

Stanwick Parish Council Grounds Maintenance Tender 2023

Questionnaire evaluation methodology

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

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

The weighting available for a score of 10 points is shown below, and a pro-rata weighting will be applied to the score.

Criteria and weightings for Grounds Maintenance questionnaire 2023

Criteria that may lead to rejection

Pass/Fail

Guilty of corruption etc
Financially unacceptable
No satisfactory references
Insufficient Insurance
Health & Safety Enforcement

Criteria

Weighting % of total

% of section

BASIC DETAILS

0%

100%

0%

EXPERIENCE OF CONTRACTOR

40%

Grassed areas

20%

8%

Flowers, shrubs, hedges trees etc		20%	8%
Recreation grounds		20%	8%
Cemeteries/grave yard		20%	8%
Graves		5%	2%
Highway verges		15%	6%
		100%	
CLIENT REFERENCES	22%		
Reference 1		33.33%	7.33%
Reference 2		33.33%	7.33%
Reference 3		33.33%	7.33%
		100%	
QUALITY ASSURANCE	4%		
Certification		60%	2.40%
Management System		40%	1.60%
		100%	
HEALTH & SAFETY	28%		
Health & Safety Policy		30%	8.40%
Compliance with HASAWA		7%	1.96%
Staff Training & consultation		7%	1.96%
Risk Assessments		12%	3.36%
Advice		30%	8.40%
Accident Reports		7%	1.96%
Health & Safety management		7%	1.96%
Health & Safety enforcement		0%	0%
		100%	
EQUAL OPPORTUNITIES	4%	100%	4%
ACCREDITATIONS/MEMBERSHIP S	2%		
Accreditations		70%	1.40%
Membership of professional bodies		30%	0.60%
		100%	
Total	100%		100%