

AM Surveying & Block Management

Approved Service Provider Application

Terms & Conditions

Introduction:

AM Surveying & Block Management "AM" is a trading name of AM Surveying Property Services Ltd registered office at 42 New Road, Ditton, Aylesford, Kent ME20 6AD you can contact us at enquiries@amsbm.co.uk and 01732 220 598.

AM Surveying & Block Management are Managing Agent for clients of properties throughout London & the Home Counties whereby AM will either directly place and/or refer works orders to a range of trades, professional service providers and contractors "service providers".

All service providers to AM are required to submit AM's Approved Service Provider Application to become an Approved Service Provider and receive quotation requests and works orders from AM.

Applications are subject to a non-refundable application fee of £45 plus VAT, to enable processing service provider's paperwork and review of same by AM's team.

Applications are usually processed within a period of 10 working days.

Successful applicants will receive a welcome email upon review of a satisfactorily submitted application, unless an existing relationship with AM may exist (where such email may have previously been issued).

Successful applicants will be enrolled onto our list of Approved Service Providers, enabling AM to refer quotation requests and works orders, although no guarantee of such is provided.

Approved Service Providers receiving works orders of £1,000 plus VAT or more per year may be required to pay an annual Approved Service Provider Retainer Fee, of £50.00 plus VAT per year.

Approved Service Providers receiving works orders exceeding £15,000.00 plus VAT per typical year may achieve Preferred Supplier status for a particular category of services and may be required to enter into a Preferred Supplier Agreement with AM.

VETTING SERVICE PROVIDERS

1. POLICY

This policy applies to all service providers carrying out works on behalf of AM Surveying and Block Management. All works must be undertaken by an Approved Service Provider. An Approved Service Provider is any person or company who undertakes work on AM Surveying and Block Management's behalf following the vetting procedure. 'Works' include preventative maintenance, repairs, building services, cleaning and hygiene services, ongoing building / service maintenance, construction, demolition, alteration, refurbishment, emergency repairs and professional services such as legal and accounting and similar services.

2. LEGISLATION & RELATED DOCUMENTS

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 1994

Managing Contractors – Health and Safety Executive Guidance

3. PROCEDURE

General

1. All Approved Service Providers who carry out any maintenance, service, repair or building type works are to be managed in accordance with these terms & conditions.
2. All contractors engaged in **major works** on behalf of AM Surveying and Block Management must be approved and appointed in accordance with company policy by filling out the relevant form (**Contractors Questionnaire – 3.5, available upon request**) to ensure they meet the **minimum requirements** for our major works approved contractors register.
3. All company's/contractors used for ongoing works/maintenance by AM Surveying and Block Management will complete AM's Approved Service Provider Application at:
<https://www.amsbm.co.uk/approved-service-providers>
4. All Approved Service Providers are to evidence they possess our minimum requirements for public liabilities insurance.
5. Approved Service Providers will be reviewed periodically along with adhoc spot checks to be carried out to ensure the ongoing requirements are met.

4. Minimum Requirements

Major Works

- a) Approved Service Providers must hold public liability insurance to the minimum sum of £5,000,000
- b) Approved Service Providers must evidence they vet their own sub-contractors.
- c) Evidenced the company has at least one current H&S accreditation and one trade specific accreditation relevant to the job at hand.
- d) Have provided a health and safety risk assessment for the job at hand or for a similar job within the last 5 years.

On-going and Maintenance Works

- a) The company must have public liabilities insurance to the sum of £1,000,000.
- b) Possess relevant industry accreditation(s) and/or qualifications according to services provided.

Professional Services

- a) The company must have professional indemnity insurance to the sum of £1,000,000.
- b) Possess relevant industry accreditation(s) and/or qualifications according to services provided.

