



## COMHAIRLE NAN EILEAN SIAR

### TECHNICAL SERVICES

#### Information and Guidance to Applicants Standing Lists of Contractors

#### **LIST CATEGORIES**

Separate Lists of Contractors are maintained on behalf of the Council in respect of the following categories and values of works.

#### **LIST 1: GENERAL CIVIL ENGINEERING WORKS**

The value bands are as follows:

- (a) £0 - £150,000
- (b) £150,001 - £300,000
- (c) £300,001 - £450,000 \*

Contracts of a higher estimated value will be publicised on the Public Contracts Scotland "Portal" Website ([www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk))

#### **LIST 2: BUILDING WORKS – TENDERED ON A SEVERAL WORKS BASIS**

The value bands are as follows:

- (a) £0 - £150,000
- (b) £150,001 - £300,000
- (c) £300,000 - £450,000 \*

Contracts of a higher estimated value will be publicised on the Public Contracts Scotland "Portal" Website ([www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk))

#### **LISTS 3-10: SPECIALIST WORKS**

The following lists 3-10 inclusive, are maintained for specialist trades to tender for work either as a main contractor or sub-contractor. The value bands for lists 3-10 inclusive for main contracts and sub-contracts are as follows:

- (a) £0 - £25,000
- (b) £25,001 - £150,000
- (c) £150,001 - £450,000

#### **LIST 3: PLUMBING**

#### **LIST 4: ELECTRICAL**

#### **LIST 5: HEATING, VENTILATION AND AIR CONDITIONING (HVAC)**

#### **LIST 6: LANDSCAPING**

#### **LIST 7: ASBESTOS SURVEY / REMOVAL**

#### **LIST 8: FLAT ROOFING**

#### **LIST 9: FLOOR COVERING**

#### **LIST 10: PAINTING AND DECORATING**



\* Please note that the Council has adopted a policy that any Contractor who applies for a financial limit over £300,001 for Lists 1 and 2 will require to be in good standing on the Constructionline register and Constructionline financial limits may be applied.

The Council considers that any other specialist works do not merit use of Standing Lists of Contractors as the frequency of tendering opportunities is low and may be met by use of a Public Contracts Scotland Portal advertisement at the Council's discretion.

The inclusion of a Contractor's name on any List is subject to the satisfactory examination of the Application completed by the Contractor. Each Applicant will be advised as soon as possible regarding the outcome of the Application.

Prior to the issue of tender documents for a particular project, a preliminary invitation to tender will be issued to selected Contractors taken from the appropriate Standing List. As selection of Contractors for projects is currently by rota, the Council does not guarantee that the inclusion of a Contractor on a Standing List will result in such Contractor being included in a Tender List for a particular project. The method of compilation of Tender Lists for individual projects is under constant review to ensure compliance with procurement legislation.

On receiving adverse reports on the standard of work, financial stability or other relevant circumstances of any Contractor included on any of the Standing Lists, the Council reserves the right to take a necessary steps, which may range from temporary exclusion from invitations to tender, to permanent removal from the Standing Lists.

## **GUIDANCE NOTES TO APPLICANTS**

The following notes are provided for the assistance of applicants and set out general requirements, which must be satisfied before the Council will consider the inclusion of a firm's name on any of the Lists. Satisfying the basic selection criteria does not guarantee that a firm's name will automatically be included on any List.

### **Accounts**

Audited accounts will only be required for any Contractors seeking admission to any of the Lists in the value range of £150,001 - £300,000; a copy of the firm's latest audited accounts must be submitted with the application for approval by the Director of Finance and Corporate Resources. Such accounts will be treated in confidence.

Contractors who apply for a financial limit over £300,001 for Lists 1 and 2 must be in good standing on the Constructionline register and Constructionline financial limits may be applied. Audited accounts are not required for those applicants who are in good standing on the Constructionline register.

### **Insurances**

Contractors seeking admission to any of the Lists must have extant public liability insurance in the amount of £5,000,000. In addition, insurances will be required under the terms and conditions of any contract awarded.

## **Basic Criteria for Consideration**

### **List 1: General Civil Engineering Works and**

### **List 2: Building Works – Tendered on a Several Works Basis**

- (a) Contracts with a value between £0 and £150,000:  
Applicants will normally be expected to have satisfactorily completed projects with a total value in excess of £100,000 in any one financial year. References will normally require to be submitted.
- (b) Contracts with a value between £150,001 and £300,000:  
Applicants will normally be expected to have satisfactorily completed either one single project for the Council with a total value in excess of £75,000 or two single projects each with a value in excess of £75,000 for other employers and subject to references being submitted.



- (c) Contracts with a value between £300,001 and £450,000:  
Applicants are required to be in good standing on the Constructionline register and Constructionline financial limits may be applied.

### **List 3 – 10 inclusive: Specialist Works**

Contractors named on Lists 3-10 inclusive are deemed to be willing to have their names passed to Main Contractors if enquiries are made for their particular trade for working on a sub-contract basis.

Contractors / sub-contractors from Lists 3-10 inclusive will form the basis of approval of any sub-contractors proposed by Main Contractors.

Any new sub-contractor proposed by a Main Contractor will be required to complete a questionnaire giving information about the company prior to receiving approval to commence work on any council contract.

- (a) Contracts / sub-contracts with a value between £0 and £25,000:  
Applicants must have satisfactorily completed two contracts / sub-contracts. References will normally require to be submitted
- (b) Contracts / sub-contracts with a value between £25,001 and £150,000:  
Applicants will normally be expected to have satisfactorily completed contracts / sub-contracts with a total value in excess of £100,000 in any one financial year
- (c) Contracts / sub-contracts with a value between £150,001 and £450,000:  
Applicants will normally be expected to have satisfactorily completed contracts / sub-contracts with a total value in excess of £200,000 in any one financial year

### **TERMS AND CONDITIONS**

- (1) **Number of Tenders**  
The maximum number of Contractors who will normally be invited to tender is 6.
- (2) **Selection of Tenderers**  
The selection of tenderers will normally be undertaken on a rota basis, based on the Standing Lists. The Council will give due consideration to the geographical location of the project when preparing a tender list on a rota basis and reserves the right to make use of a Public Contracts Scotland Portal advertisement to seek tenders for specific projects. The method of compilation of Tender Lists for individual projects is under constant review to ensure compliance with procurement legislation.
- (3) **Removal from the Standing Lists**  
Where, in the opinion of the Director of Technical Services, the performance of a Contractor has been such as to warrant suspension or removal from the Standing Lists, the Director of Technical Services shall have delegated authority to remove or suspend any Contractor from all Standing Lists and shall report such suspension or removal to the next available meeting of the Policy and Resources Committee of the Council. Any such removal or suspension will be subject to the right of appeal by the Contractor to the appropriate sub-committee of the Council. The right of appeal will relate to either:
- (i) a removal from the Lists, or
  - (ii) the period of suspension,
- and must be lodged in writing to the Chief Executive, stating fully the Contractor's grounds for appeal.



(4) **CSCS Policy**

The Council has in place a Policy, whereby, all Contractors on its Standing Lists and those seeking pre-qualification for individual projects must have 100% of its workforce on Council sites with operative accreditation under the Construction Skills Certification Scheme (CSCS). In other words, all operatives working on Council construction sites must hold an appropriate CSCS Card. In addition, all firms with 5 or more employees must have a nominated person-in-charge of each site who holds CSCS-accreditation at Supervisor Level, or above. To obtain this card, an N/SVQ Construction Site Supervision Level III is required.

Exemptions:

- Specialist Contractors, where the Director of Technical Services is satisfied that the individual or firm seeking exemption holds an equivalent safety-related accreditation; in other words, specialised contractors who have their own industry-specific safety schemes, for example, licensed asbestos removal contractors, rope access contractors and specialist water treatment contractors
- Contractors who are not undertaking construction activity as defined in the Construction (Design and Management) Regulations 2007 (the CDM Regulations)

Suspension:

Spot checks may be undertaken on Council sites in order to verify compliance. Where operative(s) have been unable to evidence compliance, the Contractor shall be asked in writing to provide documentary evidence that 100% of its operatives working on Council sites are compliant and/or that they are taking all reasonable steps to achieve compliance. Such evidence must include copies of valid CSCS Cards for all operatives on Council sites.

Should any Contractor be unable to demonstrate compliance within a reasonable timescale, as determined by the Director of Technical Services, they will be suspended from the Standing List. Due consideration will be given to staff turnover and new employee issues, when any suspension action is being considered.