



Contractor Report Card-Construction

Scoring Method
1-3 are unsatisfactory
4 is average/satisfactory
5 is over and above

Name Of Contractor: Conrad Construction		Date Contract Began: 10/8/2019		
Contract Number:		Date Contract Ended: 2/29/2020		
Name of Project: Southshore Blvd 84" Storm Repair		Date Report Card Completed: 10/2/2020		
Project Number: RE1803I		Previous Report Card Rating:		
POINTS - 1 through 3 are poor performance, 4 is satisfactory, 5 is over and above (provide comments for backup) unless otherwise noted				
Topic	Questions	Findings	Points	Comments
Performance	Rate satisfaction with overall performance of the Contractor (weighted x2)	1...2...3...4...5	4	Weighted x2
Performance	Would you recommend this Contractor for future work? (weighted x2)	1...2...3...4...5	4	Weighted x2
Performance	Did the Contractor meet overall schedule deadlines? (weighted x2)			
	Was the contract bid A+B? Did they complete in the days bid? (including time extensions granted via CO)	1...2...3...4...5	N/A	N/A if standard bid, Weighted x2
	Was the contract a standard bid? Project completed timely?	1...2...3...4...5	4	N/A if A+B Bidding, Weighted x2
Performance	Site cleanliness (trash cleanup, street cleaning etc...)	1...2...3...4...5	4	
Administration	Responsiveness to City requested changes	1...2...3...4...5	4	
Administration	Timely submission of Change Order requests?	1...2...3...4...5	4	
Administration	Fair Change Order pricing?	1...2...3...4...5	4	
Administration	Timely and consistent billing?	1...2...3...4...5	4	
Administration	Accurate Pay Applications?	Yes=5 No=0	5	
Administration	Did the Contractor's key personnel remain consistent throughout the project?	1...2...3...4...5	4	
Professionalism	Responsiveness to correspondence (email, phone etc...)	1...2...3...4...5	4	
Professionalism	Professionalism when dealing with City Staff?	1...2...3...4...5	4	
Professionalism	Professionalism when dealing with citizens and businesses?	1...2...3...4...5	4	
Professionalism	Professionalism when dealing with City appointed sub-contractors (Materials Testing, Surveyors, etc...)	1...2...3...4...5	4	
Professionalism	Attentiveness when handling citizen complaints?	1...2...3...4...5	4	
Closeout	Responsiveness to punch list items?	Yes=5 No=0	5	
Closeout	Timely submittal of final closeout documents?	Yes=5 No=0	5	
OVERALL				
Any other issues on the job?				
Additional Comments?				
		TOTAL POINTS		
Grade (100-85=A, 84-70=B, 69-50=C, 49 or below = F)		A.....B.....C.....F	71	B

August 2019 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



Contractor Report Card-Construction

Scoring Method
1-3 are unsatisfactory
4 is average/satisfactory
5 is over and above

Name Of Contractor: Conrad Construction		Date Contract Began: 4/8/2019		
Contract Number:		Date Contract Ended: 7/31/2020		
Name of Project: Southshore Blvd 84" Storm Repair		Date Report Card Completed: 10/5/2020		
Project Number: RE1803I		Previous Report Card Rating:		
POINTS - 1 through 3 are poor performance, 4 is satisfactory, 5 is over and above (provide comments for backup) unless otherwise noted				
Topic	Questions	Findings	Points	Comments
Performance	Rate satisfaction with overall performance of the Contractor (weighted x2)	1...2...3...4...5	8	Weighted x2
Performance	Would you recommend this Contractor for future work? (weighted x2)	1...2...3...4...5	8	Weighted x2
Performance	Did the Contractor meet overall schedule deadlines? (weighted x2)			
	Was the contract bid A+B? Did they complete in the days bid? (including time extensions granted via CO)	1...2...3...4...5	4	N/A if standard bid, Weighted x2
	Was the contract a standard bid? Project completed timely?	1...2...3...4...5	N/A	N/A if A+B Bidding, Weighted x2
Performance	Site cleanliness (trash cleanup, street cleaning etc...)	1...2...3...4...5	4	
Administration	Responsiveness to City requested changes	1...2...3...4...5	4	
Administration	Timely submission of Change Order requests?	1...2...3...4...5	4	
Administration	Fair Change Order pricing?	1...2...3...4...5	4	
Administration	Timely and consistent billing?	1...2...3...4...5	4	
Administration	Accurate Pay Applications?	Yes=5 No=0	5	
Administration	Did the Contractor's key personnel remain consistent throughout the project?	1...2...3...4...5	4	
Professionalism	Responsiveness to correspondence (email, phone etc...)	1...2...3...4...5	4	
Professionalism	Professionalism when dealing with City Staff?	1...2...3...4...5	4	
Professionalism	Professionalism when dealing with citizens and businesses?	1...2...3...4...5	4	
Professionalism	Professionalism when dealing with City appointed sub-contractors (Materials Testing, Surveyors, etc...)	1...2...3...4...5	4	
Professionalism	Attentiveness when handling citizen complaints?	1...2...3...4...5	4	
Closeout	Responsiveness to punch list items?	Yes=5 No=0	5	
Closeout	Timely submittal of final closeout documents?	Yes=5 No=0	5	
OVERALL				
Any other issues on the job?				
Additional Comments?				
		TOTAL POINTS		
Grade (100-85=A, 84-70=B, 69-50=C, 49 or below = F)		A.....B.....C.....F	79	B

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