

TORBAY COUNCIL

Part 4 Award Questionnaire

Contract Reference

TPL1921

Contract Title

Green Infrastructure Services

Maximum Period of Contract

3+2+2 Years

Return Date

Monday 24 January 2022

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

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Stage Two – Award

Section A. Pass / Fail Criteria

The questions within this section shall be assessed on the basis of Pass or Fail. The minimum requirements to achieve a Pass are set out in each question.

Question Number	Questions	Response
1	<p>Please confirm that your organisation has the capacity and resilience to provide an out of normal working hours service 24 hours a day, 365 days a year</p> <p>The minimum requirement for this question is for the Applicant to respond 'Yes'</p>	Yes / No
2	<p>Please confirm that your organisation has the capacity and resources to deliver all the requirements in Part 2 Specification.</p> <p>The minimum requirement for this question is for the Applicant to respond 'Yes'</p>	Yes / No
3	<p>Please confirm your employees and operatives are appropriately accredited and qualified to deliver all the requirements of Part 2 Specification.</p> <p>The minimum requirement for this question is for the Applicant to respond 'Yes'</p>	Yes / No
4	<p>Please confirm that your operatives and back-office staff will ensure that SWISCo's Tree Database and any future management system is fully updated as part of their duties.</p> <p>The minimum requirement for this question is for the Applicant to respond 'Yes'</p>	Yes / No
5	<p>Please confirm your organisation has or is working towards ISO9001 and will have certification in place by the Contract start date.</p> <p>The minimum requirement for this question is for the Applicant to respond 'Yes'</p>	Yes / No
6	<p>Please confirm your organisation is a member of the Arboricultural Association and the Chartered Institute of Ecology and Environmental</p>	Yes / No

	<p>Management or will have membership in place by the Contract start date.</p> <p>The minimum requirement for this question is for the Applicant to respond 'Yes'</p>	
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Section B. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score
1	<p>Proposed Team</p> <p>The Applicant is to provide an organisational chart showing the key personnel and proposed Team who will deliver this Contract together with brief details of their qualifications and experience, including CVs.</p> <p>Your response should include, but not be limited to:</p> <ul style="list-style-type: none"> Back-office staff Contract Manager Lead Climbing Arborist Climbing Arborist Groundsperson <p>Word Limit: CVs may be included as separate appendices</p>	7.50%
Response:		
2	<p>Admin Process</p> <p>On receipt of a normal works order (Category N task), the Applicant is to provide details of the actionable process from receipt of the order to completion of works.</p>	7.50%

	<p>Your response should include but not be limited to:</p> <ul style="list-style-type: none"> • the office-based systems used upon receipt of the order • the programming of works • work operation and completion; and • invoicing procedure. <p>Word Limit: 1 page – Arial font 12</p>	
Response:		
3	<p>London Plane</p> <p>Torbay is a busy unitary authority with continual traffic flow throughout the year and particularly busy between Easter and mid-September. Please provide a method statement detailing how a large London Plane street tree can be dismantled with the use of a crane.</p> <p>Word Limit: 6 pages – Arial font 12</p>	7.50%
Response:		
4	<p>Tree Planting</p> <p>The Applicant is to provide method statements and operational chronology for the following, from selection through to establishment /aftercare.</p> <ol style="list-style-type: none"> 1) Quercus robur 16-18cm girth in pavement/hard standing in a busy town centre as a statement tree. 2) Plant three Gingko biloba 12-14cm girth within a prominent Park environment (grass area) 3) Plant a mixed native hedgerow 120m in length on flat ground. <p>Word Limit: 4 pages – Arial font 12</p>	7.50%
Response:		

Section C. Technical Questions

Applicants are required to submit their responses to the following Technical Questions. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Technical Question Number	Technical Question	% Score
1	<p>Reduction of Carbon Emissions</p> <p>Please provide a statement on your wider company objectives for the reduction management of carbon emissions and more specifically the use of equipment within Torbay to reduce carbon emissions and how the emissions will be monitored.</p> <p>Word Limit: 4 pages – Arial font 12</p>	7.50%
Response:		
2	<p>Working in Partnership</p> <p>Given the Climate Emergency and the requirement to plant trees to combat climate change please provide details of working partnerships with nurseries and evidence of relationship building with the nurseries to ensure quality tree stock is being used.</p> <p>Word Limit: 4 pages – Arial font 12</p>	7.50%
Response:		

Section D. Social Value Questions

Applicants are required to submit their responses to the following Social Value Questions. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Question Number	Social Value Question	% Score / Weighting
1	<p>Applicants are to set out your proposals to meet the Council's and SWISCo's ambitions in relation to Social Value, Sustainability and Environmental Concerns during the lifetime of this Contract, as set out in section 9.3.2 of Part 2 Specification.</p> <p>Your response should include but not be limited to:</p> <ul style="list-style-type: none"> • When these outcomes will be delivered; and • How these outcomes will be measured. 	10.00%
Response:		