

Contractor Performance Report

This form should be completed by the Project Manager at the close of the contract or at any time during the contract period to document the contractor's performance.

Project:	
Contractor:	
Scope of Work:	
Start Date/End Date:	
Value of project:	

Please provide a score of each area according to the following and any relevant comments to adequately document contractor performance.

5=Excellent: If the contractor exceeds expectations in achieving all requirements of the contract and was innovative and responsive.

4=Good: If the contractor achieved all requirements of the contract in a reasonable fashion.

3=Acceptable: If the contractor completed the work but some of the requirements of the contract were not met.

1-2=Poor: If the contractor fell short of expectations, but made attempts to correct when requested by the county.

0=Unacceptable: If the contractor failed to meet the requirements and did not respond to requests from the county to correct.

N/A=Not Relevant: If the question is not relevant to the contract.

Contractor Performance

Score:

1. Effectiveness of general management, on-site supervision and cooperation in negotiation of approach and change orders:	
Comments:	

2. The project was completed on time:	
Comments:	
3. The project was completed within budget:	
Comments:	
4. Relationship and payment of sub-contractors:	
Comments:	
5. Responsiveness to project manager's requests:	
Comments:	
6. Overall quality of work performed:	
Comments:	
7. Relationship with architect / engineer / project team:	
Comments:	
8. Contractor followed county procedures / directives and complied with contract terms:	
Comments:	

9. Contractor submitted Current, Accurate and Complete Payment Applications:	
Comments:	
10. Warranty work:	
Comments:	
11. Scheduling:	
Comments:	
12. Comfort level in hiring contractor again:	
Comments:	

Additional Comments:

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Project / Contract Manager:	
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