REPORT ON CONTRACTOR'S PERFORMANCE

State Form 19896 (R7 / 1-07) / CR-2
DEPARTMENT OF TRANSPORTATION

Reset Form

Name of contractor	Contract number
District	Contract amount
Project location / description	
Name of contractor person in charge at site	Work performed

This contractor is:	This report is:	Date report completed (*month, day, year*)
☐ Prime contractor ☐ Sub-contractor	☐ Interim ☐ Year-end ☐ Final	

GRADING SCALE

Unless a different point system is shown for a question, use only the following scale to grade performance of the contractor on each question.

Do not use any numbers not shown.

+2	For outstanding performance throughout the project that strongly contributed to the success of the project
+1	For performance above expectations throughout the project
0	For adequate performance meeting expectations
-1	For periodic inadequate performance, causing occasional problems that adversely affected the project
-3	For consistently inadequate performance, causing constant problems adversely impacting the project
NA	If there were insufficient opportunities to observe contractor performance in this area

SECTION A - ORGANIZATION EQUIPMENT AND PERSONNEL	POINTS
1. Contractor management personnel were knowledgeable and available with full authority to execute contract documents and implement the directions of the engineer.	
2. The project was staffed and managed with competent (non-supervisory) employees.	
3. Contractor management personnel effectively anticipated upcoming issues and effectively scheduled and organized construction operations, including subcontractors.	
4. The superintendent or foremen on the jobsite had the required knowledge and training to comply with the plans, special provisions, and specifications on the project.	
5. The contractor complied with applicable wage rates and employment regulations and timely submitted accurate certified payrolls.	
6. The contractor complied with EEO and DBE requirements and procedures.	
7. The contractor ensured that subcontractors were knowledgeable and capable to perform the subcontracted work.	
8. The contractor provided safe, adequate, and well-maintained equipment to perform the required work.	
SECTION A - TOTAL POINTS	**0**

SECTION B - PROSECUTION OF WORK	POINTS
1. The contractor furnished the required documentation and reports in a timely manner (i.e. certification of materials, delivery tickets, invoices, progress schedules, shop drawings, material sampling, early notice of time extension, potential claims, etc.)	
2. The contractor informed the PE / PS in advance of the daily schedule.	
3. The contractor submitted, followed, and kept the work schedule up-to-date and met intermediate and final completion dates.	
4. The contractor complied with the phasing requirements.	
5. The contractor complied with the direction of INDOT personnel.	
6. The project site was maintained in a safe condition and the work conducted in a safe manner.	
7. Traffic control was maintained as specified in the traffic plan for the safety of the public and project.	
8. The contractor followed contract requirements for maintaining erosion control, disposal of materials, borrow sites, and other environmental matters.	
SECTION B - TOTAL POINTS	**0**

SECTION C - GENERAL RELATIONSHIPS / COOPERATION	POINTS
1. The contractor's supervisory personnel demonstrated a positive attitude toward the PE / PS and department regulations, including the INDOT chain of command.	
2. The contractor properly notified and coordinated work with utility companies for the protection of existing utilities.	
3. The contractor planned, scheduled, and coordinated the work with subcontractors.	
4. The contractor coordinated with other contractors performing work on adjacent projects.	
5. Contract issues and disputes were settled at the appropriate level.	
6. The contractor responded to contract issues and disputes in a timely manner.	
7. The contractor showed consideration to the traveling public.	
8. The contractor communicated and cooperated with the adjacent property owners and local agencies.	
SECTION C - TOTAL POINTS	**0**

SECTION D - QUALITY OF MATERIALS AND WORKMANSHIP	POINTS
1. The contractor provided an adequate and fully equipped field office throughout the project.	
2. The contractor assured consistent quality of work performed, eliminating the need to remedy or remove defective work.	
3. The contractor completed the punch list and final cleanup as directed by the PE / PS.	
4. The contractor managed the work to maximize the quality of work and use of good construction practices.	
5. The contractor met the smoothness requirements of the contract.	
6. The prime contractor exercised authority and monitored the subcontractor's activities to ensure approved materials and quality work.	
7. The contractor ensured that an overall safe project was conducted.	
8. The overall project was of high quality and conformed to the contractual requirements.	
SECTION D - TOTAL POINTS	**0**

CONTRACTOR SCORE		
Section	**Points Received**	
A	**0**	***A total score below zero in any Section or a score of -3 on any question may be cause for immediate referral to the Prequalification Committee. The total scores will be used in the overall contractor evaluation process.***
B	**0**	
C	**0**	
D	**0**	
TOTAL	**0**	

GENERAL REMARKS (*Attach additional sheets, if necessary.*)

Name of PE / PS	Signature of PE / PS	Date (*month, day, year*)
Name of Area Engineer (*concur*)	Signature of Area Engineer	Date (*month, day, year*)

The contractor's superintendent acknowledges receipt of this form and that an opportunity was provided to discuss the ratings.		
Name of contractor's superintendent	Signature of contractor's superintendent	Date (*month, day, year*)

Date of final inspection (*month, day, year*)