STROUD DISTRICT COUNCIL

AGENDA ITEM NO

CABINET

21 July 2011

9

Report Title	STANDING TENDER LIST UPDATE			
Purpose of Report	To each approval to undete the standing list of approved			
Purpose of Report	To seek approval to update the standing list of approved contractors.			
Decision(s)	Cabinet RESOLVES to approve the standing list of			
	contractors.			
Consultation and	An advertisement was placed in two local newspapers and			
Feedback	the Building magazine inviting contractors to apply to join the standing list, a number or existing contractors were			
	also notified by letter. The standing list is in two parts,			
	each is renewed biennially.			
Financial Implications	Whilst there are no direct financial implications arising			
and Risk Assessment	from this report, it is recognised that by following the Council's Procedure Rules Relating to Contracts and			
	Procurement set out in Part 4 of the Constitution will			
	reduce the financial risks associated with procurement and			
	help to deliver value for money.			
	David Stanley, Accountancy Manager			
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	Email: david.stanley@stroud.gov.uk			
	The use of the standing list ensures the contractors are all to a level required for the tender process, further			
	safeguards are then built into the contract. When a tender			
	price is submitted a further evaluation process is			
	undertaken before any contract is approved.			
Legal Implications	The Council's Procedure Rules (in accordance with			
	section 135 of the Local Government Act 1972) regulate the way in which a Standing List of Contractors is to be			
	compiled. <i>Approved Lists</i> should be used where recurrent			
	transactions of a similar type are likely. The list is			
	reviewable. The actions outlined in this report would			
	appear to have met the constitutional requirements for compiling the list including the financial and other			
	vetting of proposed contractors.			
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Portfolio Holder	Councillor Debbie Young, Cabinet Member for Housing Tel: 01452 887565			
	Email: cllr debbie.young@stroud.gov.uk			

Options	To approve the contractor list as detailed in Appendix A.
Performance Management Follow Up	Biennial review
Background Papers/ Appendices	The standing list is in two sections - each is renewed biennially. The companies have been audited financially and for Health & Safety compliance. Appendix A - List for approval Appendix B - Application Form Appendix C - Newspaper Advert

1. Introduction

- 1.1. The Council employs a large number of contractors to carry out repairs to its Housing and Corporate Stock to ensure compliance with the Councils financial regulations. A standing tender list is formed based on the report by Michael Nadin, Auditor.
- 1.2. The Authority's Constitution defines four different types of selective tendering (ie selecting a tenderer to contract with):
 - Ad hoc list a one-off list of tenderers put together by the Authority for a specific contract. Good in that it focuses just on the right kind of contractors (eg right size, right level of experience, totally solvent etc). Officer evaluation time not wasted. Disadvantage; may miss some good contractors off.
 - Standing list Described below
 - Open tendering where no list is drawn up and a general advert to invite tenderers is placed. This method is good in that it spreads the net widely, but can result in too many tenders, some of which may be totally unsuitable (eg too small, no experience, nearly insolvent etc) and will take a lot of officer time to evaluate.
 - Competitive negotiation used where strict comparisons of price (as per the above) are not suitable.

2. Standing Lists (Select List)

2.1. What is it?

An extensive list of selected 'pre-approved' possible tenderers for particular types of work. Shortlists, of about 6 contractors, are selected from the list and can be invited to tender for specific work. Tenderers are selected from the standing list on a rotational basis so that all contractors on the list get the opportunity to tender at some time.

2.2. Why do we have such a list?

Having a standing list of contractors enables the authority to respond quickly when work is required. In more practical terms it means we can build a short list at very short notice as all pre-checks, such as health and safety, have been completed. This saves officer time in evaluating tenders as only a limited number are sought. It also enables us to access a range of specialist contractors with a minimum of delay.

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2.3. How do contractors get on the list?

The authority advertises (usually in local and trade press) for contractors that wish to be added to the standing list. Usually the list is re-advertised after a specified period of time, usually 2 years. Specialist firms can be added to the list in the interim.

2.4. Does it help the local economy?

Having a standing list of contractors benefits the local economy as it is open to smaller companies, as well as those that are larger.

2.5. Constitution link

http://www.stroud.gov.uk/info/constitution/constitution_2005_4_council_procedure_rules.pdf

3. Audit Findings & Recommendations

- 3.1. The companies that have applied are listed in appendix A, all have passed Health and Safety checks with well documented procedures, risk assessments and method statements for common work activities. Financial information for each company has been analysed and will be taken into account when letting contracts or ordering work. Up to date checks will be required when letting particular contracts.
- 3.2. Officers are satisfied that the companies listed meet the Council's requirements.

Standing List

Company

- 1. Peter Rushton landscapes Brentmoor House Newmarket Rd Nailsworth Glos GL6 0DQ
- 360 Contract Services Ltd
- 3. J. Bullingham Building Services Ltd
- 4. A.W. Byrne Contractors Ltd
- 5. A1 Maintenance
- 6. Abbey Surfacing
- 7. Acorn Environmental Management Group
- 8. Adam Smith Plumbing & Heating 54 Millfarm Drive Paganhill Stroud Glos GL5 4LA
- 9. ADVANCE MARKIKINGS LTD
- 10. Advanced Removals-Storage Limited
- 11. Airtech Humidity Controls Ltd
- 12. AJ Bullingham Kingley House Church Lane Chelt
- Alfram Ltd 31 The Glenmore Centre Waterwells Business Park Gloucester GL2 2AP and Coldmoor Farm Putley Ledbury Herefordshire HR8 2RD
- 14. Amity Insulation Services Limited
- 15. AMPM247.COM LTD.
- 16. Andersons Waste Management Ltd
- 17. Anglian Building Products, Anglian Windows Limited
- 18. Art Contracts Limited
- ASG UK (Systems) Ltd Ermin House Bristol Rd Gloucester GL2 5DF 24 Cecil Ave Bournmouth BH8 9EJ
- Ashcroft Services Ashcroft House South Liberty Lane Ashton Vale Trading Est Bristol BS3 2AH
- 21. Association Of Building Engineers
- 22. Attleys Roofing Ltd
- Attleys Roofing Ltd Spital Farm Thorpe Mead Banbury Oxon OX16 4RZ and 1st Floor Copthall House 1New Rd Stourbridge West Midlands DY8 1PH
- 24. Autoclenz Holdings Stanhope Road Swanlincote Derbyshire DE11 9BE
- 25. Avalon Abseiling Ltd
- 26. B G Brain Decorators Limited
- 27. Barnwood General Works Ltd
- 28. BEAM Construction (Cheltenham) Ltd
- 29. Beard & Tandy Batchelors Hall Hawkers Hill Micheldean Glos GL17 OBS
- 30. Bec Plumbing Heating & Electrical
- 31. Bell Decorating Group Limited
- 32. B-Line Project Services Ltd
- 33. Bowater Building Products Limited
- 34. Brimscombe Hill Limited

- 35. Britannia Construction Limited
- 36. BRITANNIA WINDOWS (UK)LTD
- 37. Britspace Modular Buildings Limited
- 38. Brown Bull
- 39. Building Solutions Ltd Abbey House Ashville Road Glos GL2 5EU
- 40. Bulldog Procurement Limited
- 41. C. J. Roberts Ltd
- 42. C.W. Duke and Sons Limited
- 43. CAP SECURITY LTD
- 44. Capper and Mansell Limited
- 45. Carpet Hotline Superstore Limited
- 46. CCP
- 47. CF Roberts Electrical + Mechanical Services
- 48. CHARTERHOUSE SECURITY MANAGEMENT LTD
- 49. Cheltenham Tree Services 7 Lowswater Close Cheltenham GL51 3BA
- 50. Chloride
- 51. Chubb Fire & Security Limited
- 52. CJS Plastering Services
- 53. CLC Contractors Limited
- 54. Concrete Repairs Ltd
- 55. cotswold connections
- 56. Cotswold Surfacing Co
- 57. Cristom Construction Plot 10 Ryeford Industrial Est Stonehouse GL10 3HE
- 58. CROWN PAINTS LIMITED
- 59. D W HOWE (BUILDING MAINTENANCE) LTD
- 60. D& D FLOORING 4B Lightpill Trading Est Bath Road Stroud Glos GL5 3QP
- 61. D.R Howse Services Ltd
- 62. DAVID CRIDLAND
- 63. Delkey Fire and Security
- 64. Derrick Francis Masonry
- 65. DR Jones Yeovil Ltd
- 66. E R Hemmings (Building) Ltd
- 67. E W Beard Ltd
- 68. E.G. Carter & Co Ltd
- 69. ECO-ENERGY SOLUTIONS (UK)
- 70. eesi Limited
- 71. Environmental Management Solutions Services Limited
- 72. EnviroVent Limited
- 73. FIVE VALLEYS REMOVALS LIMITED
- 74. Forest Environmental Limited
- 75. FRAMPTON CONSULTANTS LIMITED

- 76. Frank Haslam Milan
- 77. Freesource Energy Ltd
- 78. G I Sykes Ltd
- 79. Gardiners Ambleside Highfield Rd Whiteshill GL6 6AL
- 80. Gas World Ltd
- 81. GLENCOE RADON GAS CENTRE LTD
- 82. Glendale Grounds Management Ltd.
- 83. Glevum heating
- 84. Gloucester Street Forge Ltd
- 85. Graham Holmes Astraseal Limited
- 86. Grimshaw Group
- 87. Grouphomesafe
- 88. Grundon Waste Management Limited
- 89. GSM LTD
- 90. Halsall Construction Limited
- 91. Haven Fire & Security Consultants Ltd
- 92. Hayles and Howe Ltd
- 93. hc contract building services Itd
- 94. Hector Tanner & Co Ltd
- 95. Hempsted Roofing and Building Middle Rea Lane Hempsted, Gloucester GL2 5LP
- 96. Hempsted Roofing and Building Itd
- 97. Hewer Facilities Management Ltd
- 98. I.G. Doors Limited
- 99. Ian Williams Limited
- 100. Ice Energy Heat Pumps Ltd
- 101. Ilec limited
- 102. Indigo Facilities Limited
- 103. Intelligent Disabled Solutions Ltd.
- 104. J.N.C. (Fire Protection) Ltd
- 105. Jack Tighe Decorating Ltd
- 106. James Armstrong & Co Ltd (t/a Armstrong Commercial Laundry Systems)
- Jeakins Weir Uppingham House, Headway Business Park, Saxon Way West, Corby, Northamptonshire NN18 9EZ
- 108. Jennings Roofing Limited
- 109. Joe Billau T/A Diamond Development
- 110. JOHN BRADSHAW & SON LTD T/A BCL
- 111. Kerry Plumbing Limited
- 112. King Builders Gloucester Ltd
- 113. Lift Able
- 114. LLOYD DECORATORS LTD
- 115. Localrun (Decorating) Limited

- 116. Lovell Respond
- 117. Malone Roofing (Newbury) Ltd
- 118. Manse Masterdor Ltd
- 119. McAllister Masonery Ltd The Stoneyard Haresfield Stonehouse Glos GL10 3EQ
- 120. McDonnell Price Roofing Contractors Ltd
- 121. MD Building Services Limited
- 122. MDJ Electrical Ltd
- 123. Midas Property Services (UK) Ltd
- 124. Mitchell's (Gloucester) Limited
- 125. MITIE Property Services (UK) Ltd
- 126. MSM ENVIRONMENTAL SERVICES LTD
- 127. National Cradle Maintenance
- 128. Nigel Durn 57 Highwood Drive Nailsworth Stroud Glos
- 129. NKS Contracts (Central) Limited
- 130. Nugen Solutions Suite 2 Westend Courtyard Westend Glos GL10 3SJ
- 131. NXS Ltd
- 132. Osbourne Delta (Lighting Conductors) Ltd 30 GreenAcres Road Oldham Lancashire OL4 1HB
- 133. P&R Heating Pearcroft Rd Stonehouse Glos GL10 2JY and Unit 8 Springfield Busniess Park Stonehouse Glos GL10 3SX
- 134. PC Moleing Services Ltd Hillview Cottage Over Old Rd Hartpury Glos GL19 3BJ
- 135. Pectel A Keltbray Division
- 136. Peter Goodhind Associates Brunel House George St Glos GL1 1BZ
- 137. Phil Brown 31 Archway Gardens Stroud Glos GL5 4DY
- 138. PHS Compliance Limited
- 139. Pre-Heat Ltd.
- 140. Prima Service Ltd
- 141. Proframe (UK) Ltd
- 142. Property Care (Complete Maintenance) Ltd
- 143. Property Facilities Group plc
- 144. Quick,son(South & West) Ltd
- 145. R.F.Gardiner Limited (T/A Gardiners)
- 146. Rentokil Initial UK Ltd t/a Rentokil Specialist Hygiene (an operating division of Initial I Facilities Services)
- 147. Rex Bishop & Son 133 Tuffley Lane Glos GL4 ONZ and Suite 2A Avionics House Kingsway Businesss Park Glos GL2 2ZZ
- 148. RFB Cleaning Services 40 Cainscross Rd Stroud Glos GL5
- 149. RIVERDALE ELECTRICAL LIMITED
- 150. ROB OVERTHROW DECORATORS
- 151. Roman Glass Limited
- 152. RR Richardson Ltd

153. S. P. ELECTRICAL (STROUD) LIMIT

- 154. S. Sutton Contractors
- 155. Sammon Contracting
- 156. SBP Limited T/As Permadoor
- 157. Seddon Property Services Limited
- 158. Select Repair Solutions Ltd
- 159. Severn Controls Ltd
- 160. Severn View Windows and Glazing Ltd
- 161. Shackleton & Wintle Limited
- 162. Shield Environmental Services Ltd
- 163. SK Heating & Cooling Ltd
- Smiths(Gloucester) Ltd Alkerton Court Eastington Stonehouse Glos GL10 3AQ
- 165. Snape Construction Ltd
- 166. SPI Limited
- 167. Steele Davis (Swindon) Ltd
- 168. Stevenson Building Contractors Ivy Farm Breadstone Berkeley GL13 9HE and Prospect House 5 May Lane Dursley GL11 4JH
- 169. Stroud Carpets Ltd
- 170. Sure Group
- 171. Sutton Skips Ltd
- 172. Swindon Commercial Services Limited
- 173. Taiga Training Ltd
- 174. Temple Construction (Stroud) Ltd 1 Rooksmoor Mill Bath Rd Woodchester Stroud Glos GL5 5ND and Lawrence House Lower Bristol Rd Bath BA2 9ET
- 175. The Vac Doctor La Corbiere Newmarket Rd Nailsworth GL6 0DQ
- 176. Thomas Vale Construction
- 177. Thor Lightning Protection
- 178. Total Lighting 8 Calspick way Longlevens Glos Gl2 OXA
- 179. Total Roofing Solutions & Building Services Ltd.
- 180. TPG Disabled Aids Ltd 10 Plough Lane Hereford Herefordshire HR4 0ED
- 181. Tree Management
- 182. Treecreeper Arborists Ltd
- Trevor Gardiner 82 Langtoft Rd Stroud Glos GL5 1PD
- 184. Tunstall Healthcare UK Limited
- 185. UNIVERSAL STONE LIMITED
- 186. Wates Living Space
- 187. Western Property Services Ltd
- 188. Woodsmoke
- 189. Wrekin Windows (A trading division of SBP Ltd)



STROUD DISTRICT COUNCIL

Ebley Mill,

Stroud,

Glos GL5 4UB

STANDING LIST OF CONTRACTORS QUESTIONNAIRE

Ref	Question	Reply	SDC Use only
1.00	GENERAL INFORMATION		
1.1	Company name:		
1.2	Company address:		
1.3	Telephone:		
1.4	Fax:		
1.5	E-mail:		
1.6	Web:		
1.7	Address of Registered Office if different		
1.8	Company type	*Public/ Private/ Sole Trader (*Delete as appropriate)	
1.9	Date/ place of formation/ registration:		
1.10	Company Registration No:		
1.11	State the full name and designation of each Director/ Partner of the Company		
1.12.1	Has any Director or Partner of the company been employed by this Council:	YES / NO (*delete as appropriate)	
1.12.2	If YES, please provide details:		
1.13.1	Is any Director or Partner related to any senior Council Officer or Councillor:	YES / NO (*delete as appropriate)	
1.13.2	If YES, please provide details:		
1.14.1	State if your company is part of a group of companies or a subsidiary of a parent company:	YES / NO (*delete as appropriate)	
1.14.2	If YES, please provide full details including the business activity of the group/ parent:		
1.15	Address of Office that would serve SDC Contracts		

2.00	INSURANCES		SDC Use
			only
2.1	Insurance brokers name and address:	Provide Hard Copy	
2.2	Employers Liability Insurance (please include copy of policy)	Provide Hard Copy	
	Insurer: Policy No: Expiry date:		
	Indemnity limit(s) £:		
2.3	Public Liability (Third Party) Insurance (please include copy of policy)	Provide Hard Copy	
	Insurer: Policy No: Expiry date:		
	Indemnity limit(s) £:		
2.4	All Risks Insurance (please include copy of policy)	Provide Hard Copy	
	Insurer: Policy No: Expiry date:		
	Indemnity limit(s) £:		
3.00	FINANCIAL INFORMATION		SDC Use only
3.1	Bankers name and address:	Provide Hard Copy	
3.2	VAT Registration No		
3.3	Does your company hold a Tax Exemption Certificate under the Construction Industry Scheme:	YES / NO (*delete as appropriate)	
3.4	If YES, please provide evidence	Provide Hard Copy	
3.5	State your company's annual turnover during the last 3 years. Provide a copy of the last audited published yearly report and accounts:	Provide Hard Copy	

4.00	EMPLOYMENT AND POLICY I	NFORMATI	ON	SDC Use only
4.1	State the number of persons directly employed by your company:			
4.2	State which trades you usually sub- contract, if any :			
4.3.1	Does your company comply with the requirements of the Race Relations Act 1976;	YES / NO	(*delete as appropriate))	
4.3.2	Has your company implemented an equal opportunities employment policy:	YES / NO	(*delete as appropriate)	
4.3.3	Has your company ever been the subject of an official enquiry or court case in relation to any part of the Equal Opportunities Legislation 2010	YES / NO	(*delete as appropriate)	
4.3.4	If YES, please give full details, including the outcome of any enquiry or court case:			
4.4	Is your Company Quality Assured to ISO 9000/9001 etc? If yes give registration number.	YES / NO	(*delete as appropriate)	
4.5.1	Do you have an Environmental Management System (EMS)	YES / NO	(*delete as appropriate)	
4.5.2	If yes, to which standard are you registered? E.g.ISO 14001, BS8555 level			
4.6	Give details of any links with local training establishments or training initiatives.			
4.7	How many trade apprentices/trainees have been taken on locally in the last 2 years			
4.8	How many employees do you have employed in the Stroud District Council area			
4.9	If you are applying for renewable energy category please give details of the type of micro generation scheme and its registration number	P	rovide Hard Copy	

5.00	HEALTH AND SAFETY INFORMATION, to be supplied in hard copy only	SDC Use only
5.1	Companies with up to 5 employees must supply details of Risk Assessments & Method Statements .	
5.2	Companies with 5 or more employees must supply a full copy of their Health & Safety Policy, with generic Risk Assessments & Method Statements.	

6.00	WORK RECORD		SDC Use only
6.1	Has your company previously carried out work for SDC:	YES / NO (*delete as appropriate)	
	If YES, please provide details;		
6.2	REFERES Provide details of three organisations, other than SDC, who would be prepared to supply a written reference in respect of work carried out by your company:		
6.2.1	Name: E mail address: Telephone No: Contact Name:		
6.2.2	Name: E mail address: Telephone No: Contact Name:		
6.2.3	Name: E mail address: Telephone No: Contact Name:		

7.00	WORK CATEGORIES		
	Please indicate below the type of work in which you company is interested in tendering.		
Ref.	WORK TYPE DESCRIPTION	TICK BOX	SDC USE

8.00 DECLARATION	SDC Use only
I CERTIFY THAT THE INFORMATION PROVIDED BY ME IN COM QUESTIONNAIRE IS CORRECT. I AUTHORISE STROUD DISTRICT SEEK ANY REFERENCES OR MAKE ANY ENQUIRIES CONCERN COMPANY IN PURSUANCE OF THE COMPANY'S APPLICATION ON STROUD DISTRICT COUNCIL'S SELECT LIST OF CONTRAC	CT COUNCIL TO NING THE FOR INCLUSION
Name of person completing this response	
Signed	
Position in Company	
Date	

Supporting documents are to be posted, clearly stating your company name to:-

STROUD DISTRICT COUNCIL EBLEY MILL, WESTWARD ROAD STROUD, GLOUCESTERSHIRE,GL5 4UB.

FAO BEN SMITH CONTRACTS OFFICER

The closing date for receipt of completed applications is 10th May 2011

PLEASE DO NOT SEND COMPANY BROCHURES - WE WILL NOT LOOK AT THEM

STANDING LIST OF CONTRACTORS FOR BUILDING WORKS

Stroud District Council cares for over 5,000 homes, as well as a number of Civic buildings.

We are updating our Standing List of Contractors and invite applications for the following work categories;

- General Building
- Disabled Adaptations
- Decorating
- Electrical Works
- Fire Alarm & Emergency Lighting, Installation & Servicing
- Roofing, Traditional & Flat
- · Installation of UPVC Soffit & Fascias
- Fencing & Landscaping
- Tree Surgery and Consultancy
- Window Cleaning
- Washing Machine Maintenance
- Tarmacadam Surfacing
- Road Marking
- Drain ClearanceUPVC Windows, Supply including Installation
- GRP Doors, Supply including Installation
- Damp & Timber Treatments
- Insulation to Domestic Properties
- Central Heating, Installation & Servicing
- Asbestos Removal
- Water Treatment
- Air to Air Heat Pump Installations
- Air to Water Heat Pump Installations
- Demolition
- Furniture Removals
- Consultants for Structural & Damp Issues
- Lighting Conductor Servicing
- Fabrication & Welding
 Stone Masons
- Stone Masons
- Installers of PV/Solar Thermal Arrays

Applications can be made via our web site at: www.stroud.gov.uk/docs/standing list contractors.asp

Closing date for applications is 10^{th} May 2011. The list will then be closed for 2 years.

Stroud District Council has a strong Environmental ethos. This extends to reducing "construction miles" by procuring labour and materials locally wherever possible at economic levels. Applications from small. local contractors are welcomed.

Further Details:- Ben Smith 01453 754083