

Attachment 1- Contractor Information Form

This page is to be completed and returned within 3 days of notice of apparent low bidder status.

Contractor Name: _____

Contractor Representative: _____

Contractor Representative's 24 hour-a day

Cell Phone Number: _____

Contractor Representative's email: _____

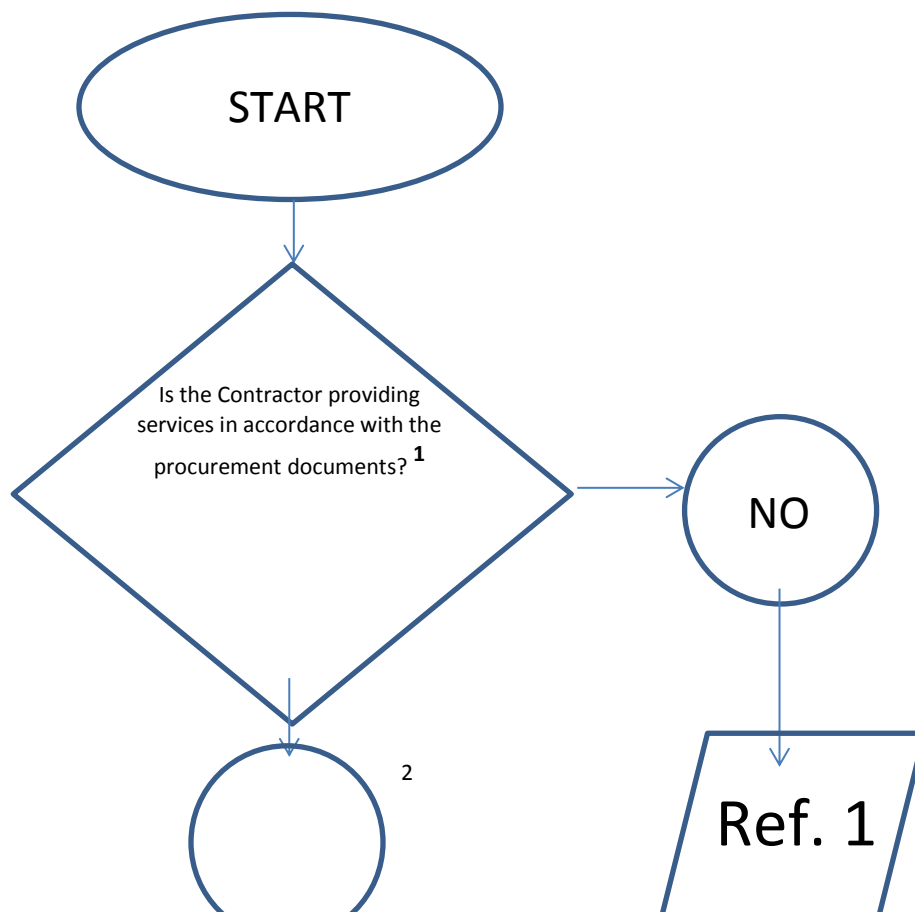
Traffic Control & Safety Representative: _____

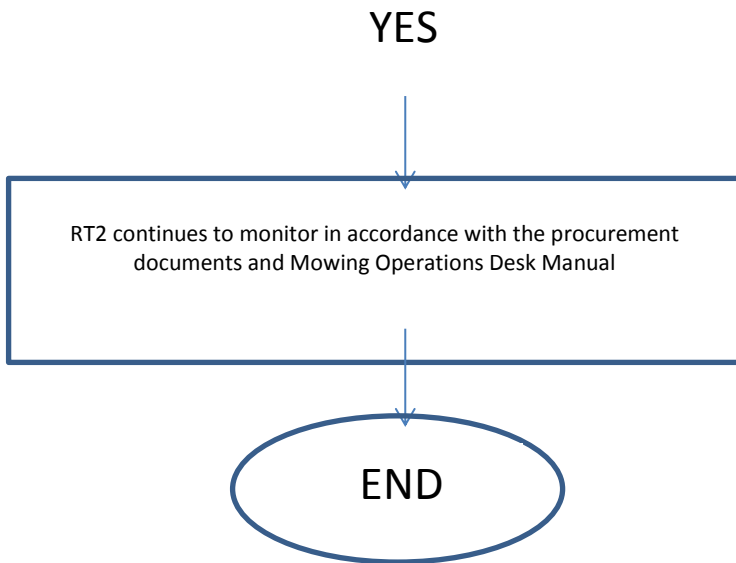
Traffic Control & Safety Representative's 24 hour-a day

Cell Phone Number: _____

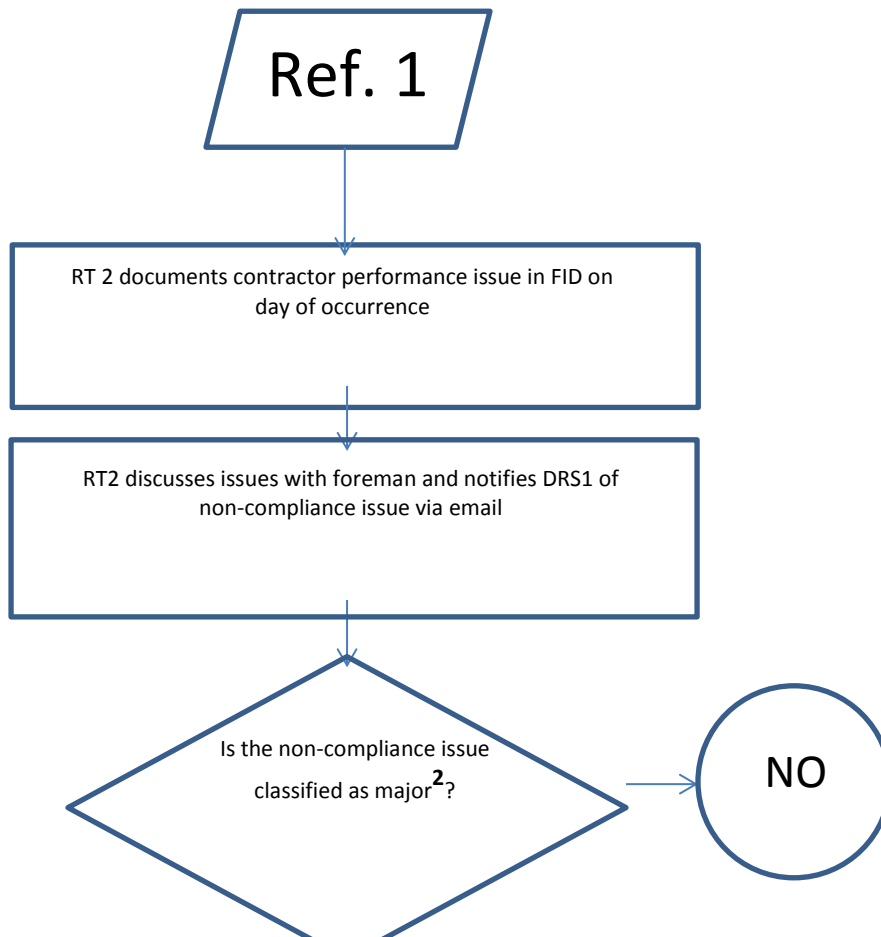
Traffic Control & Safety Representative's email: _____

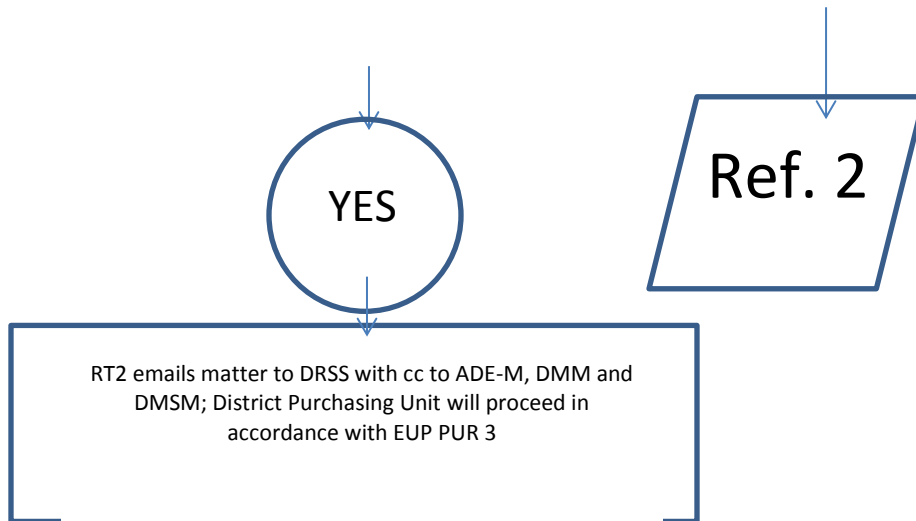
Process Flow Dealing with Contractor Performance Issues



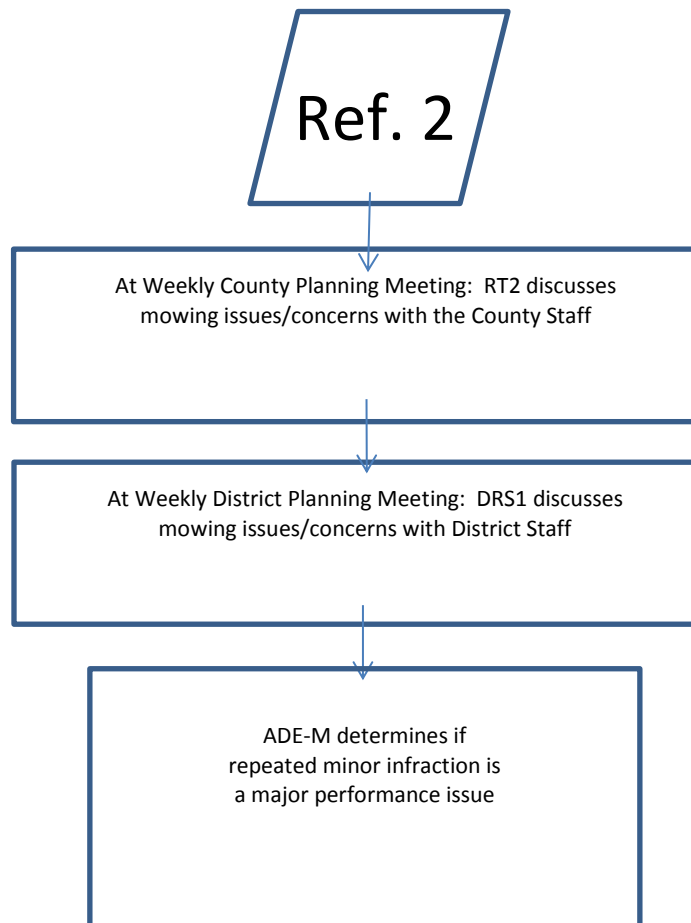


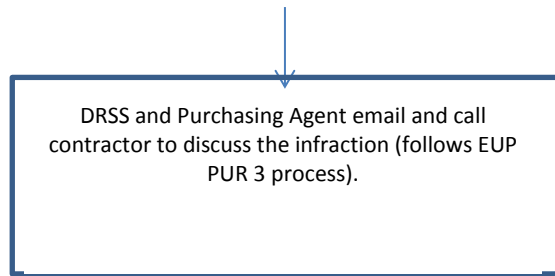
Process Flow Dealing with Contractor Performance Issues





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Process Flow Dealing with Contractor Performance Issues

Major Non-Compliance Issue: Either a safety related issue or performance related issue.

- Safety Related Issue- Any issue that compromises the safety and well-being of a field person or travelling public. No instance of safety compromise will be permitted.
 - Examples:
 - Not complying with Temporary Traffic Control Guidelines (Pub. 213)
 - Working in an unsafe manner (crossing roadway at uncontrolled location).
 - Communication Protocol:
 - RT2 is required to stop the operation immediately and report the incident via email to the DRSS and cc's the ADE-M, DMM and DMSM. The incident is documented in the FID and entered into the Maintenance Services Database.
 - DRSS elevates the safety issue to the Purchasing Agent who will follow the EUP PUR3 Processing a CRP entry.
- Performance Related Issue– Repeated instances of a contractor not performing the work in accordance with the contract's SOW. ADE-M will determine if repeated minor infractions shall be treated as a major performance related issue.
 - Examples:

- Repeated instances of equipment breakdowns with no backup contingency in place.
- Repeated instances of the contractor crew not performing contractual work during their working hours.
- Included but not limited to theft of Department assets, fraud, substance abuse, etc.
- Communication Protocol:
 - RT2 reports the incident via email to the DRSS and cc's the ADE-M, DMM and DMSM. The incident is documented in the FID and entered into the Maintenance Services Database.
 - DRSS elevates the performance issue to the Purchasing Agent who will follow the EUP PUR3 Processing a CRP entry.

Minor Non-Compliance Issue: Any issue that is not classified as major.

- Examples:
 - Contractor fails to work established hours in the SOW on any day.
 - Contractor fails to inform the Inspector via text, email, or phone call by 7:00 am confirming that their crew will be working that day.
 - Contractor fails to inform the Inspector via text, email, or phone where regarding daily operations including but not limited to dumping, location changes, labor issues, equipment issues, etc.
 - Contractor failed to notify day/end of day dumps.
 - Contractor left planned worked area/ROW without informing RT2.
 - Minor discrepancies between GPS time stamps and 609 recorded hours.
- Communication Protocol:
 - RT2 reports the incident via email to the DRSS. The incident is documented in the FID and entered into the Maintenance Services Database.
 - DRSS and Purchasing Agent will email and call the contractor to discuss the minor infraction.
 - DRSS will follow-up with an email to the contractor noting the minor non-compliance issue.

Note:

¹ Is contractor fulfilling the requirements of a Contract/PO such as:

- Adhering to the SOW
- Adhering to the Specifications (Terms and Conditions)
- Delivering services on time (meeting work schedules/cycles)
- Acting safely and in a proper manner on site

² Non-compliance issue(s) is classified into two categories: Major or Minor