**APPENDIX D**

**MOUNTSORREL PARISH COUNCIL**

**GROUNDS MAINTENANCE CONTRACT**

**COMMERCIAL INFORMATION**

**Part A**

**Commercial Information**

**A.1. Company/Organisation identity –**

A.1.1. Company name of organisation submitting the tender:

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A.1.2. Contact name and position in organisation:

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A.1.3. Company address:

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A.1.4. Contact telephone number:

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| A.1.5.  | Contact e-mail Address:  |
|   |  |
| A.1.6  | Company Web Site Address:  |
|   |  |
| A.1.7  | Company Registered Address if different from above:  |
|    |  |
| **A.2**  | **Areas of Business**  |
| A.2.1  | Please indicate below the principle areas of business activity of your organisation:  |
|   |  |
| A.2.2  | Please indicate which elements if any of the services your organisation anticipates may be sub-contracted:  |
|   |

**A.3 Insurance**

A.3.1 Please provide a copy of your organisation’s insurance certificates and provide the required information regarding your company/organisation's insurance cover:

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| Public Liability Insurance Min £10,000,000 |
| Insurer |   |
| Policy Numbers |   |
| Expiry Date |   |
| Limits of indemnity (per occurrence and aggregate) |   |
| Excess (if any) |   |
| Employers Liability Insurance £5,000,000 |
| Insurer |   |
| Policy Numbers |   |
| Expiry Date |   |
| Limits of indemnity (per occurrence and aggregate) |   |
| Excess (if any) |   |

**A.4 Health and Safety**

A.4.1 Please supply the name and designation of the person responsible for the implementation of the organisations Health and Safety Policy.

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A.4.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety policy.

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A.4.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put into place and practiced within your organisation.

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**A5 Environmental Sustainability**

A.5.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

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**Part B**

**TECHNICAL CAPABILITY**

**B.1 Previous Experience**

B.1.1 Please provide information of your organisations technical capacity and expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies.

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|  B.1.2  | Please detail below any problem/delay that has been encountered by your organisation when implementing new contracts such as this. If problems / delays have been encountered, please explain how the situation was resolved.  |
|   |  |
|  B.1.3  | Bidders must have existing experience of all the equipment that is currently in use in order to ensure that they can deal with faults from the start of the contract.  |
| **B.2**  | **Staff Skills and Development**   |
| B.2.1.  | Please indicate below whether any operatives you employ and would expect to engage on this contract have specific skills/qualifications related to the range of requirements set out in the specification.  |
| Skill / qualification  | Number of operatives  |
|   |   |

B.2.2 Please provide details of your current training policy/procedures (including any health and safety training), and describe how you ensure that skills are maintained. Max 400 words

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**C.1 References – please provide 2 references**

Please provide details of two companies for which you have delivered similar projects that will provide reference. The Authority will take up two references.

 **Reference 1**

|  |  |
| --- | --- |
| Company Name  |   |
| Company Address  |   |
| Contact name  |   |
| Contact Phone Number  |   |
| Contact e-mail address  |   |
| Website details  |   |
| Contract start / end dates  |   |
| Value of contract  |   |
| Brief description of contract including use of sub-contractors if applicable  |   |

**Reference 2**

|  |  |
| --- | --- |
| Company Name  |   |
| Company Address  |   |
| Contact name  |   |
| Contact Phone Number  |   |
| Contact e-mail address  |   |
| Website details  |   |
| Contract start / end dates  |   |
| Value of contract  |   |
| Brief description of contract including use of sub-contractors if applicable  |   |

**Part D**

**TECHNICAL PROPOSAL**

**D.1 Service Requirements**

D.1.1 Please detail below the format in which your organisation can receive Service Requests

**D.2 On-site Arrangements**

D.2.1 What arrangements does your organisation have for the removal and recycling of any rubbish and debris accumulated during the supply of the services?

**D.3 Quality of work and Supplier conduct**

D.3.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff:

**D.4 Sub-Contracting**

D.4.1 Please detail your organisations methodology for employing sub-contractors and ensuring that sub-Contractors if used on this contract are fully compliant with the terms and conditions of the Framework Agreement.