

**Burnley Borough Council**

**Community Services**

**Streetscene**

**Engineering**

Engineering Manager:

W.L. Robinson B.Eng.(Hons); C.Eng., M.I.C.E.

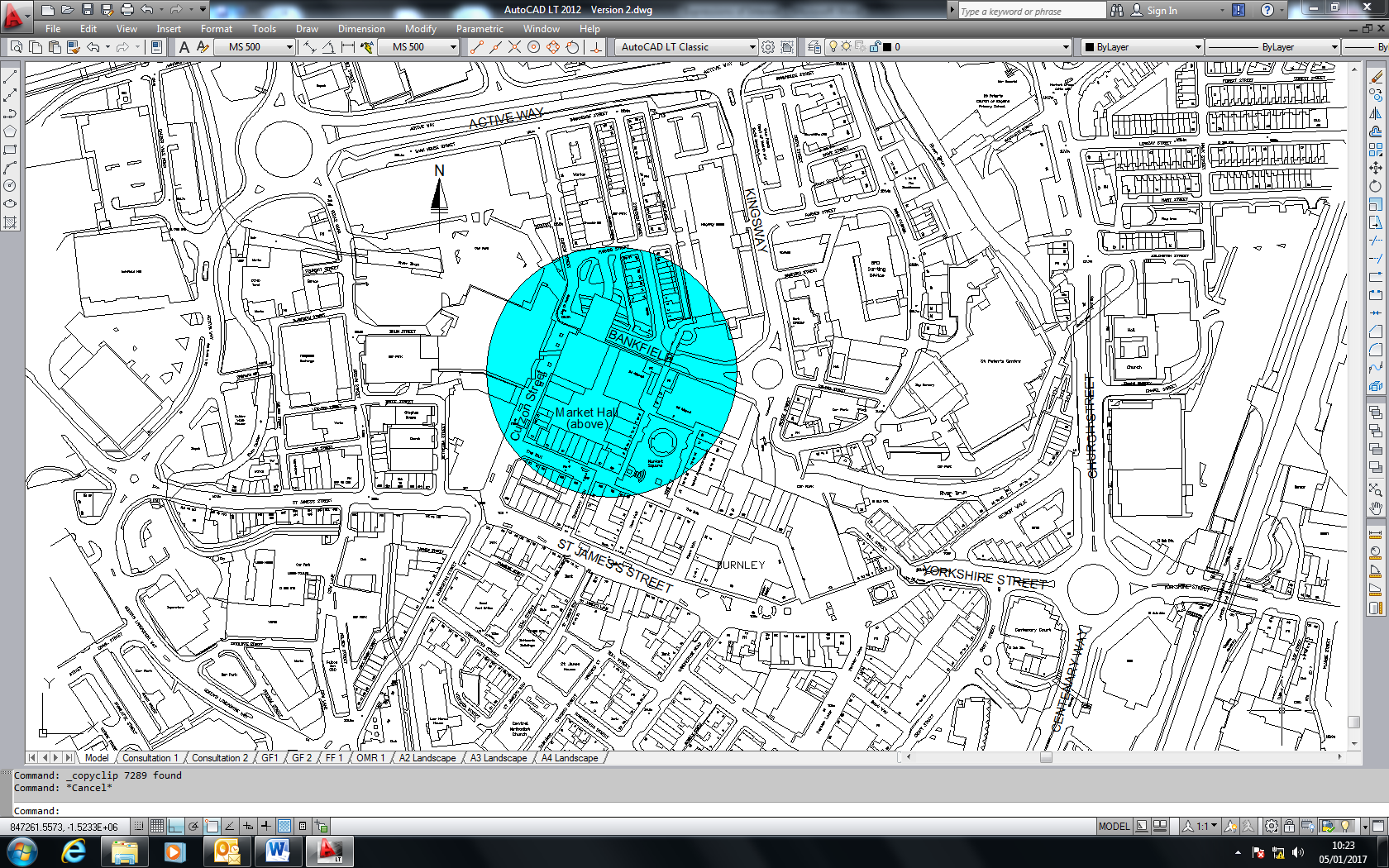


**Demolition of Former Cinema Block, Former Open Market and Access Bridges (Bankfield) over Ground Floor Market Area, Burnley, Lancashire.**

PAS 91 Pre-Qualification Questionnaire

31st March 2017

1. **Location and Brief Description of the Work**
   1. **Location**
      1. The works are located adjacent to Bankfield, Burnley Town Centre, Ordnance Survey (OS) grid reference E384035 N432723 and the OS Above Ordnance Datum (AOD) level at ground level is 110.700m. The top most part of the building (Chimney) is approximately 134.300m AOD.
      2. Access to the works will be off Bankfield for the whole of the works, temporary and permanent.



* 1. **Description of the Works**
     1. The project is for taking down and making good a former cinema block, open-market area, vehicular access bridge and a pedestrian access bridge, all constructed circa 1967. The principal, structural, building elements being in-situ, reinforced concrete beams, columns, floor slabs and roof slabs. Asbestos surveys, condition surveys and utility surveys have been carried-out. These will be made available for tendering companies together with the appropriate technical drawings. There are considerable amounts of amosite and chrysotile asbestos throughout the building structures in a number of material finishes.
     2. The former cinema block is built over a closed market with retail units, service area sub-station and pedestrian access directly below on the ground floor, all of which will remain open for the duration of the works. The block is adjacent and parallel to the adopted highway known as Bankfield. The block has a central, rectangular service core with a cinema unit to each side. Construction generally comprises, in-situ, reinforced concrete frame with brickwork and blockwork infill panels, plastered internally and with fluted, render finish externally. The in-situ, split-level reinforced concrete floors, approximately ten metres above external ground floor level, are interconnected by a series of in-situ, reinforced concrete staircases. The floors have been cast with a gradient appropriate for their use as a cinema. The roof to the cinema block is made up of a ‘warm roof’ on corrugated, galvanised steel sheeting supported off steel purlins on steel girder trusses at regular intervals supported off the concrete frame. The roof is approximately twenty metres above the adjacent ground level. The in-situ floor to the western cinema unit has been ‘levelled-out’ for storage purposes by over-boarding on a timber frame supported off the sloping concrete floor.
     3. The former open-market area at first floor level (approximately six metres above external ground level) is a fully enclosed area. Part of the area has the cinema block over. The remaining area is roofed over by a mixture of: original, waterproofed, in-situ, reinforced concrete slab, incorporating roof lights supported by in-situ, reinforced concrete columns at regular intervals; and, an ‘atrium-type’ glazed roof supported by a steel frame built off the in-situ, reinforced concrete floor slab. The whole of the open-market floor has been waterproofed with an asphalt finish with gradients falling to internal cast-iron rainwater pipes.
     4. The vehicular access bridge to the open market comprises ramped access and bridge over the River Brun with an elevated parking platform for approximately twenty vehicles over the highway known as Bankfield. The bridge comprises surfaced, in-situ, reinforced concrete deck slab supported by in-situ, reinforced concrete edge/parapet beams constructed off ‘V-trestled’ cross beams and columns of similar material. The elevated parking platform is made up of a surfaced, in-situ, reinforced concrete deck built off pre-cast, pre-stressed concrete intermediate beams between in-situ, reinforced concrete edge/parapet beams. The deck span is approximately 12 metres and is supported off in-situ, reinforced concrete ‘V-trestled’ cross beams and columns.
     5. The pedestrian access bridge to the open market over Bankfield comprises surfaced, in-situ, reinforced concrete deck slab supported by in-situ, reinforced concrete edge/parapet beams supported by the open-market edge beam to the South and intermediate, in-situ, reinforced concrete ‘V-trestled’ cross beams and columns to the North of Bankfield.
     6. To facilitate safe execution of the works Burnley Council will enter into agreement with the Highway Authority, Lancashire County Council, to provide traffic management measures throughout the duration of the works. The exact detail will be determined by all parties for inclusion in the Construction Phase Health and Safety Plan.
     7. The Council estimates the anticipated range of value for this work to be GBP400,000 to GBP600,000. An indication as to the commencement of works on site would be October 2017, with completion in June 2018. The Council is undertaking a PAS 91 compliant pre-qualification process using PAS 91 core and supplementary questions. Only those suppliers successful at the pre-qualification stage will be considered for the invite to tender stage of this opportunity.

1. **Process of Evaluation for Invitation to Tender**
   1. This is a complex, high-risk operation for which Burnley Council has to be certain, beyond any doubt, that only experienced, high quality, professional companies with exemplary safety records will be invited to tender for the proposed works.
   2. This Pre-Qualification questionnaire (PQQ) is based on the Publicly Available Specification (PAS) 91 – 2013 published by the British Standards Institution with limited Client modifications specific to the proposed works.
   3. Due to the nature of the works invitation to tender is based on a number of criteria including:

Company Detail

Financial Information and Insurance

Business and Professional Standing

Health and safety

Undertakings of similar work and value;

Experience, Knowledge and Qualification

Evaluation criteria and scoring approach

* 1. The Council anticipates taking a maximum of five suppliers to the Invitation to Tender stage. Responses to this questionnaire will be evaluated, and scored as follows:

**Section C1 Company Details**, this is for information only and is not scored.

**Section C2 Economic and Financial Information: 40%**, responses will be evaluated as set out in appendix one; a maximum score of 40% is available for this element of the evaluation.

**Section C2 Insurance**, certification as to whether you already have or can commit to obtain the required level of insurance: Employer’s Liability Insurance, £5m; and, Public Liability Insurance, £5m. This will be evaluated on a Pass/ Fail basis.

**Section C2 Supplementary Question 1**, Professional Bodies and Associations, this will be evaluated on a Pass/Fail basis.

**Section C2 Supplementary Question 2**, Company Assets, this is for information only and is not scored.

**Section C3 Business and Professional Standing – Discretionary Exclusion**, questions 1 to 3 include grounds for discretionary exclusion from this procurement. A Supplier may be excluded from the process if they answer ‘yes’ to any of the situations outlined within this section of the PQQ. This will be evaluated on a Pass/ Fail basis

**Section C3 Public Sector Procurement – Mandatory Exclusion**, questions 1-1 to 1-1g include grounds for mandatory exclusion from this procurement process for suppliers with convictions for certain offences. This will be evaluated on a Pass/ Fail basis.

**Section C3 Public Sector Procurement – Discretionary Exclusion**, questions 2-1a to 2-2d include grounds for discretionary exclusion from this procurement process for suppliers with convictions for certain offences. This will be evaluated on a Pass/ Fail basis.

**Section C4 Health and safety**, this will be evaluated on a Pass/ Fail basis.

**Section C5 Examples of undertakings of similar work and value (within the last 5 years): 60%**, details for the evaluation of responses are set out in section C5 (page 21). A score of 20% for each of the three examples required is available for this evaluation, combined this provides a maximum score of 60% available for this element of the PAS 91 PQQ. Please note that client technical references will be sought by the Council for each of the examples presented. Suppliers must therefore make best endeavours to ensure that the references provided are available for contact during the evaluation period.

1. **Company Details and Assets**
   1. Tendering companies will have to illustrate: that they are an established concern; financially stable; have sufficient insurances; have the necessary company owned assets and resources to complete the proposed works; and, are not subject to any on-going or pending civil and/or criminal court proceedings.
   2. Tendering companies will be required to demonstrate membership of appropriate professional bodies and associations.
2. **Undertakings of similar Work and Value**
   1. Tendering companies will have to provide information to show that the company has recently undertaken work of a similar nature and value. This will include; ‘what’, ‘where’, ‘when’, cost and client technical references for three schemes completed within the last five years.
3. **Experience, Knowledge and Qualification**
   1. The successful tenderer, in accordance with the Councils standard conditions of contract, will have to prove that the company directly employs sufficient, appropriately qualified, trained and experienced staff to undertake the proposed work and that sub-contracted work would be kept to a minimum. Sub-contracted work will only be allowed at the discretion and with the approval, of the Engineer.
4. **Health and Safety**
   1. The proposed demolition works have to comply with the Health and Safety at Work Act 1974 and all the regulatory framework contained therein to date, together with the Construction, Design and Management Regulations 2015 (CDM Regs 2015) as amended and updated.
   2. In accordance with CDM Regs 2015, the works are ‘notifiable’ to the Health and Safety Executive and the successful tenderer, on award of the contract, will have the direct responsibility of the ‘Principal Contractor’. The Burnley Borough Council Project Board will be the ‘Client’ and the Engineering Manager will be the ‘Principal Designer’ under the same regulations.
   3. Tendering companies will have to illustrate that they promote good health and safety practices and that the company’s health and safety organisation and management is robust.
5. **Contract Detail**
   1. The successful tenderer will be expected to enter into a formal, sealed contract with Burnley Borough Council for the proposed undertakings. The contract will take the following format :

Conditions of Contract

Specification

Preamble to Method of Measurement

Method of Measurement

Bill of Quantities

Drawings

* 1. The successful tenderer will be expected to provide a programme of works, including the critical programme and a construction phase health and safety plan for approval by the Engineer. Works will not be allowed to start without this approval in writing.
  2. A bond of surety will be required together with Employer Liability and Public Liability insurances to indemnify Burnley Council against claims arising thereof.
  3. Monthly health and safety meetings will take place with details recorded in the construction phase plan.
  4. A retention sum equivalent to 5% of the interim valuations will be deducted from payments for the duration of the contract programme. This sum will be reduced to 2.5% on completion of the works for a period of twelve months after the Engineer has issued the ‘Substantial Completion Certificate’
  5. Monthly progress meetings will be ‘chaired’ by the Engineer and associated, interim payments will be agreed by the Engineer.

1. **Notes for Completion**
   1. Please complete the following questionnaire to be considered for pre-qualification. Entries are required for all fields. If, in your opinion, some of the fields do not apply to you and/or your organisation you must enter ‘N/A’. Any fields left blank, wrong answers or deliberate non-disclosure will deem your submission null and void. Please clearly mark any supporting information or additional sheets provided with your company name and a unique reference.
   2. **Requests for further information**
      1. For further information regarding the Councils requirements and/or to arrange a site visit please contact the Engineering Manager W.L. Robinson B.Eng.(Hons.); C.Eng.; M.I.C.E. Tel: 01282 425011 Ext 3429 between the hours of 9:00am and 4:00pm, Mon-Fri.
      2. All enquiries relating solely to the PAS 91 PQQ process should be sent by email to Chris Gay, Performance and Committees Manager at: cgay@burnley.gov.uk.
      3. The cut-off date for requests for information or clarification is 2nd May 2017.
      4. If the Council considers any questions or request for points of clarification that are of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all potential Suppliers via the Councils website http://www.burnley.gov.uk/about-council/doing-business-burnley-council/current-opportunities. The Council will, where reasonably practicable to do so, attempt to reply to clarification requests within 3 working days.
   3. **Instructions for the return of completed PAS 91 PQQ**
      1. Completed PQQ must be submitted in hard printed copy format via the postal system or delivered by hand in accordance with the instructions set out below.
      2. Please complete all parts of this PQQ as concisely as possible, and return THREE printed copies of the PQQ and all necessary supplementary information that is requested. An electronic copy of the full PQQ documentation set (as described above) must also be provided in MS Word file or PDF file format on a CD ROM or Memory Stick.
      3. PQQ documentation must be addressed and returned to:

**‘Demolition of Former Cinema Block, Former Open Market etc – PQQ response’**

**The Head of Governance, Law, Property and Regulation**

**Burnley Borough Council**

**Town Hall**

**Burnley**

**BB11 9SA**

* + 1. PQQ responses should be submitted in a sealed package and must be clearly marked ‘**Demolition of Former Cinema Block, Former Open Market etc – PQQ response**’. It is the Suppliers responsibility to ensure that the Supplier cannot be identified from the sealed package or wrappings.
    2. It is also the Suppliers responsibility to ensure that completed PQQ submissions are delivered prior to the deadline and that a receipt or proof of delivery is obtained.
    3. Any PQQ delivered by hand must be taken to the Ground Floor Reception at the Town Hall on Manchester Road, Burnley and a timed receipt obtained.
    4. The completed PQQ submission and all other required documents and information must be received by the Council by:

**15.00 hours on the 12th May 2017**

* + 1. The Council accepts no responsibility for any PQQ received in any way other than that specified above. The Council reserves the right to reject any PQQ received after the Deadline.
  1. **Indicative Timetable**
     1. An indicative timetable for the procurement process is outlined below.

| **Procurement milestone** | **Indicative date** |
| --- | --- |
| Issue PQQ to potential Suppliers | 31st March 2017 |
| Deadline for requests for information / clarification | 2nd May 2017 |
| Submission of completed PQQs to the Council | 15:00 Hrs 12th May 2017 |
| Completion of evaluation of PQQs | 2nd June 2017 |
| Issue of ITT to Short-listed Suppliers | 2nd June 2017 |
| Deadline for submission of Tenders | 3rd July 2017 |
| Completion of Evaluation of Tenders & Notification of Preferred Supplier | 24th July 2017 |
| Contract Award | July 2017 |
| Mobilisation and contractor start on site | July - October 2017 |
| Contract end | June 2018 |

* 1. **Disclaimer**
     1. In the event of any conflict arising between any of the provisions of the PAS 91 PQQ document issued by the Council and those submitted by potential Suppliers, the Council’s document shall be the definitive version.
     2. The information contained in this PAS 91 PQQ Document and in any related written, electronic, or oral communication is believed to be correct at the time of issue but the Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.

**C1 Company Details**

1. **Name of Legal Entity or Sole Trader**

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1. **Registered Office Address**

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1. **Contact Details for Enquiries**

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| Full Name: |  |
| Job Title: |  |
| Tel: |  |
| Mobile: |  |
| Email Address: |  |
| Postal Address: |  |
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1. **Registration Number if registered with Companies House**

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1. **Charity Registration Number**

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1. **VAT registration Number**

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1. **Name of Immediate Parent Company**

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1. **Name of Ultimate Parent Company**

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1. **Type of Organisation** (e.g. public limited company, limited company, a limited liability partnership, other partnership, sole trader, etc)

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**C2 Financial Information**

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| --- | --- | --- | --- |
| Information Required | Description of information expected, which will be taken into account in assessment. | Yes | No |
| C2-Q1-1 Financial information for a start-up business that has not reported accounts to the Revenue or Companies House | *Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, or an alternative means of demonstrating financial status.* |  |  |
| C2-Q1-2 Accounts for an unincorporated business (sole traders and partnerships). | *Copy of the most recent accounts that contain turnover, profit before tax, and balance sheet (if prepared) covering either the most recent two year period of trading or if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self-employment pages for sole traders, partnership pages for partnerships) together with the tax assessment.* |  |  |
| C2-Q1-3 Accounts for a small company or limited liability partnership with a turnover of below the audit threshold (currently £6.5 million) that is not required to prepare audited accounts. | *Copy of the most recent accounts as submitted to the Inland Revenue covering either the most recent two year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable.* |  |  |
| C2-Q1-4 Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts. C2-Q1-5 Accounts for other organisation types (e.g. not for profit entities, local authorities, housing associations, charities) | *Copy of the most recent audited accounts for your organisation covering either the most recent three year period of trading, or if trading for less than three years, the period that is available.*  *In most cases it is likely that audited accounts will have been prepared and the accounts required at*  *C2-Q1-4 above will suffice. Where this not the case, an unaudited copy of the most recent accounts as described in C2-Q1-2 above should be provided.* |  |  |

**C2 Insurances and Certificates**

|  |  |  |
| --- | --- | --- |
| Insurance statements and certificates | Please provide the requested information in the response column. | Response |
| 2.1 Employers Liability Insurance | Insurance Company |  |
|  | Policy Number |  |
|  | Limit of Indemnity (£’s) |  |
|  | Excess (£’s) |  |
|  | Limit for a Single Event (£’s) |  |
|  | Expiry Date |  |
| 2.2 Public Liability Insurance | Insurance Company |  |
|  | Policy Number |  |
|  | Limit of Indemnity (£’s) |  |
|  | Excess (£’s) |  |
|  | Limit for a Single Event (£’s) |  |
|  | Expiry Date |  |

**C2 Supplementary Question 1. Professional Bodies and Associations**

Please provide details of membership of Professional Bodies and Trade Associations such as the Federation of Civil Engineering Contractors (FEDCEC), National Federation of Demolition Contactors (NFDC), the Asbestos Removal Contractors Association (ARCA), Construction Health and Safety (CHAS), Construction Line or similar approved.

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| --- | --- | --- |
| Association | Membership Number | Date first Registered |
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C2. Supplementary Question 2. Company Assets

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| 1. Number of Company/Organisation Employees |  |

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| 1. List below Company-owned Plant and Machinery, related to the proposed works (use separate sheet if necessary) |
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**C3. Business and Professional Standing – Discretionary Exclusion**

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| --- | --- | --- | --- | --- |
| Core Question | *Example of the type of information in support of responses, which will be taken into account* | Yes | No | Supplier’s unique reference to relevant supporting information |
| 1. Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including bankruptcy and/or insolvency) in respect of the business activities currently engaged, in for which the outcome was a judgement against you or them | *Please provide details of any such action. Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to anticipated future projects or services. They will not*  *necessarily constitute a reason for rejection.* |  |  |  |
| 1. If your company or any of its Directors and/or Executive Officers are the subject of on-going or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, have all claims been properly notified in accordance with the suppliers Product Liability Insurance policy requirements and been accepted by the insurers | *Please provide details of action and*  *confi rmation, with references of the*  *relevant notify cation and insurer*  *acceptance. Responses will be taken*  *into account as part of the assessment*  *process.* |  |  |  |
| 1. Has your company or any of its Directors and Executive Officers been in receipt of enforcement/ remedial orders that are still unresolved (such as those relating to: Environment Agency or Office of Rail Regulation enforcement), in the last three years. | *Please provide details, including the status of the required action Responses will be taken into account as part of*  *the assessment process.* |  |  |  |

**C3. Public Sector Procurement – Mandatory Exclusion**

|  |  |  |
| --- | --- | --- |
| Answer | Yes | No |
| Do any of the circumstances as set out in part 4 Regulation 23(1) of the Public Contracts Regulations 2006 (SI 2006 No. 5) as amended by the Public Contracts(Amendment) Regulations 2009 (SI 2009/2992), apply to you as the applicant or to members of any applicant group or any envisaged sub-contractor ? If ‘Yes’, please supply details to the relevant questions below. |  |  |

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| --- | --- | --- |
| 1-1. If your organisation or any directors or partner or any other person who has powers of representation, decision or control has been convicted of any of the following offences, please provide information; | Please indicate your answer by marking ‘X’ in the relevant box. | |
| Yes | No |
| 1-1a. Conspiracy: within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA. |  |  |
| 1-1b. Corruption: within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption; |  |  |
| 1-1c. Bribery: the offence of bribery, where the offence relates to active corruption; |  |  |
| 1-1d. Bribery: within the meaning of section 1 or 6 of the Bribery Act 2010. |  |  |
| 1-1e. Fraud: where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Union, within the meaning of: |  |  |
| 1-1e(i). The offence of cheating the Revenue; |  |  |
| 1-1e(ii). The offence of conspiracy to defraud; |  |  |
| 1-1e(iii). Fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) Order 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| 1-1e(iv). Fraudulent trading within the meaning of the section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| 1-1e(v). Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| 1-1e(vi). An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| 1-1e(vii). Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;? |  |  |
| 1-1e(viii). Fraud within the meaning of section 2,3, or 4 of the Fraud Act 2006; or |  |  |
| 1-1e(ix). Making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the fraud Act 2006; |  |  |
| 1-1f. Money laundering within the meaning of the Proceeds of Crime Act 2002: |  |  |
| 1-1f(i). An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |  |
| 1-1f(ii). An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1-1g. Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant state. |  |  |

**C3. Public Sector Procurement – Discretionary Exclusion**

|  |  |  |
| --- | --- | --- |
| Question | Yes | No |
| Do any of the circumstances as set out in part 4 Regulation 23(4) of the Public Contracts Regulations 2006 (SI 2006 No. 5) as amended by the Public Contracts (Amendment) Regulations 2009 (SI 2009/2992), apply to the applicant, members of the applicant group or any envisaged sub-contractor ? If ‘Yes’, please supply details below. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is any of the following true of your organisation?** | Please indicate your answer by marking ‘X’ in the relevant box. | | | Details, if ‘Yes’ |
| Yes | No | N/A |
| 2-1a. Being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; |  |  |  |  |
| 2-1b. Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate: or |  |  |  |  |
| 2-1c. Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager, or administrator on behalf of a creditor appointed in respect of the company’s business or any part of the company’s business or is the subject of similar procedures under the law of any State? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has your organisation;** | Please indicate your answer by marking ‘X’ in the relevant box. | | | Details if ‘Yes’ |
| Yes | No | N/A |
| 2-2a. Been convicted of a criminal offence relating to the conduct of its business or profession. |  |  |  |  |
| 2-2b. Committed an act of grave misconduct in the course of its business |  |  |  |  |
| 2-2c. Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or |  |  |  |  |
| 2-2d. Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the member State in which you are established; |  |  |  |  |

**C4. Health and Safety Policy**

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| --- | --- | --- | --- | --- |
| Exceptions and pertinent questions selection: If your organisation meets the criteria identified in one of questions 1-1a to 1-1c below and you can provide the supporting evidence required, you do not need to complete questions 3 to 16 of this question module (C4). If exemption is not claimed please move to questions 3 to 16. | | | Exemption Claimed  (please tick as appropriate) | Please provide copy of certificates or other supporting information |
| 1-1a You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91. | | |  |  |
| 1-1b you have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum | | |  |  |
| 1-1c You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001. | | |  |  |
| 1. Are you able to demonstrate that you have a policy and organisation for health and safety (H&S) management? |  |  | *Please provide evidence of a periodically reviewed H&S policy, endorsed by the chief executive officer. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation. Suppliers with less than 5 employees do need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity under assessment.* |  |
| 1. Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/ preventing incidents, occupational ill health and accidents? |  |  | *Please provide details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce.* |  |
| 1. Do you have access to competent H&S advice/ assistance – both general and construction/ sector related? |  |  | *Please provide evidence of how your organisation obtains access to competent H&S advice.*  *NOTE Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required.* |  |
| 1. Do you have a policy and process for providing your staff/ workforce with training and information appropriate to the types of activity that your organisation is likely to undertake? |  |  | *Provide evidence that your organisation has in place and implements, training arrangements to ensure that its staff/workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the company.* |  |
| 1. Does your staff/workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the activity that your organisation is likely to undertake. |  |  | *You will be expected to demonstrate and provide evidence on request, that your staff/workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees.* |  |
| 1. Do you check, review and where necessary improve your H&S performance? |  |  | *Please provide evidence that your organisation has in place and implements, an ongoing system for monitoring H&S procedures on an ongoing basis and for periodically reviewing and updating that system as necessary.* |  |
| 1. Do you have procedures in place to involve your staff/ workforce in the planning and implementation of H&S measures? |  |  | *Please provide evidence that your organisation has in place and implements a means of consulting with its staff/workforce on H&S matters and show how staff/workforce comments, including complaints are taken into account.* |  |
| 1. Do you routinely record and review accidents/ incidents and undertake follow-up action? |  |  | *Please provide access to records of accident rates and frequency for all RIDDOR reportable events for at least the last three years. Demonstrate that your organisation has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement.* |  |
| 1. Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which they are being engaged? |  |  | *You will be expected to demonstrate and provide evidence on request, that your organisation has and implements, arrangements for ensuring that H&S performance throughout the whole of your organisation’s supply chain is appropriate to the work likely to be undertaken.* |  |
| 1. Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary? |  |  | *You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (‘method statements’). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent.* |  |
|  |  |  | *NOTE Risk assessments should focus on the needs of the particular jo b and should be proportionate to the risks arising from the work to be undertaken. In addition to ensuring risk management, the need to reduce documentary requirements on micro-businesses in particular should be taken into account by buyers and assessment providers.*  *Excessive bureaucracy associated with competency assessment can obscure the real risk issues and divert effort away from them.* |  |
| 1. Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)? |  |  | *Please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organisations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.* |  |
| 1. Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees? |  |  | *You will be expected to demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site- specific arrangement or your own organisational measures.* |  |
| 1. Do you ensure that you and your workforce have the appropriate capabilities to enable you and them to discharge your / their legal duties under health and safety legislation? |  |  | *Provide evidence of your CPD programme and / or examples of training and development plans (which may include in-house training). Please provide evidence of how your organisation obtains H&S information, including how you maintain your technical knowledge and understanding of developments in construction. Provide commentary on how you match individual capabilities with the work undertaken.* |  |
| 1. Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been served a Prohibition Notice by The Health and Safety Executive |  |  | *If you answer ‘Yes’ to this question please provide full details of each and every occurrence for which a notice has been served.* |  |

**C5. Previous Undertakings of Similar Work (Max score 60%)**

Suppliers are required to demonstrate experience of similar projects (within the last 5 years) to the requirements of the Council as set out in section 1.2 “Description of the Works” of this document. The Council will issue the Reference Request at Appendix TWO to Client technical officers. Supplier experience will be evaluated per case study (scheme) up to a maximum of three separate examples. Each scheme has a total score available of 20% as follows:

|  |  |
| --- | --- |
| **16-20** | Good response. Experience clearly describes the suppliers capabilities in delivering the requirements in scope; and demonstrates complete understanding. Provides additional relevant information. |
| **11-15** | Satisfactory response. Experience describes the suppliers capability in relation to the requirements; and demonstrates understanding. |
| **6-10** | Minimal or poor response. Experience provides little indication of the suppliers capability of delivering requirements; or only partially meets requirements; and / or demonstrates partial understanding. |
| **0-5** | Nil or inadequate response. Experience with little or no description of the potential suppliers capability of delivering the requirements; or does not meet the requirement; and/or demonstrates no understanding; and/or, poor and/or no return of client technical reference. |

**Scheme ONE Previous Undertakings of Similar Work**

|  |  |  |  |
| --- | --- | --- | --- |
| Scheme |  |  |  |
| Location |  |  |  |
| Client |  | Contact Detail |  |
| Client Technical Officer: for reference |  | Contact Details for reference |  |
| Date from and to |  |  |  |
| Cost of Works (£’s) |  |  |  |

|  |
| --- |
| Brief Description (Scheme 1) |
|  |

**Scheme TWO Previous Undertakings of Similar Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scheme |  |  |  | |
| Location |  |  |  | |
| Client |  | Contact Detail | |  |
| Client Technical Officer: for reference |  | Contact Details for reference | |  |
| Client Technical Officer |  | Contact Detail | |  |
| Date from and to |  |  |  | |
| Cost of Works (£’s) |  |  |  | |
| Brief Description | | | | |
|  | | | | |

**Scheme THREE Previous Undertakings of Similar Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scheme |  |  |  | |
| Location |  |  |  | |
| Client |  | Contact Detail | |  |
| Client Technical Officer: for reference |  | Contact Details for reference | |  |
| Client Technical Officer |  | Contact Detail | |  |
| Date from and to |  |  |  | |
| Cost of Works (£’s) |  |  |  | |
| Brief Description | | | | |
|  | | | | |

**C6. Declaration**

|  |  |
| --- | --- |
| I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of............................................. (**Insert name of Supplier**).  I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.  I also declare that there is no conflict of interest in relation to the authority’s requirement. | |
| **PQQ COMPLETED BY** | |
| Name |  |
| Role in organisation |  |
| Date |  |
| Signature |  |

**Appendix ONE**

**Economic and Financial Standing Evaluation**

The evaluation will measure the financial and economic standing of the supplier based on the presented financial information (see section C2). The evaluation includes turnover and key financial ratios. A maximum score of 40% is available from this element.

**Financial Threshold (Max score 10)**

A financial threshold has been set by reference to the estimated contract value per annum of the procurement. To ensure that the value of the contract is not overly significant to the supplier’s turnover the Council wishes to ensure that the contract will not excessively dominate the existing business of the supplier. When using this approach it is typical to specify a turnover threshold by applying a maximum contract limit (annual contract value to turnover ratio).

The turnover threshold that will apply for this contract has been set at GBP1.2 million for the supplier. This is based on a maximum annual contract value of GBP600,000 and a turnover threshold for the contract of 50%. Where a provider cannot meet the turnover threshold as stated, a score of zero will be assigned to this evaluation criterion, and where this is met, a score of 10% percent will be awarded.

Turnover will be calculated based on an average over the two year period selected.

**Profitability (Max score 15)**

Gross and net profit margin will be allocated scores as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Gross Profit 7.5%** | | **Net Profit 7.5%** | |
| **Margin (%)** | **Score** | **Margin (%)** | **Score** |
| <2.9% | 0 | <0.0% | 0 |
| 3 - 6.9% | 1 | 0 - 1.4% | 1 |
| 7 - 9.9% | 2 | 1.5 – 2.9% | 2 |
| 10 - 11.9% | 3 | 2 – 3.9% | 3 |
| 12 – 14.9% | 4 | 4 – 5.9% | 4 |
| 15 – 17.9% | 5 | 6 – 7.9% | 5 |
| 18 - 19.9% | 6 | 8 – 9.9% | 6 |
| >20% | 7.5 | >10% | 7.5 |

**Liquidity (Max score 15)**

The current ratio and the acid test ratio will be scored as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Ratio 7.5%** | | **Acid Test Ratio 7.5%** | |
| **Ratio** | **Score** | **Ratio** | **Score** |
| 0.00 – 0.19 | 0 | 0.00 – 0.19 | 0 |
| 0.20 – 0.59 | 1 | 0.20 – 0.59 | 1 |
| 0.60 – 0.99 | 2 | 0.60 – 0.99 | 2 |
| 1.00 – 1.19 | 3 | 1.00 – 1.19 | 3 |
| 1.20 – 1.59 | 4 | 1.20 – 1.59 | 4 |
| 1.40 – 1.79 | 5 | 1.40 – 1.79 | 5 |
| 1.80 – 1.99 | 6 | 1.80 – 1.99 | 6 |
| 2.00 and above | 7.5 | 2.00 and above | 7.5 |

**Appendix TWO. (Example only)**

**Reference Request May 2017**

**Procurement to appoint a contractor for demolition works**

XXX has provided your Council/ Organisation as a reference site in connection with a tender pre-qualification exercise with Burnley Borough Council to appoint a contractor for demolition works.

Please could I ask you to complete the sections below. All information returned will be kept strictly confidential. I would be grateful if you could provide your reference, by return email to [cgay@burnley.gov.uk](mailto:cgay@burnley.gov.uk) by **Tuesday 6th June 2017**.

Thank you.

1. **Please indicate the services you receive/d from the provider named above**

|  |
| --- |
|  |

1. **Please give a brief outline of the contract specification**

|  |
| --- |
|  |

1. **Over what period have these services been delivered to you by this provider**

|  |
| --- |
|  |

1. **Please detail any supply chain or consortium arrangements in relation to the supply of these services**

|  |
| --- |
|  |

1. **Please indicate your satisfaction with performance against the agreed specification in relation to services provided**

|  |
| --- |
|  |

1. **Would you be prepared to procure from this provider again in the future**

|  |
| --- |
|  |

1. **Additional Comments**

|  |
| --- |
|  |

**Council/ Organisation:**

**Name:**

**Date:**

**Position:**