**Horley Town Council. Grounds Maintenance ITT: 2024 -26**

**Section D:** **Pre-Qualification Questionnaire**

**The purpose of this questionnaire is to enable the Council to ascertain your organisation’s technical knowledge and proposals for service delivery.  All questions relate to the delivery of grounds maintenance services to Horley Town Council.  Please answer in full and return to the address given below by** no later than Monday, 31 July 2023.

Town Clerk

Horley Town Council

92 Albert Road

Horley

RH6 7HZ

**1. Commercial Information**

1.1 Company/Organisation name of contractor submitting the tender:

1.2 Contact name and position or role in organisation:

1.3 If a company, please provide registered office address and company number

1.4 Contact Telephone number

1.5 Contact e-mail address:

1.6 Company Web Site Address:

1.7 Are you a sole trader, partnership, company or other body? Please specify. If "other body" please define your form of organisation.

# 2. Financial Information

# 2.1 Please indicate the principal Areas of Business activity of your company.

2.2 Please indicate which elements, if any, of the services of this contract your company anticipates sub-contracting to a third party:

# 3. Grounds Maintenance Experience

3.1 What similar grounds maintenance services experience does your company have to deliver the Horley contract as described in the brief description?

# 3.2 What level of staffing will be assigned to this contract in terms of the seasonal activities?

# 3.3 What is the management structure of your organisation?

# 3.4 What horticultural qualifications /experience will your management / supervisory staff have?

# 3.5. Which Herbicides and Pesticides will be used on this contract?

# 3.6 What level of management / supervision will your employees receive on site?

3.7 From which Depot will the contract be serviced and what back-up / support will be given i.e. staff shortage, vehicles, machinery and equipment breakdown?

# 3.8 What procedures does your organisation have in place to ensure continuity of delivery of a quality service?

**6. References**

Please provide details for two companies/organisations for which you have carried out similar

works that will provide a reference.

# Reference 1

|  |  |
| --- | --- |
| Company Name |  |
| Company address |  |
| Contact Name |  |
| Contact Phone number |  |
| Contact e-mail address |  |
| Contract start / end dates |  |
| Contract value |  |

**Reference 2**

|  |  |
| --- | --- |
| Company Name |  |
| Company address |  |
| Contact Name |  |
| Contact Phone number |  |
| Contact e-mail address |  |
| Contract start / end dates |  |
| Contract value |  |

# Additional documentation required if invited to tender

# In addition, if you are invited to tender for this work, the following information will be required in support of your application:

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# • Grievance and Disciplinary Procedure

# • Sample copy of Staff Training Record

# • Copies of Completed Risk Assessments

# • Copies of COSHH Records

# • Sample copy of a typical programme of works

# • Statement of Current Financial Viability

# • References (to include a Local Authority if applicable)

# • Copy of Public and Employee Liability Insurance Certificates