



## **Appendix 3**

### **Exeter Air Quality Monitoring Continuous Analysers 2017.**

### **Supplementary Tender Questionnaire (STQ)**

Version 1.0

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# Supplementary Questions

## **General Information**

### **Company Details**

Name of Company:

Registered Office  
Address:

Local Office Address/  
Depot:

Telephone Number (of  
local office):

Fax Number:

eMail Address:

Website address:

Contact Name:

### **Company Information**

a) Brief description of Company business:

b) Please state all RELEVANT institutions, federations or other regulatory bodies that your Company belongs to:

Public Authority

- c) Has any Director, Partner or Associate been an employee of this Council within the last 5 years?

If yes please give details:

- d) Does any Director, Partner or Associate have a relative(s) who is an employee of the Council at a senior level or is a Councillor or a Board or Committee Member of the Council:

If yes please give details:

A list of Councillors and Senior Management are available to view on the Council website

- e) Please state the names of Directors, Partners or Associates of your firm who have any involvement in other firms who provide or have provided services to the Council:

## **1.0 Economic Criteria**

### **1.1 Insurance**

The Council has a requirement for all suppliers to hold and keep in place for the duration of any works undertaken for the Council both Employers and Public Liability Insurance to the current value of minimum £5 million in any occurrence (this figure open to change with any subsequent costs being born out solely by the supplier)

Please therefore check this box to confirm your company's compliance with this requirement



## **1.2 Financial Information**

The Council will obtain an Experian credit rating report in respect of each organisation that submits a compliant SQ.

The credit rating scores (referred to as 'Experian Scores') will be evaluated as set out below and is a **pass/fail question**.

<b>PASS / FAIL</b>			<b>DESCRIPTION</b>
FAIL (demonstrated Experian Score)	by	an	Very poor solvency, financial strength and economic standing of between 0 to 20 very high risk which is unacceptable to the Council.
FAIL (demonstrated Experian Score)	by	an	Poor solvency, financial strength and economic standing demonstrated of between 21 to 40 above average risk which is unacceptable to the Council.
PASS (demonstrated Experian Score)	by	an	Acceptable solvency, financial strength and economic standing of between 41 to 60 average risk which is acceptable to the Council.
PASS (demonstrated Experian Score)	by	an	Good solvency, financial strength and economic standing demonstrated of between 61 to 80 below average risk which is acceptable to the Council.
PASS (demonstrated Experian Score)	by	an	Excellent solvency, financial strength and economic standing of between 81 to 100 minimum risk which is acceptable to the Council.

## **1.3 Use of Subcontractors**

Please indicate below your intention as a percentage in the use of subcontractors against your own directly employed labour for these works.

										<b>Sub-Contractors</b>
0 %	10 %	20 %	30 %	40 %	50 %	60 %	70 %	80 %	90 %	100 %
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above question will be scored from 0 to 10 points with 100% Sub-Contractors = 0 points through to 0% Sub-Contractors = 10 points.

#### **1.4 Tax Certificate**

Please specify your Unique Tax Reference (UTR) number:

UTR

#### **2.0 Quality System Criteria**

##### **2.1 Compliance with ISO 9001**

Does your company/firm operate a quality system, which complies with ISO 9001

☐

##### **2.2 Accreditation**

Please provide details of relevant accreditation your company holds in relation to works applied for:

Accreditation Type	Serial Number	Expiry Date

### **3.0 Environmental Criteria**

#### **3.1 Waste Management**

- a) Is your company registered as a carrier of waste with the local waste registration authority? ☐
- b) Under what local waste registration authority are you registered?
- c) If registered what is your waste registration number?
- d) If you are not registered please describe how you will as main contractor, monitor and control waste removal in accordance with the regulations?

#### **3.2 Environmental Management Systems**

The Council expects its contractors to be able to demonstrate environmental management, for example; does your company/firm hold a formal standard such as EMAS or ISO14001

If so, please complete the following table:

Certificate Type	Serial Number	Expiry Date

### **3.3 Green Accord or Equivalent Accreditation**

The Council expects its contractors to demonstrate that, in terms reducing the impact on the environment it has sustainable practices and operates in a sustainable way. Such qualities form for the Council, a prime requirement in purchasing decisions to achieve best value for the Council.

The Contractor therefore is required, through its service delivery, to seek wherever practicable to conserve energy, reduce waste, use more durable and upgradeable goods, use more sustainable products (i.e. those that minimise environmental, social and economic impacts) and influence their Suppliers to develop same and contribute to the establishment of better sustainable supply chains. To this end, to meet the Council's strategic procurement policy, the Council requires that all suppliers that work for the Council have or are working towards a recognised sustainable accreditation. The Council's preferred accreditation being the Green Accord (details obtainable from [www.green-accord.co.uk](http://www.green-accord.co.uk) or from Exeter City Council website, [www.exeter.gov.uk/greenaccord](http://www.exeter.gov.uk/greenaccord)). and the Council would request that the Contractor commit to attaining as a minimum the Select level Green Accord accreditation (or equal and approved) ideally before tendering but otherwise before being awarded the contract.

Please therefore check this box to confirm your intention to commit to attaining Green Accord or equivalent accreditation before award of contract.



If you are already Green Accord accredited please state you membership number here:

## **4.0 Health and Safety Criteria**

### **4.1 Provision of Health & Safety Policy**

You are required to supply a copy of your company's full Health and Safety Policy (covering general policy, organisation and arrangements) as required by Section 2 (3) of the Health and Safety at Work Act 1974 and any Codes of Safe Work Practices issued to employees. (Not just a Policy Statement).

Please therefore check this box to confirm you have included this information with your application.





This is a **scored question** and will be evaluated as set out below with a minimum score of 5 required to pass:

SCORE	DESCRIPTION
0 to 4	Failed to provide evidence or meet requirements of Health and Safety Legislation and HSE Guidance.
5	Meets Health and Safety Legislation and HSE Guidance.to an average standard.
6 to 7	Meets Health and Safety Legislation and HSE Guidance.to an good standard.
8 to 9	Meets Health and Safety Legislation and HSE Guidance.to an very good standard.
10	Meets Health and Safety Legislation and HSE Guidance.to an excellent standard.

## **4.2 Provision of H&S Training**

This is a **scored question** and will be evaluated as set out below with a minimum score of 3 required to pass:

SCORE	DESCRIPTION
0	Failed to address the question/issue or no such training within the organisation.
1	An unacceptable response/answer/information – limited or poor evidence of training.
2	Less than acceptable – response/answer/information lacks convincing evidence of training.
3	Acceptable response/answer/information – some evidence given of relevant training.
4	Above acceptable - response/answer/information demonstrates good evidence of relevant training.
5	Excellent – response/answer/information provides excellent evidence of relevant training.

You are required to supply details of the health and safety training and other training pertaining to the works to be undertaken where applicable.

You may also supply details of continued professional development courses, a training matrix, and copies of training certificates.

Please check this box to confirm inclusion of your documentation with this application where applicable to the works to be undertaken.



### **4.3 Qualifications & Experience of Lead H&S Person**

This is a **scored question** and will be evaluated as set out below with a minimum score of 3 required to pass:

SCORE	DESCRIPTION
0	Failed to address the question/issue or no such person in post within the organisation
1	An unacceptable response/answer/information – limited or poor evidence of relevant skills/experience/qualifications
2	Less than acceptable response/answer/information – response/answer/information lacks convincing evidence of relevant skills/experience/qualifications
3	Acceptable response/answer/information – some evidence given of relevant skills/experience/qualifications
4	Above acceptable – response/answer/information demonstrates good evidence of relevant Skills/experience/qualifications
5	Excellent – response/answer/information provides excellent evidence of relevant skills/experience/qualifications

You are required to supply the name and position of the person with overall responsibility for health and safety in the company together with details of experience and any relevant qualifications.

Please check this box to confirm inclusion of your documentation with this application



#### **4.4 Health & Safety Advisor Experience & Qualifications**

This is a **scored question** and will be evaluated as set out below with a minimum score of 3 required to pass:

SCORE	DESCRIPTION
0	Failed to address the question/issue or no such person in post within the organisation
1	An unacceptable response/answer/information – limited or poor evidence of relevant skills/experience/qualifications
2	Less than acceptable response/answer/information response/answer/information lacks convincing evidence of relevant skills/experience/qualifications
3	Acceptable response/answer/information – some evidence given of relevant skills/experience/qualifications
4	Above acceptable – response/answer/information demonstrates good evidence of relevant Skills/experience/qualifications
5	Excellent – response/answer/information provides excellent evidence of relevant skills/experience/qualifications

You are required to supply the name and position of the person appointed to provide health and safety advice as required by Regulation 7 of the Management of Health & Safety Work Regulations 1999, together with details of experience and any relevant qualifications.

Please check this box to confirm inclusion of your documentation with this application



#### **4.5 Organisations H&S Communications**

Are the organisations health and safety policies and procedures communicated to its workforce and administered within the company? If the company answers yes it will pass



Please state how this communication is achieved

This is a **scored question** and will be evaluated as set out below with a minimum score of 3 required to pass:

SCORE	DESCRIPTION
0	Failed to address the question/issue or no such communication within the organisation.
1	An unacceptable response/answer/information – limited or poor details of communication within the organisation.
2	Less than acceptable – response/answer/information lacks convincing details of communication within the organisation.
3	Acceptable response/answer/information – some details given of relevant communication within the organisation.
4	Above acceptable - response/answer/information provides good details of relevant communication within the organisation.
5	Excellent – response/answer/information provides excellent details of relevant communication within the organisation.

#### **4.6 Riddor Reporting Regime**

Does the company have a procedure for the reporting and recording of accidents and dangerous occurrences in accordance with RIDDOR? If the company answers yes it will pass

√☐

Please state how many RIDDORS have been recorded by the company in the last 12 months and the total number of employees to which this relates

#### **4.7 H&S Enforcement History**

If the company answers yes it could fail unless the measures it has taken to resolve the issues satisfy the Council that the situation will not reoccur.

During the last 3 years, has the company been subject to formal enforcement (e.g. prosecution, prohibition notice or improvement notice) for contravention of the Health and Safety at Work Act 1974, or equivalent legislation arising from its conduct of activities similar to those covered by this project?

√☐

If the answer to above question is yes, please supply relevant documentation with explanations as to what measures the company has taken to ensure as far as possible, such formal enforcement will be avoided in the future.

During the last 5 years, has the company been subject to any legal proceedings where there has been a finding of negligence (including professional negligence), whether by a court or body of equivalent jurisdiction or by way of admission by the organisation, arising from its conduct of activities similar to those covered by this project?

√☐

If the answer to above question is yes, please supply documentation with explanations as to what measures the company has taken to ensure as far as possible, such finding enforcement will be avoided in the future.

#### **4.8 Risk Assessments and Method Statements**

Will Risk Assessments be prepared for the main activities to be carried out?

If the company answers yes it will pass.

√☐

Will Method Statements be prepared for the main activities to be carried out?

If the company answers yes it will pass.

√☐

#### **4.9 Asbestos Awareness Training**

All operatives employed on our works must have carried out asbestos awareness training in accordance with current, and when appropriate and required future, asbestos regulations. Evidence of such training, in the form of certification, must be provided with this application and updated certification provided when new operatives are employed on our works or new training is required.

No materials thought or known to contain asbestos shall be disturbed without prior consultation with and approval from the contract administrator for the works to which you are employed.

Please therefore check this box to confirm you have sent this information and will comply with this clause



#### **4.10 Electrical Works Certification**

Any works that your company undertake or are responsible for that involve modification to or addition / replacement of electrical services or equipment must be carried out by an NICEIC (or equal and approved ) approved employee or sub-contractor. Certification to evidence any works undertaken meet required standards must be provided when required. The level of accreditation held must be applicable, valid and in date for works priced and or executed and or commissioned.

Please therefore check this box to confirm your company will comply with this requirement



#### **4.11 Gas Safe Certification**

Any works that your company undertake or are responsible for that involve modification to or addition / replacement of gas services or equipment must be carried out by a Gas Safe approved employee or sub-contractor. Gas Safe certification to evidence any works undertaken meet required standards must be provided when required. The level of accreditation held must be applicable, valid and in date for works priced and or executed and or commissioned.

Please therefore check this box to confirm your company will comply with this requirement



## **5.0 Training & Certification Criteria**

### **5.1 Training of Staff & Induction of Subcontractors**

You will be required to supply details/evidence of staff training to show their competence to carry out the work that will be required.

You are also required to supply details/evidence of operatives and sub-contractors induction training prior to the commencement of work on site.

Please therefore check this box to confirm your company's compliance with this requirement.



Do all operatives and sub-contractors have induction training prior to the commencement of any works on site?



This is a **scored question** and will be evaluated as set out below with a minimum score of 3 required to pass:

SCORE	DESCRIPTION
0	Failed to address the question/issue or no such training within the organisation.
1	An unacceptable response/answer/information – limited or poor evidence of training.
2	Less than acceptable – response/answer/information lacks convincing evidence of training.
3	Acceptable response/answer/information – some evidence given of relevant training.
4	Above acceptable - response/answer/information demonstrates good evidence of relevant training.
5	Excellent – response/answer/information provides excellent evidence of relevant training.

### **5.2 Construction Skills Certification Scheme Registration**

ALL site based employees including sub- contractors employed on the installation phase of this project are required as a minimum to be registered under the Construction Skills Certification Scheme (CSCS) or hold an equivalent or higher standard of certification.

Please therefore check this box to confirm your company will comply with this requirement







## **6.0 Technical Capacity Criteria**

### **6.1 Contracts Information**

Please state the number of contracts the company has completed or currently running in each of the ranges in the past three years.

- a) Under £75,000
- b) £75,000 to £250,000
- c) £250,000 to £750,000
- d) £750,000 to OJEU threshold
- e) Over OJEU threshold

You are also required to supply details of similar projects the company have completed of a similar value within the last 3 years including the relevant qualifications, skills and experience of the people working on each of the projects.

Please check this box to confirm inclusion of your documentation with this application.

☐

This is a **scored** question and will be evaluated out of a score of 10 as set out below with a minimum score of 5 required to pass:

SCORE	DESCRIPTION
0	Has not provided any details of completed projects of a similar nature and value and has provided no evidence of relevant qualifications, skills and experience required to deliver the project.
1 to 2	An unacceptable response – has provided only one poor example of a completed project of a similar nature and value and has provided limited or poor evidence of relevant qualifications, skills and experience required to deliver the project.
3 to 4	Less than acceptable response – has provided only one or two examples of completed projects of a similar nature and value and has provided limited or poor evidence of relevant qualifications, skills and experience required to deliver the project.
5 to 6	Acceptable response – has provided two examples of completed projects of a similar nature and value and has provided adequate evidence of relevant qualifications, skills and experience required to deliver the project.
7 to 8	Above Acceptable response – has provided three or more examples of completed projects of a similar nature and value and has provided good evidence of relevant qualifications, skills and experience required to deliver the project.
9 to 10	Excellent response – has provided three or more excellent examples of completed projects of a similar nature and value and has provided excellent evidence of relevant qualifications, skills and experience required to deliver the project.

## **6.2 Quality of References**

Provide below details of 2 similar contracts that your company has undertaken in the last 5 years (if not completed within last 5 years, contract must have begun at least 1 year ago) – Note references supplied must be from 2 different organisations.

It is the company's sole responsibility to ensure a referee provides a reference when contacted by the Council.

This is a **scored** question with the Council awarding a score for each reference based on the information received from each reference.

(Note: Information included on previous documents)

1.Contract Title:

Employer:

Contract Period:

Contract Type:  
(i.e. JCT Measured  
Term)

Total Contract Value: £

Work Undertaken:

Reference Name:

Position:

Address:

Telephone No:

2. Contract Title:

Employer:

Contract Period:

Contract Type:  
(i.e. JCT Measured  
Term)

Total Contract Value: £

Work Undertaken:

Reference Name:

Position:

Address:

Telephone No:

## **7.0 Customer Care Focus Criteria**

The Council's values: how we will work

Our staff and members have identified what they value at the council, what they see as important in the way we work. If our values are to be meaningful we must all make sure that they underpin our attitudes and behaviours.

Accordingly, all officers employed at the Council will:

1. Meet customers' needs with high-quality services
2. Be flexible and have a can-do approach
3. Show trust and respect
4. Tell people what is going on, listen and respond to their views
5. Be proud to work for the city and the Council

Please therefore check this box to confirm that your company will adopt the same attitudes and behaviours in their service delivery for the Council



## **8.0 Specific Criteria Relating to Contract:**

8.1 Although planning permission is not required for the works, the Council wishes to minimise the impact of the external cabinets. Please therefore provide details, photos etc. of the appearance and size of the cabinets to be provided and the means of fixing these to the ground.

A solid red rectangular block used to redact information.

8.2 Please confirm whether the equipment to measure PM10 and PM2.5 concentrations meets the DEFRA deemed equivalence standard.

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8.3 Please provide details of the functionality of the software systems offered and the ease of their compatibility with Exeter City Council's IT systems.

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## **9.0 Declaration**

It is drawn to your attention that should any aspect of the application prove unsuccessful the Council does not accept responsibility for any costs incurred by yourselves in making this application. By submitting this application you confirm that you agree with all terms and conditions set out in said application and confirm that the information provided is true and accurate.

I/We hereby

- a) Agree that all information is correct
- b) Confirm that all responsibility under legislation referred to or otherwise will be fulfilled

Name	
Position	
For & on behalf of	
Date	

This form should be completed under the approval of a Director/Partner or other Senior Manager of the Company or Firm