



EVALUATION OF GROUNDS MAINTENANCE TENDERS

SUPERVISION	NOTES	SCORE
Please provide details (not personal details) of the supervisors who would work on this KWPC contract, setting out their key roles and responsibilities. Include information about • Who will supervise the contract on a day to day basis to ensure quality control? • Who would deputise in the event of main supervisor's unavailability? • What experience and qualification does each hold including H&S requirements (copies of certificates of training and competency)? • Further information regarding any relevant legislative criteria relevant for KWPC contract		
STAFF	NOTES	SCORE
Please provide a brief summary of the operational staff in your company and who would be employed on this contract (inc. organisational chart). Include information about: • The qualifications and length of relevant experience each employee holds.		

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• The training policies (inc. training matrix) of your company, and how it will apply to the staff on this contract. • How you will deploy staff on this contract (inc. information on employee numbers and regularity). • Where the staff will be based • Whether your staff are DBS checked (basic level)?		
RESOURCES	NOTES	SCORE
Please provide information on the types of machinery and equipment that your company holds. Include information about: • The machinery and equipment you propose to use on the Kings Worthy contract. Please list and include typical photographs of the relevant equipment and maintenance schedules. • The Council wishes to reduce the environmental impact of its grounds maintenance operations. Please describe any environmentally friendly fuel types for the equipment to be used in this contract, e.g. electric, battery-powered, HVO (Hydrotreated Vegetable Oil), biofuels or other sustainable alternatives to petrol and diesel. • What is your process in the event of breakdown of any of this machinery?		

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• What general systems do you have for maintenance and replacement of machinery? • How will you dispose of waste? KWPC favours an environmentally considerate manner. • Due to the items placed in the Burial Ground compost bins, the compost often contains wire, plastic and other non-biodegradable items. Thus, how would you empty and dispose of the contents of our compost bins at the Burial Ground? • Is it your intention to use sub-contractors for this contract? If so, please describe to what extent and how will their work be overseen by you?		
EXPERIENCE	NOTES	SCORE
• 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. • 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 of when you have had to respond to similar/related challenges.		

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- Where do you source your materials, such as fertiliser and grass seed? The Parish Council would prefer the use of local suppliers when these can provide cost-effective and sustainable sourced materials (include examples of how this could be achieved)? - Explain how you will be able to give the Parish Council a considered view on the playability of pitches from week to week?		
GENERAL	NOTES	SCORE
- Please provide your company's most recent public statement of accounts (and company credit rating) - Tell us why you think your firm/company will be a successful partner for Kings Worthy Parish Council in undertaking this maintenance contract.		

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CATEGORY SCORING CRITERIA

0	Fails to meet the minimum requirements – Unacceptable/ No Response
1	Basic compliance only – Poor (Significant weaknesses and major reservations)
2	Generally, of a good standard with some reservations – Below requirement (Notable weaknesses or reservations)
3	Good standard – Meets requirement (Good standard with no significant reservations)
4	High standard but falls just short of A – Exceeds requirement (High standard with only minor reservations)
5	Very high standard with no reservations at all about acceptability – Exceptional response (Fully meets and exceed the requirement with no reservations)

EVALUATION MODEL (WITH WEIGHTINGS)

Quality Weighting (50% of total score):

Quality Evaluation Category	Category Weighting (within quality)
Supervision	20%
Staff	20%
Resources	20%
Experience	25%
General	15%

The quality evaluation will be scored across the above five categories. Each category will be scored on a scale of 0-5 in accordance with the published scoring criteria. The score awarded for each category will be weighted according to the percentage shown above. The weighted category scores will then be added together to produce a final quality score out of 5.

Cost Weighting (50% of total score) The lowest compliant tender will receive the maximum available cost score of 5. All other compliant tenders will receive a proportionate score using the following formula:

$(\text{Lowest Compliant Tender} \div \text{Tenderer's Price}) \times 5$.

The quality score and cost score will then be added together to give a final evaluation score out of 10.

Abnormally Low Tenders

The Council reserves the right to investigate any tender that appears abnormally low in relation to the services required. Where concerns arise, the Council may seek clarification from the Tenderer regarding the basis of its pricing before determining whether the tender should remain under consideration.