

EVALUATION OF CONTRACTOR'S PERFORMANCE

This form MUST be filled out after completion of contract performance by the City's assigned Project Manager. Guidance concerning completion of this form should be obtained from the Purchasing Dept.

Contract/Purchase Order No.: _____ Contract type: _____

Type of Evaluation: Interim _____ Final for the period: _____

Award Date: _____ Date contract/order completed: _____

Total value (include change orders/contract modifications) \$ _____

Project Name/Description:

Contractor Name

Contractor Address

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PART I - EVALUATION OF CONTRACTOR'S PERFORMANCE

The contractor should be evaluated using the following ratings (attach separate sheet for comments if necessary):

E = Excellent: Contractor exceeded the requirements. Explain how.

S = Satisfactory: Contractor met the requirements. If the contractor had difficulty meeting the requirements, explain why.

U = Unsatisfactory: Contractor did not meet all of the requirements. Explain all noncompliances or unsatisfactory performance, and whether and how the contractor was at fault, where applicable.

N/A = Not Applicable. Does not apply to the contract.

Evaluation Question	E	S	U	N/A	Comments
1. Cost/Price Control					
Did the contractor complete the contract within the contract amounts?					
Did the contractor experience cost growth?					
2. Schedule Control					
Did the contractor meet the original completion date?					
Did the contractor request an extension due to (avoidable) reasons within its control?					
Did the contractor finish ahead of schedule?					
3. Contract Administration					
Did the contractor respond to City correspondence in a timely manner?					
Were unnecessary cost/price change proposals submitted?					
Were City-requested changes and prices submitted and negotiated promptly?					
Were contract modifications promptly executed?					
Were the subcontracts properly administered?					
Did the contractor comply with its subcontracting plan?					
Were progress reports submitted on time?					
Were invoices submitted correctly?					
Were contract discrepancies/problems reported promptly?					
Were major subcontracts administered properly?					
4. Responsiveness to City/Owner					
Were complaints from the City resolved in a reasonable and cooperative manner?					
Were telephone calls responded to promptly?					
Were controversial issues resolved amicably?					
Was the contractor reasonable and responsive to the City's needs?					
5. Contract Compliance with Technical Requirements					
Were all of the contract's technical requirements and specifications met?					
Were the objectives of the scope of work met?					
Were problems resolved?					
Will the final product be able to be used for the purpose intended? If not, why not?					
6. Key Personnel of the Contractor					
Did personnel have the necessary knowledge and technical expertise?					
Were changes in key personnel made? How often were they made?					

PART II - CONTRACTOR'S PERFORMANCE RECOMMENDATION AND REVIEW

7. **Recommendation:** Would you recommend award to this contractor for future contracts for like or similar requirements? Yes___No___. If no, please fully explain below.

Name of Evaluator: _____ *Phone Number:* _____

Title of Evaluator: _____

Signature: _____ *Date:* _____

Contractor's Review:

I have reviewed the performance evaluation of the _____ project under contract # _____. I do concur___ I do NOT concur___ with it. The attached comments consisting of _____ pages are returned herewith for review by an individual at a level above the project manager responsible for this contract.

Contractor's Reviewer's Name: _____ *Phone Number:* _____

Title of Reviewer: _____

Signature: _____ *Date:* _____