

**Vendor  
Number**

**Primary Contact  
Name**

**Current Status:  
Requisitioner  
Contract Award Date  
Vendor can see comments**

**Current Rating  
Supervisor  
Date of Evaluation  
Vendor can see attachments**

Attachments

Evaluation Criteria	Evaluation Assessment	Comments
<p>*Scope - For Services</p> <p>A) The services were completed to the quality standards as required.</p> <p>B) Problem areas were recognized, and recommendations were developed and proposed early in the project.</p> <p>C) Required documentation, work logs, clarifications were accurate and provided on time.</p> <p>D) Need for additional work was identified and discussed early enough to permit the processing of change orders or addenda prior to being carried out.</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 - For Goods</p> <p>A) Goods were supplied to the required quality standards and specifications or articulated in the bid document or contract.</p> <p>B) Correct quantity of goods was delivered. No back orders were received on shipments.</p> <p>C) Goods were returned without issue and without restocking charges.</p> <p>D) Warranties were honoured at all times.</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
		<div data-bbox="818 113 1539 163">Vendor Comments</div> <div data-bbox="818 163 1539 214"></div>
<p data-bbox="84 260 295 285">Service/Goods Delivery</p> <p data-bbox="84 306 440 399">A) Flexibility was demonstrated in working with City and in changing scope as project progressed.</p> <p data-bbox="84 420 428 474">B) Timely corrections of deficient work or materials was always carried out.</p> <p data-bbox="84 495 428 550">C) Goods and Services were delivered on time and to the correct locations.</p>	<p data-bbox="451 260 529 285"><input type="radio"/> Good</p> <p data-bbox="451 302 581 327"><input type="radio"/> Satisfactory</p> <p data-bbox="451 344 555 369"><input type="radio"/> Marginal</p> <p data-bbox="451 386 597 411"><input type="radio"/> Unacceptable</p>	<div data-bbox="818 260 1539 310">Project Lead Comments <span data-bbox="1062 277 1149 302">Required</span></div> <div data-bbox="818 310 1539 361"></div> <div data-bbox="818 394 1539 445">Manager Comments</div> <div data-bbox="818 445 1539 495"></div> <div data-bbox="818 529 1539 579">Purchasing Representative Comments</div> <div data-bbox="818 579 1539 630"></div> <div data-bbox="818 663 1539 714">Purchasing Manager Comments <span data-bbox="1127 680 1214 705">Required</span></div> <div data-bbox="818 714 1539 764"></div> <div data-bbox="818 798 1539 848">Vendor Comments</div> <div data-bbox="818 848 1539 898"></div>
<p data-bbox="84 970 409 1024">Contract Administration- Goods and Services</p> <p data-bbox="84 1045 428 1100">A) Timely corrections of deficient work or materials was always carried out.</p>	<p data-bbox="451 970 529 995"><input type="radio"/> Good</p> <p data-bbox="451 1012 581 1037"><input type="radio"/> Satisfactory</p> <p data-bbox="451 1054 555 1079"><input type="radio"/> Marginal</p> <p data-bbox="451 1096 597 1121"><input type="radio"/> Unacceptable</p>	<div data-bbox="818 970 1539 1020">Project Lead Comments <span data-bbox="1062 987 1149 1012">Required</span></div> <div data-bbox="818 1020 1539 1071"></div> <div data-bbox="818 1104 1539 1155">Manager Comments</div> <div data-bbox="818 1155 1539 1205"></div> <div data-bbox="818 1239 1539 1289">Purchasing Representative Comments</div> <div data-bbox="818 1289 1539 1339"></div> <div data-bbox="818 1373 1539 1423">Purchasing Manager Comments <span data-bbox="1127 1390 1214 1415">Required</span></div> <div data-bbox="818 1423 1539 1474"></div> <div data-bbox="818 1507 1539 1558">Vendor Comments</div> <div data-bbox="818 1558 1539 1608"></div>
<p data-bbox="84 1675 425 1730">Customer Service and Communication VSGS</p> <p data-bbox="84 1751 418 1877">A) Open and effective communication between the City and the Project Manager was easily maintained and carried out in a timely manner.</p> <p data-bbox="84 1898 440 1923">B) Character and conduct of the Project</p>	<p data-bbox="451 1675 529 1701"><input type="radio"/> Good</p> <p data-bbox="451 1717 581 1743"><input type="radio"/> Satisfactory</p> <p data-bbox="451 1759 555 1785"><input type="radio"/> Marginal</p> <p data-bbox="451 1801 597 1827"><input type="radio"/> Unacceptable</p>	<div data-bbox="818 1675 1539 1726">Project Lead Comments <span data-bbox="1062 1692 1149 1717">Required</span></div> <div data-bbox="818 1726 1539 1776"></div> <div data-bbox="818 1810 1539 1860">Manager Comments</div> <div data-bbox="818 1860 1539 1911"></div>

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<p>team was always positive and professional in their dealing with internal and external stakeholders.</p> <p>C) Sub-contractors and their work was always effectively coordinated and managed.</p>		<div data-bbox="820 142 1539 254">Purchasing Representative Comments</div> <div data-bbox="820 283 1539 394">Purchasing Manager Comments <span style="background-color: red; color: white; padding: 2px;">Required</span></div> <div data-bbox="820 424 1539 535">Vendor Comments</div>
<p>Invoicing</p> <p>A) Invoices submitted were clear, accurate and on time.</p> <p>B) Invoices identified proper delivery location or City department/contact. Goods and services were charged at Unit Prices as stated in contract.</p> <p>C) Purchase Order number indicated on all invoices.</p>	<p><input checked="" 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="820 577 1539 688">Project Lead Comments <span style="background-color: red; color: white; padding: 2px;">Required</span></div> <div data-bbox="820 718 1539 829">Manager Comments</div> <div data-bbox="820 858 1539 970">Purchasing Representative Comments</div> <div data-bbox="820 999 1539 1110">Purchasing Manager Comments <span style="background-color: red; color: white; padding: 2px;">Required</span></div> <div data-bbox="820 1140 1539 1251">Vendor Comments</div>
<p>Cost Management-Goods and Services</p> <p>A) Goods and Services were charged at the Unit Prices stated in the contract.</p>	<p><input checked="" 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="820 1285 1539 1396">Project Lead Comments <span style="background-color: red; color: white; padding: 2px;">Required</span></div> <div data-bbox="820 1425 1539 1537">Manager Comments</div> <div data-bbox="820 1566 1539 1677">Purchasing Representative Comments</div> <div data-bbox="820 1707 1539 1818">Purchasing Manager Comments <span style="background-color: red; color: white; padding: 2px;">Required</span></div> <div data-bbox="820 1848 1539 1913">Vendor Comments</div>

Evaluation Criteria	Evaluation Assessment	Comments
<p>Health and Safety - VSGS</p> <p>A) Full compliance with all WSIB requirements.</p> <p>B) Full compliance with all OHSA requirements.</p> <p>C) Full compliance with all other laws or by-laws applicable.</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="820 113 1541 178" style="border: 1px solid #ccc; height: 31px;"></div> <div data-bbox="820 178 1541 296" style="border: 1px solid #ccc; padding: 5px;"> <p>Project Lead Comments <span style="background-color: #c00; color: white; padding: 2px 5px; font-weight: bold;">Required</span></p> </div> <div data-bbox="820 296 1541 434" style="border: 1px solid #ccc; padding: 5px;"> <p>Manager Comments</p> </div> <div data-bbox="820 434 1541 573" style="border: 1px solid #ccc; padding: 5px;"> <p>Purchasing Representative Comments</p> </div> <div data-bbox="820 573 1541 711" style="border: 1px solid #ccc; padding: 5px;"> <p>Purchasing Manager Comments <span style="background-color: #c00; color: white; padding: 2px 5px; font-weight: bold;">Required</span></p> </div> <div data-bbox="820 711 1541 850" style="border: 1px solid #ccc; padding: 5px;"> <p>Vendor Comments</p> </div>
<p>General Comments</p>		
<p>Vendor Comments</p>		