

Part C
Application Response
To be completed by the Contractor

1. Areas of Work (For information only):

Please indicate which areas in which you are interested

	<u>Area by district council boundaries</u>	<u>Applicable? (Yes/No)</u>
1	Kings Lynn & West Norfolk and Breckland	
2	Norwich	
3	South Norfolk and Broadland	
4	Great Yarmouth and North Norfolk	

2. Pricing Templates:

You must complete the Pricing Templates for the works that you are interested in delivering. If you are able to deliver both oil and gas services, you must complete both Pricing Templates. The Pricing Templates will be deemed to be **fully inclusive of all overheads.**

2.1 Schedule of Rates (Please complete the Pricing Template for Gas Services below)

	First Time Gas Central Heating System	Cost (£)
1	Install 30kw combination boiler, standard flue and up to 5 radiators with boiler plus controls	
2	Block up the fire place following the removal of back boiler unit or solid fuel fire, skim with plaster make good to existing surface and vent chimney, fit new skirting to match the existing and leave ready for decorating.	
3	Gas Boiler change/replacements- Remove the existing boiler and install a new A rated boiler for energy efficiency in the same position with flue, link to existing pipework and install new heating controls and filter, include minimum 5 year warranty. Upgrade gas up to 6m of pipework.	
4	Combi boiler 24kw	
5	Heat Only Boiler 24kw	
6	System Boiler 24kw	
	Total exclusive of VAT (£)	

2.2 Schedule of Rates (Please complete the Pricing Template for Oil Services below)

	First Time Oil Central Heating System	Cost (£)
1	Install 30kw combination boiler, standard flue and up to 5 radiators with boiler plus controls	
2	Block up the fire place following the removal of back boiler unit or solid fuel fire, skim with plaster make good to existing surface and vent chimney, fit new skirting to match the existing and leave ready for decorating.	
3	Install 1200 litre oil tank	
4	Installation of platform for oil tank	
	Oil Boiler change/replacements- Remove the existing boiler and install a new A rated boiler for energy efficiency in the same position with flue, link to existing pipework and install new heating controls, include minimum 5 year warranty.	
5	Combi boiler 24kw	
6	Heat Only Boiler 24kw	
7	System Boiler 24kw	
	Total exclusive of VAT (£)	

3. Capacity, Capability and Experience. (Scored section)

Contractors need to complete all the sections below:

a) Describe your experience, capacity and capability for providing work as detailed in Part B

b) Provide details of guarantees that will be provided to the Customer for the work undertaken

c) What checks will be made to ensure that any sub-contractors used are competent and appropriately experienced/qualified for the work to be undertaken?

d) What arrangements do you have in place for disposing of waste to comply with waste legislation?

4. Customer Engagement and Customer Care (Scored section)

Contractors need to complete all the sections below:

a) Include details of how you will engage with applicants

b) What's your approach to customer care?

c) How will you manage applicants complaints and resolve?

d) How will you ensure you are meeting your Duty of Care responsibilities regarding the safeguarding of customers and the health and safety of employees and third parties?

5. Insurance

You need to state if you have the required level of insurance as stated in the Part A section 2.1.

If you do not have the required level of insurance you must state 'No' in a below. If you are prepared to upgrade your existing level of insurance to meet the requirement of any works you must state 'yes' in b below. If you state 'no' in b your application will be rejected without further evaluation.

- a) Does your company have the correct level of insurance as requested in 2.1.

Yes

No

- b) If the answer above is NO, are you willing to upgrade your current insurance level to meet the required in section 2.1.

Yes

No

- c) Do you have your insurance certificates available in order that they can be presented to the Council prior to successful inclusion being offered onto the Vetted Register of Contractors

Yes

No

If you are offered inclusion on the Register of Vetted Contractors you will be required to provide copies of relevant and valid insurance certificates.

You must provide these certificates within 10 (ten) working days from the Council requesting them. Failure to do so will result in the Council withdrawing the offer to be on the Register of Vetted Contractors.

6. Financial Viability (Comply/Fail section)

Both a) and b) must be completed, if either are not fully completed then your application will be rejected without further assessment.

Please provide:

(a) Turnover, profit and loss, nett assets and cash flow for the most recent trading year OR alternative means of demonstrating financial status if trading for less than a year.

Response:

b) Applicants must complete the table below:

Company Name	
Trading Name and Registered name (if different)	
Address	
Contact Name	
Contact Position	
Contact Landline/Mobile	
Contact E-Mail	
Company Registration Number	
Registered Address (Only complete if different to address above)	
VAT Registration Number	
Bank Name	
Account Name	
Account Number	
Sort Code	

Failure to provide this information will result in you scoring a FAIL in this section.

7. Examples of carrying out central heating and/or energy efficiency installations in domestic properties (Comply/Fail section):

Contractors are required to provide details of two separate examples of work with client contact details that they have undertaken to deliver central heating and/or energy efficiency installations in domestic properties. The Council may choose to follow-up on the examples provided. If the Contractor is unable to give two separate examples the Council will assess the response as failed.

Work Example 1

Work Example 2

Signed:

Date

To be completed and signed, a typed name or electronic signature is acceptable