

HALTON REGION

MONTHLY CONTRACTOR'S PERFORMANCE REPORT



CONTRACT NUMBER: _____

CONTRACTOR: _____

EVALUATOR: _____ REVIEW PERIOD: _____

OVERALL RATING: 1. ☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

*NOTE: If some categories don't apply, please indicate N/A.

1. QUALITY OF WORKMANSHIP

Rate the quality of this contractor's workmanship? Was the contractor responsive to remedial work required? Did the contractor perform tasks, duties, functions or assignments according to contract specifications?

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

2. SCHEDULING

Rate this contractor's performance with regard to adhering to contract schedules. Were there any delays attributable to this contractor? Did the contractor submit schedules on time and in the proper format?

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

3. SUBCONTRACTOR MANAGEMENT

Rate this contractor's ability, effort and success in managing and coordinating subcontractors. Was this contractor able to effectively resolve problems? Were there any liens filed?

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

4. SAFETY AND HOUSE KEEPING PROCEDURES

Rate this contractor's health & safety and housekeeping procedures on this project. Were there any MOL violations or safety accidents/incidents? Did the contractor maintain a clean job site?

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

5. CHANGE ORDERS

Did this contractor unreasonably claim change orders or extras? Were the contractor's prices on change orders and extras reasonable (if known)?

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

6. WORKING RELATIONSHIPS/PUBLIC RELATIONS

Rate this contractor's working relationships with other parties including agency staff, other contractors, and the general public. Did this contractor relate to other parties in a professional manner?

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

7. PAPERWORK PROCESSING

Rate this contractor's performance in completing and submitting required project paperwork (i.e. change orders, drawings, schedules, monthly payment certificates, RFI's, other submittals, etc.). Did the contractor submit the required paperwork promptly and in proper format?

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

8. COMPLIANCE

Did the contractor comply/abide by other applicable governing agencies, policies, procedures, laws and regulations (i.e. conservation authorities, local municipalities, TSSA, etc.).

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

9. GENERAL PERFORMANCE

Rate the general performance of this contractor's on-site supervisory personnel. Did the contractor assign adequate qualified, equipped and trained staff to perform the work? Were the staff supervised by the contractor? Did the site superintendent have the knowledge, management skills and experience to run a project of this size and scope with a municipality?

☐ Unacceptable ☐ Poor ☐ Satisfactory ☐ Good ☐ Excellent

Comments/Examples:

Evaluator's Signature: _____

Date: _____

Contractor's Signature: _____

Date: _____