28/11/2022

**NORTHERN IRELAND SCIENCE PARK**

**APPLICATION FOR INCLUSION ON A SELECT LIST**

**FOR CONSTRUCTION-RELATED MAINTENANCE WORKS.**

Northern Ireland Science Park was established in March 1999 to create a self-sustaining, internationally recognised science park in Northern Ireland offering a commercial and research driven centre for knowledge based industries.  
  
The Northern Ireland Science Park is headquartered at the main Science Park site at Queen’s Island, Belfast but aims to create a network of Science Park facilities throughout Northern Ireland, with a thriving community of tenant businesses seeking to exploit the university research base with industrial applications. The Park has a high-quality built environment and infrastructure, supported by high-speed telecoms, enabling tenant companies to focus on knowledge-based entrepreneurialism.  
  
The Science Park currently has 7 buildings with over 140 tenant companies and more than 270,000 square foot of lettable space. It has recently expanded its premises to 2 sites (Belfast and Derry~Londonderry)

Applications will be assessed on the following criteria

Financial capability 20%

Previous similar contracts 80%

Please note that contracts should be of a similar type, value, and scale.

|  |  |
| --- | --- |
| 1 | Category you are applying for (delete as appropriate)  ***(If you are applying for more than one category then you must complete an individual form for EACH category)*** |
|  | * 1. Air Conditioning   2. Audio Visual   3. BMS Controls   4. Boilers   5. Building Fabric   6. Car Park Barriers   7. Camera Monitoring   8. Catering Equipment   9. Cleaning   10. Drainage   11. Electrical Services   12. Filtered Drinking Water   13. Fire Extinguishers   14. Fire Detection Systems   15. Gas Detection   16. Grounds Maintenance   17. Lifts   18. Mechanical Services   19. Pest Control   20. Roof Fall Arrest System   21. Security (Access/Intruder) and CCTV   22. Security Patrol & Response   23. Waste Management   24. Water Testing   25. Window Cleaning   26. Winter Gritting (Road/Path) |
| 2 | Confirm you are prepared to provide a 24-hour x 365 day a year response service to Belfast and/or Derry~Londonderry (delete as appropriate) |
|  | * Yes * No * Belfast * Derry~Londonderry |
| 3 | Confirm you have the following level of insurances (delete as appropriate) (Please attach a copy in Appendix A) |
|  | * Employers Liability £ 5M Yes/No * Public Liability £10M Yes/No |
| 4 | Advise the level of turn-over on maintenance contracts/works (must enter a minimum of last 3 years) |
|  | * 2017 £ * 2018 £ * 2019 £ * 2020 £ * 2021 £ |
| 5 | Advise the number of employees involved in maintenance works/contracts in your company (Provide a structure chart in appendix B) |
|  | * Management …….. Nr * Technical …….. Nr * Qualified trade staff …….. Nr * Apprentices …….. Nr * Labourers …….. Nr |
| 6 | Provide a letter from your bank to confirm your business is considered to be an ongoing concern (Provide a copy in Appendix C) |
| 7 | Have you a company Health & Safety Policy (delete as appropriate) |
|  | * Yes (provide a copy in Appendix D) * No |
| 8 | Have you an environmental, net zero, or other sustainability policy |
|  | * Yes (provide a copy in Appendix E) * No |
| 9 | Detail any trade organisations your company is a member of. (Limit to half an A4 Page) |
|  |  |
| 10 | Provide any other relevant information to support your application for inclusion on a select list for construction-related maintenance contractors. (Limit to half an A4 Page) |
|  |  |
| 11 | Provide details of two reference contracts of similar content, scale and value. Provide name, position, organisation, address, e-mail address and contact telephone numbers of three referees who would be prepared to provide a reference in relation to maintenance contracts with your company (limit each Contract to half an A4 Page) |
|  | Contract 1 |
|  | Contract 2 |

Signature: …………………………………………………………….

On behalf of: …………………………………………………………….

Address: …………………………………………………………….

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Tel No: …………………………………………………………….

Fax No: …………………………………………………………….

E-mail: …………………………………………………………….

Date: …………………………………………………………….

Appendix A

(Copy of Insurances)

Appendix B

(Employee Structural Chart)

Appendix C

(Letter from Bank)

Appendix D

(Copy of H&S Documents)

Appendix E

(Copy of Environmental, Net Zero or Sustainability Policy)