



Contractor Evaluation Form

Contractor:	Date:
Contract Title/Description:	
Contract Manager:	Location:

LEGEND: U = Unacceptable I = Improvement Required M = Meets Expectations E = Exceeds Expectations (Circle only one)

I. Quality – Contract Standards and Specifications

Rate the quality of work (product, materials, services, etc.) as set out in the plan specifications.

U	I	M	E
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Considerations include (but are not limited to):

- The contractor's compliance with any quality provisions outlined.
- Quality of work (minimum rework, quality control, etc.).
- Prompt and effective correction of any defective work.

II. Health, Safety, and Environment

Rate the effectiveness of the occupational health, safety, and environmental provisions.

U	I	M	E
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Considerations include (but are not limited to):

- Provided their health and safety program and site-specific hazard assessment prior to commencement of the work.
- Cooperation and a timely response to any non-conformance safety/environment issues.
- Occurrences of safety incidents (e.g. injuries) or the issuing of HSE infraction notices.
- Positive attitude toward safety and active implementation of the health and safety plan/program.

III. Execution – Work Performance

Rate how the contract was managed and administered.

U	I	M	E
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Considerations include (but are not limited to):

- Pre-job planning (including resource and procurement) readiness, documentation, and deliverables.
- Adherence to schedule and identified milestones.
- Maintained up-to-date project documentation and work plans.
- Satisfactorily maintained good housekeeping at the workplace during the work and at project completion.
- Employee management (adequate qualified supervisor, workers, and subcontractors).

IV. Project Management – Work Plan and Management

Rate how the project was managed.

U	I	M	E
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Considerations include (but are not limited to):

- Timely invoicing as per the contract specifications.
- Coordination and communication of work with workers, subcontractors, Arpac representatives, and other stakeholders.
- Project risks were identified and effectively managed.

If the contractor did not 'MEET EXPECTATIONS' in any section above, please provide details.

Contract Manager's Comments:

Contractor's Comments:

Name (Please Print)	Signature	Date
Arpac:		
Contractor:		