

CITY OF LEAGUE CITY VENDOR REPORT CARD: GOODS

Vendor Name: Bay Oil Company Contract/PO # 3210156

Form completed

Date: 7/13/2023 by: Yvonne Calderon Fiscal Years: FY2020-FY2023

Scoring Guide

- 1 Does not meet criteria
- 2 Generally does not meet criteria
- 3 Meets criteria
- 4 Exceeds some criteria
- 5 Exceptional criteria

Evaluation Criteria	Year 1 Score	Year 2 Score	Year 3 Score	Year 4 Score	Year 5 Score	Year 6 Score	Year 7 Score	Year 8 Score
Renewal Period (annotate with an X in box)								
VENDOR RESPONSIVENESS								
Vendor is knowledgeable and competent about product	5	5	5					
Service level agreements are met	4	4	4					
Communication is relevant and timely	5	5	5					
Vendor provides timely response to questions	5	5	5					
Broad contact with City of League City	3	3	3					
Total Vendor Responsiveness Score	22	22	22	0	0	0	0	0
QUALITY AND DELIVERY								
Deliveries are on-time	4	5	5					
Product(s) meet specifications	5	5	5					
Product(s) is free of defects	5	5	5					
Product(s) is reliable	5	5	5					
Product(s) is available	5	5	5					
Product(s) mistakes can/will be corrected	3	4	4					
Warranty is competitive and upheld	5	5	5					
Depth of vendor's team	5	5	5					
Total Vendor Quality and Delivery Score	37	39	39	0	0	0	0	0
FINANCIAL								
Value of product is high	4	4	4					
Proposals and invoices are accurate and timely	3	4	5					
Pricing is competitive	5	5	5					
Invoice pricing matches contract pricing	3	4	5					
Total Vendor Financial Score	15	17	19	0	0	0	0	0
REPUTATIONAL								
Confidentiality and security of documents and data	5	5	5					
Organizational stability and resiliency	5	5	5					
Industry reputation is in good standing	5	5	5					
Total Vendor Reputational Score	15	15	15	0	0	0	0	0
Total Vendor Score	89	93	95	0	0	0	0	0

Would you hire them again? Yes No

Overall Comments: Bay Oil has worked with Fleet over the past few years to streamline and confirm pricing is matched to contract pricing. Company installed meters on three fueling locations allowing Fleet and Bay Oil staff to monitor fuel levels saving manpower time.

Grade: 86-100 = A, 76-85 = B, 66-75 = C, below 66 = F

If a contract is not being renewed and/or is being broken due to performance issues, please send a copy of the report card to the vendor.