

Worksheet 4.2B**Environmental evaluation of project tenders**

This is an example only – adapt this Worksheet to suit your organisation's requirements.

Section A: Company information

Company name:			
Type of business:			
Street address:			
Mailing address:			
Principal contact:	Phone:	Email:	

Description of work under the Contract

Briefly describe:			
Applicable property:			

Section B: Relevant experience

Rate jobs listed by tenderer against relevant experience	Job listed by Tenderer	Experience	
		Adequate	Inadequate
1			
2			
3			
4			

Has Tenderer worked on other [client] projects or properties in the last 3 years? If so, are there any concerns that need to be addressed?	
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Environmental references provided by Tenderer

	Company 1	Company 2	Company 3
Type of service provided:			
Client:			
Contact name:			
Phone number:			

Reference followed up (Y/N)				
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Section C: Evaluation criteria

Criteria	Ex ¹	Ad ²	Inad ³	Comments
C1 Company policy and management				
1 Policy – Company environmental or sustainability policy that clearly identifies the vision, objectives and commitment of the company (keep copy on file).				
2 Understanding – Degree to which the Tenderer understands sustainability in relation to its industry sector and its activities.				
3 Environmental Management System – EMS or similar system (e.g. Quality Assurance) that describes how environmental risks to the company are effectively identified, managed or mitigated.				
4 Responsibilities – Are responsibilities and accountability clearly defined within the company's management system to cover principal areas of environmental risk?				
5 Regulatory compliance – Any environmental or workplace penalties or infringements in the last 5 years?				
6 Training – Adequacy of environmental awareness and skills training provided to company staff.				
7 Monitoring & reporting – Adequacy of the company's environmental monitoring and corporate reporting processes (e.g. sustainability or corporate responsibility)				
8 Environmental experience – Capacity to demonstrate previous successful experience in environmental management and project-specific environmental outcomes.				

¹ Able to demonstrate **excellent** performance – above average capability or experience

² Able to demonstrate an **adequate** performance – acceptable minimum

³ **Inadequate** performance – unable to demonstrate an acceptable minimum performance

Section C: Evaluation criteria

Criteria	Ex ¹	Ad ²	Inad ³	Comments
C2 Project environmental management plan				
9a Environmental management – Adequacy of the outline EMP ⁴ submitted with the tender response. [if an EMP is required in the contract]				
Environmental responsibility – Does outline EMP allocate responsibility and accountability to project staff, including using staff with appropriate skills and experience for the project needs?				
Environmental training – Has the Tenderer completed induction training for this property?				
Management of subcontractors – How well does the Tenderer commit to managing subcontractors and major suppliers to achieve the project's environmental objectives?				
Energy management – Measures the Tenderer will take to minimise energy use when on the property.				
Water management – Measures the Tenderer will take to minimise water use when on the property.				
Waste and recycling management – Adequacy of the typical WMP ⁵ provided with the tender response.				
Noise management – Measures the Tenderer will take to minimise noise disruption to building occupants.				
Air and indoor environment quality management – Measures the Tenderer will take to avoid toxic or nuisance emissions (e.g. dust) and maintain indoor air quality standards.				
Monitoring – Adequacy of the proposed project environmental monitoring procedures.				

⁴ EMP – Environmental Management Plan

⁵ WMP – Waste and Recycling Management Plan

Section C: Evaluation criteria

Criteria	Ex ¹	Ad ²	Inad ³	Comments
Reporting – Adequacy of project environmental performance reporting procedures or commitment.				
Other environmental capabilities or experiences offered by the Tenderer.				
C3 Occupational health & safety				
Record – From the information provided by the Tenderer, rate the company's OH&S record. Excellent = no lost time injury (LTI) or no medical treatment cases (MTC) in last 12 months. Adequate ≤ 2 LTI and 2 MTC in last 12 months Inadequate ≥ 2 LTI and 2 MTC in last 12 months				
Training – Adequacy of staff OH&S training				
C4 Social (include relevant issues)				
Other: e.g. Employment initiatives Community initiatives				

Assessor's name:		Ph:
Comment:	(Brief comment on whether the Tenderer has demonstrated sufficient experience, capability and commitment to meet project expectations and requirements.)	
Contract commitments	(Note detail if award of a contract or pre-registration should be conditional on the Tenderer committing to an action, deliverable or outcome or providing further evidence of capability in a particular area before project start.)	
Recommendation:	(Yes/No – to whether the Tenderer should be considered for the Contract, or pre-qualification registration, based on sustainability criteria).	
Assessor's signature:		Date: