



## LUTTERWORTH TOWN COUNCIL

### Grounds Maintenance Tender (ref. 2019)

#### SUITABILITY ASSESSMENT QUESTIONNAIRE - PART ONE

#### INFORMATION AND INSTRUCTIONS

Thank you for responding to our advertisement for this project.

This tender is being let by Lutterworth Town Council. The purpose of this questionnaire is to assist the Council in assessing whether suppliers meet the minimum standards of suitability, capability, legal status or financial standing. Further stages in the process are outlined in this document.

In order to simplify this process, you do not need to provide certain supporting documents, for example, accounts, statements or policies with this questionnaire. **However, we may ask to see these documents at a later stage.** You may also be asked to clarify your answers or provide more details.

*Please answer every question.* If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

When completed, please return Part TWO of the SAQ in **one (1) hard copy and with one (1) CD copy of the files**, in a package, marked only with **SAQ RESPONSE GROUNDS MAINTENANCE** with no company markings to:

Town Clerk

Lutterworth Town Council

Council Offices

Coventry Road

Lutterworth

Leicester LE17 4SH

Not later than 12:00 noon on **Monday 19 November 2015**

**LATE SUBMISSIONS WILL BE DISREGARDED**

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## **Grounds Maintenance Tender for Lutterworth Town Council**

### **1. Introduction**

The Council wishes to secure the services of suitably experienced contractors to undertake grounds maintenance services at locations within Lutterworth. Either individual companies or a lead organisation (acting as a prime contractor) may apply for this contract.

### **2. Background**

Lutterworth lies at the southernmost tip of Leicestershire.

The Council has a number of locations at which grounds maintenance services are required.

### **3. Scope of Work**

A draft schedule of the areas to be maintained is included with this SAQ. A final schedule of the locations will be provided to those bidders who meet the requirements to tender for the work. **The length of contract is to be for three years. Any contract award will be for a value less than the OJEU threshold.**

The schedule of areas to be maintained may be subject to change during the course of the contract. In such circumstances the contract value will be amended as per the tendered price for this element of the work.

*Continued...*

**4. Outline timetable for the procurement process**

|   |                  |
|---|------------------|
| Return of Suitability Assessment Questionnaires | 19 November 2018 |
| Assessment of bidders                           | 20 November 2018 |
| Issue of Tender Documents                       | 23 November 2018 |
| Return of Tenders                               | 17 December 2018 |
| Award decision                                  | 15 January 2019  |
| Award of contract                               | 16 January 2019  |
| Contract commences                              | 1 March 2019     |

This timetable is indicative only and may be subject to amendment at a later date.

**5. Instructions for completion of the Suitability Assessment Questionnaire (SAQ) - Part Two**

Completed Suitability Assessment Questionnaires (Part Two) must be returned by no later than **12.00 noon on Monday 19 November 2018** to the address below.

**RESPONSES RECEIVED AFTER THIS DATE AND TIME WILL BE DISREGARDED**

Completed questionnaires (Part Two Only) should be submitted in one (1) hard copy and with one (1) CD copy of the files, in a package marked only with "**SAQ RESPONSE GROUNDS MAINTENANCE**" to:

|  |
|--|
| Town Clerk<br>Lutterworth Town Council<br>Council Offices<br>Coventry Road<br>Lutterworth<br>Leicestershire LE17 4SH |
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*Continued....*

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## **Lutterworth Town Council - SAQ Grounds Maintenance - PART 1**

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It is essential that you answer **all** questions in Part Two of the SAQ and that **all** information requested is submitted (in English). If this is not done, then your application may be disqualified. If a question is not applicable please state this in the relevant box together with an explanation of why it is not applicable.

You may extend the space available for responses where necessary. You may also prefer to respond in your own format, but it is important that you maintain the Council's numbering arrangement.

Please ensure that all supporting documentation is clearly marked with the respective question number which it relates to in the SAQ. Do not cross-reference with your own identification as this may lead to errors occurring during the assessment of your application.

The information you give will be treated as confidential. The Council is relying on the information provided by applicants during the suitability assessment stage. No other information will be considered, other than references and data from credit checking companies. Organisations which may already be known to the Council must fill in the SAQ in full and make no assumptions that other information will be taken into account.

The Authority will invite bidders through to the second stage based on the suitability scores achieved from their SAQ submission.

If, at any time prior to the submission of the bid or during the Bid Period to award of Contract, there are any material changes to this information, the applicant must advise the Council immediately.

*Continued....*

## **6. Scoring**

From the questionnaire, each scoring question or group of questions will initially be awarded points out of 10 according to the following scale

| <b>Score</b> | <b>Criteria for awarding score</b>  |
|--------------|---|
| 0            | Proposal is absent, or unacceptable.  |
| 1            | Proposal exists but is very weak and almost unacceptable, and/or is inconsistent or in conflict with other proposals  |
| 2            | Proposal is weak, and falls well below expectations in a number of identifiable respects  |
| 3            | Proposal is poor and is below expectations, not meeting the required standard in most material respects, and/or is lacking or inconsistent in others            |
| 4            | Proposal is below expectations but meets the required standard in some material respects  |
| 5            | Proposal meets expectations regarding the required standard   |
| 6            | Proposal slightly exceeds expectations regarding the required standard  |
| 7            | Proposal is good and is well above expectations in some material respects   |
| 8            | Proposal is very good and is well above expectations in most material respects  |
| 9            | Proposal is outstanding and meets the required standard in all material respects and exceeds some or all of the major requirements                              |
| 10           | Proposal is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value |

**7. Criteria and Weightings for Assessing SAQs**

*These criteria and weightings will be used to short-list bidders at this SAQ stage*

|   | Percentage<br>of total | Percentage<br>of total | Disqualification<br>possible? |
|---|------------------------|------------------------|-------------------------------|
| <b>General Information</b>                          | <b>Not Scored</b>      |                        |                               |
| General company information, registrations/policies |                        |                        |                               |
| Directors disqualifications etc                     |                        |                        | ✓                             |
| <b>Financial information</b>                        | <b>20.00%</b>          |                        |                               |
| Liquidity   |                        | 5.00%                  | ✓                             |
| Asset base  |                        | 5.00%                  |                               |
| Profitability                                       |                        | 5.00%                  |                               |
| Turnover  |                        | 5.00%                  |                               |
| <b>Business Activities</b>                          | <b>8.00%</b>           |                        |                               |
| What are the main business activities               |                        | 8.00%                  |                               |
| <b>References</b>                                   | <b>15.00%</b>          |                        |                               |
| References will be taken up                         |                        | 15.00%                 |                               |
| <b>Insurance</b>                                    | <b>5.00%</b>           |                        |                               |
| Employers Liability £5 Million                      |                        | 2.50%                  |                               |
| Public Liability £10 Million                        |                        | 2.50%                  |                               |
| <b>Quality Assurance</b>                            | <b>10.00%</b>          |                        |                               |
| Accreditation                                       |                        | 5.00%                  |                               |
| Monitoring process                                  |                        | 5.00%                  |                               |
| <b>Health and Safety</b>                            | <b>12.00%</b>          |                        |                               |
| Health & Safety Policy                              |                        | 1.00%                  |                               |
| Staff Competence in Health & Safety                 |                        | 4.00%                  |                               |
| Consulting Staff                                    |                        | 2.00%                  |                               |
| Risk Assessment                                     |                        | 2.00%                  |                               |
| Health & Safety Advice                              |                        | 0.5%                   |                               |
| Accident Records                                    |                        | 0.5%                   |                               |
| Health & Safety Enforcement                         |                        | 2.00%                  |                               |
| <b>Equality and Diversity</b>                       | <b>3.00%</b>           |                        |                               |
|   |                        | 3.00%                  |                               |
| <b>Requirement Specific Questions</b>               | <b>15.00%</b>          |                        |                               |
| Trade Associations & registration number            |                        | 3.00%                  |                               |
| Experience  |                        | 12.00%                 |                               |
| <b>Prime Contractor/Subcontractor</b>               | <b>8.00%</b>           |                        |                               |
| Control and supervision                             |                        | 8.00%                  |                               |

## Lutterworth Town Council - SAQ Grounds Maintenance - PART 1

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|                                |                                |                                |                                       |
|--------------------------------|--------------------------------|--------------------------------|---------------------------------------|
| <b>Sustainability</b>          | 4.00%                          |                                |                                       |
| Waste Management               |                                | 4.00%                          |                                       |
| <i>...continued</i>            |                                |                                | <i>Continued...</i>                   |
|                                | <b>Percentage<br/>of total</b> | <b>Percentage<br/>of total</b> | <b>Disqualification<br/>possible?</b> |
| <b>Legals</b>                  |                                |                                |                                       |
| Signed Declaration             | 0.00%                          |                                | ✓                                     |
| Discrimination / Regulation 23 | 0.00%                          |                                | ✓                                     |
| <b>GRAND TOTAL</b>             | <b>100.00%</b>                 | <b>100.00%</b>                 |                                       |

Note: Disqualification is possible if the answer to a question marked with a tick (✓) against "Disqualification Possible?" is considered inadequate. Bidders declaring an issue in an answer to such a question are advised to identify clearly the measures which have been taken to prevent a recurrence.

### 8. Award criteria for assessing tenders

*These criteria and weightings will be applied where those bidders who are successful following the SAQ stage, submit tenders. Further detail on price calculation, method, service and quality will be shown in the tender documents.*

|                                    | Percentage of total |
|------------------------------------|---------------------|
| <b>Price</b>                       | <b>60.00%</b>       |
| <b>Method, service and quality</b> | <b>30.00%</b>       |
| <b>Interview</b>                   | <b>10.00%</b>       |
| <b>GRAND TOTAL</b>                 | <b>100.00%</b>      |

### 9. Council Contact

Queries about the procurement:

The Council will not enter into *detailed* discussion of the requirements at this stage. Any questions about the procurement should be submitted by e-mail to the contact stated below. If the Council considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers/suppliers who have responded.

Queries and questions about the tender:

[townclerk@lutterworth.org.uk](mailto:townclerk@lutterworth.org.uk)

**Draft Schedule of locations to be maintained**

**Highways Grass Verges at various locations in and around Lutterworth  
Regent Court Embankment, Lutterworth  
Dog Waste Bins, Lutterworth**

Bidders should refer to the Public Contracts Regulations 2015 and satisfy themselves that they are not ineligible.