

South Tipperary County Council Housing Section



CONTRACTORS APPLICATION FORM

General

This form details general information required for assessment of contractors for inclusion on the South Tipperary County Council panel of Contractors. The Contractors shall be sub-divided into the following Panels:

- 1) General Builders Works
- 2) Minor Building Works
- 3) Energy Efficiency Upgrade Works
- 4) General Electrical Works
- 5) General Plumbing Works

These panels will replace all existing Contractors Panels within STCC Housing Section.

Basis of tendering

The Council currently has a housing stock in excess of 1300 units, for which it is responsible for specific repairs and building works. These houses are spread throughout South Tipperary's 5no. electoral areas, Clonmel, Fethard, Cashel, Cahir and Tipperary.(map attached). Each Contractor is asked to mark clearly on Table No. 1 which area and associated panel he wishes to be considered for. Contractors may indicate more than one area or panel.

Electrical/plumbing Panel Only

In regard to electrical/plumbing repairs the Council will expect an immediate response to all emergency calls. Generally requests for repairs are received during the working hours of the Council, Monday to Friday 9.00-17.00. However on occasion, and particularly during holiday periods/adverse weather conditions etc employees of the council may receive requests out of hours and pass them onto the electrical/plumbing contractor where appropriate.

Quotations are requested for specific works in each of the electoral areas, and are detailed in the attached pricing document. An hourly rate is also sought for works that may arise which are not categorised. This rate will not apply to any works unless prior authorisation is obtained from the relevant council official. Mileage is not payable on any occasion and the rates given are to incorporate any overheads that may be incurred in the carrying out the duties. The following points are to be noted:

1. The Cost is to include travel to and from the dwelling and any other overheads incurred.
2. The Contractor is responsible for contacting the tenant (details will be provided)
3. Any obvious associated works are inferred to be included in the price
4. Ongoing monitoring of response, invoices and quality of works will take place
5. Housing Repair Sheets (example attached) to be completed by the Contractor and signed by the Council's tennant on completion of the works. These forms are to be returned with the appropriate invoice and Site Specific Safety Statement.
6. Return visits to the dwelling will be at contractor's expense (obtaining parts etc)
7. Invoices are to be submitted either fortnightly or monthly at the contractors discretion. Payment will be made within 30 days of receipt of invoice.
8. All electrical work must comply with the latest edition of the "National Rules for Electrical Installation" published by the Electro-Technical Council of Ireland.
9. A completion certificate approved by the Electro-Technical Council of Ireland shall be submitted to the Council where required.

Energy Efficiency Upgrade Works Only

All Contractors who wish to apply for a position on this panel must have attended one of the seminars on energy efficiency upgrades being held by the Tipperary Energy Agency in conjunction with South Tipperary County Council. If you have not attended a seminar you must arrange to attend the next available.

Description of Works associated with Panel Classification

The following is a brief description of the type of works associated with each Panel.

1) General Builders Works

These works will involve general building works valued between €5,000 - €50,000, such as small bathroom or kitchen extensions.

2) Minor Building Works

These works will involve general building works valued less than €5,000, such as plastering, blockwork, roof repairs, door replacement etc.

3) Energy Efficiency Upgrade Works

The Council is in the process of upgrading their housing stock to a BER rating of C1. These works will involve internal and external wall insulation, attic insulation, central heating upgrades, solar panel installation etc.

4) General Electrical Works

A full schedule of works is attached on page 6

5) General Plumbing Works

A full schedule of works is attached on page 7

Returning Applications

Tenders, on the prescribed forms in a sealed envelope clearly marked '**Tender for Contractors Panel**' must be lodged at the Tender Reception Office, County Hall, Clonmel, Co. Tipperary not later than **4.00pm on Friday 8th October 2010.**

Term of Panels

The Panels shall remain in place for a period of 2years. (Subject to change)

Items to be Inclusion with Application form

The following shall be submitted with the application form. The criteria that will be used in evaluating submissions is simply PASS/FAIL, i.e. if the applicant fails to completed and submit all the information required below he will be eliminated from further consideration.

- a) **Signed and Completed Application Form.**
- b) **Completed Health & Safety Questionnaire**
It is a statutory requirement that STCC satisfies itself of the Competency of all applicants in regard to Health & Safety. It is therefore required that all sections of the questionnaire be completed in full.
- c) **Completed Pricing Document (Electrical/Plumbing only)**
- d) **Signed Rates of Pay Certificate**
- e) **Details of Insurance**
The applicant will be required to provide evidence from their insurance Company confirming that the applicant has the required insurances
- f) **Proof of compliance with Pension/Sick Pay scheme**
This may be by way of letter of compliance from an approved pension scheme provider confirming full compliance to the provision as identified in the Registered Employment Agreement
- g) **Tax Clearance certificate**
The applicant must provide a current Tax Clearance Certificate from the Revenue Commissioners.
- h) **Details of significant projects carried out in the last 3no. years, to include clients name, cost, project description etc.**
- i) **Provide evidence of Technical Capability**
The applicant shall submit evidence of educational, trade and professional qualifications with details of relevant experience. In regard to the Energy efficiency panel applicants shall confirm their attendance at the required seminar.

Please note that inclusion on the list of contractors is based on the information submitted on this form. At this stage there is no requirement for information additional to what is required on this form to be submitted to South Tipperary County Council.

Freedom of Information Act (F.O.I.)

South Tipperary County Council is subject to the provisions of the Freedom of Information (FOI) Act 1997. If you consider that any of the information specified by you is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases, the relevant material will in response to the FOI requests be examined in the light of the exemptions provided for in the Act.

Section 1 - Profile of Business

1.1 Business Name:

1.2 Contact Information:

Address			
Telephone	Land Line:	Fax	
	Mobile No.:		
	<i>For Plumbing & Electrical repairs the council will use this no. as their primary means of contact unless otherwise agreed</i>		
Web site		Key Contact	
E-mail address	<i>The Council will use email as their primary means of contact for general, minor and energy upgrade building works unless otherwise agreed.</i>		
Key Accounting Department Contact			

1.3 Total number employed by Firm:

1.4 Type of Business

Please indicate whether your business is a limited company, private partnership etc.

1.5 Company Information

If your business is a limited company please provide the following information:

Company Registration Number

Authorised Share Capital

Issued Share Capital

Names of Directors

1.6 Year Business established:

2.0 Confirmation of Locations in which your firm is prepared to carry out contracts for South Tipperary County Council

South Tipperary County Council General Contractors Panels						
PANEL		AREA - See attached Map				
		Cahir	Clonmel	Cashel	Tipperary	Fethard
1	General Builders Works					
2	Minor Works					
3	Energy Efficiency Works					
4	General Electricial Works					
5	General Plumbing Works					

Please indicate which panel you wish to be considered and in which area.

Mark with -

TABLE NO.1

Section 2 - Sundry Information

2.1 Insurance - Please give details of the following insurance policies:

Insurance	Policy Number	Name of Broker / Insurer	Expiry Date	Amount of cover
Public Liability				
Employers Liability				
All Risks				
Other				

Please note the minimum requirements for each category are as follows:

- **Public Liability is €6.5 million**
- **Employers Liability is €13 million.**
- **All Risks cover, this should be the level of the contract value concerned.**

2.2 Please list any accreditations e.g. ISO, Business Excellence etc:

2.3 Does your Business currently operate the approved Construction Industry Federation Pension / Sick Pay Scheme :

Y / N

2.4 Was your Business ever Bonded for a Contract

Y / N

If Yes, please confirm the largest contract for which a bond was issued in the past 2 years.

2.5 References

Please provide 2 Referees with Addresses below, who we may contact in connection with projects carried out in this trade over the past 2 years

i) Contact _____
 Company _____
 Address _____
 E-Mail address _____

ii) Contact _____
 Company _____

Address _____

E-mail address _____

2.6 Tax & VAT Details:

Current C2 Certificate No:	
Expiry Date:	

Please submit copy

VAT No:	
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2.7 Have any of the partners or directors of your business ever filed for bankruptcy? If so, please provide information in 3.9 below

2.8 Please give details of any legal judgements against your firm or currently pending in the past 5 years.

2.9 Any further information that you wish to add in support of your application?

2.10 Confirmation

Please confirm that you have read and agree with the Terms for Inclusion on South Tipperary Electrical/Plumbers Panel.

Y / N

Managing Director/Company Secretary

Signature

Date

HEALTH AND SAFETY MANAGEMENT CAPABILITY QUESTIONNAIRE

1. TECHNICAL CRITERIA.

1.1. STATEMENT OF ORGANISATION DETAILS.

Attach one page synopsis.

1.2. QUALITY CONTROL SYSTEM.

Attach one page synopsis.

1.3. ENVIRONMENTAL MANAGEMENT SYSTEM.

Attach one page synopsis.

1.4. STATEMENT OF PROFESSIONAL QUALIFICATION OF MANAGEMENT.

Attach one page synopsis.

1.5. STATEMENT OF PLANT AND TECHNICAL EQUIPMENT.

Attach one page synopsis.

2. CONTRACTOR'S HEALTH AND SAFETY EXPERIENCE AND RESOURCES

2.1. Do you operate the safe system of work plan (For example the HAS "Code of Practice for 3 employees or less") ?

Please answer Yes or No

If no, please complete section 4.2 to 4.5

2.2. Have you got a documented Health and Safety Management system?

Please answer Yes or No

2.3. Have you got policies for Risk Management?

Please answer Yes or No

2.4. Have you got arrangements for consulting workforce?

Please answer Yes or No

Written information should be made available in one page synopsis.

2.5. Qualified Persons

Please give the names and positions of a persons within your organisation who are familiar with the requirements of the Safety, Health and welfare at work Act 2005, Safety, Health and Welfare at work (Construction) Regulations 2006 and the Health and Safety at Work (General Applications) Regulations 1993 and is competent to carry out the duties of Project Supervisor Construction Stage on your behalf, and to act as Responsible Person and/or Health and Safety Coordinator.

Health and Safety Qualifications should be stated.

N.B. This individuals Curriculum vitae should be attached for our information, if requested.

Name: _____

Position: _____

Qualifications: _____

Name: _____

Position: _____

Qualifications: _____

Health and Safety Consultants

Name: _____

Qualifications: _____

Health and Safety Officer / Advisor

Name: _____

Qualifications: _____

2.6. Availability

Will the persons named above be available for the duration of the project to carry out the duties of the Project Supervisor for the Construction Stage?

Please answer Yes or No _____

2.7. Please nominate your temporary works co-ordinator for the project if different from the individual nominated in 2.5

Name: _____

Position: _____

2.8. Safety Statement

Has your firm a current Safety Statement?

Please answer Yes or No _____ (It is not necessary to submit a Safety Statement)

2.9. Accident Record

How many construction projects were undertaken by your firm in the past 36 months? _____

Indicate the approximate turnover of staff in the past 36 months _____

How many reportable accidents have occurred on construction sites on which you were the main contractor in the past 36 months? _____

3-day injury/accident rates _____

Fatal Accident Rates _____

Prohibition Notices _____

Prohibition Orders _____

Improvement Notices _____

Dangerous Occurrences _____

Health and Safety convictions _____

Written information should be made available, if requested further to this submission.

2.10. Training.

Have you arrangements for Health and Safety Training and Supervision?
Please answer Yes or No _____

Can written information be made available, if requested
Yes _____ NO _____

2.11. Experience

List relevant projects completed by your firm as main contractors in the recent past.
Contracts should be of similar nature, scale and complexity:

Project Title	Short Description	Name of Client	Value	Year

SIGNED : _____

DATE : _____

ON BEHALF OF (FIRM) : _____

Pricing document for Electrical Services

	Description of Works	Cahir	Clonmel	Cashel	Tipperary	Fethard
1	Supply and Fit single switched socket					
2	Supply and fit single switch socket wired to consumer board (surface mounted)					
3	Supply and fit single switch socket wired to consumer board (chased)					
4	Supply and Fit double switched socket					
5	Supply and Fit double switched socket, wired to consumer board (surface mounted)					
6	Supply and Fit double switched socket (chased)					
7	Supply and fit new telephone socket					
8	Supply and fit t.v. socket					
9	Supply and fit new light switch					
10	Supply and fit new ceiling rose					
11	Supply and fit switch, ceiling rose wired to consumer board (surface mounted)					
12	Supply and fit switch, ceiling rose wired to consumer board (chased)					
13	Supply and fit shaver socket					
14	Supply and fit shaver socket wired to consumer board (surface mounted)					
15	Supply and fit shaver socket wired to consumer board (chased)					
16	Supply and fit electric wall heater					
17	Supply and fit electric wall heater wired to consumer board (surface mounted)					
18	Supply and fit electric wall heater wired to consumer board (chased)					
19	Supply and fit solid wired smoke detector					
20	Supply and fit solid wired smoke detector, wired to consumer board (surface mounted)					
21	Supply and fit solid wired smoke detector, wired to consumer board(chased)					
22	Supply and fit new bell push					
23	Supply and fit new bell chime					
24	Supply and fit bell push and chime wired to consumer board (surface mounted)					
25	Supply and fit bell push and chime wired to consumer board (chased)					
26	Supply and fit new bulkhead light					
27	Supply and fit new bulkhead light wired to consumer board (surface mounted)					
28	Supply and fit new bulkhead light wired to consumer board (chased)					
29	Connect immersion heater complete with timer wired to consumer unit					
30	Provide connection from consumer unit complete with time control to central heating					
31	Provide connection from consumer unit to circulating pump					
32	Provide connection from consumer unit to electric fan					
33	Provide connection from consumer unit to electric shower					
34	Supply and fit central heating stat					
35	Supply and fit new external power point					
36	Supply and fit new external power point wired to consumer unit					
37	Supply and fit cooker hood extractor					
38	Supply and fit cooker hood extractor wired to consumer board (surface mounted)					
39	Supply and fit cooker hood extractor wired to consumer board (chased)					
40	Supply and install storage heater					
41	Supply and install storage heater wired to consumer board (surface mounted)					
42	Supply and install storage heater wired to consumer board (chased)					
43	Supply and install cylinder stat					
44	Supply and install cylinder stat wired to system					
45	Upgrade system from fuse board to consumer unit					
46	Supply and fit new gas detector					
47	Supply and fit new gas detector wired to consumer unit(surface mounted)					
48	Supply and fit new gas detector wired to consumer unit(chased)					
49	Supply and fit new earth rod					
50	Supply and fit new circuit breaker					
51	Supply and fit new personal alarm system					
52	Supply and fit new ESB meter box door					
53	Supply and Fit electric hand dryer					
54	Supply and fit two way switches and ceiling rose wired to consumer board (surface mounted)					
55	Supply and fit two way switches and ceiling rose wired to consumer board (chased)					
56	Supply and fit extract duct through roof space complete with vent/slate					
57	Supply and fit extract duct through external wall complete with louver vent					
58	Provide bonding to plumbing system					
59	Emergency call out to disconnect power					
	Rate per hour where approved by the Council					

Note: All rates above are Nett of V.A.T.

Pricing Document for Plumbing Services

NO.	Item	Description of Works	Cahir	Clonmel	Cashel	Tipperary	Fethard
1	Supply and Fit new toilet bowl and seat	incl removal/disposal of existing					
2	Supply and Fit new immersion heater	incl removal/disposal of existing					
3	Free air locks in heating systems						
4	Supply and Fit new triton T90 shower and rail	incl removal/disposal of existing					
5	Supply and Fit new bath and waste	incl removal/disposal of existing					
6	Supply and Fit new sink and waste(kitchen)	incl removal/disposal of existing					
7	Supply and Fit new wash hand basin and waste(bathroom)	incl removal/disposal of existing					
8	Supply and Fit new ballvalve in water tank in attic	incl removal/disposal of existing					
9	Supply and Fit new oil tank, build stand	incl removal/disposal of existing					
10	Supply and Fit new condensing boiler	incl removal/disposal of existing					
11	Supply and Fit new siphon in toilet cistern	incl removal/disposal of existing					
12	Supply and Fit pressure reducing valve on water feed	incl removal/disposal of existing					
13	Supply and Fit new lagging jacket on cyclinder	incl removal/disposal of existing					
14	Supply and Fit new washer on tap	incl removal/disposal of existing					
15	Supply and Fit new head on sink tap	incl removal/disposal of existing					
16	Supply and Fit new head on bath tap	incl removal/disposal of existing					
17	Supply and Fit new spindle and head to tap	incl removal/disposal of existing					
18	Supply and Fit handle on toilet cistern	incl removal/disposal of existing					
19	Supply and Fit toilet seat	incl removal/disposal of existing					
20	Supply and Fit ballvalve in cistern	incl removal/disposal of existing					
21	Supply and fit shower curtains	incl removal/disposal of existing					
22	Supply and fit shower hose and holder	incl removal/disposal of existing					
23	Supply and Fit new back boiler	incl removal/disposal of existing					
24	Fit Solid Fuel Cooker (Stanley Super 90 or other approved)	incl removal/disposal of existing					
25	Supply and Fit solid fuel cooker (Stanley Super 90 or other approved)	incl removal/disposal of existing					
26	Service gas fired boiler						
27	Supply and Fit motorised valves 12mmØ						
28	Supply and Fit motorised valves 20mmØ						
29	Supply and fit stainless steel flue (single storey)						
30	Supply and fit stainless steel flue (two storey)						
31	Supply and Fit grab rails (disabled use) in shower room						
32	Supply and fit shower seat						
33	Supply and fit shut off valve to rising main						
34	Supply and fit immersion heater	incl removal/disposal of existing					
35	Supply and fit new wash hand basin pedestal	incl removal/disposal of existing					
36	Supply and fit external tap						
37	Supply and fit replacement attic storage tank insulated	incl removal/disposal of existing					
38	Supply and fit replacement expansion tank insulated	incl removal/disposal of existing					
39	Supply and Fit urinal	incl removal/disposal of existing					
40	Supply and Fit new mixer taps at bath	incl removal/disposal of existing					
41	Supply and Fit new mixerr taps at sink	incl removal/disposal of existing					
42	Replace existng back boiler	incl removal/disposal of existing					
43	Supply and fit shower enclosure	incl removal/disposal of existing					
44	Replace boiler burner unit	incl removal/disposal of existing					
45	Replace circulating pump	incl removal/disposal of existing					
46	Supply and fit radiator complete with valves	incl removal/disposal of existing					
47	Replace cooker boiler	incl removal/disposal of existing					
48	Disconnect/Remove cooker and empty heating system	incl removal/disposal of existing					
49	Remove cylinder and replace with factory lagged equiv.	incl removal/disposal of existing					
50	Plumb kitchen for washing machine						
51	Service existing oil burner						
52	Free air locks in water system						
53	Replace boiler stat in dwelling	incl removal/disposal of existing					
54	Disconnect Back Boiler system	incl removal/disposal of existing					
55	Supply and fit new stop cock	incl removal/disposal of existing					
57	Rate per hour where approved by the council						
		Note: All Rates above are nett of V.A.T.					

Rates of Pay and Conditions of Employment Certificate

To:	<i>The Employer</i>	South Tipperary County Council
	<i>Address of Employer</i>	Emmet St, Clonmel
	<i>For the attention of</i>	Paul Morris

Date:

From: *The Contractor's Representative*

Regarding: *The Contract*

Period of interim statement

From	To
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A Dhaoine Uaisle

We refer to the above Contract.

Terms defined in the Conditions of the Contract have the same meaning in this certificate.

The Contractor certifies that, in respect of the work to which the interim statement referred to above relates, clause 7 of the Contract has been observed by the Contractor and the employers of all work persons on the Site. This certification includes, but is not limited to, the following:

- the rates of pay and the conditions of employment (including in relation to pension contributions) of each work person comply with all applicable statutory provisions, and those rates and conditions have been no less favourable than those for the relevant category of work person in any employment agreements registered under the Industrial Relations Acts 1946 to 2004
- all wages and other money due to each work person have been paid in accordance with the Payment of Wages Act 1991 and have not been more than 1 month in arrears or unpaid
- payments due to be paid on behalf of each work person (including pension contributions, where applicable) have been paid
- all pension contributions and other amounts due to be paid on behalf of each work person, have been paid
- all deductions from payments to work persons required by law have been made and paid on, as required by Law
- in relation to the employment of work persons on the Site, the Safety, Health and Welfare at Work Act, 2005 and all employment law including the Employment Equality Act 1998, the Industrial Relations Acts 1946 to 2004, the National Minimum Wage Act 2000, regulations, codes of practices, legally binding determinations of the Labour Court and registered employment agreements under those Laws have been observed.

Is mise, le meas

Signed by

<i>Name of Contractor</i>	<input type="text"/>
<i>Signature of Contractor i.e Contractor's Representative</i>	<input type="text"/>

South Tipperary County Council

HOUSING REPAIR REQUEST FORM

For Office Use

Cottage No: Checklist (Please Tick if attached)

Order No: Invoice

iHouse Ref: Risk Assessment

Work Ref: iHouse Request

Quote

Trade (Please Tick)

Plumber

Electrician

General Builder

Painter

Other

Tenant Name: Tel 1: Tel 2:

Address:

Details of Repair Request:

Repair: Emergency Urgent Routine

Details of Work Carried Out:

Start Date:

End Date:

Start Time:

End Time:

Details of any Additional Works Carried Out:

Details of any future Works Required

<i>Equipment Installed</i>	<i>Make & Model</i>	<i>Serial No.</i>	<i>Maintenance Required</i>

Tenant Comment	Contractor Comment

Tenant Signature:

Satisfied with work

YES

NO

Contractor Signature: