



Contractor Report Card-Professional Services

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| Name Of Contractor: | Date Contract Began: |
| Contract Number: | Date Contract Ended: |
| Name of Project: | Date Report Card Completed: |
| 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 | | |
| Modifications | Was the contractor responsive to City directed changes to priorities and/or schedule? | 1.....2.....3.....4.....5 | | |
| Modifications | Number of change orders? | | | |
| | Contractor recommended change orders | | | |
| | City recommended change orders | | | |
| Billing | The contractor complying with billing responsibility? | 1.....2.....3.....4.....5 | | |
| FINANCIAL | | | | |
| Bankruptcy | Is the Contractor free from Bankruptcy proceedings? | Yes/No | | |
| Billing | Was billing accurate when received from the contractor? | 1.....2.....3.....4.....5 | | |
| 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 | | |
| 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 | | |
| Administrative | Was the contractor's Contact for Contract Administration information (address/phone/fax/email) correct? | Yes/No | | |
| 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 | | |
| Contract Scope | Did the contractor demonstrate that they comply with the scope of their contract? | 1.....2.....3.....4.....5 | | |
| Sub-contractors | If there are participating sub-contractors, are the sub-contractors listed and current in the contract? | Yes/No/NA | | |
| Value added | Did contractor provide value added options for cost, schedule, or final product? | 1.....2.....3.....4.....5 | | |
| Professionalism | Did contractor exhibit professionalism and courtesy when dealing with City Staff? | 1.....2.....3.....4.....5 | | |
| Professionalism | Did contractor exhibit professionalism and courtesy when dealing with Citizens and the business community? | 1.....2.....3.....4.....5.....NA | | |
| Professionalism | Was the quality of work performed to the standards required in the contract? | 1.....2.....3.....4.....5 | | |
| Professionalism | Did the contractor and the contractor's staff perform in a professional manner? | 1.....2.....3.....4.....5 | | |
| Professionalism | Did the contractor's key personnel remain consistent throughout the duration of the project? | 1.....2.....3.....4.....5 | | |
| OVERALL | | | | |
| Any other issues on the job? | | | | |
| Additional Comments? | | | | |
| | | TOTAL POINTS | | |
| Grade (86-95=A, 76-85=B, 66-75=C, below 66=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 between 90 and 30 days before contract completion. If the contract is going out for new bid, this form must be completed before solicitation is posted.

*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.

Lead Manager Signature _____