SUPPLIER RESPONSE – PART E – QUALITY EVALUATION FOR REMOVAL, STORAGE, DISPOSAL OF ABANDONED, UNLICENSED OR OBSTRUCTIVE VEHICLES

Strategic Procurement

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Evaluation Criteria Questions to be Scored

The following questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Suppliers must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible.

Please ensure that you provide sufficient detail when responding to each question. In particular, refer to the Quality Scoring Guide that can be found within the Supplier Information document. The Quality Scoring Guide provides detail as to how your responses to each evaluation question will be scored.

If you are an incumbent supplier to the Council or have previously completed work for the Council, please do not assume this will be taken into consideration when your responses are evaluated. You must ensure that you provide sufficient information within your response that details previous work undertaken or experience that is relevant to this requirement.

Please do not reference your submitted price(s) within any responses to the below criteria unless expressly asked to. Where a response to an evaluation criteria references the price without it being expressly asked within the question, the response may be rejected and the score for that evaluation criteria scored zero.

Page Limits Per Question

Answers should not exceed the page limits indicated for each question.

Each page limit is on the basis of an A4 page of text (font size 11). Please be aware that this limit is to text. Any drawings, diagrams or screen prints embedded into the response will not be included within the page limit.

Responses to each question should be completed on separate documents. Once the response has been completed, it should be saved in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

Where your company does go over the page limits indicated for each question, the Council at its sole discretion may choose to either reject or accept additional pages of responses. This is at the sole discretion of the Council and suppliers are encouraged to ensure that they remain within the page limits set for each question.

Question Weightings

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Supplier Information document.

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Criteria Number	Evaluation Criteria
E1	**Hard to reach retrievals** Describe how you will retrieve vehicles from hard-to-reach areas where you cannot use lifting equipment. Your response must include but is not limited to a full description of your approach to assets in Multi Storey Car Parks.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as '*Response to E1 - Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E2	**Storage** Describe how and where you will store assets. Please differentiate your response for each of the following: • Assets to be scrapped • Assets in storage awaiting scrappage decision • Assets in storage awaiting auction
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as '*Response to E2 - Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E3	**Sub-contracting** The Council wants simple lines of communication on this contract and clear accountability. The Council therefore has a strong preference for an operating model that <u>does not</u> require sub-contracting for the following: • to lift vehicles • to store vehicles • to dispose of vehicles • to auction vehicles Please describe your operating model which must indicate the proportion of the above at line level, which you intend to sub-contract.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as '*Response to E3 - Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E4	**Resourcing** Please describe how you would resource our requirement. Include existing capacity in terms of labour, drivers, vehicles and quantify where you would need to grow your business to cope with demand.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as '*Response to E4 - Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2

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	A4 pages.
E5	**Financial ID Matching** The Authority wishes to minimise the financial administration burden associated with this contract. Please describe your process for ensuring that your original quotation matches your invoice and that invoices reference Purchase Order numbers.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as '*Response to E5 - Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.
E6	**Orders/Instructions** Describe your requirements relating to how Orders/Instructions for Service are sent to you.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as '*Response to E6 - Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.

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