

APPENDIX 1
Grounds Maintenance Contract -Tender Evaluation
Non-Price Factors

Contractor – Cleanaway Ltd

FACTOR	DESCRIPTION	WEIGHTING	RATING	AWARD
Resources	Number of staff allocated to the contract	4	3	12
Staff - training culture	Number of qualified staff (in specific areas of expertise) allocated to contract at outset and evidence of staff training culture	2	1	2
Management structure	Measure of management capacity to ensure that the contract runs smoothly. The structure should provide capacity to self-monitor, pre-empt complaints and offer good customer care.	4	4	16
Equipment	Amount of equipment allocated to the contract, condition/age of equipment. Maintenance regime. Suitability of equipment to comply with the requirements of the contract	4	4	16
Operational plans	Evidence of quality planning to ensure satisfactory delivery of the contract	4	3	12
Additional non price factors	Supplementary suggestions, amount of good will provided to the contract. i.e. financial commitments towards the upgrade of service related goods/equipment.	2	2	4
Totals		20		62

- = The Award for each factor is the Rating multiplied by the weighting.
- Maximum of 80 points possible.

Rating – Narratives

Contractor; Cleanaway Ltd

FACTOR	DESCRIPTION	REASON FOR RATING
Resources	Number of staff allocated to the contract	Over existing service provision additional administrator provided but only one supervisor compared with competitors.
Staff - training culture	Number of qualified staff (in specific areas of expertise) allocated to contract at outset and evidence of staff training culture	Internal NVQ assessor committed to contractor along with written commitment to staff development and training. Training plan provided .However at outset of contract existing staff will be used as opposed to fully trained staff being utilised from the commencement .
Management structure	Measure of management capacity to ensure that the contract runs smoothly. The structure should provide capacity to self-monitor, pre-empt complaints and offer good customer care.	Contractor to produce/provide detailed work schedules. Management procedures in place along with systems to monitor performance, H & S, along with customer care. Quality assurance scheme in place and committed to partnering arrangements. IT systems be committed to contract along with support communication arrangements.
Equipment	Amount of equipment allocated to the contract, condition/age of equipment. Maintenance regime. Suitability of equipment to comply with the requirements of the contract	Cleanaway have extensive and accessible resources with to support the contract. In addition they have committed the highest level, in terms of numbers, of equipment to this contract. However, the contractor has not stated that the equipment will be new to this contract. Equipment maintenance is provided by mobile fitters supported by workshop facilities at Lincoln - to minimise equipment downtime.
Operational plans	Evidence of quality planning to ensure satisfactory delivery of the contract	Quality assurance scheme. Work schedules. Self monitoring (including pas/fail procedure - performance management). Commitment to contractor / client - joint inspections. Partnering board. Depot space at Grantham
Additional non price factors	Supplementary suggestions, amount of good will provided to the contract. i.e. financial commitments towards the upgrade of service related goods/equipment.	Contractor has committed to complete a comprehensive survey of the Councils tree stock over a period of 3 years. This will provide the Council with an invaluable amount of information to enable the production of future “tree management ” plans. The total financial value of this service is estimated at £19,000.

Grounds Maintenance Contract -Tender Evaluation **Price and Non Price Factor – Summary sheet**

Contractor; Cleanaway Ltd

Price and Non-Price scoring calculation		Total
Price	3 divided by 3 X 80%	80%
Non-Price	62 divided by 80 = 77.5% X 20%	15.5%

Price Calculation: Ranked position divided by 3 multiplied by 80%

Non-Price Calculation: Score out of 80 divided by 80 multiplied by 20%

Evaluation factor totals – brought forward

	Award percentage
PRICE	80%
NON PRICE	15.5%
Total percentage	95.5%

Notes:

Recommended on the basis of best value, most competitive price and commitment to non price factors outside the scope of this contract. Arrangements to ensure service delivery are in line with industry standards.

Start up costs will be as quoted by contractor – Nil.

In addition and applicable to all contractors there will be an additional cost of £28,000 for the construction of recycling bays/facilities.