|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 -- -- -- -- -- -- -- -- --**

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

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