

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

DORCHESTER TOWN COUNCIL –

EXTENSION AND RE-ROOFING WORKS

**CRICKMAY
STARK
ARCHITECTS**

T: 01305 262636

Contents

A. Notes for Suppliers4

B. Introduction4

C. Site Address4

D. Timetable5

E. Selection Criteria5

ABOUT YOUR ORGANISATION5

1. BASIC DETAILS OF YOUR ORGANISATION6

2. INSURANCE8

3. HEATH & SAFETY9

4. ENVIRONMENTAL MANAGEMENT10

5. EQUALITY AND DIVERSITY11

6. REQUIREMENT SPECIFIC QUESTIONS13

7. FINANCIAL14

8. EXPERIENCE AND REFERENCES15

9. PROFESSIONAL AND BUSINESS STANDING16

11. UNDERTAKING20

A. Notes for Suppliers

The purpose of this Pre-Qualification Questionnaire (PQQ) is to assist Dorchester Town Council in deciding which suppliers to short-list to invite to tender for the works to the Municipal Building in Dorchester.

In order to simplify this process, you do not need to provide supporting documents, for example: accounts, certificates, statements or policies with this questionnaire unless specifically requested to do so. **However, the Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues

Please answer every question. As many procurements generate a great deal of interest from potential suppliers, please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified. If the question does not apply to you, please write N/A; if you do not know the answer please write N/K.

Please print and return this form to:

Anthony Williams
Crickmay Stark Architects
13-14 Princes Street
Dorchester
Dorset
DT1 1TW

Forms should be returned by **12.00 hrs on Friday 4th September 2020**. Any late returns will be discounted.

We will contact you on or before 9th September 2020 if you have been successful. If so, you will then be invited to tender for the contract. If you have any queries about this form, please contact:

Anthony Williams
T: 01305 262636
E: anthonywilliams@crickmaystark.co.uk

B. Introduction

Dorchester Town Council are seeking experienced construction companies to carry out the following works:

- To re-roof a large proportion of the Corn Exchange including carrying out timber repairs; and
- The construction of a two Storey extension to incorporate a Biomass boiler and offices.

The project will use the JCT 2016 Intermediate Building Contract with Contractors Design.

The works are to commence during the fourth quarter 2020 with an anticipated contract duration of 9 months.

Critical to the programme is the roofing element of the works which must be completed by April 2021.

C. Site Address

The Corn Exchange lies within the centre of Dorchester at the junction of High East Street and North Square.

The Municipal Buildings, known commonly as the Corn Exchange, is an important Listed Building Grade II* in the heart of Dorchester Town Centre Conservation Area.

Dorchester Corn Exchange
Dorchester Municipal Building,
High East Street,
Dorchester,
Dorset,
DT1 1HT.

D. Timetable

Closing date for submitting PQQ: 12.00 hrs on Friday 4th September 2020

Evaluation of PQQ: Completed by Wednesday 9th September 2020

E. Selection Criteria

This PQQ will be evaluated on a number of pass/fail and scored responses as indicated in the document. The Selection Document will be used to assess the Tenderers’ capability and experience against a minimum required standard.

Following the evaluation of this PQQ, tender documents will be issued to a maximum of six companies.

Evaluations of the Selection Stage will be scored as follows: -

Where a *Yes/No* answer is indicated, this will be assessed on a pass/fail basis, a pass being scored at 1 and a fail being scored at 0. The pass/fail relationship is not necessarily applied on the same basis throughout; ‘Yes’ may be a pass on some occasions and ‘No’ may be a pass on others. Under various identified headings, a fail will result in disqualification. Where further information is requested, for example a more fully detailed written response, scores from 0 to 3 will be applied using the matrix below and the score will be weighted as stated in each question.

Score	Judgement
0	Unacceptable: Failure to provide any information/ Information totally inadequate.
1	Adequate: Minimal achievement of requirements. Several errors, risks, weaknesses or omissions, which are possible to correct/overcome and make acceptable.
2	Good: Reasonable achievement of requirements. Only minor weaknesses/ omissions.
3	Excellent: Full achievement of requirements. Demonstrated capability to indicate Company capable of delivering services. Detailed relevant examples provided. No errors, weaknesses or omissions.

ABOUT YOUR ORGANISATION

1. BASIC DETAILS OF YOUR ORGANISATION

<i>The following section will not be scored against</i>		
1.1	Name of the organisation	
1.2	Contact name for enquiries about this PQQ	
1.3	Job Title	
1.4	Company Address Post Code	
1.5	Telephone number	
1.6	E-mail address (if available)	
1.7	Website address (if any)	
1.8	Company Registration number (if this applies)	
1.9	Registered address if different from the above Post Code	
1.10	Are you registered for VAT? If so, please provide Registration number	

1.11	Is your organisation:	i) a public limited company?	
		ii) a limited company?	
		iii) a partnership	
		iv) other (please specify)	
1.12a	Are you acting as the lead organisation for a consortium?	<i>Yes / No</i>	
1.12b	If members of your consortium or sub-contractors are likely to deliver a significant (over 50%) proportion of the contract, give their company name(s) and address(es). Please provide this information in a separate annexure		
1.13a	Name of (ultimate) parent company (if this applies):		
1.13b	Companies House Registration number of parent company (if this applies):		

2. INSURANCE

<i>The following question will be evaluated on a pass / fail basis</i>		
2.1	<p>Please confirm whether you would be willing to take out the appropriate level of insurance cover if you are successful in winning the contract?</p> <p>For this project, this would be:</p> <p>Public Liability £10 million per claim Professional Indemnity £2 million per claim Employers Liability £10 million per claim</p>	<p><i>Yes / No</i></p>
<i>The following question carries a weighting of 5% of the overall score</i>		
2.2	<p>What are your current levels of insurance cover?</p>	

3. HEATH & SAFETY

<i>The following question will be evaluated on a pass / fail basis</i>		
3.1	During the last five years, has your organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?	Yes / No
<i>The following question will be evaluated on a pass / fail basis</i>		
3.2	Has your organisation undertaken a project within the last 24 months, which was notifiable under the Construction Design and Management (CDM) Regulations (2007)?	Yes / No
<i>The following question carries a weighting of 30% of the overall score</i>		
3.3	Please provide brief details of how you monitor Health and Safety on site (you are required to provide such information within two sides of A4)	

4. ENVIRONMENTAL MANAGEMENT

The following question will be evaluated on a pass / fail basis

4.1	Has your organisation undertaken a project within the last 24 months which required the development of a site waste management plan?	<i>Yes / No</i>
-----	--	-----------------

The following question carries a weighting of 5% of the overall score

4.2	<p>What do you see as being key to reducing the environmental impact whilst undertaking the described works?</p> <p>(You are required to provide such information within one side of A4)</p>
-----	--

5. EQUALITY AND DIVERSITY

<i>The following question will be evaluated on a pass / fail basis</i>		
5.1	Is it your policy as an employer to comply with all statutory anti- discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	Yes / No
<i>The following question will be evaluated on a pass / fail basis</i>		
5.2	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?	Yes / No
<i>The following question will be evaluated on a pass / fail basis</i>		
5.3	In the last three years has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?	Yes / No
<i>The following question carries a weighting of 5% of the overall score</i>		
5.4	What does your organisation do to ensure that equality and diversity is embedded within your organisation? (You are required to provide such information within one side of A4 as an annexure)	
<i>The following 3 questions will be evaluated on a pass / fail basis</i>		
5.5	Do you actively promote good practice in terms of eliminating discrimination in all forms:	
5.5a	Instructions to your employees concerned with recruitment, training, and promotion?	Yes / No
5.5b	Making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees, recognised trade unions or other representative groups of employees?	Yes / No
5.5c	Appropriate recruitment advertisements or other literature?	Yes / No
<i>The following question will be evaluated on a pass / fail basis</i>		
5.6	If we asked, could you provide relevant examples of the instructions, documents, recruitment advertisements or other literature?	Yes / No
<i>The following question will not be scored and is for information purposes only</i>		
5.7	Is your organisation accredited as a Living Wage Employer. Dorchester Town Council encourage all suppliers to be accredited as a Living Wage Employer. The Living Wage is an hourly rate set independently and updated annually. For more information please	Yes / No

	visit www.livingwage.org.uk . The Authority would encourage suppliers to apply for Living Wage accreditation, however, this is not mandatory, and data requested is for information purposes only.	
--	---	--

6. REQUIREMENT SPECIFIC QUESTIONS

6.1	Has your organisation acted as “Designer” under the following headings?	
<i>The following two questions will be evaluated on a pass / fail basis</i>		
6.1a	Mechanical and Electrical Services	Yes / No
6.1b	Zinc Roofing	Yes / No

7. FINANCIAL

<i>The following question carries a weighting of 10% of the overall score</i>		
7.1	What was your turnover in each of the last two financial years?	
	2018-19	£
	2019-20	£
<i>The following three questions will be evaluated on a pass / fail basis</i>		
7.2	Please provide a copy of your audited accounts for the most recent two years.)	
7.3	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading.	
7.4	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	

8. EXPERIENCE AND REFERENCES

The following question carries a weighting of 15% of the overall score

Please provide details of up to three contracts public or private, in the last three years that are relevant to the Authority’s requirement.

(The customer contact should be prepared to speak to the purchasing organisation if we wish to contact them).

		<i>Contract 1</i>	<i>Contract 2</i>	<i>Contract 3</i>
8.1	Customer Organisation (name): Website (if available)			
8.2	Customer contact name, phone number and email			
8.3	Date contract awarded:			
8.4	Date contract completed:			
8.5	Brief description of contract (max 100 words)			
8.6	Value:			

If you cannot provide at least one reference, please briefly explain why (100 words maximum).

9. PROFESSIONAL AND BUSINESS STANDING

<i>The following question will be evaluated on a pass / fail basis</i>		
Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?		
9.1	Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
9.2	A conviction (or convictions) for a criminal offence related to business or professional conduct	Yes / No
9.3	Legal or administrative finding of commission of an act of grave misconduct in the course of business	Yes / No
9.4	Failure to fulfil obligations related to payment of social security contributions	Yes / No
9.5	Failure to fulfil obligations related to the payment of taxes	Yes / No
9.6	Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise	Yes / No
9.7	Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law	Yes / No

9.8	If the answer to any of these is “Yes” please give brief details below, including what has been done to put things right. (not scored)
-----	--

10. TECHNICAL CAPACITY

The following question carries a weighting of 25% of the overall score

10.1	Please provide details of the project team that you would propose for this project and provide copies of their Professional CVs:
------	--

The following question carries a weighting of 5% of the overall score

10.2	Please provide a list of which trade or professional bodies your organisation belongs to:
------	---

11. UNDERTAKING

11.1	<p>I declare that to the best of my knowledge the answers submitted in this PQQ are correct.</p> <p>I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for the Authority’s requirement.</p> <p>I understand that the Contracting Authority may reject this PQQ if there is a failure to answer all relevant questions fully, or if I provide false/misleading information.</p>	
FORM COMPLETED BY:		
11.2	Name:	
11.3	Position (Job Title):	
11.4	Date:	
11.5	Telephone number:	
11.6	Signature: (for electronic submissions, please type name or provide an e-signature and ensure compliance with any further instructions issued by an Authority regarding the use of an e-signature)	