

Appendix 2

Tender Evaluation for General Building works

- 3.8.1 The tender evaluation will objectively assess the extent to which each tender submission meets each of the specified evaluation criteria, and will identify the strengths and weaknesses of the tender submissions in respect of those criteria.
- 3.8.2 The evaluation will assess the tenders on the basis of the submitted tenders only. No prior knowledge of the tenderer will be assumed. Although the aim is for tenderers to address the evaluation criteria in separate method statements, the council will review each tender submission as a whole.
- 3.8.3 The Contractor List will comprise of a list of tenderers that have demonstrated that they are able to meet the quality criteria set out in this document, fully understand the requirements of the specification and have read and agree to the Terms and Conditions. The council's intention is to appoint up to 11 successful tenderers.
- 3.8.4 Those Contractors appointed onto the list will be invited to submit priced quotes on a rotational basis throughout the life of the appointment as and when required, in a mini competition arrangement

Evaluation Method

- 3.8.5 The tender submissions will be evaluated at tender stage based on 100% Quality submissions only. To be accepted onto the List of Contractors to deliver General Build adaptations within Private dwellings a minimum score of 400 Points (40%) will have to be achieved.
- 3.8.6 Only those appointed on to the Contractor List will be invited for future mini-competitions. Each mini-competition will be awarded on 100% price. The order will be awarded to the Contractor returning their quote within the deadline set and who returns the lowest viable price.

Evaluation panel

- 3.8.1 The Procurement Lead will ensure the distribution of compliant tender submissions to each member of the evaluation panel.
- 3.8.2 The evaluation panel will consist of representatives from the following directorates:
- Health & Housing, Environment & Housing
 - Property & Contracts, Environment & Housing

Price

- 3.8.3 The tender submissions will be evaluated at tender stage based on 100% Quality submissions only. In order for the council to assess the price element of your Proposals you should complete the pricing schedules attached at Appendix 3. Prices submitted at tender stage should be indicative of the pricing utilised during any mini-competition exercise.

- 3.8.4 The Pricing schedules at Appendix 3 are included within the tender bundle for information only. However should bidders not submit fully completed schedules at tender stage their whole submission may be deemed non-compliant.
- 3.8.5 The examples Extension Schedule (Appendix 3d; Fence Schedule (Appendix 3e) and Kitchen Survey schedule (Appendix 3f)) must be submitted for information only. Please note the following when completing the schedules:
- All prices, costs or rates stated on the form of tender and/or schedule of prices must be quoted in British currency to 2 decimal places (i.e. whole pence).
 - All prices quoted should be inclusive of VAT where applicable and clearly indicated.
 - All prices quoted should take into account the requirements of
 - The council's specification for this contract as set out in Part 2 (Specification) of these tender documents.
 - The contract terms and conditions for this contract as set out in Part 3 (Adaptations Building Contract) of these tender documents.
 - All prices submitted in response to this exercise will be used for information only. All future prices will be subject to a mini competition exercise on a rotational basis.

Quality Criterion

- 3.8.1 The quality criteria are detailed at section 8.5.
- 3.8.2 The maximum amount of points available for quality will be 1000.
- 3.8.3 You should submit your responses to the quality criteria (method statements), as set out below at section 8.5, in the tender schedule at Appendix 2.
- 3.8.4 You should ensure that you do not exceed the maximum word count given for each method statement. Please do not answer questions by referring to other documents or to specific paragraphs within other documents as these will not be evaluated. You should be aware that any text over the limit for the relevant method statements will be removed from the tender schedule before being issued to the evaluation panel.
- 3.8.5 It is important to ensure that any information submitted is relevant to the quality evaluation criteria. Information which is not relevant will not be taken into account and will not be evaluated.

Quality Evaluation Criteria

	Method Statement	Maximum Points Available	Maximum word limit Font Arial Size 12
1.1	Please explain how you will; Monitor and manage the quality of adaptations works carried out.	75 Points	150 words
1.2	Monitor your operatives conduct and behaviour while works are carried out to the adapted properties.	75 Points	150 words
	Please outline how you will deal with:		
2.1	Reports of faulty equipment.	75 Points	150 words
2.2	Quality issues following completion of the works within the warranty period.	75 Points	150 words
3.0	When carrying out adaptations works on site, it is common place for a contractor to suffer downtime, often at short notice, due to the client's personal circumstances. How would you deal with this situation and would you look to recover any costs?	150 Points	250 words
4.0	Please explain how your organisation will deliver the adaptations works to meet the targets set within the performance indicators.	150 Points	250 words
5.0	You be required to work in clients homes who are who are vulnerable and/or older, who have physical disabilities, who are non-English speakers, and who have communication difficulties, how would you explain to them what you will be doing on site prior to as well as throughout the duration of the works?	150 Points	250 words
6.0	Please describe how your organisation deals with complaints, in relation to adaptation works include in your response what measures you would introduce to ensure these complaints are kept to a minimum	150 Points	250 words
7.0	Please describe how, in compliance with the Data Protection Act, you would prevent unlawful disclosure of information, securely store customers' information, and then destroy the data you are provided with once this is no longer required?	100 Points	250 words