

24. VENDORS/SUPPLIERS SURVEY OF COUNTY PERFORMANCE

BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY, FLORIDA

OFFICE OF PURCHASING

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CLAUDIA SIMMONS
Purchasing Manager

Date

Company Name

Address

Attn: Contact Person

Re: Vendors/Suppliers Survey of County Performance
(Vendors/Suppliers Survey Form F0195)

Escambia County deals with vendors on a continuing basis. It is important that information be recorded about specific performance of the County.

The Office of Purchasing is responsible for providing the Vendors/Suppliers Survey Form for the following reasons and specifically as marked for your company response:

_____ Inserted into the Contract documents distribution package on projects specific with a request that the survey be filled out and returned between substantial and final completion of the project.

_____ Sent to annual term contract vendors/suppliers as part of your response in the mutual agreement renewal or refusal of renewal of such contracts.

_____ Sent to vendors/suppliers at any time a vendor/supplier expresses an interest in evaluating the County, when vendor/supplier have a problem in dealing with the County, or as deemed appropriate by the Purchasing Agent.

The Office of Purchasing will be responsible to collect the survey results and notify any effected departments of the response information gained; and, assist in handling all complaints with the County and notify the vendor/supplier of any action taken.

Sincerely,

Claudia Simmons, Purchasing Manager

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(Revised 3/1/08)