

## AGENDA ITEM NO. ....12.....

To : PLANNING AND ENVIRONMENT COMMITTEE		Subject :  ROADS, STREET LIGHTING AND BRIDGE-WORKS CONTRACTORS - TENDER SELECTION PROCEDURES AND AMENDMENT TO APPROVED LIST OF CONTRACTORS
From : DIRECTOR OF PLANNING AND ENVIRONMENT		
Date : 1 MAY 2002	Ref : D/TM/03/02	

1. **Purpose of Report**

- 1.1 The purpose of this report is to approve the tender selection procedures for the Roads, Street Lighting and Bridge-Works Contracts and to review the associated list of contractors for the four most commonly used categories comprising "Machine Surfacing", "Patching", "Road Lighting and Cabling – Installation" and "Road Lighting and Cabling – Maintenance".

2. **Background**

- 2.1 Reference is made to the Planning and Environment Committee Meeting of 12<sup>th</sup> September 2001, which, inter alia, authorised the Director of Planning and Environment to undertake a review of tender selection procedures. Reference is also made to the Planning and Environment Committee Meetings of 16 October and 23 January where Committee approved applications for inclusion on the approved list of contractors and a revision to financial limits. Committee is asked to note that the Service Delivery and Performance Scrutiny Panel is currently reviewing aspects of tender selection procedures including, inter alia, the use of Constructionline.

3. **Review of "Machine Surfacing", "Patching", "Road Lighting and Cabling – Installation" and "Road Lighting and Cabling – Maintenance" Lists**

- 3.1 The existing lists were inherited from Construction Services and cover around 50 categories of work relating to Roads, Street Lighting and Bridge-Works. The four categories mentioned in par 1.1 have been selected for review on the basis that they cover the majority of the road and lighting works to be tendered. Committee is asked to note that a significant number of tenders issued, particularly to street lighting contractors, have in the past not been returned. Further categories of work will be reviewed with priority in accordance to the most frequently utilised categories of work.
- 3.2 The review comprised a consultation exercise with all 64 contractors on the above lists as inherited from Construction Services. Contractors were asked to confirm whether or not they wished to continue to provide a service to the Council and were also asked for information regarding membership of Constructionline.
- 3.3 Four consultation letters were returned to sender and nine contractors failed to respond to both the original consultation letter and a reminder. One contractor requested to be removed from the Street Lighting list. A further contractor has been taken over by a contractor who is already on the approved lists and no longer requires to be included, in order to avoid duplication. Authorisation is sought to remove these contractors, identified in appendix 1, from the list of approved contractors. The contractors who shall remain on the approved list are shown in appendix 2.
- 3.4 Two contractors on the above lists are neither members of Constructionline nor have applied to become members. One of these contractors indicated that they would join, if required to do so and

the other indicated that they would have to review their position. All other contractors are members of Constructionline or have applied for membership.

#### **4. Proposed Procedures for Addition/Deletion to List of Approved Contractors**

- 4.1 It is proposed that applications will be made utilising the form shown in appendix 3 and assessed utilising the appraisal form shown in appendix 4. The appraisal shall take into account company/management history, financial competence as ratified by the Director of Finance, race relations' compliance, health and safety record and technical ability.
- 4.2 Removal from the lists will be considered where there is a prolific or serious breach of the fore going application criteria.
- 4.3 Removal will also be invoked by failure to return tenders. Contractors who fail to submit three successive tenders will be recommended for removal from the list of approved contractors.
- 4.4 It is intended that all additions and deletions will be subject to ratification by Committee.

#### **5. Selection of Contractors to be invited to Tender from List of Approved Contractors**

- 5.1 It is proposed that the list of contractors to be invited to tender for any contract should include two contractors who have recently submitted the lowest or second lowest tenders for similar contracts, together with four other contractors chosen from the list of approved contractors on a rotational basis. This selection criteria will be subject to contractors having sufficient financial resources relative to the contract to be tendered and other coincidental contracts let by the Council. It is considered that this criteria will facilitate best value to be obtained from the market place whilst giving all contractors an opportunity to tender.
- 5.2 Committee are asked to note that for the Roads Maintenance Market Testing Contracts, one of the above contractors to be invited to tender will be Amey Roads North Lanarkshire, by way of the Partnership Agreement between the Council and Amey Highways Ltd.
- 5.3 The Departments current approved scheme of delegation gives authorisation from Director to Team Leaders to select tender lists and it is proposed that the status quo should remain. Procedures are in place to ensure that any approved selection criteria is adhered to. An auditable history of tender selection will be maintained.

#### **6. Recommendations**

- 6.1 It is recommended that Committee;
- a) Approves deletion of the Contractors shown in Appendix 1 from the approved list of Roads, Street Lighting and Bridge-Works Contractors, held by the Director of Planning and Environment.
  - b) Approves the procedures for addition and deletion to the approved list of Roads, Street Lighting and Bridge-Works Contractors as described in paragraphs 4.
  - c) Approves the procedures for selection of contractors to be invited to tender as described in paragraphs 5.1 and 5.3.
  - d) Notes that the Service Delivery and Performance Scrutiny Panel is currently reviewing aspects of tender selection procedures and that the recommendations of this Scrutiny Panel may require alterations to the procedures contained within this report.



David M Porch

**DIRECTOR OF PLANNING & ENVIRONMENT**

Any person wishing further information on the above should contact on G. Mackay on extension 01236-6164403

## APPENDIX 1

### CONTRACTORS TO BE REMOVED FROM LIST

#### Contractor who no longer wished to provide a service

Associated Facilities Services Ltd.      Categories:-      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.

#### Contractors who failed to reply

Broadband Services International Ltd.      Categories:-      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.  
Machine Surfacing,Patching.

Ciincart Construction Ltd.      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.

Gasplan Ltd.      Road Lighting and Cabling -Maintenance

Gilks (Nantwich)Ltd.      Road Lighting and Cabling - Installation

Hills Electrical PLC      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.

John McCaig Electrical      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.

Norwest Holst Construction Ltd.(Utilities Division)      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.  
Patching

Semple & Cochrane Ltd      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.

White Mountain Quarries Ltd.      Patching

#### Contractors - letters returned to sender.

A.C.Jarvis Electrical      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.

Finco Contracts Ltd.      Machine Surfacing,Patching.

Morrison Construction Ltd.(Building Division)      Road Lighting and Cabling-Installation,Road Lighting and Cabling -Maintenance.  
Machine Surfacing,Patching.

R.J.Maxwell & Son Ltd.      Machine Surfacing,Patching.

#### Contractor who is now part of Tarmac Group on list.

Tilcon (Scotland)Ltd.      Patching

## APPENDIX 2

### CONTRACTORS TO REMAIN ON APPROVED LIST

#### Machine Surfacing

Contractor	Value of work
Amey Roads North Lanarkshire Ltd.;Langmuir Road,Bargeddie,Glasgow,G69 7TU.	£7,000,000.00
Barr Ltd.,Heathfield,Ayr,KA8 9SL	£5,000,000.00
Border Construction Ltd.,Lamberton Eng.Building,Gartsherrie Road,Coatbridge,ML5 2DL	£6,000,000.00
Colas Ltd.,7 Glenfield Ropad,Kelvin Industrial Estate,East Kilbride,G75 0RA	£30,000,000.00
Crummock (Scotland) Ltd.,Butterfield Industrial Estate,Bonyrigg,Midlothian.	£2,000,000.00
Cumbrian Industrials Ltd.,Coleridge House,Gilwilly Industrial Estate,Penrith,CA11 9BN	£10,000,000.00
Cumbernauld Plant and Tool Hire,13B Glencryan Road,Cumbernauld.	£50,000.00
Deebee Ltd.,4Mayne Avenue,Bridge of Allan,Stirling,FK9 4RA	£90,000.00
Diack & Macaulay Ltd.,7 Gartferry Road,Moodiesburn,Chryston,North Lanarkshire,G69 0LY	£1,000,000.00
R.Elliot & Sons,Sandyford Farm,Old Edinburgh Road,Newhouse,North Lanarkshire,ML1 5SU	£1,000,000.00
E.R.D.C.Group Ltd.,20 Harvest Road,Newbridge,Midlothian,EH28 8LW	£5,000,000.00
Fullwood Holdings Ltd.,33 Clydesdale Street,Mossend,Bellshill,North Lanarkshire,ML4 1SB	£500,000.00
Aggregate Industries UK Ltd.,Duntilland Quarry,Salsburgh,Shotts,ML7 4NZ	£5,000,000.00
J.H.Civil Engineering,Broadlees Industrial Estate,Carlisle Rd.,Chapelhall,Airdrie,ML6 8RH	£250,000.00
John McGeady Ltd.,10 Camstradden Drive West,Bearsden,Glasgow.	£2,000,000.00
Lightways (Contractors)Ltd.,Lochlands Industrial Estate,Larbert,FK5 3NS	£300,000.00
Lochwynd Ltd.,48 Graham Street,Johnstone,PA5 8QY	£300,000.00
Luddon Construction Ltd.,Balmore House,1497 Balmore Road,Glasgow,G23 5HD	£5,000,000.00
Maclay Civil Engineering Ltd.,Stirling Road,Airdrie,North Lanarkshire,ML6 7JA	£1,000,000.00
McGarvey Construction Ltd.,86 Clark Street ,Paisley,PA3 1RB.	£500,000.00
Miles Macadam Ltd.,Malpas Station,Hampton,Cheshire,SY14 8JQ	£1,000,000.00
Newmac Asphalt Services Ltd.,Hunter House,9/1 Hunter Street,Paisley, PA1 1DN	£300,000.00
Newlay Civil Engineering,55 Glencraig Street Industrial Estate,Airdrie,ML6 9AS	£400,000.00
Northumbrian Road Ltd.,Dukesway,Low Prudhoe Industrial Estate,Northumberland,NE42 6PQ	£1,000,000.00
Ronald Docherty Civil Eng. Contractor Ltd.,Stirling Road,Kilsyth,Glasgow,G65 0PT	£200,000.00
Ritchie Brothers?(PWC)Ltd.,Old Rows ,Seafield,Bathgate,EH47 7AP	£1,000,000.00
J.Sives Surfacing Ltd.,91B West Saville Terrace,Edinburgh,EH9 3DP	£200,000.00
Stone 3,10 Anderston Quay,Glasgow,G3 8BQ	£5,000,000.00
Tarmac Northern-Quarries Division.PO Box 8721,Bellshill,ML4 3WD	£5,000,000.00
Tough Construction Ltd.,60 Munro Place,Glasgow,G13 2UW	£1,000,000.00

## Patching

Contractor	Value of work
Amey Roads North Lanarkshire Ltd.;Langmuir Road,Bargeddie,Glasgow,G69 7TU.	£7,000,000.00
Barr Ltd.,Heathfield,Ayr,KA8 9SL	£5,000,000.00
Border Construction Ltd.,Lamberton Eng.Building,Gartsherrie Road,Coatbridge,ML5 2DL	£6,000,000.00
A.J.Clark Construction Ltd.,19 Bentinck Street,Kilmarnock,East Ayrshire,KA1 4AW	£250,000.00
Colas Ltd.,7 Glenfield Ropad,Kelvin Industrial Estate,East Kilbride,G75 0RA	£30,000,000.00
Crummock (Scotland) Ltd.,Butterfield Industrial Estate,Bonyrigg,Midlothian.	£2,000,000.00
Cumbrian Industrials Ltd.,Coleridge House,Gilwilly Industrial Estate,Penrith,CA11 9BN	£10,000,000.00
Cumbernauld Plant and Tool Hire,13B Glencryan Road,Cumbernauld.	£50,000.00
Deebee Ltd.,4Mayne Avenue,Bridge of Allan,Stirling,FK9 4RA	£90,000.00
Diack & Macaulay Ltd.,7 Gartferry Road,Moodiesburn,Chryston,North Lanarkshire,G69 0LY	£1,000,000.00
R.Elliot & Sons,Sandyford Farm,Old Edinburgh Road,Newhouse,North Lanarkshire,ML1 5SU	£1,000,000.00
E.R.D.C.Group Ltd.,20 Harvest Road,Newbridge,Midlothian,EH28 8LW	£5,000,000.00
Fullwood Holdings Ltd.,33 Clydesdale Street,Mossend,Bellshill,North Lanarkshire,ML4 1SB	£500,000.00
Aggregate Industries UK Ltd.,Duntilland Quarry,Salsburgh,Shotts,ML7 4NZ	£5,000,000.00
J.H.Civil Engineering,Broadlees Industrial Estate,Carlisle Rd.,Chapelhall,Airdrie,ML6 8RH	£250,000.00
John Henderson & Sons,566 Auchincloch Drive,Banknock,FK4 1LB	£150,000.00
John McGeady Ltd.,10 Camstradden Drive West,Bearsden,Glasgow.	£2,000,000.00
Lightways (Contractors)Ltd.,Lochlands Industrial Estate,Larbert,FK5 3NS	£300,000.00
Lochwynd Ltd.,48 Graham Street,Johnstone,PA5 8QY	£300,000.00
Luddon Construction Ltd.,Balmore House,1497 Balmore Road,Glasgow,G23 5HD	£5,000,000.00
Maclay Civil Engineering Ltd.,Stirling Road,Airdrie,North Lanarkshire,ML6 7JA	£1,000,000.00
McGarvey Construction Ltd.,86 Clark Street ,Paisley,PA3 1RB.	£500,000.00
Miles Macadam Ltd.,Malpas Station,Hampton,Cheshire,SY14 8JQ	£1,000,000.00
Newmac Asphalt Services Ltd.,Hunter House,9/1 Hunter Street,Paisley, PA1 1DN	£300,000.00
Newlay Civil Engineering,55 Glencraig Street Industrial Estate,Airdrie,ML6 9AS	£400,000.00
Northumbrian Road Ltd.,Dukesway,Low Prudhoe Industrial Estate,Northumberland,NE42 6PQ	£1,000,000.00
Ronald Docherty Civil Eng. Contractor Ltd.,Stirling Road,Kilsyth,Glasgow,G65 0PT	£200,000.00
Ritchie Brothers?(PWC)Ltd.,Old Rows ,Seafield,Bathgate,EH47 7AP	£1,000,000.00
R.M.C.Northern Surfacing,Thirsk Industrial Park,York Road,Thirsk,North Yorkshire,YO7 3TB	£10,000,000.00
J.Sives Surfacing Ltd.,91B West Saville Terrace,Edinburgh,EH9 3DP	£200,000.00
Stone 3,10 Anderston Quay,Glasgow,G3 8BQ	£5,000,000.00
Tarmac Northern-Quarries Division.PO Box 8721,Bellshill,ML4 3WD	£5,000,000.00
Tough Construction Ltd.,60 Munro Place,Glasgow,G13 2UW	£1,000,000.00

## Road Lighting and Cabling - Installation

Contractor	Value of work
Amey Roads North Lanarkshire Ltd.,Langmuir Road,Bargeddie,Glasgow,G69 7TU.	£7,000,000.00
AVP-ALHCO Ltd.,PO Box 1707,Bathgate,West Lothian,EH48 4YE	£5,000,000.00
Balfour Beattie Power Networks,Seabegs Road,Bonnybridge,Stirling,FK4 2BU	£10,000,000.00
Thomas Bermingham Contractors Ltd.,Holmquarry Road,Kilmarnock ,Ayrshire,KA1 4DA	£2,000,000.00
Hyder Infrastructure Management Ltd.,Willows House,Pascal Close,St.Mellons,Cardiff,CF3 0LW	£3,000,000.00
Cumbernauld Plant and Tool Hire,13B Glencryan Road,Cumbernauld.	£50,000.00
D.R.B.Group,Cumbernauld House,Cumbernauld,Glasgow,G67 3JG	£500,000.00
Edmiston Brown & Co.Ltd.,278 Whitehill Street,Denistoun,Glasgow,G31 3EN	£250,000.00
T. & N.Gilmartin(Contractors)Ltd.,Gilliesfauld Farm,Cupar,Fife,KY15 4HX	£1,000,000.00
Harte Lighting,1 Hamilton Road,Bothwell,G71 8AT	£1,000,000.00
John Heaney(Electrical)Ltd.,12 Fairbairn Road,Howden West,Livingston,EH54 6TS	£1,000,000.00
J.H.Civil Engineering,Broadlees Industrial Estate,Carlisle Rd.,Chapelhall,Airdrie,ML6 8RH	£250,000.00
John McGeady Ltd.,10 Camstradden Drive West,Bearsden,Glasgow.	£2,000,000.00
Jackson Rich & Co.Ltd.,Unit9 Earn Avenue,Righead Industrial Estate,Bellshill,ML4 3LW	£1,000,000.00
Lightways (Contractors)Ltd.,Lochlands Industrial Estate,Larbert,FK5 3NS	£300,000.00
Lochwynd Ltd.,48 Graham Street,Johnstone,PA5 8QY	£300,000.00
Maclay Civil Engineering Ltd.,Stirling Road,Airdrie,North Lanarkshire,ML6 7JA	£1,000,000.00
Markon Ltd.,Old Star Works,Inchneuk Road,Glenboig,North Lanarkshire,ML5 2QX	£500,000.00
McGarvey Construction Ltd.,86 Clark Street ,Paisley,PA3 1RB.	£500,000.00
Monitron International Ltd.,Monitron House,Birchen Coppice,Southport Rd.,Kidderminster,DY11 7QY	£1,500,000.00
Newlay Civil Engineering,55 Glencraig Street Industrial Estate,Airdrie,ML6 9AS	£400,000.00
PLS Construction Ltd.,61 Main Road,Elderslie,Renfrewshire,PA5 9BA	£700,000.00
Ritchie Brothers?(PVC)Ltd.,Old Rows ,Seafield,Bathgate,EH47 7AP	£1,000,000.00
Cegelec Contracting & Services,3 Westray Park,Cultins Road,Edinburgh,EH11 4DG	£10,000,000.00
Tulloch Civil Engineering Ltd.,Corrie Lodge,Millburn Road,Inverness,IV2 3TP	£5,000,000.00
Weir & McQuiston(Scotland) Ltd.,16 Canyon Rd.,Netherton Industrial Estate,Wishaw,ML2	£1,000,000.00
Woodneuk Electrical,9A Woodneuk Street,Chapelhall,Airdrie,North Lanarkshire.	£10,000.00

## Road Lighting and Cabling - Maintenance

Contractor	Value of work
Amev Roads North Lanarkshire Ltd.,Langmuir Road,Bargeddie,Glasgow,G69 7TU.	£7,000,000.00
AVP-ALHCO Ltd.,PO Box 1707,Bathgate,West Lothian,EH48 4YE	£5,000,000.00
Hyder Infrastructure Management Ltd.,Willows House,Pascal Close,St.Mellons,Cardiff,CF3 0LW	£3,000,000.00
Edmiston Brown & Co.Ltd.,278 Whitehill Street,Denistoun,Glasgow,G31 3EN	£250,000.00
T. & N.Gilmartin(Contractors)Ltd.,Gilliesfauld Farm,Cupar,Fife,KY15 4HX	£1,000,000.00
Harte Lighting,1 Hamilton Road,Bothwell,G71 8AT	£1,000,000.00
J.H.Civil Engineering,Broadlees Industrial Estate,Carlisle Rd.,Chapelhall,Airdrie,ML6 8RH	£250,000.00
John McGeady Ltd.,10 Camstradden Drive West,Bearsden,Glasgow.	£2,000,000.00
Lightways (Contractors)Ltd.,Lochlands Industrial Estate,Larbert,FK5 3NS	£300,000.00
Maclay Civil Engineering Ltd.,Stirling Road,Airdrie,North Lanarkshire,ML6 7JA	£1,000,000.00
Monitron International Ltd.,Monitron House,Birchen Coppice,Southport Rd.,Kidderminster,DY11 7QY	£1,500,000.00
Cegelec Contracting & Services,3 Westray Park,Cultins Road,Edinburgh,EH11 4DG	£10,000,000.00
Weir & McQuiston(Scotland) Ltd.,16 Canyon Rd.,Netherton Industrial Estate,Wishaw,ML2	£1,000,000.00
Woodneuk Electrical,9A Woodneuk Street,Chapelhall,Airdrie,North Lanarkshire.	£10,000.00

## APPENDIX 3

CONTRACTOR'S NAME \_\_\_\_\_

### NORTH LANARKSHIRE COUNCIL

#### DEPARTMENT OF PLANNING AND ENVIRONMENT

#### APPLICATION FOR ADMISSION TO THE LIST OF APPROVED CONTRACTORS

##### General information for all applicants

1. All information provided by applicants will be treated in confidence and will be used only to assess contractors for their suitability for the work categories for which they have applied. **Failure to complete all sections of the application or to provide full information will result in a delay in processing the application or, may result in the application being rejected for inclusion in the approved list.**

Each applicant will be advised as soon as possible regarding the result of the application

2. Three technical references require to be provided to testify to the general ability of the applicant to execute or, where necessary organise others to execute, the normal range of work. Where specialist expertise is required then additional references must be provided.
3. All employees, who are required to carry out work for which a recognised qualification is necessary, must be able to exhibit the necessary certificates.
4. The department reserves the right to carry out an inspection at any premises occupied by the contractor at any reasonable hour and all facilities should be provided to the members of North Lanarkshire Council who may be appointed to carry out this task.
5. The major plant owned by the Contractor or, where appropriate, by the group of which the company is part should be specified. Where specialist plant is required to carry out any work then details of this plant must be provided.
6. Applicants should provide any information they consider relevant to the application
7. Prior to the issue of Tender Documents for a particular project, a formal invitation to tender may be issued to Contractors appearing on the approved list. The North Lanarkshire Council does not guarantee that inclusion of a Contractor on the Approved List will result in such a Contractor being included in a Tender List for a particular project.
8. On receiving adverse reports on work, financial stability, criminal record or other relevant circumstances of any Contractor included in the Approved List, the North Lanarkshire Council reserve the right to take the necessary steps which may range from temporary exclusion from invitation to tender, to permanent removal from the Approved List.
9. Applicants should advise if any documentation supplied with the application is to be returned after the assessment.



## **CONTRACT VALUES**

Successful Contractors will be placed on the Select List of Contractors within the Contract Value Bandings below. To help identify the size of contract that a Contractor is interested in tendering for, Contractors are requested to indicate below the banding level or levels they wish to apply for.

**Note** The final decision regarding which banding level or levels a Contractor is placed will be made by North Lanarkshire Council.

<b><u>CONTRACT VALUES</u></b>		Tick Box to Apply
1	Up to £50,000	
2	£50,000 to £200,000	
3	£200,000 to £1,000,000	
4	£1,000,000 to £5,000,000	
5	Over £5,000,000	

# CATEGORIES OF WORK

Separate Lists of Contractors are maintained by the North Lanarkshire Council in respect of the following categories of work.

## CATEGORY D

<b><u>STRUCTURAL WORK</u></b>		Tick Box to Apply
1	Bridgework General	
2	Structural Steelwork Fabrication and Erection	
3	Vehicle/Pedestrian Barriers	
4	Painting - Structural Steelwork	
5	Structural Concrete Precasting	
6	Bridge Deck Waterproofing	
7	Bridge Movement Joints	
8	Concrete Repairs	
9	Masonry Repairs	
10	Pressure Grouting	
11	Stone and Concrete Cleaning	
12	Concrete Spraying/Guniting	
13	Sign or Signal Gantries (Over Roads)	
14	High Mast Lighting Columns	
15	Ground Anchors	
16	Scaffolding	
17	Demolition	
18	Silane Application	
19	Material Testing (Structures)	

<b><u>ROADWORK GENERAL AND GEOTECHNICAL</u></b>		Tick Box to Apply
20	New Road Construction with Structural Content	
21	Minor New Works Major Maintenance Contracts	
22	Landscaping Work	
23	Rock Slope Survey and Analysis	
24	Infilling of Mine Workings	
25	Ground Improvements/Treatment	
26	Geophysical/Remote/Sensing	
27	Ground Investigation	
29	Material Testing (Roadwork)	



## COMPANY DETAILS

1 Name of Contractor .....

2. Person applying on behalf of the Contractor

Name			
Position			
Telephone Number			

3. Business Address

Telephone		Fax	

4. Registered Office  
*(If different from above)*

Telephone		Fax	

5. Name of Company Secretary

Names of other Directors, Associates and Consultants			

6. Holding Company name and address  
*(If the company is a member of a group of companies give the name and address of the ultimate holding company and all other subsidiaries.)*

Would the holding Company be prepared to guarantee your performance as its subsidiary?	YES / NO	

7. Associated Companies

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8. Are you

Sole Trader		Partnership		Public Limited Company	
Private Limited Company		Other		* Tick as Appropriate	

9.	Registration No. under Companies Act 1985	
	Date of Registration	
	VAT Registration No.	
	Tax Exemption Certificate No.	

10(i)	<u>Sole Trader</u> Full Names(s) and address of proprietor	
10(ii)	<u>Partnership</u> Full Name(s) and home address of every partner	
	Date of formation or commencement of trading.	

11. Has any person listed under question 2 - 10 any interest whatsoever in any other firms or companies? (If so please give details) YES / NO

NAME	NAME OF FIRM

12. Has any director or other senior officer of the company been the subject of a sequestration order or been involved in a firm, in a similar capacity, which has been liquidated or gone into receivership? YES / NO

13. Has any director or other senior officer of the company been employed by any of the following authorities? YES / NO

		Tick All that Apply
i	Strathclyde Regional Council	
ii	Motherwell District Council	
iii	Monklands District Council	
iv	Cumbernauld & Kilsyth District Council	
v	Cumbernauld Development Corporation	
vi	Strathkelvin District Council	
vii	North Lanarkshire Council	

14. Has any director or other senior officer of the company have a close relative who is employed by North Lanarkshire Council? YES / NO
15. Within the last five years has any Councillor or employee of North Lanarkshire Council received any payment for services rendered to your company? YES / NO
16. Under the Rehabilitation of Offenders legislation you are not required to give details of any spent offences.  
Have you as an employer any criminal convictions? YES / NO
17. Where the answer to questions 12 -15 is YES then full details **MUST** be provided.

## FINANCIAL DETAILS

1

Name and address of bankers	
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2 May the Council approach your banker for a reference on a strictly confidential basis? YES / NO

3

Name and address of Accountants	
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4 May the Council approach your accountant for a reference on a strictly confidential basis? YES / NO

5 **i** **Employers liability insurance held:**

Name and Address of Insurers	
Policy Number	
Extent of Cover	
Expiry Date	

**ii** **Public Liability (third party) insurance held:**

Name and Address of Insurers	
Policy Number	
Extent of Cover	
Expiry Date	

**iii** **Contractor's All-Risk insurance held:**

Name and Address of Insurers	
Policy Number	
Extent of Cover	
Expiry Date	

**You MUST Provide the following**

5 Turnover and profit / (loss) after tax over the last three financial years.

	Year /	Year /	Year /
Year Ending			
Turnover £			
Profit / (loss) £			

6 **COMPLETE COPIES OF THE LAST TWO YEARS ACCOUNTS MUST BE SUBMITTED WITH THIS APPLICATION.**

7. Has the firm suffered a deduction for liquidated and / or ascertained damages in respect of any contract within the last three years? (If **YES**, please give details) YES / NO

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8. Has your firm had a contract terminated or determined within the last three years? (If **YES**, please give details) YES / NO

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9. Has your firm withdrawn from a contract prematurely within the last three years? (If **YES**, please give details) YES / NO

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10. Are there any significant claims, disputes or litigation outstanding which could affect your firm's financial standing or ability to carry out any contracts which may be awarded by the Council? (If **YES**, please give details) YES / NO

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# TECHNICAL REFERENCES

## GENERAL

1.

Name			
Address			
Telephone		Fax:	
Contact Name			
Project Title			
Value			

2.

Name			
Address			
Telephone		Fax:	
Contact Name			
Project Title			
Value			

3.

Name			
Address			
Telephone		Fax:	
Contact Name			
Project Title			
Value			

## SPECIALIST

4.

Name			
Address			
Telephone		Fax:	
Contact Name			
Project Title			
Value			

5.

Name			
Address			
Telephone		Fax:	
Contact Name			
Project Title			
Value			

6.

Name			
Address			
Telephone		Fax:	
Contact Name			
Project			
Value			

7. Major Plant

Please list below all major plant owned by your company

8. Is your firm registered with any regulatory bodies or trade associations? YES / NO  
(If **YES**, please give details)


9. It is a requirement in terms of the Gas Safety (Installation and Use) (Amendments) Regulations 1990 that contractors (Either employer or self-employed) who carry out work on gas fittings, be registered with the Council for Registered Gas Installers (CORGI). Accordingly Contractors applying for inclusion on the Council's List for work where CORGI registration is required should fill in the following:-

CORGI Registration No. ....

Date of Expiry of Certificate .....

## RACE RELATIONS POLICY

1. Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976, associated legislation and guidance notes, and your practice not to treat one group of people less favourably than others because of their colour, race, nationality, or ethnic origin in relation to decisions to recruit, train, or promote employees? YES / NO
  
2. In the last three years have any findings of unlawful racial discrimination been made against you as an employer by any Court or Tribunal? YES / NO
  
3. In the last three years has your organisation been the subject of a formal investigation by the Commission for Racial Equality on the grounds of alleged unlawful discrimination? YES / NO
  
4. If the answer to question 2 or 3 is "YES" then please provide full details including a statement of any steps taken.  
.....  
.....  
.....  
.....  
.....
  
5. Is your policy on Race Relations set out:-
  - (a) In instructions to those concerned with recruitment, training and promotion. YES / NO
  
  - (b) In documents available to employees, recognised Trade Unions or other groups of employees YES / NO
  
  - (c) In recruitment advertisements or other literature YES / NO
  
6. Do you observe as far as possible the Commission for Racial Equality's Code of Practice for employment approved by parliament in 1983, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of opportunity in employment, including steps that are taken to encourage members of ethnic minorities to apply for jobs or take up training opportunities? YES / NO

## EQUAL OPPORTUNITIES

1. To the best of your knowledge and belief have you as an employer complied with all the statutory requirements in respect of ensuring opportunities in employment. YES / NO

# **SAFETY**

## Construction (Design and Management) Regulations 1994

### Principal Contractor Assessment

1. Company Name .....

2. Main Business Description .....

3. Address .....

4. Telephone: ..... Fax: .....

5. Number of Employees

Tradesmen / Direct Supervisors

Administration / Clerical

Manager / Supervisor

6. Please enclose the following Relevant Documentation

(Tick if Enclosed)

a. Company Safety Policy Documents  
(General Safety Policy and Organisational structure showing  
Management / Employee responsibilities relative to Health and  
Safety).

b. Company Risk Assessment Procedures

c. Method Statements

d. Accident and Ill Health Records

e. Records of any previous Enforcement Actions

f. Staff Training Records (including Health and Safety and Continuing  
Professional Development)

g. Quality Assurance Certification and Procedures

h. Company procedures and Documentation for reviewing and  
monitoring projects

i. List of previous appointments as a Principal Contractor

7. Is there a Director within the Company Organisation identified as being directly responsible for Health and Safety matters? YES / NO
- If Yes, state the name of the Director Responsible .....
- Does the named Director and / or other members of staff have specialist knowledge of Health and Safety? YES / NO
- If Yes, please enclose the names of staff and training details
8. Do you as a Contractor employ an External Consultant as an advisor on Health and Safety? YES / NO
- If Yes, state the name of the External Consultant. ....
9. Do you as a Contractor have an induction course for new employees? YES / NO
- If Yes, please enclose details.
- Are Health and Safety factors used in selection criteria for new employees? YES / NO
- Are medical examinations part of the recruitment process? YES / NO
- Are Health and Safety factors used in employee performance appraisal? YES / NO
- Do you as a Contractor have an In-House Safety Manual? YES / NO
- If Yes, is it issued to all Personnel? YES / NO
- If No, to whom is it issued .....
11. Do you as a Contractor have specialist Health and Safety Facilities? (Library, CD ROM, Barbour Health and Safety Index etc.) YES / NO
- If Yes, please indicate what facilities are available .....
- .....
- .....
12. Do you as a Contractor promote Health and Safety behaviour through:-
- |                 |          |
|-----------------|----------|
| Formal issue ?  | YES / NO |
| Posters ?       | YES / NO |
| Notice Boards ? | YES / NO |
| Videos ?        | YES / NO |

13. Do you as a Contractor hold regular meetings on:-

Health and Safety matters ?	YES / NO
What type of meetings are held ?	YES / NO
How often are meetings held ?	YES / NO

Who attends these meetings ?

Senior Management ?	YES / NO
Safety Committee ?	YES / NO
Safety Representatives ?	YES / NO
Employees?	YES / NO

14 How do you as a Contractor ensure that .....  
sub-contractors comply with Health and .....  
Safety requirements? .....

15 Please provide any further information which you feel is of relevance in the assessment of your Health and Safety capabilities.

## QUALITY ASSURANCE

1. Which activities relevant to the categories applied for, are covered by a documented quality system?  
(eg. Vehicle Safety Fencing, Road Markings etc,)

.....  
.....  
.....  
.....

2. Which offices, sites etc., operate to formal quality assurance systems?

.....  
.....  
.....  
.....

3. Does your Quality Assurance system meet the requirement of:-

BS 5750: Part 1: 1987	YES / NO
BS 5750: Part 2: 1987	YES / NO
ISO 9002 1995	YES / NO
Others - Please state details	.....
	.....
	.....
	.....

4. Do you have a management representative responsible for implementing and reviewing the Quality Assurance System? YES / NO

If Yes, please give name, job title, Tel No. and to whom he/she reports.  
.....

5. Have you a Quality Manual (or equivalent) giving details of organisation, responsibilities and procedures? YES / NO

6. Do you prepare and apply detailed contract related Quality Plans for all works YES / NO

7. Have you been formally assessed by a Certification Body, accredited by the National Accreditation Council for Certification Bodies (NACCB) within the last three years? YES / NO

If Yes, please quote Body, assessment standards and effective dates.  
.....  
.....  
.....

8. Are you to be formally assessed by a Certification Body, accredited by the NACCB within the next twelve months?

YES / NO

If Yes, please quote Body, assessment standards and dates, where known.

.....  
 .....  
 .....  
 .....

9. Please indicate which of the following you have provided with your application to assist with the assessment:-

	Tick if Enclosed
Quality Manual	
Company Organisational Chart	
An Index of Procedures	
An example of a typical Quality Plan	
A Copy of the Certification Scopes	

10. Please add any additional information, in relation to your quality assurance and training programme for employees of which you wish us to be aware.



# DECLARATION

I / We accept that North Lanarkshire Council reserves the right to make final selection from the applications received.

I / We accept that canvassing in any matter whatsoever will be justification for my / our exclusion from the Tender List.

I / We confirm that if this application is successful, I / We will notify the Roads Operations Manager, Planning and Environment of any subsequent change in the information contained in this application.

**NOTE:-** INFORMATION SUPPLIED BY THE CONTRACTOR WILL BE TREATED IN THE STRICTEST CONFIDENCE BY NORTH LANARKSHIRE COUNCIL.

NORTH LANARKSHIRE COUNCIL DOES NOT GUARANTEE THAT THE INCLUSION OF A CONTRACTOR IN THE APPROVED LIST WILL RESULT IN SUCH A CONTRACTOR BEING INCLUDED IN A TENDER LIST FOR A PARTICULAR / OR ANY PROJECT.

I / We certify that, to the best of my knowledge, the information given in this application is correct and that I / We will comply with the Conditions of Contract laid down by the NORTH LANARKSHIRE COUNCIL.

Signature .....

Name .....

Designation .....

Contractor's Name .....

Date .....

One copy of the completed Formal Application should be returned to:-

The Roads Operations Manager  
Department of Planning and Environment  
Bron Way  
Cumbernauld  
G67 1DZ

**APPENDIX 4**  
**CONTRACTORS APPRAISAL FORM**

NAME: \_\_\_\_\_

Contractors ID.

Previously Approved by Planning & Environment

**CATEGORIES APPLIED FOR**

D01	D11	D21	D31	D41	D51														
D02	D12	D22	D32	D42	D52														
D03	D13	D23	D33	D43	D53														
D04	D14	D24	D34	D44															
D05	D15	D25	D35	D45	M01														
D06	D16	D26	D36	D46															
D07	D17	D27	D37	D47															
D08	D18	D28	D38	D48															
D09	D19	D29	D39	D49															
D10	D20	D30	D40	D50															

Is Company Quality Assured: **YES/NO** (if yes give details)

**A COMPANY/MANAGEMENT**

A1	Sequestration/Liquidation/Receivership	-2	-1	0	1	2		
A2	Association with Preceding Authorities				-1	0	1	
A3	Association with North Lanarkshire Council				-1	0	1	
A4	Payments				-1	0	1	
A5	Criminal Convictions				-1	0	1	

**B FINANCIAL**

B1	Accounts Supplied					0	1	
B2	Year Ending			(Dates:				
B3	Passed to Finance			YES/NO				
B1	Public Liability			PASS/FAIL		0	1	

**C RACE RELATIONS**

C1	Comply with Race Relations Act 1976			PASS/FAIL		0	1	
C2	Findings of unlawful Racial Discrimination				-1	0	1	
C3	Formal Investigation				-1	0	1	
C5	How is Policy Sent Out?				-1	0	1	
C6	Code of Practice				-1	0	1	
D1	Equal Opportunities			PASS/FAIL		0	2	

**D SAFETY**

Da	Company Health & Safety Policy (Signed/Dated)			PASS/FAIL		0	2	
	-Signed Statement				-1	0	0.5	
	-Provision for Review				-1	0	0.5	
	-Responsibilities Defined				-1	0	0.5	
	-Organisation Structure				-1	0	0.5	
	-Cognizance of Operations				-1	0	0.5	
Db+c	Risk Assessments and Method Statements				0	0.5	1	
Dd+e	Records (Ill Health/Accident/Enforcement Statements)				0	0.5	1	
7+8	Named Director or Consultant				0	0.5	1	
9+12	Induction/In House Health & Safety/Facilities		0.5		1	1.5	2	
13	Regular Meetings				0	0.5	1	
14	Sub Contractors				0	0.5	1	

**E TECHNICAL ABILITY**

	References			PASS/FAIL		0	2	
	Resources (Labour/Plant)				0	0.5	1	

Comments

OVERALL SCORE

RECOMMENDATION

PASS/FAIL