

CONTRACTOR'S PERFORMANCE REPORT (by Estates Office)

Name of Main Contractor*: _____
 Project Title: _____
 Tender No.: _____ P.O. No.: _____ Job No.: _____
 Subcontractor: (MVAC) _____ (Electrical) _____
 (FS) _____
 Date of Completion: _____ Est. Contract Sum: _____
** If not a building contractor, please specify the discipline after the company name: (M) MVAC, (FS) Fire Services, (E) Electrical*

To be completed by Project-in-Charge AND Project Director.

Assessment Attributes	Rating				
	Excellent (5)	Good (4)	Acceptable (3)	Needs Improvement (2)	Not Acceptable (1)
Standard of Workmanship					
Rate of Progress					
Adherence to Contractual Obligations / Instructions					
Organization of Work					
Compliance with Safety Regulations					
Compliance with House Rules					

Contractors average score: _____
 Average score equals the overall total score divided by 6 (the number of entries)

If the average score is 2.0 or less, OR if the House Rules or Safety Score falls below a score of 3, the work will be deemed unacceptable. EO will take disciplinary action by issuing a warning letter to the contractor as well as implementing a 6-month review of performance monitoring. If any adverse feedback is received during the 6-month review period, the contractor will be suspended from tendering for one year. If the Safety Score is 2, 0.5 point from the average score will be deducted; however, if the Safety Score is 1 or below, 1 point will be deducted from the average score.

Additional remarks on contractor's performance (including the sub-contractors):

Certification

I certify that we have inspected the above works and that they have been carried and assessed as above.

_____ (Signature) _____ (Date)
Project-in-Charge (Name)

_____ (Signature) _____ (Date)
Project Director (Name)

For EO Internal Use:
 Report issue date: to email address:
** This report is to be issued within two weeks from date of completion for project with contract sum above \$200,000.*

To be completed by the Contractor for return of comments, if any:

(Name and Signature) (Date)

If a written objection from the Contractor is not received by the Estates Office within 14 day of this report, it will be deemed as accepted and any further appeals will not be entertained.