

**APPENDIX 1
CLEANING CONTRACT FOR MUNICIPAL SITES**

Cleaning - Municipal Buildings

| |
|---|
| Scoring mechanism / Key to scores |
| 0 = Unacceptable [Complete failure to grasp / reflect the core issue] |
| 1 = Poor [Lower than required reflects limited understanding] |
| 2 = Acceptable [Reflects adequate understanding of all issues and aspects] |
| 3 = More than acceptable (Less than Good) |
| 4 = Good [Reflects good understanding and interpretation of requirements.] |
| 5 = Excellent [Reflects excellent understanding and interpretation. Innovative and proactive with sound strategy] |

| Selection Criteria and Performance Indicators | Minimum Benchmark | | Contractor 1 | | Contractor 2 | | Contractor 3 | | Contractor 4 | |
|--|-------------------|------------|--------------|----------------|--------------|----------------|--------------|--------------|--------------|--------------|
| | Score | Total | Score | Total | Score | Total | Score | Total | Score | Total |
| Quality control and assurance. <i>- Including Tenderer's Method Statements and Performance Measurement System</i> <i>- Ability to achieve continuous improvement and any consequential qualitative improvements.</i> <i>- Understanding of and commitment to the Council's service delivery objectives;</i> | 2 | 8 | 2 | 8 | 4.5 | 18 | 3 | 12 | 3 | 12 |
| Quality of staff management <i>- Full details of occupational pension scheme and evidence of comparability of provision</i> | 2 | 3.2 | 2.5 | 4 | 2 | 3.2 | 1 | 1.6 | 2 | 3.2 |
| <i>- Confirmation that they are prepared to undertake the necessary consultation process under TUPE</i> | 2 | 2.4 | 2 | 2.4 | 2 | 2.4 | 2.5 | 3 | 2.5 | 3 |
| <i>- Whether they will have sufficient staff resources with the relevant qualifications/expertise to perform the Service without reliance on a TUPE transfer of current contractor's staff and that future TUPE requirements will remain unaffected</i> | 2 | 2.4 | 2.5 | 3 | 3 | 3.6 | 2 | 2.4 | 3 | 3.6 |
| Value for Money – Price | 2 | 8 | 1 | 4 | 2.5 | 10 | 2 | 8 | 1.5 | 6 |
| Affordability - Against budget <i>- The Contract Price and an evaluation of these sums during the Contract Period;</i> | 2 | 10 | 1.3 | 6.5 | 1.5 | 7.5 | 4.2 | 21 | 1.6 | 7.9 |
| Experience of and technical ability to supply these services in the form required | 2 | 8 | 2.5 | 10 | 3.5 | 14 | 2.5 | 10 | 3 | 12 |
| Environmental criteria in regards to contract operation and chemicals and equipment used | 2 | 10 | 3 | 15 | 4 | 20 | 4 | 20 | 4 | 20 |
| Flexibility in service provision | 2 | 8 | 2 | 8 | 4 | 16 | 2.5 | 10 | 2 | 8 |
| Compliance with appropriate legislation <i>- Health & Safety Policies and criteria in regards to contract operation and chemicals and equipment used</i> | 2 | 10 | 3.7 | 18.6 | 3.7 | 18.4 | 3.1 | 15.6 | 3.8 | 18.8 |
| References and Reference Sites | 2 | 6 | 4.5 | 13.5 | 3.8 | 11.3 | 3 | 9 | 2.8 | 8.3 |
| Approach to Service Provision <i>- Completeness of proposals in terms as set out in the Tender</i> | 2 | 8 | 2 | 8 | 4 | 16 | 3 | 12 | 3 | 12 |
| | | 84 | | 100.981 | | 140.394 | | 124.6 | | 114.7 |