**SECTION 11 - QUESTION BANK**

Please complete all the sections shaded yellow to ensure you submit a compliant bid. Any response which is not applicable please mark as 'not applicable'. Any elements of responses which require cross reference to other questions or are based on viewing text from websites will not be considered.

**QUALITY FOR INFORMATION ONLY QUESTIONS**

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| Q1 | Full Name of Organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted) |  |
| Q2 | Registered Office address |  |
| Q3 | Postcode |  |
| Q3a | Company or charity registration number |  |
| Q4 | VAT registration number |  |
| Q5 | Parent Company (if relevant) |  |
| Q6 | Contact details | Name:  Email:  Telephone: |

**HEALTH & SAFETY FOR INFORMATION ONLY QUESTIONS**

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| Q7 | Please provide the name / title of the person with ultimate responsibility for health and safety |  |
| Q8 | Please provide the name / title / qualifications / experience of the person with day to day responsibility for health and safety |  |
| Q9 | Please provide the name / title of the person to be appointed to provide competent advice on health and safety issues, as required by the Management of Health and Safety at Work Regulations 1999 |  |

**QUALITY PASS / FAIL QUALITY QUESTIONNAIRE**

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| Q10 | Please confirm you can meet the minimum financial requirements to meet pass / fail criteria.  Turnover (Annual Turnover) £170,000  Pass – An answer of Yes is required.  If you are the preferred bidder following evaluation you will have to provide a copy of your supporting documents to evidence compliance to financial requirements. | Yes/No  (delete as applicable) |
| Q11 | The Bidder confirms that no legal proceedings are in progress that might affect the performance of the contract obligations and that your organisation has not been prosecuted under EU law in the last three years.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q12 | The Bidder confirms that they are willing to have the following levels of insurance cover if awarded the Contract: Employer Insurance £10,000,000, Public Liability £5,000,000  Pass – An answer of Yes is required.  If you are the preferred bidder following evaluation you will have to provide a copy of your insurance certificates. | Yes/No  (delete as applicable) |
| Q13 | The Bidder confirms their Organisation and any of their subcontractors comply with the Equality Act 2010  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q14 | The Bidder confirms that none of their Directors or Organisation been prosecuted under the Bribery Act 2010  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q15 | The Bidder confirms that if they are the preferred bidder following evaluation they may have to provide two relevant references if Requested by the Council.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q16 | The Bidder confirms that if using subcontractors they will abide by the Payment Terms of the Contract.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q17 | The Bidder confirms that they accept the Contracts Terms  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q18 | The Bidder confirms that they have completed and attached the Form of Tender  Pass – An answer of Yes with a completed Form of Tender is required. | Yes/No  (delete as applicable)  Attach Form of Tender here |
| Q19 | Please confirm you have read, understood and can meet the requirements of the ‘Specification’ in full.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q20 | If you are intending to use sub-contractors please provide your policy on the management and control of Contractors and confirm the appropriate procedures you have in place to ensure they are competent and managed in alignment with the Contract requirements.  The Bidder does not intend to use sub-contractors – Pass  The Bidder has provided appropriate policy and procedures for the management of sub-contractors – Pass  The Bidder has failed to provide appropriate policy and / or procedures for the management of sub-contractors – Fail | Do/Do not intend to use sub-contractors  (delete as applicable)  Please attach documents if you do intend to use sub-contractors |
| Q21 | Please confirm that you can provide a robust project plan to demonstrate that completion can take place by 24th December 2019  Pass- An answer of Yes is required | Yes/No  (delete as applicable) |
| Q22 | Can you confirm that you are aware of the need to comply with third party requirements including the requirements of Network Rail in relation to their Asset Protection Agreement and License | Yes/No  (delete as applicable) |
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**HEALTH AND SAFETY PASS/FAIL QUESTIONS**

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| Q23 | The Bidder confirms their Organisation complies with UK Health and Safety legislation.  Pass – An answer of Yes is required.  If you are the preferred bidder following evaluation you will have to provide a copy of your Health and Safety Policy | Yes/No  (delete as applicable) |
| Q24 | Please confirm you comply with the requirements of the Health and Safety at Work Act Etc 1974.  The Bidder shall answer Yes or No  Pass – An answer of Yes is required | Yes/No  (delete as applicable) |
| Q25 | During the last three years, has your organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the various Acts and Regulations and Orders made under such Acts and Regulations which may be enforced from time to time, which in anyway affect workplace, health, safety and welfare arising from your conduct of activities similar to those covered by this contract?  If you respond ‘Yes’ to this question please provide full details of the remedial actions undertaken.  Yes - we have had a finding of Contravention made against our Organisation and we have not carried out appropriate remedial actions – Fail  Yes - we have had a finding of Contravention made against our Organisation and we have carried out appropriate remedial actions which are detailed in our response – Pass  No - we have not had a finding of Contravention made against our organisation in the last three years – Pass | Yes/No  (delete as applicable) |
| Q26 | Please provide a copy of your reporting policy which records accidents and dangerous occurrences in accordance with RIDDOR 2013, your response should include Your written accident procedures, accident reporting methodology and accident statistics for the last 2 years (including preventative measures).  The Bidder has evidenced they have appropriate policies and procedures in place– Pass  The Bidder does not have appropriate policies and procedures in place - Fail | Please provide as attachments |
| Q27 | Please provide details of the Health and Safety training provided to staff to ensure they are competent to meet their duties. This should include what the training is, who in the Organisation is required to complete it and how frequently this training must be completed/refreshed.  The Bidder has evidenced they have appropriate proposed training– Pass  The Bidder does not have appropriate proposed training - Fail | Please provide as attachments |
| Q28 | Please attach a copy of your company’s most recent statement of intent and organisation sections of your health and safety policy. Please include the qualifications and experience of the person appointed to provide competent assistance under Regulation 7 of the Management of Health and Safety at Work Regulations 1999  The Bidder has provided a copy of the statement of intent and relevant sections of the health and safety policy, together with the person appointed to provide competent assistance – Pass  The Bidder has not provided a copy of the statement of intent and relevant sections of the health and safety policy, and / or the person appointed to provide competent assistance – Fail | Please provide as attachments |
| Q29 | Please provide specific details of the health and safety arrangements relevant to this Contract.  The Bidder has provided appropriate health and safety arrangements for the Contract – Pass  The Bidder has failed to provide appropriate health and safety arrangements for the Contract – Fail | Please provide as attachments |
| Q30 | Please provide example risk assessments for work undertaken previously of a similar scope including general risk assessments (as required by various Acts and Regulations and Orders made under such Acts and Regulations which may be enforced from time to time, which in anyway affect workplace, health, safety and welfare), safety data sheets and COSHH assessments for any substances that you propose to use (if applicable) and any other relevant assessments (such as manual handling and noise).  The Bidder has provided appropriate example risk assessment documents for work similar to the scope of this requirements – Pass  The Bidder has not provided appropriate example risk assessment documents for work similar to the scope of this requirements – Fail | Please provide as attachments |

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| Q31 | Please provide a copy of your proposed Health and Safety method statement for the delivery of the services.  Pass – The Bidder will have demonstrated that the approach is appropriate to show safe and legally compliant working practices in relation to the scope of the services  Maximum words permitted- unlimited | | |
| **BIDDER RESPONSE** | | No of words | Not applicable |
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| Q32 The Bidder shall include details of previous experience of at least two contracts relevant to this particular activity, which is still running or has been completed within the last five years. The Bidder shall include the following information:   * Company Name worked for * Description of the work carried out * Approximate annual contract value (£) * Contract start and end date   Pass - The Bidder will be required to demonstrate both Contracts are for similar (or larger) size and scope of Contracts to this requirement. | |
| **BIDDER RESPONSE** | Example One |
| Company Name |  |
| Address |  |
| Contact Name |  |
| Telephone No. |  |
| Email |  |
| Description of the work carried out  (word count 200 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |
| **BIDDER RESPONSE** | **Example Two** |
| Company Name |  |
| Address |  |
| Contact Name |  |
| Telephone No. |  |
| Email |  |
| Description of the work carried out  (word count 200 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |

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| Q33 | **FREEDOM OF INFORMATION ACT**  The Council encourages its Contractors to take their own legal advice about the FoI Act.  The Council shall not be held liable for any actions claims or costs howsoever arising.  The Council considers that the following information is likely to be captured by the “confidential” (s.41 absolute exemption) and/or “commercial interest” (s43 qualified exemption) and therefore maybe subject to the Public Interest test:   * Trade secrets; or * Financial, commercial, scientific, technical or other information whose disclosure could reasonably be expected to result in a material financial loss or gain to the person to whom the information relates; or * Where disclosure could prejudice the competitive position of that person in the conduct of his/her profession or business or otherwise in his/her occupation; or * Where disclosure could prejudice the conduct or outcome of contractual or other negotiations of the person to whom the information relates.   **NB:  Contractors should note that claiming blanket confidentiality of tender documentation, breaches current Government guidelines provided to the Council and will not be accepted.**  **PROCEDURE**  1.         Please specify below the relevant clauses or documentation containing the information you claim is exempt.  We consider that pricing schedules and technical specifications are most likely to be covered by one or other of the above exemptions and would therefore not, normally, be disclosed.  Each document claimed under the exemptions should be clearly marked as “confidential” or “commercially sensitive”.  2.     The Council is obliged to consider whether something, which its Bidder claims is confidential, is truly confidential.  In those instances where the Council does not agree with the exemption claimed, it will always consult with the Bidder before disclosing the information.  Where the Council decides to release such information, it will only do so in the following circumstances:   * Where the Bidder consents; or * Where the information or information of a similar type is generally available to the public (e.g. where a Minister would give such information in answer to a Parliamentary Question);or * Where the Bidder has been advised, at the time that the information is received, that the information will be released; or * Where the Council believes that the public interest would be better served by disclosing rather than by refusing to disclose the information.  In this instance, the views of the Bidder will be sought in advance of a decision being made.  Where the Bidder refuses to agree to disclosure of the information, the Bidder is able to refer the matter to the Information Commissioner at the Contractor’s expense. |
| **BIDDER RESPONSE** | |
| **CONFIDENTIAL INFORMATION:**   |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  |   **COMMERCIALLY SENSITIVE INFORMATION:**   |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | | |

**SCORED QUALITY QUESTIONNAIRE**

**The weighting for the quality questionnaire is 40 points.**

This section includes any questions relating to the quality of the solution offered. Any word counts in excess of the stated word counts will not be considered. The word count shall include any images or attachments.

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| Q34 | Do you have experience in successfully laying a Styrene Butadiene Rubber/Aggregate (SBRA) surfacing material or an alternative equivalent material? If so, please provide details of the methods you intend to use for laying the material on this particular site.  Weighting 8 points  Please allow maximum of 600 words for this question | | |
| **BIDDER RESPONSE** | | No of words |  |
|  | | | |
| Q35 | Please provide details of how you intend to securely close off the footpath before works are to take place and how you intend to ensure that the site area remains closed off to prevent access by members of the public throughout the construction phase.  Weighting 8 points  Please allow a maximum of 500 words for this question | | |
| **BIDDER RESPONSE** | | No of words |  |
|  | | | |
| Q36 | Please tell us how do you intend to get materials to and from site including details of how site management will take place to minimise disruption and protect safety of the public?  Weighting 8 points  Please allow a maximum of 500 words for this question | | |
| **BIDDER RESPONSE** | | No of words |  |
|  | | | |
| Q37 | Please tell us if you have had previous experience of dealing with Japanese Knotweed on site and how you intend to comply with the measures proposed in the Japanese knotweed survey report.  Weighting 8 points  Please allow a maximum of 500 words for this question | | |
| **BIDDER RESPONSE** | | No of words |  |
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| Q38 | Please provide details of the project team and contractors/sub-contractors you expect to work on this project including professional qualifications/membership of professional bodies and the number of people you think will be required to deliver the project.  Weighting 8 points  Please allow a maximum of 500 words for this question | | |
| **BIDDER RESPONSE** | | No of words |  |
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