

Use this scorecard to review vendor documentation before awarding work, renewing a contract, or approving specialty services.

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|---------------------|--|
| Property: | Vendor: |
| <hr/> | <hr/> |
| Reviewer: | Date: |
| <hr/> | <hr/> |
| Review Type: | New Vendor / Annual Review / Contract Renewal / Specialty Work / Post-Inc |
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Instructions

Score each category from 1 to 5. 5 means strong documentation and clear process. 1 means missing or high concern. Use notes to identify documents needed before work begins.

Scoring scale

- 5 = Strong documentation
- 4 = Well documented
- 3 = Acceptable, but needs clarification
- 2 = Missing key items
- 1 = High concern

Score table

| Category | Weight | Score | Weighted Score | Documents Needed / Notes |
|--------------------------------------|--------|-------|----------------|--------------------------|
| Insurance documentation | 0.20 | | | |
| Licensing and regulated work | 0.20 | | | |
| Subcontractor disclosure and | 0.15 | | | |
| Irrigation and chemical | 0.15 | | | |
| Crew safety practices and PPE | 0.15 | | | |
| Incident reporting and documentation | 0.15 | | | |
| Total Score | 1.00 | | | |

Insurance

- Current certificate of insurance received
- General liability reviewed
- Workers compensation reviewed
- Commercial auto reviewed
- Umbrella or excess coverage reviewed if required
- Additional insured requirements reviewed if required

Licensing

- Irrigation licensing reviewed if applicable

Good Landscaping

- Tree or specialty work qualifications reviewed if applicable
- Responsible individuals identified where needed

Subcontractors

- Subcontracted services disclosed
- Subcontractor insurance received
- Subcontractor licensing reviewed where applicable
- Responsibility for damage or incidents clarified

Safety

- PPE expectations discussed
- Work near pedestrians and vehicles discussed
- Excavation or trenching process discussed if applicable
- Work at height process discussed if applicable
- Incident reporting process documented

Decision section

Vendor approved: Yes / No / Approved with conditions

Conditions before work begins 1:

Conditions before work begins 2:

Conditions before work begins 3:

Reviewer notes:
