

**SBA 124**  
**CONTRACTOR EVALUATION FORM**

School Building Authority of West Virginia  
**CONTRACTOR EVALUATION FORM**  
 (Submit For Each Prime Contractor)

PROJECT: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PERFORMING: \_\_\_\_\_

ITEM	EVALUATION CRITERIA	EVALUATION SCORE
1	Contractor communications with the A/E in accordance with the contract documents	
2	Quality and timeliness of the submittals acceptable	
3	Contractor timely submission, follow, and update a construction schedule in accordance with the contract requirements	
4	Material deliveries in accordance with the contractor's schedule	
5	Contractor compliance with the master project schedule	
6	Contractor adequate staffing of the project	
7	Contractor representation at pay/progress meetings by a person with decision-making authority	
8	Contractor submission of certified payrolls as required by the construction documents	
9	Materials and workmanship in compliance with the contract documents	
10	Contractors coordination and cooperation with regards to disruption of facility operations with the user (where applicable)	
11	Delays to the project caused by the contractor	
12	Contractors willingness to actively resolve problems	
13	Contractor ability to coordinate and cooperate with other contractors and suppliers	
14	Supervision of the work in accordance with the contract documents	
15	Contractor provision of timely and complete closeout documentation	
WERE THE FOLLOWING ITEMS SUBMITTED AND/OR COMPLETED BY THE DATE INDICATED ON THE SUBSTANTIAL COMPLETION FORM?		
16	Accurate and complete record documents (as-builts)	
17	Punch list items	
18	Certificate of operating and training instruction	
19	Complete O&M Manuals	
20	Testing & balancing reports	
<b>EVALUATION SCORING:</b> Rate the contractors performance based on the following scale: 5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = Unacceptable; N/A = Not Applicable Comments are required if any score is less than 3		

EVALUATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SBA REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

Contractor performance evaluations will be used in the review of a contractor's responsibility status in accordance with SBA Policy. The SBA will provide the contractor with a copy of all processed forms upon request. The contractor may respond in writing to the SBA regarding any evaluation. Responses will be reviewed and placed in the Contractor's Qualification File at the SBA office.

This form may be submitted electronically. Attach a completed form to an e-mail addressed to the specific SBA Project Manager for the affected project. All SBA e-mail addresses are available on our website: [www.wvs.state.wv.us/wvsba](http://www.wvs.state.wv.us/wvsba).

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**COMMENTS: (Required for any score less than 3) - continued**

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