

Due Diligence Questionnaire – Grass Cutting Contract 2022

Stansted Mountfitchet Parish Council

The below questionnaire will assist the Parish Council members in deciding which contractor to sign a contract with for 2022, with the possibility of extension for a further two years.

Most questions require a yes/no answer, and some need further specific information. It is indicated when the Parish Council needs you to include further documentation. Please send the completed questionnaire along with your tender bid, with the deadline of 10th December 2021.

1	Do you or any of your operatives have prior experience working with Stansted Mountfitchet Parish Council?		
		Yes	
		No	
2	Does your company have prior experience working with local authorities?		
	If yes, please specify	Yes	
		No	
3	Do any of your operatives have experience working with or for a local authority?		
	If yes, please specify	Yes	
		No	
4	Can you provide two references from similar contracts?		
	Please include documentation in your tender bid	Yes	
		No	
5	List any relevant training you and your staff have received		
6	Can you provide all necessary equipment to complete the contracted work? Please specify		
	If yes, please specify	Yes	
		No	
7	Can you supply a copy of the current public liability insurance policy up to £10million (see clause 14 of the Tender document)?		
	Please include documentation in your tender bid	Yes	
		No	
8	Can you supply a risk assessment?		
	Please include documentation in your tender bid	Yes	
		No	
9	Can you provide a method statement to cover all aspects of Health and Safety and personnel training?		
	Please include documentation in your tender bid	Yes	
		No	
10	Can you supply a certificate of registration under the Control of Pollution Act 1989?		
	Please include documentation in your tender bid	Yes	
		No	
11	Does your company and staff work in relation to the Equality Act: Provide a non-discriminatory work environment and services, which is inclusive to people of different ethnicities, genders, sexuality, age, capabilities, and pregnancy.		
		Yes	
		No	

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12	If your company has more than one branch office, which one will this contract be administered by? Please state address and contact details.	
13	How many grounds maintenance/grass cutting employees does your company have?	
Please state total number		
14	When was your company established?	
Please state year		
15	Is your company a subsidiary of any other company?	
If yes, specify the other company details		Yes
		No

If you have any other information about your company that you feel that would be beneficial for the Parish Council to know, please write below:

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Form completed by:

Name

Position

Date