



# Bridgwater Town Council

## Application for inclusion on Bridgwater Town Council contractor / supplier list

Please return to:

Scott Mason (Amenities Director)  
Bridgwater Town Council  
Town Hall  
High Street  
Bridgwater  
Somerset  
TA6 3AS

Email: [procurement@bridgwater-tc.gov.uk](mailto:procurement@bridgwater-tc.gov.uk)

Please note - This document must be completed in its entirety, or your application will not be considered

### Section A: Applicant Details

A1	Applicant Name and address	
1.1	Company name	
	Company address	
	Company phone number	

## **Section B:** **Applicant Organisational Details**

The questions in this section are designed to ensure that the Contracting Authority know exactly with whom they may be entering into a contract

<b>B1</b>	<b>Details of Applicant</b>	
<b>1.1</b>	<b>Details of contracting organisation</b>	
	State if sole trader, partnership, private limited company, public limited company or if other, please specify	
	Registered name	
	Registered office	
	Registration number	
<b>1.2</b>	<b>VAT Registration</b>	
	VAT Registration number	
<b>1.3</b>	<b>Contact details of individual completing this application or with whom we may correspond</b>	
	Name	
	Firm (if different from applicant)	
	Position in firm	
	Telephone number	
	E-mail address	
	Address for correspondence	

<b>B2</b>	<b>Company Background</b>	
<b>2.1</b>	<b>Ownership structure</b> Please provide a one-page chart illustrating the ownership structure of the Potential Provider including relations to any parent or other group or holding companies	
	Attached	Yes / No
<b>2.2</b>	<b>Full legal name and address of Parent Company if applicable</b>	
	Registered name	
	Registered office	
	Registration number	
<b>2.3</b>	<b>Full legal name and address of (ultimate) Parent Company if applicable</b>	
	Registered name	
	Registered office	
	Registration number	
<b>2.4</b>	<b>Parent Company Guarantee</b>	
	If the applicant is a subsidiary, please confirm that Group or the Ultimate Holding Company would be prepared to guarantee the firm's contract performance as its subsidiary	Yes / No
<b>B3</b>	<b>Formal Accreditations</b>	
<b>3.1</b>	Please enclosed details of any accreditations and / or Association standards your company holds	
	Attached	Yes / No

## **Section C:** **Financial & Insurance Information**

<b>C1</b>	<b>Insurance Details</b>	
<b>1.1</b>	<b>Public Liability Insurance</b>	
	Please confirm that you hold a minimum of £10,000,000 Public Liability Insurance on a per occurrence / event basis	Yes / No
	Name of Insurance Company	
	Policy start date	
	Policy expiry date	
	Policy number / reference	
	Conditions / Exceptions that apply to the policy	
	Copy of Public Liability Insurance certificate enclosed	Yes / No
<b>1.2</b>	<b>Employer's Liability Insurance</b>	
	Please confirm that you hold a minimum of £10,000,000 Employer's Liability Insurance on a per occurrence/event basis	Yes / No
	Name of Insurance Company	
	Policy start date	
	Policy expiry date	
	Policy number / reference	
	Conditions / Exceptions that apply to the policy	
	Copy of Employer's Liability Insurance certificate and schedule enclosed	Yes / No

<b>C2</b>	<b>Financial Details</b>				
<b>2.1</b>	<b>Accounts</b>				
	Please provide details of Annual Turnover and Profit (or Loss) in the last 3 years.				
	Account Year ending	Turnover	Gross Profit (or Loss)	Net Surplus (Deficit)	Net Assets
	2021 / 2022				
	2022 / 2023				
	2023 / 2024				

## **Section D:**

### **Claims & Contract Terminations / Deductions**

<b>D1</b>	<b>Outstanding Claims / County Court Judgements</b>	
<b>1.1</b>	Do you have any outstanding claims, litigations, or judgements against your organisation?	Yes / No
<b>1.2</b>	If YES please provide further details	
	Response:	
<b>D2</b>	<b>Contract Terminations / Deductions</b>	
<b>2.1</b>	Please give details of all similar contracts in the last 3 years which have been terminated early giving the name of the client company / authority, the date of termination and the reasons for termination	
	Response:	

## **Section E:** **Health & Safety and Equal Opportunities**

<b>E1</b>	<b>Health &amp; Safety at Work</b>							
<b>1.1</b>	Does your organisation have a formal health and safety policy or statement?	Yes / No						
	Copy of H&S policy / statement enclosed (this will be evaluated)	Yes / No						
<b>1.2</b>	Do you currently hold any external SSIP's or Health and Safety accreditations such as CHAS (Contractors Health and Safety Assessment Scheme), Constructionline, SafeContractor, SMAS, Acclaim, Scaffolding Association, or EU equivalent?	Yes / No						
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Accrediting Organisation:</td> <td></td> </tr> <tr> <td>Reference No:</td> <td></td> </tr> <tr> <td>Date accreditation expires or is to be renewed:</td> <td></td> </tr> </table>		Accrediting Organisation:		Reference No:		Date accreditation expires or is to be renewed:	
Accrediting Organisation:								
Reference No:								
Date accreditation expires or is to be renewed:								
	Copy enclosed	Yes / No						
<b>1.4</b>	Has your company been served with an enforcement notice or been prosecuted in the past 3 years for breaches of health and safety legislation?	Yes / No						
<b>1.5</b>	If YES to 1.4 please give details of the prosecution or notice (and what measures you have taken to ensure the issue(s) will not re-occur)  Response:							
<b>1.6</b>	Do you routinely carry out Method Statements & Risk Assessments?	Yes / No						
<b>1.7</b>	If YES to 1.6 please state what will be assessed for this project (at certain times, the Contracting Authority may request copies of risk assessments, safe working procedure, or safety method statements)  Response:							

	(a) Accidents	Yes / No		
	(b) Ill health caused by work	Yes / No		
	(c) Health & Safety Performance	Yes / No		
<b>1.9</b>	Please state how many accidents have been reported to your Enforcing Authority under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (or EU equivalent) in the last 3 years for employees, sub-contractors (SC) and members of the public (MOP)			
		E	SC	MOP
	Number of accidents reported under RIDDOR from 1 April 2020 to 31 March 2022			
	Number of accidents reported under RIDDOR from 1 April 2021 to 31 March 2023			
	Number of accidents reported under RIDDOR from 1 April 2022 to 31 March 2024			
	Total number of accidents reported under RIDDOR in 3 years			
	Please indicate your Accident Incident Rate (AIR) for the following periods:			
	AIR = <u>Number of Employee Accidents multiplied by 1000</u> Divided by the Number of Employees			
	1 April 2020 to 31 March 2022			
	1 April 2021 to 31 March 2023			
	1 April 2022 to 31 March 2024			
<b>1.10</b>	Do you use key sub-contractors to undertake work on contracts of this nature?	Yes / No		
<b>1.11</b>	If YES to 1.10 please give details of who your key sub-contractors are and what work areas they deliver and how do you ensure they are competent			
	Response:			

## **Section F:** **Climate Change**

In March 2019 the council declared a climate emergency and is aiming to be carbon neutral by 2030. The council is keen to understand how its contractors will help deliver this objective

<b>F1</b>	<b>Carbon Efficiency</b>
<b>1.1</b>	What is your company's approach to being more carbon efficient and how does this impact on you running your business?
	Response:

## **Section G:** **Supplier Specific Questions**

<b>1.1</b>	Please provide evidence to support your experience in working with similar public bodies to the Town Council
	Response:
<b>1.2</b>	Please provide detail of how you would manage any contract arrangements with the Town Council
	Response:
<b>1.3</b>	Please provide details of how you would address customer service and public engagement
	Response:
<b>1.4</b>	Please describe your organisation's typical arrangements for effective management of Health & Safety
	Response:

## **Section H: Field of Work**

Please tick below the field your specialism fits into or please add your specialism to the list if it is not included.

Arboriculture		Asbestos Removal	
Grounds Maintenance		Fuel / Oils	
Supply of Machinery		Power	
Hire of Machinery		Solar Panels	
Servicing of Machinery		Groundworks	
Supply of Vehicles		Project Management	
Hire of Vehicles		Major refurbishment work to Grade II listed buildings	
Servicing of Equipment		Building Control	
Electrical Contracting		Listed Building Consent	
Plumbing & Gas Fitting		Consultation	
Decorating		M & E Services	
Building		Major refurbishment work to Grade I listed buildings	
Carpentry & Joinery		Surveying – Grade I listed buildings	
Professional Services		Surveying - Grade II listed buildings	
Marketing & PR		Surveying – Docks / Marine environment	
Website / Social Media		Windows or Doors	
Catering		Listed Building Consent	
Street Lighting		Glazing	
Sport & Play		Vehicle Accident Damage Repair	
Insurance		Drainage + Jetting	
Stationery Supplies		IT Equipment	
Highway / Footpath Works			
Planning / Building Control			
Clothing Supplies			
PPE Supplies			
Printing			
CCTV			
Radio / Telephony			
Engineering			
Scaffolding or Access Equipment			
Architectural Services			
		OTHER (please specify below)	

## **Section I:** **Contact Information Retention**

Please provide details of contact information to be held on file to be used should requests for work be given

Name	
Position	
Email Address	
Telephone	
Address	

I agree by signing below that the Council may process my personal details for providing correspondence, information, and public announcements.

### **Declaration**

I understand that the responses I have given are to be used as a basis for the development of a local framework contractor / supplier list for Bridgwater Town Council and verify that all the information provided is true and accurate.

Signed	Name
Designation	Date
Organisation	

## **Section J:** **Contract References**

<b>Please provide details of previous contract experience working with a similar public body to the Town Council</b>					
<b>Contract Details</b>	<b>Contract</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Name of client, authority/company, &amp; contact details</b>					
<b>Scope of works &amp; Services</b>					
<b>Contract value (£)</b>					
<b>Contract length (weeks)</b>					

### **Application Notes:**

- Please ensure contact details in references on Page 12 are correct.
- Any incomplete applications will not be considered.
- All sections and their associated fields are mandatory and must be completed.
- A minimum of two out of the five referees will be contacted for references prior to confirmation of approval on the list.
- If a field doesn't apply to you, please do not leave it blank. Enter N/A, not applicable or any other variation.
- If you have selected more than one of the yes / no options in error circle the correct box, we will accept the circled box
- Credit checks may be carried out prior to confirmation of approval.
- If you have any questions in relation to the form please email [procurement@bridgwater-tc.gov.uk](mailto:procurement@bridgwater-tc.gov.uk)
- if you make a mistake, put a line through and correct it to the right - don't use correction fluid.
- Make sure all the details you supply are correct. If we are unable to contact you due to incorrect information you will not be registered on the list.
- If there isn't enough space on the application form, complete a continuation sheet(s).
- Information provided will be checked against public records i.e. Companies House.
- All information provided will be strictly confidential and saved only for procurement purposes.

**Continuation Sheet**

Please use this sheet to include any additional information or for continuation of any of the application questions.