

TERM SERVICE CONTRACT

FOR

**REACTIVE REPAIRS TO OCCUPIED COUNCIL
HOUSING**

(LOTTED CONTRACT)

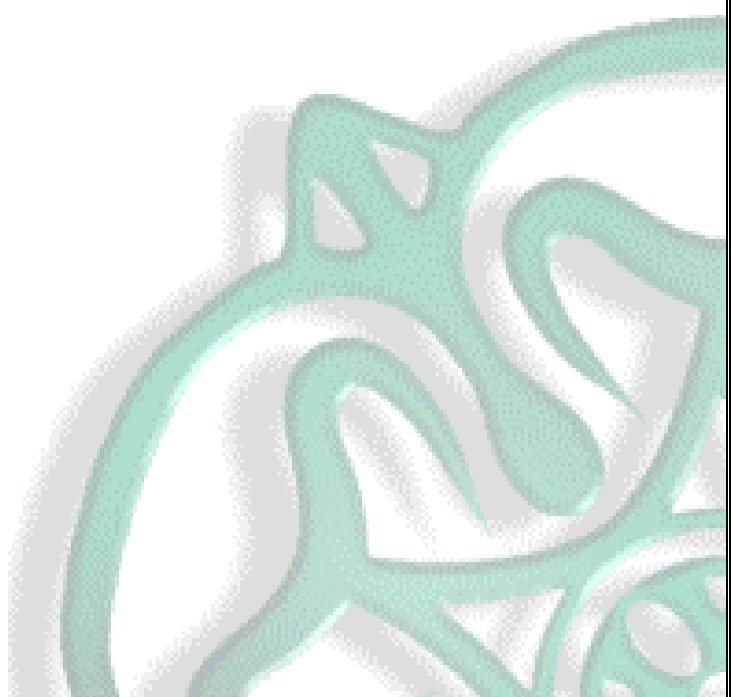
PROJECT NO. CM179a

VOLUME 3

TENDER SUBMISSION



Housing Maintenance
Beverley Depot
Annie Reed Road
Beverley
HU17 0LF



**TERM SERVICE CONTRACT FOR REACTIVE REPAIRS TO OCCUPIED COUNCIL HOUSING
(Lotted Contract)**

VOLUME 3

**Forms and Documents to be completed by the Tenderer and other Information to be
provided by the Tenderer.**

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INSTRUCTIONS FOR COMPLETION

1.1 General

Tenders shall be assessed as set out in Volume 1 Part 2. This Volume 3 shall be completed and returned by all Tenderers in accordance with the instructions for completion as below. Volume 3 and the associated Common Assessment Standard (CAS) document provide responses for both Stage 1 and Stage 2 of the assessment process.

Tenderers are required to meet minimum standards in respect of financial, insurance, legal, health and safety, environmental, quality and equal opportunities matters based on their response to the questions within the standard CAS, available as a separate document, plus additional East Riding of Yorkshire Council requirements as set out in this Volume 3 including the ERYC Supplementary Questionnaire (TABLE B below). TABLE A sets out the Conditions of Participation (minimum standards) requirements, Tenderers not achieving minimum standards will be excluded.

The information disclosed in this Volume 3 together with the other supporting details submitted, will be used in the tender evaluation process. The right to return to these matters as part of the formal tender evaluation process is hereby reserved by the Council. The Council reserves the right to require Tenderers to clarify and expand their answers as its discretion. Any such requests will be made in writing through the YORtender Portal. Failure to respond promptly or adequately may result in rejection of your tender.

Definitions:

- “*Company*” or “*Supplier*” refers to a sole proprietor, partnership or incorporated company or firm, as appropriate (a specific legal entity)
- “*Council*” means East Riding of Yorkshire Council

Unless instructed otherwise, when answering the questions please give details which specifically relate to your Company (the specific legal entity) and not to the whole group, if your Company forms part of a group, or to sub-contractors. Please do not include general marketing or promotional material for your Company, either as answers to any of the questions, or for any other reason.

Please answer all the relevant questions, including confirmation of any exemptions claimed:

- All the information and details required must be provided, and all declarations/ forms must be signed as required within this Volume 3. Please see Volume 1 Clause 1.12.6- wherever a signature is required within these documents, please enter the name of the appropriate person.
- This document must be fully completed even if you have previously submitted a document to the Council. It is not enough to cross-refer to earlier submissions or other questions on this form.
- Each additional sheet and all supporting documents sent should be clearly marked with the sections and the numbers of the questions to which they relate.

TABLE A below titled ‘Contents Table of Conditions of Participation Requirements’ sets out the minimum requirements that have to be attained by the Tenderer in order for the tender to be considered. It can also be used as a check list of documents that need to be completed/submitted in order for your tender to be assessed.

1.2 Document to Complete**1.2a If you have not previously completed a CAS Questionnaire**

Where a Tenderer has not completed a CAS Questionnaire the following must be submitted with your tender:

- A fully completed Common Assessment Standard Question Set (CAS) issued as tender document 'Common-Assessment-Standard-Question-Set-Version-4.1 – ERYC'
- A completed copy of this Volume 3 including the ERYC Supplementary Questionnaire (TABLE B below).

Tenderers are required to complete all sections and provide supporting documentation, regardless of whether they have submitted this information to assessment bodies e.g. Constructionline, unless this has resulted in receipt of a CAS Conformity Certificate, see further guidance below.

1.2b If you have previously completed a CAS Questionnaire but do not have a CAS**Conformity Certificate**

Where a Tender has completed a full version of Common Assessment Standard Question Set (CAS):

- The Tenderer can submit this document (in place of the attached tender document 'Common-Assessment-Standard-Question-Set-Version-4.1 – ERYC') and provide copies of all evidence required providing the information is current and correct.
- The Council reserves the right to request additional information to ensure suppliers have provided all of the relevant evidence for the version of the Common Assessment Standard Question Set (CAS) requested and that they meet the requirements outlined in TABLE A.
- A completed copy of this Volume 3 including the ERYC Supplementary Questionnaire (TABLE B below).

1.2c If you have previously completed a CAS Questionnaire and do have a CAS Conformity**Certificate**

Where a Tenderer has a CAS Conformity Certificate they can submit this, along with the following evidence documents in place of the Common Assessment Standard Question Set (CAS). Elements below will be subject to the same checks as though no Conformity Certificate was received:

- Insurance documents showing details as requested in Q28-Q34, if applicable
- A copy of your most recent audited accounts showing the last two years turnover and profit and loss figures, as requested in Q27
- SSIP Certificates showing dates of validity, as requested in Q74
- Trade Organisation Certificates as required Q65
- A completed copy of this Volume 3 including the ERYC Supplementary Questionnaire (TABLE B below)

Conformity certificates will be accepted from the recognised assessment bodies listed below;

Achilles	Building Confidence Gold CAS Desktop Assessment	OR	Building Confidence Gold CAS Day Audit
Constructionline	Constructionline Gold	OR	Constructionline Platinum
Compliance Chain	Compliance Chain Gold Supplier Membership	OR	Not Applicable
CQMS	Safety-Scheme Premium	OR	Safety-Scheme Elite
SCCS	SCCS Build Assured CAS Lite	OR	SCCS Build Assured CAS Elite
SMAS Worksafe	Worksafe Pro	OR	Not Applicable
Veriforce CHAS	CHAS Elite (CAS)	OR	CHAS Elite (CAS) Assured

Should you believe a certificate supplied by a different assessment body to those listed above would be acceptable, please contact us as soon as possible to allow this to be considered prior to submitting your tender.

1.3 Joint applications

Each Tenderer involved in the application of any form of Joint bid is to fully complete a separate Common Assessment Standard Question Set (CAS) issued as Tender document 'Common-Assessment-Standard-Question-Set-Version-4.1 – ERYC' (subject to the instruction above) and this Volume 3 including the ERYC Supplementary Questionnaire (TABLE B below).

In addition, a separate document is to be provided to show:

- confirmation of the lead Company
- the form of the proposed relationships between all of the Companies involved in the application
- responsibilities of each Company relating to the individual elements of the works/services specified

Except for turnover requirements and insurance, if a Company forming part of the Joint application receives a Fail for its response to a Pass/ Fail question and/ or section of the CAS or Volume 3 the Joint application will be excluded.

The above joint application information requirements also applies to an entity or multiple entities from within the same group of companies or organisation that intends to deliver the service requirements utilising multiple entities within the same group. Tenderers are advised to provide full details of any arrangement of this nature.

Any communications between the Council and the Joint application during the procurement process will be through the lead Company.

In the event of any award of the contract to any form of joint bid, the lead Company will be required to act for the Joint bid including committing to its obligations, receiving and acting on instructions and making and receiving payments.

The Council is concerned to avoid conflicts of interest and reserves the right to fail Joint applications where there is an actual or potential conflict of interest involving the Joint application and/ or any other Companies involved in the application. Joint applications are therefore advised to review the prior and/ or current involvement of the Joint application and any other Parties involved in the application and to contact the Council electronically only through the 'messaging' function via the portal at <https://yortender.eu-supply.com/> prior to submitting a tender, to discuss actual or potential conflicts they have identified. This would include members/ sub-contractors of a joint bid also applying with another joint bid or as an individual supplier.

VOLUME 3 PART 1**1 CONDITIONS OF PARTICIPATION- COMMON ASSESSMENT STANDARD (CAS) AND SUPPLEMENTARY QUESTIONS****TABLE A- CONTENTS TABLE OF MINIMUM REQUIREMENTS**

Tenderers are required to complete each section within this document and return with their submission, along with supporting information/ evidence as required.

Note: To assist the tenderer and ensure that all required elements of the tender are completed, this check list contains tick boxes which must be completed to show that the relevant section has been completed.

ALL QUESTIONS MUST BE ANSWERED UNLESS EXEMPTION APPLIES

Section	Reference/ Title	Minimum Requirements	Score or Pass/ Fail	Tick
Conditions of Participation (Minimum Standards)				
Common Assessment Standard (CAS)				
Questions not listed below as a Pass/ Fail are for Information Only; however, the Council reserves the right to request further information or reject tenders where information is unclear or missing				
Section 1 Q1-Q26	Identity	Council assessed Pass/Fail Suppliers responding 'yes' to Q5 are exempt from Q25-Q26 Suppliers responding 'no' to Q18 are exempt from Q19 Suppliers responding 'no' to Q21 are exempt from Q38, Q112, Q126, Q135, Q158, Q163 and Q164 Suppliers responding 'no' to Q22 are exempt from Section 7 (Q131- Q152) Suppliers responding 'no' to Q23 are exempt from Q148- Q152 Suppliers responding 'no' to Q24 are exempt from Section 10 (Q168-Q174)	Suppliers will fail where required evidence is not submitted. An inadequate response to Q25-Q26 may result in a Fail	☒
Section 2 Q27-Q38	Financial	Council assessed Pass/Fail Minimum Average Annual Turnover Lot 1 (North) £2,400,000 Lot 2 (East) £2,600,000 Lot 3 (West) £2,000,000	Suppliers will fail where they do not provide sufficient accounts or where the Council considers there is a clear and demonstrable evidence that the Suppliers financial capacity would pose an unacceptable risk to the Council. Accounts must not be more than 15 months old and show the most recent two years turnover and profit and loss figures. If a firm has been	☒

		Turnover figures submitted for the last two years will be averaged. Tenders may be accepted from firms with a turnover below this amount provided the firm indicates that they will be able to provide further information and guarantees as requested in Questions 11.4- 11.6 Minimum Insurance levels: • Damage to Clients Property = £10million • Public Liability (PL) = £10million, excess shall not exceed 1% of turnover up to a maximum of £1million • Employers Liability (EL) = £10million, no excess amount	trading for less than two years turnover will be taken from any accounts available or a certificate of turnover authorised by the person responsible for financial matters within the company. Suppliers will fail where insurance policy documents and certificates are not submitted. Policy documents must show policy number, all cover and excess amounts, and expiry dates. Where insurance levels do not meet the required level, it must be indicated in Supplementary Q11.8 that you would be prepared to meet this level prior to award of the contract.	
Section 3 Q39-Q66	Corporate and Professional Standing	Council assessed Pass/Fail Q58- Membership and grade of the following organisations, or an approved equivalent, is compulsory. Membership of these may be covered by subcontractors; however, evidence must be provided with the tender. Additional requirements relating to individual qualifications/ registrations are as listed within the scope: - Waste Carriers Licence - Cavity Insulation Guarantee Agency (CIGA) Registration - National Insulation Association (NIA) Membership - Contractor Charter Membership of National Access and Scaffolding Confederation (NASC) OR 'Audited Membership' of Scaffolding Association	Suppliers will fail where required evidence is not submitted. Q39-Q41 and Q43-Q44 and Q47 and Q55 and Q59- Suppliers will fail if they answer "Yes" to any question and fail to demonstrate sufficient remedial action Q42 and Q45 and Q53 Suppliers will fail if they answer "Yes" to any question Q46 and Q55 - Suppliers will fail if they answer "Yes" and fail to provide appropriate information/ evidence Q50-Q52 and Q54 and Q56 and Q63 and Q65- Suppliers will fail if they answer "No" to any question Q58- Suppliers will fail if they do not provide the appropriate evidence for required Trade Organisation(s) listed Q60 - Suppliers will fail if they answer "No" to this question- unless they are classified as a Micro business Q61- Suppliers will fail if they answer "No" to any question- unless turnover is below threshold	☒
Section 4 Q67-Q106	Health and Safety	Council assessed Pass/Fail Suppliers with a valid exemption as listed in Q67 are exempt from Q69-Q81 and Q83-Q106	See possible exemptions Suppliers will fail where required evidence is not submitted. Q69 and Q71 and Q72 and Q74 and Q75 and Q77 and Q82 and Q83- Suppliers will fail if they answer "No" to this question without exemption	☒

		Q85- Suppliers are required to complete the relevant further questions within this section based on their role Suppliers need to evidence satisfactory organisation and arrangements for health safety for the CDM duty holder role of Contractor During the course of the contract, due to the potential nature and scale of specific task orders, suppliers need to be prepared to meet and evidence satisfactory organisation and arrangements for health safety for the CDM duty holder role of Principal Contractor if requested		
Section 5 Q107- Q117	Environmental	Council assessed Pass/Fail Suppliers with a valid exemption as listed in Q107 are exempt from Q108-Q112	See possible exemptions Suppliers will fail where required evidence is not submitted. Q108 and Q109 and Q111- Suppliers will fail if they answer “No” to this question without exemption Q115- Suppliers will fail if they answer “No” to this question and are classified as a large company	☒
Section 6 Q118- Q130	Quality	Council assessed Pass/Fail Suppliers with a valid exemption as listed in Q118 are exempt from Q121-Q130 Suppliers with a valid exemption as listed in Q119 are exempt from Q121-Q130	See possible exemptions Suppliers will fail where required evidence is not submitted. Q121 and Q122 and Q126-Q130- Suppliers will fail if they answer “No” to this question Q122-Q125- Suppliers will fail if they answer “No” to these question- unless classified as a Micro business	☒
Section 7 Q131- Q152	Building Safety	Council assessed Pass/Fail Suppliers responding ‘no’ to Q22 or Q118 are exempt from Q131- Q152 Suppliers responding ‘no’ to Q23 are exempt from Q148- Q152	Suppliers will fail where required evidence is not submitted.	☒
Section 8 Q153- Q158	Fairness, Inclusion and Respect (FIR)	Council assessed Pass/Fail	Suppliers will fail where required evidence is not submitted. Q153-Q155 and Q157- Suppliers will fail if they answer “No” to any question Q156- Suppliers will fail if they answer “Yes” to this question and fail to demonstrate sufficient remedial action	☒

Section 9 Q159- Q167	Information Security	Council assessed Pass/Fail Suppliers with a valid exemption as listed in Q159 are exempt from Q161-Q167	See possible exemptions Suppliers will fail where required evidence is not submitted. Q160 and Q162 and Q165-Q167- Suppliers will fail if they answer “No” to any question	☒
Section 10 Q168- Q174	Information Management	Council assessed Pass/Fail Suppliers with a valid exemption as listed in Q168 are exempt from Q169-Q174 Suppliers responding ‘no’ to Q24 are exempt from Section 10 (Q168-Q174)	See possible exemptions Suppliers will fail where required evidence is not submitted.	☒
East Riding of Yorkshire Council Supplementary Questionnaire				
Q11.1	Central Supplier Directory	Council assessed Pass/Fail	Suppliers will fail if they do not provide their Public Procurement Organisation Number (PPON) and download for the Central Supplier Directory	☒
Q11.2	Lots Applied For (Where required)	Tenderers must state which Lots are being applied for		☒
Q11.3	Supplementary Company Information	Council assessed Pass/Fail	Suppliers will fail if they answer “Yes” to any statement and fail to provide an explanation	☒
Q11.4	Turnover Information	Council assessed Pass/Fail	Suppliers will fail if they do not meet the required minimum turnover and answer “No” to both Q11.5 and Q11.6	☒
Q11.5	Guarantee Bond	Council assessed Pass/Fail	Suppliers will fail if they do not meet the required minimum turnover and answer “No” to this and Q11.6	☒
Q11.6	Parent Company Guarantee	Council assessed Pass/Fail	Suppliers will fail if they do not meet the required minimum turnover and answer “No” to this and Q11.5	☒
Q11.7	Parent Company Accounts	Council assessed Pass/Fail	Suppliers answering “Yes” to Q11.6 must provide the Parent Company most recent two years’ full audited accounts (modified balance sheets, without trading account summaries and details of turnover are not acceptable).	☒
Q11.8	Insurances	Council assessed Pass/Fail	Suppliers will fail if they if they answer “No” to this question	☒
Q11.9	DCP Insurance	Council assessed Pass/Fail	Suppliers will fail if they do not explain how Damage to Clients Property is included Evidence of insurances must be provided as detailed in Section 2.	☒
Q11.10	Claims	Council assessed Pass/Fail	Suppliers will fail if they answer “Yes” to this question and fail to provide details	☒
Q11.11	Outstanding Claims	Council assessed Pass/Fail	Suppliers will fail if they answer “Yes” to this question and fail to provide details	☒
Q11.12	Supply Chain	Council assessed Pass/Fail	Suppliers answering “No” to this question are not required to complete Q11.13-Q11.17	☒

Q11.13	Supply Chain Payment	Council assessed Pass/Fail	Suppliers answering “No” to Q11.12 are not required to complete this question	☐
Q11.14	Disputed Invoices	Council assessed Pass/Fail	Suppliers answering “No” to Q11.12 are not required to complete this question	☐
Q11.15	PCR Payments	Council assessed Pass/Fail	Suppliers will fail if they answer “No” to this question Suppliers answering “No” to Q11.12 are not required to complete this question	☐
Q11.16	Invoices Paid	Council assessed Pass/Fail	Suppliers answering “No” to Q11.12 are not required to complete this question	☐
Q11.17	Invoices- Remedial Steps	Council assessed Pass/Fail	Suppliers answering “No” to Q11.12 are not required to complete this question	☐
Q11.18	Anti Slavery Policy	Council assessed Pass/Fail	Suppliers will fail if they if they answer “No” to this question	☐
Q11.19	Enhanced DBS (Where required)	NOT USED		☐
Q11.20	Use of AI	Council assessed Pass/Fail	Suppliers will fail if they answer “Yes” to this question and fail to provide details Suppliers answering “No” to this question are not required to complete Q11.21	☐
Q11.21	Verification of AI	Council assessed Pass/Fail	Suppliers will fail if they answer “No” to this question Suppliers answering “No” to Q11.20 are not required to complete this question	☐
Q11.22	Carbon Promise	Council assessed Pass/Fail	Suppliers must sign the promise prior to award of the contract	☐
Scored Minimum Standards				
Q11.23	Contract Experience	Standard Form Tenderer to complete within this volume	Council assessed as per scoring regime described- maximum score 100	☐
Q11.24	References	Tenderer to provide standard forms to reference providers in electronic format (MS Excel)	Reference providers to return complete form to Client by return of tender date in email format. Council assessed as per scoring regime described- maximum score 100	☐
The scores received for both Contract Experience (11.23) and References (11.24) will then be added together to give an overall score out of 200. The minimum score required to pass is 100.				
Declarations/ Certificates				
Conditions of Participation Declaration		Standard Form Tenderer to complete within this volume		☐
Certificate of Non Collusion		Standard Form Tenderer to complete within this volume		☐
Certificate of Non Canvassing		Standard Form Tenderer to complete within this volume		☐
AWARD CRITERIA- Quality Submission				
2.1- How the Quality Submission will be assessed (Information Only)				
2.2- Quality Questionnaire				

Q1- Resources	Tenderer to submit separate electronic file in pdf/word or similar format	☒
Q2- Contract Management	Tenderer to submit separate electronic file in pdf/word or similar format	☒
Q3- Call Out	Tenderer to submit separate electronic file in pdf/word or similar format	☒
Q4- Method Statement	Tenderer to submit separate electronic file in pdf/word or similar format	☒
Q5- Waste/Carbon Reduction and Social Value	Tenderer to submit separate electronic file in pdf/word or similar format	☒
Q6- Sub-Contractors	Standard Table Tenderer to complete within this volume	☒
2.3- Quality Submission Declaration	Standard Form Tenderer to complete within this volume	☒
Conditions of Contract	Volume 3 Tender Submission- Part 3	
Contract Data		
3.1- Form of Tender	Standard Form Tenderer to complete within this volume	☒
3.2- Contract Data Part Two	Standard Form Tenderer to complete within this volume	☒
3.3- Freedom of Information Schedule	Standard Form Tenderer to complete within this volume	☒
Price List	CM179a LOT 1 (NORTH) Pricing Schedule 2025 CM179a LOT 2 (EAST) Pricing Schedule 2025 CM179a LOT 3 (WEST) Pricing Schedule 2025	☒ ☒ ☒
Tab 1- Instructions for completion of Price List (Information Only)		
Additional Tabs- Price List and Estimated Quantities.	Spreadsheet to be completed by Tenderer and must be submitted with the tender documents. No reference to an external weblink, drive or cloud based system will be accepted for this element of the tender. Tenderer to insert individual rates.	☒

TABLE B- East Riding of Yorkshire Council Supplementary Questionnaire

Question Number	Question	Guidance	Information								
11.1	Please confirm your Public Procurement Organisation Number (PPON) for the Find a Tender Service	Please provide your unique PPON and a download copy of your information (refer to Volume 1 Part 2)									
11.2	Please indicate which Lots you are applying for	Please answer Yes or No for each Lot Please note: Suppliers shall be awarded a maximum of one lot If applying for more than one Lot, please indicate an order of preference for each lot by stating, first, second, or third in the preference column	<table border="1"> <thead> <tr> <th>Lot Applied for</th><th>Preference</th></tr> </thead> <tbody> <tr> <td>Lot 1 – NORTH AREA Yes</td><td> </td></tr> <tr> <td>Lot 2 – EAST AREA Yes</td><td> </td></tr> <tr> <td>Lot 3 – WEST AREA Yes</td><td> </td></tr> </tbody> </table>	Lot Applied for	Preference	Lot 1 – NORTH AREA Yes		Lot 2 – EAST AREA Yes		Lot 3 – WEST AREA Yes	
Lot Applied for	Preference										
Lot 1 – NORTH AREA Yes											
Lot 2 – EAST AREA Yes											
Lot 3 – WEST AREA Yes											
11.3	Has any person involved in the management of the Company: - been a Member or co-opted member of the Council or employed by the Council you wish to work with, in the last 3 years - have a relative who is either a Member or co-opted member of the Council or is employed by the Council, you wish to work with, at a senior level - have any involvement in other Companies that provide services to the Council you wish to work with - have any involvement in other Companies that provide similar services to those for which you are applying	Please answer Yes or No If Yes to any please give details	(Maximum 150 words)								
11.4	Please provide details of your firms current turnover	Please state your firms turnover for the current, and previous financial year Where an organisation has been trading for less than two years, no account information is available or audited accounts are more than 3 months old, the turnover is to be taken from the available draft accounts, authorised by the financial director or a named individual responsible for financial matters within the company.									
11.5	Please confirm you would be able to provide a guarantee bond if required	Please confirm that you would be able to provide additional guarantees Firms with a turnover below that specified in the minimum requirement will be required to provide additional guarantees. The level of any bond required will be in the sum of 50% of the estimated annual contract value.									

Question Number	Question	Guidance	Information				
11.15	For all contracts entered into pursuant to a procurement carried out under the Procurement Act 2023, please confirm you include 30-day payment terms in all of your sub-contracts (and you require your supply chain to do so) on all such contracts	Please answer Yes or No Suppliers will fail if they answer no to this question					
11.16	Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of receipt of the invoice in each of the last two six month periods. This should include the percentage of invoices paid within each of the following categories - within 30 days - in 31 to 60 days - in 61 days or more Please include the total volume of invoices in each category.	It is acceptable to cross refer to information that has previously been submitted to Government or is publicly available (provided it covers the requested period), please provide details and/or links		Latest 6 Month Period		Previous 6 Month Period	
				% of invoices paid	Total volume of invoices	% of invoices paid	Total volume of invoices
			Within 30 Days				
			In 31 to 60 Days				
			In 61 Days or More				
			Publicly available information link/ details				
11.17	If you are unable to demonstrate that 95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in each of the last two six month periods, please explain why and if applicable what remedial steps you have taken and/or are planning to take.	Provide details of remedial steps taken/ planned or answer N/A	Maximum 200 words 				
11.18	If your company is not legally required to publish an Anti-Slavery and Human Trafficking Statement or Policy and have answered no to CAS Q61, please confirm that you comply with the Modern Slavery Act 2015, and all associated legislation.	Please answer Yes or No Suppliers will fail if they answer no to this question					
11.19	Enhanced DBS Provide details of staff with Enhanced DBS Certification	NOT USED					

11.23

Contract Experience (ALL LOTS)

Provide details of previous contracts.

Each contract entered will be scored out of a maximum of 50 points. The three contracts achieving the highest scores will be summed to create a total score out of 150, which will then be adjusted to a mark out of 100. The minimum mark that can be achieved is 0 (zero).

If fewer than three contracts are entered, their scores will still be summed to create a total score out of 150. Therefore the maximum available final mark out of 100 for two contracts entered is 66.67, or for one contract entered is 33.33.

If no contracts are entered a mark of 0 (zero) will be awarded and the tender will be marked as failed.

If a contract is NOT considered to be of a similar nature it will receive a score of 0 (zero) and no further information will be assessed for that contract.

This information must be submitted with the tender. No reference to an external weblink, drive or cloud based system will be accepted for this element of the tender.

PLEASE NOTE: If these works have been carried out for ERYC within the last three years then this contract MUST be listed below.

Tenderers may use a different format to that below to provide the requested information; however, the tenderer must ensure that all of the information requested in the Table below is included in order to be assessed.

Guidance		Information				
Contract Details	Score	Contract 1	Contract 2	Contract 3	Contract 4	Contract 5
a) Name of Client - Provide details of the person employing your company for this contract	Not Scored	██████	██████████	██████	██████████	
b) Title of contract - Provide the contract title as given by the Client	Not Scored	██████████ ██████ ██████	██████████ ██████████	██████████ ██████████	██████████	

	c) Description of Works - Please state the outline scope of the contract, including whether the contract was specifically for Reactive Repairs to occupied housing properties	20 points	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
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				██████████ ██████████ ██████████████████ ██████████ ██████████████ ██████████████ ██████			
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CM179a - TSC for Reactive Repairs to Occupied Council Housing (Lotted Contract)

	d) Contract Duration - must be over one	Start Date:	10 points					
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CM179a - TSC for Reactive Repairs to Occupied Council Housing (Lotted Contract)

	year in duration as at 01/07/2025 and must not have completed prior to 30/06/2022 Defined dates MUST be provided.	End Date:						
	e) Average annual value of Reactive Repairs to occupied housing properties – must be equal to or above £330k per year This value must specifically relate to Reactive Repairs to occupied housing properties , and must not just be the annual contract value, unless no other work/service types were carried out under the contract.		10 Points					
	f) Overall Contract Values These are the overall annual/total values, including all work/service types, not just those specified in e) above.	Annual	Not Scored					
		Total						
	g) Average annual number of Reactive Repairs to occupied housing properties under this contract – must be equal to or above 400 per year Please state this value as a whole numerical figure – Do not state this as a percentage/fraction or state 'all sites' / 'every system' etc.		10 points					

	Referee number Two References must be received, directly from the Referee, and must relate to contracts listed above	Not Scored					
	Contractor details This section must be completed for Joint/ Consortia bids and where subcontractors were used for the works.	Not Scored					
11.24	References (ALL LOTS) Provide details of two referees Each reference is worth a maximum of 150 points. Scoring is directly linked to a series of standard responses. Higher levels of perceived satisfaction/ performance will score higher. The minimum score that can be achieved is 0 (zero). If two references are received, the total score will be averaged. The average score will be adjusted to a mark out of 100. This information must be submitted with the tender. No reference to an external weblink, drive or cloud based system will be accepted for this element of the tender.	References must be for contracts as included in the Contract Experience Q11.23 in order to be considered valid. If only one reference is received, then the other reference will receive a score of 0 (zero). The total score will be averaged. The score will be adjusted to a mark out of 100. If no references are received, then a score of 0 (zero) will be awarded.		Reference 1	Reference 2		
			Client/ Organisation/ Name				
			Client/ organisation Contact (Name, telephone, email)				
			Contract Name/ Ref				
			Contract No (from Q11.23)				

Notes:

A copy of CM179a Reference Proforma 2025 (ALL LOTS) is available for download from the YORtender (Mercell) website

Using the reference details provided below, the Tenderer is required to process the Proforma Reference Questionnaire by inserting the information listed in item 1 below and sending the document to the referee for completion and return directly to references@eastriding.gov.uk.

1. The Tenderer is responsible for filling in the following fields of the Reference Proforma:

- i) **Applicant:** Name and contact details of the Tenderer:
- ii) **Referee:** Name and contact details of the Referee:
- iii) **Name of contract:** the contract listed in the table in 11.23 Contract Experience.
- iv) **Details:** Description of the work
- v) **Dates:** Start and finish dates of the Contract
- vi) **Value:** Annual Contract Value and Total Contract Value.

2. The Tenderer is responsible for issuing the reference proforma to both referees listed in the table above and ensuring that the referees return the references prior to the tender return date as shown in the Invitation to Tender covering letter, via email to references@eastriding.gov.uk
3. References must be returned directly by the Referee to the above address. Only references returned directly by the Referee will be accepted. Any references received after the date specified in the Invitation to Tender covering letter will not be scored.
4. References must relate to contracts listed in 11.23. If only one contract is of a similar nature another contract must be listed to give details for the reference. References linked to contracts not listed in the table above will not be scored.
5. If any similar works have been carried out for ERYC within the last three years then this contract MUST be used as a reference.

DECLARATIONS**HEALTH AND SAFETY DECLARATION
CONTRACTOR'S ACKNOWLEDGEMENT FORM**

Contract No: **CM179a**

Contract Name: **Term Service Contract for Reactive Repairs to Occupied Council Housing (Lotted Contract)**

Section A **Councils Contractors (Health and Safety) Requirements (ALL Contractors to complete)**

1. We confirm that all Health and Safety Regulations, guidance and requirements specified in the tender document have been considered and will be complied with.
2. We shall, prior to the execution of any work and in agreement with the Council's representative, produce a method statement showing the intended method of work and detailing safety control measures to be adopted.
3. We agree that in the event of a dispute between ourselves and the Council regarding Health and Safety matters, the decision made by the Council's Chief Executive, after consultation with all parties, will be final and binding on all the parties.

Signed:	Wayne Ede
Name:	Wayne Ede Sole Proprietor/Partner/Director duly authorised to sign for and on behalf of
Firm:	Westlinks Joiners and Locksmiths
Dated:	24/06/2025

Section B **Only Contractors employing LESS than 5 employees to complete**

4. We confirm that if we are not required by Statute to have an Approved Safety Policy we will prepare (prior to the execution of any work) and agree with the Council's Representative, a procedure statement showing the intended method of work and setting out the Safety Measures to be adopted.

Signed:	
Name:	Sole Proprietor/Partner/Director duly authorised to sign for and on behalf of
Firm:	
Dated:	

Note:

Companies employing less than 5 employees and not requiring a safety policy shall complete Section A and Section B.

All companies shall complete Section A.

CONDITIONS OF PARTICIPATION (MINIMUM STANDARDS) DECLARATION

When you have completed all sections above please read and then sign below

1. I/ We certify that the information supplied is accurate to the best of my / our knowledge and that I / we accept the conditions and undertakings requested in the form. I / we understand that false information could result in my /our exclusion from the contract.
2. I/ We understand that the information will be used to assess my/our organisation's suitability to become a prospective supplier to the Councils and that information will be held on computer and manually for this purpose in accordance with the Data Protection Act 1998.
3. I/ We confirm that additional Health and Safety requirements specified in the tender document have been considered and will be complied with.
4. I/ We agree that in the event of a dispute between ourselves and the Council regarding Health and Safety matters, the decision made by the Council's Chief Executive, after consultation with all parties, will be final and binding on all the parties.
5. I/ We confirm that if we are not required by Statute to have an Approved Safety Policy we will prepare (prior to the execution of any work) and agree with the Council's Representative, a procedure statement showing the intended method of work and setting out the Safety Measures to be adopted.
6. I / We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as inducement or reward to any servant of the public body and that any such action will empower the Council to cancel any contract in force and will result in rejection of our application to tender.

Signed:	Wayne Ede
Name:	Wayne Ede Sole Proprietor/Partner/Director duly authorised to sign for and on behalf of
Firm:	Westlinks Joiners and Locksmiths
Dated:	24/06/2025

Note:

Please note, the term "Firm" refers to: Sole Proprietor, Partnership, Incorporated Company, Co-operative as appropriate. The undertaking should be signed by the applicant, or in the case of a partnership by all partners or in the case of a Company by a Director of that Company duly authorised by the Company.

CERTIFICATE AS TO NON COLLUSIVE PREPARATION OF TENDERS

To: Executive Director of Corporate Resources
 East Riding of Yorkshire Council
 County Hall
 Beverley
 East Riding of Yorkshire HU17 9BA

The essence of competitive Tendering is that the Council shall receive bona fide competitive Tenders from all persons Tendering. In recognition of this principle:

1. I/we certify that this is a bona fide Tender, intended to be competitive, and that I/we have not fixed or adjusted the amount (or technical content) of the Tender or the prices quoted by or under or in accordance with any agreement or arrangement with any other person.
2. I/we also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:
 - (a) Communicate to a person other than the Council the details, the amount or approximate amount of the proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender); or
 - (b) Enter into any agreement or arrangement with any other person that he/she shall refrain from Tendering or add to the amount of any Tender to be submitted; or
 - (c) Offer to pay or give or to agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this Tender or any other Tender submitted to the Council, any act or omissions.
 - (d) Carry out any act in relation to this Tender which could be an offence under Section 117(2) of the Local Government Act 1972, Fraud Act 2006 and/ or the Bribery Act 2010

Signed:	Wayne Ede
Name:	Wayne Ede
Capacity:	Managing Director Director or other officer duly authorised to sign for and on behalf of
Firm:	Westlinks joiners and locksmiths ltd
Postal Address:	159 Southcoates ave, southcoates lane, HU9 3HF
Telephone:	[REDACTED]
Dated:	24/06/25

CERTIFICATE OF NON CANVASSING

To: Executive Director of Corporate Resources
 East Riding of Yorkshire Council
 County Hall
 Beverley
 East Riding of Yorkshire HU17 9BA

I/we hereby undertake that I/we have not canvassed or solicited nor will in the future canvass or solicit any member, officer or employee of the Council in connection with the award of this Tender or proposed Tender and that the persons employed by me/us acting on my/our behalf have not nor will do any such act.

Signed:	Wayne Ede
Name:	Wayne Ede
Capacity:	Managing Director Director or other officer duly authorised to sign for and on behalf of
Firm:	Westlinks joiners and locksmiths ltd
Postal Address:	159 Southcoates ave, southcoates lane, HU9 3HF
Telephone:	[REDACTED]
Dated:	24/06/25

VOLUME 3 PART 2

2 AWARD CRITERIA- QUALITY SUBMISSION

Contents

- 2.1 How the Quality Submission will be assessed
- 2.2 Quality Questionnaire
 - Q1. Resources
 - Q2. Contract Management
 - Q3. Call Out
 - Q4. Method Statemen
 - Q5. Waste /Carbon Reduction and Social Value
 - Q6. Subcontractors
- 2.3 Quality Declaration

AWARD CRITERIA - QUALITY SUBMISSION

Tenders satisfying Conditions of Participation (Minimum Standards) will be assessed on the basis of price and quality as set out in Volume 1 Part 2 "Criteria to be used in the Assessment of Tenders". The quality element will be based on Tenderer's responses to the questions in this Quality Submission.

Tenderers must answer all questions and provide supporting information where requested, failure to do so may result in a lower quality score. Tenderer's responses shall be used as a benchmark for work carried out as part of any subsequently awarded contract.

Responses to the Quality Submission questions must be submitted with the tender documents. No reference to an external weblink, drive or cloud based system will be accepted for this element of the tender.

Tenderers are advised that references to information that may have been previously submitted to the Council or reliance on what a supplier may consider the Council may know about a tenderer cannot be taken into account. Tenders will be assessed purely on the information included within a tender submission that complies with the tender requirements.

Please refer to Volume 2, Part 2, Scope to assist you with completion of these questions.

2.1 How the Quality Submission will be assessed

Quality Questions 1 - 5 require the submission of written statements and will be scored based on the following criteria

Score	Assessment
10	The response is fully satisfactory in all areas
9	No significant reservations, minor reservation in one area
8	No significant reservations, minor reservations in two areas
7	Significant reservation in one area OR minor reservations in three areas
6	Significant reservation in one area and minor reservations in one area OR minor reservations in four areas
5	Significant reservation in one area and minor reservations in two OR Significant reservation in one area and minor reservations in three areas
4	Significant reservations in two of the areas OR Significant reservations in two of the areas and minor reservations in one area
3	Significant reservations in two of the areas and minor reservations in two areas
2	Significant reservations in three of the areas
1	Significant reservations in three of the areas and minor reservations in one area
0	Significant reservations in all four areas

Note:

- i) References to an 'area' in the table above means each bullet point forming part of a question. Each bullet point within each question carries an equal weighting, as does the individual criteria within each bullet point
- ii) Significant Reservation means – a bullet point has not been answered or that the majority of individual criteria listed within a bullet point have not been satisfactorily answered/addressed i.e. 2 or 3 of the 3 sub-bullets have not been satisfactorily answered/addressed
- iii) Minor Reservation means – that less than 50% of the individual criteria included within a bullet point have not been satisfactorily answered/addressed i.e. 1 of the 3 sub-bullets has not been satisfactorily answered/addressed

- Each response to quality questions 1 to 5 inclusive are scored separately and given a maximum of 10 points in accordance with the table above.
- The highest score achieved for each individual question for given Lot is adjusted to 100 marks and all other Tenderers totals will have one mark deducted for that Lot for each percentage point by which the total is lower than the highest total to give a score for each Tenderer for each Lot, for example a total of 10% below the highest value will receive 90 marks.
- The scores for each quality question are then multiplied by the relevant weighting shown in the table below and then summed.

- The overall score for each tenderer for each Lot is then assessed with the highest overall total receiving 100 marks and all other Tenderers totals will have one mark deducted for that Lot for each percentage point by which the total is lower than the highest total to give a score for each Tenderer for each Lot, for example a total of 3% below the highest value will receive 97 marks.
- **Only one quality submission is required for all Lots**, however Tenderers will be scored against other Tenderers for that particular Lot, meaning that based on the above process, final quality scores may differ between Lots for the same quality submission.

Question 6 is for information purposes only and is not scored.

Question Weighting and Summary

Total Marks are then adjusted to satisfy the maximum marks and weighting as shown below.

Quality Criteria	(A) Criterion Weighting	(B) Marks Awarded	(C) Weighted Marks (A x B = C)
1) Resources	0.2		
2) Contract Management	0.2		
3) Call Out	0.25		
4) Method Statement	0.25		
5) Waste/Carbon Reduction and Social Value	0.1		
6) Subcontractors	Not Scored		
Total (Initial Quality Score)	1.0		

The highest total initial quality score is then adjusted to 100.

Any tenderer whose initial score for quality (after applying the criteria weightings above) is less than 4, or who is awarded 2 or less before applying the criteria weighting, may have its quality submission rejected and may be disqualified at the option of the Authority. The final decision in such matters shall be that of the Authority.

2.2 QUALITY QUESTIONNAIRE

Please Note: Only one quality submission is required for all Lots.

Responses to these questions **MUST** reflect how you intend to carry out the works.

Q1 Resources

The Tenderer is required to provide a detailed statement explaining how they intend to resource the required works/services. Responses should be comprehensive and relevant to the type of works required within the contract specification provided.

Items marked with * require the tenderer to quote the applicable clause number(s) from the Volume 2 – Conditions of Contract document.

- **Trained Operatives:**
 - *Number of trained operatives proposed to be used on this contract to cover all objectives. Please state if these are direct employees or subcontractors?
 - Detail direct operatives experience carrying out similar works, trades covered by each operative and any qualifications/ training (as per the specific requirements of each objective)
 - *Detail when specialist subcontractors will be used and how these will be managed, including how you will ensure rates submitted in your tender are adhered to.
- **Proposed Contract Manager:**
 - *Detail Contract Manager's experience managing repair/maintenance contracts (min 2 yrs)
 - Detail Contract Manager's relevant trade experience prior to undertaking a managerial role (min 2 yrs)
 - Detail Contract Manager's relevant qualifications/training
- **Confirmation of Proposed Contract Manager Tasks:**
 - *Confirm the Contract Manager has full control of resources required by this contract
 - Confirm the Contract Manager's availability to attend quarterly/ad-hoc meetings
 - Confirm the Contract Manager's availability to attend sites where required
- **Sickness/Holiday and Fluctuations in demand**
 - Provide specific details of cover for proposed trained operatives including location and size of cover team
 - Provide specific details of cover for proposed Contract Manager and dedicated Admin to ensure all managerial/admin tasks are completed
 - How cover will be managed to ensure all works are unaffected

The statement shall not be more than three sides of an A4 sheet; additional sheets will not be scored. CV's are NOT required.

Q2 Contract Management

Please provide a detailed statement explaining how they intend to manage this contract to the necessary standard. Responses should be comprehensive and relevant to the type of works required within the contract specification provided.

Items marked with * require the tenderer to quote the applicable clause number(s) from the Volume 2 – Conditions of Contract document.

- **Contract Delivery:**
 - *How you would ensure communication with the Service Manager (or other ERYC representative) is responded to in a timely manner
 - Escalation procedures for Contract Management issues where these have not been resolved with the proposed Contract Manager
 - Detail how operatives will be managed to ensure all reactive repairs are carried out in the required timescales
- **Reports:**
 - *Provide specific details of information to be included within Weekly Reports and how this will be provided
 - *Provide specific details of information to be included within Quarterly Reports and how this will be provided
 - *How and when copies of Contractor Self Audit reports will be provided to Service Manager
- **Admin/Office:**
 - Provide details of all Administration resources including experience in a relevant area (min 2 yrs)
 - *Provide details of all Administration arrangements for invoicing, data collection and reports
 - *Detail how appointments will be arranged with tenants within the required timescales
- **Application for Payment:**
 - *Provide details of how Applications for Payments will be submitted
 - *Give details of Supporting information to be included and how this will be provided
 - *Give details of the outstanding invoice statement including how and when this will be provided

The statement shall not be more than two sides of an A4 sheet; additional sheets will not be scored.

Q3 Call Out

The Tenderer is required to provide a detailed statement explaining how they intend to carry out the required works/services. Responses should be comprehensive and relevant to the type of works required within the contract specification provided.

Items marked with * require the tenderer to quote the applicable clause number(s) from the Volume 2 – Conditions of Contract document.

Scenario: You receive the following work order on a Saturday at 10pm:

Emergency A	Major Water Leak in the bathroom of First Floor Flat Tenant in the ground floor flat directly below has reported water leaking through the ceiling and into a light fitting Upon investigation, there is found to be a leak under the bath.
--------------------	---

Provide a statement detailing how you intend to carry out the required works/services for the above scenario, including: -

- **Call Out Facility:**
 - *How calls and emails are monitored (both during and outside of normal working hours).
 - Staff rota details for operatives (both during and outside of normal working hours).
 - Standby contacts for when Operatives/Contract Manager cannot be contacted
- **Reponses:**
 - *How Response Times will be achieved
 - How you would investigate the issue to determine the location of the leak
 - *How you will undertake the repair to the satisfaction of the tenants including Customer Satisfaction Surveys
- **Health & Safety:**
 - How you would ensure the health and safety of the tenant in the ground floor flat
 - How you would ensure the health and safety of the tenant in the first floor flat
 - How you would ensure the health and safety of your operatives
- **Post Attendance:**
 - *Detail how any issues or unforeseen works will be reported to the Service Manager
 - *How details of Emergency Call Out will be provided to the Client to allow for a work order to be raised
 - *Detail how you would deal with any defects identified post attendance

The statement shall not be more than two sides of an A4 sheet; additional sheets will not be scored.

Q4 Method Statement 1

The Tenderer is required to provide a detailed statement explaining how they intend to carry out the required works/services. Responses should be comprehensive and relevant to the type of works required within the contract specification provided including the appropriate location.

NOTE: If applying for more than one Lot please consider and refer to all applicable locations

Items marked with * require the tenderer to quote the applicable clause number(s) from the Volume 2 – Conditions of Contract document.

Scenario: You received the following work orders on a Monday morning at 8am in December, during a week with inclement weather:

Response Code A Locations: Lot 1 – Fridaythorpe Lot 2 – Easington Lot 3 – Broomfleet	• Tenant has reported a bowing ceiling, looking like it is going to collapse in child's bedroom. • Rural 3-bed Property • Tenant has a young child and a dog
Response Code C Locations: Lot 1 – Bridlington Lot 2 – Beverley Lot 3 – Goole	• Tenant has reported water ingress and draught from external front door – door is found to have just passed the 12month warranty. • Tenant has a warning on property – must be attended by 2 operatives

Provide a statement detailing how you intend to carry out the required works/services for the above scenario, including: -

- **Prioritising the Works:**
 - *How you would prioritise and resource the works to ensure both sites are attended to within the appropriate timescales
 - *How appointments would be arranged in accordance with the contract requirements
 - Understanding of the size, layout and geographical rural nature of the East Riding of Yorkshire and what contingency procedures are in place to take this kind of scenario into account (refer to Volume 2, Part 3)
- **Health & Safety:**
 - How you would ensure the Health and Safety of Tenants/Visitors/Neighbours/General Public
 - How you would ensure the Health and Safety of Contractors Personnel
 - How you would take into account any specific Property Type/ Site Considerations
- **Tenant Liaison:**
 - *Detail what you would do if there is no answer at the property upon arrival
 - *How you would minimise disruption to Tenants and their families
 - Detail how you would deal with difficult tenants or tenant refusal
- **Carrying out any required Repairs:**
 - *How would you identify issues and resource the materials required to complete the works
 - *How you would deal with unforeseen works and inform the Service Manager of any issues
 - *How you would dispose of any waste

The scenario statement shall not be more than two sides of an A4 sheet and MUST relate to the scenario including relevant location; additional sheets will not be scored.

Q5 Waste/Carbon Reduction and Social Value

The Tenderer is required to provide a statement setting out how they would intend to deliver Waste/Carbon Reduction and Social Value under the contract.

This should include;

- **Waste:**
 - How you reduce waste to landfill (Technologies and Methods)
 - How you measure waste reduction
 - How you will support your sub-contractors / suppliers / supply chain to reduce waste
- **Carbon:**
 - How you reduce Carbon Usage (Technologies and Methods)
 - How you measure Carbon Savings
 - How you will support your sub-contractors / suppliers / supply chain to reduce carbon
- **Training:**
 - Use of apprenticeships; (existing or new apprentices)
Please state where in the process the apprentice(s) will be employed i.e. manufacturing, administration, installation etc. This can include the use of individuals on shared apprenticeship schemes). Should the Contractor require assistance to deliver this, help and guidance is available via <https://apprenticeship-hub.co.uk/65-2/>
 - Work experience placements (work experience placements with the site team or supply chain. Placements at a Suppliers head office can be included if they are linked to the project)
 - School visits (visits by students to the site or the Supplier or their supply chain to the centre of learning to support their learning activities) and/or;
School workshops (educational workshop activities that are delivered by the Supplier or their supply chain within the school or college, or on site).
- **Support of Community**
 - Support of local community funds/ organisations (where appropriate). This may be via funding or benefit in kind
 - Use of Corporate Social Responsibility funds, sponsorship of local community projects or youth teams etc.
 - Recruitment/Employment advice/Assistance that is provided to benefit the local area

The statement shall not be more than three sides of an A4 sheet; additional sheets will not be scored.

Q6 Sub-Contractors

The Tenderer is required to provide in the table below the details of the Subcontractor organisations he intends to use during the provision of the Service.

This information is not scored in the Assessment of Tenders; however, Subcontractors MUST be accepted by the Council to carry out works under this contract. Where applicable, subcontractors must also hold any required trade memberships (such as Waste Carriers Licence, FENSA, CIGA etc.).

Type of Work	Intended Subcontractor (include full name and address)	Trade Organisations

2.3 QUALITY SUBMISSION DECLARATION

When you have completed the Quality Submission and Price List please read and then sign below:

1. I/We certify that the information supplied is accurate to the best of my / our knowledge and that I / we accept the conditions and undertakings requested in the form. I / we understand that false information could result in my /our exclusion from the contract.
2. I / we also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as inducement or reward to any servant of the public body and that any such action will empower the Council to cancel any contract in force and will result in rejection of our application to tender.
3. I/ We confirm that the specifications in Volume 2 have been thoroughly read and understood and that the quality information and prices provided for scoring are correct and given in accordance with these specifications.
4. I/ We confirm that all timescales required by the contract can be achieved and will be adhered to throughout the term of the contract.

Signed:	Wayne Ede
Name:	Wayne Ede Sole Proprietor/Partner/Director duly authorised to sign for and on behalf of
Firm:	Westlinks Joiners and locksmiths Ltd
Dated:	24/06/25

Note:

The term "Firm" refers to: Sole Proprietor, Partnership, Incorporated Company, Co-operative as appropriate. The undertaking should be signed by the applicant, or in the case of a partnership by all partners or in the case of a Company by a Director of that Company duly authorised by the Company.

VOLUME 3 PART 3

3 FORM OF TENDER, CONTRACT DATA PART 2 AND FOI SCHEDULE

Contents

- 3.1 Form of Tender
- 3.2 Contract Data Part Two
- 3.3 Freedom of Information Form

3.1 FORM OF TENDER

For the provision of the Service:

Contract No: CM179a
Contract Name: Term Service Contract for Reactive Repairs to Occupied Council Housing (Lotted Contract)

To: East Riding of Yorkshire Council

We offer to provide the service in accordance with the Contract Data part one and the attached Contract Data part two for a sum to be determined in accordance with the conditions of the Contract.

Lots Applied for (Please Indicate)

Lot 1 – North Area	Yes
Lot 2 – East Area	Yes
Lot 3 – West Area	Yes

This Tender shall remain valid for 250 days (minimum 150 days)

The following addenda to the tender have been allowed for in the Tender:

Addendum

No: 1 17062025	Date: 17/06/2025
No: 2 19062025	Date: 19/06/2025
No: 3 03072025	Date: 03/07/2025
No: 4 04072025	Date: 04/07/2025
No: 5 08072025	Date: 08/07/2025
No:	Date:

Unless and until a formal Agreement is prepared and executed this Tender together with your written acceptance thereof shall constitute a binding Agreement between us.

If our Tender is accepted we will, if required, enter into a formal Agreement.

We understand that you are not bound to accept any Tender you may receive.

Signed:	Wayne Ede
Name:	Wayne Ede
Capacity:	Westlinks Joiners and Locksmiths Ltd Director or other officer duly authorised to sign for and on behalf of
Firm:	Westlinks Joiners and Locksmiths Ltd
Postal Address:	159 Southcoates Ave, Southcoates lane, Hull, HU9 3HF
Registration No:	06816868
Telephone:	[REDACTED]
Dated:	24/06/25

3.2 CONTRACT DATA PART TWO**Part two – Data provided by the Contractor**

Completion of the data in full, according to the Options chosen, is essential to create a complete contract.

1. General	
The <i>Contractor</i> is;	
• Name;	• Westlinks Joiners and Locksmiths Ltd
• Address for communications;	• 159 Southcoates Avenue, Southcoates Lane, HU9 3HF
• Address for electronic communications;	• [REDACTED]
• The <i>fee percentage</i> is;	• Lot 1: [REDACTED] • Lot 2: [REDACTED] • Lot 3: [REDACTED] (Note: <i>This figure should be the same as the figure inserted into the price list. See Volume 2 Clause 2.11.12</i>)
• The <i>service areas</i> are;	• ERYC Area
• The <i>key persons</i> are;	
Name (1);	• [REDACTED]
Job;	• [REDACTED]
Responsibilities;	• [REDACTED]
Qualifications;	• [REDACTED] [REDACTED]
Experience;	• [REDACTED] [REDACTED]
Name (2);	• [REDACTED]
Job;	• [REDACTED]
Responsibilities;	• [REDACTED]
Qualifications;	• [REDACTED] [REDACTED]
Experience;	• [REDACTED]
• The following matters will be included in the Early Warning Register	• [REDACTED]
5. Payment	
• The <i>price list</i> is	• Lot 1: CM179A Lot 1 North Pricing Schedule 2025 V2 Notes Tab • Lot 2: CM179A Lot 2 East Pricing Schedule 2025 V2 Notes Tab • Lot 3: CM179A Lot 3 West Pricing Schedule 2025 V2 Notes Tab (Note: <i>Please state <u>where</u> the above item is located in your Tender submission</i>)
• The tendered total of the Prices is;	• Lot 1: [REDACTED] • Lot 2: [REDACTED] • Lot 3: [REDACTED] (Note: <i>This total is taken from the completed price list</i>)
Resolving and Avoiding Disputes	

	• The <i>Senior Representatives</i> of the Contractor are	
	Name (1);	• [REDACTED]
	Address for Communications;	• 159 southcoates ave, southcoates lane, HU9 3HF
	Address for electronic communications;	• [REDACTED]
	Name (2);	• [REDACTED]
	Address for Communications;	• 159 southcoates ave, southcoates lane, HU9 3HF
	Address for electronic communications;	• [REDACTED]

Data for the Short Schedule of Cost Components			
The people rates are;			
Category of Person		Unit	Rate
As inserted in the price list		As inserted in the price list	As inserted in the price list
The published list of Equipment is the edition current at the Contract Date of the list published by;		The published list of equipment is the rates from the Price List document. Where no suitable rate exists the latest edition of the list published by The Civil Engineering Contractors Association (CECA Schedules of Dayworks Carried out Incidental to Work)	
The percentage for adjustment for Equipment in the published list is		- Lot 1: [REDACTED] (state plus or minus) - Lot 2: [REDACTED] (state plus or minus) - Lot 3: [REDACTED] (state plus or minus) (Note: <i>The rates for equipment are net of overheads and profit. The percentage adjustment entered by the Contractor should therefore be a negative figure, using the CECA list. This figure should be the same as the figure inserted into the price list. See Volume 2 Clause 2.11.13)</i>)	
The rates for other Equipment are; (Note: <i>Rates are as inserted into the Price List or provided by CECA. Where no suitable rate exists the rates below will be used</i>)			
Equipment;		Rate	
As inserted in the price list or provided by CECA		As inserted in the price list or provided by CECA	
The rates for Defined Cost of manufacture and fabrication outside the Service Areas by the Contractor are;			
Category of Person		Rate	
As inserted in the price list		As inserted in the price list	

Signed:	Wayne ede
Name:	Wayne ede Sole Proprietor/Partner/Director duly authorised to sign for and on behalf of
Firm:	westlinks joiners and locksmiths ltd
Dated:	24/06/25

3.3 FREEDOM OF INFORMATION SCHEDULE

CONTRACT NO: CM179a

CONTRACT TITLE: Term Service Contract for Reactive Repairs to Occupied Council Housing (Lotted Contract)

	INFORMATION SUBMITTED AND CONSIDERED BY THE BIDDER AS CONFIDENTIAL/ COMMERCIALY SENSITIVE UNDER FOI ACT 2000
1. Document submitted	N/a
2. Section/paragraph of document	N/a
3. Specify the Information/wording considered to be confidential/ commercially sensitive	N/a
4. Reasons/ justifications for Information being confidential/ commercially sensitive	N/a
5. Timescale which information under (3) shall be confidential	N/a
6. Specify Exemption Confidential or Commercially Sensitive	N/a

Bidders should copy this schedule and submit additional sheets if necessary.

VOLUME 3 PART 4

4 PRICE LIST AND ESTIMATED QUANTITIES

THE TENDERER SHOULD DOWNLOAD THE FOLLOWING EXCEL DOCUMENT FOR PRICING FROM THE YORTENDER (MERCCELL) WEBSITE.

CM179a LOT 1 (NORTH) PRICING SCHEDULE 2025 v2

CM179a LOT 2 (EAST) PRICING SCHEDULE 2025 v2

CM179a LOT 3 (WEST) PRICING SCHEDULE 2025 v2

Tab 1- Notes and totals

Please read the Notes and enter your company name. The tendered total of the prices from this document is to be entered into Contract Data Part 2

All Other Tabs

Please enter rates in ALL yellow boxes. Do not leave any blank rates

Fee Percentages/ CECA Adjustment Percentages entered into the Pricing Schedule MUST match those entered into Contract Data Part 2