

Attachment 8

Contractor Deficiency Report

Please refer to Attachment 7 – Performance Standards for additional information on the requirements imposed on the Contractor.

Please forward the completed form to the OGS-Procurement Services Group.

As a user of the centralized Contract, you are required to submit reports to OGS regarding deficient performance by a Contractor. Please provide as much detail as possible regarding the deficient performance. Please attach additional documents as needed. The submission of a Contractor Deficiency Report is not limited to a failure by the Contractor to meet the Performance Standards as stated in Attachment 7. At the discretion of the Authorized User, a Contractor Deficiency Report may be submitted at any time the Authorized User identifies a Contractor performance issue.

Contractor Name: _____ **Contract Number:** _____

Facility: _____ **Security Guard Name::** _____

Description of Services Performed: _____

Type of Deficiency: _____

Please provide details/comments: _____

Agency: _____ **Prepared by:** _____

Phone: _____ **E- mail:** _____

Date: _____

PLEASE RETURN VIA EMAIL TO THE PURCHASING OFFICER LISTED ON THE FIRST PAGE OF THE CONTRACT AWARD OR MAIL/FAX TO:

OGS PROCUREMENT SERVICES GROUP
38th Floor Corning Tower - Empire State Plaza
Albany, New York 12242