

# Contractor Performance Evaluation

Company: .  
Document description: .

ID:  
Date:  
Number: .  
Iteration:

Department:  
Division:  
Assignment size:  
Phase:  
Consulting firm:

Contract start date:  
Assignment end date:  
Type:  
Project number:

---

<b>Project commencement (6%)</b>	score	value	weighted per cent
		<input type="text"/>	

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1 Did the project/construction commence by the contractually obligated date or region agreed/revised start date?

Contract specific comment:

Evaluation comment:

Score: / 4

Value added:

2 Was an acceptable baseline schedule (inclusive of key tasks, activities, subs, and schedule of values/cash flow projections when requested, etc.) provided at the pre-construction meeting or within the agreed upon timeframe?

Contract specific comment:

Evaluation comment:

Score: / 2

Value added:

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<b>Project management (14%)</b>	score	value	weighted per cent
		<input type="text"/>	

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3 Did the contractor maintain comprehensive and realistic schedule updates and provide updates as required (e.g. phasing work, time extension allowances, etc.)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 4

Value added:

4 Did the contractor meet the project milestones by the contractually obligated date or any other agreed upon dates?

Contract specific  
comment:

Evaluation  
comment:

Score: / 4

Value added:

5 Did the contractor provide timely and adequate notification to agency as required, considering site requirements specific to facility types (e.g. long-term care facility/residential/commercial properties)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

6 Did the contractor submit the specified submittals on time and in the proper formats (e.g. shop drawings, substitutions, test results, commissioning plan, etc.)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

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## Workmanship (26%)

score value

weighted  
per cent

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### 7 Did the contractor comply with all permit requirements and agreements?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

### 8 Did the contractor install and maintain all environmental measures as per contract and permit requirements and mitigate all identified environmental site issues in a timely manner (e.g. infection control)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

### 9 Did the contractor cause any damage to existing facilities, properties (city, region or private), sites, etc.?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

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10 Did the contractor comply with the allowable working hours as specified in the contract or as approved by the agency?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

11 Was the equipment utilized by the contractor for the completion of the work as specified within the contract/agreed upon by agency?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

12 Did the materials (including mockups and equipment to be installed) supplied by the contractor meet the contract specifications?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

13 Did the contractor stage the work in an appropriate manner to achieve the contract requirements?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

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14 Did the contractor supply appropriate staff for the required work and/or did the staff have the appropriate skills, training and licences required?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

15 Did the contractor resolve deficiencies identified during construction in a timely manner and to the satisfaction of the agency?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

16 Did the contractor pass the minimum testing requirements (e.g. pressure testing, leakage test, FAT, SAT, compaction, material testing, etc.)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

**Safety (12%)**

score

value

weighted  
per cent

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17 Did the contractor keep the site (including emergency access routes and control public access) reasonably clean/clear, safe and organized throughout the duration of the project?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

18 Did the contractor submit an acceptable safety plan in a timely manner prior to commencement and keep a copy on site for the contract duration?

Contract specific  
comment:

Evaluation  
comment:

Score: / 1

Value added:

19 Did the contractor keep required notices in an accessible location on site: OH&SA, construction regs, nearest MOL office, first aid regs, WSIB poster (form 82), H&S policy, MSDS, emergency procedures, and NOP and form 1000 for each sub-contractor, etc.?

Contract specific  
comment:

Evaluation  
comment:

Score: / 1

Value added:

20 Did the contractor obtain up-to-date locates for all utilities and were they kept up to date throughout project duration, while adhering to all locate conditions?

Contract specific  
comment:

Evaluation  
comment:

Score: / 1

Value added:

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21 Did all contractor and sub-contractor staff wear the required PPE on site?

Contract specific  
comment:

Evaluation  
comment:

Score: / 1

Value added:

22 Did the contractor take immediate action to rectify safety issues?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

23 As required did the contractor deal with incidents/accidents to the general public and report to the region and other authorities having jurisdiction in a timely manner?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

24 Did the contractor comply with any stop work orders issued by the region, MOL, TSSA, other agencies?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

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Contract management and supervision (18%)	score	value	weighted per cent
		<input type="text"/>	

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## 25 Did the contractor submit unjustifiable change order requests?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

## 26 Did the contractor submit reasonable and competitive quotations for extra work (including change directives) in a timely manner?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

## 27 Did the contractor follow the contractual claims procedure (including the resolution of all claims) in a timely manner?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

## 28 Did the contractor comply with any written notices by the agency in a timely manner (e.g. site instructions, change directives, etc.)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:



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29 Did the contractor submit payment requests (progress invoices) accurately which were inclusive of WSIB and statutory declaration for each invoice submitted?

Contract specific comment:

Evaluation comment:

Score: / 2

Value added:

30 Did the contractor have the appropriate and qualified authority on site to make decisions and provide continuous on-site supervision to workers?

Contract specific comment:

Evaluation comment:

Score: / 3

Value added:

31 Did the contractor effectively coordinate with sub-contractors, suppliers, other contractors, and consultants as applicable and in a timely manner (e.g. regular interference, drawings, performance concerns, etc.)?

Contract specific comment:

Evaluation comment:

Score: / 3

Value added:

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Client and public relations (6%)

score value

weighted per cent

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32 Did the contractor respond appropriately to service delivery issues (complaints, inquiries, third party claims, liens, etc.)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

33 Was the contractor fair and did they conduct themselves with common courtesy and appropriate business manner when dealing with public, agency staff/representatives, own employees (e.g. properly identifying themselves to the public and agency staff)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 4

Value added:

**Project completion (18%)**

score value

weighted  
per cent

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34 Did the contractor provide complete start-up/commissioning services of all equipment/systems (e.g. BAS, access controls, networking, M&E, etc.) and resolve all issues in a timely manner?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

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35 Did the contractor provide complete training of maintenance personnel in use of building systems, in accordance with the contract documents?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

36 Did the contractor meet substantial performance by the contractually obligated date(s) or revised agreed upon date(s)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

37 Did the contractor meet the occupancy and permit close out by the contractually obligated date(s) or revised agreed upon date(s)?

Contract specific  
comment:

Evaluation  
comment:

Score: / 2

Value added:

38 Did the contractor make good all deficiencies and issues identified to the full satisfaction of the agency?

Contract specific  
comment:

Evaluation  
comment:

Score: / 3

Value added:

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39 Did the contractor submit on schedule complete operations and maintenance manuals as well as accurate and/or complete record documents and drawings?

Contract specific comment:

Evaluation comment:

Score: / 3

Value added:

40 Did the contractor meet the requirements of substantial performance (e.g. warranties, operational manuals, as-built drawings, etc.) by the contractually obligated date or revised agreed upon date?

Contract specific comment:

Evaluation comment:

Score: / 3

Value added:

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Total score

Percent

Rating:

Overall comments:

Project manager: \_\_\_\_\_

Date: \_\_\_\_\_

Approver: \_\_\_\_\_

Date: \_\_\_\_\_