**Ground Investigation - Evaluation Criteria for DPS**

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| **Ground Investigation** | **Guidance** | **Pass / Fail / Info Only**  |
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| **Section** | **1** | **Suppliers Details** |   |  |
| Question | 1.1 | Name of the Organisation making the application:  | Please provide required information  | **Info Only**  |
| Question | 1.2 | Contact name: | Please provide required information  | **Info Only**  |
| Question | 1.3 | Address including Postcode: | Please provide required information  | **Info Only**  |
| Question | 1.4 | Telephone number including area code: | Please provide required information  | **Info Only**  |
| Question | 1.5 | Fax number including area code: | Please provide required information  | **Info Only**  |
| Question | 1.6 | E mail address: | Please provide required information  | **Info Only**  |
| Question | 1.7 | Full Postal Address of your Company's registered office if different from 1.03: | Please provide required information  | **Info Only**  |
| Question | 1.8 | Telephone number of your Company's registered office if different from 1.4: | Please provide required information  | **Info Only**  |
| Question | 1.9 | Date of registration or incorporation: | Please provide required information  | **Info Only**  |
| Question | 1.1 | Company/Charity Registration number (if applicable): | Please provide required information  | **Info Only**  |
| Question | 1.11 | What is your organisation status? | Please provide required information  | **Info Only**  |
| Question | 1.12 | If other, please specify: | Please provide required information  | **Info Only**  |
| Question | 1.13 | Is your company a subsidiary of another company? | Please provide required information  | **Info Only**  |
| Question | 1.14 | If yes, provide details of the ultimate holding company name and address: | Please provide required information  | **Info Only**  |
| Question | 1.15 | Please upload details of your organisational structure including number of directors, senior managers, managers, supervisors, tradespersons and support staff | Please upload separate document can be in Word/ Excel / PDF | **Info Only**  |
| Question | 1.16 | Please upload a copy of constitution or memorandum and articles of association: | Please upload separate document can be in Word/ Excel / PDF | **Info Only**  |
| Question | 1.17 | Please upload proof of registration as a charity or company (eg Inc Certificate): | Please upload separate document can be in Word/ Excel / PDF | **Info Only**  |
| Question | 1.18 | Companies / Partnerships please upload full names and job titles of your Executive Directors/Partners (including non-executive where applicable): | Please upload separate document can be in Word/ Excel / PDF | **Info Only**  |
| Question | 1.19 | Are any of the persons named in 1.18 Directors or Partners of any other Company: | Please provide required information  | **Info Only**  |
| Question | 1.20 | If YES, please state the name of the person and the Company: | Please provide required information  | **Info Only**  |
| **Section** | **2** | **Prime / Main Contractor** |   |  |
| Question | 2.1 | Does your organisation propose to tender to provide all the works required itself ? | Please provide required information  | **Info Only**  |
| Question | 2.2 | Consortium Bids ONLY: Please list the consortium members, clearly identifying the ‘Lead’ applicant: | Please upload separate document can be in Word/ Excel / PDF | **Info Only**  |
| **Section** | **3** | **Compliance with EC/UK Procurement Legislation** |   |  |
| Question | 3.1 | Do you know of anything that might bar you from tendering or make you an unsuitable applicant to be considered? | Please provide required information  | **PASS / FAIL ELEMENT** |
| Question | 3.2 | If yes above, please provide brief details (In confirmation of your answer, Bristol City Council may seek evidence at a later date or this may result in your company being excluded from the process): | Please provide required information  | **PASS / FAIL ELEMENT** |
| **Section** | **4** | **Insurance** |   |  |
| Question | 4.1 | Please confirm you currently have the required level of Employers Liability being not less than £10 million | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 4.2 | Please upload a completed Employers Liability Insurance Form: | Please complete BCC Insurance form and upload  | **PASS / FAIL ELEMENT** |
| Question | 4.3 | Please confirm you currently have the required level of Public Liability being not less than £5 million: | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 4.4 | Please upload a completed Public Liability Insurance Form: | Please complete BCC Insurance form and upload  | **PASS / FAIL ELEMENT** |
| Question | 4.5 | Please confirm you currently have the required level of Professional Indemnity being not less than £2 million: | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 4.6 | Please upload a completed Professional Indemnity Insurance Form: | Please complete BCC Insurance form and upload  | **PASS / FAIL ELEMENT** |
| Question | 4.7 | Please confirm that your Company will agree to be bound in all contracts undertaken for Bristol City Council, by being prepared to enter into contracts which include for liquidated damages in the event the terms and conditions of the contract are not duly performed: | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 4.8 | The Bribery Act has been incorporated into procurement legislation since October 2010 and contains two general offenses covering the offering, promising or giving of a bribe (active bribery) and the requesting, agreeing to receive or accept, a bribe. Please confirm that your Company will agree to be bound in all contracts undertaken for Bristol City Council, by conforming with the Bribery Act 2011: | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 4.9 | Please confirm that your Company will agree to be bound in all contracts undertaken for Bristol City Council, by conforming with the Restricted Trade Practices Act 1976, administered by the Office of Fair Trading, which is designed to counter the adverse effects that collusive tendering and other anti-competitive arrangements might have on customers and the public interest: | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| **Section** | **5** | **Finance** |   |  |
| Question | 5.1 | Please provide the name and address of your banker: | Please provide required information  | **Info Only**  |
| Question | 5.2 | Council may require a bond, of performance and financial standing. Do you confirm that your organisation is willing to provide if required? | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 5.3 | Council may require a parent company guarantee and/or other guarantees of performance and financial standing if considered appropriate. Do you confirm that your organisation is willing to provide if required? | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 5.4 | Please provide evidence that your company can meet the requirement of the financial appraisal as set out in the award criteria for this project. (This can be proved by uploading accounts, financial statements etc) This assessment will be a PASS/ FAIL element : The DPS for four years is £120,000.00  | Please upload all relevant Financial evidence to prove your companies financially ability to carry out this work  | **PASS / FAIL ELEMENT** |
| Question | 5.5 | PLEASE NOTE: If the organisation is a subsidiary of a group, then please upload a copy of your ultimate parent company accounts. Where a consortium or association is proposed, the information is requested for each member company. Please upload all documents in a zipped file: | Please upload all relevant Financial evidence form your parent company or subsidiary companies. If you are not part of subsidiary or Parent company please upload a document confirming this  | **PASS / FAIL ELEMENT** |
| **Section** | **6** | **Health & Safety**  |  |  |
| Question | 6.1 | Exemptions – Construction related scheme | To pass individual company must confirm it meets the exemption criteria and provide the supporting certificates or evidence. Acceptable exemption includes being a current member of Safety Schemes in Procurement (SSIP) or holds a current UKAS or equivalent independent third party certificate of compliance with BS OHSAS 18001 at the closing date for the tender.If your company cannot claim the exemption your company - needs to pass the award criteria 6.2. At the closing date for tenders BCC will refer to the current list of SSIP compliant companies for the assessment which the list of SSIP approved companies can be found at <http://www.ssip.org.uk/docs/SSIPForumMembership.pdf> | **PASS / FAIL ELEMENT** |
| Question | 6.2 | Please upload a full copy of your organisation's Health and Safety policy (Policy Statement, Organisation and Arrangements) or Health and Safety Statement for assessment. Details regarding the practical application of your Health and Safety arrangements may be required at the tender stage: | Please upload full H&S policy. If under 5 employees please upload H&S statement. If not claiming exemption. | **PASS / FAIL ELEMENT** |
| Question | 6.3 | Please specify the number of directly employed staff by your company? | Please provide required information | **Info Only** |
| **Section** | **7** | **Sustainability / Environmental**  |  |  |
| Question | 7.1 | Does your company have an environmental or sustainability policy? | Please provide required information  | **PASS / FAIL ELEMENT** |
| Question | 7.2 | If YES, please upload a copy of this policy: | Please upload required information  | **PASS / FAIL ELEMENT** |
| Question | 7.3 | Are you registered as a waste carrier by the Environment Agency? | Please provide required information | **Info Only** |
| Question | 7.4 | If YES, please state registration number and expiry date: | Please provide required information | **Info Only** |
| Question | 7.5 | If you have answered NO to the question above please explain how your company will dispose of any site waste? | Please provide required information | **Info Only** |
| **Section** | **8** | **Equal Opportunities**  |  |  |
| Question | 8.1 | Please provide a copy of your equalities policy and supporting evidence: | Please upload required information  | **PASS / FAIL ELEMENT** |
| **Section** | **9** | **Disputes**  |   |  |
| Question | 9.1 | Has your company been involved with contractual disputes within the last 3 years? | Please provide required information  | **Info Only**  |
| Question | 9.2 | If you answered Yes please give details of steps taken to resolve such issues and prevent similar incidents: | Please provide required information  | **PASS / FAIL ELEMENT** |
| **Section** | **10** | **Non Collusive Tendering Agreement / Certificate Regarding Involvement in other Tenders** |   |  |
| Question  | 10.1 | Non Collusive Tendering (See description for full question): | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 10.2 | Only for Consortium Bids (See description for full question): | ONLY FOR CONSORTIUM BIDS: Please confirm (if applicable) your agreement to this. | **Info Only**  |
| **Section** | **11** | **Non Canvassing Agreement** |   |  |
| Question | 11.1 | Non Canvassing (See description for full question): | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| **Section** | **12** | **Blacklist** |   |  |
| Question | 12.1 | Please confirm that Blacklists are not used by or on behalf of your organisation. Please also demonstrate that your organisation has taken adequate measures to ensure that this is the case - this may be evidenced by details of: - any staffing/HR measures that have been put in place; - structural and organisational measures; - instructions issued by senior management. | Please confirm compliance  | **PASS / FAIL ELEMENT** |
| Question | 12.2 | Please provide details of: (see description for full question) | Please provide details of: - any complaint of the use of a Blacklist by or on behalf of your organisation | **PASS / FAIL ELEMENT** |
| Question | 12.3 | Self-Cleaning Guidance: (see description for full question) | Self-Cleaning Guidance - The Council reserves the right to exclude a bidder from the procurement if the Council is not satisfied that adequate self-cleaning has been carried out by a Bidder | **PASS / FAIL ELEMENT** |
| **Section**  | **13** | **Accreditation** |  |  |
| Question | 13.1 | Applicants should note that if your company is successful all your employees that attend any Bristol City Council sites must hold a suitable and current Construction Skills Certificate Scheme (CSCS) certification or equivalent. This condition will also apply to any sub-contractor that you employ. Further details will be available in the tender documents. Please confirm compliance. |  | **PASS / FAIL ELEMENT** |
| **Section**  | **14** | **Qualifications** |  |  |
| Question  | 14.1 | Please confirm if you currently have ISO9001:2008, if yes upload copy | Please confirm | **Info Only** |
| Question | 14.2 | Please confirm if you currently have ISO14001:2004, if yes upload copy | Please confirm | **Info Only** |
| Question | 14.3 | Please confirm if you currently have OHSAS18001:2007, if yes upload copy | Please confirm | **Info Only** |
| Question | 14.4 | Please confirm if you currently have UKAS ISO17025:2005, if yes upload copy | Please confirm | **Info Only** |
| Question | 14.5 | Please confirm if you currently have UVDB, if yes upload copy | Please confirm | **Info Only** |
| Question | 14.6 | Please confirm if you currently have BDA, if yes upload copy | Please confirm | **Info Only** |
| **Section**  | **15** | **Contract Specific Questions** |  |  |
| Question | 15.1 | Are you able to carry out intrusive investigation, Laboratory testing and prepare a fully inclusive report to include detail of all on site work undertaken, geotechnical and chemical testing by laboratories and response times: | Please confirm  | **PASS / FAIL ELEMENT** |
| Question | 15.2 | Are you able to produce reports that include, ground bearing pressure and California bearing ratio and a description of the underlying geology:  | Please confirm | **PASS / FAIL ELEMENT** |
| Question | 15.3 | Do you have your own laboratories or a contract in place with a laboratory to ensure tests and samples can be processed quickly should this be required: | Please confirm | **PASS / FAIL ELEMENT** |
| Question | 15.4 | Please provide your process for dealing occupied sites and how you ensure Health and Safety is maintained for your staff and occupants of the site, include method statements and risk assessments: | Please upload | **PASS / FAIL ELEMENT** |
| Question | 15.5 | Please provide your process when carrying out ground investigation and you uncover materials that you suspect is asbestos and if confirmed how you manage this safely: | Please upload | **PASS / FAIL ELEMENT** |
| **Section** | **16** | **Social Value** |  |  |
| Question | 16.1 | Please confirm you have read Social Value: | Please confirm | **Info Only** |
| **Section** | **17** | **Declaration** |   |  |
| Question | 17.1 | Please complete and return Non Collusive Certificate | Please complete and upload | **PASS / FAIL ELEMENT** |
| Question | 17.2 | Please complete and return Non Canvassing Certificate | Please complete and upload | **PASS / FAIL ELEMENT** |
| Question | 17.3 | Please confirm your agreement to the attached Terms and Conditions of this DPS without changes or alterations  | Please confirm and ensure signed T&C`s are returned with your application (Upload signatory pages only) | **PASS / FAIL ELEMENT** |
| Question | 17.4 | Please complete attached box with your name and position in the company: | Please confirm  | **PASS / FAIL ELEMENT** |
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| **Please note some elements are classed as info only, however please note if your return has not been completed fully with all required information this may result in your application being deemed as non-compliant and will not be accepted.** |