



## BC Housing – Regional Operations Contractor Performance Report

**A. Information:**

Date: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Region: \_\_\_\_\_ Address: \_\_\_\_\_

Contract No.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Title of Work: \_\_\_\_\_

**B. EVALUATION:**

The criteria used to evaluate the contractor should include, but not be limited to the following:  
 Note: Please score the following categories on a scale of 1 to 4 (1=Unsatisfactory, 2=Satisfactory, 3=Good, 4=Excellent).

<b>1. Quality of Work:</b>	<ul style="list-style-type: none"> <li>• Does the contractor’s work meet the standards set out in the project specifications?</li> <li>• How often was the contractor required to return to correct deficiencies?</li> <li>• Did the contractor complete their own final inspection prior to calling BC Housing?</li> <li>• Did the on-site supervision, including the co-ordination of subtrades, meet an acceptable level?</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Score</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score			
Score						
<b>2. Cleanliness:</b>	<ul style="list-style-type: none"> <li>• Was the site kept in a safe and orderly condition during the contract period?</li> <li>• The level of complaints (if any) received from residents or caretakers regarding safety issues?</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Score</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score			
Score						
<b>3. Timeliness:</b>	<ul style="list-style-type: none"> <li>• Was the project completed within the designated contract period allowing for time required to score complete change orders?</li> <li>• Were the dates given on the contractor’s construction schedule met?</li> <li>• Were deficiencies corrected to meet the specifications and completed within the agreed to time frame?</li> <li>• Were notices issued to residents within the required time period?</li> <li>• Were the hours of work, as stated in the contract documents, followed?</li> <li>• Were invoices and contemplated change orders processed within an acceptable time frame?</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Score</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score			
Score						
<b>4. Attitude &amp; Cooperation:</b>	<p><b>With Contract Administrator:</b></p> <ul style="list-style-type: none"> <li>• Has displayed a willingness to work together to resolve problems?</li> <li>• Works in a cooperative manner with inspectors and consultants?</li> <li>• Displays good communication skills to issues such as change orders and site meetings?</li> <li>• Was easily contacted during regular business hours?</li> </ul> <p><b>With Residents or Staff:</b></p> <ul style="list-style-type: none"> <li>• Showed an understanding of resident and site staff concerns and treated them with dignity and respect?</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Score</td></tr> <tr><td style="height: 20px;"> </td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Score</td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	Score		Score	
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Score						

**C. COMMENTS:**

This section should be used to give specific detailed information, which the Contract Administrator feels is important when evaluating the contractor for possible future contracts.

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<b>D. RECOMMENDATION</b>	Recommended for further work? (Please check either Yes or No)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> </table>	Yes	No		
Yes	No					
<b>E. AUTHORIZATION:</b>	<b>Signature:</b> _____ <b>Title:</b> _____					

Send copies to: Bid Call File:  Purchasing:  Contractor: