



new Leaf
STUDIO

Midsomer Norton Town Council
Midsomer Norton Town Park

Phase 1.1 – Riverside Path

CONTRACTOR EVALUATION QUESTIONNAIRE

March 2019

new Leaf s T U D I O

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C H A R T E R E D
L A N D S C A P E
A R C H I T E C T S

A SCORING MATRIX

1	ORGANISATION INFORMATION	
1.1 to 1.10 inclusive	No Score	
1.11 to 1.13 inclusive	Pass / Fail	
1.14	Pass / Fail	Fail if not willing to take required level of insurance
2	FINANCIAL INFORMATION	
2.1	15 points	<p>A maximum of 5 points for each year achieving a profit based on the % of turnover the achieved profit represents i.e.:</p> <ul style="list-style-type: none"> • 5 points if profit is over 5% of turnover • 1-4 points if profit is below 5% • 0 points for a nil profit
2.2	15 points	<ul style="list-style-type: none"> • 15 points for under 25% • 10 points for 26% - 50% • 5 points for 51- 75 % • 0 points for over 75%
3	COMPANY POLICIES	
3.1 to 3.3 inclusive	Pass / Fail	
4	HEALTH AND SAFETY	
4.1	5 points	<ul style="list-style-type: none"> • 5 points for no formal notices • 3 points for one formal notice • 0 points for more than one formal notice
4.2	5 points	<ul style="list-style-type: none"> • 5 points for no accidents • The loss of 1 point for each accident
5	CAPABILITY	
5.1	<p>60 points (max)</p> <p>20 points per project</p>	<ul style="list-style-type: none"> • 16-20 points per project that demonstrates excellent experience of a project similar in size and nature. • 11-15 points per project that demonstrates good experience of a project similar in size and nature but is deficient in certain aspects. • 6-10 points per project that demonstrates experience of a project similar in size and nature but with major deficient in certain aspects. • 1-5 points per project that demonstrates little experience of a project similar in size and nature. • 0 points per project that demonstrates no experience of a project similar in size and nature.
5.2	No Score	Pass / Fail
6	DELIVERY	
6.1	16 points	<ul style="list-style-type: none"> • 13-16 points for an excellent comprehensive statement • 9-12 points for a good statement but with some minor deficiencies • 5-8 points for an adequate statement • 1-4 points for a poor statement • 0 points for no statement
6.2	16 points	
6.3	16 points	

B EVALUATION INFORMATION (to be completed by tenderer)

1	ORGANISATION INFORMATION	
1.1	Name of Organisation:	
1.2	Correspondence address:	
1.3	Name and position of Contact:	
1.4	Contact Details (Telephone No. & Email):	
1.5	Registered address of Organisation:	
1.6	Status of Organisation (Public Limited Company, Partnership, Sole Trader etc.):	
1.7	Company Registration No. if applicable:	
1.8	Date incorporated:	
1.9	Number of staff your organisation employs:	
1.10	Is the organisation an affiliated or subsidiary of another organisation or holding organisation? If yes, please provide details:	
1.11	Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them?	
1.12	Is your company or any of its Directors and Executive Officers the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in?	

1.13	Has your company or any of its Directors and Executive Officers been in receipt of enforcement/remedial orders (such as those in relation to HSE, Environmental Agency or HMRI enforcement), in the last three years?	
1.15	<p>The minimum level of indemnity cover required for this procurement.</p> <ul style="list-style-type: none"> • Employers Liability £10million • Public Liability £5million • Contractor's All Risks £5million <p>Please indicate that you either possess or will put the necessary arrangements into place if your tender is successful.</p>	
2	FINANCIAL INFORMATION	
2.1	Please provide details of your organisation's profit or loss (Earnings before Interest & Tax) reported for the past three years for the firm.	Enclosed: yes / no
2.2	Please provide a statement giving the approximate proportion of current workload which this commission would represent, in financial terms, for the firm and for the relevant office.	
3	COMPANY POLICIES	
3.1	Please provide evidence of a Health & Safety Policy that is endorsed by the chief executive officer or equivalent and is regularly reviewed.	Enclosed: yes / no
3.2	Please provide evidence of an Environmental Management Policy that is authorised by the chief executive or equivalent and is regularly reviewed.	Enclosed: yes / no
3.3	Please provide evidence of a Quality Management Policy that is authorised by the chief executive or equivalent and is regularly reviewed.	Enclosed: yes / no
4	HEALTH AND SAFETY	
4.1	Have any formal notices been issued or legal proceedings been taken against your organisation by the Health and Safety Executive in the last 3 years? If yes please provide details.	
4.2	Please provide details of any accidents / incidents that your organisation has reported to the Health and Safety Executive in the last 3 years	

5	CAPABILITY	
5.1	<p>Please provide details of three relevant projects either completed in the last 5 years or are still currently under construction, which you consider as relevant to this project.</p> <p>The information should include the following as a minimum:</p> <ul style="list-style-type: none"> • Brief description (maximum 200 words) • Images of Project (minimum 3Nr) • Contract period • Completion date • Value • Specific project issues and how you overcame them • Contact details for Contract Administrator 	Enclosed: yes / no
5.2	Please provide details of at least 2 referees from recent applicable projects. The Client may elect to contact either of the given referees	
	Referee 1	Referee 2
6	DELIVERY – TENDER STAGE METHOD STATEMENTS	
	Please provide Method Statements as set out in the Invitation to Tender document, Preliminaries section A30 500 and as follows	
6.1	Means of controlling and limiting excessive spread of the working area	Enclosed: yes / no
6.2	Means of ensuring protection of root protection areas of retained trees, including where it is not feasible to entirely fence these zones and exclude works.	Enclosed: yes / no
6.3	Means of safely maintaining access along the Public Right of way for the duration of the works	Enclosed: yes / no