



# Bridgwater Town Council

## Projects Department

### THDR11 – REFERENCES CHECKS

The tenders were evaluated against the award criteria issued within the tender documentation and the tender will be awarded to the preferred bidder subject to satisfactory references.

Questions to ask referees prior to the award of the contract to the preferred bidder are:

Q1 (background)	Did you work with them? When did you work with them? How did you come to work with them / choose them?
Q2 (background)	What was the project? How long was the project? Approx value of the project?
Q3 (quality)	Were you happy with their performance during the project (quality of work, design, communication)?
Q4 (quality)	Was the team sufficient? Resourceful?

Q5 (performance)	Was the project a success? On time and on budget?
Q6 (performance)	Did anything change during the project? Were they flexible? Innovative?
Q7 (wrap up)	Would you use them again?, and if so would you do anything differently?
Q8 (wrap up)	Is there anything else you would like to say about them?