MEMORANDUM

TO: BRANCH MANAGERS, DIVISION HEADS
AND ALL OTHERS CONCERNED

DATE: November 29, 1989

The Bids and Awards Committee is in the process of deciding whether or not to negotiate with our existing contractor St. Joseph General Maintenance and Services for our janitorial services for Calendar Year 1990.

In view of this, being the end-users, you are hereby requested to objectively rate and comment on the performance of our present contractor and if possible recommend/present gray areas for improvement on our janitorial services. Attached please find Performance Rating Sheet for this purpose and to be submitted to the Central Records Division (CRD) on or before December 08, 1989.

Your preferential attention and immediate action on this matter is highly appreciated.

[Signature]
MARIEL G. INSON
Deputy Administrator

LPL/asap
ST. JOSEPH GENERAL MAINTENANCE & SERVICES

PERFORMANCE RATING SHEET
JANITORIAL SERVICES

Rating Scale (Please Check)

1. Unsatisfactory [ ]
2. Fair [ ]
3. Satisfactory [ ]
4. Very Satisfactory [ ]
5. Outstanding [ ]

Comments/Recommendations:

Signature of Rater