



Village of Orland Park
Public Works Department

Memorandum

To: John Ingram, Infrastructure Maintenance Director
From: Rich Rittenbacher, Public Improvement Technician
Date: April 15, 2014
RE: Proposal Evaluation Scoring

PROPOSER EVALUATION FORM

To evaluate submitted proposals for a project, the Public Works Department of Orland Park evaluated each Proposer by assigning a value between 1 and 5 for each of the following criteria.

- Price - This criterion is based solely on the proposed Unit Prices/Total Amount listed in the submitted proposal. **(Weight: 50% of the total score)**
- Vendor Qualifications - This criterion is based on the proposer's ability to provide the required goods, materials, equipment, plant facilities, services and experienced personnel necessary to perform the work in accordance with the Specifications. **(Weight: 10% of the total score)**
- Financial Responsibility - This criterion is based on the Proposers ability to meet the Villages contract requirements for submitting timely and accurate invoicing in an understandable format containing all required information. **(Weight: 15% of the total score)**
- Responsiveness to the Specifications - This criterion is based on the submitted proposal containing complete pricing information with no arithmetic errors, unapproved or inferior substitutions, or omissions. **(Weight: 10% of the total score)**
- Past Experience with Proposer - This criterion is based on the Villages past experience working with the Proposer. It takes into consideration the quality of work, amount of oversight required to perform the work in an acceptable manner, dedication and timeliness of completion, interaction with stakeholders and completion of punch list work. This will also include consideration of comments or criticism from other purchasers with a history of similar work, and any references that were provided in the proposal. **(Weight: 15% of the total score)**