

## **PORT OF LEITH HOUSING ASSOCIATION LIMITED**

### **Policy on Selection of Contractors** **Development and Property Management**

**Policy AC/P 6.2**  
**Revised 16/06/2005**  
**Review cycle 5 years**

#### **1.0 The Approved List**

- 1.1 The Association will at all times maintain a List of Approved Contractors.
- 1.2 Such List or revised List will be placed before the Members for approval on an annual basis unless the requirements of a particular project demands otherwise.
- 1.3 Such List will include an adequate number of Contractors capable of carrying out a variety of capital and revenue funded construction projects.( including demolition and any specialist works etc).
- 1.4 Although there is no requirement for Contractors to be NHBC registered for the majority of projects, an adequate number of registered Contractors will be maintained.  
Where applicable Contractors must be registered members of recognised industry trade associations e.g. CORGI, NIECC etc
- 1.5 Contractors will only be included on the Approved List after the satisfactory completion of a standard pro-forma giving details of their overall organisation and capacity and at the same time providing the following:-
  - a) Annual Accounts/Reports for three preceding years.
  - b) Three referees.
  - c) Evidence of adequate insurance cover.
  - d) Policy on Health and Safety at Work with accident/incident records for preceding 5 years.
  - e) Policy on Equal Opportunities.
  - f) Inland Revenue tax certificates (current issue )

Contractors will be given a period of 4 weeks to provide the required documentation, failing which they will not be considered for admission on to the Approved List.
- 1.6 A Contractor may be added to the Approved List at the discretion of the Director, to be approved by the Members and only after satisfactory completion of the standard pro-forma and the provision of support documents referred to at 1. 5. a to e, above.

- 1.7 Any Contractor may be removed from the Approved List on the recommendation of the Director and approved by the Members.

A Contractor may be removed from the Approved list for any of the following reasons:-

- a) Failure to adhere to an agreed contract programme, unless such extension is approved by the Association.
- b) Failure to attend timeously to defects / repair instructions.
- c) Poor standard of workmanship/supervision during the contract and defects liability period.
- d) Failure to comply with any other contractual obligation.
- e) Health and Safety issues
- f) Illegal activity
- g) Company ceases trading
- h) Equal Opportunity issues

- 1.8 The performance of all Contractors will be monitored throughout the duration of the project and reported to the Members by means of the Association's Post Completion Scheme Audit.

- 1.9 Responsive repair performance will be reported to Members at bi – monthly meetings.

## **2.0 Selection for Individual Projects**

- 2.1 Contractors for any project will be selected only from the Approved List.
- 2.2 Such selection will be undertaken by the Director in consultation with the Design / Project Management Team.
- 2.3 All such Lists will be placed before the Members for approval for projects over £250,000 in value.
- 2.4 The final selection of any Principal Contractor will always be subject to the provisions of the Construction (Design and Management Regulations) 1994.
- 2.5 No single Contractor will be allowed to undertake the bulk of the Association's development work at any one time.
- 2.6 In respect of low value or one off specialist service / works, contractors may be selected from alternative sources(Trade press, recommendation etc)

NB . Director means Project Director

Development Services = Development Director  
Property Management = Property Director