



**DEPARTMENT OF PURCHASING &
CONTRACT COMPLIANCE**

CONTRACTORS PERFORMANCE REPORT

CONSTRUCTION SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
07/01/22	09/30/22	07/01/22	12/31/22
Purchaser Order Number		Purchase Order Date	
540 22SC135545K-CRB			
Department			
Public Works			
Bid Number		Service Commodity	
21ITB081321K-CRB		Construction	
Contractor			

Wade Coots Company, Inc.

Performance Rating

0 = Unsatisfactory	Archives contract requirements less than 50% of the time not responsive, effective and/or efficient; unacceptable delay; incompetence; high degree of customer dissatisfaction.
1 = Poor	Archives contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customer somewhat satisfied.
2 = Satisfactory	Archives contract requirements 80% of the time. Generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.
3 = Good	Archives contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied
4 = Excellent	Archives contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.

1. Project Development	(Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification)
☐ 0 ☐ 1 ☐ 2 ☒ 3 ☐ 4	Vendor achieves and complies with the standards most of the time. Personnel are highly qualified, very responsive and require minimal directions in performing the work.

2. Design	(Were Milestones Met Per Contract – Reliability - Responsiveness to Directions/Change – On Time Completion Per Contract - Liquidated Damages)
☐ 0 ☐ 1 ☐ 2 ☐ 3 ☒ 4	Vendor achieves milestones most of the time. Some delays but with minimal impact on the delivery of the project. Very responsive and flexible when given work change directives.

3. Award - Proposal Development		(Timeless/Due Duties - Reasonable/Cooperative - Flexible/Motivated)
☐	0	Vendor demonstrates prompt service and delivery of the project. Handles problems in a timely manner.
☐	1	
☐	2	
☐	3	
☒	4	
4. Constructions		(Mobilization Timely - Were Milestones Met - Met/Exceeded Specification - Within Budget Performance - Proper Invoicing - Quality of Work Responsive to Owner)
	0	Vendor mobilizes in accordance with schedule. Quality of work meet/ exceeds specifications. Documents in invoicing are in order most of the time and are submitted in timely manner.
	1	
☐	2	
☐	3	
☒	4	
5. Contractors Key Personnel		(Credential/Experience Appropriate- Effective Supervision/Management - Available as Needed)
☐	0	Vendor has managed projects from inception to closeout effectively. Key personnel are experienced in their field and conduct themselves professionally.
☐	1	
☐	2	
☐	3	
☒	4	

Overall Performance Rating	3.80	Date	09/21/22
Would you select/recommend this vendor again?	☒ Yes	☐ No	
Rating completed by:	Anton Denev		
Department Head Name:	David Clark		
Department Head Signature			

After completing the form:
 Submit to Purchasing
 Print a copy for your records
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Ray D. Burt
 9-26-22.