

TENDER FOR REFURBISHMENT OF LEEDS MEDIA CENTRE

SELECTION QUESTIONNAIRE

Deadline for submission - **12 noon on 18th December 2020**

**CONTENTS** **Page**

SECTION 1 - INTRODUCTION

1.1 Project overview 4

1.2 About Unity Property Services 4

1.3 Background details 5

1.4 Scope of Works 7

1.5 Queries and further information 7

1.6 SQ return 8

1.7 Procurement Timetable 9

1.8 SQ Evaluation 9

SECTION 2 - STANDARD SELECTION QUESTIONNAIRE

2.1 Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2. 10

2.2 Supplier Selection Questions: Part 3 10

2.3 Consequences of Misrepresentation 10

2.4 Notes for Completion 11

PART 1 - POTENTIAL SUPPLIER INFORMATION

1.1 Potential supplier information 14

1.2 Bidding model 17

1.3 Contact details and declaration 19

PART 2 - EXCLUSION GROUNDS

2.1 Grounds for mandatory exclusion 20

2.2 Grounds for discretionary exclusion 22

PART 3 - SELECTION QUESTIONS

3.1 Economic and Financial Standing 25

3.2 Part of a wider group 27

3.3 Technical and Professional Ability 28

3.4 Modern Slavery Act 2015 30

3.5 Additional questions 31

PART 4 - SCORED QUESTIONS 33

APPENDIX A - SQ EVALUATION METHODOLOGY

Stage 1 Minimum pre-qualification standard 36

Stage 2 Scored evaluation 40

APPENDIX B - PROJECT SPECIFIC QUESTIONS RESPONSE TEMPLATE 43

APPENDIX C - ABOUT ADDITIONAL APPENDICES 47

SECTION 1 - INTRODUCTION

* 1. Project Overview

Unity Property Services Limited (Unity) has partnered with Leeds City Council to design and deliver a significant regeneration project, namely the refurbishment of the Leeds Media Centre at 21 Savile Mount, Chapeltown, Leeds, LS7 3HZ.

This Selection Questionnaire (SQ) has been issued by Unity in connection with a competitive procurement. It sets out the information which is required by Unity in order to assess the suitability of Potential Contractors in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement.

No information contained in this SQ, or in any communication made between Unity and any Participant in connection with this SQ, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this SQ. Unity reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall Unity incur any liability in respect of this SQ or any supporting documentation.

Direct or indirect canvassing of any Board Members, Unity employees or agents by any Potential Contractor concerning this requirement, or any attempt to procure information from any Board Members, Unity employees or agents concerning this SQ may result in the disqualification of the Participant from consideration for this requirement.

The object of the qualification process is to assess the responses to the SQ and select Potential Contractors to proceed to the next stage of the procurement.

Unity will not reimburse any costs incurred by Participants in connection with preparation and submission of their responses to this SQ.

1.2 About Unity Property Services Limited (Unity)

The Client contracting entity “Unity Property Services Limited”, trading as “Unity Enterprise”, is committed to building strong sustainable neighbourhoods through the provision of high quality commercial workspace and social and employment opportunities. Its objectives include to:

* Build year on year improvements in the viability, sustainability and success of our business.
* Ensure our facilities are fit for purpose and attractive to local businesses and organisations.
* Inspire local enterprise and provide business support.
* Support Unity Housing Association in the delivery of targeted social and economic regeneration services.

1.3 Background details

Unity wishes to procure a single Contractor to carry out alteration and refurbishment works to the existing Media Centre. The building comprises a three storey flat roofed block with a basement, originally constructed in 1921 and significantly modified since. The last major refurbishment of the building took place in 2001.

The cost of the work will be partly funded from the European Regional Development Fund (ERDF), therefore in order to ensure that the procurement process meets the ERDF Procurement Requirements, Stradia Ltd has been appointed to advise and assist Unity to procure the works.

The remaining cost of the scheme will be part funded by Leeds City Council with the balance from Unity’s own resources.

Unity is not a “Contracting Authority” but Leeds City Council is. As it is LCC that will be contracting with the funders and then subcontracting the project delivery to Unity, Unity will effectively be acting on LCC’s behalf. Unity will, therefore, adopt the same rules that would be placed upon LCC, acting as a “Contracting Entity”, so that in the unlikely event that Unity are unable complete the project and the delivery obligations revert back to LCC, the procurement of the capital Contractor will still be valid.

The following strategic objectives have been identified for the project:

* The scheme must meet all MHCLG conditions regarding the procurement plan
* The scheme must meet all ERDF contract terms and respect the Treaty Principles as part of the procurement process
* Leeds City Council are contracting with the funders of the scheme and are ‘subcontracting’ the project to Unity to deliver successfully.
* The remodelling of the existing building should produce a scheme that is ‘future proof’ with a target of 25 years of operational service life assuming a robust maintenance programme is adopted
* The scheme should achieve a mark of Very Good under the BREEAM Refurbishment category
* Sustainability is a priority. The facades are to be simplified and the internal spaces remodelled to create more attractive and productive business places and maximise the lettable area

The scheme has been designed to RIBA Stage 3 (Outline proposals ) by Nicol Thomas with proposed floor plans and elevations and an outline scope of works agreed by Unity. Nicol Thomas will produce a detailed specification for the workmanship and materials for the building work elements and Align Property Partners will do the same for the Mechanical and Electrical Engineering works.

it is proposed that the works will be let as a single contract using a ‘Develop and Construct’ procurement approach on the basis of the drawings already prepared by Nicol Thomas. Under this approach the selected contractor would be responsible for:

* Development of the existing design for the works in accordance with the performance specifications
* Discharge of any conditions attached to the planning approval
* Obtaining the necessary building regulations and any other necessary statutory approvals
* Construction of the whole of the works to the satisfaction of the Employer’s Agent.

The proposed form of contract for the scheme will be, therefore, the Joint Contracts Tribunal (JCT) Design and Build Contract 2016.

Further information including the specifications provided by Nicol Thomas and Align Property Partners will be available within the ITT procurement documentation when it is issued. Unity will not enter into detailed discussion on the requirements of the ITT at this stage, however the tender documents will largely consist of:

* A Statement of Employer’s Requirements setting out details of the work required, proposed contractual details and the like
* The drawings already prepared
* A detailed Performance Specification

The shortlisted Contractors will be invited to submit bids based upon:

* A completed design
* A priced Contract Sum Analysis
* A statement of the methodology they will follow in carrying out the works, to meet the planning conditions and to achieve a BREEAM refurbishment rating of ‘Very Good’

Participants will be required to state their most economical price for carrying out the work on a fixed price basis. The Contract will be awarded to a single Contractor and the award will be based on the Most Economically Advantageous Tender (MEAT).

1.4 Scope of Works

The project comprises work on the existing building primarily involving:

* Removal of existing redundant plant from the roof, recovering the roof with a tapered insulation system
* Renewal of existing rainwater goods
* Removal and replacement of existing external building envelope components including windows and doors
* Repairs to the external building envelope
* Internal layout reconfiguration
* Repair, replacement and redecoration to internal areas
* Renewal of all sanitary fittings
* Renewal of the kitchen facilities to first and second floors
* Replacing the existing heating system
* Replacing the existing ventilation system
* Replacing the existing passenger list
* Alterations to existing building services installations including installation of some new ducted mechanical ventilation
* Works required under the BREEAM refurbishment category including the provision for renewable energy solutions.

The project is to achieve an assessment rating of ‘Very Good’ against BREEAM Non-Domestic Refurbishment and Fit-Out 2014, parts 2,3 and 4. The attainment of a BREEAM Very Good rating for a refurbishment project is a challenging task and Unity have appointed Sustain 3D to undertake a pre-assessment to identify the BREEAM credits most achievable to meet a Very Good rating whilst minimising the cost implications. The pre-assessment will be included within the ITT tender documents.

1.5. Queries and further information

In order to assist Unity in maintaining a fully transparent process, all requests for clarification or further information in respect of this SQ must be addressed to Unity via the following email address: Procurement@Unityha.co.uk

Please do not contact us by telephone or send questions to staff personal emails.

Anonymised details of questions and responses will be published to all Participants via email at regular intervals with the final version being published by the deadline for publication of responses to queries.

Questions considered by Unity to refer to information which is deemed to be commercially confidential may be withheld from publication.

All queries must be submitted in writing to Procurement@Unityha.co.uk The closing date for queries is detailed in the procurement timetable. The closing date for responses to these clarifications by Unity is as per the procurement timetable.

Other than responses to written questions submitted in accordance with this SQ no representative of Unity or its advisers has the authority to give any representations (express or implied) in relation to this SQ or the procurement process.

1.6. SQ Return

Potential Contractors are invited to complete this SQ and to submit it, together with any requested supporting information, to Unity by the due date for return in accordance with the procedures set out in “1.7. Procurement Timetable” below.

Responses to this SQ (including any supporting documentation) must be uploaded to the email address: Procurement@Unityha.co.uk

The deadline for submission shall be as per the procurement timetable below. Any change to the Tender Submission Deadline will be notified via Procurement@Unityha.co.uk Participants will be advised in the event of this happening via the system.

Please ensure that you give yourself plenty of time to submit your response prior to the deadline, the system will not allow a late response.

Please note that failure to provide a completed SQ in the correct format is likely to preclude you from consideration. Do NOT change the format of the SQ.

Unity expressly reserves the right to validate information provided with a returned SQ.

1.7 Procurement Timetable

|  |  |
| --- | --- |
| Procurement Stage / Action | Dates |
| Contract notice published | 30th October 2020 |
| Issue of Selection Questionnaire documentation (SQ Stage) | 23rd November 2020 |
| Deadline for clarifications/requests for further information on SQ from Participants | 17:00 on 4th December 2020 |
| Deadline for query responses by Unity | 17:00 on 11th December 2020 |
| Deadline for submission of SQ  | 12:00 noon on 18th December 2020 |
| Evaluation of SQ submissions, financial checks and shortlisting of Participants  | 23rd December 2020 |
| Issue of Invitation to Tender documentation (ITT Stage) | 4th January 2021 |

The aforementioned timescales are given in good faith as a best estimate of the time required. Although best efforts will be made to ensure that these are adhered to, it may be necessary to adjust this timeframe in order to ensure that the process is complete, thorough and equitable.

1.8 SQ Evaluation

Please see Appendix A

SECTION 2 - SELECTION QUESTIONNAIRE

2.1 Potential Contractor Information and Exclusion Grounds: Parts 1 and Part 2.

This Selection Questionnaire is a self-declaration, made by you (the Potential Contractor), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

2.2 Supplier Selection Questions and Scored Questions: Parts 3 and 4

The SQ provides instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request, and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

2.3 Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce Unity to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

2.4 Notes for Completion

“You”, ”Your”, or “Provider” refers to the Potential Contractor completing this SQ i.e. the legal entity responsible for the information provided. The term “Potential Contractor” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle (SPV); or other form of entity.

Potential Contractors should follow the instructions outlined below when completing this SQ.

Potential Contractors should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Contractor’s organisation, this should be indicated, with an explanation.

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N//A’. Should you need to provide additional information in response to the questions please submit a clearly identified annex.

Mandatory questions must be completed in order to be received by Unity as a compliant SQ.

Questions should be answered in English.

Where you are requested to upload a response as an attachment, and there is a restriction on the number of pages that may be uploaded (see individual questions), you should respond using the Arial Font 11 point.

Where a question asks for either a specific or minimum number of examples, failure to provide the required number will negatively impact the scoring of the response.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Potential Contractor is not invited to participate further. In the event that none of the responses are deemed satisfactory, Unity reserves the right to terminate the procurement and where appropriate re-advertise the procurement.

Where Potential Contractors are required to submit an attached document in response to a question, attachments must be submitted in an acceptable format to Unity. Acceptable formats include MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files. Potential Contractors who wish to submit an attachment in an alternative format should first check with Unity via the tender portal that it will be accepted. Unity reserves the right to deem a response incomplete if a Potential Contractor does not submit an attachment in the above-named formats without Unity’s prior approval.

Potential Contractors must be explicit and comprehensive keeping the information provided specific to and located within the question asked as this will be the single source of information on which responses will be scored and ranked.

Potential Contractors are advised neither to make any assumptions about their past or current supplier relationships with Unity nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.

Where your organisation uses sub-contractors to play a significant role in the delivery of the service or products under any ensuring contract, please indicate this at question 1.2 (b) by inserting the relevant organisation name and the composition of the supply chain, indicating which members of the supply chain will be responsible for the elements of the requirements, noting that ultimate responsibility will always rest with the prime contractor.

It is recognised that arrangements in relation to sub-contracting may be subject to future change. Changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Contractor to proceed with the procurement process or to provide the goods and/or services. In such circumstances, Unity will review its decision in relation to selection/award criteria or whether to continue with an existing contractual relationship. Potential Contractors must therefore notify Unity should a proposed change in relation to the sub-contracting occur so that Unity can make a further assessment by applying the selection/award criteria to the new information provided or eliminate the Potential Contractor from the process.

For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration. All sub- contractors are required to complete Part 1 and Part 2.

Where a consortium approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Further information may be required in respect of consortium members who will play a significant role in the delivery of services or products under any ensuing contract. Responses must enable Unity to assess the overall service proposed. This response must clearly identify any relevant information in relation to all members of the consortium, including disclosure of any findings, such as those detailed in Part 2 of the SQ questions.

Where the proposed prime contractor is a special purpose vehicle (SPV) or holding company, information should be provided about the extent to which the SPV/holding company will call upon the resources and expertise of its members to fulfil the Requirement.

For answers to Parts 3 and 4 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and / or any sub-contractors, providing one composite response and declaration.

Unity confirms that it will keep confidential and will not disclose to any third parties and information obtained from a named customer contact, other than to the Cabinet Office and/ or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

PART 1: POTENTIAL CONTRACTOR INFORMATION

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| Part 1.1 | Potential Contractor information |
| Question number | Question | Response |
| 1.1(a) | Full name of the Potential Contractor submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status: public limited companylimited company limited liability partnership other partnership sole trader third sectorother (please specify your trading status) | Yes ☐Yes ☐Yes ☐Yes ☐Yes ☐Yes ☐Yes ☐ |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐No ☐N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i) please provide additional details below of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)Voluntary Community Social Enterprise (VCSE)Sheltered WorkshopPublic service mutual |  |
| 1.1(m) | Are you a Small Medium or Micro Enterprise (SME)? See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figuresanalysis/sme-definition/ |  |
| 1.1(n)  | Details of Persons of Significant Control (PSC). Where appropriate - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company; - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%,- More than 75%(Please enter N/A if not applicable) |  |
| 1.1 (o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the Potential Contractor and the persons of significance in control of them.

Please provide the following information about your approach to this procurement:

|  |  |
| --- | --- |
| Part 1.2 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators or a consortium? | Yes ☐No ☐ If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |

**Contact details and declaration**

I confirm that I have checked that all questions have been answered where applicable and the supporting documents are enclosed as requested.

I confirm that this organisation meets all UK (or EU equivalent) Law in terms of recruitment and employment practices including but not limited to:

• Rehabilitation of Offenders Act 1974

• The Human Rights Act 1998

• Employment Rights Act 1996

• Asylum and Immigration Act 1996

I declare that to the best of my knowledge, the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that Unity may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| **Part 1.3** | **Contact details and declaration** |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Position held organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**PART 2: EXCLUSION GROUNDS**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| **Part 2.1** | **Grounds for mandatory exclusion** |
| Question number | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Corruption.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Fraud.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐No ☐If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| Response  | If you have answered yes to any question in 2.1(a), please provide details below. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Yes ☐No ☐ |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐No ☐ |
| 2.1(e) | If you have answered yes to question 2.1(d), please provide further details below. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |
| Response |  |  |

Please Note: Unity reserves the right to use its discretion to exclude a Potential Contractor where it can demonstrate by any appropriate means that the Potential Contractor is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |
| --- | --- |
| Part 2.2 | Grounds for discretionary exclusion  |
| Question number | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 2.2(b) | Breach of environmental obligations?  | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(c) | Breach of social obligations?  | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(d) | Breach of labour law obligations?  | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(e) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(f) | Guilty of grave professional misconduct? | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(g) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(h) | Aware of any conflict of interest due to the participation in this procurement procedure? | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(i) | Been involved in the preparation of this procurement procedure? | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(j) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐No ☐If yes please provide details at 2.2(l) |
| 2.2(k)(i) (ii)(iii)(iv) | Please answer the following statements:The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information.The organisation is not able to submit supporting documents requiredThe organisation has influenced the decision-making process of Unity to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐No ☐If Yes please provide details at 2.2(l)Yes ☐No ☐If Yes please provide details at 2.2(l)Yes ☐No ☐If Yes please provide details at 2.2(l)Yes ☐No ☐If Yes please provide details at 2.2(l) |
| 2.2(l) | If you have answered Yes to any of the above, explain below what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) |  |
| Response |  |  |

**PART 3: SELECTION QUESTIONS**

This following part 3.1 is used to assess the overall financial stability of your organisation. All questions must be answered in the first instance, the threshold for each question is that the requested information is provided. The threshold for the whole of section 3 is that Unity is satisfied with your organisation’s financial stability.

In assessing an organisation’s financial stability, Unity will review the accounts and any relevant accompanying financial information submitted. They will calculate profit and working capital ratios and net worth and review turnover levels, observing trends over recent years. Unity require a minimum turnover threshold of £5 million per annum.

Financial references and internal credit checks may be undertaken to analyse your organisation’s financial position and determine the level of risk it would represent to Unity, having regard to the contract requirement and value, criticality and the nature of the market. The assessment of risk is based on sound business judgement rather than just a mechanistic application of financial formulae. If Unity deems the financial position of the organisation to be acceptable, the threshold is passed.

If Unity has concerns over financial stability, further information may be requested, and credit references will be taken up. If information provided by your company and by credit reference agencies does not satisfy Unity of the company’s financial stability, then the submission will fail the threshold.

If your company is a subsidiary of a group, please provide the information requested at 3.1(1) for both the subsidiary and the ultimate parent. Where a consortium or association is proposed, please provide the information at 3.1(1) and for each member company or organisation.

|  |  |
| --- | --- |
| **Part 3.1** | **Economic and Financial Standing**  |
| Question number | Question | Response |
| 3.1(1) | (a) Please state your turnover and profit figures for the past 3 years in the table below (£)

|  |  |  |
| --- | --- | --- |
| Year of accounts | Turnover | Operating profit |
|  |  |  |
|  |  |  |
|  |  |  |

 |  |
| (b) Please provided a copy of your audited accounts for the last two years. Where 3.1(1) (a) or (b) cannot be provided, please indicate which **one** of the following you have provided: answer with Y/N in the relevant box. | Yes ☐No ☐ |
| (c) 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 ☐ |
| (d) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐No ☐ |
| (e) 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 ☐ |
| 3.1(2) | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes ☐No ☐ |

|  |  |
| --- | --- |
| **Part 3.2** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  |
| Name of organisation |  |
| Relationship to the provider completing these questions |  |
| Question number | Question | Response |
| 3.2(a) | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐No ☐ |
| 3.2(b) | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐No ☐ |
| 3.2(c) | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes ☐No ☐ |

|  |  |
| --- | --- |
| **Part 3.3** | **Technical and Professional ability**  |
| Question number | Question |
| 3.3 | **Relevant experience and contract examples**Please provide details of three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Works contracts should be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the provider is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract. |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of customer organisation |  |  |  |
| Point of contact in the organisation |  |  |  |
| Position in the organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract  |  |  |  |
| Contract Start date |  |  |  |
| Contract duration |  |  |  |
| Contract value |  |  |  |

|  |  |
| --- | --- |
| **Part 3.4** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |
| Question number | Question | Response |
| 3.4(a) | 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 ☐ |
| 3.4(b) | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐No ☐Please provide an explanation |

|  |  |
| --- | --- |
| **Part 3.5** | **Additional Questions- Self-certify**  |
| Question number | Question | Response |
| 3.5(a) | InsurancePlease self-certify whether you already have the minimum levels of insurance cover indicated below:Employers (Compulsory) Liability Insurance = £10,000,000Public Liability Insurance = £10,000,000Professional Indemnity Insurance = £5,000,000If you do not currently have the minimum levels of insurance required, do you commit to increase the level of cover prior to the contract award | ☐ Yes☐ No☐ Yes☐ No |
| 3.5(b) | Has your company ever suffered any of the following within the last 3 years?1. A deduction for liquidated damages or other ‘penalties’ in respect of any contract.
2. Had a contract terminated or its employment determined under the terms of the contract for failure to perform the terms of the contract.
3. Withdrawn from a contract after its award, but before completion.

If so, please give full details below (**max 500 words**) | ☐ Yes☐ No |
| Response |  |  |
| 3.5(c) | Disclosure and Barring Service ChecksPlease confirm that the company will ensure that their employees and sub-contractors, prior to delivering the contract, shall have the correct level of DBS check in place. All costs associated with obtaining these checks will be borne by the Participant. | ☐ Yes☐ No |
| 3.5(d) | Health & SafetyIn order to pass this section, companies must be able to demonstrate a commitment to achieving high health and safety standards and, therefore, must hold a relevant H&S accreditation.Is your organisation registered to a scheme recognised by Safety Schemes In Procurement (SSIP) e.g. CHAS, Constructionline (click here for a full list: [www.ssip.org.uk](http://www.ssip.org.uk) ), you should simply tick the box to confirm and enter the scheme name. | ☐ Yes☐ NoScheme Name & Registration No:**………………………………….....................** |
| 3.5(e) | Equality and DiversityPlease confirm that your company has a current Equality and Diversity Policy (a copy of this policy may be requested at any point by Unity). If not, please confirm if you are willing to operate to Unity’s Equality and Diversity SchemeYes, we have an Equality and Diversity policyNo, we do not have a policy, but will operate to Unity’s policyNo, we do not have a policyCompanies without their own Equality and Diversity policy and refusing to operate to OH’s Equality & Diversity policy will not be shortlisted. | ☐ Yes☐ No☐ No |
| 3.5(f) | Environmentala) Does your company have an Environmental Policy?b) If yes, what procedures and protocols are in place to ensure the policy is delivered effectively? **(max 500 words)** This question is pass or fail. Companies must have a policy and demonstrate they have procedures in place to ensure their policy is implemented. | ☐ Yes☐ No |

Potential Contractors who self-certify that they meet the requirements to these additional self-certify questions will be required to provide evidence of this if they are successful at contract award stage.

PART 4 - SCORED QUESTIONS

The following questions will be scored and relate to additional project specific questions relating to the technical and professional ability of the Potential Contractor. Please answer all questions in Arial font size 11 and keep to any stated page limits.

Any responses that exceed the stated page limit will only be scored on the permitted number of pages (i.e. if you provide a 3-page response to a 2-page limit question, only the first 2 pages will be scored).

Please use the template provided at Appendix B to complete your answers, and do not insert your answers in the table below. Failure to use this may result in you being excluded.

|  |  |
| --- | --- |
| **Part 4** | **Additional Questions - Scored** |
| **Question 1: Contract Management** | [Max 4] A4 Pages |
| Please demonstrate your experience by providing examples of how you have managed the delivery of similar refurbishment contracts which included working in occupied premises. Please include in your response how you have programmed and supervised the works and details of your procedures for maintaining the day to day working integrity of individual units within the building.Unity are seeking innovation throughout the design and management of this contract. Provide examples of how you have introduced innovation into a similar type of contract and how it evolved during the term of that contract and what the benefits were to the client and the building occupiers. |
| **Question 2: Specialists and Suppliers** | [Max 2] A4 Pages |
| When you have employed sub-contractors, please explain how your company satisfied itself that they were competent to undertake the work they were appointed to complete.Please demonstrate below how you have previously maintained healthy relationships with your sub-contractor(s) and how you have ensured that the Client is involved. How have you ensured that the sub-contractor’s relationship with materials suppliers has delivered the required quality specified?Note: Evidence should include, but is not limited to, details of your supply chain management systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes).In addition, please describe how you achieved full transparency of all the contract relationships including the supply chain. |
| **Question 3: Environmental Sustainability** | [Max 2] A4 Pages |
| Please describe how environmental considerations are integrated throughout your organisation. This should include, but is not limited to, a corporate environmental strategy, your approach to waste management, office and site practices and procedures, responsible outsourcing etc.In addition, please describe how your operations have assisted Clients to reduce their environmental impact and what innovations your organisation implemented to ensure that outcome.Does your Company have an Environmental Management System which is accredited to ISO 14001 or an equivalent standard? If yes, please provide full details including how long the scheme has been in place and how the scheme is audited.  |
| **Question 4: Customer Care** | [Max 2] A4 Pages |
| Please describe what processes you have introduced on similar contracts which have enabled you to demonstrate to the Client that your operatives and tradespersons are respectful, reliable and responsible at all times when they are in occupied offices.How have you assessed your own performance regarding customer satisfaction regarding issues such as operative parking, supply deliveries and scaffolding. |
| **Question 5: Health & Safety** | [Max 4] A4 Pages |
| Please describe your Company’s procedure for undertaking risk assessments.Please enclose a risk assessment for each of the categories below:* General Risk Assessment
* Site Specific Risk Assessment including scaffolding
* Manual Handling
* Noise and Vibration
* Hazardous substances (COSHH)

Note: the provided assessments should be relevant to this type of Contract.Does your Company prepare formal “safe systems of work method statements” for high risk on-site activities? If yes, please enclose a relevant example of a method statement. If no, please describe how your employees are instructed on safe working practice.Does your Company keep records of all accidents to sub-contractor’s employees? If yes, please enclose accident statistics (including occupational diseases) for the previous 3 years (if you do not have the information for 3 years, please enclose this information for whatever period is available). |
| **Question 6: Design & Build** | [Max 4] A4 Pages |
| Please demonstrate your experience by describing where you have been involved in a design and build contract where the scheme has been designed by others to RIBA stage 3 and has achieved planning permission. Please include in your response how you worked with the Client, the architect or other consultants to further develop the design to meet the desired outcomes.In addition, please demonstrate how you approached similar projects where a high proportion of the design work and installation involved M&E. |
| **Question 7: BREEAM** | [Max 2] A4 Pages |
| Please demonstrate your experience by providing examples of where you have delivered a project which achieved a BREEAM rating of ‘very good’. Please include in your response how you worked with the BREEAM Assessor to identify and maximise the credits available and how you subsequently prioritised those available to achieve the best value for money outcome for the Client. |

APPENDIX A

Selection Questionnaire (SQ) – Evaluation Methodology

There are two stages to evaluation of the SQ which are used to determine the Potential Contractor’s suitability to be included on the short list of Participants to be invited to tender.

* Stage 1 – Minimum pre-qualification standards Parts 1, 2 and 3 of the SQ
* Stage 2 – Evaluation of questions required under Part 4 of the SQ

Participants that submit SQ’s that pass all the Stage 1 minimum pre-qualification standards set out below, shall continue through to Stage 2 for evaluation of their responses to the questions within Part 4. Any evaluation that concludes that a Participant does not meet the Stage 1 minimum standards shall not continue onto the Stage 2 element of evaluation.

In the event, that none of the applications are deemed satisfactory, Unity reserves the right to consider terminating the procurement process.

Unity will inform all Participants who are not short-listed details of their score and the scores of the successful Participants.

Unity will not reimburse any expense incurred by Participants in preparing their responses to this SQ.

**Stage 1 – Minimum Pre-Qualification Standard**

The minimum (pass/fail) Stage 1 pre-qualification standards Unity requires of Potential Contractors for them to be eligible to be selected to be invited to tender for the contract are listed below:

|  |
| --- |
| Licensing and Registration |
| 1.1 (j)  | Pass | Yes - to legal requirement and compliant; orNo | Pass/Fail |
| Fail | Yes - to legal requirement and non-compliant |  |
| Grounds for mandatory exclusion |
| 2.1 (a-b) | Pass | No to all sub-questions; orYes - to any sub-question but self-cleaned | Pass/Fail |
| Fail | Yes - to any sub-question but not self-cleaned |  |
| 2.1 (d) | Pass | No; orYes - but self-cleaned | Pass/Fail |
| Fail | Yes - but not self-cleaned |  |
| Grounds for Discretionary Exclusion |
| 2.2 | Pass | No to all sub-questions; orYes - to any sub-question but self-cleaned | Pass/Fail |
| Fail | Yes - to any sub-question but not self-cleaned |  |
| Economic and Financial Standing |
| Minimum turnover: |
| In the last two financial years’ the Participant must have had a turnover in the type of work covered by the contract of at least:* Annual Turnover of £5 million
 |
| 3.1(1) | Pass | One of the options provided | Pass/Fail |
| Fail | None of the options provided |  |
| 3.1(2) | Pass | Yes; orNo, but achieves a “Pass” for section 3.2 | Pass/Fail |
| Fail | No, and does not achieve a “Pass” for section 3.2 |  |
| 3.2 | Pass | Answers “Yes” to question 3.1(2); orAll of the following conditions are satisfied:Potential Contractor is part of a wider groupParent Company Accounts can be providedParent Company meets the relevant minimum turnover (Participant is to self-certify that their parent company meets the minimum requirements)Parent company willing to provide a guaranteeor Potential Contractor is able to obtain a guarantee elsewhere or Additional sufficient financial information is provided by the Participant (under 3.1(1) to evidence financial status and stability which is deemed by Unity to be sufficient for the contract | Pass/Fail |
| Fail | Answers “No” to question 3.1(2) and questions in part 3.2 and cannot provide additional sufficient financial information which is deemed acceptable by Unity and one or more of the conditions directly above regarding parent companies and guarantees are not satisfied |  |
| Relevant Experience and Contract Examples |
| 3.3 | Pass | Have provided at least one relevant contract example in response to question 3.3  | Pass/Fail |
| Fail | Have not provided any relevant contract examples in response to questions 3.3 |  |
| Modern Slavery  |
| 3.4  | Pass | If answered N/A to question 3.4(a) or answered Yes to questions 3.4(a) and (b)  | Pass/Fail |
| Fail | If answered Yes to question 3.4(a), but No to question 3.4(b) without an adequate explanation |  |
| Declaration |
| 1.3 | Pass | Provided | Pass/Fail |
| Fail | Not provided |  |

|  |
| --- |
| Insurance  |
| 3.5(a) | Pass | Already has the minimum cover or commits to increase the level of cover prior to contract award | Pass/Fail |
| Fail | Does not have the minimum cover and will not commit to increase the level of cover prior to contract award |  |
| Contracts |
| 3.5(b) | Pass/Fail | Declarations will be treated on a case by case basis. This question is pass / fail, depending on the seriousness of the occurrence. | Pass/Fail |
| DBS |
| 3.5(c) | Pass | Confirms that the company will ensure that their employees and sub-contractors, prior to delivering the contract, shall have the correct level of DBS check in place. | Pass/Fail |
| Fail | Will not ensure that their employees and sub-contractors, prior to delivering the contract, shall have the correct level of DBS check in place. |
| Health & Safety |
| 3.5(d) | Pass | Company holds a relevant H&S accreditation | Pass/Fail |
| Fail | Company does not hold a relevant H&S accreditation |
| Equality and Diversity |
| 3.5(e) | Pass | Company has a current E&D Policy or will operate to Unity’s E&D Policy | Pass/Fail |
| Fail | Company does not have a current E&D Policy and refuses to operate to Unity’s E&D Policy |

|  |
| --- |
| Environmental |
| 3.5(f) | Pass | Company has an Environmental Policy and procedures in place | Pass/Fail |
| Fail | Company does not have an Environmental Policy and procedures in place |

**Stage 2 – Scored Evaluation**

Part 4 in the SQ contains further questions which are to be scored. The total of these scored questions will be used to rank Participants who have met the minimum pre-qualification standards in stage 1 and will determine who will be short listed and taken through to ITT stage. A maximum of 6 Potential Contractors will be invited to tender.

The scored questions in part 4 have the following weightings attributed to them:

|  |  |
| --- | --- |
| **Question** | **Weighting** |
| Q1 – Contract Management | 20% |
| Q2 – Specialists and Suppliers | 10% |
| Q3 – Environmental Sustainability | 10% |
| Q4 – Customer Care | 10% |
| Q5 – Health & Safety | 10% |
| Q6 – Design & Build | 20% |
| Q7 - BREEAM | 20% |
| **Total** | **100%** |

The questions will be scored using the table below:

|  |  |
| --- | --- |
| Score | Criteria to Award Score |
| 5 | Exceptional. The response fully meets, and in some or all respects exceeds expectations. |
| 4 | Good. The response fully meets expectations. |
| 3 | Satisfactory. The response is acceptable but with some minor reservations.  |
| 2 | Poor. The response is deficient in a number of areas where the details of the response require the reviewer to make assumptions. |
| 1 | Very Poor. The response is deficient in a large number of areas, giving rise to significant reservations. |
| 0 | Rejected. The response is unacceptable or non-existent, or there is a failure to properly address any issue. |

Each question will be scored on a consensus basis. The score that the Participant achieves for each question will then be converted to give their percentage mark for that question.

The results of all the scored questions will then be added together and calculated to give the total % achieved out of the total % available.

Worked example:

Scored Question 1 – Is worth 80% of the total 100%

Scored Question 2 – is worth 20% of the total 100%

Both questions are marked out of 5

Supplier A scores 3 marks on Q1 and 4 marks on Q2

Q1 – Supplier A = 80/5\*3 = 48%

Q2 – Supplier A = 20/5\*4 = 16%

 Total = 64%

Supplier A scores 64% out of a possible 100%

**APPENDIX B – Project Specific Questions Response Template**

For the project specific questions set out in Part 4 please complete the following template ensuring that you adhere to any page limits or other requirements.

|  |  |
| --- | --- |
| Participant’s Name: |  |

|  |
| --- |
| Question 4.1: Contract Management |
| Please demonstrate your experience by providing examples of how you have managed the delivery of similar refurbishment contracts which included working in occupied premises. Please include in your response how you have programmed and supervised the works and details of your procedures for maintaining the day to day working integrity of individual units within the building.Unity are seeking innovation throughout the design and management of this contract. Provide examples of how you have introduced innovation into a similar type of contract and how it evolved during the term of that contract and what the benefits were to the client and the building occupiers. |
| Response Page Limit : [Max 4] A4 Pages |
| Response: |
|  |
| Question 4.2: Specialists and Suppliers |
| When you have employed sub-contractors, please explain how your company satisfied itself that they were competent to undertake the work they were appointed to complete.Please demonstrate below how you have previously maintained healthy relationships with your sub-contractor(s) and how you have ensured that the Client is involved. How have you ensured that the sub-contractor’s relationship with materials suppliers has delivered the required quality specified?Note: Evidence should include, but is not limited to, details of your supply chain management systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes).In addition, please describe how you achieved full transparency of all the contract relationships including the supply chain. |
| Response Page Limit : [Max 2] A4 Pages |
| Response: |
|  |
| Question 4.3: Environmental Sustainability |
| Please describe how environmental considerations are integrated throughout your organisation. This should include, but is not limited to, a corporate environmental strategy, your approach to waste management, office and site practices and procedures, responsible outsourcing etc.In addition, please describe how your operations have assisted Clients to reduce their environmental impact and what innovations your organisation implemented to ensure that outcome.Does your Company have an Environmental Management System which is accredited to ISO 14001 or an equivalent standard? If yes, please provide full details including how long the scheme has been in place and how the scheme is audited.  |
| Response Page Limit : [Max 2] A4 Page |
| Response: |
|  |
| Question 4.4: Customer Care |
| Please describe what processes you have introduced on similar contracts which have enabled you to demonstrate to the Client that your operatives and tradespersons are respectful, reliable and responsible at all times when they are in occupied offices.How have you assessed your own performance regarding customer satisfaction regarding issues such as operative parking, supply deliveries and scaffolding. |
| Response Page Limit : [Max 2] A4 Page |
| Response: |
|  |
| Question 4.5: Health & Safety |
| Please describe your Company’s procedure for undertaking risk assessments.Please enclose a risk assessment for each of the categories below:* General Risk Assessment
* Site Specific Risk Assessment including scaffolding
* Manual Handling
* Noise and Vibration
* Hazardous substances (COSHH)

Note: the provided assessments should be relevant to this type of Contract.Does your Company prepare formal “safe systems of work method statements” for high risk on-site activities? If yes, please enclose a relevant example of a method statement. If no, please describe how your employees are instructed on safe working practice.Does your Company keep records of all accidents to sub-contractor’s employees? If yes, please enclose accident statistics (including occupational diseases) for the previous 3 years (if you do not have the information for 3 years, please enclose this information for whatever period is available). |
| Response Page Limit : [Max 4] A4 Page |
| Response: |
|  |
| Question 4.6:Design & Build  |
| Please demonstrate your experience by describing where you have been involved in a design and build contract where the scheme has been designed by others to RIBA stage 3 and has achieved planning permission. Please include in your response how you worked with the Client, the architect or other consultants to further develop the design to meet the desired outcomes.In addition, please demonstrate how you approached similar projects where a high proportion of the design work and installation involved M&E. |
| Response Page Limit : [Max 4] A4 Page |
| Response: |
|  |
| Question 4.7:BREEAM |
| Please demonstrate your experience by providing examples of where you have delivered a project which achieved a BREEAM rating of ‘very good’. Please include in your response how you worked with the BREEAM Assessor to identify and maximise the credits available and how you subsequently prioritised those available to achieve the best value for money outcome for the Client. |
| Response Page Limit : [Max 2] A4 Page |
| Response: |
|  |

APPENDIX C – About Additional Appendices

Some questions within the SQ require you to submit additional supporting information, please submit the additional information where you are required to do so. No additional literature (other than that requested) will be considered.

Additional information should be supplied in the following manner:

File names should include your name and reference the question the additional information is in regard to:

 e.g.: ABC Construction Ltd - Question1.2 Bidding Model

 ABC Construction Ltd - Question 3.1(1) - Accounts for year xxxx

 ABC Construction Ltd - Question 3.5(e) - SSIP scheme