

Worksheet 5.2C

Environmental evaluation of tenders for building management services and supplies

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?				

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)			

Section C: Evaluation criteria

Criteria		Ex ¹	Ad ²	Inad ³	Comments
C1	Company policy and management				
	Policy – Company environment or sustainability policy that clearly identifies the vision, objectives and commitment of the company (keep copy on file).				
	Understanding – Degree to which the Tenderer understands sustainability and building performance, including the NABERS rating system (NABERS Energy, Water, Waste and Indoor Environment) and the Green Building Council of Australia's Green Star rating system				
	Environmental Management System – EMS or similar system (e.g. QAS) that describes how environmental risks to the company are effectively identified, managed or mitigated.				
	Responsibilities – Are responsibilities and accountability clearly defined within the company's management system to cover principal areas of environmental risk?				
	Regulatory compliance – Any environmental or workplace penalties or infringements in the last 5 years?				
	Training – Adequacy of environmental awareness and skills training provided to company staff and contractors.				
	Monitoring & reporting – Adequacy of the company's environmental monitoring and corporate reporting processes.				
	Environmental experience – Capacity to demonstrate previous successful experience in environmental management and project-specific environmental outcomes.				
C2	Environmental management plan (where required)				

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
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 task?				
Environmental training – What commitments does the Tenderer have on environmental training?				
Management of subcontractors – How well does the Tenderer commit to managing subcontractors and major suppliers to achieve the environmental objectives?				
Energy management – Measures the Tenderer will take to minimise energy use.				
Water management – Measures the Tenderer will take to minimise water use.				
Waste and recycling management – Measures the Tenderer will take to minimise waste and optimise recycling.				
Cleaning – Measures the Tenderer will take to ensure cleaning is effective and minimises introduction of hazardous materials.				
Pest treatment – Measures the Tenderer will take to ensure pest treatment is effective and minimises introduction of toxic materials.				
Noise management – Measures the Tenderer will take to minimise noise disruption.				
Air quality management – Measures the Tenderer will take to avoid toxic or nuisance emissions and maintain indoor air quality standards.				
Monitoring – Adequacy of the proposed environmental monitoring procedures.				

⁴ EMP – Environmental Management Plan

Section C: Evaluation criteria

Criteria		Ex ¹	Ad ²	Inad ³	Comments
	Reporting – Adequacy of environmental performance reporting procedures or commitment.				
	Other environmental capabilities or experience offered by Tenderer.				

Assessor's name:

Phone:

Comment:

(Brief comment on whether the Tenderer has demonstrated sufficient experience, capability and commitment to meet expectations and requirements.)

Contract commitments

(Note if award of a contract or pre-registration should be conditional on Tenderer committing to an action, deliverable or outcome or providing further evidence of capability in a particular area before contract commences.)

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: