

PROJECT EVALUATION RATINGS

EXCELLENT (5) Full compliance with specifications, regulations, instructions

- Corrective action not required
- No direction required
- Quality of work excellent

ABOVE STANDARD (4) In compliance majority of time

- Problems encountered are infrequent and minor in nature
- No direction required for corrective action
- Quality of work acceptable

STANDARD (3) In compliance majority of time

- Problems encountered may be frequent, but minor in nature
- Some direction required for corrective action
- Quality of work acceptable

BELOW STANDARD (2) Significant noncompliance

- Problems encountered are frequent and significant in nature
- Frequent direction required for corrective action
- Quality of work below standard

POOR (1) Frequent noncompliance

- Problems encountered are frequent and serious in nature
- Ongoing direction required to correct problems
- Quality of work affected significantly

UNACCEPTABLE (0) Constant noncompliance

- Problems encountered frequent and very serious in nature
- Ongoing direction required, problems still not corrected
- Quality of work unacceptable

NOT APPLICABLE (N/A) Item does not apply and is not included in rating

Tender or Quotation #	
Contractor	
HRM Contract Supervisor or Project Manager	
Date of Evaluation	

Please score between 0-5 using the above criteria

Element	Considerations	Comments	Score
Personel	How was the competency and professionalism of the vendor personel? How did they communicate and co-operate with HRM staff? How was their knowledge level? How was their response time to instructions? How familiar were they with the specifications or duties?		0
Project Management	How was the scheduling / notification of changes? Was appropriate staff deployed? Was the work force adequate? How was the supervision? How well were project records maintained? Was documentation submitted timely? How was the vendor at handling HRM issues?		0
Safety Issues	Safety Act? HRM Contractor Safety Policy? were Hazard assessments completed? Safety meetings held?		0
Environmental Issues	specifications and regulations? How was their maintenace of environmental controls? How was their responsiveness to directives, including taking remedial action as required?		0
Plant and Equipment	Is their equipment maintained and operated in a safe manner? Was their equipment available? Was their equipment suitable? Did the equipment conform to project requirements? Was the equipment reliable?		0
Materials	were materials supplies as per HRM instructions? were the materials supplied in a timely manner? Did they comply with spec? Was proper transportation and handling employed? Did installation / placement meet specification?		0
Performance	was work completed in a timely manner? was it completed in a quality fashion? Was overall performance acceptable?		0
Warranty	manner? was the volume of warranty claims reasonable? Was the quality of warranty work satisfactory?		0
Administration	Are timesheets, billing information, invoices, etc sent timely and to the appropriate staff? Was Insurance, WCB, Safety documentation all in order? Did vendor supply all required final work documentation?		0
OVERALL AVERAGE			0.00
Overall Summary or Comments			