



DEPARTMENT OF PURCHASING &  
CONTRACT COMPLIANCE

**CONTRACTORS PERFORMANCE REPORT**

**CONSTRUCTION SERVICES**

Report Period Start 10/1/2022	Report Period End 12-31-2022	Contract Period Start 1/1/2022	Contract Period End 12/31/2022
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Purchaser Order Number 540 19ITB122250K-EC(A)R	Purchase Order Date
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Department

Public Works

Bid Number ITB: 19ITB122250K-(EC(A)	Service Commodity STANDBY MISCELLANEOUS CONSTRUCTION
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Contractor

SITE ENGINEERING, 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)

<input type="radio"/> 0	Comments: Miscellaneous jobs and crews, all professional and proficient. Sub-contractor Llano Construction is included in my report on each performance rating.
<input type="radio"/> 1	
<input type="radio"/> 2	
<input type="radio"/> 3	
<input checked="" type="radio"/> 4	

2. Design

(Were Milestones Met Per Contract – Reliability  
- Responsiveness to Directions/Change  
– On Time Completion Per Contract - Liquidated Damages)

<input type="radio"/> 0	Comments: All personal are reliable and flexible with changes.
<input type="radio"/> 1	
<input type="radio"/> 2	
<input type="radio"/> 3	
<input checked="" type="radio"/> 4	

3. Award - Proposal Development		(Timeless/Due Duties - Reasonable/Cooperative - Flexible/Motivated)
<input type="radio"/>	0	Comments: Personnel were always on time and ready to complete each task. Management and personnel were reasonable about correcting issues promptly.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	
4. Constructions		(Mobilization Timely - Were Milestones Met - Met/Exceeded Specification - Within Budget Performance - Proper Invoicing - Quality of Work Responsive to Owner)
<input type="radio"/>	0	Comments: Stayed within budget and turned in documents in a timely manner. Mobilization always acceptable
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	
5. Contractors Key Personnel		(Credential/Experience Appropriate- Effective Supervision/Management - Available as Needed)
<input type="radio"/>	0	Comments: Staff is well experienced and compliant to managements direction.
<input type="radio"/>	1	
<input type="radio"/>	2	
<input type="radio"/>	3	
<input checked="" type="radio"/>	4	

Overall Performance Rating	4.00	Date	1/5/2023
Would you select/recommend this vendor again?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Rating completed by:	Pamela Keel <i>PK 1.5.23</i>	<i>P.K.P.</i>	
Department Head Name:			
Department Head Signature	<i>[Signature]</i>		

*PK 1/5/23*

After completing the form:  
 Submit to Purchasing  
 Print a copy for your records  
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Submit

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