

# Los Angeles Unified School District CONTRACTOR PERFORMANCE EVALUATION FORM

## Contractor Information

Name of Construction Firm: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Project Name (School Site): \_\_\_\_\_

LAUSD staff is responsible for completing evaluations for District projects.

○ **PRELIMINARY** Evaluation

**PRELIMINARY** Evaluation

OR

**FINAL** Evaluation

Check the box next to the description that best describes your project:

- new construction
- structural rehabilitation of a structure
- specialty (specify) \_\_\_\_\_

- a renovation of an existing facility
- an addition to an existing facility
- a remodel of an existing facility

Contract Number \_\_\_\_\_

Project Number \_\_\_\_\_

Amount of Contract \$ \_\_\_\_\_

Date Completed \_\_\_\_\_

## INSTRUCTIONS

*For each of the following questions the designated rater shall score the contractor on a scale of "0" to "10" with a score of "10" being the highest score or shall represent no compliance deficiencies. A score of "0" shall be the lowest score or shall represent complete non-compliance on matters of which you are aware. To pre-qualify, a contractor must have a total pre-qualification contractor evaluation score of 140 or greater. For LAUSD evaluated contracts, if the score on this evaluation equals less than 140 points, each question scored "7" or less shall be documented by written justification for the low mark and the documentation shall be attached to the evaluation. Please be aware – because a lack of documentation restricts the District's ability to determine a contractor to be non-responsible, during a hearing, an undocumented score under "8" shall be considered as an "8." A blank score or "N/A" shall be scored as a "10."*

**PLEASE BE AWARE - LACK OF DOCUMENTATION WILL RESTORE FULL POINT SCORES.**

### QUESTIONS 1 THROUGH 9 ARE TO BE COMPLETED BY THE OWNER'S AUTHORIZED REPRESENTATIVE

1. For this contract, did this contractor file claims or request change orders that were unfounded, or without merit? (0-10) \_\_\_\_\_
2. For this contract, was this contractor assessed penalties for prevailing wage violations or did the contractor have the processing of invoices delayed for failure to submit certified payrolls? (0-10) \_\_\_\_\_
3. For this contract, was this contractor assessed liquidated damages? (0-10) \_\_\_\_\_
4. For this contract, did this contractor produce a quality of work, which met the requirements in the Contract Documents? (0-10) \_\_\_\_\_
5. For this contract, was this contractor reasonable with dealings concerning change orders to include timely submissions of proposals and substantiated costs? (0-10) \_\_\_\_\_
6. For this contract, did this contractor do everything reasonably possible to expedite the submission and processing of change orders? (0-10) \_\_\_\_\_
7. For this contract, was this contractor reasonable in his dealings with the end user, therefore minimizing the impacts on day-to-day operations during construction? (0-10) \_\_\_\_\_
8. For this contract, did this contractor maintain an adequate staff, equipment, and proper supervision? (0-10) \_\_\_\_\_
9. For this contract, did this contractor attempt to substitute a LISTED Subcontractor to perform work without owner's authorization? (0-10) \_\_\_\_\_

### OWNER'S AUTHORIZED REPRESENTATIVE CERTIFICATION

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects pursuant to California Public Contract Code 20111.5 and as such shall be considered confidential information. I certify that the following evaluation is truthful, made without malice and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

Print Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Company/Section/Division \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

**Name of Construction Firm:** \_\_\_\_\_

**QUESTIONS 10 THROUGH 14 ARE TO BE COMPLETED BY THE INSPECTOR OF RECORD**

- |  |              |
|--|--------------|
| 10. For this contract, did this contractor produce a quality of work, which met the requirements in the Contract Documents?  | (0-10) _____ |
| 11. For this contract, did this contractor do everything reasonably possible to expedite the submission and processing of change orders?                                   | (0-10) _____ |
| 12. For this contract, were all punch list items minor, corrective in nature, and able to be completed within the Administrative Close-out period?                         | (0-10) _____ |
| 13. For this contract, did this contractor and its subcontractors demonstrate that they understood their obligations under Title 24 of the California Code of Regulations? | (0-10) _____ |
| 14. For this contract, did this contractor do everything reasonable to complete the project on time?   | (0-10) _____ |

**INSPECTOR OF RECORD CERTIFICATION**

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects pursuant to California Public Contract Code 20111.5 and as such shall be considered confidential information. I certify that the following evaluation is truthful, made without malice and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

_____	_____	
Print Name	Title/Position	
_____		
Company/Section/Division		
_____		
_____	_____	_____
Signature	Date	Phone Number

**QUESTIONS 15 THROUGH 18 ARE TO BE COMPLETED BY THE END USER**

- |   |              |
|---|--------------|
| 15. For this contract, did the contractor maintain an adequate staff, equipment, and project supervision? | (0-10) _____ |
| 16. For this contract, did this contractor produce a high quality of work?                                | (0-10) _____ |
| 17. For this contract, was this contractor reasonable in his dealings with the end user?                  | (0-10) _____ |
| 18. For this contract, was this contractor reasonable in minimizing the impacts on day-to-day operations? | (0-10) _____ |

**END USER CERTIFICATION**

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects pursuant to California Public Contract Code 20111.5 and as such shall be considered confidential information. I certify that the following evaluation is truthful, made without malice and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

_____	_____	
Print Name	Title/Position	
_____		
Company/Section/Division		
_____		
_____	_____	_____
Signature	Date	Phone Number

**APPROVAL OF REGIONAL DIRECTOR REQUIRED ON ALL LAUSD PROJECTS**

_____	_____	
Print Name	Title/Position	
_____		
Company/Section/Division		
_____		
_____	_____	_____
Signature	Date	Phone Number

**TOTAL EVALUATION SCORE. \_\_\_\_\_**