



City of Fitchburg, Massachusetts Purchasing Department

MEMORANDUM FOR RECORD PERFORMANCE EVALUATION FORM

PROJECT TITLE: _____ CONTRACT NUMBER: _____

Person Providing Reference: _____ Date: _____

Project Cost: \$ _____ Substantial Completion Date: _____

Was the project completed on schedule, and if delayed explain why: _____

Was project completed satisfactorily, and if not, why? _____

Briefly describe your experience with day to day operations, negative or positive: _____

Acceptability of the work: _____

OVERALL COMPANY PERFORMANCE: _____

What method(s) did you use to evaluate the work performed? _____

Would you recommend this company based on your experience? _____

What, if any, are areas of concern to be aware of in the future? _____

Would you award work/use this contractor on future projects? _____

Additional comments: _____

Signature of evaluator

Date