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:
   • 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?

2. Cleanliness:
   • 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?

3. Timeliness:
   • 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?

4. Attitude & Cooperation: With Contract Administrator:
   • 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?

   With Residents or Staff:
   • Showed an understanding of resident and site staff concerns and treated them with dignity and respect?

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)

Yes ____________________ No ____________________

E. AUTHORIZATION:
Signature: ___________________________________ Title: ____________________

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