

SECTION A - IDENTITY OF APPLICANT						
1	Name & Address of Firm	Hi-spec Services PLC 20 Schooner Park, Schooner Court, Crossways Business Park, Dartford, Kent DA2 6NW	Calibre Cleaning Ltd Unit 20 Glenmore Moat Way, Ashford, Kent TN27 0TL	Heath & Wiltshire Ltd Suite 4, Floor 5, Bridge House, Station Road, Westbury, Wiltshire BA13 4HR	AIM Commercial Cleaning Ltd Belvedere Business Park, Creabtree Manorway South, Belvedere, Kent DA17 6AH	Key Enviro Solutions KES House, 109 Red Hill, Wateringbury, Maidstone, Kent ME18 5LA
GENERAL						
	Tender is bona fide	Yes	Yes	Yes	Yes	Yes
	Method statement compliance	Yes	Yes	Yes	Yes	Yes
	Firm of Quotation					
1	1st Year Price					
2	2nd Year Price					
3	Total					
Section A - Identity of the applicant						
1	Name & Address of Office	As Above	As Above	As Above	As Above	As Above
2	Other relevant addresses	NA				
3	Name of person making application					
4	Address for cores, telephone or email address.					
5	Have any officers been bankrupt or involved in liquidation etc	No	No	No	No	No
6	Has any officer had a relative(s) who is employed at senior level by SDC	No	No	No	No	No
	Questions for partnerships & sole traders					
	Sole trader, partner, company or other	Public Limited Company	Limited	Limited	Limited	Limited
	List full names of every Directors	Not Given	Not Given	Mr TM MARRIOTT & Mr TJ MARRIOTT	Chris Brown - Director & Andrew Sullivan FD	FA Oprelto, KADperito, JBRHaworth, SPARKHaworth
7	Full names of all equity partners	NA	NA	NA	NA	NA
8	What is the total number of partners	NA	NA	NA	NA	NA
9	When was the Firm formed	Date of registration	Date of registration	Not Given	Date of registration	Date of registration
10	Is the Firm a member of a group including other Firms	NA	NA	NA	NA	NA
11	If yes give full details					
Questions only for companies						
12	Registration no. and date of registration under companies Act 1965 to 1978	4373379 11/02/2003	5938695 18/09/2006	02505138 (date not given)	1427132 June 1979	8169513 04/08/2012
13	Would the group or ultimate holding company be guarantee to your Firm	NA	Although ticked yes no info provided	No	Yes	Yes
21	Is your Firm bidding as prime contractor & intend to use third parties	Yes (Prime Contractor) employing staff directly	Yes (Prime Contractor) employing staff directly	Yes (Prime Contractor) employing staff directly	Yes (Prime Contractor) employing staff directly	Yes (Prime Contractor) employing staff directly
22	Your firm is a consortium or special purpose vehicle	Public Limited Company	Public Limited Company	Limited Company	Limited Company	Limited Company
SECTION B - FINANCIAL STANDING						
1	Name of person responsible for financial matters in your Firm					
2	Enclosed copies of all audited accounts & annual reports for last 3 years	Yes	Yes	Yes	Yes	Yes
3	If you can not submit the above, is trading position now similar	Yes	Yes	NA	NA	NA
4	If no please give details	NA	NA	NA	NA	NA
5	If yes to 3 include turnover since last published accounts	Yes	Yes			
6	Provide name and address of bankers & confirm we may obtain references	Not West Bank 3 Greenway Church Street, London SE10 9BQ	Cater Allen Private Bank Bankers Rd. Beale, L30 4GB	Barclays bank plc, Apex Place, Tisbury Rd Reading RG1 1AA	Barclays Bank PLC, Orchard Brn, Gillingham Bus Pk, Gillingham	HBC 1-5 West St, Maidstone, Kent ME14 1QW
7	Firms current turnover for the type of work you are interested in					
8	Details of any outstanding claims or litigation against the firm	NA	NA	NA	NA	NA
9	Taxation					
10	TAX registration number	479 9198 64	683 8220 18	891 3500 26	335 7152 61	151 992 186
0.1	Please state if any persons in your Firm have ever been convicted of fraud	NA	NA	NA	NA	NA
	If yes please give details	NA	NA	NA	NA	NA
Insurance						
0.1	Insurance Details, Employers Liability Insurance Held	Aviva Insurance PLC	Ageas & Alliance	Ageas & Alliance	QBE	Age & Wf Berkey (Europe) Insurance
	Policy number	100564562 CCI	CJDAD001584/128/1482/16 & 12/225/17/16	CEBA0001584/128/1482/16 & 12/225/17/16	YO 16290	475/HAS3166
	Extent of Cover					
	Expiry Date	26/07/2017	30/09/2017	14/05/2017	29/04/2018	03/01/2018
	Copy of policy held enclosed	Yes	Yes	Yes	Yes	Yes
0.2	Public Liability (Third Party) Insurance Held	ACE Europe Ltd	Ageas & Alliance	Ageas & Alliance	QBE	Age & Wf Berkey (Europe) Insurance
	Policy number	UKCAG011992116	CJDAD001584/128/1482/16 & 12/225/17/16	CEBA0001584/128/1482/16 & 12/225/17/16	SCC 107000367	475/HAS3166
	Extent of Cover					
	Expiry Date	26/07/2017	30/09/2017	14/05/2017	29/04/2018	03/01/2018
	Copy of policy held enclosed	Yes	Yes	Yes	Yes	Yes
	Professional Indemnity Insurance Held	NA	No	No	No	No
	Policy number	NA	NA	NA	NA	NA
	Extent of Cover	NA	NA	NA	NA	NA
	Expiry Date	NA	NA	NA	NA	NA
0.3	Details of any claims in excess of £15,000 made under your Firm	NA	NA	NA	NA	NA
Bank Details						
10	Name and reference of contract which you are applying	Not given	Not given	Not given	Cleaning Contract Council Offices - DN25RN6	Cleaning Contract Council Offices
SECTION C - CAPABILITY						
1	Indicate name level of contract applying for.	Cleaning Services at SDC Offices	Cleaning Contract at Argyle Rd. Severnside	Cleaning Contract Council Offices	Cleaning Contract Council Offices - DN25RN6	Emma Burdett - Cleaning Contract Council Offices
	Any deduction for liquidated in the last 3 years	NA	NA	NA	NA	NA
2	Any contract terminated or employment terminated under contract terms	No	No	No	No	No
3	Has Firm ever not had a contract renewed for failure to perform	No	No	No	No	No
4	Any contract ended early by mutual agreement following allegations of default	No	No	No	No	No
	If answer to 2-5 is yes enclose details	NA	NA	NA	NA	NA
5	Assessed suitability & competence of staff who will be allocated this work	Yes	Yes	Yes	Yes	Yes
	App number of staff who will be engaged in contract work	Not clearly stated	154	418	1272	125
	Type of staff enclosed	Yes	Yes	Yes	Yes	Yes
8	Enclosed name & addresses of organisations your Firm provides similar work	Yes	Yes	Yes	Yes	Yes
9	Firms annual turnover 2016					
	2015					
	2014					
	2013					
	In relation to work performed in the past has a client refused to pay a bill	No	No	No	No	No
	Been the subject of judicial criticism or ordered to pay costs due to default	No	No	No	No	No
10	In the last 5 years any adverse complaints been made against your Firm	No	No	No	No	No
11	Are any staff within the firm subject to any qualification or limitations	No	No	No	No	No
	Are any staff within the firm likely to bring an action against the council or conflict of inter	NA	NA	NA	NA	NA
	If yes please enclose details	NA	NA	NA	NA	NA
12	Enclose details of how the Firm will ensure and maintain service BS EN ISO9000 or other	Yes	Yes	Yes	Yes	Yes
13	Enclose statement of Firms details dealing with complaints	Yes	Yes	Yes	Yes	Yes
14	Enclose details of how your Firm will deal with conflicts of interest	Yes	Yes	Yes	Yes	Yes
15	Enclose statement of how Firm would deliver this service	Yes	Yes	Yes	Yes	Yes
SECTION D - HEALTH & SAFETY						
1	Has your firm in the last 3 years been prosecuted for contravention of H&S Act	No	No	No	No	No
2	Name the person responsible for the implementation of your H & S policy					
3	Enclose copy of your H & S policy if you have 5 or more employees	Yes	Yes	Yes	Yes	Yes
4	How are your H & S policies and procedures conveyed to your staff	Yes	Yes	Yes	Yes	Yes
5	State the Firms policy on training of employees in relation to H & S	Training Provided	Training Provided	Training Provided	Training Provided	Training Provided
6a	Does Firms policy cover Emergencies	Yes	Yes	Yes	Yes	Yes
6b	Procedures for reporting and recording accidents & dangerous occurrences	Yes	Yes	Yes	Yes	Yes
6c	First Aid and Welfare provisions	Yes	Yes	Yes	Yes	Yes
6d	Provisions for appropriate protective clothing & equipment	Yes	Yes	Yes	Yes	Yes
7	Enclosed Risk Assessment based upon the service that is to be provided.	Yes	Yes	Yes	Yes	Yes
SECTION E - UNDERTAKING						
	Signed	YES				
WEIGHTING - SCORES						
	Value for money 60%					
	Completeness of response, technical merit, assess capability etc. 40%					
	TOTAL					
COMPLETENESS OF RESPONSE						
	Assess completeness of response (based on evaluation)	Yes	Yes	Yes	Yes	Yes
	Assess capability of the provider to support all elements of the contract (based on evaluation)	Yes	Yes	Yes	Yes	Yes
	Note: This firm submitted 2 tender options with the difference in price being based on number of staff and hours worked. On the grounds of cost, Option B only was considered in this evaluation					

SUMMARY OF POINTS FOR ELECTION OF CONTRACTOR

WEIGHTING

(i) = Value for money : 60% /300 Points

(ii) = Completeness of response/technical merit/assessed capability etc : 40%/200 Points

Contractor's Details

HEATH AND WILTSHIRE LTD

Points Awarded



GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)	196
SECTION 5 A - COMPANY DETAILS Weighting - (i)	45
SECTION 5 B - FINANCIAL STANDING Weighting - (i)	45
SECTION 5 C - CAPABILITY Weighting - (ii)	78
SECTION 5 D - HEALTH & SAFETY Weighting - (ii)	40
SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)	74
Total =	478 out of 500

AIM COMMERCIAL CLEANING LTD

Points Awarded



GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)	189
SECTION 5 A - COMPANY DETAILS Weighting - (i)	45
SECTION 5 B - FINANCIAL STANDING Weighting - (i)	45
SECTION 5 C - CAPABILITY Weighting - (ii)	67
SECTION 5 D - HEALTH & SAFETY Weighting - (ii)	35
SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)	75
Total=	456 out of 500

CALIBRE CLEANING LTD

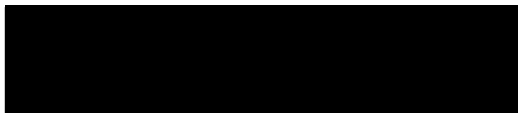
Points Awarded



GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)	203
SECTION 5 A - COMPANY DETAILS Weighting - (i)	45
SECTION 5 B - FINANCIAL STANDING Weighting - (i)	45
SECTION 5 C - CAPABILITY Weighting - (ii)	54
SECTION 5 D - HEALTH & SAFETY Weighting - (ii)	40
SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)	67
Total =	454
	out of 500

Points Awarded

Hi-spec Services - Option B



GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)	210
SECTION 5 A - COMPANY DETAILS Weighting - (i)	45
SECTION 5 B - FINANCIAL STANDING Weighting - (i)	45
SECTION 5 C - CAPABILITY Weighting - (ii)	66
SECTION 5 D - HEALTH & SAFETY Weighting - (ii)	40
SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)	44
Total=	450
	out of 500

*KEY ENVIRO SOULUTIONS



GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)	182
*SECTION 5 A - COMPANY DETAILS Weighting - (i)	45
*SECTION 5 B - FINANCIAL STANDING Weighting - (i)	45
*SECTION 5 C - CAPABILITY Weighting - (ii)	72
*SECTION 5 D - HEALTH & SAFETY Weighting - (ii)	40

*SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)	53
	437
	out of 500
Total=	

RED SUPPORT SERVICES

GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)	145
SECTION 5 A - COMPANY DETAILS Weighting - (i)	45
SECTION 5 B - FINANCIAL STANDING Weighting - (i)	45
SECTION 5 C - CAPABILITY Weighting - (ii)	67
SECTION 5 D - HEALTH & SAFETY Weighting - (ii)	38
SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)	44
Total=	384
	out of 500

DRS

Position Recommendation

1st *Accept Quote as the most
economicly advantageous*

Position Recommendation

2nd *Decline Quote as not the most
economicly advantageous*

Position Recommendation

3rd ***Decline Quote as not the most
economicly advantageous***

Position Recommendation

4th ***Decline Quote as not the most
economicly advantageous***

5th ***Decline Quote as not the most
economicly advantageous***

6th ***Decline Quote as not the most
economicly advantageous***

RED SUPPORT SERVICES

WEIGHTING

- (i) Value for money
- (ii) Completeness of response: technical merit etc
Scoring out of 500

GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)

Tender is bona fide
Quote Price (exc. VAT)Yr 1 : [REDACTED]
Quote Price (exc. VAT)Yr 2 : [REDACTED]
Overall contract price : [REDACTED]
Method statement compliance

SECTION 5 A - COMPANY DETAILS Weighting - (i)

Other relevant addresses
Name of person making application
Correspondence address
Officer bankruptcy
Officer with council connections
Names of all equity partners
Number of partners
When was firm formed
Is part of another firm
If yes, details provided
Registration number and date
Contract performance guaranteed

SECTION 5 B - FINANCIAL STANDING Weighting - (i)

Name of responsible person
Financial standing - Final Accounts
Trading position similar if less
Reasons if not
Statement of turnover if answered 3
Bankers details and reference
Current turnover details
VAT registration no.
Employer's Liability Ins min. £10 million?
Public Liability Insurance min. £10 million?
Any claims in excess of £15k
Appropriate bank details

SECTION 5 C - CAPABILITY Weighting - (ii)

Name of contract
No contract or employment terminated?
Contract not renewed for failure to perform?
Contract ended early by mutual agreement/default?
Staff suitability and competence

Job descriptions
 -Qualifications
 -Local connections
 -Induction training
 - Numeracy & Literacy
 - Skills & experience
 - Employment checks
Capacity of tenderer/number of staff
 On site
Previous experience of similar work
 Public sector
 - Offices
 Turnover/default proceedings
 Any adverse complaints in last 5 years
 Limitations to staff practising certificates
 Quality Assurance e.g. ISO9000
 Complaints procedure - thorough & gives confidence
 Conflicts of interest - thorough & gives confidence
Service delivery statement
 Approach to delivery of contract
 - Explanatory diagrams
 how contract/business relates to plans

SECTION 5 D - HEALTH & SAFETY Weighting - (ii)

Not Prosecuted? H&S Act in last 3 yrs?
 Name person responsible for H & S policy.
 Copy of H & S policy enclosed?
 How H & S policies/procedures conveyed -thorough & gives confidence
 Firms policy on training in relation to H & S.
 Relevant Risk/COSHH Assessments based on the service- thorough & gives confidence

SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)

Hours of operation - covers specified hours
 Provision of Service - Service level agreement approach - thorough & gives confidence
 Provision of key performance indicators - thorough & gives confidence
 Provision of Equipment - cleaning materials & equipment- thorough & gives confidence
 Staff training
 Performance Management - on site supervisor or senior cleaner and service standards
 Record keeping - thorough & gives confidence
 Absence policy
 Monitoring provision - thorough & gives confidence
 Equalities- thorough & gives confidence
 Tupe - commitment demonstrated

Recommendation

Notes:

1 COMPLETENESS OF RESPONSE - Demonstrated in above assessments

Assess competence of response

Assess capability of the provider to support all elements of the contract

--

2 THOROUGH & GIVES CONFIDENCE ASSESSMENT

- Reference to issue/requirement

- Understanding of issue/requirement

demonstrates how issue/requirement will be addressed

- Have well thought out policies/information

- Information is easily understood, detailed and clear

3 HOURS/EXTENT OF OPERATION - 4

Staff cover 5+ 2

lunchtime 2

Daily Office cleaning 2

MATRIX FOR ELECTION OF OFFICE CLEANING SERVI

Maximum Points Available

Actual Points Scored

60%/300

40%/200

10%/30

0

50% - 150

115

10% /30

30

Sub-total points = 210

145

15%/45

9

9

9

9

9

9

9

9

9

9

N/A

Sub-total points = 45

45

15%/45

1

1

10

10

0 or -1 if adverse

0

0 or -1 if adverse

0

0 or -1 if adverse

0

5

5

1

1

1

1

6

6

6

6

10

10

5

5

Sub-total points = 45

45

40%/80

N/A

1 or -5 if adverse

1

1 or -5 if adverse

1

1 or -5 if adverse

1

10

5

2	0
2	0
2	2
2	2
2	0
2	1
2	2
5	5
1	0
6	6
1	1
1	1
1	1
1 or -5 if adverse	1
1 or -5 if adverse	1
10	10
5	5
5	5
10	10
2	2
2	2
2	2
Sub-total points = 80	67
20%/40	
10 or - 10 if adverse	10
5	5
5	5
10	10
5	5
5	3
Sub-total points = 40	38
40%/80	
10	0
5	5
10	10
5	2
10	10
10	5
5	2
5	0
10	5
5	0
5	5
Sub-total points = 80	44
Total Points = 500	384

ICES CONTRACTOR 2017

Comments

Declaration not signed

Worked out as a % of 7 answers below

no mention
no mention

no mention

no mention

no coshh r/a

not specified

KEY ENVIRO SOULUTIONS

WEIGHTING

- (i) Value for money
- (ii) Completeness of response: technical merit etc
Scoring out of 500

GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)

Tender is bona fide
Quote Price (exc. VAT)Yr 1 : [REDACTED]
Quote Price (exc. VAT)Yr 2 : [REDACTED]
Overall contract price : [REDACTED]
Method statement compliance

SECTION 5 A - COMPANY DETAILS Weighting - (i)

Other relevant addresses
Name of person making application
Correspondence address
Officer bankruptcy
Officer with council connections
Names of all equity partners
Number of partners
When was firm formed
Is part of another firm
If yes, details provided
Registration number and date
Contract performance guaranteed

#DIV/0!

SECTION 5 B - FINANCIAL STANDING Weighting - (i)

Name of responsible person
Financial standing - Final Accounts
Trading position similar if less
Reasons if not
Statement of turnover if answered 3
Bankers details and reference
Current turnover details
VAT registration no.
Employer's Liability Ins min. £10 million?
Public Liability Insurance min. £10 million?
Any claims in excess of £15k
Appropriate bank details

SECTION 5 C - CAPABILITY Weighting - (ii)

Name of contract
No contract or employment terminated?
Contract not renewed for failure to perform?
Contract ended early by mutual agreement/default?
Staff suitability and competence

Job descriptions
 -Qualifications
 -Local connections
 -Induction training
 - Numeracy & Literacy
 - Skills & experience
 - Employment checks
Capacity of tenderer/number of staff
 On site
Previous experience of similar work
 Public Sector
 - Offices
 Turnover/default proceedings
 Any adverse complaints in last 5 years
 Limitations to staff practising certificates
 Quality Assurance e.g. ISO9000
 Complaints procedure - thorough & gives confidence
 Conflicts of interest - thorough & gives confidence
Service delivery statement
 Approach to delivery of contract
 - Explanatory diagrams
 how contract/business relates to plans

SECTION 5 D - HEALTH & SAFETY Weighting - (ii)

Not Prosecuted? H&S Act in last 3 yrs?
 Name person responsible for H & S policy.
 Copy of H & S policy enclosed?
 How H & S policies/procedures conveyed -thorough & gives confidence
 Firms policy on training in relation to H & S.
 Relevant Risk/COSHH Assessments based on the service- thorough & gives confidence

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SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)

Hours of operation - covers specified hours
 Provision of Service - Service level agreement approach - thorough & gives confidence
 Provision of key performance indicators - thorough & gives confidence
 Provision of Equipment - cleaning materials & equipment- thorough & gives confidence
 Staff training
 Performance Management - on site supervisor or senior cleaner and service standards
 Record keeping - thorough & gives confidence
 Absence policy - thorough and gives confidence
 Monitoring provision - thorough & gives confidence
 Equalities- thorough & gives confidence
 Tupe - commitment demonstrated

Recommendation

Notes:

1 COMPLETENESS OF RESPONSE - Demonstrated in above assessments

Assess competence of response

Assess capability of the provider to support all elements of the contract

2 THOROUGH & GIVES CONFIDENCE ASSESSMENT

- Reference to issue/requirement

- Understanding of issue/requirement

demonstrates how issue/requirement will be addressed

- Have well thought out policies/information

- Information is easily understood, detailed and clear

3 HOURS/EXTENT OF OPERATION - 4

Staff cover 5+ 2

lunchtime 2

Daily Office cleaning 2

SCORING MATRIX FOR ELECTION OF OFFICE CLEANING

Maximum Points Available

Actual Points Scored

60%/300

40%/200

10%/30

30

50%/150

122

10% /30

30

Sub-total points = 210

182

15%/45

9

9

9

9

9

9

9

9

9

9

N/A

Sub-total points = 45

45

15%/45

1

1

10

10

0 or -1 if adverse

0

0 or -1 if adverse

0

0 or -1 if adverse

0

5

5

1

1

1

1

6

6

6

6

10

10

5

5

Sub-total points = 45

45

40%/80

N/A

1 or -5 if adverse

1

1 or -5 if adverse

1

1 or -5 if adverse

1

10

10

2	2
2	2
2	0
2	2
2	1
2	1
2	1
5	5
1	1
6	6
1	0
1	1
1	1
1 or -5 if adverse	1
1 or -5 if adverse	1
10	10
5	5
5	5
10	10
2	2
2	1
2	1
Sub-total points = 80	72
20%/40	
10 or - 10 if adverse	10
5	5
5	5
10	10
5	5
5	5
Sub-total points = 40	40
40%/80	
10	10
5	5
10	4
5	3
10	10
10	5
5	3
5	0
10	4
5	5
5	4
Sub-total points = 80	53
Total Points = 500	437

; SERVICES CONTRACTOR 2017

Comments

Was example of another company but good project planning approach
Reference to ISO9001 via another company audit scheme but no specific details
Reference to them in other areas ie. ISO and H & S but no specific details or deeper mention

Left to ISO9001 methodology plan as explanation

Left to ISO9001 methodology plan as explanation

No details

Left to ISO9001 methodology plan as explanation

Reference made to in in project plan example only

SCORING MATRIX

AIM COMMERCIAL CLEANING LTD

WEIGHTING

- (i) Value for money
- (ii) Completeness of response: technical merit etc
Scoring out of 500

GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)

Tender is bona fide
Quote Price (exc. VAT)Yr 1 : [REDACTED]
Quote Price (exc. VAT)Yr 2 : [REDACTED]
Overall contract price : [REDACTED]
Method statement compliance

SECTION 5 A - COMPANY DETAILS Weighting - (i)

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Correspondence address
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Officer with council connections
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Number of partners
When was firm formed
Is part of another firm
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Registration number and date
Contract performance guaranteed

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SECTION 5 B - FINANCIAL STANDING Weighting - (i)

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Financial standing - Final Accounts
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Reasons if not
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Employer's Liability Ins min. £10 million?
Public Liability Insurance min. £10 million?
Any claims in excess of £15k
Appropriate bank details

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SECTION 5 C - CAPABILITY Weighting - (ii)

Name of contract
No contract or employment terminated?
Contract not renewed for failure to perform?
Contract ended early by mutual agreement/default?
Staff suitability and competence

Job descriptions

-Qualifications

-Local connections

-Induction training

- Numeracy & Literacy

- Skills & experience

- Employment checks

Capacity of tenderer/number of staff

On site

Previous experience of similar work

Public sector

- Offices

Turnover/default proceedings

Any adverse complaints in last 5 years

Limitations to staff practising certificates

Quality Assurance e.g. ISO9000

Complaints procedure - thorough & gives confidence

Conflicts of interest - thorough & gives confidence

Service delivery statement

Approach to delivery of contract

- Explanatory diagrams

how contract/business relates to plans

SECTION 5 D - HEALTH & SAFETY Weighting - (ii)

Not Prosecuted? H&S Act in last 3 yrs?

Name person responsible for H & S policy.

Copy of H & S policy enclosed?

How H & S policies/procedures conveyed -thorough & gives confidence

Firms policy on training in relation to H & S.

Relevant Risk/COSHH Assessments based on the service- thorough & gives confidence

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SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)

Hours of operation - covers specified hours

Provision of Service - Service level agreement approach - thorough & gives confidence

Provision of key performance indicators - thorough & gives confidence

Provision of Equipment - cleaning materials & equipment- thorough & gives confidence

Staff training

Performance Management - on site supervisor or senior cleaner and service standards

Record keeping - thorough & gives confidence

Absence policy - thorough and gives confidence

Monitoring provision - thorough & gives confidence

Equalities- thorough & gives confidence

Tupe - commitment demonstrated

Recommendation

Notes:

1 COMPLETENESS OF RESPONSE - Demonstrated in above assessments

Assess competence of response

Assess capability of the provider to support all elements of the contract

2 THOROUGH & GIVES CONFIDENCE ASSESSMENT

- Reference to issue/requirement

- Understanding of issue/requirement

demonstrates how issue/requirement will be addressed

- Have well thought out policies/information

- Information is easily understood, detailed and clear

3 HOURS/EXTENT OF OPERATION - 4

Staff cover 5+ 2

lunchtime 2

Daily Office cleaning 2

FOR ELECTION OF OFFICE CLEANING SERVICES CONTRACTOR 2017

Maximum Points Available	Actual Points Scored	Comments
60%/300		
40%/200		
10%/30	30	
50%/150	129	
10% /30	30	
Sub-total points = 210	189	
15%/45		
9	9	
9	9	
9	9	
9	9	
9	9	
N/A		
Sub-total points = 45	45	
15%/45		
1	1	
10	10	
0 or -1 if adverse	0	
0 or -1 if adverse	0	
0 or -1 if adverse	0	
5	5	
1	1	
1	1	
6	6	£5 mil - but level specified in spec
6	6	
10	10	
5	5	
Sub-total points = 45	45	
40%/80		
N/A		
1 or -5 if adverse	1	
1 or -5 if adverse	1	
1 or -5 if adverse	1	
10	6	Worked out as a % of 7 answers below

2	2
2	2
2	0
2	2
2	1
2	1
2	1
5	5
1	1
6	6
1	0
1	1
1	1
1 or -5 if adverse	1
1 or -5 if adverse	1
10	10
5	5
	A lot of interesting general info about what is conflict resolution etc but doesn't say what they as a company will do to actual deal with tt
5	2
10	10
2	2
2	2
2	2
Sub-total points = 80	67
20%/40	
10 or - 10 if adverse	10
5	5
5	5
10	8
5	5
	Gave legislative info and guidane but no actual risk assessments as 2 examples
5	
Sub-total points = 40	35
40%/80	
10	10
5	5
10	10
5	5
10	10
10	10
5	5
5	5
10	10
5	5
5	0
Sub-total points = 80	75
Total Points = 500	456

HEATH AND WILTSHIRE LTD**WEIGHTING**

- (i) Value for money
 (ii) Completeness of response: technical merit etc
 Scoring out of 500

GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)

Tender is bona fide
 Quote Price (exc. VAT)Yr 1 :
 Quote Price (exc. VAT)Yr 2 :
 Overall contract price :
 Method statement compliance

SECTION 5 A - COMPANY DETAILS Weighting - (i)

Other relevant addresses
 Name of person making application
 Correspondence address
 Officer bankruptcy
 Officer with council connections
 Names of all equity partners
 Number of partners
 When was firm formed
 Is part of another firm
 If yes, details provided
 Registration number and date
 Contract performance guaranteed

#DIV/0!

SECTION 5 B - FINANCIAL STANDING Weighting - (i)

Name of responsible person
 Financial standing - Final Accounts
 Trading position similar if less
 Reasons if not
 Statement of turnover if answered 3
 Bankers details and reference
 Current turnover details
 VAT registration no.
 Employer's Liability Ins min. £10 million?
 Public Liability Insurance min. £10 million?
 Any claims in excess of £15k
 Appropriate bank details

#DIV/0!

SECTION 5 C - CAPABILITY Weighting - (ii)

Name of contract
 No contract or employment terminated?
 Contract not renewed for failure to perform?
 Contract ended early by mutual agreement/default?
Staff suitability and competence

Job descriptions

-Qualifications

-Local connections

-Induction training

- Numeracy & Literacy

- Skills & experience

- Employment checks

Capacity of tenderer/number of staff

On site

Previous experience of similar work

Public sector

- Offices

Turnover/default proceedings

Any adverse complaints in last 5 years

Limitations to staff practising certificates

Quality Assurance e.g. ISO9000

Complaints procedure - thorough & gives confidence

Conflicts of interest - thorough & gives confidence

Service delivery statement

Approach to delivery of contract

- Explanatory diagrams

how contract/business relates to plans

SECTION 5 D - HEALTH & SAFETY Weighting - (ii)

Not Prosecuted? H&S Act in last 3 yrs?

Name person responsible for H & S policy.

Copy of H & S policy enclosed?

How H & S policies/procedures conveyed -thorough & gives confidence

Firms policy on training in relation to H & S.

Relevant Risk/COSHH Assessments based on the service- thorough & gives confidence

#DIV/0!

Hours of operation - covers specified hours

Provision of Service - Service level agreement approach - thorough & gives confidence

Provision of key performance indicators - thorough & gives confidence

Provision of Equipment - cleaning materials & equipment- thorough & gives confidence

Staff training

Performance Management - on site supervisor or senior cleaner and service standards

Record keeping - thorough & gives confidence

Absence policy - thorough and gives confidence

Monitoring provision - thorough & gives confidence

Equalities- thorough & gives confidence

Tupe - commitment demonstrated

Recommendation

Notes:

1 COMPLETENESS OF RESPONSE - Demonstrated in above assessments

Assess competence of response

Assess capability of the provider to support all elements of the contract

2 THOROUGH & GIVES CONFIDENCE ASSESSMENT

- Reference to issue/requirement

- Understanding of issue/requirement

demonstrates how issue/requirement will be addressed

- Have well thought out policies/information

- Information is easily understood, detailed and clear

3 HOURS/EXTENT OF OPERATION - 4

Staff cover 5+ 2

lunchtime 2

Daily Office cleaning 2

IATRIX FOR ELECTION OF OFFICE CLEANING SERVICES CON

Maximum Points Available

Actual Points Scored

60%/300

40%/200

10%/30

30

50%150

136

10% /30

30

Sub-total points = 210

196

15%/45

9

9

9

9

9

9

9

9

9

9

N/A

Sub-total points = 45

45

15%/45

1

1

10

10

0 or -1 if adverse

0

0 or -1 if adverse

0

0 or -1 if adverse

0

5

5

1

1

1

1

6

6

6

6

10

10

5

5

Sub-total points = 45

45

40%/80

N/A

1 or -5 if adverse

1

1 or -5 if adverse

1

1 or -5 if adverse

1

10

10

2	2
2	2
2	2
2	2
2	2
2	2
2	2
5	5
1	0
6	6
1	1
1	1
1	1
1 or -5 if adverse	1
1 or -5 if adverse	1
10	10
5	5
5	5
10	10
2	2
2	1
2	2
Sub-total points = 80	78
20%/40	
10 or - 10 if adverse	10
5	5
5	5
10	10
5	5
5	5
Sub-total points = 40	40
40%/80	
10	5
5	5
10	10
5	5
10	10
10	10
5	4
5	5
10	10
5	5
5	5
Sub-total points = 40	74
Total Points =	478

TRACTOR 2017

Comments

Not specifically specified but work areas
covered

CALIBRE CLEANING LTD**WEIGHTING**

- (i) Value for money
 (ii) Completeness of response: technical merit etc
 Scoring out of 500

GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)

Tender is bona fide
 Quote Price (exc. VAT) Yr 1 :
 Quote Price (exc. VAT) Yr 2 :
 Overall contract price :
 Method statement compliance

SECTION 5 A - COMPANY DETAILS Weighting - (i)

Other relevant addresses
 Name of person making application
 Correspondence address
 Officer bankruptcy
 Officer with council connections
 Names of all equity partners
 Number of partners
 When was firm formed
 Is part of another firm
 If yes, details provided
 Registration number and date
 Contract performance guaranteed

#DIV/0!

SECTION 5 B - FINANCIAL STANDING Weighting - (i)

Name of responsible person
 Financial standing - Final Accounts
 Trading position similar if less
 Reasons if not
 Statement of turnover if answered 3
 Bankers details and reference
 Current turnover details
 VAT registration no.
 Employer's Liability Ins min. £10 million?
 Public Liability Insurance min. £10 million?
 Any claims in excess of £15k
 Appropriate bank details

#DIV/0!

SECTION 5 C - CAPABILITY Weighting - (ii)

Name of contract
 No contract or employment terminated?
 Contract not renewed for failure to perform?
 Contract ended early by mutual agreement/default?
Staff suitability and competence

- Job descriptions
- Qualifications
- Local connections
- Induction training
- Numeracy & Literacy
- Skills & experience
- Employment checks
- Capacity of tenderer/number of staff**
- On site
- Previous experience of similar work**
- Public Sector
- Offices
- Turnover/default proceedings
- Any adverse complaints in last 5 years
- Limitations to staff practising certificates
- Quality Assurance e.g. ISO9000
- Complaints procedure - thorough & gives confidence
- Conflicts of interest - thorough & gives confidence
- Service delivery statement**
- Approach to delivery of contract
- Explanatory diagrams
- how contract/business relates to plans

SECTION 5 D - HEALTH & SAFETY Weighting - (ii)

- Not Prosecuted? H&S Act in last 3 yrs?
- Name person responsible for H & S policy.
- Copy of H & S policy enclosed?
- How H & S policies/procedures conveyed -thorough & gives confidence
- Firms policy on training in relation to H & S.
- Relevant Risk/COSHH Assessments based on the service- thorough & gives confidence

#DIV/0!

SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)

- Hours of operation - covers specified hours/areas
- Provision of Service - Service level agreement approach - thorough & gives confidence
- Provision of key performance indicators - thorough & gives confidence
- Provision of Equipment - cleaning materials & equipment- thorough & gives confidence

- Staff training
- Performance Management - on site supervisor or senior cleaner and service standards

- Record keeping - thorough & gives confidence
- Absence policy - thorough and gives confidence
- Monitoring provision - thorough & gives confidence
- Equalities- thorough & gives confidence
- Tupe - commitment demonstrated

Recommendation

Notes:

1 COMPLETENESS OF RESPONSE - Demonstrated in above assessments

Assess competence of response

Assess capability of the provider to support all elements of the contract

--

2 THOROUGH & GIVES CONFIDENCE ASSESSMENT

- Reference to issue/requirement

- Understanding of issue/requirement

demonstrates how issue/requirement will be addressed

- Have well thought out policies/information

- Information is easily understood, detailed and clear

3 HOURS/EXTENT OF OPERATION - 4

Staff cover 5+ 2

lunchtime 2

Daily Office cleaning 2

ATRIX FOR ELECTION OF OFFICE CLEANING SERVICES CONTRAC

Maximum Points Available

Actual Points Scored

60%/300
40%/200

10%/30

30

50%/150

143

10% /30

30

Sub-total points = 210

203

15%/45

9

9

9

9

9

9

9

9

9

9

N/A

Sub-total points = 45

45

15%/45

1

1

10

10

0 or -1 if adverse

0

0 or -1 if adverse

0

0 or -1 if adverse

0

5

5

1

1

1

1

6

6

6

6

10

10

5

5

Sub-total points = 45

45

40%/80

N/A

1 or -5 if adverse

1

1 or -5 if adverse

1

1 or -5 if adverse

1

10

3

	2	0
	2	0
	2	2
	2	2
	2	0
	2	0
	2	0
	5	5
	1	0
	6	6
	1	1
	1	1
	1	1
1 or -5 if adverse		1
1 or -5 if adverse		1
	10	8
	5	5
	5	0
	10	10
	2	2
	2	2
	2	1
Sub-total points = 80		54
20%/40		
10 or - 10 if adverse		10
	5	5
	5	5
	10	10
	5	5
	5	5
Sub-total points = 40		40
40%/80		
	10	5
	5	3
	10	10
	5	3
	10	10
	10	10
	5	5
	5	2
	10	10
	5	4
	5	5
Sub-total points = 80		67
Total Points = 500		454

STOR 2017

Comments

Less or same staff as current

4X 12=60 No mention of lunchtime Less or same staff as current
Makes mention but no indication as to

Makes mention but no indication as to
what they would cover

Makes mention but no indication as to
what they would cover. Say will decide
with the client - but would be helpful to
give examples of others

Hi-spec Services - Option B

WEIGHTING

- (i) Value for money
- (ii) Completeness of response: technical merit etc
Scoring out of 500

Hi-spec Services - Option B

GENERAL - SECTIONS 2, 3 & 4 - Weighting - (i)

Tender is bona fide
Quote Price (exc. VAT)Yr 1 :
Quote Price (exc. VAT)Yr 2 :
Overall contract price :
Method statement compliance

SECTION 5 A - COMPANY DETAILS Weighting - (i)

Other relevant addresses
Name of person making application
Correspondence address
Officer bankruptcy
Officer with council connections
Names of all equity partners
Number of partners
When was firm formed
Is part of another firm
If yes, details provided
Registration number and date
Contract performance guaranteed

#DIV/0!

SECTION 5 B - FINANCIAL STANDING Weighting - (i)

Name of responsible person
Financial standing - Final Accounts
Trading position similar if less
Reasons if not
Statement of turnover if answered 3
Bankers details and reference
Current turnover details
VAT registration no.
Employer's Liability Ins min. £10 million?
Public Liability Insurance min. £10 million?
No claims in excess of £15k
Appropriate bank details

#DIV/0!

SECTION 5 C - CAPABILITY Weighting - (ii)

Name of contract
No contract or employment terminated?
Contract not renewed for failure to perform?
Contract ended early by mutual agreement/default?

Staff suitability and competence

Job descriptions

-Qualifications

-Local connections

-Induction training

- Numeracy & Literacy

- Skills & experience

- Employment checks

Capacity of tenderer/number of staff

Indication of on site numbers

Previous experience of similar work

Public sector

- Offices

Turnover/default proceedings

Any adverse complaints in last 5 years

Limitations to staff practising certificates

Quality Assurance e.g. ISO9000 - thorough & gives confidence

Complaints procedure - thorough & gives confidence

Conflicts of interest - thorough & gives confidence

Service delivery/Method statement (also see section E)

Approach to delivery of contract

- Explanatory diagrams

how contract/business relates to plans

SECTION 5 D - HEALTH & SAFETY Weighting - (ii)

Not Prosecuted? H&S Act in last 3 yrs?

Name person responsible for H & S policy.

Copy of H & S policy enclosed?

How H & S policies/procedures conveyed -thorough & gives confidence

Firms policy on training in relation to H & S.

Relevant Risk/COSHH Assessments based on the service- thorough & gives confidence

#DIV/0!

SECTION 6 - PROVISION OF CLEANING SERVICES Weighting - (ii)

Hours of operation - covers specified hours/areas

Provision of Service - Service level agreement approach - thorough & gives confidence

Provision of key performance indicators - thorough & gives confidence

Provision of Equipment - cleaning materials & equipment- thorough & gives confidence

Staff training

Performance Management - on site supervisor or senior cleaner and service standards

Record keeping - thorough & gives confidence

Absence policy - thorough and gives confidence

Monitoring provision - thorough & gives confidence

Equalities- thorough & gives confidence

Time - commitment demonstrated

Recommendation

Notes:

1 COMPLETENESS OF RESPONSE - Demonstrated in above assessments

Assess competence of response

Assess capability of the provider to support all elements of the contract

2 THOROUGH & GIVES CONFIDENCE ASSESSMENT

- Reference to issue/requirement

- Understanding of issue/requirement

demonstrates how issue/requirement will be addressed

- Have well thought out policies/information

- Information is easily understood, detailed and clear

HOURS/EXTENT OF OPERATION - 4

Staff cover 5+ 2

lunchtime 2

Daily Office cleaning 2

SCORING MATRIX FOR ELECTION OF OFFICE CLEANING SERVICE

Maximum Points Available

Actual points scored

60%/300

40%/200

10%/30

30

50% - 150

150

10% /30

30

Sub-total points = 210

210

15%/45

9

9

9

9

9

9

9

9

9

9

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Sub-total points = 45

45

15%/45

1

1

10

10

0 or -1 if adverse

0

0 or -1 if adverse

0

0 or -1 if adverse

0

5

5

1

1

1

1

6

6

6

6

10

10

5

5

Sub-total points = 45

45

40%/80

N/A

1 or -5 if adverse

1

1 or -5 if adverse

1

1 or -5 if adverse

1

10	9
2	2
2	1
2	2
2	2
2	2
2	2
2	2
5	5
1	1
6	6
1	1
1	1
1	1
1 or -5 if adverse	1
1 or -5 if adverse	1
10	10
5	5
5	5
10	4
2	0
2	0
2	0
Sub-total points = 80	66
20%/40	
10 or - 10 if adverse	10
5	5
5	5
10	10
5	5
5	5
Sub-total points = 40	40
40%/80	
10	2
5	1
10	6
5	2
10	10
10	7
5	2
5	1
10	8
5	2
5	3
Sub-total points = 80	44
Total Points = 500	450

S CONTRACTOR 2017

Comments

Option A proposed to offer a similar service but on less staff and hours that the Council's current contract> It also cost more

Year one:



Worked out as a % of 7 answers below

concern re: hours and not cleaning offices daily

50 hrs general- 4 x 12.5 per week - will need a lot of management, also offices not cleaned daily as with other contracts, not convinced required standards would be maintained/achieved by this schedule

Good electronic system but not personal
Electronic record/management keeping system

Mention as part of someone's duties not methodology or similar

Reference to various specification areas but not expanded