Quotation Documentation

For

28 Linden Place – Disabled Facilities Grant

Section 1 – Brief

1.1 About Unitas

Unitas Stoke-on-Trent Limited (Unitas) is a wholly owned subsidiary of Stoke-on-Trent City Council which delivers around £40m of repairs and improvements per year to around 18,000 homes and public buildings on behalf of Stoke-on-Trent City Council. All works are located within the boundaries of the City of Stoke-on-Trent. The Council's housing and public building stock incorporates all types of construction, including traditional low rise, medium and high rise properties, shops with flats above, garage compounds and car parks. Most works, with the exception of works carried out on void properties, are usually undertaken whilst the customer is in occupation.

1.2 Specification

This quotation is for the construction of a single storey extension at a private property within the boundaries of Stoke on Trent.

See drawing 2416/19/02

Contractors are to include for all drawn and written information contained within any drawings and specification included in this quotation.

It is recommended that before submitting a quote, bidders undertake a site visit. This can be arranged using the following contact details:

Contact Name: Nick Callaghan
Telephone Number: 07586479626
Email Address: Nicholas.callaghan@unitas.co.uk

Works outlined in this quotation are expected to be completed within approx. 12 weeks of starting on site date.

Before any works commence contractors are required to submit a Permit to Dig to Unitas.

If requested the following documents must be provided to Unitas within 10 days of the completion of works.

- Electrical Works Certificate
- Gas Certificate
- Building Control Completion Certificate
- Waste disposal certification

If required, Building Control services will be provided by Stoke-on-Trent City Council, however it is the responsibly of contractors to notify Building Control when commencing work and contractors must also have works signed off by Building Control as required.

1.3 Quality Control

From time to time, as part of ongoing service improvements, Unitas will visit the contractor's site during works.

Following being notified of completion of works, Unitas will attend site to complete a Final Inspection Certificate to ensure all works are complete to a satisfactory standard.

Should Unitas identify any concerns around the quality of work, contractors will be advised and will be required to complete corrective actions within 5 working days of receiving notification.

1.4 Contract Period

The Contract period will commence upon the signing of contract. The contract is expected to run from January 2020.

1.5 Health and Safety

Contractors must comply with the Health and Safety at Work Act 1974 and all subsequent associated relevant legislation. In addition, contractors will:

- Comply with Unitas' Health and Safety Policy, standards and minimum standards (where applicable) which are published alongside this document on Pro Contract.
- Comply with standards for PPE
- Submit pre-start Risk Assessments and Method Statements for approval by Unitas prior to commencement on site

1.6 Inclusions and Exclusions

Bidders should allow for the following in their quoted price:

- The removal and disposal of all waste from site – including ensuring the works area is left tidy at the end of each working day.
- The protection of unfinished/uncomplete works i.e. fencing around all excavations.
- All plant and tools necessary to carry out the works.
- Any platforms/hop-ups required before scaffolding is erected.
- All materials required to complete the works.
- The quote submitted shall include all that is necessary to complete the works including travelling time, plant, overheads, certification etc.
- The price quoted should exclude VAT.
- Include for all necessary site supervision
- Unitas will provide any necessary scaffolding required to carry out the works.

1.7 Quotation Submission

- All quotations must be submitted through Pro Contract using the form below.
- Some questions on the form are pass or fail where the bidder must state whether they hold required certification/insurances. If the bidder fails any of these questions, the quotation will not be considered further.
- All prices submitted shall remain fixed for the duration of the Contract.
- All compliant quotations will be evaluated on price alone.
- The closing date for quotations is shown on the Pro-Contract system. Any quotation received after this date will not be considered.

Section 2 - Unitas Quotation Response

2.1 Company Details

Name of organisation:
Address:
Office telephone number:
Name of person who will lead on this project:
Email address of contact person in relation to this quotation:
Mobile number:

2.2 Pass/Fail Questions

For each of the following questions you are required to confirm either 'Yes' or 'No'. Please note that if you indicate 'No' on any of these questions, your quotation will not be considered further.

Insurance

Please confirm if you have a minimum of £5 million Employers Liability Insurance

Yes: ☐ No: ☐

Please confirm if you have a minimum of £5 million Public Liability Insurance

Yes: ☐ No: ☐

Certification

Please confirm that all staff involved in the works has the following

Asbestos Awareness	Yes:	☐	No:	☐
Face Fit	Yes:	☐	No:	☐
CSCS cards	Yes:	☐	No:	☐

Capacity

Please can you confirm that you have sufficient capacity within your organisation to complete the works within the stated deadlines:

Yes: ☐ No: ☐

Experience

Please provide details of two contracts of similar scale undertaken in the last five years in the table below:

Employing Organisation	Value of contract	Brief description of contract	Name of referee with email address

2.3 Pricing

Please note that the price you are quoting below must include for all expenses, disbursements and costs incurred by yourselves. Please ensure that it **excludes** VAT. No other costs will be accepted.

Please input your total price:

£