Reno Green Landscaping

Landscape Vendor Risk and Compliance Scorecard

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

Property: _____ **Vendor:** _____

Reviewer: _____ **Date:** _____

Review Type: New Vendor / Annual Review / Contract Renewal / Specialty Work / Post-Incident

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 coverage	0.15			
Irrigation and chemical compliance	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

- [ ] Contractor license verified for the state where the work is done
- [ ] Irrigation licensing reviewed if applicable
- [ ] Pesticide or herbicide licensing reviewed if applicable
- [ ] 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: _____