



1200 W. 7th Street, 8th Fl., Los Angeles, CA 90017
tel 213.808.8662 | fax 213.808.8610
www.lacity.org/lahd



Antonio R. Villaraigosa, Mayor
Mercedes Márquez, General Manager

CONTRACTOR EVALUATION FORM FOR CONSTRUCTION AND TECHNICAL SERVICE CONTRACTS

Los Angeles Housing Department (LAHD) STAFF and Contract Agency STAFF must complete and submit this form to the LAHD contract monitor whenever any aspect of services provided are less than satisfactory. Submit to Debra Allen, Management Analyst II and contract monitor, by fax (213) 808-8988, by email, dallen@lahd.lacity.org, or at the LAHD address above. For information, contact Ms. Allen at (213) 808-8538.

DIVISION INFORMATION/CONTRACT AGENCY INFORMATION	
Date Evaluated:	LAHD Division/Contract Agency:
Name & Title of LAHD Staff/Contract Agency Evaluator:	
E-Mail Address:	Phone:

CONTRACTOR INFORMATION		
Name of Contractor:	Contract Number:	
Contractor's Contact Person:	Phone:	
Contractor Street Address:		
City:	State:	Zip:
Service Provided by Contractor:		
Dollar Amount of Invoice:		

WORK PERFORMANCE (To be completed by service requestor.)		
Was the work performed by the Contractor accurate and complete?		
If "No", please explain and provide documentation in an attachment.	Yes	No
TIMELINESS (To be completed by service requestor.)		
Were the services provided within the days and times scheduled?		
If "No", please explain and provide documentation in an attachment.	Yes	No
EXPERTISE (To be completed by service requestor.)		
Did the contractor and its personnel have the expertise and skills required to perform satisfactorily under the contract?		
If "No", please explain and provide documentation in an attachment.	Yes	No
COMMUNICATION (To be completed by service requestor.)		
Was the contractor responsive to questions, requests for information, etc. from LAHD Staff?		
If "No", please explain and provide documentation in an attachment.	Yes	No
INVOICES (To be completed by service requestor.)		
Were the contractor's invoices accurate and in accordance with the contract payment terms?		
If "No", please explain and provide documentation in an attachment.	Yes	No

OVERALL CONTRACTOR RATING
Overall, how would you rate the services provided by the contractor?
Marginal <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>