

**Oklahoma School of Science and Mathematics
Landscape Contract
Beginning FY 07**

Best Value Criteria:

(Based on 100 point scale)

35 points	Price
32 points	Past Performance / References
33 points	Experience including Contracts of Similar Scope and Size

Pricing based on the following formula:

$$\frac{\text{Base Bid (Low Bid)}}{\text{Total Vendor Bid}} \times \text{Points Available of 35 points}$$

Past Performance / References:

Vendor required to provide a minimum of four current or previous references. Total possible points of 30 divided equally between the four references for total possible points per vendor of 8.0.

The four references that to be the closest in similar scope and size to OSSM will be selected to contact for reference checks.

Each reference contacted and will be asked a series of questions related to the quality of service the vendor provides to them (i.e., are they meeting contract specifications, professional conduct, responsiveness to problems).

Questions that the references will be asked:

1. Is the vendor currently and in the past has the vendor met you specifications outlined in your contract?

Score: Yes = 1.5
Most of the time = 1.0
Sometimes = 0.5
Never = 0

2. How would you rate the vendor's performance?

Score: Excellent = 1.5 (9 or 10)
Good = 1.0 (7 or 8)
Ok or average = 0.5 (5 or 6)
Below average = 0 (5 or below)

3. Is the vendor responsive to your concerns and problems that arise?
 Score: Always and immediately responsive = 1.5
 Usually responsive in a timely manner = 1.0
 Somewhat responsive = 0.5
 Not responsive = 0
4. Is the vendor's conduct and appearance professional at the management and personnel staffing levels?
 Score: Yes = 1.0
 Somewhat/usually = 0.5
 No = 0
5. Is the contract adequately staffed?
 Score: Yes = 1.0
 Somewhat/usually = 0.5
 No = 0
6. Would you hire the vendor again to perform your contract? Why or why not?
 Score: Yes = 1.5
 Probably = 1.0
 Probably not = 0.5
 No = 0

Experience and Contracts of Similar Scope and Size

- Experience in the industry. 4 Points.

- Are there contracts and references given of similar scope and size to the OSSM campus? Including the size of the properties, the services provided (lawn care and landscape), contracts where there are students and or minors on the premises, campus facilities, etc. 9 Points.

- The four references will also be used to determine the type of work and services that they are providing to the reference companies. The questions will include how long they have provided service, if the management and on-site supervisors are experienced and knowledgeable and include a list to verify the services that the vendor provides for the reference company. 5 Points per reference for a total of 20 Points.

Questions that the references will be asked:

1. How long has the vendor provided service to you?

Score: 2 full years or over = 1.0
 1 full year = 0.5
 Less than a year = 0

Note: we feel a full year needs to be complete for an accurate evaluation.

2. Are management and on-site supervisors experienced and knowledgeable?

Score: Yes = 1.0
 Somewhat/usually = 0.5

No = 0

3. What has been your experience with management or on-site supervisor turnover?

Score: Not a problem at all = 1.0

Somewhat of a problem = 0.5

Problems = 0

4. Does the vendor provide the following services for your contract?

a. Lawn maintenance including mowing, edging, and weed eating

b. Weed control, fertilization, insecticides for lawn

c. Landscape including maintaining flower beds, shrubs, seasonal color, replacing mulch and bed cleaning

d. Trash and debris pick-up

e. Irrigation

Score: 5 services = 2.0

4 services = 1.5

3 services = 1.0

2 services = 0.5

1 service = 0