

PUBLIC WORKS DIVISION
 Department of Administration
 State of Indiana
 Robert Grossman, Director

CONTRACTOR NAME _____
 Contractor Proj. Mgr. _____

CONTRACTOR EVALUATION FORM

Project No. _____ Subs. Completion Date _____ On Time _____

Project Description _____

Institution/Agency _____ Contract Amount _____

Evaluator _____ Title _____ Date _____

This form is to be used to develop an objective evaluation of the performance of Contractors who have provided construction services to the State of Indiana. Information included here, together with other pertinent data, may affect how "responsible" and "responsive" a Contractor is adjudged by the Commissioner of Administration (IC 4-13.6-1-15 and 4-13.6-1-16). This information is confidential and not subject to open records statutes except to the Contractor involved. Evaluations must be made by personnel familiar with the project and the Contractor.

Ratings: 1 - poor; 2 - below average; 3 - average; 4 - above average; 5 - excellent (Supporting information for ratings of 1 or 5 must be attached.)		RATING					
		N/A	1	2	3	4	5
PROJECT INITIATION							
1.	ALL REQUIRED CONTRACT DOCUMENTS WERE SUBMITTED IN A TIMELY MANNER.						
2.	PROJECT SCHEDULE WAS SUFFICIENTLY DETAILED FOR THE SCOPE OF THE PROJECT.						
3.	SCHEDULE OF VALUES WAS SUFFICIENTLY DETAILED FOR THE SCOPE OF THE PROJECT.						
4.	SUBMITTALS TO THE DESIGNER WERE IN ACCORDANCE WITH THE SCHEDULE.						
5.	SUBMITTALS TO THE DESIGNER WERE PREVIOUSLY REVIEWED BY THE CONTRACTOR.						
CONSTRUCTION							
6.	CONTRACTOR'S PROJECT MANAGER ADEQUATELY ADMINISTERED THE PROJECT.						
7.	CONTRACTOR'S SUPERINTENDENT ADEQUATELY SUPERVISED THE CONSTRUCTION.						
8.	THE PROJECT WAS PROPERLY STAFFED FOR EACH ACTIVITY.						
9.	THE SITE WAS KEPT CLEAN AND MATERIALS WERE STORED PROPERLY.						
10.	THE SUPERINTENDENT ACTIVELY ENCOURAGED QUALITY WORKMANSHIP.						
CONTRACT CLOSEOUT							
11.	RECORD DOCUMENTS WERE UPDATED REGULARLY.						
12.	PUNCH LIST FOR COMPLETION WAS REASONABLE FOR THE SCOPE OF THE PROJECT.						
13.	PROJECT CLOSEOUT REQUIREMENTS WERE FULFILLED IN A TIMELY MANNER.						
14.	PUNCH LIST WAS COMPLETED WITHIN THE DESIGNATED TIME PERIOD.						
15.	PROJECT WAS COMPLETED ON TIME.						
16.	PROJECT WAS PROPERLY MANNED AND SUPERVISED TO FINAL COMPLETION.						

Notes: