**Warrington Borough Council**

**Economic Regeneration, Growth & Environment**

**Property & Estate Management**

**Building Services**

Warrington Museum and Library Roof refurbishment - Grade II listed building

Tender Submission Checklist

Contractors must complete / return / compile / submit copies of all of the following documents via the Chest:

* Your H&S Plan
* Copies of the required Insurance Certificates
* Where current policies are due to expire in 2019, contractors must also submit a written assurance that insurance cover will be maintained at the same levels until Oct 2020
* Tender Return Declaration document, signed and dated, comprising:
  + Form of Tender
  + Fully completed “Tender Breakdown”
  + Appendix 1 : Certificate of Bona Fide Tendering
  + Appendix 2 : Certificate as to Canvassing
  + Appendix 3 : Parent Company Guarantee (if applicable)
  + Appendix 4 : Particulars of Existing Insurances (as well as copies of currents certificates)
  + Appendix 5 : Premier Supplier Service (aka Early Payment Scheme). If applicable. Consultants can decline to participate in the scheme by striking out the clauses, signing, dating and returning the form.
* Completed, signed and dated “Open Tendering Min Criteria Statement”
* Completed, signed and dated “Declarations of Compliant Trading”
* Completed, priced Prelims document, with costs in the correct place, not covered by, for example, “included”. Costs must be carried forward to the “Tender Breakdown” Excel s/sheet.