



## EVALUATION OF GROUNDS MAINTENANCE TENDERS

SUPERVISION	NOTES	SCORE
<ul style="list-style-type: none"> <li>• Who will supervise the contract for you?</li> <li>• What experience and qualifications have they? Please bring original certificates of training and competency for the primary supervisor.</li> <li>• Who would supervise the contract in the event of illness or absence?</li> <li>• What experience and qualifications does your second in command hold?</li> </ul>		

STAFF	NOTES	SCORE
<ul style="list-style-type: none"> <li>• Please provide a brief summary of the operational staff in your company who would be employed on this contract. Within this summary, please include details of qualifications and length of relevant experience.</li> <li>• Please describe the training polices of your company, and how it will apply to the staff on this contract.</li> <li>• How will you deploy the staff on this contract (inc. information on employee numbers and regularity)?</li> <li>• Where will the staff be based?</li> <li>• Are your staff DBS checked?</li> </ul>		

RESOURCES	NOTES	SCORE
<ul style="list-style-type: none"> <li>• What types of machinery and equipment does your company hold?</li> <li>• What machinery and equipment do you propose to use on the Kings Worthy contract? Please list, and include typical photographs of the relevant equipment.</li> <li>• What is your process in the event of breakdown of any of this machinery?</li> <li>• What systems do you have for maintenance and replacement of machinery?</li> <li>• How will you dispose of waste?</li> <li>• Would you be happy to empty and use the contents of our compost bins at the Burial Ground?</li> <li>• Do you have facilities to dispose of dog waste that may have been put in the normal waste bins?</li> <li>• Is it your intention to use sub-contractors for this contract? If so, to what extent?</li> </ul>		

EXPERIENCE	NOTES	SCORE
<ul style="list-style-type: none"> <li>• What similar work do you carry out at present, who for and where? Please list according to employer, type of work, length and currency of contract, and physical area involved.</li>   <li>• To achieve the high standard and quality required by the Parish Council and users is a challenge, given the many variables (weather, machinery, illness etc.). Explain how you will overcome these and other challenges to ensure week in week out delivery. Please give examples when you have had to response to similar/related challenges.</li>   <li>• Where do you source your materials, such as fertiliser and grass seed?</li>   <li>• Are you able to give a considered view on the playability of pitches from week to week?</li> </ul>		

<b>GENERAL</b>	<b>NOTES</b>	<b>SCORE</b>
<ul style="list-style-type: none"><li>• Please provide your company's most recent public statement of accounts</li><li>• Tell us why you think your firm/company will be a successful partner for Kings Worthy Parish Council in undertaking this maintenance contract.</li><li>• Any questions you would like to raise with us regarding this contract?</li></ul>		

**CATEGORY SCORING CRITERIA**

<b>0</b>	Fails to meet the minimum requirements.
<b>1</b>	Basic compliance only
<b>2</b>	Generally, of a good standard with some reservations.
<b>3</b>	Good standard
<b>4</b>	High standard but falls just short of A.
<b>5</b>	Very high standard with no reservations at all about acceptability.

**EVALUATION MODEL (WITH WEIGHTINGS)**

<b>EVALUATION CATEGORY</b>	<b>CATEGORY WEIGHTING (A)</b>	<b>MARKS AWARDED (B)</b>	<b>WEIGHTED MARKS (C) (AxB=C)</b>
<b>Supervision</b>	10%		
<b>Staff</b>	10%		
<b>Resources</b>	10%		
<b>Experience</b>	12.5%		
<b>General</b>	7.5%		

Cost will be scored with the lowest tender receiving the most points and highest the least points.

<b>Cost</b>	50%		
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