

Wyre Forest District Council

Record of a Council Decision delegated to be made by an Officer

This includes a record of an Executive Decision made by an officer under Regulation 13, Part 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Item decided: Evaluation model for inclusion in tender documentation relating to demolition of former Glades Leisure Centre	
Officer who has taken the decision	Director of Economic Prosperity & Place
Date of the decision	18th October 2016
Reason for the decision/alternatives considered	Cabinet in August 2016 agreed to proceed with demolition of former Glades Leisure Centre (report attached) and delegated the decision on an evaluation model to be included in the tender documentation to Director EP&P in consultation with Cabinet Member for Planning & Economic Regeneration. Evaluation model attached that has been agreed in consultation with Cabinet Member
Date and source of Delegated Decision (if appropriate)	Cabinet 10/08/16 - attached
Council/Cabinet member consulted – if applicable	Cabinet Member for Planning & Economic Regeneration
Any interest declared by the Consultee or officer	None

4.1 Evaluation Criteria

All submissions will be evaluated on the quality criteria listed below. Tenderers are requested to format any response in line with the below criteria e.g. use the criteria as headings for the various sections of any submission.

All tenders will be scored as below (after firstly being assessed on the pass / fail questions in Appendix B part II).

All Tenders will be evaluated on a 50/50 split.

The quality criteria and weightings are as follows:

Criteria	Weighting
Relevant experience and contract examples.	30%
Method Statement 1 – Working in a confined town centre site	40%
Method Statement 2 – Precautions to be taken to avoid damage to the retaining wall above the disused market site.	30%

The following matrix illustrates how response to questions will be assessed. The scores for each question will be used to calculate a percentage weighting based on the percentage weightings listed above.

Scoring:

Performance	Judgement	Score
Exceeds all expectations	Exceptional	10
Exceeds almost all expectations	Outstanding	9
Exceeds most expectations	Very good	8
Above Expectations	Good	7
Slightly exceeds expectations	Fair	6
Meets expectations	Average	5
Satisfactory but below expectations	Below average	4
Below expectations	Poor	3
Well below expectations	Weak	2
Almost Unacceptable	Very Weak	1
Unacceptable		0

Cost Assessment

The Cost Assessment will be based on the tender returns and are worth 50% of the overall marks.

The Bidder with the lowest tender price will score the maximum score of 50%. The other tenders will be scored pro rata as a percentage of their tender sum compared with the lowest tender.

Please see the illustrated example below for clarity:

Tender A	Tender B	Tender C	Tender D
200,000	210,000	220,000	230,000
50%	47.62%	45.45%	43.48%

Tender A is the lowest and scores a maximum 50%

Tender B 210,000 divided by 200,000 = 1.05
50 divided by 1.05 = 47.62%

Tender C 220,000 divided by 200,000 = 1.10
50 divided by 1.10 = 45.45%

Tender D 230,000 divided by 200,000 = 1.15
50 divided by 1.15 = 43.48%