



CONTRACTOR PERFORMANCE EVALUATION REPORT FORM (CPEF)

Refer to DCL81 for Guidelines

Type of CPERF

Contract No.:	Project No.:	Client Reference No.:	
Description of Work:			
Contractor's Business Name:		Contractor's Site Superintendent:	
Contractor's Business Address:			
DCC REPRESENTATIVE		CONTRACT INFORMATION	
Name:		Contract Award Amount:	Final Amount:
Telephone No.:		Contract Award Date:	No. of Change Orders:
E-mail Address:		Substantial Completion Date:	Interim Certificate Date:
The following criteria are to be assessed by considering, at minimum, the considerations listed in Annex A.		Completion Date:	Final Certificate Date:
ADMINISTRATION / CONTRACT MANAGEMENT		CATEGORY	SCALE
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
EXECUTION / PROJECT MANAGEMENT		CATEGORY	SCALE
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
QUALITY OF WORKMANSHIP		CATEGORY	SCALE
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
TIMELINESS		CATEGORY	SCALE
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
HEALTH AND SAFETY		CATEGORY	SCALE
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
INDUSTRIAL SECURITY		CATEGORY	SCALE
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
		Total Points:	
		Overall Percentage Score:	
General Comments			
DCC Representative			
Name:	Title:	Signature and Date:	
DCC Evaluator			
Name:	Title:	Signature and Date:	

ANNEX A – MINIMUM CRITERIA CONSIDERATIONS

ADMINISTRATION / CONTRACT MANAGEMENT

Did the Contractor:

- in the time frame specified, provide its contract security and Insurance Certificate fully executed where applicable
- submit an appropriate Cost Breakdown in a timely manner
- provide a comprehensive work plan and adhere to its milestones
- submit progress claims in the correct format, accurately represent the work successfully completed, and material delivered to the site but not yet installed, for each payment period
- submit a notarized Statutory Declaration correctly completed with each progress claim
- submit an updated Schedule if so specified
- maintain a complete set of project records on site, including approved shop drawings, change orders, as-builts and O&M manuals
- provide shop drawings promptly and were they of sufficient detail
- promptly provide reasonable quotations with appropriate detail, for changes to the original scope of work
- provide O&M manuals prior to commencement of commissioning activities
- provide reasonable schedule updates in accordance with the contract, or requested by DCC during the course of the project, including deficiency repair phase
- provide all monthly, quarterly and annual reports as well as all other required deliverable in a timely manner - *FM specific*

EXECUTION / PROJECT MANAGEMENT

Did the Contractor:

- promptly commence the Work
- employ a knowledgeable Site Superintendent
- order material promptly and in such a way as to expedite the progress of the Work
- effectively manage and complete all Division 1 work site activities
- effectively coordinate and manage the work of its subcontractors
- notify the DCC Representative of all its subcontracting activities
- cooperate with other contractors sent onto the site of the work
- remove a superintendent or unsuitable worker when requested by the DCC Representative to do so
- establish effective quality control procedures
- interpret the contract documents accurately
- cooperate when issued directions by the DCC Representative
- provide information promptly when requested to do so
- require additional input from DCC staff above that which is normal for a project of similar size and nature
- to the best of your knowledge, pay subcontractors and suppliers in a timely fashion
- effectively protect the Work
- promptly correct defective work as the project progressed
- satisfactorily clean the work site periodically and at the completion of the project
- provide help desk capability that effectively receives and records customer calls/request and follows up on responsive actions - *FM specific*
- properly manage all job activities including scheduled maintenance, demand maintenance (maintenance AWRs) and project requests (project AWRs) - *FM specific*
- promptly initiate and effectively manage the procurement of AWRs - *FM specific*
- effectively manage the Contractor and Consultant Source Lists/ pertaining to AWRs - *FM specific*
- provided effective and viable solutions/recommendations to demand and projects AWRs, gain share initiatives and expenditure planning - *FM specific*

QUALITY OF WORKMANSHIP

The quality of services as well as the quality of the materials and equipment incorporated in the Work must meet the requirements set out in the Statement of Work and Drawings and Specifications. The Evaluator shall consider how the workmanship compares with :

- The norms in the area in which the work was carried out
- The Contractor's compliance with any quality provisions outlined in the Statement of Work and Drawings and Specification
- The quality of workmanship provided by other contractors on similar projects in the same or similar facility(ies)

TIMELINESS

The Evaluator shall consider:

- whether the Contractor made an effective effort to meet the scheduled completion date as stipulated in the contract
 - whether the Contractor made an effective effort to clean up deficiencies and damages caused by the Work, in a reasonable time
 - whether it is necessary to recommend assessment and damages for late completion
 - the impact the completion date has on the Client's operational requirements
 - whether the Contractor effectively managed the site during a suspension or termination of the work to mitigate any additional costs to DCC
 - whether the Contractor dealt promptly with any claims from creditors
 - whether the Contractor expedited, and co-operated in, the settlement of all disputes
 - whether the Contractor made an effort to meet the service response times established in the contract - *FM specific*
 - whether the Contractor complied with all warranty provisions up to the date of the CPERF
- Note: If justified, final CPERFs can be revised to reflect contractor performance during the warranty period.

For the purpose of evaluating the contractor's time performance, consideration must be given to conditions beyond the contractor's control, including DCC/ Consultant / Client Performance, e.g.:

- availability of, and access to, the site
- changes in soil or site conditions
- weather extremes
- strikes
- material / equipment supply problems originating from manufacturers / suppliers
- quality of plans and specifications
- major change(s) in scope
- cumulative effect of changes
- was DCC able to meet its obligations?
- timely decisions, clarifications, approvals
- delays caused by other contractors in the same facility

HEALTH AND SAFETY

The effectiveness to which the contractor managed and administered the occupational health and safety provisions as stipulated in the Contract Documents; those required by provincial/territorial legislation; and those that would otherwise be applicable to the site of the work.

Did the Contractor:

- provide DCC with a copy of its health and safety program, site specific hazard assessment and emergency procedures prior to commencement of the work
- obtain all applicable permits, including but not limited to: provincial / territorial notification of project, Hot Works, Confined Spaces, Lock Out/Tag Out, Dig/Excavation
- respond in a timely manner to any non-compliance safety issues noted by DCC or a representative of the authority having jurisdiction
- provide on-site personnel's daily/weekly health and safety inspection reports and meeting documentation, specified in the Contract Documents and/or provincial/territorial requirements
- investigate and report to DCC health and safety incidents in a timely manner
- implement a safety program in a proactive manner
- provide emergency response/preparedness capability at all site/building/real property assets under contract
- provide a competent Superintendent that:
 - is qualified in health and safety matters because of her/his knowledge, training and experience
 - is familiar with and applies the provincial / territorial legislative requirements specific to the site of the work
 - remedies any potential or actual danger of health and safety to those employed at the work site

INDUSTRIAL SECURITY

The effectiveness with which the contractor managed and administered the industrial security provisions as stipulated in the Contract Documents. Did the Contractor:

- require additional input from DCC staff above that which is normal for a project requiring industrial security
- provide a Security Implementation Plan prior to the commencement of work
- promptly provide their Request for Visit form
- effectively coordinate and manage the Sub-SRCL, CISD letter, and Request for Visit forms for their Subcontractors
- provide documentation for processing well in advance of VCR expiration dates to ensure they don't expire (if applicable)
- comply with the provisions of SRCL and Security Classification Guide (if applicable)
- effectively manage site access and monitor control as per their Security Implementation Plan (i.e. site access control, sign in and out, verification of security)
- conduct and document site specific security meetings with records provided to DCC
- have any security breaches while undertaking the Contract
- advise DCC immediately of any security incidents
- provide incident reports within 1 working day (if applicable)

The Evaluator shall consider:

- if the timeliness of obtaining Sub-SRCL and CISD letter was due to factors beyond the Contractor's control, and
- whether the contractor made an effective effort to ensure there were no security breaches during the contract.