

Supplemental Bidder Responsibility Criteria:

REFERENCES

Vashon Park District measures a bidder's past performance through reference checks. The bidder is responsible for providing three references to Vashon Park District, providing an accurate company name, contact name, valid phone number and email address for each reference. References must be for projects of a similar scope and dollar volume within the past 5 years. The District will then contact each reference, asking the questions on the attached "Reference Questionnaire". Each of the 5 questions is worth 10 to 70 points. If bidder fails to provide references at the time the bid is submitted the bidder may be deemed non-responsive. Bidder will lose 350 points per reference not submitted. N/A or no response to a question by a reference = 0 points for that question. There are 1050 possible points. Bidders scoring less than 735 points (70 percent) will be disqualified. If references are not verifiable or responsive, Vashon Park District may request replacement reference(s) from bidder. All such requests must be met within one business day.

Performance for non-cost factor (past performance) will be scored as raw points from 1 (lowest) to 7 (highest) using the following definitions: (N/A responses = 0). The points will be totaled.

Performance Level 7 (70 points):	Performance indicates excellent capability and support of the contract. Performance stands above all others. There are no critical shortfalls.
Performance Level 6 (60 points):	Performance is above expectation, far exceeds desired quality, and stands out. May have shortfalls in a few non-critical areas.
Performance Level 5 (50 points):	Performance is slightly above expectations and for the most areas exceeds desired quality. Has exhibited some shortfalls in a few non-critical areas.
Performance Level 4 (40 points):	Performance meets minimum expectations and is generally adequate. Has exhibited shortfalls in performance in non-critical areas and does not stand out.
Performance Level 3 (30 points):	Performance is seldom complete, deficiencies exist in critical areas and limited shortfalls exist in non-critical areas.
Performance Level 2 (20 points):	Performance is not complete and serious shortfalls in capability exist.
Performance Level 1 (10 points):	Performance is nonexistent in critical and non-critical areas.

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REFERENCES

Reference 1

Company Name:

Contact Name:

Contact Phone / FAX Number:

Contact Email Address:

Date of Project:

Project Scope Description: _____

Project Dollar Amount:

Reference 2

Company Name:

Contact Name:

Contact Phone / FAX Number:

Contact Email Address:

Date of Project:

Project Scope Description: _____

Project Dollar Amount:

Reference 3

Company Name:

Contact Name:

Contact Phone / FAX Number:

Contact Email Address:

Date of Project:

Project Scope Description: _____

Project Dollar Amount:

REFERENCE RELEASE AUTHORIZATION

(To be completed by bidder)

I _____ representing _____
(Name) Company

Hereby authorize Vashon Park District to conduct a reference check. I understand that the references that I have listed are encouraged to answer all questions listed on the questionnaire and anything they submit will not be held against them.

Signature

Title

For _____

Company Name

Date _____

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Reference Questionnaire

Question 1:

Product and Service – Past work was in compliance with contract requirements.

7 = Highest score. 1 = Lowest score.

Circle the Performance Level

Level 7 Level 6 Level 5 Level 4 Level 3 Level 2 Level 1

Comments:

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Reference Questionnaire

Question 2:

Timeliness of Performance – Company was responsive to direction, completed work on time, including wrap-up and contract administration, met repair response times, etc.

7 = Highest score. 1 = Lowest score.

Circle the Performance Level

Level 7 Level 6 Level 5 Level 4 Level 3 Level 2 Level 1

Comments:

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Question 3:

Cost Control – Work was completed within budget. Company provided current and complete billings; relationship of bid costs to actual costs; cost efficiencies; etc.

7 = Highest score. 1 = Lowest score.

Circle the Performance Level

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Question 4:

Business Relations – Company has effective management; reasonable/cooperative behavior; flexible effective contractor recommended solutions; business-like concern for customer’s interests; etc.

7 = Highest score. 1 = Lowest score.

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Question 5:

Satisfaction – Based on your experience, you would hire or recommend company for other projects.

7 = Highest score. 1 = Lowest score.

Circle the Performance Level

Level 7 Level 6 Level 5 Level 4 Level 3 Level 2 Level 1

Comments: