



**AMBER VALLEY  
BOROUGH COUNCIL**

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**Pay & Display Equipment Supply and  
Maintenance Contract**

**Pre-qualification Questionnaire**

**Amber Valley Borough Council**

**Landscape Services**

**CONFIDENTIAL**

**Application to be selected to tender**

**for the Pay & Display Equipment Supply and Maintenance Contract**

**1 General Guidance**

This questionnaire has been provided to interested parties who responded to advertisements on the Source Derbyshire or Amber Valley Borough Council websites. The responses will be evaluated in order to prepare a shortlist. The applicants on the shortlist will be invited to submit a priced tender for the Pay & Display Equipment Supply & Maintenance Contract.

Applicants will be evaluated in accordance with the criteria set out in Table 1, on the basis of their eligibility, financial standing, ability and technical capacity to deliver the project.

The Council will not reimburse any expense incurred by the applicants in preparing their responses to the pre-qualification questionnaire or their tender.

**Evaluation Process**

The evaluation process will use a score and weighting system to rank applicants' capability to undertake the work. In order to be short listed applicants will have to obtain a minimum threshold score.

The scoring sections of this questionnaire and their respective weightings are given in Table 1 below:

**2 Table 1**

<b>Section</b>	<b>Weighting</b>
Technical Resources	30
Quality Assurance & Environmental Policy	20
Company information	20
Health & Safety	20
Equality Issues	10
Financial Information	Pass/Fail
Total	100

**Financial Evaluation**

This will be on the basis of a Pass/Fail assessment. The assessment will use the financial information provided by applicants and other information sources to determine financial capability. Applicants receiving a Fail assessment will not be evaluated further.

## **Questionnaire**

This application must be fully completed even if you have previously submitted an application to this Council. It is not acceptable to cross-refer to previous or other applications.

A number of the questions need information which can be readily recorded on the questionnaire. There are also a number of questions where this is unlikely to be the case. In these cases no reply box is provided. It is the applicant's responsibility to ensure all questions are answered. Where no reply box is given the applicant may choose how best to reply but the reply should clearly identify the question to which it relates.

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION:**

- Please answer all the questions, or mark those not applicable 'N/A'; failure to do so may invalidate consideration for inclusion in the Shortlist of Tenderers.
- In the case of any company any replies must relate specifically to that company wishing to undertake the contracted services. The replies are not to relate to the group or parent company except where indicated.
- The application requests the submission of Company documentation. Any such submissions should be clearly marked with the relevant question number and should be readily identifiable with the Company making the application.
- Please complete the application in English. Where monetary values are given in other than Pounds Sterling, the exchange rate for the currency used by the Council's banker at noon on the first day of the month in which the questionnaire is due to be returned will be applied to enable necessary calculations and comparisons to be made.
- Please complete the declaration at the end of the questionnaire.
- Queries in relation to this questionnaire must only be made in writing to the officer detailed below or via e-mail to [simon.gladwin@ambervalley.gov.uk](mailto:simon.gladwin@ambervalley.gov.uk)
- Please return the completed questionnaire together with supporting documents in an envelope marked "Strictly Confidential – Pay & Display Equipment Supply and Maintenance Contract Pre-Tender submission" to:

Simon Gladwin  
Assistant Director (Landscape Services)  
Amber Valley Borough Council  
PO Box 18  
Town Hall  
Ripley  
Derbyshire  
DE5 3SZ

No later than 1200 hours on 6 November 2009. Earlier returns would be appreciated.

- Late returns will not be considered.

**A. General Information**

A.1 Name of Organisation:

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A.2 Registered Address (including phone no.):

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A.3 Local Office address (and contact details):

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A.4 Name of person applying on behalf of the organisation:

Name	
Position	
Telephone	
email	

**B. Company Information**

B.1 Is your Company or Organisation a Sole Trader, Partnership, Private Limited Company, Public Limited Company or other (please specify)?

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B.2 If a partnership, please give the date of formation thereof.

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B.3 Please give the names of all equity partners.


B.4 Is the partnership a member of a group including other companies?

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B.5 If the answer to B.4 is yes, please give full details of other Companies/Partnerships within the group, and full details of the structure of the group (for example, you will need to state whether the group is a partnership itself or if it is a collection of separate partnerships which share services)

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B.6 Is the partnership registered with limited liability?

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B.7 If your organisation is a limited company please state the registration date and number under the Companies Act 1985,

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or

B.8 Registration date and number under the Industrial and Provident Societies Acts 1965 – 1978.

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Capital, in pounds sterling.

Nominal £	
Paid up £	

B.9 If your organisation is a member of a group of companies, please give the name and registered address of the parent company and all subsidiaries.

B.10 Will the parent company guarantee in writing the contract performance of its subsidiary?

Yes

No

B.11 Please enclose a copy of the Certificate of Incorporation of the company under the Companies Act 1985 (if applicable) and any certificate of change of name.

Enclosed:

B.12 Please state full names of Proprietors, Directors, Partners, and Associates.

B.13 Have any of the Directors, Partners or Associates: -

	Yes	No
I. been involved in any organisation which has gone into liquidation or receivership or which is currently undergoing such proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
II. been employed by Amber Valley Borough Council or been an Elected Member of the Council?	<input type="checkbox"/>	<input type="checkbox"/>
III. been involved with any other organisation providing services to the Council?	<input type="checkbox"/>	<input type="checkbox"/>

B.14 Are any of the Directors, Partners or Associates related to anyone employed by this Council or who is a Member of this Council?

Yes

No

(If Yes to either B.14 or B.15, please enclose details)

*B15 To be completed by all Applicants*

B15.1 Is any work being undertaken or likely to be undertaken which could give rise to a conflict of interest?

B15.2 If YES to B15.1 please give details below of how you propose to resolve these conflicts of interest.

**C. Financial Information**

C.1 What is the name, designation and telephone number of the person in your company/organisation responsible for financial matters and to whom any queries can be addressed?

C.2 Please give the name and address of your Company's banker. Would you have any objection to their being approached for a reference? If NO, please enclose a letter on your Company's headed paper authorising them to communicate with Amber Valley Borough Council, direct. (Arrangements should be made for this to be supplied to the Council free of charge).

C.3 Please enclose 1 copy of your latest audited accounts to include:

- C3.1 Balance sheets
- C3.2 Profit and Loss Accounts
- C3.3 Auditors' Report

Enclosed:

C.4 Where the applicant is a member of a group of Companies please provide the above details for the Company applying plus the group – consolidated up to the ultimate holding company.

C.5 Please supply details of the annual turnover, in pounds sterling, in respect of the work for which you are applying over the last 3 years.

C.6 If the accounts you are submitting are for a year ended more than 6 months ago, can you confirm that the Company as described in those accounts is still trading. Also confirm that no post balance sheet events have taken place that would materially alter the financial position of your firm.

C.7 If the accounts you are submitting are for a year ended 18 months or more ago, please provide draft accounts or certified management accounts for your most recent full accounting year.

C.8 Is the Company as described in your answers to C3-C7 inclusive likely to change significantly between the date of application and the date of the contract commencement other than by award of this contract? If YES, please enclose details.

C.9 Please give details of any outstanding claims or litigation against your organisation. (If none please write "None")

C.10 Please state your VAT Registration Number

C.11 Please state name and address of insurance brokers.

C.12 Please state name and address of Bondsman (if any) who normally issues guarantee bonds for your firm.

C.13 Please provide copies of the following policies and give details (in pounds sterling): -

<b>A. Employer's Liability Insurance</b>	
Value	£
Policy No.	
Expiry Date	
<b>B. Public Liability Insurance</b>	
Value	£
Policy No.	
Expiry Date	
<b>D. Product Liability Insurance</b>	£
Value	
Policy No.	
Expiry Date	

**D Technical Resources**

D.1 Please give details of five major contracts of a similar type to this contract administered by your organisation.

Type of contract	Duration of contract	Value of contract (per annum)	Name, address & contact number of Client

The Council may approach one or more of the clients for references

D.2 Has your organisation:-

	Yes	No
I. suffered a deduction for liquidated damages or ascertained damages in respect of any contract, within the last three years?		
II. had a contract terminated or its employment, or the employment of one or more of its employees, terminated under the terms of a contract, within last three years?		
III. ever suffered refusal of renewal of a contract, for failure to perform to the terms of the said contract, within last three years?		

(If “Yes” to any part of D.2, please enclose details)

D.3 Is your Company or any part of it quality assured under BS EN 9000:2000 series or an equivalent standard for management systems?

If the answer is YES, please state date of registration, registration number, certification body and the part or parts of the Company which is/are registered in the box above.

D.4 Please provide educational & professional qualifications and operational & managerial experience of the (i) person to be in overall charge of providing the services and (ii) other principal management and supervisory staff likely to be designated to this Contract – CVs are acceptable. Please indicate name, position held and length of service with your company/organisation.

CVs enclosed

D.5 Are you intending to apply or have you applied for any other public sector work of this nature in the United Kingdom?

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D.6 Please indicate the areas of work your organisation may sub-contract. If none, please write "None"

<b>Area of Work</b>	<b>Sub-contract (Yes/No)</b>
[insert relevant detail]	

**E Staff**

E.1 State the approximate number of employees in your Company engaged in the specific type of work for which you are applying.

<b>3 Category</b>	<b>4 Current number of Employees</b>
Full Time	
Part Time	
Management	
Professional/Technical	
Admin/Clerical	
Trainees	
Others (please specify)	

E.2 What has been the average annual number of staff employed in your Company engaged in the specific type of work for which you are applying for each of the past 3 years in the following categories for the work for which you are applying?

<b>5 Category</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
Management			
Professional/Technical			
Other staff (excluding those above)			

E.3 Does your Company have a Specialist Department/Unit/Section, which deals with public sector work? If YES please give full details of the organisation and the staffing of the Unit. Include details of any particular areas of expertise relevant to this work.

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E.4 Please provide details of the key staff who would be working on this project including their CVs highlighting the length of time employed by your organisation. Exclude information provided at D.4 above.


**F Quality Assurance and Environmental Policy**

F.1 Name of person (if any) responsible for implementation of the company's quality assurance policy?

F.2 Please provide details of any quality assurance systems operated include copies of any registration certificates and other accreditations.

Enclosed

F.3 Please provide details as to how your company deals with complaints including any written complaint procedures.

F.4 Please provide your targets for:

<u>Work area</u>	<u>Target</u>	<u>% within target 08-09.</u>
Responding to letters		
Answering the telephone		
Responding to complaints		

F.5 Please provide details of methods deployed by your company in obtaining views of customer satisfaction with service delivery.

F.6 Please provide details of your Company's training policy and the level of training provided to staff which could be involved in this project. Please include copies of any relevant policies and procedures

Enclosed

F.7 Please provide details of your company's arrangements for ensuring the Sub-Contractors are able to meet your minimum criteria for training.

F.8 Please enclose details of your company's policy and practice in support of staff undertaking continuing professional development training.

Enclosed

F.9 Please provide details of any Environmental Management System operated (e.g. EMAS, ISO 14001) include copies of any registration certificates and other accreditations

Enclosed

F.10 Please provide details of the company's environmental policy including any written environmental policy and associated reports.

Enclosed

F.11 Please provide details of any environmental impact/performance monitoring system operated?

F.12 Has the company or any of its agents been issued an improvement notice or convicted of breaching any environmental legislation within the last 3 years?

Yes

No

If "Yes" please give details.

**G. Health & Safety**

G.1 Please enclose a copy of the Company's Health and Safety Policy (covering General Policy Organisation and arrangements) as required by Section 2(3)(f) of the Health and Safety at Work etc Act 1974 and any risk assessment procedures and Codes of Safe Working Practices issued to employees:

Enclosed

G.2 How are the Company's Health and Safety Policies and Procedures conveyed to the workforce?

G.3 Has the company had any notices served upon it or been prosecuted by the Health and Safety Executive during the last three years.

Yes

No

If "Yes" please give brief details and outline steps taken by the company in consequence of that finding.

G.4 Please provide the accident statistics relating to your your company for the past three years. Please report statistics as per 100 employees.

	2006/07	2007/08	2008/09
No. of fatal accidents (A)			
No. of reportable injuries (RIDDOR 1995) (B)			
No. of employees (full-time equivalents) (C)			
Incident Rate =(A+B)*100/C			
No. of RIDDOR injuries to the public			
No. of RIDDOR dangerous occurrences			
No. of RIDDOR ill-health reports			

G.5 Who is named as the Director responsible for Health and Safety issues?

Please provide a summary CV

Enclosed

G.6 Who is named as the Safety Officer?

Please provide a CV

Enclosed

G.7 What measures do you take to ensure that any vehicles, plant or equipment used is suitable, fit for purpose and safe?

G.8 If sub-contracting works, what procedures do you use to assess the Health and Safety procedures of your sub-contractors?

## H. Equality Issues

H.1 As an employer how does the company comply with its obligations under the Race Relations Act 1976 (and as amended) and accordingly practice not to treat one group of people less favourably than others because of their colour, race, nationality, or ethnic origin in relation to decisions to recruit, train or promote employees?

H.2 As an employer how does the company comply with its obligations under the Sex Discrimination Act 1976 (as amended) and Disability Discrimination Act 1995? Please provide evidence of policies where possible.

Enclosed

H.3 Is the company's equal opportunities policy set out in:

	Yes	No
Instructions to those concerned with recruitment, training and promotion?		
Recruitment advertisements and other literature?		
Documents available to employees, recognised trade unions or other representative groups of employees?		

H.4 In the last three years has any finding of unlawful racial, sexual or disability discrimination been made against the company by any court or employment tribunal?

Yes

No

If "Yes" please give brief details and outline steps taken by the company in consequence of that finding.

H.5 Please provide details of any company pensions scheme for employees

**Application to be Selected to Tender for the Pay & Display Equipment Supply & Maintenance Contract**

Please read and sign the declaration below:-

I/We certify that the information supplied herein is accurate and complete and that I/We accept the conditions and undertakings requested in the questionnaire and wish to be considered for inclusion in the List of Tenderers.

I/We understand that the supply of false information will result in exclusion from the list of tenderers.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body, and that such action will empower the Council to cancel any contract currently in force.

Signed:..... Dated: .....

Please also print name and title here: .....

For and on behalf of .....

Please note: This declaration should be signed by the applicant, a partner or authorised representative in his/her own name and on behalf of the company.

BEFORE RETURNING THIS APPLICATION FORM, PLEASE ENSURE THAT YOU HAVE:

- Answered all questions
- Enclosed all relevant documents – see checklist
- Signed the above undertaking

**The closing date for receipt of this questionnaire is 1200 hours on 6 November 2009.**

## DOCUMENT CHECKLIST

<u>Section</u>	<u>Document</u>	<u>Enclosed</u>
A		
B	Certificate of Incorporation Change of Name Certificate	
C	Audited accounts (latest audited) Annual Reports (latest audited) Copies of Employers Liability Insurance Copies of Public Liability Insurance Copies of Product Liability Insurance	
D	CV for person in overall charge CVs for principal employees	
E	CV's of Key Staff	
F	Quality assurance accreditation Staff training procedures Continued Professional Development Policies [Environmental Policy] EMS accreditation	
G	Health and Safety Policy etc. Summary CV for Director responsible for Health and Safety CV for Safety Officer	
H	Equalities Policy	