbox"/> Vendor refuses to deliver |
| <input type="checkbox"/> Delivery made after specified receiving hours | <input type="checkbox"/> Grade or inspection evidence missing |
| <input type="checkbox"/> Short weight _____ units | <input type="checkbox"/> Replacement request refused or
unsatisfactory |
| <input type="checkbox"/> Under shipment _____ units | <input type="checkbox"/> Purchase Order not issued promptly |
| <input type="checkbox"/> Over shipment _____ units | <input type="checkbox"/> Incorrect specs used by DGS |
| <input type="checkbox"/> Damaged Shipment <input type="checkbox"/> Carrier notified | <input type="checkbox"/> Incorrect Pricing |
| <input type="checkbox"/> Vendor substituted for brand specified | |

Explain steps taken on agency level to resolve the problem and the vendor response to those steps:

Remarks: Be accurate, complete, factual. Use reverse side if necessary. Thank you

Name and Title of Person Initiating Form (Please Print)

Authorized Signature

Date