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| **City of Gulfport****Contracts & Procurement****Vendor Performance Report – Commodities** |
| **Date:** | **Department:** |
| **Requestor:** | **Title:** |
| **Phone No.** | **Email:** |
| **PO#:** | **Project Name and No.:** |
| **Supplier:** | **Vendor No.:** |
| **POC:** | **Email:** |
| **Phone:** | **Cell:** | **Fax:** |
|  |
| **Issues****(Check all that apply)** | **Provide explanation****(Attach pictures, additional documents and comments if necessary)** |
| **1. Will not return calls/emails** |  |
| **2. Item did not meet specifications** |  |
| **3. Warranty issues** |  |
| **4. Merchandise/service poor quality** |  |
| **5. Billing issues** |  |
| **6. Wrong item received** |  |
| **7. Other** |  |
| **Requestor Signature** | **Director Signature** |

**-- -- -- -- -- -- -- -- -- THIS SECTION FOR PROCUREMENT USE ONLY -- -- -- -- -- -- -- -- --**

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| Procurement Official: |
| Date Received: |
| Supplier Response: (Explain in detail) |
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| Date Supplier Responded to End User: |

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| Procurement Action: |
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|  Signature of Procurement Official: |