

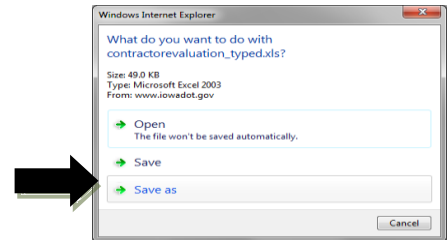
# Contractor Evaluation Report Instructions

*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.xlsm?” might appear. Click on the “Save As” option.



2. Save the worksheet to a location of your choice on your computer before you start to complete the form.  
Note: depending on which version of software you are using, you might need to “Enable Content”, to a trusted document.
3. Complete the fields in the evaluation report as follows –
  - Construction Year – The year(s) work was performed on the project.
  - Contract ID – Enter the contract ID number, e.g. 27-0691-028.
  - County and Project Number – County name and project number, e.g. Decatur BROS-C027(100)--5F-27.
  - Prime Contract Work Type – Enter the Contract Work Type as shown on the contract.
  - Letting Date – Enter the date the contract was let.
  - Awarded Contract Dollar Amount – ORIGINAL amount of contract, NOT including change orders.
  - Managing Office – City, county, or consultant that is administering the contract.
  - Prime Contractor Name and Address – Enter the name and address of the prime contractor.
  - Subcontractor Name – If evaluating a subcontractor, enter the name and address of the subcontractor; otherwise, leave this field blank.
  - Subcontractor Dollar Amount – If evaluating a subcontractor, enter the subcontract amount; otherwise, leave this field blank.
  - Subcontract Work Type – If evaluating a subcontractor, enter the general 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 <https://iowadot.gov/contracts/lettings/WorkType.pdf>
  - Project Engineer – Enter the name of the project engineer.
  - Additional Remarks – Enter any additional remarks you wish to include regarding the contractor or subcontractor performance.
  - Ratings – Select a rating from the drop-down in each applicable cell in Column H (highlighted yellow). If the rating does not apply to the contractor being evaluated, select “N/A” from the drop-down (this removes this item from the calculation). The maximum points allowed for each rating is displayed in Column G.
  - Date Signed – will be automatically filled in.

4. Save a copy of the Excel worksheet for each contractor you are evaluating.  
Note: Suggestion for file names – your county number and the contractor being evaluated (e.g. 27BrandtConst).
5. If you want to evaluate another contractor, close the file previously worked on. Repeat steps #1 through #4. Be sure to save the evaluation with a new file name - see step #4 for file name suggestion. Repeat this process for all contractors you wish to evaluate (a separate file is needed for each evaluation).
6. 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. Mail a photocopy to the contractor. The original copy is to be kept in the project file.
7. If you want to provide an electronic copy to the contractor, attach the evaluation worksheet to an e-mail and send to the contractor. The original file should be converted to a .pdf and uploaded to Doc Express.
8. Email as attachments the Excel evaluation file(s) that have been created to the following address: [dot.contracts@iowadot.us](mailto:dot.contracts@iowadot.us) with a subject line of "Contractor Evaluation".

If you have any questions regarding the form, contact the Local Systems Bureau E-Construction Administrator. Contact information is available here:  
[https://iowadot.gov/local\\_systems/contact-us](https://iowadot.gov/local_systems/contact-us)