Judiciary of the Virgin Islands

CONTRACTOR REFERENCE PERFORMANCE REPORT

FOR: IFB NO. 003/2019: HARDWOOD FLOOR INSTALLATION

NAME OF REFERENCE:_____ **BUSINESS NAME:**_____

BUSINESS ADDRESS_____ **CONTACT NO.**_____

FAX NO._____

BIDDER'S SIGNATURE_____

Rate (as appropriate) on a scale of:	5 Excellent	4 Good	3 Average	2 Below Average	1 Not-Applicable
Vendor's Performance	☐	☐	☐	☐	☐
Ability to meet timelines and deadlines	☐	☐	☐	☐	☐
Vendor's personnel experience level	☐	☐	☐	☐	☐
Proactive Resolution of Problems	☐	☐	☐	☐	☐
Vendor's attitude toward customer service	☐	☐	☐	☐	☐
Ability to employ standard tools/methods	☐	☐	☐	☐	☐
Timely Completion/Delivery of Contract	☐	☐	☐	☐	☐
Quality of Vendor's deliverables	☐	☐	☐	☐	☐

Description of Work Performed by Company**:**_____

_____

Discuss significant obstacles, if any with the Company providing the required services and how those obstacles were overcome. Attach additional pages, as necessary:_____

_____

Provide total dollar value of the contract. Was the project or contract on time and under budget? Please explain._____

_____

Would you use the Company again? Circle Yes or No. If Yes, what would you do differently?_____

_____

_____ _____ _____

Print Reference's Name & Position Title Reference's Signature (Date) (mm/dd/yy)

_____ Subscribed and sworn before me this _____

NOTARY PUBLIC day of _____, 2019. My Commission expires:

The Contractor's Performance Reference Report has been completed on behalf of:

_____

(Name of Vendor Requesting Reference)