

13 TENDER EVALUATION AND AWARD CRITERIA

- 13.1 You are required to provide a response to this tender by completing all sections of Document 3, (Tender Response Document) and the Schedule of Works (excel spread sheet).
- 13.2 The Council is committed to providing high quality, value for money services and will evaluate each Tender as set out below:

Checking for Validity & Completeness

- 13.2.1 Prior to commencing formal evaluation, each Tender will be checked initially to ensure they are fully compliant with all aspects of the ITT and include all documents required in accordance with the Information and Instructions to Tenderers. Failure to comply fully with the Tender Instructions and/or incomplete submissions may result in your submission being excluded.

The Council reserves the right to reject any Tender where the Bidder has failed to return the Tender submission fully completed and signed; however, the Council may request Tenderers whose information or documents appear to be incomplete or erroneous or where specific documents are missing to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit, provided that such requests are made in full compliance with the principles of equal treatment and transparency.

The tenders will also be assessed to ascertain whether any alternative products have been put forward in respect of the sand-filled carpet surfacing and boundary fencing/gates and, if so, their suitability:

PASS/FAIL: Compliance with Specification. Acceptability/Suitability of any substitute products put forward in Part 7 of Document 3 (Tender Response Document).

Detailed Consideration of Tenders

- 13.2.2 Tenders will be assessed, scored and ranked in order of merit taking account of the following cost & quality criteria and weightings in order to determine the most economically advantageous Tender.

Cost 60% of Overall Score

The tenderer with the lowest cost in the Form of Tender / Schedule of Works will be awarded the full 60% cost score. Other bids will be awarded a percentage score pro-rata to this using the following formula:

Total Lowest Bid Cost/ Total Individual Bid Cost x 60 (rounded to two decimal places)

Quality 40% of Overall Score to include:

The following criteria will be scored 0-5 marks each with respective weighting, giving a potential maximum total of 40:

No	Criteria	Score	Weighting	Maximum Potential Score
1	Contract Approach & Methodology	0-5	1	5

	<p>A description of the approach to this contract and the methodology to be employed including proposals for mitigating identified risks, protecting the public in the vicinity and safeguarding the surrounding parkland from damage during the works. Also a description of how waste generated from the works will be processed/recycled.</p> <p>Please give details of the key staff who will undertake the project, including their qualifications and relevant experience. Please identify who will lead the project on your behalf, confirming a continuous presence on the project, and who will provide day to day contact for the Council's project manager.</p>			
2	<p>Social Value</p> <p>Please describe the added social value you will commit to deliver through this contract which will positively impact on the local economy including the total value (£) that will be spent through the Lancashire supply chain and the number of Lancashire people (FTE) employed on the Contract for the duration of the Contract. Please also provide details of any other social value benefits that would arise such as fair working practices, including payment of the real Living Wage, creating jobs, improving skills, increasing local volunteering opportunities or improving environmental conditions.</p> <p>Please include how you will measure and evidence delivery of each of the commitments offered as part of your submission.</p>	0-5	4	20
3	<p>Relevant case studies</p> <p>Please provide details of 3 case studies of work carried out on historic buildings or projects of similar scale, scope, construction and budget. Case studies must be performed by your organisation within the last five years, specifically demonstrating:</p> <p>Refurbishment, restoration and adaptation of historic buildings utilising both traditional and modern building methods and materials.</p>	0-5	3	15

0	No response
1 Inadequate	Significant indications that the proposal lacks certain requirements in this area to achieve the required standard of service delivery / information totally inadequate
2 Concerns	Some concerns that the proposal may lack certain requirements in this area to achieve the required standard of service delivery
3	Information indicating potential to deliver outcomes with minor concerns

Minor Concerns	
4 Potential	Information indicating potential to deliver outcomes
5 Capable	Comprehensive and strong information indicating proposal capable of delivering outcomes to required standard with added benefits

If a score of 3 or above is not achieved for each element of the Quality evaluation the tender may not be considered further.

To enable evaluation of these criteria the tender submissions should include the following:

- **Contract Approach & Methodology**– detailing how the works will be undertaken, the proposed sequence of work, what plant/equipment will be used and how risks will be mitigated, in particular relating to the continued use of the rest of the park by pedestrians during the works, protecting trees around the site to be retained and how waste materials will be processed and recycled. Details of the proposed key staff and Project lead who will be undertaking the project, including their qualifications and relevant experience
- **Social Value Benefits** - Social Value is the additional economic, social and environmental benefits that can be created when the Council purchases from an outside organisation, above and beyond the value of the Services purchased. Delivery of Social Value through procurement activity, in particular, a strong local economy, is a priority for South Ribble Borough Council.

Please describe the added social value you will commit to deliver through this contract which will positively impact on the local economy including the total value (£) that will be spent through the Lancashire supply chain through your delivery of the Contract, and the number of Lancashire people (FTE) employed on the Contract for the duration of the Contract. Additional examples of the types of social value benefits a supplier may offer as part of their bid could include, but are not limited to, fair working practices, including payment of the real Living Wage, creating jobs, improving skills, increasing local volunteering opportunities or improving environmental conditions. Include how you will measure and evidence delivery of each of the commitments offered as part of your submission.

- **3 Case Studies of previous work** - providing a description of the scale and nature of previous works and how this provides the relevant experience for the works to the Coach House to be undertaken. Photos maybe included to demonstrate the nature, scale and quality of finish of the works.
- **Costed Schedule of Works** – the Schedule of Works (appended separately as a spreadsheet) should be submitted with costs inserted. A copy of the schedule of works is also included within Document 2a for information.

Tenderers should ensure that they provide sufficient information to adequately cover the specific points included in the quality evaluation criteria listed above in the relevant section of their Tender Response. Each Method Statement should be addressed separately and should be clearly referenced with the Method Statement number to which it relates if not using the space provided in the tender response document.

If at any time during the evaluation of a Tender, the Council forms the view that any matter requires clarification, it reserves the right to require a Tenderer to provide additional information clarifying their Tender.

The provision of additional clarification information may be obtained by clarification questions issued and responded to through the Chest and/or by clarification meetings with later confirmation in writing.

14 SUITABILITY ASSESSMENT QUESTIONNAIRE OF SHORTLISTED CONTRACTOR

The Shortlisted Contractor shall be the Bidder who scores overall highest in the above evaluation.

The Council will evaluate the Suitability Assessment Questionnaire of the Shortlisted Contractor on a Pass/Fail basis in order to confirm the Shortlisted Contractors' suitability to undertake the Contract. In assessing the Questionnaire, the Council may request supporting documents from the Shortlisted Contractor in order to verify and confirm the information provided. In particular, the Shortlisted Contractor **will** be required to provide the following information prior to Contract Award:

- Insurance Documentation – Public Liability £5 million, Employers Liability £10 million and Products Liability £5 million (the Client as owner of the building will provide the All Risks Insurance Cover to cover the value of the Works).
- Health & Safety Information – Risk assessment and Method Statements. Risk assessments should include identification of Hazards and include reference to all foreseeable risks and precautions in the context of this contract
- Programme of Works - a construction programme diagram, including proposed start and completion dates and main stages of work based on the provided Schedule of Works. The programme should detail how lead in times for materials, plant and other items will fit into the programme.
- A site security plan which details how members of the public will be prevented from accessing the construction sites both during working hours and at other times until the works are completed (if not included in the Health & Safety Information).
- A plan which details the location of welfare facilities for the contractors (if not included in the Health & Safety Information).
- Proposed Sub-Contracting Bidding Model (if applicable)
- Organisation and any proposed Sub-Contractor(s) Safeguarding Policy or where the shortlisted Contractor/Sub-Contractor(s) do not have a suitable policy in place, written confirmation of compliance with The Council's Policy

The Council reserves the right not to award the contract to the Shortlisted Contractor where the information provided raises any cause for concern, which cannot be explained and/or resolved to The Council's satisfaction. In this event, The Council will then consider the second shortlisted contractor and so on.