

Contractor/Supplier Performance Report

Details	Contractor/Supplier		Contractor's Site Representative		
	Project number		Project name		
	Review date	/ /	Status	In Progress - Go to Qs 1, 2 and 5	In Defects Liability Period - Go to Qs 3, 4 and 5
	Q1: % Complete as at	/ /	Q2: Current Date for Practical Completion	Q3: Date of Practical Completion / /	
	Q4: Defects Liability Period	weeks / months	Q5: Liquidated Damages applied: \$ (being days / weeks @ \$)		
Assessment	<p>The Superintendent's Representative and the Contractor's Representative complete this report co-operatively preferably during a face-to-face meeting.</p> <p>A Site Meeting held close to a performance reporting period (i.e. at the construction 50% complete stage) is acceptable. More than 1 report per project may be required.</p> <p>Council should use standard KPIs, to allow measurement/comparison overtime of all contractors.</p> <p>Contact the CPO if delays expected in submission of this reporting.</p>		<p>Less than Adequate – e.g. for this reporting period the contractor's work/materials etc. have: failed to comply with the contract; required frequent adjustments/modifications; attracted many/serious complaints. (Attach supporting documentation)</p>		
			<p>Adequate – e.g. for this reporting period the contractor's work/materials etc. have: complied with the contract and met expectations; required nil or minor adjustments/modifications; attracted few/minor complaints</p>		
				<p>Superior – e.g. for this reporting period the contractor's work/materials etc. have: complied with the contract and exceeded expectations in many/most aspects; required nil or minor adjustments/modifications and has added unexpected value /improvement; attracted broad and consistent praise with no/inconsequential complaints. (Attach supporting documentation)</p>	
			"X" one only	Comments (must be provided for Less than Adequate and Superior responses)	
	Quality - Function/Quality – Construction/Maintenance/task/outcome		<input checked="" type="checkbox"/>		
	Quality - Documentation/Project brief		<input checked="" type="checkbox"/>		
	Cost Variations/Claims (with regard to number, nature, valuation and validity)		<input checked="" type="checkbox"/>		
	Time – Rate of Progress/Rectification of Defects		<input checked="" type="checkbox"/>		
	Time – Delivery of Submissions/Variations/Claims		<input checked="" type="checkbox"/>		
	Communications - onsite and/or Communications between all other parties		<input checked="" type="checkbox"/>		
	Compliance with Safety/Environment/Quality		<input checked="" type="checkbox"/>		
	Compliance with 10 per cent Training Policy (see note 1 – pg. 3)		<input checked="" type="checkbox"/>		
	Compliance with Non-Price Criteria (specify e.g. Gantt, methodology etc.)		<input checked="" type="checkbox"/>		
	Compliance with Indigenous Employment Policy (IEP) (see note 1 – pg. 3)		<input checked="" type="checkbox"/>		
	Compliance with Local Industry Policy		<input checked="" type="checkbox"/>		
Quality of contract Documents Issued by Principal (in terms of their coordination, accuracy, completeness and number/extent of revisions since acceptance)		<input checked="" type="checkbox"/>	<i>Contractor to comment on Councils delivery</i>		
		Project Team is aware of actual or possible Adverse Issues / Concerns			
		No known Issues / Concerns			
		"X" one only	Brief outline of any Issues / Concerns		
Payment of Subcontractors/Suppliers (compliance with legislative and contractual provisions)		<input checked="" type="checkbox"/>			
Industrial Relations (e.g. inappropriate engagement and/or remuneration of workers, non-approved subcontracting, prosecutions, investigations or site specific industrial action)		<input checked="" type="checkbox"/>			
Workplace Health and Safety (e.g. workplace injuries or incidents, investigations, prosecutions, notices issued or adverse WHS audit reports)		<input checked="" type="checkbox"/>			

Contractor/Supplier Performance Report

For non-traditional forms of contract, the terms “**Superintendent’s Representative**”, “**Superintendent**” and “**Contractor’s Representative**” are to be read as “**Site Representative**”, “**Principal’s Representative**” and “**Manager’s Representative**” respectively. **1, 3 & 5** represent Council point of view. **2, 4 & 6** represent Contractor’s point of view. This is dependent of the type of Contract/ sub-contract engagement.

<p style="text-align: center; font-size: 24px; font-weight: bold;">①</p> <p>Superintendent’s Representative’s comments and sign off:</p> <p>Preferably completed face- to-face.</p>	<p>In my opinion:</p> <p>AND</p> <p>I have discussed the content of this report with the Contractor’s Representative, who has agreed with the report:</p> <p>Yes (go to 3) No (go to 2)</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">②</p> <p>Contractor’s Representative’s comments on this report:</p> <p>Preferably completed face- to-face.</p>	<p>In my opinion:</p> <p>(complete and return to Superintendent’s Representative)</p>
Name: _____		Name: _____	
Signature: _____		Signature: _____	
Date: _____		Date: _____	

<p style="text-align: center; font-size: 24px; font-weight: bold;">③</p> <p>Superintendent’s comments and sign off :</p>	<p>I agree with and support the comments provided in this report (forward report to the Contract Mgr.).</p> <p>OR</p> <p>In my opinion:</p> <p>(If comments at ③ are unfavorable toward the contractor go to ④, if not forward report to the Contract Manager for forwarding to the CPO).</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">④</p> <p>Contractor’s Representative’s comments on this report:</p>	<p>In my opinion:</p> <p>(complete and return to Superintendent)</p>
Name: _____		Name: _____	
Signature: _____		Signature: _____	
Date: _____		Date: _____	

Where there is general agreement with the comments provided above – the completed report is to be forwarded to the CPO.
 Where the comments provided in the report are significantly challenged by any of the parties above, this report is to be forwarded to the Superintendent’s Management

<p style="text-align: center; font-size: 24px; font-weight: bold;">⑤</p> <p>Superintendent’s Management comments and sign off:</p>	<p>I agree with and support the comments provided in this report. .</p> <p>OR In my opinion:</p> <p>(If comments at ⑤ are unfavourable toward the contractor go to ⑥, if not forward report to the CPO).</p>	<p style="text-align: center; font-size: 24px; font-weight: bold;">⑥</p> <p>Contractor’s Management comments on this report:</p> <p>Complete as requested by Superintendent’s Management or CPO</p>	<p>In my opinion:</p> <p>(complete and return to Superintendent’s Management and CPO)</p>
Name: _____		Name: _____	
Signature: _____		Signature: _____	
Date: _____		Date: _____	

Notes: Amend as appropriate to your situation for the purpose of reviewing a contractor's performance when contracted to DSC.

1. **Compliance with** – a score of “Adequate” means that the contractor has submitted appropriate documentation (i.e. compliance plan, compliance reports) as per contract conditions.
2. All comments and opinions must be capable of substantiation.
3. As a minimum, the report must be signed at sign-off points **1** and **3** if the report has been discussed and agreed with the Contractor's Representative and there is nothing at **3** which could be considered detrimental to the contractor.
4. Where comments and opinions are unfavorable, opportunity to review, comment and sign **must** be provided to the Contractor's Representative or Contractor's Management as required under the provisions of natural justice.
5. Completed report to be forwarded to Chief Procurement Officer:
 - **E:** lloyd.nunns@douglas.qld.gov.au
 - **P:** 07 40 999 444 **M:** 0407 813 183.

Privacy Notice:

Douglas Shire Council is collecting the information on this form for the purpose of reviewing the contractor's technical and management performance, and compliance with contractual, statutory and prequalification requirements. Contractors undertaking any DSC contract are required to contribute to the completion of performance reports on the goods and services they or their subcontractors provide.

In assessing the contractor's performance, information on this form may be given to:

- Council,
- FNQROC,
- LGA or Local Buy,
- Workplace Health and Safety Queensland
- Work Cover Queensland
- Other local governments

DSC may also give some of this information to other relevant government and industry entities for the purpose of reviewing the contractor's performance. This information will not be disclosed to any other third party without the contractor's consent, unless authorised or required by law.