**Appendix 2**

**Additional Information and Question Set**

**Grounds Maintenance**

**DATE OF ISSUE OF ITT 15th December 2020**

**DATE OF RETURN 19th January 2021**

 **(10:00) am**

**Accent Housing Ltd**

**Charlestown House**

**Acorn Park Industrial Estate**

**Shipley**

**BD17 7SW**

Please read and complete the document below:

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| --- | --- | --- | --- |
| **Section 1** | **Economic and Financial Standing** |  |  |
| Question number | Question | Response |
| **1.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested? | Yes ☐ |
|  | If no, can you provide **one** of the following: answer with Y/N in the relevant box. | No ☐ |
|  | (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐ |
|  |   | No ☐ |
|  | (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐ |
|  |   | No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐ |
|  |   | No ☐ |
| **Section 2** | **References:** |
| **2.1** | **Relevant experience and contract examples** |
|  |
|  | Please provide details of up to three contracts, in any combination from either the public or private sector. Contracts for services should have been performed during the past three years and be of a similar nature to the services noted in Appendix 6 Output Specification. No Consortia and or Sub Contractor bids will be accepted. |
|  | The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. |
|  | **If you cannot provide examples see question 2.3**  |
|  |
|  2.2 | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |   |   |
| **Point of contact in the organisation** |   |   |   |
| **Position in the organisation** |   |   |   |
| **E-mail address** |   |   |   |
| **Telephone/Mobile Number** |  |  |  |
| **Description of contract** |   |   |   |
| **Contract Start date** |   |   |   |
| **Contract completion date** |   |   |   |
| **Estimated contract value** |   |   |   |
| **2.3** | If you cannot provide at least one example for questions 2.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start- up or you have provided services in the past but not under a contract. |
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| **Section 3** | **Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015** |
| **3.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐ |
| N/A ☐ |
| **3.2** | If you have answered yes to question 3.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐ |
| Please provide the relevant url … |
|   |   | No ☐ |
|   |   | Please provide an explanation |
| **Section 4** | **Insurance & Additional Questions** |
|  | **Insurance** |
| 4.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (in any one claim): |
| Employer’s (Compulsory) Liability Insurance\*  |  = £5,000,000  | Yes☐ || No ☐ |
| Public Liability Insurance in any one claim |  = £5,000,000  | Yes☐ || No ☐ |
| \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |
| **Failure to commit to holding the insurance cover levels above will automatically render your submission non-compliant and will result in your submission being discounted/removed from further consideration and competition.** |
| 4.2 | Please confirm that your organisation holds a Health and Safety Policy that complies with current legislative requirements. | Yes☐ || No ☐ |
| 4.3 | Please confirm if your organisation or any of its Directors or Executive Officers have been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.  | Yes☐ || No ☐ |
| If they have, you must provide details of any remedial action or changes to procedures made as a result.  |
| Accent reserves the right to exclude the Supplier unless they can demonstrate to Accent’s satisfaction that the appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes☐ || No ☐ |
| 4.4 | Credit Risk: |
| Please confirm that your company Dun & Bradstreet Failure Score (formerly called the Financial Stress Score) is ≤ the industry average for your contracting sector. If your company is not registered with Dun and Bradstreet please submit 3 years of your company’s audited accounts for review. Accent will arrange to review to assess your suitability to deliver the Contract(s). Please Note Accent’s assessment decision is final.  | Yes☐ || No ☐ |
| You may wish to obtain a copy of your own D&B report before deciding whether or not to participate in this competition. |
| Please note question 4.4 is a Pass/Fail Criteria – Failure to complete and Pass this question may result in your tender being disqualified and removed from the procurement process |

**Question Set**

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| Instructions: Question Reference A through to D are Mandatory Pass/Fail Questions, failure to answer in the affirmative will result in your submission being removed from any further competition.There are a further two questions which require full answers and attachments, these questions will be scored using the scoring methodology noted in the ITT document section 4.4.2 (Phase 2)  |
|  |  |  |  |  |  |
| Question Reference | Mandatory Pass / Fail Questions | Outcome | Enter Yes or No in cell below  |
| A | Do you understand the requirements of the Output specification Appendix 6 and confirm your commitment to attaining and then maintaining the standards of the Outputs Specification? The decision of output specification attainment is at the sole discretion of the Client "Accent Housing Ltd" and or “ Domus Services Limited” | Pass/Fail |   |
| B | Having read the ITT and all associated relevant documents, do you understand your organisations roles, responsibilities and all deliverables associated with the output specification, KPI’s and contract agreement? | Pass/Fail |    |
| C | You Must obtain and have in place an in date Waste Carrier license two weeks before the start of the contract commencement date and for the duration of the Contract? | Pass/Fail |   |
| D | You Must supply and attach your company’s Risk Assessment and Method Statement (RAMS) relating to all activities associated with the delivery of Grounds Maintenance Services. | Pass/Fail |   |

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| Question number | Requirement | Response Requirement |  | Word count limit per question  | Total weighting % Score |
| 1 | Having read and understood the Output Specification (Appendix 6), please provide a summary statement of how your company will attain and then maintain standards during the three year Contract Term |

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| Method statements, CV's and testimonials may be attached, these will not form part of the word count limit of 1000 words. |
| Explain your organisation's experience, including the number of sites your organisation manages, number of employees, how you train your staff and its capacity to provide the service in line with the Output Specification(including how you would plan for any absences through sickness etc.) |
| How will you manage your schedule around weather where you are prevented from completing works as scheduled? |
|  |

 |  | 1000 | 30% |
| Answer: CV’s, Diagrams, Pictures, Structure/Organisational charts will not form part of the answer word count. |
| Please enter your text here |

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| --- | --- | --- | --- | --- | --- |
| Question number | Requirement | Response Requirement |  | Word count limit per question  | Total weighting % Score |
| 2 | Please provide an example of where you currently provide an outstanding ground maintenance service and why, and evidence of high levels of Customer Satisfaction (this can include compliments, customer and client feedback) |

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| Please provide an example of where you currently provide an outstanding ground maintenance service, and evidence of high levels of Customer Satisfaction (this can include compliments, customer and client feedback) |
| Detail how your organisation communicates and deals with both residents at scheme sites and the Client (provide examples) |
| Demonstrate how you would respond to residents who have requests that fall outside the specification. |
|  |

 |  | 1000 | 40% |
| Answer: Case Studies, Diagrams, Pictures, Structure/Organisational charts will not form part of the answer word count. |
| Please enter your text here |

T**he End**