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Wedgwood Building, Tipping Street, Stafford, ST16 2DH

Telephone: (01785) 277547
Facsimile: (01785) 277530
Email: sarah.smart@staffordshire.gov.uk
Please ask for: Sarah Smart

Location Address
1 Staffordshire Place, Stafford, ST16 2LP

My Ref: SJS/2012

24 January 2012

STAFFORDSHIRE COUNTY COUNCIL LIST OF PRE-QUALIFIED CONTRACTORS

Dear Sir

Thank you for expressing an interest in Staffordshire County Council's List of Pre-Qualified Contractors.

In order to satisfy the Council's requirements, contractors must:

- **Have a current registration with *Constructionline*** the Government's organisation carrying out the pre-qualification of contractors to an agreed national financial and technical standard (with the exception of Health and Safety).
- **Have a current and valid registration with *The Contractors Health & Safety Assessment Scheme (CHAS)*** (the Local Authorities' organisation is used to check contractors' Health and Safety compliance)
- **Have a Public Liability Insurance level of at least £5 million and an Employers Liability level of at least £10 million, to be maintained at all times.**
- **Sign-up to the Council's set of prequalification policies by declaration (enclosed).**

Please note, meeting the County Council criteria will not guarantee that your company will be invited to tender for works.

If your company is not registered with both organisations then you will need to contact Constructionline and/or CHAS and make the necessary arrangements to be assessed.



For further information about **Constructionline** registration please telephone 0844 892 0313, email constructionline@capita.co.uk or download an application form from the "APPLY" section of the website (www.constructionline.co.uk).

For further information about **CHAS** please telephone 0208 545 3838 or view the link entitled "How do I get assessed by CHAS" on their website (www.chas.gov.uk).

Please note that it is your company's responsibility to maintain valid registered status. The County Council will not provide any notifications or reminders in connection with contractor registered status.

In conclusion please follow the steps below.

- 1. Ensure you have current Constructionline registration**
- 2. Ensure you have current and valid CHAS registration.**
- 3. Ensure you have current £5million Public Liability Insurance and £10million Employers Liability Insurance.**
- 4. Send the completed and signed Application Form, with ALL appropriate supporting evidence to Staffordshire County Council, at the address above, marked for the attention of Sarah Smart.**

Please DO NOT contact the County Council for registration information; initial enquiries should be made direct to Constructionline and/or CHAS.

We hope this new policy will reduce the burden of becoming a pre-qualified contractor and look forward to a long and mutually beneficial relationship.

Yours faithfully,



S J Smart
Quality and Performance Technical Officer
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