**Evaluation information**

**Price matrix/ Quality Questions/Scoring Matrix**

The London Borough of Lambeth needs to procure the following items across on ***Spurgeon estate garages***:

|  |  |
| --- | --- |
| **Project proposal** | **Price proposal** |
| Installation of a green roof on top of 23 garages located on the estate |  |
| Possible additional survey of the garages |  |
| Possible installation of railings on top of garages for access to space depending on final design solution |  |
| Possible installation of concrete access steps depending on final design solution |  |
| Engagement with residents, Tenants and Resident Associations (TRAs), Garage occupiers and Local Councillors on the estate to aid in design and delivery of the scheme is a must so please confirm the strategy you will be using to engage residents and include price for this in the tender |  |
| **Bid Price** |  |

You will be required to provide a high quality service for Lambeth citizens and to invest in high quality services, materials and workmanship to maximise the life expectancy of the greening works. You must be able to carry out the work from start to finish. You can submit quotes for one or two of the contracted areas. The expectation will be for works to start on site by end of June 2020 weather and Covid-19 permitting. A survey by our structural engineer team highlighted that the garage structure is structurally adequate to support the proposed green roof (imposed load of 250kg/m2). Further detail about the garage can be found attached to the tender email. The council is in the process of assessing the standard of the concrete movement joints.

We would advise you to visit the site independently to help work up ideas for your tender. The address is;

***Spurgeon Estate, Stockwell, London SW8 1UL***

It is expected that discount would apply if you successfully bid for 2 of the contract areas.

# Evaluation criteria

Responses to the invitation to quote will be assessed on the basis of the information within quotes according to the following criteria; 60% price and 40% quality and technical. Zero score in any of the evaluation question will result in automatic disqualification.

# 2.1 Quality Evaluation

Bidders will submit written submissions addressing the following 8 questions below. Each question will be scored 0 – 5 (see scoring matrix) and weight assigned (see table).

# 2.1.1 Quality Questions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Type** | **Questions** | **Points** | **Weight** |
| **1** | **Accreditation - 14%** | Please provide evidence of current related licences | 0 - 5 | 6% |
| **2** |  | Please provide evidence of participation in current accreditation and certification assessment schemes and evidence of membership of a relevant accreditation institution and any professional bodies | 0 - 5 | 4% |
| **3** |  | Please provide evidence of all repairs training and qualifications for your operatives and supervisors. Also please provide DBS clearance for all operatives who will be working on site. | 0 – 5 | 4% |
| **4** | **Experience - 6%** | Please provide 3 housing clients showing evidence of significant work on similar projects in the housing sector with comparable hazards, complexity and implemented processes for working safely (up to 1000 words) | 0 – 5 | 6% |
| **5** | **Delivery - 20%** | How do you comply with Health & Safety requirements within your industry (500 words, provide evidence) including evidence of your insurance details and Health & Safety training for staff and DBS Policy.  Please provide any details of HSE interventions your company has received in the last 5 years and any associated improvement plans you have put in place | 0 – 5 | 8% |
| **6** |  | Detail your emergency procedures (up to 250 words) | 0 – 5 | 4% |
| **7** |  | Please provide removal methodology for a licensed and non-licensed material including the logistics of carrying out the works (1000 works) | 0 – 5 | 4% |
| **8** |  | Based on your experience, please provide us a risk register identifying specific risks you might expect delivering this service and your mitigating measures (500 words) | 0 – 5 | 4% |
|  | **Total** |  |  | **40 %** |

#### Scoring Matrix

|  |  |
| --- | --- |
| **0** | No information provided or question ignored. |
| **1** | Poor submission - An unfavourable response/answer/solution – limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available. |
| **2** | Below average submission – response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available. |
| **3** | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence given of skill/experience sought. |
| **4** | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply. |
| **5** | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply. |

# 2.2. Price Evaluation

60% of the score will be based on your quoted prices. The total price of both schedules will be used as the basis for the purpose of evaluation.

Please complete the Schedule of Rates attached and return on your letter headed paper.

The Price score will be calculated using the formula: (Lowest price / by tendered price X 60)

Your rates should be inclusive of set up costs and all the specification requirements related to these work components including data management etc.

Price and quality scores will be added together and the Contract will be awarded to the highest scoring submission.