



## 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      |                                  |
| <b>OVERALL</b>   |   |                                       |        |                                  |
| Any other issues on the job?   |   |                                       |        |                                  |
| Additional Comments?   |   |                                       |        |                                  |
|  |   | <b>TOTAL POINTS</b>                   |        |                                  |
| 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**  
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**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      |                                  |
| <b>OVERALL</b>   |   |                                       |        |                                  |
| Any other issues on the job?   |   |                                       |        |                                  |
| Additional Comments?   |   |                                       |        |                                  |
|  |   | <b>TOTAL POINTS</b>                   |        |                                  |
| Grade (100-85=A, 84-70=B, 69-50=C, 49 or below = F)  |   | A.....B.....C.....F                   | 79     | B                                |

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