



Contractor Report Card-Construction

Name Of Contractor: TEAMWORK CONSTRUCTION	Date Contract Began: 6/1/17
Contract/Bid Number: 3170939/3180294	Date Contract Ended: 5/31/18
Name of Project: STREETS, SIDEWALK + CONCRETE PAVEMENT REPAIRS	Date Report Card Completed: 5/7/18
Project Number:	Previous Report Card Rating:

POINTS: Yes=5, No=0, NA=5

Topic	Questions	Findings	Points	Comments
PRICE LISTS				
Pricing	Was approved pricing honored?	Yes/No	5	
Modifications	Was the contractor responsive to City directed changes to priorities and/or schedule?	1....2....3....4....5	5	
Modifications	Number of change orders?			
	Contractor recommended change orders			
	City recommended change orders			
Billing	The contractor complied with billing responsibilities?	1....2....3....4....5	4	
FINANCIAL				
Bankruptcy	Is the Contractor free from Bankruptcy proceedings?	Yes/No	5	
Billing	Was billing accurate when received from contractor?	1....2....3....4....5	4	
Sub-contractors	If applicable, was sub-contractor information collected in the contractor's system and included in the billing detail?	1....2....3....4....5	5	
Sub-contractors	Were sub-contractors paid timely without notices filed?	1....2....3....4....5	5	
ADMINISTRATIVE				
Change of Name	Did the contractor comply with Change of Name requirements?	Yes/No/NA	5	
Administrative	Was the contractor's Contact for Contract Administration information (address/phone/fax/email) correct?	Yes/No	5	
PROJECT (Answer in a scale of 1-5: 1 being below agreed upon standards - 5 being exceeded expectations)				
Timeline	Did contractor complete project in contracted timeframe?	Yes/No	5	
Timeline	Did contractor complete project milestones on time?	1....2....3....4....5	5	
Contract Scope	Did the contractor comply with the scope of their contract?	1....2....3....4....5	5	
Sub-contractors	Are the sub-contractors listed and current in the contract?	Yes/No/NA	5	
Value added	Did contractor provide value added options for cost, schedule, or final product?	1....2....3....4....5	5	
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with City Staff?	1....2....3....4....5	5	
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with Citizens and the business community?	1....2....3....4....5...NA	5	
Professionalism	Was the quality of work performed to the standards required in the contract?	1....2....3....4....5	5	
Professionalism	Did the contractor and the contractor's staff perform in a professional manner?	1....2....3....4....5	5	
Professionalism	Did the contractor's key personnel remain consistent throughout the duration of the project?	1....2....3....4....5	5	
Site	Was the site kept clean and organized?	1....2....3....4....5...NA	5	
Project Closeout	Was the project closeout completed timely? (punch list completion, test reports, bonds, warranties, as-built drawings, O&M manuals, spare parts)	1....2....3....4....5	5	
OVERALL				
Any other issues on the job?				
Additional Comments that impact points?				
			TOTAL POINTS	103
Grade (90-105=A, 80-89=B, 60-79=C, below 60=F)			A....B....C....F	A

10/1/2014 version

Directions: The lead manager on the contract will complete the form with input from accounts payable and any additional departments affected by the contract. This form must be filled out 30 days after contract completion.

*Once the contractor report card is complete, two copies must be created. One copy will be kept in the project folder and the other copy sent to the Purchasing Department for cataloging.

5/7/18

Lead Manager Signature