

Volume Two (2) Award

for T115/10/EN – Torbay North Grounds Maintenance

Return date/time: Twelve (12) Noon 21 February 2011

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| Name of Applicant: |

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# Award

For all Applicants to answer

Award criteria are those that can be considered in assessing the Most Economically Advantageous Tender and as such Applicants responses to the questions asked should give a clear indication of what the organisation is offering for the price/s quoted in Volume Four (4) the Pricing Schedule.

Be aware that the Authority uses a marking system for this section that awards additional marks to Applicants who show innovation, creativity, further relevant details and information could potentially enhance the Applicant’s proposal.

The Authority has not provided a word limit for responses to the questions in this Award section; however, the Authority would like to remind Applicants that responses should be relevant to the question and be applicable in length.

The following questions are scored as indicated:

|  |  |  |  |
| --- | --- | --- | --- |
| **Score 1** | Extremely Weak | Very poor proposal/response; does not cover all of the associated requirements, major deficiencies, unrealistic or impossible to implement and manage. No relevant detail proposed | **Weak** |
| **Score 2** | Very Weak | Poor proposal/response, only partially covers the requirements, deficiencies in detail apparent, difficult to implement and manage. Little relevant detail proposed |
| **Score 3** | Weak | Mediocre proposal/response, with minor deficiencies either in thinking or detail, problematic to implement and manage. Significant detail missing |
| **Score 4** | Fair - Below Average | Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it. Some useful detail provided | **Fair - Good** |
| **Score 5** | Fair - Average | Satisfactory proposal/response, would work to deliver all of the Authority's requirements to the minimum level |
| **Score 6** | Fair - Above Average | Satisfactory proposal/response, would work to deliver the majority of the Authority's requirements to the minimum level with some evidence of where the Participant could exceed the minimum requirements |
| **Score 7** | Good | Good proposal/response that convinces the Authority of its suitability Response slightly exceeds minimum the requirements |
| **Score 8** | Strong | Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid | **Strong - Excellent** |
| **Score 9** | Very Strong | Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed |
| **Score 10** | Outstanding/ Excellent | Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted |

Questions are scored against the criteria stated above and also weighted from One (1) to Three (3) to emphasise importance. For example, a question with a weighting of Two (2) and scoring ‘Fair-Average’ on the chart above will receive a total score of Ten (10) for the question.  Similarly an “Excellent” score will accrue thirty (30) marks.  Details of the potential maximum score and associated weighting are included for each question below.

## Method Statements

The Authority requires the Applicants to submit full Method Statements in accordance with the Method Statement template, which should be completed and returned as part of the submissions. They should be drafted in such a manner so as to be able to form part of the Service Contract (as applicable) and use defined terms which are consistent with Volume A Instructions to Applicants. They should be submitted containing a sufficient amount of detail so as to demonstrate to the Authority that the stated outcomes as defined within Volume B Specification will be deliverable. Each Method Statement shall be scored individually in accordance with the marking guidelines above and will be given a weighting of three (3).

Participants should submit the following Method Statements:

* + 1. Parks and Open Spaces Grounds Maintenance Services
    2. Highway Grounds Maintenance Services
    3. Playgrounds and Skateparks
    4. Sports Areas
    5. Litter Picking and Bin Emptying.

It is worthy of note that the latter three (3) Method Statements requested above sit within the wider areas of Parks and Open Spaces Grounds Maintenance Services and Highway Grounds Maintenance Services but they have been extrapolated for the purposes of this exercise as they carry with them specific requirements that the Authority wishes to examine in greater detail than if the areas were covered as a passing note in the first two Method Statements. Applicants are still required to make the links between all of the service areas under the relevant headings in the Method Statement template in order that the Authority can understand how the work will be carried out in an efficient manner and as a whole contractual requirement and not as individual pieces of work as suggested by the Method Statement format.

#### Method Statement: Template

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| --- |
| **(a) Proposal for delivery of service:**  Applicants should cover the following within this section:   * Proposals for delivery * How the proposals meet the stated outcomes required * Benefits of proposals * Future developments for the service area |

|  |
| --- |
| **(b) Deliverability:**  Applicants should provide the following within this section:   * A summary statement on the outcomes met by virtue of the proposed service * A system process diagram for the proposed service on the basis of providing detail on the input → the process → the output * A statement demonstrating to the Authority that the Method Statement is deliverable |
| **(c) Explanation of how this service will be delivered in an integrated way across all of the services required** (Parks and Open Spaces Grounds Maintenance Services and Highway Grounds Maintenance Services):  Applicants should cover the following within this section:   * Inter-dependencies between service requirements * Inter-working relationships * Sharing of vehicles, plant and equipment * Roles and responsibilities of managers within the area * Management structure for the contract including details of Contract Manager * How recycling of green waste shall be dealt with |

## Questions

|  |  |  |
| --- | --- | --- |
| Question  Number | Question | Weighting |
| Compliance with Preliminaries | | |
| 3.2.1 | The Applicant shall confirm that it will comply with all of the requirements within Volume B Specification, 2.1 Preliminaries. Where the Applicant is proposing to provide the service in a different manner than outlined above within Selection in order to meet the specific requirements of the Specification, it is required to outline this below, providing a reference to the point of the Specification concerned. | 3 |
| **Response:** | | |
| Performance Quality Standards | | |
| 3.2.2 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for General Grass Areas, as per Volume B Specification 2.3.1. | 2 |
| **Response:** | | |
| 3.2.3 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Spring and Summer Bedding, as per Volume B Specification 2.3.2. | 2 |
| **Response:** | | |
| 3.2.4 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Bed Preparation, as per Volume B Specification 2.3.3. | 2 |
| **Response:** | | |
| 3.2.5 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Container Planting, as per Volume B Specification 2.3.4. | 2 |
| **Response:** | | |
| 3.2.6 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Cricket Squares, as per Volume B Specification 2.3.5. | 2 |
| **Response:** | | |
| 3.2.7 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Cricket Outfields, as per Volume B Specification 2.3.6. | 2 |
| **Response:** | | |
| 3.2.8 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Hedges, as per Volume B Specification 2.3.7. | 2 |
| **Response:** | | |
| 3.2.9 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Herbaceous Borders, as per Volume B Specification 2.3.8. | 2 |
| **Response:** | | |
| 3.2.10 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Football Pitches, as per Volume B Specification 2.3.9. | 2 |
| **Response:** | | |
| 3.2.11 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Golf Green, as per Volume B Specification 2.3.10. | 2 |
| **Response:** | | |
| 3.2.12 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Hard Surfaces/Playgrounds/Skate Parks, etc., as per Volume B Specification 2.3.11. | 2 |
| **Response:** | | |
| 3.2.13 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Hard Surfaces/Gravel Paths/Woodland Paths, as per Volume B Specification 2.3.12. | 2 |
| **Response:** | | |
| 3.2.14 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Rough Grass, as per Volume B Specification 2.3.13. | 2 |
| **Response:** | | |
| 3.2.15 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Rugby Pitches, as per Volume B Specification 2.3.14. | 2 |
| **Response:** | | |
| 3.2.16 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Shrub Borders, as per Volume B Specification 2.3.15. | 2 |
| **Response:** | | |
| 3.2.17 | The Applicant shall explain below how it intends to meet the Performance Quality Standards for Water Features/Water Courses, as per Volume B Specification 2.3.16. | 2 |
| **Response:** | | |
| 3.2.18 | The Applicant shall explain below how it intends to deal with special verges in relation to the information given at Volume B Specification 2.3.17 and the associated appendix. | 2 |
| **Response:** | | |
| 3.2.19 | The Applicant shall give details of how it intends to provide a carbon reduction plan, set a baseline and set targets as well as its approach to the future. | 1 |
| **Response:** | | |
| **Added Value** | | |
| 3.2.20 | The Applicant shall give details of any added value services that it is proposing to provide within this Contract. | 3 |
| **Response:** | | |
| 3.2.21 | The Applicant shall explain how it intends to deliver efficiency savings for the Authority in relation to this Contract split by cashable and non-cashable and the percentages that it believes can be achieved across the whole life of the Contract. | 2 |
| **Response:** | | |