

## EVALUATION CRITERIA: DIVERTING FOOTPATH AT JUBILEE PLAYING FIELD

Cam Parish Council will evaluate tenders to determine the **most advantageous bid** using the following criteria and scoring system. This will be assessed entirely on your response submitted.

### 1. Criteria for Assessing Quotations

Work programme (relating to outputs and results) and innovation to show solutions to water logging and pathway erosion	40%
Price	20%
Detailed schedule of work	10%
Cross-sectional drawing showing dimensions and materials used	10%
Warranties and guarantees	10%
Health and Safety assessment	10%

**Public Liability Insurance of no less than £5,000,000 must be held to carry out the work. The successful contractor must prove this level of insurance is held before the work can proceed.**

**Risk Assessments and Method Statements must be received and authorised by Cam Parish Council before any work can proceed. RAMS must be received at least two weeks before the agreed start date,**

**Please see the Work Specification for further details of the work required.**

### 2. Scoring System

The following scoring system will be used.

Score	
100	Exceptional response in all areas
90	Very good response with some exceptional elements, or exceptional response with some minor shortcomings
80	Very good response in all areas
70	Good response with very good elements, or very good response with some minor shortcomings
60	Good response in all areas
50	Good response with some minor shortcomings, or acceptable response with good elements

40	Acceptable response in all areas
30	Acceptable response with some minor shortcomings, or poor response with some acceptable elements
20	Poor response in all areas
10	Very poor response that is significantly below expectations in all areas
0	No response, or inappropriate response in all areas

Scores will be converted into percentages, based on the breakdown identified in 'Criteria for Assessing Quotations' table.

**NB Should Cam Parish Council, in its reasonable judgement, identify a fundamental failing or weakness in any bid then that bid may, regardless of its other merits, be excluded from further consideration. Cam Parish Council does not bind itself to accept the lowest, or any, bid.**

### **3. Award of Contract**

- i. The Successful Contractor must start works within 3-months of the awarding of the contract. Failure to do this may result in Cam Parish Council cancelling the contract.
- ii. Bidders that are unsuccessful will be advised by email.

### **4. Quotation submission**

The deadline for submitting submissions/quotations is 5pm on Friday 5 March 2021.

**Tenders received late will not be considered.**

Quotations, including related documentation, must be sent to:

Cam Parish Council  
4 Noel Lee Way  
Cam  
Glos  
GL11 5HR

**Please note:** the envelope containing the quote must be clearly marked "Quote for diverted footpath at Jubilee Playing Fields" on the outside. This is in the interests of fairness, to ensure all quotes are opened at the same time.

During the lockdown period contractors are asked to conduct independent site visits without a Cam Parish Council officer or councillor present. However, site visits involving members of Cam Parish Council would be held before a contract was awarded.