CONTRACTOR EVALUATION

Contractor Name:		**Project Date:**	
Project Description and Location:		**Project Value:**	
Project Manager:		**Project Status:**	

Rating	**Criteria**
1	**Consistently falls below expectations or frequently misses expectations –** performance jeopardized the achievement of contract requirements, despite additional oversight, there are a number of performance issues that required the City to provide additional oversight to ensure that contract requirements were met.
2	**Mostly or consistently meets expectations -** there are very minor performance or no performance issues and the contractor has met the contract requirements.
3	**Exceeds expectations -** Contractor has demonstrated a performance level in measureable excess of the contract requirements.

1 = unacceptable **2 = met expectations** **3 = exceeded expectations** **N/A = not applicable**

EVALUATION CATEGORIES	**1**	**2**	**3**	**N/A**
Quality of Contractor's Work (including Sub-Contractors)				
1. Quality of contractor's work				
2. Quality of project supervisor/foreman				
3. Quality of workforce (including sub-contractors)				
4. Quality of housekeeping, including site/project cleanliness				
Comments				
Compliance				
1. Compliance with contract documents				
2. Complies with their safety program				
3. Complies with Occupational Health & Safety Regulations/Legislation				
4. Complies with City policies (as applicable)				
5. Complies with environmental regulations				
6. Complies with all applicable municipal (bylaws), provincial, federal regulations and laws				
7. Pulled required project permits				
Comments				
Project Schedule and Project Completion				
1. Adheres to project schedule and project completed on time				
2. Submits project updates and schedules in a timely manner				
3. Submission of shop drawings/photos/plans/other in a timely manner				
4. Notification of possible delays				
5. Timeliness and quality of remedies for deficiencies/unacceptable work				
Comments				
Working Relationship between Contractor and Owner				
1. Cooperation with Owner				
2. Attendance at project meetings				
3. Contractor's commitment to project				
4. Works within scope				
5. Communication with Owner (reasonable response time based on situation. i.e. immediate response for emergency situation; general inquiry response within 12–24 hours)				

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6. Contractor terminated, bonding pulled, or stop work order issued (provide details)	Y	N
Comments		

Contractor's Ability to Work Within Budget				
1. Contractor's ability to work within allotted cost				
2. Accuracy of invoicing/progress payments				
3. Ability to control change orders and cost of work				
4. Contractor is innovative in controlling or reducing costs or increasing quality				
5. Change orders are reasonable and timely (e.g. ability to respond to changes)				
Comments				

Additional Comments and Recommendations

Project Manager Signature:		Date:	
Evaluation to be completed and submitted to Purchasing			
Date received:		Purchasing Officer Signature:	
Comments:			

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Contractor Non-Conformance Report – Internal Tracking Tool

(to be completed and attached to the Contractor Evaluation)

Contractor Name:		Project Description and Location:	
Project Manager:		Project Date:	

Details of Non Conformance	Action Required	Completion Date	Verification of Completion

Appendix to contractor evaluation – to be completed as required

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