

Contractor Evaluation Report Instructions

These instructions assume the ratings have been reviewed by the Local Public Agency (LPA) project engineer and the form is ready to be completed and distributed.

This report shall be completed for every bridge painting contract and every other contract or subcontract amounting to \$20,000 or more. For contracts or subcontracts less than \$20,000, this report is optional.

1. [Click here](#) to open the Contractor Evaluation Report worksheet.

NOTE: A message box “What do you want to do with 517031.xls?” might appear.
Click on the “Save As” option.



2. Save the worksheet to a location of your choice on your computer drive before you start to complete the form.
Note: depending on which version of software you might need to “Enable Content”, to a trusted document.
3. Complete the fields in the evaluation report as follows –
 - o Construction Year – The year(s) work was done on the project
 - o Contract ID – Enter the contract number, e.g. 27-0691-028
 - o County and Project Number – County name and project number, e.g. Decatur Co. BROS-C027(100)--5F-27
 - o Prime Contract Work Type – Enter the standard work type as shown on the prime contract.
 - o Letting Date – Enter the date the contract was let for bids.
 - o Awarded Contract Dollar Amount – ORIGINAL amount of contract, NOT including contract modifications
 - o Managing Office – Office or county that is administering the contract
 - o Prime Contractor Name and Address – Enter the name and address of the prime contractor.
 - o Subcontractor Name – If evaluating a subcontractor, enter the name and address of the subcontractor; otherwise, leave this field blank.
 - o Subcontractor Dollar Amount – If evaluating a subcontractor, enter the subcontractor amount; otherwise, leave this field blank.
 - o Subcontract Work Type – If evaluating a subcontract, enter the work type for the subcontract; otherwise, leave this field blank. Use one of the standard work types, as shown in the list of Standard Work Types at <http://www.iowadot.gov/contracts/WorkType.pdf>
 - o Project Engineer – Enter the name of the project engineer.
 - o Additional Remarks: - Enter any additional remarks you wish to include regarding the contractor or subcontractor’s performance.
 - o Ratings – Enter a number within the point range shown according to the instructions shown on the report.
 - o Date Signed – will be automatically filled in.

4. Once the report is completed save the excel worksheet. This is the file that you are to send to the Office of Contracts. Do **not** send signed PDF files.
Note: Suggestion for file names – your county number and the contractor being evaluated (e.g. 27BrandtConst).
5. If you do NOT need to evaluate another contractor, close the file you saved in step #4 and skip to step #7.
6. If you DO want to evaluate another contractor, close the file previously worked on. Repeat steps #1 through #4. Make sure to save the new evaluation with a new file name - see step #4 for suggestions. Repeat this process for any contractors you wish to evaluate (one file is needed for each evaluation).
7. If you want to provide a hard copy to the contractor, print one copy of the report which will be signed by the Project Engineer. The original is to be kept in the project files and a copy is to be sent to the contract being evaluated.
8. If you want to provide an electronic copy to the contractor, attach the evaluation worksheet to an e-mail and send to the contractor.
9. Email the evaluation file(s) that have been created as attachments to the following address: dot.contracts@iowadot.us with a subject line of “Contractor Evaluation”.
10. When finished working with the report, all of the open file(s) can be closed.

If you have any questions with regards to the form, contact Tammi Bell in the Office of Local Systems at 515-239-1529 or tammi.bell@iowadot.us.