

**Number**  
**Current Status:**  
**Requisitioner**  
**Contract Award Date**  
**Vendor can see comments**

20172  
 Pending Requisitioner Review  
 Robin Nechelput  
 Nov 22, 2017  
 No

**Name**  
**Current Rating**  
**Supervisor**  
**Date of Evaluation**  
**Vendor can see attachments**

Example Contract  
 n/a  
 Robin Nechelput  
 Jan 12, 2018  
 No

Attachments

Evaluation Criteria	Evaluation Assessment	Comments
<u>Administration - Contractor</u> <ul style="list-style-type: none"> <li>• Communication / Accessibility</li> <li>• Customer Service / Responsiveness</li> <li>• Cooperation / Professionalism</li> <li>• Display accountability</li> <li>• Accept responsibility</li> </ul>	<input type="radio"/> Exceptional <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Cautionary <input type="radio"/> Not Satisfactory	<div style="background-color: #f2f2f2; padding: 2px;">Evaluator Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Supervisor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Purchasing Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Manager Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Vendor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div>
<u>Cost Control - Contractor</u> <ul style="list-style-type: none"> <li>• Invoice detail &amp; accuracy</li> <li>• Limited # of Change Orders</li> <li>• No unreasonable extras submitted</li> <li>• Claims, cost control issues, payment documentation concerns were minimal</li> </ul>	<input type="radio"/> Exceptional <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Cautionary <input type="radio"/> Not Satisfactory	<div style="background-color: #f2f2f2; padding: 2px;">Evaluator Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Supervisor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Purchasing Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Manager Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div> <div style="background-color: #f2f2f2; padding: 2px;">Vendor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"> </div>

Evaluation Criteria	Evaluation Assessment	Comments
<p><u>Health and Safety - Contractor</u></p> <ul style="list-style-type: none"> <li>Adherence to OSHA requirements and other laws &amp; policies</li> <li>Properly trained and competent staff</li> <li>Adequate precaution with designated substances &amp; hazardous materials</li> <li>Reasonably clean &amp; organized site</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Exceptional</li> <li><input type="radio"/> Good</li> <li><input type="radio"/> Satisfactory</li> <li><input type="radio"/> Cautionary</li> <li><input type="radio"/> Not Satisfactory</li> </ul>	<p>Evaluator Comments</p> <p>Supervisor Comments</p> <p>Purchasing Comments</p> <p>Manager Comments</p> <p>Vendor Comments</p>
<p><u>Work Performance - Contractor</u></p> <ul style="list-style-type: none"> <li>Performed in compliance with contract terms</li> <li>Materials / equipment supplied per contract specs</li> <li>Adequate staff and resources / competent</li> <li>Deficiencies resolved</li> <li>Commissioning / Documentation Records</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Exceptional</li> <li><input type="radio"/> Good</li> <li><input type="radio"/> Satisfactory</li> <li><input type="radio"/> Cautionary</li> <li><input type="radio"/> Not Satisfactory</li> </ul>	<p>Evaluator Comments</p> <p>Supervisor Comments</p> <p>Purchasing Comments</p> <p>Manager Comments</p> <p>Vendor Comments</p>
<p><u>Work Plan and Management - Contractor</u></p> <ul style="list-style-type: none"> <li>Adhere to project schedule and milestones</li> <li>Comprehensive schedule updates</li> <li>No unwarranted project extensions/ delays</li> <li>Adequate and competent Site Supervision</li> <li>Decision Making / Problem Solving</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Exceptional</li> <li><input type="radio"/> Good</li> <li><input type="radio"/> Satisfactory</li> <li><input type="radio"/> Cautionary</li> <li><input type="radio"/> Not Satisfactory</li> </ul>	<p>Evaluator Comments</p> <p>Supervisor Comments</p> <p>Purchasing Comments</p>

Evaluation Criteria	Evaluation Assessment	Comments
<ul style="list-style-type: none"> <li>Limited guidance from City Staff</li> </ul>		<div data-bbox="820 142 1539 254" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">           Manager Comments         </div> <div data-bbox="820 283 1539 394" style="border: 1px solid #ccc; padding: 5px;">           Vendor Comments         </div>
General Comments	<div data-bbox="451 436 1539 485" style="border: 1px solid #ccc; height: 23px;"></div>	
Vendor Comments	<div data-bbox="451 527 1539 575" style="border: 1px solid #ccc; height: 23px;"></div>	