

ANGUS COUNCIL

INFRASTRUCTURE SERVICES COMMITTEE

25 AUGUST 2009

**STANDING LISTS OF CONTRACTORS
FOR CONSTRUCTION, CIVIL ENGINEERING AND ROAD MAINTENANCE CONTRACTS
TO A MAXIMUM VALUE OF £500,000****REPORT BY THE DIRECTOR OF INFRASTRUCTURE SERVICES****ABSTRACT**

This report recommends the approval of Standing Lists of Contractors for various categories of work up to a maximum value of £500,000 in accordance with the Council's Financial Regulations.

1 RECOMMENDATION

- 1.1 In accordance with the Council's Financial Regulations it is recommended that the Committee agrees to approve the Standing Lists of Contractors (Appendix 5) for various categories of work up to a maximum contract value of £500,000.

2 INTRODUCTION

- 2.1 The Financial Regulations approved by the Angus Council on 6 November 2008 allow each Committee to maintain standing lists to be invited to tender for contracts for specified categories of work within maximum limits stated in the Regulations. Invitations to tender for such contracts are then limited to those included on the lists. Where no suitable standing list exists tenderers are selected from those responding to public advertisement.

3 DETAILS

- 3.1 The Council's Financial Regulations set a ceiling of £500,000 for Construction and Civil Engineering contracts where standing lists of contractors may be used for competitive tendering purposes. An advertisement in the Courier and Advertiser and Contract Journal (a trade newspaper) (see Appendix 2) resulted in the receipt of applications from contractors wishing to be considered for inclusion in a standing list for the various categories of work. Details of all contractors who applied for inclusion in each standing list are shown in Appendix 1.
- 3.2 All applicants were required to submit information in support of their applications (see Appendix 3). Full appraisal of the ability and resources of all applicants who returned the required information has been carried out and technical references have been called in and appraised. In addition the Safety Policy Statements and other information requested to allow the assessment of the Contractors' competence required under the Construction (Design and Management) Regulations has been assessed. The Head of Finance has examined the applicants' Statements of Accounts and has advised on the inclusion of the firms as required under Financial Regulations.
- 3.3 In some cases it has not yet been possible to complete the appraisal process. In order not to delay matters another report will be brought forward in due course dealing with contractors from whom further information/clarification is currently being sought (see Appendix 4). There have also been further applications received after the closing date. Late applicants will also be considered at the first review. The Financial Regulations require that Standing Lists be reviewed and updated at intervals not exceeding six months.

- 3.4 For works contracts subject to competitive tendering it is proposed to issue tender documents to six contractors including Tayside Contracts. Initially all contractors will be given equal opportunities to tender. As tenders are returned however the relative competitiveness of each contractor can be assessed and in time it is proposed to weight tendering opportunities in favour of the more competitive tenderers in the interests of obtaining better value for money.
- 3.5 Where there are less than six contractors on a list it is proposed to issue tender documents to all contractors on the list on every occasion.
- 3.6 The performance and contract compliance of successful tenderers will be monitored through the Roads division's Quality Management System (ISO 9001:2008) and any unsatisfactory execution of contracts will be reported to Committee for a decision on whether the contractor should be included again in a particular category when the lists are reviewed at six monthly intervals.
- 3.7 The proposed standing lists of contractors for the various categories of work are shown in Appendix 5. Of necessity these lists are restricted at this stage to those contractors who had passed the vetting procedures at the time the report was prepared.
- 3.8 Those contractors who applied for but are not being recommended for inclusion on the standing lists are summarised in Appendix 6 together with the reasons for exclusion.

4 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications associated with the approval and maintenance of Standing Lists of Contractors. The costs of any works carried out by contractors drawn from the standing lists will be contained within agreed budgets for the Roads division. Separate reports regarding acceptance of tenders in excess of delegated authority to the Director of Infrastructure Services will be submitted in accordance with Financial Regulations in due course.

5 HUMAN RIGHTS IMPLICATIONS

- 5.1 There are no human rights implications arising from the proposals in this report.

6 EQUALITIES IMPLICATIONS

- 6.1 The issues dealt with in this report have been the subject of consideration from an equalities perspective (as required by legislation). An equalities impact assessment is not required.

7 SINGLE OUTCOME AGREEMENT

- 7.1 This report contributes to the following local outcome contained within the Single Outcome Agreement for Angus.

- Resources are used effectively.

8 CONSULTATION

- 8.1 The Chief Executive, Director of Corporate Services, Head of Finance and Head of Law and Administration have been consulted in the preparation of this Report.

9 SUMMARY OF APPENDICES

- Appendix 1 - Details of all contractors who applied for inclusion in the Standing Lists
- Appendix 2 - Advertisement of Standing Lists
- Appendix 3 - Information requested in support of applications
- Appendix 4 - Details of contractors from whom information/clarification is still awaited/is being sought
- Appendix 5 - Proposed Standing Lists of Contractors
- Appendix 6 - Details of contractors who applied but are not being recommended for inclusion in the Standing Lists

**ERIC S LOWSON
DIRECTOR OF INFRASTRUCTURE SERVICES**

NOTE

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report:-

Report No. 1079/08 – Financial Regulations - Update – Angus Council of 6 November 2008

Roads/JG/SP

APPENDIX 1

ANGUS COUNCIL ROADS DIVISION

CONTRACTORS WHO APPLIED FOR INCLUSION IN THE STANDING LIST

App No	Company Name	Categories of Work
13	Andrew Shepherd Construction	Not specific
28	Balfour Beatty Civil Engineering Ltd	A1 and A5
37	BEAR Scotland Ltd	A1, A2, A3, A4, A5 and A6
31	Centre Great Ltd	A4 and A6
27	Chap Civil Engineering Ltd	A1, A2, A3, A4 and A5
17	Clachan Construction Ltd	A1, A2 and A5
19	Colas Limited	A1, A3, A4 and A5
11	Concrete Repairs Ltd	A1 and A2
22	D J Laing (Contracts) Ltd	A1, A3, A4 and A5
26	DCT Civil Engineering	A1, A2 and A5
36	Delson Contracts Limited	A1, A3, A4, A5 and A6
8	Donarm Construction	A1
1	Dundee Plant Company Ltd	A1, A4 and A5
41	Ennstone Thistle Limited	A1, A3, A4 and A5
12	Freyssinet Limited	A2
6	D Geddes (Contractors) Ltd	A1, A2, A3, A4, A5 and A6
32	Goodfellow Plant	A3, A4 and A5
7	Harte Lighting	A6
44	Holequest Limited	A1 and A2
34	Hunter Construction (Aberdeen) Limited	A1, A3, A4 and A5
23	Ian Farmers Associates (1998) Ltd	Applied for discontinued category
2	Jacktar Ltd	A3, A4 and A5
33	John Langley Construction	A1, A2 and A5
40	Kilmac Construction Ltd	A1, A2, A3, A4, A5 and A6
10	Klaruw RMS Ltd	A3
39	Land & Building Services Ltd	A1, A2, A5 and A6
5	Land-Drill Geotechnics Ltd	A1
15	Leiths Scotland Ltd	A1, A3, A4 and A5
16	Lightways (Contractors) Ltd	A3, A4, A5 and A6
45	M.A.M. Contracting Ltd	A1 and A4
25	Maclay Civil Engineering Ltd	A1, A3, A4, A5 and A6
46	McGivney Construction Ltd	A6
24	McKean & Company (Glasgow) Ltd	A1, A2, A3, A4, A5 and A6
9	Nicol of Skene Limited	A1, A3, A4, A5 and A6
4	Renovo Contracts Limited	A1, A3, A4, A5 and A6
42	Southern Electric Contracting Ltd	A6
21	T & N Gilmartin (Contractors) Ltd	A1, A3, A4, A5 and A6
30	T Robertson & Sons Ltd	A1, A3, A4 and A5
35	The ERDC Group Ltd	A1, A3, A4, A5 and A6
3	The Independent Stabilising Company Ltd	A1 and A5
43	TI Protective Coatings	A1 and A2
14	Topbond PLC	A1 and A2
20	Torith Limited	A1, A2, A3, A4 and A5
18	Trac Engineering Ltd	Not specific
38	W Brown Roadworks Ltd	A1, A3, A4 and A5
29	W M Donald Ltd.	Not specific

APPENDIX 2

ANGUS COUNCIL
ROADS DIVISIONStanding Lists of Contractors for Construction, Civil Engineering & Road
Maintenance Contracts under £500,000

Applications are invited from suitably experienced contractors (Quality Assured where applicable) with the necessary technical and financial resources who wish to be considered for inclusion on Standing Lists of Contractors for contracts valued under £500,000 for the following categories of work:

- A1 - General Civil Engineering
- A2 - Structures (Masonry Repairs)
- A3 - Carriageway Works (Bituminous Materials)
- A4 – Footway Works (Bituminous Materials) which may include lighting works
- A5 – Rural Cycleways and Paths
- A6 – Lighting

Contractors who wish to be considered for inclusion on any of the above Standing Lists should apply in writing to **Angus Council, Roads Division, County Buildings, Forfar, Angus, DD8 3WR** no later than **Monday 29 Jun 2009** indicating the categories of work for which they wish to apply. Alternatively, contractors can also apply by e-mailing jonesl1@angus.gov.uk. Any queries or further information, please contact Ms L. Jones on Forfar (01307) 473204.

Contractors presently on the Angus Council Roads Division Standing Lists are **not required** to respond to this advertisement.

It is anticipated that the new Standing Lists will be approved for use commencing on 25 August 2009, after which invitations to tender will be extended to contractors selected from the appropriate Standing List as and when the works are required.

APPENDIX 3

**Angus Council
Roads Division**

**Ref. No.
For official use**

CONTRACTOR EVALUATION FORM

Applicants are asked to note the importance placed by Angus Council on the full and accurate completion of this evaluation form.

When answering the questions, please give details that specifically relate to your firm, not to the whole of the group if your firm forms part of a group.

Please answer all questions as indicated, continuing on a separate sheet of paper if necessary. Each such sheet and all supporting documents sent should be clearly marked with the numbers of the sections and questions to which they relate.

Please write "not applicable" where a question is not relevant.

The completed questionnaire must be returned, together with the relevant supporting documents, no later than the date given on the accompanying letter, to:

Head of Roads, Angus Council, County Buildings, Market Street, FORFAR. DD8 3WR

GENERAL INFORMATION

Contractor Name:

Head Office Address:

Website:

E-mail address:

Telephone Number:

Fax Number:

Name of Contact for any Enquiries:

Contact Telephone Number:

Are you a member of Construction Line? Yes / No

If YES please state Registration No.

If you are a member or registered with any other relevant bodies please specify below:

Reports/Standing List

The following information is to be provided where relevant construction activities are directed from other local or regional offices.

Operational Address: (Main)

E-mail address:

Telephone Number:

Fax Number:

Operational Address: (Others)

E-mail address:

Telephone Number:

Fax Number:

If you are a member or registered with any national work related organisation please state each organisation and duration of membership.

Number of Full Time Employees

Office Staff

Site Agents

Site Foremen

Tradesmen

Labourers

Apprentices

Others

Total

Please list below relevant Tasks/Trades carried out by your own personnel.

Quality Management

Do you have Quality Policy? Yes / No

If "Yes" please provide details.

Do you have a Quality Management System (e.g. ISO 9000) Yes / No

If "Yes" is it approved by a third party Yes / No

If "Yes" by whom:

Please provide a copy of the registration certificate.

Environmental Management

Do you have an Environmental Policy? Yes / No

If "Yes" please provide a copy of the policy.

Do you have an Environmental Management System? Yes / No

If "Yes" is the system accredited by a third party (EMAS, etc)? Yes / No

If "Yes" please state the source;

and Registration Number:

How many times during the last three years has the organisation or any individual employed by the organisation been prosecuted for breaches of legislation.

Please provide details of any incidents and the action taken to prevent recurrence.

Do you measure performance with regard to environmental issues? Yes / No

If "Yes", please provide details

Equality and Diversity

Do you have a written policy concerned with equality/diversity? Yes / No

If "Yes" please provide details.

How many times during the last three years has the organisation been the subject of formal investigation on grounds of alleged unlawful discrimination.

If "Yes", please provide details of any investigation and actions taken as a result of any findings.

Ref. No.
For official use

FINANCIAL INFORMATION**Company Personnel****Directors or Partners
Names and Addresses:****Company Secretary
Name and Address:**How long has the business been trading in its present form? Years**Annual Report and Accounts**

Please enclose a copy of the business's most recent audited accounts including annual report. Where turnover figures are not included in the audited accounts this must be separately disclosed (limited liability companies should enclose a copy of their most recent accounts submitted to the Register of Companies). Also provide details of all current charges (fixed or floating) upon the businesses assets.

or

if these details are available online please indicate the website address.

Accounts enclosed or Website address:**Constructionline Registration No.:**
(if applicable)

Parent Company Guarantee

Where applicable, Angus Council may require a satisfactory parent company guarantee before awarding a contract.

Could this be applicable in your case? Yes / No

Insurance

Please give details of insurance as indicated below:

Employers Liability Insurance held:

Insurer:

Policy No:

Extent of Cover:

Expiry Date

Public Liability (Third Party) Insurance held:

Insurer:

Policy No:

Extent of Cover:

Expiry Date

Do you have an Occupational Health Adviser? Yes / No

Name of Adviser:

Address:

Telephone Number:

Qualifications:

Short summary of experience:

Health and Safety Performance

Have you acted as "Principal Contractor" in terms of the Construction (Design & Management) Regulations 2007. Yes / No

If you have acted in any other role under those regulations please state which role.

Over the past three year period how many of the following have occurred within the organisation.

* Fatal Accidents

* Major Injuries

* Dangerous Occurrences

Over three day injuries

* Prosecutions for breach of Health and Safety Legislation

* Served with an Improvement or Prohibition Notice

* Please provide details of any of the above occurrences including the outcome of any prosecution and the action taken to prevent recurrence.

Health and Safety Training and Auditing

How does the firm ensure the Health and Safety competence of staff?

Please provide evidence of these procedures being carried out.

Does the firm have a safety audit/inspection programme? Yes / No

How often are audits/inspections carried out?

If the organisation sub-contracts part of the work, how do you ensure that those sub-contractors have an adequate procedure for health and safety, an acceptable health and safety performance and adequate arrangements for training their employees?

Risk Assessments

When are risk assessments prepared?

How is the workforce made aware of those risk assessments?

WORK RELATED INFORMATION

**Ref. No.
For official use**

Please provide the following information for each Standing List Category or individual project application.

NAME OF FIRM : _____

Sheet of

STANDING LIST CATEGORY OF WORK : _____ (Please insert A1, A2 etc as appropriate)

Please supply details of projects undertaken of a similar nature and carried out in the last 3 years. Include contact details of at least 3 Supervising Authorities* for those contracts. Use a separate sheet for each category of work applied for (photocopy as required).

Contract Title and Brief Description of Works	Value (£)	Completion Date	Contact Details		
			Contact Name, Authority and Address	Tel. No.	Email address

* Note: "Supervising Authority" is the Engineer/Client's Agent/Works Supervisor for the contract.

Ref. No.
For official use

UNDERTAKING

When you have completed the questionnaire, please ensure that: -

- You have answered all of the applicable questions.
- You have enclosed all documents requested.
- You have read and signed the section below.

I certify that the information supplied is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the questionnaire. I understand and accept that false information could result in removal from the Standing Lists.

I also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a Public Body. I also understand that any such action will empower the Council to cancel any contract currently in force, reject any tender submitted or to remove the Firm from the Council's Standing Lists.

Note. This undertaking is to be signed by a partner or authorised representative in his or her own name on behalf of the Firm.

Signed for and on behalf of the Firm

Signed:

Position/Status in the Firm:

Firm's Name:

Firm's Address:

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Date:

APPENDIX 4

ANGUS COUNCIL ROADS DEPARTMENT

CONTRACTORS INFORMATION/CLARIFICATION OUTSTANDING

App No	Company Name	Outstanding Information	Categories of Work
13	Andrew Shepherd Construction	Require Clarification	Not Specified
28	Balfour Beatty Civil Engineering Ltd	Technical References	A5
37	BEAR Scotland Ltd	Technical References	A1,A2,A3,A4,A5,A6
31	Centre Great Ltd	Technical References	A4
27	Chap Civil Engineering Ltd	Technical References	A3,A4,A5
17	Clachan Construction Ltd	Technical References	A1,A2,A5
19	Colas Limited	Technical References	A1
11	Concrete Repairs Ltd	Technical References	A1
26	DCT Civil Engineering Ltd	Additional Information	A2,A5
6	D Geddes (Contractors) Ltd	Technical References	A2,A6
44	Holequest Limited	Technical References	A1,A2
2	Jacktar Ltd	Technical References	A3,A4,A5
40	Kilmac Construction Ltd	Technical References	A5,A6
10	Klaruw RMS Ltd	Technical References	A3
39	Land & Building Services Ltd	Technical References	A6
5	Land-Drill Geotechnics Ltd	Technical References	A1
16	Lightways (Contractors) Ltd	Technical References	A3,A4,A5
45	M.A.M. Contracting Ltd	Technical References	A4
25	Maclay Civil Engineering Ltd	Technical References	A3,A4,A5,A6
24	McKean & Company (Glasgow) Ltd	Technical References	A1,A2,A3,A4,A5,A6
9	Nicol of Skene Limited	Technical References	A3,A4
30	T Robertson & Sons Ltd	Technical References	A3,A4
35	The ERDC Group Ltd	Technical References	A1,A3,A4,A5,A6
3	The Independent Stabilising Company Ltd	Technical References	A1,A5
43	TI Protective Coatings	Technical References	A1,A2
14	Topbond PLC	Technical References	A1
18	Trac Engineering Ltd	Require Clarification	Not specified
29	W M Donald Ltd.	Require Clarification	Not specified

APPENDIX 5

ANGUS COUNCIL ROADS DEPARTMENT
Standing List of Contractors
Category A1 General Civil Engineering

Application Number	Contractor's Name	Suggested Contract Value £'000
1	Dundee Plant & Company Ltd	500
4	Renovo Contracts Ltd	300
6	D Geddes (Contractors) Ltd	500
8	Donarm Construction Ltd	500
9	Nicol of Skene Ltd	360
15	Leiths (Scotland) Ltd	500
20	Torith Ltd	500
21	T & N Gilmartin (Contractors) Ltd	500
22	D J Laing (Contracts) Ltd	500
24	McKean & Company (Glasgow) Ltd	500
25	Maclay Civil Engineering Ltd	500
26	DCT Civil Engineering Ltd	500
27	Chap Civil Engineering Ltd	500
28	Balfour Beatty Civil Engineering Ltd	500
29	W M Donald Ltd	500
30	T Robertson & Son Ltd	300
33	John Langley Construction	325
34	Hunter Construction (Aberdeen) Ltd	500
36	Delson Contracts Ltd	500
38	W Brown Roadworks Ltd	500
39	Land & Building Services Ltd	500
40	Kilmac Construction Ltd	500
41	Ennstone Thistle Ltd	500
45	MAM Contracting Ltd	350

Category A2 Structures (Masonry Repairs)

Application Number	Contractor's Name	Suggested Contract Value £'000
11	Concrete Repairs Ltd	500
12	Freysinnet Ltd	500
14	Topbond PLC	500
20	Torith Ltd	500
27	CHAP Civil Engineering Ltd	500
33	John Langley Construction	325
39	Land & Building Services Ltd	500
40	Kilmac Construction Ltd	500

APPENDIX 6

**ANGUS COUNCIL ROADS DEPARTMENT
CONTRACTORS NOT RECOMMENDED FOR INCLUSION**

App No	Contractor Name	Reason for Exclusion	Categories of Work
		No contractors not recommended at this stage.	