

GENERAL CONTRACTOR PERFORMANCE SCORECARD

SECTION I – SCORECARD INFORMATION			
Scorecard Type:		Prepared By:	
Scorecard #:		Date:	

SECTION II – CONTRACTOR DATA	SECTION III – PROJECT DATA
Purchase Order #:	Bid Call #:
Vendor's Name:	Project Location: Ward:
Vendor's Address:	Contract Start Date: Actual Start Date:
	Contract Completion Date: Substantial Completion Date:
Vendor's Phone:	
Project Manager:	Site Superintendent: Contract Award Amount: Final Contract Amount:
Brief Description of Work:	

RATINGS GUIDE		
SCORE		DESCRIPTION
NA	NOT APPLICABLE	Deliverable or task is not applicable to this project.
3	POOR	Deliverable or task is substantially deficient. Issue identified. Not resolved. Negative impact on Budget and or Schedule and or Quality.
5	BELOW AVERAGE	Deliverable or task is somewhat deficient. Issue identified. Resolved. However, negative impact on Budget and or Schedule and or Quality.
7	AVERAGE	Deliverable or task is acceptable. Issue identified and proactively resolved. No impact on Budget and or Schedule and or Quality.
9	ABOVE AVERAGE	Deliverable or task is performed with exceptional service. No issues identified, or proactively resolved any identified issues. Resolution had a positive impact on budget and/or schedule and/or quality, or mitigated negative impacts on project outcome.

SECTION IV – NUMERICAL RATING	
1. SAFETY AND COMPLIANCE	RATINGS
a. Compliance with OHSA	
b. Maintained site safety	
c. Maintained clean site (and access roads), housekeeping	
d. Submit site specific H&S plan	
e. Immediate action for notices/incidents/safety issues	
TOTAL	

2. QUALITY AND CONFORMANCE	
a. Provision of adequate and competent site supervision	
b. Quality and workmanship in conformance to contract requirements	
c. Damage to existing facility or property	
d. Coordination between sub-trades	
e. Resolution of deficiencies identified during construction	
TOTAL	
3. PROJECT COMMENCEMENT	
a. Timely submission and execution of contract documents	
b. Submission of Schedule of Values	
c. Submission of acceptable Baseline Schedule	
d. Commencement of work by the contractually required or agreed to revised start date	
e. Mobilization and Coordination of resources including sub-trades	
TOTAL	
4. PROJECT MANAGEMENT	
a. Updates to Baseline Schedule as required by contract	
b. Conducting construction meetings, issue meeting minutes	
c. Submission of invoices/progress draws accurately complete with WSIB and Stat Dec	
d. Reasonable and competitive CO pricing in timely manner	
e. Sub-trade liens	
TOTAL	
5. PROJECT EXECUTION	
a. Prompt compliance with COs, CDs, SIs, etc.	
b. Submission of reviewed quality shop drawings	
c. Commissioning of systems	
d. Timely material on site	
e. Substantial Performance achieved as per contractual requirement or agreed date	
TOTAL	
6. POST CONSTRUCTION	
a. Total completion achieved as per contract requirements	
b. Response to Warranty Action items	
c. Resolution of deficiencies during warranty period	
d. Submission of As-Built, O&M manuals	
e. Training for staff on systems and maintenance	
TOTAL	
7. CLIENT AND PUBLIC RELATIONS	
a. Conduct of contractor's staff in professional and harmonious manner	
b. Clear and concise written communications	
c. Timely communication with City staff for access, shut-downs, etc.	
d. Team player and shows initiative to resolve issues and implement solutions	
e. Responsive to project team	
f. Relevance of RFIs	
TOTAL	
GRAND TOTAL (1-7)	

Overall Performance Rating:	POOR <50% <input type="checkbox"/>	BELOW AVERAGE 50-69% <input type="checkbox"/>	AVERAGE 70-79% <input type="checkbox"/>	ABOVE AVERAGE >%80 <input type="checkbox"/>
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SECTION V – AUTHENTICATION AND RECOMMENDATION

I have evaluated the Vendor’s performance in accordance with the Evaluation Process and have assigned a fair and objective rating to each criterion in Section IV of this Performance Scorecard.

Comments:

I met with the Vendor on _____^{Date} to discuss this Performance Scorecard.

City Contracts Manager

Print Name Signature Date
Manager or Supervisor

Print Name Signature Date

TO BE COMPLETED WITH THE FINAL PERFORMANCE SCORECARD:

I have considered the Vendor’s comments in making the below recommendation.

Based on my evaluation of the Vendor’s performance in accordance with this Performance Scorecard, the following is recommended (the “Recommendation”):

- The Vendor continue participating in the City’s procurement opportunities.
- The City suspend the Vendor from participating in its procurement opportunities for a period of 1 or 3 years in accordance with the City’s Vendor Suspension Administrative Directive.

State suspension period:

TO BE COMPLETED ONLY IF THE RECOMMENDATION IS TO SUSPEND THE VENDOR:

We confirm that we have reviewed this Performance Scorecard and discussed the ratings and recommendations with the City Contracts Manager, and have obtained the Manager’s confirmation that the Performance Scorecard accurately reflects the Vendor’s performance. We hereby approve or reject the recommendation as follows:

Director

APPROVE REJECT

Print Name Signature Date

Comments:

Department Head

APPROVE REJECT

Print Name Signature Date

Comments:

Purchasing Agent

APPROVE REJECT

Print Name Signature Date

Comments:

Attachments:

DISTRIBUTION:

- Original:** Purchasing
- Copy:** Departmental Project File
- Copy:** Consultant