

**Vendor**

**Primary Contact**

**Number**

**Name**

**Current Status:**

**Current Rating**

**Requisitioner**

**Supervisor**

**Contract Award Date**

**Date of Evaluation**

**Vendor can see comments**

**Vendor can see attachments**

Attachments

Evaluation Criteria	Evaluation Assessment	Comments
<p>Project Management</p> <p>A) Contractor displayed full cooperation in dealings with the City's authorized representatives.</p> <p>B) Contractor did not require unreasonable guidance from the City in carrying out work.</p> <p>C) Problem areas were recognized and cost effective and viable recommendations were developed and proposed early in the project.</p> <p>D) Timely notification of claims was provided to the City/Contract Administrator.</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p> </p> <p>Manager Comments</p> <p> </p> <p>Purchasing Representative Comments</p> <p> </p> <p>Purchasing Manager Comments <b>Required</b></p> <p> </p> <p>Vendor Comments</p> <p> </p>
<p>Scope Management - CC</p> <p>A) Contractor displayed competency towards execution of the work in a professional, efficient and expeditious manner.</p> <p>B) Overall quality of work was satisfactory.</p> <p>C) The site was consistently kept clean and orderly.</p> <p>D) Effective corrections of deficient work or materials.</p> <p>E) Contractor Work was compliant to the Contract Documents.</p> <p>F) Closeout documents were submitted in a timely fashion and in accordance with the contract documents (e.g. as</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p> </p> <p>Manager Comments</p> <p> </p> <p>Purchasing Representative Comments</p> <p> </p> <p>Purchasing Manager Comments <b>Required</b></p> <p> </p>

Evaluation Criteria	Evaluation Assessment	Comments
<p>built drawings, warranty letters, etc.).            G) The construction team demonstrated the practical knowledge, experience and competence to successfully complete the project.            H) Sufficient material and equipment testing was performed.</p>		<p>Vendor Comments</p>
<p>Schedule Management - CC</p> <p>A) Project started on time or every reasonable effort was taken by the Contractor to commence work on time.            B) Construction schedule was submitted at onset of the project.            C) Schedule updates were submitted as project progressed.            D) Interim milestones and final completion dates were met. Limited extension requests were made.            E) Substantial Performance was reached in accordance with the Contract schedule.            F) Deficiencies were resolved in a timely manner.            G) There was timely resolution of any warranty items.</p>	<p><input type="radio"/> Good  <input type="radio"/> Satisfactory  <input type="radio"/> Marginal  <input type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p>Manager Comments</p> <p>Purchasing Representative Comments</p> <p>Purchasing Manager Comments <b>Required</b></p> <p>Vendor Comments</p>
<p>Cost Management - CC</p> <p>A) Requests for change orders were infrequent and always were substantiated with proper and accurate information.            B) No unreasonable extras were submitted.            C) Invoices and change order pricing was clear, accurate and submitted on time.            D) There were no concerns in relation to the amount of claims, liens, cost control issues and payment documentation.            E) Competitive change order pricing was provided.</p>	<p><input type="radio"/> Good  <input type="radio"/> Satisfactory  <input type="radio"/> Marginal  <input type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p>Manager Comments</p> <p>Purchasing Representative Comments</p> <p>Purchasing Manager Comments <b>Required</b></p> <p>Vendor Comments</p>
<p>Supervision - CC</p> <p>A) Adequate, competent on site supervision was provided throughout the</p>	<p><input type="radio"/> Good  <input type="radio"/> Satisfactory  <input type="radio"/> Marginal</p>	<p>Project Lead Comments <b>Required</b></p>

Evaluation Criteria	Evaluation Assessment	Comments
<p>duration of the contract.</p> <p>B) The Contractor effectively managed and coordinated sub-Contractors.</p>	<p><input checked="" type="radio"/> Unacceptable</p>	<p>Manager Comments</p> <p>Purchasing Representative Comments</p> <p>Purchasing Manager Comments <b>Required</b></p> <p>Vendor Comments</p>
<p>Stakeholder Relationships - CC</p> <p>A) Stakeholder relationship and communications expectations are met. Stakeholders can include Council, City staff, City representatives, Authorities Having Jurisdiction and the general public. Timely responses to their concerns were provided.</p> <p>B) Consideration was shown for the general public, motorists, residents, businesses, pedestrians, city staff, etc.</p> <p>C) Notification for site access was addressed and timely.</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input checked="" type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p>Manager Comments</p> <p>Purchasing Representative Comments</p> <p>Purchasing Manager Comments <b>Required</b></p> <p>Vendor Comments</p>
<p>Health and Safety - CC</p> <p>A) Regulatory health and safety procedures were followed. E.g. OSHA, etc. Manual submitted upon request.</p> <p>B) Compliance with all other laws or by-laws applicable.</p> <p>C) All documentation, equipment, protective personal equipment, traffic control, trench protection, etc., requirements were followed.</p> <p>D) Staff was competent and fully trained.</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input checked="" type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p>Manager Comments</p> <p>Purchasing Representative Comments</p> <p>Purchasing Manager Comments <b>Required</b></p>

Evaluation Criteria	Evaluation Assessment	Comments
		<div data-bbox="818 113 1541 142" style="border: 1px solid #ccc; height: 14px;"></div> <div data-bbox="818 170 1541 228" style="border: 1px solid #ccc; padding: 2px;">Vendor Comments</div> <div data-bbox="818 228 1541 279" style="border: 1px solid #ccc; height: 24px;"></div>
<p>Equipment - CC</p> <p>A) Appropriate equipment was available for use.</p> <p>B) Equipment was used in an appropriate manner and was in good working order.</p> <p>C) Adequate equipment was on site.</p> <p>D) Materials and equipment were safely stored and equipment was removed from site when not in use.</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<div data-bbox="818 323 1541 382" style="border: 1px solid #ccc; padding: 2px;">Project Lead Comments <span style="background-color: #c00; color: white; padding: 2px 5px; font-weight: bold;">Required</span></div> <div data-bbox="818 382 1541 432" style="border: 1px solid #ccc; height: 24px;"></div> <div data-bbox="818 464 1541 522" style="border: 1px solid #ccc; padding: 2px;">Manager Comments</div> <div data-bbox="818 522 1541 573" style="border: 1px solid #ccc; height: 24px;"></div> <div data-bbox="818 604 1541 663" style="border: 1px solid #ccc; padding: 2px;">Purchasing Representative Comments</div> <div data-bbox="818 663 1541 714" style="border: 1px solid #ccc; height: 24px;"></div> <div data-bbox="818 745 1541 804" style="border: 1px solid #ccc; padding: 2px;">Purchasing Manager Comments <span style="background-color: #c00; color: white; padding: 2px 5px; font-weight: bold;">Required</span></div> <div data-bbox="818 804 1541 854" style="border: 1px solid #ccc; height: 24px;"></div> <div data-bbox="818 886 1541 945" style="border: 1px solid #ccc; padding: 2px;">Vendor Comments</div> <div data-bbox="818 945 1541 995" style="border: 1px solid #ccc; height: 24px;"></div>
General Comments	<div data-bbox="453 1033 1541 1083" style="border: 1px solid #ccc; height: 24px;"></div>	
Vendor Comments	<div data-bbox="453 1125 1541 1176" style="border: 1px solid #ccc; height: 24px;"></div>	