

The top portion in the box below is to be completed by the vendor. Bottom portion following is to be completed by the past client.

To the attention of:	
Name of client's District	
Subject: Reference for Project:	
References for (Contractor)	

To Whom It May Concern:

Roosevelt Elementary School District has implemented a process that collects past information on vendors. The information will be used to assist the district in the evaluation to determine responsive and responsible procurement of the above firms.

The company listed above has chosen to participate in this program. They have listed you as a past client that they have provided services for. Both the contractor and Roosevelt Elementary School District would greatly appreciate you taking a few minutes out of your busy day to complete the accompanying form.

Please evaluate the Performance of the vendor (10 means-you are Always satisfied and have no question about hiring them again, 5 means- you are Sometimes satisfied, and 1 means- you are very Dissatisfied and would never hire them again because of very poor performance). If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO.	Criteria	Unit	Score
1	Ability to collaborate with the District and the Architect	(1-10)	
2	Quality of Input during pre-construction to reduce costs.	(1-10)	
3	Ability to grasp and understand the needs of your entity and translate them successfully into the project.	(1-10)	
4	Ability of the contractor to get and keep subcontractors on the project	(1-10)	
5	Ability to realize the value engineered savings after completion of your project(s)	(1-10)	
6	Ability to keep project on schedule	(1-10)	
7	Close out process (invoicing, no unexpected fees)	(1-10)	
8	Ability to Communication with your entity and keep community updated.	(1-10)	
9	Ability to follow the user's rules, regulations, and requirements	(1-10)	
10	Overall customer satisfaction based on performance (comfort level in using vendor again)	(1-10)	
What was the value of the project?		\$	How many sq. ft.?

Was this replacement space: _____

TOTAL POINTS _____

Thank you for your time and effort in assisting the vendor in this important endeavor. Please email this questionnaire to **Roosevelt Elementary School District** to Rosi Jimenez at Rosi.Jimenez@rsd.k12.az.us by **September 21, 2026**

Signature

Date

Title

Printed Name

*** Company being Surveyed***