

Contractor Report Card-Construction

Name Of Contractor:	Base Construction	Date Contract Began:	September 18, 2018	
Contract/Bid Number:		Date Contract Ended:	September 25, 2018	
Name of Project:	Emergency Repair of Sanitary Sewer Main	Date Report Card	Contember 24, 2049	
	Located on Highway 3 at League Street.	Completed:	September 21, 2018	
Project Number:	• • • • • • • • • • • • • • • • • • • •	Previous Report Card		
r roject Number.		Rating:		

POINTS: Yes=5, No=0, NA=5 Topic Questions Findings Points Comments PRICE LISTS Pricing Was approved pricing honored? Yes/No Was the contractor responsive to City directed changes to 1....2.....3.....4.....5 Modifications priorities and/or schedule? 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 FINANCIAL Bankruptcy Is the Contractor free from Bankruptcy proceedings? Yes/No Billing 1....2.....3.....4.....5 Was billing accurate when received from contractor? if applicable, was sub-contractor information collected in the Sub-contractors 1....2.....3.....4.....5 contractor's system and included in the billing detail? Sub-contractors Were sub-contractors paid timely without notices filed? 1....2.....3.....4.....5 ADMINISTRATIVE Change of Name Did the contractor comply with Change of Name requirements? Yes/No/NA NA Was the contractor's Contact for Contract Administration 5 Administrative Yes/No information (address/phone/fax/email) correct? 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 Timeline Did contractor complete project milestones on time? 1....2.....3.....4.....5 1....2.....3.....4.....5 Contract Scope Did the contractor comply with the scope of their contract? Are the sub-contractors listed and current in the contract? Yes/No/NA NA Sub-contractors Did contractor provide value added options for cost, schedule, or Value added 5 1....2.....3.....4.....5 final product? Did contractor exhibit professionalism and courtesy when dealing Professionalism 1....2.....3.....4.....5 6 with City Staff? Did contractor exhibit professionalism and courtesy when dealing 5 Professionalism 1....2.....3.....4.....5...NA with Citizens and the business community? Was the quality of work performed to the standards required in 5 Professionalism 1....2.....3.....4.....5 the contract? Did the contractor and the contractor's staff perform in a 5 Professionalism 1....2.....3.....4.....5 professional manner? Did the contractor's key personnel remain consistent throughout Professionalism 1....2.....3.....4.....5 the duration of the project? 5 Was the site kept clean and organized? Site 1....2.....3.....4.....5...NA Was the project closeout completed timely? (punch list Project Closeout completion, test reports, bonds, warranties, as-built drawings, 1....2.....3.....4.....5 O&M manuals, spare parts) Any other issues on the job? Additional Comments that impact points? TOTAL POINTS Grade (90-105=A, 80-89=B, 60-79=C, below 60=F) A.....B......C.....F

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/t	he contractor report	card is complete, t	wo copies must be created	One copy will be kept in the	project folder and the other o	opy sent to the Purchasing
Depart	nent for cataloging.	///`		One copy will be kept in the	. ,	,,
70	7	///				

edd Manager Signature