

At the conclusion of each project, this evaluation should be completed by the respective City Project Manager. A copy of the completed evaluation will be sent to the contractor if any questions were answered with a "No". The contractor has 5 business days to add any supporting documentation to the evaluation. Any supporting documentation will not change evaluation responses; however, it will be saved along with the evaluation. For any questions, please contact brett.whitelaw@sgcity.org.

ID	QUESTION
PERFORMANCE	
1.1	Did the completed project meet or exceed the quality standards of the City as outlined in the Project Contract ?
1.2	Was the project completed on or before the scheduled completion date?
1.3	Were all requests for extension-dates justified and agreed upon with the City Project Manager?
1.4	Were all subcontractors properly managed by the contractor?
1.5	Did the contractor display required knowledge and technical expertise at all times?
COST	
2.1	Did the contractor complete the project within the contract amount?
2.2	Were all change orders justified and agreed upon with with the City Project Manager?
COMMUNICATION	
3.1	Did the contractor respond to all emails/calls/texts in a timely manner?
3.2	Was communication with the contractor professional and clear at all times?
3.3	Did the contractor promptly communicate and resolve all questions or issues regarding the project?
CONTRACT ADMINISTRATION / PAYMENT REQUEST	
4.1	Were all invoices accurate? (invoice amount was accurate to the description of work/supplies invoiced)
4.2	Did the vendor promptly submit all required documents required for each payment request?