



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).

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

D. RECOMMENDATION	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					
E. AUTHORIZATION:	Signature: _____ Title: _____					

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