



**QUEENSTOWN
TRAILS TRUST**



Contractor and Consultant Pre-Qualification Form

Contractor Pre-Qualification Form:

1. Principles

The QTT intends to use a panel of preferred suppliers to provide services including:

- Design
- Construction
- Contract Management
- Project Management

The QTT will use the following Principles and Procedures to create the panel of suppliers:

2. **Trails Trust Procurement Principles**

What is important to us:

- A safe working environment
- A no surprises environment
- We get what we expected, when we expected it for the price we expected
- We get value for money
 - We want a collaborative and cooperative team
 - We want work done once and done right
 - We want quality long life infrastructure
- A pleasant, positive, 'can-do' working relationship
- A 'best-for-project' team approach

What is important to our funders:

- Many of the same things that are important to us.
 - The same value for money attributes as for us
- An honest transparent process
- A fair and legal process

What is important to our community:

- Many of the same things as our "funders"
 - Good community assets
 - An honest transparent process
- Value for money.

What we feel will be important to you:

- A safe working environment
- A fair and honest process
- A chance to make a profit
- A pleasant, positive, 'can-do' working relationship
- Being part of a collaborative and cooperative team
- Clear unambiguous communication
- A no surprises environment
- A 'best-for-project' team approach

3. Process

- a. Prepare and submit a request to be accepted as part of the QTT supplier panel in response to an advertised invitation by QTT.
- b. Applications to be received by the date/time stipulated by QTT in the Invitation to Participate.
- c. Your submission must be framed in a way that responds to the QTT Procurement Principles listed above. Explain how your company is aligned with these principles.
- d. The QTT will rank the applicants using the scoring method above and invite a small number of the most suitable applicants to provide pricing information for various aspects of the up and coming projects.

This is our marking scale:

Less than 25%- failed.

26- 50%- barely good enough to be included

51%- 80%- a good match, well aligned with what is needed

81% - 100%- ideal match for our projects

Contractor/Consultation Pre-Qualification Form:

Notes on completion of this form

Please complete all areas of this form in **BLUE**.

1. Contractor Details

Contractor trading name:	Primary contact person:
Postal address:	Primary contact number:
Contact e-mail address:	Number of employees:
Health and Safety contact person:	Health and Safety contact number:

Scope of services for pre-qualification:

- Design
- Construction
- Contract Management
- Project Management

- *Please specify exactly what type of business or undertaking your company will be supplying to QTT. This prequalification will only be related to the type of work specified here and will be referenced during site inspections, audits and post incident investigations. Please be clear.*

HEALTH AND SAFETY MANAGEMENT SYSTEM

For you to become an approved contractor for the Queenstown Trails Trust (QTT) you will need to show that your health and safety management system is:

- a) Registered with Sitewise and to a green certificate level or similar programme
- b) suitable for the work you do and the size of your business; and
- c) is relevant to the scope of work you wish to undertake for QTT; and
- d) is kept up-to-date, to be reviewed annually; and
- e) is utilised by your staff.

You will need to provide documentation, or detailed written statements as evidence. Please note that submitting blank templates does not constitute as “evidence” to support this application. Your application will be assessed by QTT who will determine whether you can be added to the QTT list of approved contractors.

2 Health and Safety policy

- 2.1 We require a scanned or physical copy of your Health and Safety Policy Statement which must be current and signed by the most senior person within the business or undertaking within the last two years.
- 2.2 A copy of your accreditation certificate i.e. Site Wise or similar
- 2.3 Have the director/s or your business been prosecuted or issued a notice for any offence under New Zealand’s health and safety legislation or any associated Regulations in the last three years?
Yes / No *If yes, please provide details.*

- *Please specify information below and attach copies to your application*

Experience and Track Record

You will need to show that you have experience and a track record in the type of work which you want to undertake for QTT i.e. either construction or design or both. For example:

- Grade 1 and 2 Trails
- Grade 3 and 4 Trails
- Timber structures, for example retaining walls
- Bridges include suspensions bridges and hard beam bridges
- Civil structures such as box culvert and helcor underpasses
- Complex construction activities -i.e. geotechnical stability projects, tunnel works
- Fencing

2 Experience and Track Record - Proof

You will need to provide example projects which demonstrate that you can deliver this type of work, the closer to our types of projects the better, please provide the following information:

- A description of the projects
 - The scale of projects (bigger is not better)
 - In the same geology, geomorphology, geography, in the same landscape.
 - For the same purpose
 - If any rework was required
 - Quantum of variations requested
 - A referee for each project
- *Please specify information below*

Insurances

You will need to show that you have the following appropriate cover to undertake work for us:

- a) Public Liability Insurance
- b) Professional Indemnity Insurance
- c) Machinery and Vehicle Insurance

2 Insurances - Proof

Please provide up to date copies of your insurance certificates

- *Please specify information below and attach copies to your application*

Key Personnel and Local Employment

Hopefully you have already provided us with some great examples of your projects, but what is really important to us is who worked on these projects and what they can do.

As you are probably aware, the QTT is publicly funded so it is particularly important to us and our funders that we can demonstrate an impact in the local employment market.

2. Key Personnel and Local Employment - Proof

Please provide up to date copies of your staff CV's that worked on your Track Record projects and staff that could work for QTT.

Also please provide comment on how you would help QTT have an impact on the local employment market through man power, material supplies or subcontractors.

- *Please specify information below and attach copies to your application*

DECLARATION :

I, [full name] _____ do
declare that the answers given to all questions for and on behalf of
[organisation name] _____ are
true and correct.

I understand that the Queenstown Trails Trust may seek further evidence in support of this application and has the right as principal to inspect worksites and health and safety records at any time. I also accept that if my organisation is pre-approved, I agree for these details to be held on a database maintained by the Queenstown Trails Trust.

Signature:

Title:

Date:

QUEENSTOWN TRAILS TRUST USE ONLY		
'Approved Contractor' status? YES NO		Date
Review completed by: <i>(Print Name)</i> <i>(Position)</i>		Signature:
Contractor notified via: <input type="checkbox"/> Email <input type="checkbox"/> Letter		Date:
Date added to register	Copy of Contractor Health and Safety manual/documentation held Yes/No Electronic document number: held by:	
Date 'Approved Contractor' period expires (<i>12 months from date of approval</i>):		

Safety Acknowledgment

Queenstown Trails Trust
PO Box 254, Queenstown 9348 New Zealand.

Contractor (person or organisation being engaged to perform services):

Name and Address:

Description of the Services to be performed by the Contractor:

The Contractor acknowledges the following:

1. The Contractor in supplying the Services to the Queenstown Trails Trust (QTT) shall comply in all respects with New Zealand law governing Health and Safety (Health and Safety Legislation) including but not limited to:
 - a. the Health and Safety at Work Act 2015 (HSWA);
 - b. all relevant Regulations made under the HSWA;
 - c. all relevant codes of practice;
 - d. all relevant Factsheets and Good Practice Guidelines produced by WorkSafe NZ;
 - e. all relevant industry-based Australian and New Zealand safety standards.

2. The Contractor acknowledges that in addition to its own employees, subcontractors (and their employees), agents and advisors, as between the Contractor and QTT, the Contractor has the primary responsibility for the health and safety of all persons in and about the areas in which the Services are undertaken. The Contractor will, as is reasonably practicable, perform and fulfil all obligations as required by Health and Safety Legislation (and related health and safety documentation specified in paragraph 1 above) and take all reasonably practicable steps to ensure no harm is caused to any person in the vicinity of the place of work as a result of Services being undertaken.

3. Without limiting in any way the Contractor's obligations under Health and Safety Legislation, the Contractor shall as a minimum at its own cost:
 - a) ensure it has health and safety management systems in place, and that these are actively engaged in providing the Services and that they are also regularly reviewed;
 - b) notify WorkSafe NZ of any notifiable event, accident or serious harm;
 - c) carry with it appropriate emergency equipment and all safety equipment required to safely undertake the Services. Minimum safety equipment includes a fully stocked workplace or industrial first aid kit and a small fire extinguisher;
 - d) clearly identify Personal Protective Equipment (PPE) requirements and ensure that these are provided and immediately action any incidents where they are not used;
 - e) ensure that any person entering the worksite wears appropriate PPE;
 - f) ensure that plant used by all persons under the Contractor's control is arranged, designed, made and maintained in a way that is safe for use;
 - g) maintain a register of accidents and serious harm;
 - h) investigate accidents without delay and strive to identify the root cause(s);
 - i) ensure that all persons under the Contractor's control are appropriately monitored, trained and supervised;
 - j) provide a comprehensive risk analysis to all employees, subcontractors (and their employees), agents and advisors and other persons who intend to carry out any work in any of the areas in which the Services are undertaken;
 - k) notify QTT without delay of any hazard which it may become aware of;

- l) notify QTT verbally and then in writing of any serious event, harm incident or accident without delay;
- m) give QTT a copy of any report which the Contractor is required to make to a public authority on any accident which is associated with the carrying out of the Services and results in serious harm to any person;
- n) immediately inform QTT of any warning, improvement or prohibition notices, pending investigations or possible enforcement action or prosecution under Health and Safety Legislation related to the provision of the Services and any work being undertaken for or on behalf of QTT under this Contract;
- o) provide written advice to QTT without delay of the outcome of all investigations, formal proceedings of any nature or prosecutions upon the conclusion of the investigation, proceedings or prosecution;
- p) undertake appropriate inductions of employees and other persons visiting the place of work where the Contractor is providing the Services.

4. QTT shall:

- a) notify the Contractor of any significant safety hazards which are reasonably known to it associated with the Services or the place of work in which the Services are undertaken;
- b) notify the Contractor of any special safety measures required, of which QTT are reasonably aware, and which an experienced Contractor may not reasonably be expected to be aware of.

5. If QTT give the Contractor notice that, in the opinion of QTT, the Contractor is:

- i not performing its health and safety obligations under the Contract in compliance with Health and Safety Legislation, the Health and Safety Plan, its obligations under this Acknowledgement; or
- ii performing its health and safety obligations in such a way as to endanger the health and/or safety of the Contractor's employees or any other person,

the Contractor shall:

- a) immediately rectify the Contractor's failure to comply with such obligations and provide evidence to QTT's satisfaction that it has rectified its failure; and/or

- b) ensure that it thereafter performs all such obligations.

6. Should the Contractor be in breach of its health and safety obligations QTT may direct the Contractor to suspend the Contractor's performance of all or part of the Services until such time as the Contractor satisfies QTT that it is able and will comply with such obligations.

7. QTT is not required to make any payment to the Contractor in respect of any period for which the Service is suspended as a result of QTT directing the Contractor to suspend performance of Services in accordance with paragraph 8 above. Any such period of suspension of Services is deemed, unless otherwise agreed by QTT, to constitute a failure to provide Services arising from an inability of the Contractor to perform the Services.

8. QTT may itself, or through an agent, audit the Contractor's compliance at reasonable times with its health and safety procedures and obligations under Health and Safety Legislation and this Acknowledgement.

9. The Contractor will co-operate with QTT in any audit undertaken by QTT or its agents relating to the provision of the Services in relation to health and safety or otherwise. The Contractor will allow QTT or its agents access to all aspects of the Services and copies of any documentation to carry out such audits.

10. In the event of the Contractor causing a disruption to electrical supply, telecommunications supply, gas supply, water supply or triggering a fire alarm, not previously agreed with QTT, the Contractor will reimburse QTT for any direct cost which QTT incurs because of this event. In particular the Contractor will reimburse QTT any fines or expenses from the New Zealand Fire Service related to any fire alarm or suppression of fire costs caused by the Contractor or the Contractors' activities.

Signed for and on behalf of the Contractor:	
Full Name:	
Signature:	
Dated:	