

## **CONTRACTOR JOB ORDER SAFETY AND PERFORMANCE EVALUATION**

This procedure outlines the requirements for the Job Order Contractor's (JOC) Evaluation for Safety and Performance on all District JOC construction projects in accordance with the District's Prequalification requirements, and **as directed by CA State Assembly Bill 14, Chapter 899, Section 1, Article 60.3, Section 20919.4 (c) (1) (E) (i), Job Order Contracting requires an acceptable safety record.**

At the completion of each job order, and as part of the final completion documents, it is the responsibility of the Owner Authorized Representative (OAR) to assure that the Job Order Contracts Safety Evaluations and the Job Order Contracts Performance Evaluations are completed. An appropriate time for completion of these forms would be at the Final Inspection of each job order, wherein all of the necessary evaluators are present. If there are poor performance issues or Safety non-compliance, the OAR should be prepared to complete a second evaluation upon correction of those issues. Therefore, in those instances there will be a Preliminary Evaluation and, if the point scores change from the Preliminary, a Final Evaluation completed. If the point scores remain unchanged, the Preliminary Evaluation will become the Final Evaluation. The OAR must check the box to indicate whether it is a Preliminary or a Final Evaluation, complete his/her section and coordinate the completion of the related sections by the Inspector of Record (IOR) and the Site Administrator or his designated agent, and shall complete and/or coordinate the completion of the Job Order Contracts Safety Evaluation and the Job Order Contracts Performance Evaluation Form as follows:

**THE OAR MUST TAKE RESPONSIBILITY TO ASSURE COMPLETION OF THESE FORMS.** Both Job Order Contracts Safety and Job Order Contracts Performance Evaluation forms must be completed, signed and dated by the evaluators, and a copy of each form placed in the Project file. Originals of the forms must be forwarded to the FCC within 30 days after the submittal of the *Report of Completion and Recommendation for Acceptance*. **Files will not be accepted and/or approved for ARCHIVES unless the Evaluation Forms are included.**

A maximum score of 180 points is possible for each project. The point score of each Job Order Contract Performance Evaluation will be averaged on a cost-weighted basis with other completed JOC projects of the Contractor and a passing average score of at least 140 points must be received in order for the contractor to be prequalified to bid future JOCs. **(The value of each job order performed by a particular contractor will be weighted by the dollar amount, and the weighted average of the job orders will determine the contractor's overall job order evaluation score.)** If the total average score on the Job Order Contracts Performance Evaluation forms is less than 140 points, the Contractor may lose their prequalified status. The Job Order Contracts Safety Evaluation form requires "yes"/"no" answers, with "yes" representing the positive, and "no" presenting the negative safety practices of this contractor. If two (2) or more "NO" answers are received on any one evaluation together with substantial back-up documentation for the negative responses, the Contractor will fail the Safety portion and may request a review panel of appointed District staff. Upon final decision of failure, the contractor will not be prequalified and/or will lose their prequalified status.

### **Completing the Job Order Contracts Safety Evaluation Form**

This form was formulated to evaluate a contractor's safety practices, and is to be completed by the OAR, IOR, and/or the Site Administrator (Principal, Vice Principal or the plant manager of the site). The evaluator must answer each question "yes" or "no" in the appropriate box. Please substantiate your "NO" answers with documentation such as meeting minutes, conversation records, photographs, e-mails, phone records, written notices, incident reports, letters, etc. Submit the documentation with this form to Facilities Construction Contracts.

### **Completing the Job Order Contracts Performance Evaluation Form**

OAR is to complete Questions 1-10 and in new construction 15-18 with a point score of 0-10 for each question, with 10 being the highest score. If the score on this evaluation equals less than 140 points, each question scored "7" or less shall be documented by written justification for the low mark, and the documentation shall be attached to the evaluation. OAR is responsible for facilitating the completion of the IOR and END USER sections by their respective personnel, and for submitting these evaluations in their COMPLETED form to Facilities Construction Contracts.

**Please be aware** – because a lack of documentation restricts the District's ability to determine a contractor to be non-responsible, during a hearing, an undocumented score under "8" shall be considered as an "8." A blank score or "N/A" shall be scored as a "10."

IOR is to complete Questions 11-14 with a point score of 0-10 for each question, with 10 being the highest score. Each question scored 7 points or less shall be documented by written justification for the low mark, and the documentation shall be attached to the evaluation. If an IOR is not required for this project, the OAR shall also complete Questions 11 – 14.

The Site Administrator, as the END USER, is to complete Questions 15-18 with a point score of 0-10 for each question with 10 being the highest score. Each question scored 7 points or less shall be documented by written justification for the low mark, and the documentation shall be attached to the evaluation.

Both the Safety and Performance evaluation forms are then signed and dated by the evaluators, as well as the signed Approval Of Regional Director Required On All LAUSD Projects (indicated at the bottom of Page 2 of each of the forms), and a copy of each form placed in the Project file. Originals of the forms are forwarded to the FCC within 30 days after the submittal of the *Report of Completion and Recommendation for Acceptance*. **Closeout files will not be accepted and/or approved for ARCHIVES unless the Evaluation Forms are included.**

# LOS ANGELES UNIFIED SCHOOL DISTRICT

## JOB ORDER CONTRACTS SAFETY EVALUATION FORM

### **THIS SECTION IS TO BE COMPLETED BY THE CONTRACTOR:**

Name of Construction Firm: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Project Name (School Site): \_\_\_\_\_

**LAUSD staff is responsible for completing evaluations for District projects.**

**OAR, IS THIS EVALUATION (check one):**

☐ **Preliminary Evaluation**

☐ **FINAL Evaluation**

Check the box next to the description that best describes your project:

☐ General Contractor Services

☐ Mechanical Contractor Services

☐ Specialty (specify): \_\_\_\_\_

☐ Electrical Contractor Services

☐ Flooring Contractor Services

Ordering Official: \_\_\_\_\_

JOC Contract Number: \_\_\_\_\_

JOC Project Number: \_\_\_\_\_

Amount of Job Order: \$ \_\_\_\_\_

Completion Date: \_\_\_\_\_

### **INTENT AND PURPOSE:**

*The intent and purpose of this form is to provide LAUSD Facilities Construction Contracts Unit with information necessary to adequately consider a Contractor's historical safety and loss prevention efforts on public works projects and make an informed determination of the Contractor's eligibility to bid future LAUSD projects. While there is a Safety Prequalification performed on contractors, it does not (and cannot) fully encompass the actual experiences of public works projects with school staff, employees, and agents in their dealings with the Contractor nor does it reflect each occurrence on a given project. Your input is a vital and necessary component of the Prequalification process and your prompt cooperation with this request is appreciated.*

The following section is to be completed by the Inspector, Project Manager, Owner's Authorized Representative, Site Administrator, OEH&S, ATU, and/or Public Agency Representative associated with the project.

**The Contractor must not complete this section.**

### **INSTRUCTIONS:**

Please consider the following statements and phrases, taking into account your experience with this Contractor on this project, and answer each question with a "Y" (yes), "N" (no) or "NA" (not applicable). If you deem yourself unqualified to answer or do not have sufficient information to answer a particular question or if the question does not apply, please enter "NA."

For the purpose of this evaluation, the term "Contractor" shall include the employees and actions of the Contractor itself, as well as the employees and actions of all Subcontractors, vendors, suppliers, delivery service personnel, and service providers operating for the benefit of the Contractor on this project.

***Please substantiate any "NO" answers with documentation such as meeting minutes, conversation records, photographs, e-mails, telephone records, written notices, incident reports, letters, etc. and submit documentation with this form to Facilities Construction Contracts.***

***Please be aware - lack of documentation will nullify negative responses.***

### **DURING THE COURSE OF THIS PROJECT:**

Answer

- |    |   |  |
|----|---|--|
| 1. | Was this Contractor able to avoid any unexpected disruption or halting of normal school activities due to a safety hazard or unsafe conditions encountered on the site?   |  |
| 2. | Did this Contractor take all adequate precautions with any hazardous materials and clean up all hazardous materials and debris to alleviate any exposure to students, staff, faculty or the general public?   |  |
| 3. | Did this Contractor properly report all injuries or damage occurring on this project?   |  |
| 4. | Did this Contractor provide adequate supervision including an on-site individual responsible for safety, take adequate safety precautions, and respond quickly when public safety issues were identified to guarantee safe conditions for students, staff, faculty, and the general public? |  |

### **JOB ORDER CONTRACTS SAFETY EVALUATION FORM**

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**Name of Construction Firm:** \_\_\_\_\_ **Project Name (School Site)/Contract or Project #:** \_\_\_\_\_ **Answer**

5.	Did this Contractor set up and maintain effective barriers and barricades to separate students, staff, faculty, and the general public from the construction activity including adequate, safe access and exit routes?	
6.	Was the Contractor's overall performance on this project regarding the safety of students, staff, faculty, the general public, and the owner's property acceptable?	

**SCORING INSTRUCTIONS:**

The evaluator must answer each question with "yes" or "no" in the appropriate box. **Please substantiate your "NO" answers with documentation such as meeting minutes, conversation records, photographs, emails, telephone records, written notices, incident reports, letters, etc. and submit the documentation with this form to Facilities Construction Contracts. Lack of documentation will nullify any negative response.**

If two (2) or more documented "no" answers are received, the Contractor will fail the Safety portion and will be subject to a review from a panel of appointed District staff. Upon the final decision of failure, the Contractor will not be prequalified and/or will lose their prequalified status.

I certify under penalty of perjury that this evaluation is truthful, and made without malice.

Print Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_  
 Company/Section/Division: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LAUSD** Inspectors,  
 Project Managers,  
 Construction Managers,  
 Owner's Authorized  
 Representatives,  
 Site Administrators,  
 OEH&S,  
 ATU

**COMPLETE ONLY THE FORMS SUBMITTED TO YOU BY THE FCC OFFICE.**  
 Please complete all necessary information on appropriate Job Order Contracts Safety Evaluation Form(s) and submit to the FCC Office no later than the deadline indicated on the FCC transmittal form (e.g., seven (7) days from receipt).

**Public Agencies (other than LAUSD)** Inspectors, Project Managers, Construction Managers and/or other Public Agency Representatives

Please complete all necessary information on the Job Order Contracts Safety Evaluation Form(s). Where appropriate, substitute "Owner and its employees/agents" for "students, staff and faculty" and "Owner" for "LAUSD" and "school". Please return to the Contractor associated with the project. Please expedite these forms, as the COMPLETED forms must be included in the Prequalification package when submitted to the Facilities Construction Contracts (FCC) office.

**APPROVAL OF REGIONAL DIRECTOR REQUIRED ON ALL LAUSD PROJECTS**

Print Name	Title/Position
Company/Section/Division	
Signature	Date Phone Number

# Los Angeles Unified School District

## JOB ORDER CONTRACTS PERFORMANCE EVALUATION FORM

### Contractor Information

Name of Construction Firm: _____ Name of Contact Person: _____ Project Name (School Site): _____ Check the box next to the description that best describes your project: <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> General Contractor Services  <input type="checkbox"/> Mechanical Contractor Services  <input type="checkbox"/> Other specialty (specify): _____         </div> <div style="width: 48%;"> <input type="checkbox"/> Electrical Contractor Services  <input type="checkbox"/> Flooring Contractor Services          Ordering Official: _____       </div> </div> JOC Contract Number: _____ JOC Project Number: _____ Amount of Job Order: \$ _____ Date Completed: _____	<b>LAUSD staff is responsible for completing evaluations for District projects.</b> <b>OAR, IS THIS EVALUATION (check one):</b> <input type="checkbox"/> <b>Preliminary Evaluation</b> <input type="checkbox"/> <b>FINAL Evaluation</b>
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### INSTRUCTIONS

*For each of the following questions the designated rater shall score the contractor on a scale of "0" to "10" with a score of "10" being the highest score or shall represent no compliance deficiencies. A score of "0" shall be the lowest score or shall represent complete non-compliance on matters of which you are aware. To pre-qualify, a contractor must have a total pre-qualification contractor evaluation score of 140 or greater. For LAUSD evaluated contracts, if the score on this evaluation equals less than 140 points, each question scored "7" or less shall be documented by written justification for the low mark and the documentation shall be attached to the evaluation. Please be aware – because a lack of documentation restricts the District's ability to determine a contractor to be non-responsible, during a hearing, an undocumented score under "8" shall be considered as an "8." A blank score or "N/A" shall be scored as a "10."*

### QUESTIONS 1 THROUGH 10 ARE TO BE COMPLETED BY THE OWNER'S AUTHORIZED REPRESENTATIVE

1. For this job order, did this contractor attend the Joint Scope Meeting on time and with appropriate personnel, thoroughly investigate the Project, and assist the District in completely defining the Scope of Work including timely submittal of all Requests for Information? (0-10)\_\_\_\_\_
2. For this job order, did this contractor submit a complete Proposal package on or before the due date? (0-10)\_\_\_\_\_
3. For this job order, did this contractor's Proposal accurately reflect the Scope of Work and the Request For Proposal (RFP) requirements? (0-10)\_\_\_\_\_
4. For this job order, did this contractor make proposal revisions as directed and resubmit those revisions on time? (0-10)\_\_\_\_\_
5. For this job order, did this contractor file claims that were unfounded, or without merit? (0-10)\_\_\_\_\_
6. For this job order, was this contractor assessed penalties for prevailing wage violations or did the contractor have the processing of invoices delayed for failure to submit certified payrolls? (0-10) \_\_\_\_\_
7. For this job order, did this contractor produce a quality of work, which met the requirements in the Contract Documents? (0-10) \_\_\_\_\_
8. For this job order, was this contractor reasonable in his dealings with the end user, therefore minimizing the impacts on day-to-day operations during construction? (0-10) \_\_\_\_\_
9. For this job order, did this contractor maintain an adequate staff, equipment, and proper supervision? (0-10) \_\_\_\_\_
10. For this job order, did this contractor attempt to substitute a LISTED Subcontractor to perform work without owner's authorization? (0-10) \_\_\_\_\_

### OWNER'S AUTHORIZED REPRESENTATIVE CERTIFICATION

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects pursuant to California Public Contract Code 20111.5 and as such shall be considered confidential information. I certify that the following evaluation is truthful, made without malice and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

Print Name	Title/Position
Company/Section/Division	
Signature	Date
Phone Number	

### JOB ORDER CONTRACTS PERFORMANCE EVALUATION FORM

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Name of Construction Firm: \_\_\_\_\_

Project Name (School Site)/Contract or  
Project #: \_\_\_\_\_

**QUESTIONS 11 THROUGH 14 ARE TO BE COMPLETED BY THE INSPECTOR OF RECORD**

11. For this job order, did this contractor produce a quality of work, which met the requirements in the Contract Documents? (0-10) \_\_\_\_\_
12. For this job order, were all punch list items minor, corrective in nature, and timely completed? (0-10) \_\_\_\_\_
13. For this job order, did this contractor and its subcontractors demonstrate that they understood their obligations under Title 24 of the California Code of Regulations? (0-10) \_\_\_\_\_
14. For this job order, did this contractor do everything reasonable to complete the project on time? (0-10) \_\_\_\_\_

**INSPECTOR OF RECORD CERTIFICATION**

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects pursuant to California Public Contract Code 20111.5 and as such shall be considered confidential information. I certify that the following evaluation is truthful, made without malice and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

\_\_\_\_\_  
Print Name Title/Position

\_\_\_\_\_  
Company/Section/Division

\_\_\_\_\_  
Signature Date Phone Number

**QUESTIONS 15 THROUGH 18 ARE TO BE COMPLETED BY THE END USER**

15. For this job order, did the contractor maintain an adequate staff, equipment, and project supervision? (0-10) \_\_\_\_\_
16. For this job order, did this contractor produce a high quality of work? (0-10) \_\_\_\_\_
17. For this job order, was this contractor reasonable in his dealings with the end user? (0-10) \_\_\_\_\_
18. For this job order, was this contractor reasonable in minimizing the impacts on day-to-day operations? (0-10) \_\_\_\_\_

**END USER CERTIFICATION**

I understand that the LAUSD has a legitimate interest in the contractor's ability to perform work on public works projects. This reference is to be used solely for the LAUSD prequalification process for public works projects pursuant to California Public Contract Code 20111.5 and as such shall be considered confidential information. I certify that the following evaluation is truthful, made without malice and based on evaluations of the contractor pursuant to California Civil Code 47, subd. (c).

\_\_\_\_\_  
Print Name Title/Position

\_\_\_\_\_  
Company/Section/Division

\_\_\_\_\_  
Signature Date Phone Number

**TOTAL SCORE ON THIS JOB ORDER CONTRACTOR EVALUATION: \_\_\_\_\_**

**APPROVAL OF REGIONAL DIRECTOR REQUIRED ON ALL LAUSD PROJECTS**

\_\_\_\_\_  
Print Name Title/Position

\_\_\_\_\_  
Company/Section/Division

\_\_\_\_\_  
Signature Date Phone Number