



BOARD OF COUNTY COMMISSIONERS

ESCAMBIA COUNTY, FLORIDA

Office of Purchasing

Procedure No: PP-260 Title: Vendors/Suppliers Survey

Effective Date: 04/21/2020

Supersedes Date: 12/17/2003

I. Purpose:

To provide procedures for conducting County performance evaluation.

II. Scope:

This procedure applies County wide.

III. Procedure:

The Office of Purchasing, Client Departments and The Clerk of the Circuit Court's Accounts Payable personnel deal with vendors on a continuing basis. It is important that information be recorded about specific performance of the County. The Office of Purchasing will solicit useful and constructive evaluations from County vendors/suppliers. The information provided by the vendor/suppliers will be useful for Purchasing to monitor and effectively stimulate County activities and performance.

The Office of Purchasing will be responsible for providing the Vendors/Suppliers Survey Form F0195, as follows:

- A. Insert into the Contract documents distribution package on projects specific with request that the vendor/supplier return the survey between substantial and final completion of the project.
- B. Send annually to annual term contract vendor/suppliers as part of their responses of the mutual agreement renewal or refusal of renewal of such contracts.
- C. Send to vendors/suppliers at any time a vendor/supplier expresses an interest in evaluating the County, when they have a problem in their dealings 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 affected departments of the response information gained; and, assist in handling all complaints with the County and notify the vendor/supplier of any action taken.