



THE UNIVERSITY OF WINNIPEG

CONTRACTOR PERFORMANCE EVALUATION REPORT FORM (CPERF)

Contract No:		Project No:		Client Requisition No:	
Contract Description:					
Contractor's Business Name:			Contractor's Site Superintendent:		
Contractor's Business Address:					
Contract Coordinator:		Contact Award Amount:		Contract Award Date:	
Name:		\$			
Telephone No:		Fax No:		Interim Amount:	
				\$	
The following criteria are to be assessed by considering, at minimum, the considerations listed in Annex A				No. of Amendments:	
Administration/Management		CATEGORY		Scale	Points
Comments:		Unacceptable		0-5	<input type="text"/>
		Not Satisfactory		6-10	<input type="text"/>
		Satisfactory		11-16	<input type="text"/>
		Superior		17-20	<input type="text"/>
Quality of Work/Design/Study					
Comments:		Unacceptable		0-5	<input type="text"/>
		Not Satisfactory		6-10	<input type="text"/>
		Satisfactory		11-16	<input type="text"/>
		Superior		17-20	<input type="text"/>
Time					
Comments:		Unacceptable		0-5	<input type="text"/>
		Not Satisfactory		6-10	<input type="text"/>
		Satisfactory		11-16	<input type="text"/>
		Superior		17-20	<input type="text"/>
Cost Control					
Comments:		Unacceptable		0-5	<input type="text"/>
		Not Satisfactory		6-10	<input type="text"/>
		Satisfactory		11-16	<input type="text"/>
		Superior		17-20	<input type="text"/>
Quality of TPS/CPS/Quality of Result					
Comments:		Unacceptable		0-5	<input type="text"/>
		Not Satisfactory		6-10	<input type="text"/>
		Satisfactory		11-16	<input type="text"/>
		Superior		17-20	<input type="text"/>
				Total Points	
				Total Percentage Rating:	
					%
				Type of Report:	
				Final	
General Comments:					

The University of Winnipeg Evaluator			
Name:	Title:	Signature:	Date:
The University of Winnipeg Authorization			
Name:	Title:	Signature:	Date:

ANNEX A - MINIMUM CRITERIA CONSIDERATION

ADMINISTRATION / 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
- provide as-built drawings
- 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 UofW during the course of the project, including deficiency repair phase

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 work site activities
- effectively coordinate and manage the work of its subcontractors
- notify the UofW 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 UofW Representative to do so
- establish effective quality control procedures
- interpret the contract documents accurately
- cooperate when issued directions by the UOFW Representative
- provide information promptly when requested to do so
- require additional input from UofW 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 project completion

QUALITY OF WORKMANSHIP

At final completion, the quality of the materials and equipment incorporated in the work must meet the requirements set out in the plans and specifications. The Evaluator is to 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 drawings and specification
- the quality of workmanship provided by other contractors on similar projects in the same, or similar, facilities

COMPLETION (SUBSTANTIAL) / CLOSE OUT (FINAL) / TIME

This is the rating of the timeliness of completion considering the actual completion date compared with the original (or amended) contract completion date. The Evaluator is to 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 UOFW
- whether the contractor complied with all warranty provisions up to the date of the CPERF
- **has maintained any required certifications such COR throughout the duration of the work**
- **has ensured all Building Liens placed by subcontractors dealt with promptly and in accordance with any contract requirements**
- **Deliverables (payment claims, certifications, reporting, etc) of all agreements (i.e. CCDCs) have been completed in accordance with the agreement**
- whether the contractor expedited, and co-operated in, the settlement of all disputes

For the purpose of evaluating the contractor's time performance, consideration must be given to conditions beyond the contractor's control, including UofW/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 UOFW 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 and those required by provincial/territorial legislation or those that would otherwise be applicable to the site of the work.

Did the contractor:

- provide UofW with a copy of its health and safety program prior to commencement of the work
- provide UofW with a copy of its site-specific hazardous assessment prior to the commencement of the work
- apply for and obtain the Building Permit prior to the commencement of the work
- **apply for and obtain any Building Occupancy permits required to start using the space**
- apply for and obtain all applicable permits, including but not limited to: Hot Works, Confined Spaces, Roof Access, Lock Out/Tag Out
- provide a competent superintendent who
- is qualified in health and safety matters because of her/his knowledge, training and experience
- is familiar with the O, H&S Act and its Regulations that apply to the site of the work
- remedies any potential or actual danger of health and safety to those employed at the work site
- respond in a timely manner to any non-compliance safety issues noted by UofW or a representative of the authority having jurisdiction
- provide on-site personnel's daily/weekly health and safety inspection reports as per the contract and/or provincial/territorial requirements
- implement its safety program in a proactive manner