



Office of Procurement

Contractor Performance Evaluation – This evaluation form shall be used for all City of Gulfport construction projects. The form is self-explanatory. Upon completion and all required signatures, forward the form the Procurement Office.

Project Information

Date _____ Evaluation type Interim FINAL Percent Project Complete ___%

Project Name _____ Project Manager _____

Provide information according to Contract

NTP Issue Date:	Actual State Date:
Substantial Completion Date:	Actual Completion Date:
Calendar Days to Complete:	Actual Calendar Days to Complete:
Original Contract Amount:	Final Contract Amount

1. Quality of Workmanship

Rate this contractors performance in regards to quality of work:

- a. Compliance with project drawings and specifications
- b. Workmanship quality and accuracy
- c. Tool – sufficient quantity
- d. Quality of job-site craft personnel
- e. Equipment – sufficient quantity and operation conditions.

Comments are strongly encouraged, but REQUIRED for any rating other than average.

2. Scheduling and Productivity

Rate this contractors performance with regard to producing and meeting contract schedules, milestones, deliverables:

- a. Project schedule quality and completeness.
- b. Controlling project schedule.
- c. Manpower allocation for maintaining schedule
- d. Ability to meet substantial completion date and project milestones.
- e. Productivity of work force

Comments are strongly encouraged, but REQUIRED for any rating other than average.

3. Safety

Rate this contractors performance with regards to project and site safety.

- a. Implementation of safety rules and regulations.
- b. Daily and overall housekeeping.
- c. Response to safety concerns.
- d. Safety record.
- e. Awareness and attention to public safety.

Comments are strongly encouraged, but REQUIRED for any rating other than average.

4. Subcontractor Management

Rate this contractor's ability and success in managing and coordinating subcontractors

Comments are strongly encouraged, but REQUIRED for any rating other than average.

5. Contract Management

Rate this contractor's performance with regard to contract administration as per below items:

- a. Timely submission of complete and correct documentation required for NTP.
- b. Timeliness of change order submissions.
- c. Timely submission of RFI's and shop drawings.
- d. Timely submission of completed and correct payment applications.
- e. Timely payment to subcontractors.
- f. Timely, quality and accuracy of paperwork.

Comments are strongly encouraged, but REQUIRED for any rating other than average.

6. Working Relationships

Rate this contractor's working relationship with other parties (i.e., City project manager, city staff/employees, design professional, engineer, subcontractors, etc.)

Comments are strongly encouraged, but REQUIRED for any rating other than average.

7. Contract Close Out

Rate the contractors overall ability to efficiently close out the project.

- a. Timely completion of all punch list items.
- b. Timely submission of all close-out documents.
- c. Timely resolution of all outstanding change orders.

Comments are strongly encouraged, but REQUIRED for any rating other than average.

8. Additional Information - If given the opportunity on a future bid or quote would you recommend contracting with this company?

Yes _____ No _____

Use this space to note any other comments or information regarding this contractors performance on this project. This area can be utilized to note anything that was not addressed in any of the other categories previously listed.

9. Certification

I certify that the information contained in this evaluation form represents, to the best of my knowledge, a true analysis of this contractor's performance record on the project as stated above.

Printed Name

Signature

Date

Procurement Use Only

Procurement Representative _____ Date scoring finalized _____

Scoring Summary & Total

Element	Points	Weight %	Score
1		20%	
2		15%	
3		15%	
4		10%	
5		10%	
6		15%	
7		15%	
Total Score			

Date sent to Contractor _____ Contractor acknowledged receipt and they Agree _____ Disagree _____ (response attached).

Procurement Manager signature confirms the evaluation has been reviewed and accepted by the Office of Procurement. It further confirms the contractor has been provided a copy and has had the opportunity to respond if desired.

Procurement Manager Signature

Date