

3.3	Has your firm ever suffered a deduction for liquidated and ascertained damages in respect of any contract within the last 3 years?	Yes No
3.4	Has your firm ever had a contract terminated or your employment determined under the terms of the contract?	Yes No
3.5	Has your firm ever not had a contract renewed for failure to perform to the terms of a contract?	Yes No
	If the answer to any of questions 3.3 – 3.6 above is yes, please enclose details.	
3.6	Do you undertake to keep proper and up-to-date records of all persons in your firm's employ?	YES NO
3.7	Please list any accreditations of recognised standards that may be relevant E.G ISO 9000, BS 14000 etc	
3.8	Are you NICEIC registered? Please provide details	YES/NO
3.9	Do you have qualified/licensed staff to operate 16m and 20 -23m articulated boom access platforms	

EQUAL OPPORTUNITIES

Does your Company have a written Equal Opportunity Policy?	YES	NO
If Yes please attach a copy.		

The following questions and descriptions of evidence have been prescribed by the Secretary of State in respect of Section 18(5) of the Local Government Act 1988.

4.0	Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976 and, accordingly your practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to decisions to recruit, train	YES	NO
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	or promote employees?	
4.1	In the last three years, has any finding of unlawful racial discrimination been made against your organisation by any court or industrial tribunal?	YES NO
4.2	In the last three years, has your Organisation been the subject of formal investigation by the Commission for Racial Equality on grounds of alleged unlawful discrimination?	YES NO
4.3	If the answer to question 4.2 is in the affirmative or, in relation to question 4.1, the Commission made a finding adverse to your organization. What steps did you take in consequence of that finding? (Please enclose details)	
4.4	Is your policy on race relations set out: -	
	a) In instructions to those concerned with recruitment, training and promotion;	YES NO
	b) In documents available to employees, recognized trade unions other representative groups of employees;	YES NO
	c) In recruitment advertisements or other literature.	YES NO
	If so, can you provide examples if requested?	YES NO
	Please supply relevant samples of the instructions, documents, recruitment advertisements or other literature.	YES NO
4.5	Do you observe, as far as possible, the Commission for Racial Equality's Code of Practice for Employment, as approved by Parliament in 1983, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities?	YES NO

HEALTH & SAFETY

The HSAWA requires that all employers of more than five persons update its written safety policy. Redditch Borough Council requires that each contractor provide a written safety policy and risk assessments that are adequate and relevant for this contract.

Please supply: -

- 4.6 Copy of your Company's Health & Safety Policy
- 4.7 Name, location and telephone number of Safety Adviser, or person responsible for safety matters.
- 4.8 Name, location and telephone number of Trade(s) Union Health and Safety representative.
- 4.9 Please enclose details of prosecutions brought or Notices that have been served by the Health and Safety Executive.
Tick if enclosed yes no

- 4.10 Will you permit the Borough Council to examine the Company's safety performance record, including type of work undertaken, and accident record over the past three years?
Yes no

Please supply copies of the following:

- 4.11 Copy of your Company's Environmental Policy
- 4.12 Copy of your Company's Customer Care Code/Procedures etc.
- 4.13 Copy of Complaints Procedures
- 4.14 Equalities in Service Delivery Policies/Procedures
- 4.15 Quality Monitoring Policies/Procedures

PART 4 DECLARATIONS

I hereby declare that I am authorised by the under mentioned Company, to supply the information given above and that I have made all necessary inquiries to ensure that the information is true and correct.

I understand that failure to provide any of the information required by the questionnaire may cause this application not to be considered by the Borough Council

SIGNED

NAME

POSITION.....

For and on behalf of:

DATE

The Council may visit you to clarify information. Please indicate the name, address and phone number of the person to contact.

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PART 5 MONITORING FORM

We seek to ensure that all sections of the community have access to our services. We also wish businesses from all sections of the community to have an equal chance to trade with us. The following information will be used for monitoring and statistical purposes only. Any information provided will not be taken into account in evaluating companies for consideration of tendering or in the process of contract award.

How would you classify the overall majority ownership (51%) or control of your firm/ organisation (please tick one box).

Ethnic origin

White	British	
	Irish	
	Any other White background (please specify)	
Mixed	White and Black Caribbean	
	White and African	
	White and Asian	
	Any other mixed background (please specify)	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian background (please specify)	

Black and Black British	African	
	Caribbean	
	Any other Black background (please specify)	
Chinese or other ethnic group	Chinese	
	Any other (please specify)	
Don't Know		