

# The Commissioners of Public Works in Ireland



## **APPLICATION FOR INCLUSION** **ON THE LIST OF APPROVED** **BUILDING CONTRACTORS FOR** **PROPERTY MAINTENANCE** **DIVISION**

- (a) The information requested herein is required to assess the competence of a building contractor undertaking construction works on behalf of The Commissioners of Public Works in Ireland and; carrying out the role of Project Supervisor for Construction Stage in accordance with Safety Health and Welfare at Work (Construction) Regulations 2006.
- (b) A successful applicant will be awarded a place on the rotation list of approved contractors for 'Property Maintenance Business Unit'.
- (c) 'Property Maintenance Services' utilise the "Short Public Works Contract for Civil Engineering and Building Works designed by the Employer". For information on this form of contract please refer to the Department of Finance. ([www.finance.gov](http://www.finance.gov))
- (d) The approved panel of contractors is restricted to general building contractors. Specialist contractors i.e. roofers, glaziers etc are not included in the general list.

## 1. GENERAL INFORMATION

### 1.1 Contact Details:

Company Name:	Address:
Contact Name:	

Tel:
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Fax:
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E-mail:
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### 1.2 Preference of Regions:

Please tick the relevant box or boxes of the region/s your firm is prepared to operate in

Region	Counties	Please tick (√)
Dublin North	Dublin North-side	
Dublin South	Dublin South-side	
North East	Cavan, Kildare, Louth, Meath, Monaghan, Westmeath.	
South East	Waterford, Carlow, Kilkenny, Offaly, Laois, Wexford, Wicklow	
North West	Sligo, Leitrim, Roscommon, Longford Donegal.	
Cork	Cork, Kerry	
Limerick	Limerick, Clare, Tipperary	
Galway	Galway, Mayo	

### 1.3 Projects

Property Maintenance Division undertake a wide variety of works from routine maintenance and repairs to construction. These projects vary in value from €5,000 to €500,000. Please indicate on the table below the range of contracts your firm could competently manage. Tick the appropriate box (✓).

€5k - €50k	€50k - €100k	€100k - €250k	€250k - €500k

## 2. EXPERIENCE

### 2.1 List of Previous Projects

Please provide details of projects completed by your firm in the last 5 years. Where possible please include copies of certificates of completion.

Project Description	Client	Value €	Year

Please enclose a list of references and confirm that it is appropriate for OPW to contact your referees directly.

## 3. COMPANY PROFILE

Please provide the following information with your application:

### 3.1 Management Structure

### 3.2 Details of Plant and Technical Equipment

### 3.3 Manpower / Resources

### 3.4 Turnover – Last 3 years

Year	Turnover €

## 4. INSURANCES

### 4.1 Professional Indemnity Insurance

Please confirm that your company have the following insurance policies in accordance with our criterion. *Please provide documentary evidence from your insurance broker.*

<b>Insurance Policy</b>	<b>Minimum Indemnity Limit</b>	<b>Please Tick (√)</b>	<b>Amount of Cover</b>	<b>Expiry Date</b>
Employers Liability	€13 million			
Public Liability	€6.5 million			
Contractors All Risk				

### 4.2 Project Supervisor (Construction Stage)

Please provide documentary evidence from your insurance broker that you are indemnified to carry out the role of Project Supervisor for Construction Stage.

### 4.3 Relevant Contracts Tax System

Please note if your application is successful you will be requested to provide your Tax Number and VAT Number. This information is required as the Relevant Contracts Tax system has been upgraded to an electronic system from 1 January 2012. All contracts awarded by the Office of Public Works must be notified to the Revenue Commissioners.

### 4.4 Co-insured

Please note that the Office of Public Works, Property Maintenance Division utilises the Dept. of Finance “Short Public Works” form of contract. Under the conditions of this contract (should one be awarded to you following a successful tender competition) you will be required to name the Commissioners of Public Works as a ‘co-insured’ up until the certification of substantial completion.

## 5. HEALTH & SAFETY

### 5.1 Health & Safety Statement

Please enclose a copy of your firm's Health & Safety Statement.

Please confirm the following:

Is your safety statement up to date? **Yes / No**

Is it signed by the head of the Company? **Yes / No**

Does your safety statement describe your arrangements for ensuring all work equipment (owned, hired or borrowed) is accompanied by all appropriate training, maintenance and inspection records? **Yes / No**

Has your safety statement been brought to the attention of all your staff? **Yes / No**

Does your safety statement contain procedures for Issue, use and maintenance of Personal Protective Equipment? **Yes / No**

Does your company have a hazard identification and risk assessment procedure in place? **Yes / No**

Do you have procedures in place to deal with emergencies? **Yes / No**

Is your company willing to act as Project Supervisor for Construction Stage? **Yes / No**

### 5.2 Accidents

Have your firm had any notifiable accidents that have occurred on Construction sites for which your firm has / had possession over the past 7 years?

**YES / NO**

If "Yes", please provide details.

### 5.3 Convictions

Have your firm incurred any convictions over the past 7 years in respect of Health & Safety provisions in any jurisdiction?

**YES / NO**

If “Yes”, please provide details.

### 5.4 Safety Training

Please provide information in relation to the following:

- What access to safety advice your company has i.e. in-house expertise or external advice.  
*(If in-house expertise is used, please give details of your safety officer’s qualifications; if external advice is sought, please supply the name of the competent person/company that provides health and safety advice and their qualifications)*
- Confirm that all your employees are holders of current SAFE PASS certificates
- Confirm that all relevant employees of your firm hold appropriate certification under Construction Skills Certification Scheme as per the Safety, Health & Welfare at Work (Construction) Regulation 2006.

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This firm declares that it fully understands and has a working knowledge of the obligations, duties and responsibilities associated with providing a building service under the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (Construction) Regulations 2006, S.I. 504 of 2006 and; if appointed to do so, is insured and competent to carry out the role of Project Supervisor (Construction Stage) in accordance with the above statutes.

I hereby confirm that all the information submitted by me is correct:

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CHECKLIST

- **Application Form**
- **List of References**
- **Company Profile incl.  
Management Structure, Equipment,  
Manpower etc**
- **Copy of Insurance Schedule**
- **Copy of Tax Clearance Certificate**
- **Health & Safety Plan**
- **Details of notifiable accidents  
and/or convictions if applicable**
- **Details of Safety Training  
(see 5.4 of application form)**

### **RETURN ADDRESS:**

**Property Maintenance Services,  
Office of Public Works HQ,  
Jonathan Swift Street,  
Trim,  
Co. Meath.  
C15 NX36**