

DATE FILED IN THE PROCUREMENT DEPT.:  
INITIALS:

## UCA Contractor Performance Report

Section I Contractor Data			Section II Project Data			
Report Type <input type="checkbox"/> Interim <input type="checkbox"/> Final <input type="checkbox"/> Special	Contractor Vendor Number:		Bid Number:	<i>Procurement Use only</i>		
			JOC Number:	Date Received:		
Company Name			Project Title			
Address		Phone No.	Auth. Working Days	Working Days Charged	Work Starting Date	Contract Completion Date
Superintendent	Foreman		Contract Award Amount		Contract Completion Amount	
Work Class Performed by Contractor:						
Description of Work:						

Section III Numerical Rating						
A Administration / Management / Supervision	* Inadequate	* Below Std	Standard	Above Std	* Superior	Rating
A1. Supervision/Decision Making/Coordination with Subcontractors and suppliers	3	4	6	8	10	
A2. Submission of Documents and Reports	3	4	6	8	10	
A3. Coordination and Cooperation with Department Personnel on Project Matters	3	4	6	8	10	
A4. Relations with General Public, Other Agencies and Adjacent Contractors	2	4	5	6	7	
A5. Maintenance of Employee Safety Standards	1	1.5	2	2.5	3	
<b>Section A Total</b>	12	17.5	25	32.5	40	
Q Quality of Work						
Q1. Adherence to Plans and Specifications	9	12.5	15	18	21	
Q2. Standards of Workmanship	6	8	10	12.5	15	
Q3. Public Safety and Traffic Control	2	3	4	5	6	
Q4. Environmental Compliance	4	5	6	7	8	
<b>Section Q Total</b>	21	28.5	35	42.5	50	
P Progress of Work						
P1. Completion of project within allotted time	6	8	10	12	14	
P2. Baseline scheduling	2.5	3.5	5	7	8.5	
P3. Weekly look ahead schedule & schedule update	1.5	2.5	4	5.5	7.5	
P4. Number of days from Physical Completion Until contract completion	3	4.5	6	8	10	
<b>Section P Total</b>	13	18.5	25	32.5	40	
C Compliance with Laws and Contract Requirements						
C1. Compliance with Subcontractor Requirements	1	1.5	2	5	7	
C2. Compliance with Laws, Ordinances and Regulations	1	1.5	2	5	7	
<b>Section C Total</b>	2	3	4	10	14	
<b>Project Total</b>	50	75	100	125	150	

\* Explain any Inadequate, Below Standard, and Superior ratings in Narrative Section (IV)

Performance Score

Contract No. \_\_\_\_\_

**Section IV Narrative Rating**

**A General Elements** Enter comments that describe the contractor's overall performance and provide background data on the project. (Attach additional sheets if necessary).

**B Below Standard Elements** Enter comments here to substantiate below standard ratings. (Attach additional sheets if necessary).

**C Superior Elements** Enter comments here to substantiate superior ratings. (Attach additional sheets if necessary).

**Section V Authentication and Review**

I certify that I have objectively prepared this report basing it upon data contained in available project records and discussed the report with the contractor.

\_\_\_\_\_  
Construction Coordinator      Name (Print)      Construction Coordinator      Signature      Date

I have reviewed this Contractor Performance Report and make the following comments and changes as cited herein or on attached sheets.

\_\_\_\_\_  
Associate VP of Facilities      Name (Print)      Associate VP of Facilities Signature      Date

**Section VI Submittal to Contractor**

**I have given a copy of this report to the rated contractor. I have advised the contractor that a written response is required for inadequate and below standard ratings. Written responses must be emailed to the Procurement Office within ten (10) working days after email notification. Written responses submitted after the deadline will not be considered. Send written response to: [purchasing@uca.edu](mailto:purchasing@uca.edu)**

\_\_\_\_\_  
Procurement Official Name (Print)      Procurement Official Signature      Emailed to Contractor

All contractors are subject to approval by the university. The university shall record violations of contracts, poor workmanship, and other serious breaches of responsibilities.

Where a contractor has exhibited inadequate or below standard performance, the UCA Procurement Official in conjunction with the university General Counsel shall thoroughly investigate all aspects of his alleged unsuitability and make a determination to suspend the contractor for cause not to exceed one (1) year. The Contractor shall be notified in detail the results of the investigation and be afforded the opportunity to appeal his suspension. The decision shall be given to the Contractor in writing. Suspension of a contractor for cause shall be reported to the Contractor's Licensing Board where applicable.

When it is necessary for the university to suspend a contractor twice in any twenty-four (24) month period, the suspension shall be automatically referred to the Contractor's Licensing Board with a recommendation that the Contractor be debarred from bidding on any state-funded capital improvement projects.