



## CITY OF LEAGUE CITY VENDOR REPORT CARD

Professional Services

Engineering, Construction Materials Testing, Surveying, Environmental, Etc.

### Sander Engineering Corp

Project Name:	Countryside #1 Lift Station Improv	Date Contract Began:	4/11/2017
Contract Number:	3170868	Date Contract Ended:	1/28/2021
Project Number:	WW1705	Date Report Card Completed:	4/23/2019
		Previous Report Card Rating:	

<u>SCORING METHOD:</u>	Below Contractual Expectations	1 - 3
	Met Contractual Expectations	4
	Exceeded Contractual Expectations	5

**Cells in 'blue' highlight MUST be completed**

Evaluation Criteria	Score
<b>A. PERFORMANCE AND PROFESSIONALISM</b>	
1. Satisfaction with Overall Performance.	5
2. Would you recommend this Consultant for future projects?	5
3. Consultant was knowledgeable, competent and professional?	5
4. Consultant was responsive to City directed changes to priorities and/or schedule?	4
5. Consultant exhibited professionalism, courtesy and respect toward Citizens and City Staff?	5
6. Consultant exhibited professionalism, courtesy and respect toward Business Community?	5
7. Consultant demonstrated they complied with the Scope of their contract?	4
8. Consultant attended required project meetings and documented the meetings accordingly?	5
9. Consultant attended required site visits and submitted documents accordingly?	5
10. Consultant provided adequate project staffing, supervision and quality control?	5
<i>Comments:</i>	
<b>Total Vendor Responsiveness:</b>	
	<b>48</b>

<b>B. QUALITY AND DELIVERY</b>	
1. Consultant met the project milestones in schedule provided?	4
2. Consultant completed the contract on time?	4
3. Consultant responded to communications/questions in a timely manner?	5
4. Information provided was reliable and accurate?	5
5. Quality of deliverables was satisfactory?	5
6. Data and documents provided in a format compatible with City resources?	5
7. Data and documents provided in a secure and confidential manner?	5
<i>Comments:</i>	
<b>Total Vendor Quality and Delivery:</b>	
	<b>33</b>

<b>C. FINANCIAL</b>	
1. Amendment(s) (scope and fee) to contract, if needed, was accurate and fair?	4
2. Invoices were accurate and timely?	4
3. Responsiveness to billing requests?	5
<i>Comments:</i>	
<b>Total Financial:</b>	
	<b>13</b>
<b>Average Score:</b>	
	<b>4.70</b>
<b>Total Vendor Score:</b>	
	<b>94.00</b>

Would you hire them again?  Yes  No

*List positives or negatives that stood out on the job:*

- DIRECTIONS:**
- Form must be completed within 30 days of contract completion.
  - Lead Project Manager on contract will complete the form with input from Accounts Payable and any other departments affected by contract.
  - One copy of report card to be kept in project folder; send copy to Purchasing.
  - If contract is not being renewed and/or is being terminated due to performance issues, send copy of report card to the contractor.

Susan Oyler

4/23/2019  
Date