

SAMPLE
CONTRACTOR / VENDOR PERFORMANCE EVALUATION

SECTION I CONTRACTOR DATA		SECTION II PROJECT DATA			
Report Type <input type="checkbox"/> Interim <input type="checkbox"/> Final	Bid Number: File Number:	Bid Title			
Contractor's Name		Legal Description of Project Property			
Address	Phone #	Promised Working Days	Actual Working Days	Actual Start date	Actual Completion date
Project Principal	Site Superintendent	Contract award amount		Contract completion amount	
Brief Description of Work;					

SECTION III CONTRACTOR PERFORMANCE				
A - Administration/Management/Supervision	RANKING			
1. Supervision and decision making, compliance with contract requirements				
2. Coordination and communication with own workers and subcontractors				
3. Submission of documents, reports, schedules, time cards, invoices.				
4. Adequacy, timeliness and the ability to maintain progress schedules				
5. Public safety and traffic control				
6. Compliance with all WSIB provisions				
7. Maintenance of employee safety standards				
8. Coordination and cooperation with Project Manager and City Staff				
9. Compliance Ministry of Labour regulations				
10. Relations with general public, other agencies & adjacent contractors				
TOTAL				
B - Quality of Work				
1. Adherence to plans, specifications and requirements of the contract				
2. Standards of Workmanship, ability to resolve issues				
3. Completion of final work and deficiencies				
TOTAL				
C - Progress of Work				
1. Completion of project within allotted time				
2. Scheduling and execution of schedule, delivery of timely service				
3. Efficient delivery of materials and supplies and/or equipment				
4. Operation and use of equipment, attention to WSIB & MOL regulations				
5. Housekeeping practices (clean, safe, organized site)				
TOTAL				
D - Equipment				
1. Condition, safety, reliability, suitability				
2. Maintenance, downtime due to maintenance issues.				
TOTAL				
GRAND TOTAL (A+B+C+D)				
Overall Performance Rating: (Please Circle)	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;">POOR Performance Points Totaling 20-29</td> <td style="width: 25%; text-align: center;">GOOD Performance Points Totaling 30-49</td> <td style="width: 25%; text-align: center;">HIGH Performance Points Totaling 50-60</td> </tr> </table>	POOR Performance Points Totaling 20-29	GOOD Performance Points Totaling 30-49	HIGH Performance Points Totaling 50-60
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RANKING KEY:

Non Compliance – 0

Below Expectations-1

In order to achieve a below expectations ranking, the contractor will have, on several or repeated occasions, been in contravention of the requirements of the contract. For example, they may, on a regular basis, not follow the direction of the project manager or fail to resolve issues brought forward to by the Project Manager in a timely manner. They have on occasion been confrontational to the Project Manager, Staff or disrespectful to the Public.

Any safety issues will be ranked below expectations.

Meets Expectations – 2

A meets expectations ranking means that the contractor has fulfilled all the duties and requirements of the contract in a timely and efficient manner. They follow the direction of the Project Manager, appropriately and conscientiously. They are professional in all dealing with their staff, City staff and the public. They resolve issues quickly and repetitive problems do not often occur. Their equipment and work methods are conducted safely.

Above Expectations – 3

This ranking is used when the contractor has exceeded expectations. When their work methods are above reproach and their dealings with public and staff are without issue.

***An explanation must be provided for any Poor, Good and High rating in Narrative Section (IV), (page 2)**

SECTION IV - Narrative Rating	
A Non Compliance	Enter comments which describe the contractor's overall performance and administration of the project
B Meets Expectations Elements	Enter comments which describe the contractor's overall performance and administration of the project
C Below Expectations Elements	Enter comments to substantiate any inadequate or below standard ratings.
D Above Expectations Elements	Enter comments to substantiate any superior ratings.

SECTION V Authentication and Review		
I certify that I have objectively prepared this report basing it upon data contained in available project records and discussed the report with the project Buyer.		
Contract Administrator	Date	
I have reviewed this report for objectivity and accuracy. I have provided a copy of this report to the rated contractor and I have advised the contractor that any appeal must be made in writing to the Manager of Procurement Services within 20 calendar days.		
Comments		
Date provided to Contractor Report Completed	Signature of Project Leader	Date

RECOMMENDATION: based on the above data and comments, the overall performance recommendation for this contractor is:

- Approved to bid on future work
- Placed on two year probation where ability to bid projects will be limited and additional contract conditions will be incorporated.
- NOT recommended for future work (max period – 2 years with 1 year probation on re-instatement)