

CONTRACTOR APPRAISAL FORM

Contract Data		
Report Type	Contract Number & Title:	
<input type="checkbox"/> <i>Interim</i>		
<input type="checkbox"/> <i>Final</i>		
Contractor's Name:		
Construction Start Date:		Scheduled Completion Date:
Project Manager:		Site Foreperson:
For the Period of: _____ To _____		
dd/mm dd/mm Year		

1. Administration	RATING
a) Permits, notifications, utility locates coordinated in reasonable time.	
b) Survey layout complete and accurate.	
c) Contractor's Administrator abided by the City General Conditions and Contract Documents.	
d) Shop Drawings submitted in a timely manner.	
e) Construction Schedules provided and updated for each progress meeting.	
f) Competent representation provided at regular progress meetings.	
g) Owner's representative notified of any significant events in a timely manner.	
h) Contractor organized and coordinated Sub-Contractors and Suppliers.	
i) Requests for Quotes were submitted in reasonable time.	
TOTAL:	

RATING KEY:

0 – Unacceptable
1 – Below Average
2 – Average
3 – Above Average
4 – Exceptional
N/A – Not Applicable

0 – Unacceptable: Contractor ignored the subject, was confrontational to Staff, or disrespectful to the public.

1 – Below Average: Contractor did not completely fulfill all the duties and requirements of the Contract in a timely and efficient manner.

2 – Average: Contractor has met all the expectations in performing the duties and requirements of the Contract.

3 – Above Average: Contractor has completed duties and responsibilities without instructions and/or direction.

4 – Exceptional: Contractor performed well beyond expectation, proceeded in a professional and courteous manner, and did extra to move the project forward.

2. Adherence to Specifications and Special Provisions	RATING
a) Adherence to contract specifications and drawings.	
b) Environmental controls put in place and maintained.	
c) Overall Quality of Underground Pipe Work Workmanship.	
d) Overall Quality of Concrete Workmanship.	
e) Overall Quality of Asphalt Workmanship.	
f) Overall Quality of Other Workmanship (i.e. sod, lockstone, etc.)	
TOTAL:	

Note: Only whole numbers shall be used in the rating system (i.e. a rating of 2.5 is not an acceptable rating).

Ratings of:
0 – Unacceptable
4 – Exceptional
Are to be explained in the Comments Section.

3. Public Relations (Contractor's consideration for General Public)		RATING
a) Contractor Staff was respectful to City Staff.		
b) Contractor's work forces were courteous, considerate and polite with the general public, motorists and area residents.		
c) The tone and language used between workers on site was appropriate.		
d) Contractor addressed public complaints in a timely fashion.		
e) Contractor was sensitive to City Bylaws.		
TOTAL:		

RATING KEY:

- 0 – Unacceptable
- 1 – Below Average
- 2 – Average
- 3 – Above Average
- 4 – Exceptional
- N/A – Not Applicable

0 – Unacceptable: Contractor ignored the subject, was confrontational to Staff, or disrespectful to the public.

1 – Below Average: Contractor did not completely fulfill all the duties and requirements of the Contract in a timely and efficient manner.

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4 – Exceptional: Contractor performed well beyond expectation, proceeded in a professional and courteous manner, and did extra to move the project forward.

4. Safety Procedures / Traffic Management		RATING
a) Contractor provided Traffic control plans.		
b) Contractor was committed to adequate and proper safety procedures.		
c) All personal protective equipment was provided.		
TOTAL:		

5. Organization, Coordination and Efficiency		RATING
a) Construction Schedule was adhered to.		
b) Contractor coordinated and complied with other involved agencies and Utilities.		
c) Contractor provided adequate notification to City Forces (Inspection, testing, etc.)		
d) Contractor Foreperson on site and accessible by telephone at all times.		
e) Deficiencies, as regularly noted by the City Field Inspector, were dealt with in a timely fashion.		
f) Construction site and roadway was maintained.		
g) Residents were given notification of service disruptions & inconveniences.		
h) Claims and Change Orders were submitted in reasonable time.		
i) Contractor provided adequate resources (labour, material, equipment).		
j) Sub-Contractors provided adequate and competent work forces and equipment to complete the project.		
TOTAL:		

Note: Only whole numbers shall be used in the rating system (i.e. a rating of 2.5 is not an acceptable rating).

Ratings of:

- 0 – Unacceptable or
 - 4 – Exceptional
- Are to be explained in the Comments Section.**

6. Bonus Section: Rate (a) & (b) as follows: No = 0 , Yes = 5		RATING
a) Contractor was open to suggestions to improve quality of work and workmanship.		
b) Contractor made suggestions to improve quality of work and workmanship.		
TOTAL:		

Contractor Total = (Sum of Contractor Rating for Each Question + Bonus Score) _____

Maximum Total = Number of Applicable Question x 4 _____

Contractor's Score = (Contractor's Total / Maximum Total) x 100 _____

INSPECTOR'S COMMENTS:

CONTRACTOR'S COMMENTS:

OVERALL PERFORMANCE / COMMENTS:

Additional Contractor's Comments Attached: Yes / No

COMPILED BY INSPECTOR:

Name _____
(print)

Date: _____

Title _____
(print)

REVIEWED BY CITY OF GREATER SUDBURY SUPERVISOR / MANAGER:

Name _____
(print)

Date: _____

Title _____
(print)

Completed Form Received By Site Foreperson:

Date: _____

Completed Form E-Mailed To Contractor's Project Manager:

Date: _____

Sign Off By General Contractor Project Manager:

Date: _____