

CITY OF LOS ANGELES
CONSTRUCTION CONTRACTS

**RULES for the IMPLEMENTATION of
CONTRACTOR PERFORMANCE EVALUATION**

The Board of Public Works hereby proposes these rules and regulations for evaluating, documenting and reporting contractor performance on City of Los Angeles construction contracts:

In accordance with § 10.39.4 of Los Angeles City Ordinance No. 173018, all agencies acting as awarding authorities for construction contracts on behalf of the City of Los Angeles shall observe and practice the procedures for the evaluation of City Construction Contractors contained herein.

CONTRACTOR LISTS

- ▶ All awarding authorities shall refer to the City of Los Angeles' Combined List of Non-responsible Bidders/Contractors when considering bids for their construction projects, and decline to award construction contracts to entities or individuals listed thereon. This combined list will be maintained by the Bureau of Contract Administration for the Board of Public Works as part of the centralized data base designed for this purpose.
- ▶ All awarding authorities shall report any independent ruling by their commission, board or other body, which results in a declaration of Non-Responsibility or disbarment, to the Board of Public Works so that other City Agencies may avail themselves of the information through the Bureau of Contract Administration's centralized **Contractor Evaluation Data Base** (CEDB).
- ▶ All awarding authorities shall provide Board of Public Works, their list of Prime contractors who have [a] performed construction work for that agency in the past five (5) years and [b] are presently in good standing with that agency. The list shall be added to the **Contractor Evaluation Data Base** (CEDB).

CONTRACTOR RESPONSIBILITY and PERFORMANCE POLICY

- ▶ Each awarding authority shall implement a policy for the determination of bidder responsibility which that agency will use to establish the significance of a contractor's eligibility to continue to contract.

The Board of Public Works recommends the adoption of its Determination of Bidder Responsibility Policy, the accompanying Work History & Qualifications Questionnaire, and Signature Sheet & Affidavit (*Attachments A, B, & C*) as approved by the City Attorney.

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COORDINATION of DATA

- ▶ The following types of information shall be forwarded to the Bureau of Contract Administration of the Department of Public Works for processing and maintenance in the centralized Contractor Evaluation Data Base (CEDB):
 - All awarding authorities shall provide the Bureau of Contract Administration with their past acceptance reports with dates beginning January, 1998 for construction contracts. Data on penalties and assessments will be extracted for the CEDB.
 - All awarding authorities shall report non-responsive bids as part of the data for the CEDB.
 - All awarding authorities shall report falsely answered Work History Questionnaires to the Bureau of Contract Administration's Special Research & Information Section as part of the data for the CEDB.
 - All awarding authorities shall process the Contractor Performance Evaluations Report form and accompanying Completion Instructions (*attachment 1*) in accordance with the procedures described here in *attachment 2*. The evaluation forms shall be completed within 20 working days from the project's final completion and forwarded to the Bureau of Contract Administration of the Department of Public Works.

- ▶ Requests for bidder/contractor information maintained in the Board of Public Works' CEDB will be submitted in writing by any awarding authority of the City and information will be provided in accordance with applicable law.