

## 1. Details of Firm

- State 1. The authorised and issued capital in Balance Sheet for last available financial year.
  - 2. The turnover for each of the last 3 financial years and management accounts to 31 March 2024.
  - 3. The names of all full-time directors.
  - 4. The date of the firm's formation.
  - 5. The name and address of the firm's Bankers, to whom reference may be made.
  - 6. The geographical area or areas in which the firm normally operates.
  - 7. Names and addresses of wholly or majority owned subsidiaries. (Confirming parent company guarantee and/or performance bond can be provided)
  - 8. The value of all main contracts to which the firm is at present completing and their completion date and secured works for the year 2024.

## 2. Organisation

- State 1. The organisation / structure of the firm.
  - 2. The organisation / structure of the regional branch which would be responsible for this project (if appropriate).
  - 3. The anticipated site organisation indicating categories and members of staff with particular reference to the allocation of overall responsibility for the project.
  - 4. The name of the person who would exercise overall site responsibility.
  - 5. Curriculum vitae including the experience and qualifications of person with overall site responsibility.
  - 6. Size of permanent labour force.
  - 7. Size of labour force anticipated for the project and how it would be obtained.
  - 8. List and details of sub-contractors proposed to be used on the project.

## 3. **Previous Contracts**

State the following details for (say) three recently completed or nearly completed contracts demonstrating a similar level of capability with a value in the region of  $\pounds100,000 - \pounds250,000+$  pounds.

Evidence of working on listed buildings will be a requirement for Jacob Wells Baths.

- 1. Title of contract and nature of works.
- 2. Name of client, location & value.
- 3. Contract period dates and programme information.
- 4. Name and address to who reference may be made.
- 5. Other contracts which may be given as examples of similar workmanship.
- 6. Whether you have found it necessary to submit a claim during or on completion of any of the above contracts and if so, the value of the claim.

## NB. Please note, where providing supporting documentation, please ensure it is appropriately referenced to the relevant question above.