



## Saving The Iron Duke

---

Pre-qualification Questionnaire  
April 2023



## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

<b>A</b>	<b>Notes for Contractors</b>	
<b>A1</b>	<p>The purpose of this questionnaire is to assist Great Yarmouth Preservation Trust in deciding which contractors to short-list to invite to tender for works that consist of flat roof covering replacement using Bauderflex, coping repairs or replacement of copings and associated structural repairs to the concrete and timber substrates if required at The Iron Duke Great Yarmouth. The contract will be let on the JCT Intermediate Form of Contract with Bills of Quantities. Tender documents will be issued to selected Contractors in June to be returned within four weeks with work to start on site in August depending on required lead in periods.</p> <p>In order to simplify this process, you do not need to provide the supporting documents noted below, for example, accounts, certificates, statements or policies with this questionnaire.</p> <p>However, Great Yarmouth Preservation Trust may ask to see these documents at a later stage. You may also be asked to clarify your answers or provide more details.</p> <p>This questionnaire is being issued in pdf and word format, an extended answer may be given using this word format document.</p>	
<b>A2</b>	<p>The project:</p> <p>The Grade II Listed Iron Duke is a rare example of an Art Deco public house. A flagship for Lacons Great Yarmouth brewery, it was named after the Battleship HMS Iron Duke and is a fine example of an inter-war pub. It is a highly significant survivor architecturally, but also a compelling site of social heritage, exemplifying the 20th century history of English resorts.</p>	
<b>B</b>	<b>Return of questionnaire</b>	
<b>B1</b>	Return form not later than 12noon	Friday 12 May 2023
<b>B2</b>	Return form to	<a href="mailto:jsarch@mac.com">jsarch@mac.com</a> and <a href="mailto:lb@dca-consultants.com">lb@dca-consultants.com</a>
<b>B3</b>	If you have any queries about this form, please contact before Friday 28 April 2023	<p>Jeremy Stacey - email: <a href="mailto:jsarch@mac.com">jsarch@mac.com</a></p> <p>Lisa Burton – email: <a href="mailto:lb@dca-consultants.com">lb@dca-consultants.com</a></p>
<b>C</b>	<b>Section C particular information required by National Lottery Heritage Fund</b>	
<b>C1</b>	How do you address diverse supply chains?	
<b>C2</b>	How do you address improved employability and skills?	
<b>C3</b>	How do you address inclusion, mental health and well-being?	

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

<b>C4</b>	How do you address environmental sustainability?	
<b>C4</b>	How do you address safe supply chains?	
<b>C5</b>	Will you share <i>Digital Outputs</i> under a Creative Commons Attribution 4.0 International licence. <i>Digital Outputs</i> are anything created with project funding in a digital format designed to give access to heritage or to help people engage with and learn about heritage?	Yes/No
<b>1.0</b>	<b>Basic details of your organisation</b>	
<b>1.1</b>	Name of the organisation in whose name the tender would be submitted	
<b>1.2</b>	Contact name for enquiries about this bid	
<b>1.3</b>	Contact position (job title)	
<b>1.4</b>	Address	
	Post code	
<b>1.5</b>	Telephone number	
<b>1.6</b>	E-mail address	
<b>1.7</b>	Web site	
<b>1.8</b>	Companies House Registration Number	
<b>1.9</b>	Date of Registration	
<b>1.10</b>	Registered address if different from the above	
<b>1.11</b>	VAT Registration number	
<b>1.12</b>	Is your organisation a public limited company, a limited company, a partnership, a sole trader, or other (please specify)	
<b>1.13</b>	Name of (ultimate) parent company (if this applies):	

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

1.14	Companies House Registration Number of parent company (if this applies)	
1.15	Constructionline registration number	
2.0	<b>Financial information</b>	
2.1	What was your turnover in the last two years (state each year separately)	
2.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past two years	Yes/No
2.3	If "No" what were the reasons, and what has been done to put things right?	
2.4	Has your organisation met all its obligations to pay its creditors and staff during the past year?	Yes/No
2.5	If "No" please explain why not:	
2.6	What is the name and branch of your bankers	Name:  Branch:  Contact details Telephone number:
2.7	If asked, would you be able to provide at least one of the following?	
2.8	A copy of your most recent audited accounts	Yes/No
2.9	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	Yes/No
2.10	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Yes/No
3.0	<b>Business Activities</b>	
3.1	Describe your organisation	

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

3.2	How many directly employed staff does your organisation have?	
4.0	References	
4.1	Please provide details of two recent public sector projects, that relate to work and interventions to an existing listed building.	
4.1	Project 1	<p>Name of project:</p> <p>Type of project:</p> <p>Date completed:</p> <p>Value:</p> <p>Employer:</p> <p>Contact:</p> <p>Telephone number:</p> <p>Architect:</p> <p>Contact:</p> <p>Telephone number:</p> <p>Quantity Surveyor:</p> <p>Contact:</p> <p>Telephone number:</p>
4.2	Project 2	<p>Name of project:</p> <p>Type of project:</p> <p>Date completed:</p> <p>Value:</p> <p>Employer:</p> <p>Contact:</p> <p>Telephone number:</p> <p>Architect:</p> <p>Contact:</p> <p>Telephone number:</p> <p>Quantity Surveyor:</p> <p>Contact:</p> <p>Telephone number:</p>

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

4.3	Please provide details of a flat roofing Bauder approved subcontractor (not part of the parent company) with whom you have successfully worked. If this is not possible, please state details of a flat roofing sub-contractor with whom you have successfully worked	Name of sub-contractor  Project  Contact:  Telephone number:
4.6	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes/No
4.8	If "Yes", please give details	
5.0	<b>Insurance</b>	
	Please provide details of your current insurance cover value	
	Employer's Liability	£
	Public Liability	£
6.0	<b>Quality Assurance</b>	
6.1	How does your organisation address quality management?	
7.0	<b>Health and Safety</b>	
	<b>Enforcement Action</b>	
7.1	Has any enforcement action been taken against your company by the Health and Safety Executive or Local Authority in the last five years? If yes, please give details along with the actions taken to avoid a reoccurrence of the incident.	

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

	<b>Health and Safety Advice</b>	
7.2	Who provides your business with competent Health and Safety Advice?	
7.3	What qualifications does this person/company have in relation to health and safety?	
7.4	Describe the role that they play within your company in providing health and safety advice.	
7.5	If Health and Safety advice is provided by an external agency, describe the level of their involvement with your company over the past year.	
	<b>Health and Safety Policy</b>	
7.6	Do you have a Health and Safety Policy and if so would you be able to provide a copy if requested?	Yes/No
7.7	If no to the above please explain why:	
7.9	If yes, how is your health and safety policy communicated to your employees?	
	<b>Training</b>	
7.10	Do you provide health and Safety training to your employees? If yes, please provide details of training relevant to the work for which you are applying	Yes/No
	<b>Risk Assessment</b>	
7.11	Do you complete risk assessments for the activities undertaken by your employees. If yes, would you be able to provide examples of risk assessments relating to the area of work for which you are applying if requested?	Yes/No
	<b>Control of Substance Hazardous to health (COSHH)</b>	
7.13	If you use substances hazardous to health would you be able to provide an example of a COSHH assessment if requested?	Yes/No

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

	<b>Manual Handling</b>	
7.15	If your work activities involve employees manual handling would you be able to provide examples of your manual handling assessments?	Yes/No
7.17	If your employees undertake manual handling activities, do you provide manual handling training to your employees?	Yes/No
	<b>Consultation with Employees</b>	
7.18	Please describe your arrangements for consulting health and safety issues with your employees.	
	<b>Portable Electrical Equipment</b>	
7.19	Describe your inspection, testing and maintenance regime for portable electrical equipment.	
	<b>Noise</b>	
7.20	If you use equipment that requires you to undertake a noise at work assessment, would you be able to provide an example of such an assessment if requested?	Yes/No
	<b>Work Equipment</b>	
7.21	Describe your arrangements for the inspection, testing and maintenance of your work equipment.	
	<b>First Aid</b>	
7.22	Describe your arrangements for first aid provision.	
	<b>Health Surveillance</b>	
7.23	If you carry out any work that requires you to undertake health surveillance? e.g. where work involves exposure to vibrating tools, lead, working with asbestos etc. what arrangements do you have in place to undertake health surveillance?	Yes/No



## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

<b>Accident/Incident Reporting</b>						
7.25	Describe your reporting and investigating arrangements for injuries, diseases and dangerous occurrences.					
7.26	Please provide your accident/incident statistics for the past three years along with any actions taken to avoid a reoccurrence of the incident					
	Year	Fatality	Major injury	Disease	Over 3 day injury	Non reportable
	Actions taken to avoid reoccurrence of incidents					
<b>Subcontractors</b>						
7.27	Please describe your arrangements for the safe management of subcontractors.					
<b>Monitoring / Auditing</b>						
7.28	Describe any monitoring and auditing that you undertake to ensure compliance with your health and safety management system. If requested, would you be able to provide examples of any site inspections that you have undertaken, showing any corrective action that resulted?		Yes/No			
	In addition to providing the above information, if you are successful in tendering, more in depth health and safety information will be required in the form of specific, contract related, risk assessments and method statements. Great Yarmouth Preservation Trust may also request documentary evidence to support the answers given within this Health and Safety module. To ensure the health and safety of Great Yarmouth Preservation Trust employees and others that may be affected by the contracted work, site audits may also be appropriate.					
<b>8.0</b>	<b>Equal opportunities</b>					
8.1	How does your organisation ensure that there are processes and procedures to enable equal opportunities to be properly managed and that the legal requirements are met?					

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

9.0	Environmental management	
9.1	How does your organisation ensure that there are processes and procedures to enable environmental issues to be properly managed and that the legal requirements are met?	
10.0	Professional and Business standing	
10.1	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?	
10.2	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes/No
10.3	Has been convicted of a criminal offence related to business or professional conduct ?	Yes/No
10.4	Has committed an act of grave misconduct in the course of business ?	Yes/No
10.5	Has not fulfilled obligations related to payment of social security contributions ?	Yes/No
10.6	Has not fulfilled obligations related to payment of taxes ?	Yes/No
10.7	Is guilty of serious misrepresentation in supplying information ?	Yes/No

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

10.8	Is not in possession of relevant licences or membership of an appropriate organisation where required by law ?	Yes/No
10.9	If the answer to any of these is "Yes" please give brief details including what has been done to put things right against each item	
11.0	Approach to making buildings (you are encouraged to elaborate the answers to questions in section 11.0 on separate pages)	
11.1	How would you work in a symbiotic relationship with the Design Team and Great Yarmouth Preservation Trust to the benefit of the project as a whole where due to the public funding the works cannot go over the contract sum.	
11.2	How do you work in a symbiotic relationship with your sub-contractors to ensure that the project benefits as noted in 11.1 above.	
11.3	Would you be prepared to state on submission of your tender your chosen Bauder approved roofing sub-contractor and bring this sub-contractor to a pre-contract meeting	Yes/No
11.4	How do you ensure, by forward planning, during a project that your company is not in a position where a claim under the contract might in other circumstances be made.	

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

11.5	How do you manage your requests for information from the design team	
11.6	How do you manage weekly site visits by the design team and record events that take place	11.7
11.7	How do you monitor progress of the works and report this progress to the Architect weekly during the contract	
11.8	How do report to the Employer and the Architect immediately before and at monthly site meetings	
11.9	How do you report problems occurring with your own team or that of your sub-contractors and how do you work to mitigate the effects of these problems should they occur	

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

11.10	How do you instil in your workforce and that of your sub-contractors the notion that memory of the historic fabric is important when working on an existing building.	
11.11	Do you agree to compete open book accounting with all original documents, receipts and invoices open to inspection by the Quantity Surveyor employed by the Preservation Trust.	Yes/No
11.12	Please provide details of two recent projects working on listed buildings	
11.13	Project 1	<p>Name of project:</p> <p>Type of project:</p> <p>Date completed:</p> <p>Value of project:</p> <p>Conservation Officer:</p> <p>Telephone number:</p>
11.14	Project 2	<p>Name of project:</p> <p>Type of project:</p> <p>Date completed:</p> <p>Value of project:</p> <p>Conservation Officer:</p> <p>Telephone number:</p>

## Pre-qualification Questionnaire

Works to The Iron Duke Great Yarmouth for Great Yarmouth Preservation Trust

11.15	How do you respond to, should they occur, defects during the defects liability period.	
11.16	<p>Who is in overall control of your company.</p> <p>What is his or her direct line telephone number.</p> <p>How regularly would he or she visit site.</p> <p>What notice would be required if he or she was invited to visit site.</p> <p>If all else fails during the defects liability period could he or she be reached out of hours to report a matter that required urgent attention.</p>	<p>Name:</p> <p>Direct line telephone number:</p> <p>Site visiting procedure:</p> <p>Notice:</p> <p>Contact during defects liability period:</p>
12.0	<b>Declaration</b>	
	I declare that to the best of my knowledge the answers submitted in this PQQ (and any supporting documents) are correct. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be invited to tender for the project being works of repair and extension of The Iron Duke Great Yarmouth.	
	Form completed by	
	Name	
	Position (Job Title)	
	Date	
	Telephone number	
	Signature	