

**CONTRACTOR QUALITY QUESTIONNAIRE:****17301 - PROPOSED EXTENSION TO FORM A NEW HYDROTHERAPY POOL  
AT ELMS BANK SPECIALIST ARTS COLLEGE**

This Contractor Questionnaire will only be requested if your tender is under consideration, and is not to be submitted with your tender

All questions must be answered.

The Questionnaire will be assessed using minimum standards criteria (see Appendix A) and the social value statement (see Appendix B)

Failure to complete this questionnaire fully and / or provide answers which do not meet or exceed the minimum standards set out at Appendix A may result in your tender being rejected.

See Appendix A at end of this questionnaire regarding minimum standards

**1. GENERAL COMPANY INFORMATION**

1.5	Trading Name :			
1.2	Registered Address :			
	See minimum standards at Appendix A			
	Tel No :		Email :	
	Web address			
1.3	Person dealing with this form :			
	Name :		Position :	
	Tel No :		Email :	
1.4	Is the Tenderer a		Tick as applicable	
	( a ) Sole trader?			
	( b ) Partnership?			
	( c ) Limited company			
	( d ) Public Limited Company			
	( e ) Public organisation? If so, give details			
1.5	Date of Formation or Registration :			
1.6	Registration No :			
1.7	VAT Registration No :			
1.8	Is your tender the only one provided from within your company group (see minimum standards at Appendix A)			Yes / No

1.9	If your answer to 1.8 above is 'No', list the name(s) of the other trading compan(y)/(ies) who propose to submit a tender for this project	
1.10	Do any of the following exclusionary conditions in the Public Contracts Regulations 2006 (SI 2006 No.5) apply to your organisation? If your answer to any of the following questions is 'Yes' you may be disqualified	
	( a ) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;	
	( b ) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations	
	( c ) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;	
	( d ) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;	
	( e ) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;	
	( f ) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;	
	( g ) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;	
	( h ) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;	
	( i ) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;	
	( j ) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities	
	( k ) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.	
		Yes / No
	If your answer is 'Yes' provide details	

2. FINANCIAL MATTERS		
2.1	Is your company Constructionline registered?	Yes / No
	Constructionline Registration No.	
	If your answer is 'Yes' and you have provided your Constructionline registration number do not complete anything else in questions 2.1 to 2.4 (inclusive)	
	Provide details of the published figures for the two previous financial years, for:	
	Year	
	Company turnover (see minimum standards at Appendix A)	£
	Percentage of turnover specific to this activity	
	Note: If you are not Constructionline registered you must include a copy of the audited accounts for the periods indicated above with your tender. Failure to do so may result in your submission being rejected	
2.2	The Council may require, as part of the evaluation process, a reference from your bank as to your company's suitability to undertake a contract of this size and nature	
2.3	May an approach be made direct for financial reference? A signed Status Enquiry Authority will be requested from you prior to any approach	Yes / No
2.4	Name of Bankers	

3. COMPANY STRUCTURE		
3.1	If the company is a member of a group of companies, give the names and addresses of the ultimate holding company and all other subsidiaries	
3.2	Would the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?	Yes / No
3.3	Has your firm ever suffered a deduction for liquidated and ascertained damages in respect of any contract within the last three years? If your answer is 'Yes', give details	Yes / No
3.4	To the best of your knowledge is any member of your company (Director, employee, etc) related to any Councillor or Officer (member of staff) of this Authority	Yes / No
	If so, declare the names, positions and the relationships of such persons	
	(Any declaration will not debar your company from selection but jobs will be allocated to avoid any potential conflict of interest)	
3.5	List any local authorities or other public bodies to whom you have provided a service similar to this project	
3.6	State the number of full time <b>directly employed</b> staff within your organisation together with an indication of the number of agency and or temporary workers	
	( a ) Managerial	
	( b ) Professional/Technical	
	( c ) Admin/Clerical	
	( d ) Tradespeople	
	( e ) Others	
	<b>Note – directly employed staff above means the “Employee” definition as website <a href="http://www.gov.uk/employment-status/employee">www.gov.uk/employment-status/employee</a></b>	
3.7	State approximately what percentage of the above employees providing this service will reside within Bury	

3.8

#### Previous Experience

Provide details of pol installations or similar projects completed in the last 3 years involving refurbishments and or extensions to existing buildings. Any extensions and or refurbishment projects over £1 million should be listed first; schemes under £1 million in situations can also be included. The applicant shall submit a maximum of 10 project examples. The following information shall be given – Project Title; Client; Value; Contract Period. Any projects completed on behalf of Bury Council within the last three years must be included. Your response to the previous experience question should not exceed one side of A4.

#### 4. SOCIAL VALUE

4.1

Bury Council is committed to delivering wider social, environmental and economic benefit from procurement, and embraces its responsibilities under the Social Value Act 2012.

This contract is expected to achieve good social value outcomes, including promoting equality and fairness, participation and positive outcomes for individuals within our community and promoting engagement of local The Council is keen to understand what additional social value outcomes may also be achieved from your proposal e.g. supporting the local economy by using local supply chain, providing work opportunities or use of innovative environmental solutions

It is expected that the successful contractor will engage positively with our local construction network (Bury, Bolton & Wigan Construction Network co-ordinated by GM Chamber) in order to showcase subcontract opportunities and recruit locally where appropriate

Given the Special Educational Needs and abilities of Elms Bank's students, we would also like to understand what you will provide by way of additional social value that will directly benefit this specific cohort of the Bury community, without adding any additional costs to this scheme

The Council's Social Value Policy 2017-2020 is attached



Social Value Policy  
Final April 2017.pdf

[This provides a local focus to the Greater Manchester Combined Authorities](#)

## 5. REFERENCES

5.1 Give names and addresses of three referees from whom references may be sought i.e. Organisations for whom you have carried out work of a similar nature and value during the last three years. The referees will be contacted and asked 4 questions : 1) Was the work completed satisfactorily? 2) Was the work completed on time or prior to a client authorised extended completion date? 3) Was the contractor reasonable when agreeing any additional cost of client changes? 4) Were health and safety matters managed in accordance with appropriate legislation? (See minimum standards at Appendix A)

Name:

Address:

Contact:

Tel No:

Email:

Title, Brief Description  
& Value of  
Contract:

Name:

Address:

Contact:

Tel No:

Email:

Title, Brief Description  
& Value of  
Contract:

Name:

Address:

Contact:

Tel No:

Email:

Title, Brief Description  
& Value of  
Contract:

5.2	Has your company ever been served with Non-Completion Notices? Give details of issuing authorities, contracts and notices	
	Name: Address:  Contact: Tel No:  Title, Brief Description & Value of Contract:	
	Name: Address:  Contact: Tel No:  Title, Brief Description & Value of Contract:	
	Name: Address:  Contact: Tel No:  Title, Brief Description & Value of Contract:	



6. ENVIRONMENTAL MATTERS					
6.1	The Council has adopted a positive stance with regard to the protection of the environment and regards environmentally sound approaches to service delivery as an aspect of quality assurance				Yes / No
7. HEALTH AND SAFETY MATTERS (see Appendix A)					
7.1	Is the company a member of one of the pre qualification health & safety schemes included within the umbrella organisation Safety Schemes In Procurement (SSIP) eg CHAS?				Yes / No
	Name of scheme and registration number				
8. INSURANCE MATTERS					
8.1	Provide details of insurance cover currently in force. If your company's tender is successful, adequate insurance cover will be required. The levels are indicated below				
		Insurer	Policy Number	Cover £	Renewal Date
	Public Liability (minimum £5,000,000 cover)  (see Appendix A)				
	Employer's Liability (minimum £5,000,000 cover)  (see Appendix A)				
9. DECLARATION					
I/We certify that the information given is a true and accurate representation of the affairs of the company					
Signed					
Position					
Date					

## **APPENDIX A**

### **Minimum Standards**

- 1 Question 1.2 – the applicant base must be located to enable emergency site
- 2 Question 1.8 – the answer given must be **"yes"**
- 3 Question 2.1 – total turnover over the last two years must exceed **£2,000,000**
- 4 Question 3.8 – relevant details must be provided
- 5 Question 3.9 – relevant details must be provided
- 6 Question 5.1 - the answers given to all four questions must be **"yes"**
- 7 Question 5.2 - if applicable, the information requested must be provided
- 8 Question 6.1 – the answer given must be **"yes"**
- 9 Question 7.1 - the answer given must be **"yes"**
- 10 Question 7.1 - must include the **scheme name** and **registration number**
- 11 Question 7.1 - the scheme name given **must** be a member of Safety Schemes
- 12 Question 8.1 – the insurance cover values must be **equalled or exceeded**

## **APPENDIX B**

Social Value Statement (separate document)

## **APPENDIX C**

GMCA Social Value Policy November 2014 (separate document)