



Contractor Report Card-Delivery of Goods

Name Of Contractor: Galls, Inc.	Date Contract Began: 11/29/2018
Contract/Bid Number: 3190155	Date Contract Ended: 10/31/2019
Name of Project: Uniforms & Accessories for LCVFD	Date Report Card Completed: 11/12/2019
Project Number:	Previous Report Card Rating:

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

Topic	Questions	Findings	Points	Comments
PRICE LISTS				
Price List	Was the price list being used by the contractor the current approved price list?	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?		0	
	Contractor recommended change orders		0	
	City recommended change orders		0	
Billing	The contractor comply with billing responsibilities?	1...2...3...4...5	4	bills/invoices were sometimes late
FINANCIAL				
Bankruptcy	Is the Contractor free from Bankruptcy proceedings?	Yes/No	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 (NA)	5	
Sub-contractors	Were sub-contractors paid timely without notices filed?	1...2...3...4...5 (NA)	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	Was the order delivered on time?	Yes/No	2	Some orders come late or not at all
Contract Scope	Did the contractor comply with the scope of their contract?	1...2...3...4...5	3	
Sub-contractors	If there are participating 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	3	late getting product in as scheduled
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with City Staff?	1...2...3...4...5	2	told us a couple of times to get racks
Professionalism	Did contractor exhibit professionalism and courtesy when dealing with Citizens and the business community?	1...2...3...4...5 (NA)	5	hemming done at cleaners
Professionalism	Was the quality of work performed to the standards required in the contract?	1...2...3...4...5	1	had to have work re-done several times
Professionalism	Did the contractor and the contractor's staff perform in a professional manner?	1...2...3...4...5	3	
Site	Was the site clean and organized?	1...2...3...4...5 (NA)	5	
OVERALL				
Additional Comments that impact points?				
Vendor told us multiple time we could fix things on our own that were wrong				
Grade (77-85=A, 68-76=B, 58-67=C)			TOTAL POINTS	
			A...B...C...D...E...F	C

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.

Imana Bogler for Kevin Kasten
Lead Manager Signature