

**Permanent Vehicular Crossing
Application to become an Approved Contractor**

Completed Application forms should be return to:

Southend-on-Sea Borough Council, PO Box 6, Civic Centre, Victoria Avenue, Southend-on-Sea
SS2 6ER

Please clearly mark the envelope: Application to become an Approved Contractor

It is important that you read the accompanying guidance notes and evaluation pages 9 - 12

1. Organisation & Applicant Contact Details			
Organisation:			
Address:			
Post Code:			
Website address:		Customer enquiries Telephone number:	
Customer enquiries Email address:		Fax number:	

Applicant Name:			
Job Title:			
Telephone Number:		Email address:	

2. Organisation Details:			
Is your organisation:			
i) a public limited company:		ii) a limited company:	
iii) a partnership:		iv) a sole trader:	
v) other (please specify):			
How many employees in the organisation:			
Please confirm the main activities of the above organisation:			

3. Company Registration			
Registration Number:		Date of Registration:	
Registered Address:			
Post Code:			
Registering Body:			
VAT Registration number:			

3a. Parent Company Details			
Parent Company Name:			
Registration Number:		Date of Registration:	
Registering Body:			
Would the group or the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?	Yes	No	
Have any of the Directors, Partners, Associates been employed by this Council?	Yes	No	
Have any of the Directors, Partners, Associates any relative(s) employed by the Council at a senior level or who is a Councillor?	Yes	No	
Have any of the Directors, Partners, and Associates had involvement in other Companies who provide services to the Council?	Yes	No	
If yes to the above, please list names:			

4. Financial Information			
Please confirm the last two years:			
Turnover:	£	For Year Ended:	
	£	For Year Ended:	
Gross profit	£	For Year Ended:	
	£	For Year Ended:	
What percentage turnover is related to PVX construction?			%

Please confirm if you can provide copies of:		
a. Audited accounts for the last two years	Yes	No
b. A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	Yes	No
c. A statement of your cash flow forecast for the current year	Yes	No
d. A letter from your bankers outlining the current cash and credit position	Yes	No

Please confirm details of your current Bankers:	
Name of Bank:	
Address:	
Post Code:	
Local Branch:	
Contact details:	

In the last year has your organisation met all its obligations and terms relating to any:		
a. Banking and loan agreements	Yes	No
b. Employees	Yes	No
c. Creditors	Yes	No
If 'No' to any of the above, please confirm reasons and what action has been taken to resolve matters:		

5. References

Please provide contact details for three independent referees. These should be for contracts that demonstrate previous experience of works of a similar nature.

Referee 1 - Name:			
Organisation:			
Address:			
Post Code:			
Telephone:		Email address:	
Date Contract Awarded:		Date Contract Completed:	
Description of Contract:			
Contract Value:			

Referee 2 - Name:			
Organisation:			
Address:			
Post Code:			
Telephone:		Email address:	
Date Contract Awarded:		Date Contract Completed:	
Description of Contract:			
Contract Value:			

5. References continued			
Referee 3 - Name:			
Organisation:			
Address:			
Post Code:			
Telephone:		Email address:	
Date Contract Awarded:		Date Contract Completed:	
Description of Contract:			
Contract Value:			

5a. Contract detail		
Have you had any contracts:		
a. terminated for poor performance	Yes	No
b. where damages have been claimed by the contracting authority	Yes	No
If 'Yes', please give details:		
Are you currently carrying out a contract for Southend Borough Council?	Yes	No
If 'Yes' please give details:		


6. Insurance			
Please confirm the value of your current insurance(s) cover and attach copy certificates:			
Employers Liability:	£	Public Liability:	£
Professional Indemnity:	£	Other:	£
Are you prepared to increase your level of cover if the Council requires it?			Yes No

7. Quality Assurance		
Does your organisation hold a recognised quality management certification? If 'Yes', please attach a copy certificate.	Yes	No
If 'No', does your organisation have a quality management system?	Yes	No
If Yes, please give details:		
If 'No', please give reasons:		

8. NRSWA		
Is your organisation NRSWA accredited? If 'Yes', please attach a copy certificate.	Yes	No

9. Health and Safety		
Does your organisation have a written health and safety at work policy? If 'Yes', please attach a copy.	Yes	No
If 'No', does your organisation have a health and safety at work system?	Yes	No
If 'Yes', please give details:		
If 'No', please give reasons:		

10. Professional and Business Standing		
Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?		
a. A state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes	No
b. Has been convicted of a criminal offence related to business or professional conduct	Yes	No
c. Has committed an act of grave misconduct in the course of business	Yes	No
d. Has not fulfilled obligations related to payment of social security contributions	Yes	No
e. Has not fulfilled obligations related to payment of taxes	Yes	No
f. Is guilty of serious misrepresentation in supplying information	Yes	No
g. Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes	No
If 'Yes' to any of the above please give brief details including what has been done to put things right:		

11. Supporting Information			
A response for each section below must accompany your submission. They form up to 85% of the evaluation. Please tick to confirm they are enclosed/attached: 			
Health & Safety	25%	Give your proposals for ensuring the safety of all road and footway users and your employees while undertaking works.	
Experience	20%	Please provide additional information to demonstrate previous experience of similar type of work.	
Management Processes & Systems	20%	The customer and local authority requires assurances that this work as described in the Construction Specification and Contractor Rules documents will be constructed 'right first time'. Describe the management processes and systems you will put in place to ensure high quality work with zero defects.	
Environmental Impact	10%	Give details of how you would seek to reduce the environmental impact of the services you provide.	
Customer Satisfaction	10%	Describe proposals for public relations liaison with the police, statutory undertakers, local residents and businesses and how you will ensure that your customers are satisfied?	

12. Payment	
Application Fee	I enclose a cheque in the sum of £95.00 made payable to Southend Borough Council

13. Declaration	
I declare and understand:	
<ul style="list-style-type: none"> to the best of my knowledge the answers submitted in this application form (and any supporting documents) are correct the information given will be used in the evaluation process to assess my organisation's suitability to be an Approved Contractor for Permanent Vehicular Crossings that by signing this application form I/we agree to supply the construction of Permanent Vehicular Crossings in accordance with PVX Construction Specification, Contractor Rules and Service Levels, to the satisfaction of your duly authorised representatives. 	
Name:	
Contact Job Title:	
Date:	
Telephone number:	
Signature:	

Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you.

We will only use personal information you supply to us for the reason that you provided it for.

We will only hold your information for as long as necessary to fulfil that purpose.

Your information will be held by Southend-on-Sea Borough Council & will be shared with internal departments in accordance with the Data Protection Act 1998. All personal information will be stored securely and will not be shared with any other organisation or individuals, unless there is a legal obligation for us to do so. Anonymous data may be included in project reports, which will be shared with council departments.

All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.

When the data is no longer needed, it will be destroyed securely in line with the Councils Document Deletion Policies.

Fair Processing Notification

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

Guidance notes - How to complete the application form

It is important that you read these guidance notes when completing the Application. Any information that is incorrectly completed or missing may result in a delay processing the application or the application being cancelled.

- a. Please answer every question thoroughly
- b. If the question does not apply to you please write N/A (not applicable)
- c. If you don't know the answer please write N/K (not known)

1. Organisation & Applicant Contact Details and Correspondence Address:

Please fully complete the Name and Address details. The applicant is the person who is making the application on behalf of the organisation. They do not have to be an owner, director or partner. We will use the contact details entered in this section for all correspondence or telephone contact we make.

2. Organisation Details:

Please confirm by ticking the relevant box what type of organisation you are.

3. Company Registration:

If your organisation is separate from the people who own or operate it please confirm the date it was registered and the Company registration number along with the registered address, this is the address at which all official letters and notices are directed to.

Please also confirm with which Registering Body the details were registered e.g. Companies House.

If the organisation charges VAT on the goods and services it provides please confirm the HM Customs and Revenue registration number.

3a. Parent Company Details:

You are only required to complete this question if another organisation has an overriding influence of your company's operations.

4. Financial Information:

You must answer the details of your turnover and gross profit and confirm if you can provide copies of items listed a-d. You do not need to attach copies of these items when you send your application to us, we will ask for them if required during the assessment.

You must tell us who your current bankers are and confirm whether your organisation has met its obligations.

5. References:

Please make sure each referee you have named has agreed to provide a reference for you. References will be taken during our evaluation and before our final decision is made. If we request a reference and one is not given it will score a zero.

5a. Contract detail:

You must answer the questions in this section detailing previous contract performance.

6. Insurance:

Please confirm your current levels of insurance cover and attach copies of current certificates.

7. Quality Assurance:

For reference:

- an example of a recognised certificate for quality management is the British Standards Institute BS/EN/ISO 9000
- systems means processes (a series of actions or steps taken to achieve an end) and procedures (an established way of undertaking the actions) to ensure that the subject is properly managed and all legal requirements are met

8. NRSWA Accredited:

In this section please confirm your organisation is accredited and ensure your certificate is attached.

This forms part of our minimum criteria to apply.

The New Roads and Street Works Act 1991 (NRSWA) provides a legislative framework for street works activities and key objectives are to:

- ensure safety
- minimise inconvenience to people using a street, including a specific reference to people with a disability
- protect the structure of the street and the apparatus in it

9. Health & Safety:

Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement. A Health and Safety Policy usually consists of three distinct sections:

- General Policy Statement – a short statement outlining the organisations commitment to Health and Safety, signed and dated by the senior organisation official (e.g. the Managing Director)
- Organisation – how the organisation addresses health and safety; lines of communication between managers and staff; and any specific duties/responsibilities assigned within the organisation – this should be relatively straightforward for smaller organisations.
- Arrangements – the systems and procedures in place for ensuring employees' health and safety at work

10. Professional & Business Standing:

Please answer these questions detailing your business conduct. This can relate to your organisation, Director(s), Partners or proprietor(s).

11. Supporting Information:

Please submit a response for each section. Your responses must be attached to your application when it is submitted. This information is important and forms 85% of the evaluation.

Management Processes and Systems means processes (a series of actions or steps taken to achieve an end) and procedures (an established way of undertaking the actions) to ensure that the subject is properly managed and all legal requirements are met

12. Payment:

Please make cheques payable to Southend Borough Council. Please attach the cheque to your application form. If payment is not received with your application it will not be valid. If payment is still not received within 5 working days your application will not be considered.

13. Declaration:

Please make sure this section is fully completed. Your application will not be accepted or considered if this section is incomplete.

Application Evaluation

The purpose of this application form is to ensure we apply a fair and consistent approach when evaluating the eligibility of all applicants. We will evaluate each application in the following way:

The Minimum Standard required:

You must be able to:

- provide Public Liability Insurance Cover to a value of £5m
- demonstrate previous experience of similar works
- demonstrate Chapter 8 Compliance in relation to Signing & Guarding of Works
- and be NRSWA accredited

And your application must achieve both a:

- 'Pass' in sections 4, 6, 7, 8, 9 and 10
and
- a combined score of 60% or greater from sections 5 and 11

Your application will not be given any consideration if:

- If the minimum standard required has failed to be achieved
- A copy of your NRSWA certificate is not attached
- The declaration has not been fully completed
- The application fee has not been received

Applications will be automatically failed in the following circumstances:

- Where 'No' has been given as an answer in sections 4, 6, to a question with a Yes/No option
- Where 'No' has been given as an answer in sections 7 & 9, without a satisfactory explanation
- Where 'Yes' has been given as an answer to section 10, without a satisfactory explanation
- Where sections 5 and 11, score a combined total of less than 60%

Note: The Council reserves the right to exclude an Applicant at any stage of the application process. There is no right of appeal; the Council's decision is final.

These sections are for information purposes only

1. Organisation & Applicant Contact Details	Information Only
2. Organisation Details	
3. Company Registration	
3a. Parent Company Details	

If these sections fail, your application overall fails and will not be considered any further	
4. Financial Information	Pass or Fail
6. Insurance	
7. Quality Assurance	
8. NRSWA	
9. Health & Safety	
10. Professional and Business Standing	

These sections must achieve an overall score of 60% or greater	Weighted as follows
5. References	15%
11. Supporting Information	85%

Section 5 – each reference will be given a ‘mark out of 3’, as indicated below:	
Mark	The Reference given was:
3	very relevant
2	relevant
1	not relevant

Section 10 - each response will be given a ‘mark out of 5’, as indicated below:	
Mark	The Applicant has:
5	<ul style="list-style-type: none"> • shown a high level of innovation • provided clear, concise, and effective answers and is well supported with established policies/procedures • a high level of experience gained from delivering similar works and this is evident from the response • shows an excellent understanding of the field, and of the resources required to bring both success and value to the undertaking of these works
4	<ul style="list-style-type: none"> • met all requirements to answer the question in a comprehensive manner. • given significant thought to the issues addressed by the question • provided sound information that is well supported by examples • has a clear understanding of the objectives and resources required to undertake works such as this
3	<ul style="list-style-type: none"> • given a satisfactory response which meets the basic requirements of the question • clear ideas and stated objectives, although not entirely supported by examples or past experience • a less thorough response and lacks detail in places
2	<ul style="list-style-type: none"> • given an unsatisfactory response and doubts are expressed on several aspects • provided little or questionable supporting information • vague information on the key elements or has demonstrated a poor level of appropriate experience and/or understanding of the key issues
1	<ul style="list-style-type: none"> • failed to provide sufficient information • provided information that is not a relevant response to the question • failed to demonstrate any relevant experience or understanding of the key issues