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**STATEMENT OF SERVICE REQUIREMENTS FOR PROCUREMENT OF A COUNTERBALANCE FORK LIST TRUCK (FLT)**

**1. HEALTH AND SAFETY EXECUTIVE – SCIENCE DIVISION (BUXTON)**

The Health and Safety Executive (HSE) is a Crown non-departmental public body with specific statutory functions in relation to health and safety. It is appointed by the Secretary of State for Work and Pensions and employs around 3500 staff including policy advisers, inspectors, technologists and scientific and medical advisers. HSE’s job is to prevent people being killed, injured or made ill by work.

HSE consists of a governing Board comprising of a Chair and ten non-executive members, all of whom are appointed by the Secretary of State for Work and Pensions after consultation with organisations representing employers, employees, local authorities and others, as appropriate. HSE comprises various directorates and groups and is led by a senior management team. HSE’s Science and Research Centre is part of HSE`s Science Division. HSE works from over 30 locations throughout Great Britain.

HSE’s Science and Research Centre is located within a 550-acre site near Buxton in Derbyshire, and employs a circa 420 people including scientists, engineers, health professionals, technical specialists. Its capabilities comprise of a range of topics including, Health solutions, Risk and Human Factors, Fire, Explosion and Process Safety, occupational and human health, specialist photographic and technical services.

These services include;

* Validation and Certification
* Research and Development
* Environmental and Biological Monitoring
* Specialist Advice and Consultancy
* Forensic Investigation into causes of accidents

**2. BACKGROUND TO THE PROJECT**

A Counterbalance Fork List Truck is an essential item of kit, enabling the lifting & transportation of items in support of activities for commercial, incident and general site work.

We are seeking to replace our existing FLT with a new or used machine with specific lifting capabilities and safety features.

**3. SPECIFICATION OF THE EQUIPMENT REQUIREMENTS**

Counterbalance Forklift Specification

**Critical**

The FLT must be able to:

* Lift between 2.0 and 2.5 tonnes to a height of 4m

Specification Requirements

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| **Basic Information** | **Detailed Specification** |
| Speed Control | Drive control feature, automatic speed control when cornering |
| Parking brake | Automatic parking brake |
| Seat | Fork Lift only works if seat is occupied, start up sequence completed. Fitted with seatbelt also linked to the trucks control system |
| Access | FLT provided with suitable hand and foot holds to allow easy access and egress; footholds to be provided with non-slip materials. Both hand and footholds to be clearly identifiable to allow individuals to find access point easily. |
| Ergonomics | Seat provided will allow for adjustment for employees |
| Visibility | Vehicle will be provided with rear and side view mirrors. |
| Cab | Weatherproof but with the ability to remove doors or side curtains. Front and rear facing screens will have wash and wipe capabilities with heated front + demister and rear Heating in the cab |
| Beacon | Vehicle to be fitted with an amber beacon to show when the vehicle is in operation |
| Audible Warning | Audible warning system – to show when vehicle is in operation |
| Fuel source | Vehicle must be electric and use a lithium battery system |
| Manuals, Dashboard wording | Clear dashboard wording and display, manuals in English |
| Load capacity | Minimum of 2.0 Tonne (2.5 tonne preferable) |
| Lighting | Front and rear |
| Fork Weight Indicator | Provide an audible overload warning to the driver. (System to inform the driver with information on the load weight preferable) |
| Side shift and turnover capability | Must have side shift capability |
| Fork Length | Standard |

Counterbalance FLT should comply with all the latest relevant standards, regulations and EU CE directives and comply with (\*\* UK regulations and directives post BREXIT).

Forks and Load guards should comply with the latest standards and comply with (\*\* UK regulations and directives post BREXIT).

Confirmation that the finished product would come with:

* a valid certificate of conformity;
* minimum of 12 months warranty; and
* user manuals and service books

All tenderers to provide familiarisation training for users upon delivery

**It is critical that the successful tenderer can supply and deliver to a specific specification a counterbalance fork lift truck by 31th March 2021 (ideally sooner).**

**4. CONTRACT MANAGEMENT**

HSE will be required to be kept updated on progress and if the delivery date will be achieved via e-mail between the relevant parties (project leads)

If delivery date cannot be achieved HSE must be informed at the earliest opportunity

**5. TENDER SUBMISSIONS**

All tenderers to provide details of:

* Confirmation that finished product would come with a valid certificate of conformity and warranty; and
* Provide a firm price for the supply and delivery of the counterbalance FLT with the specification broken down into;
* Standard equipment and design features; and
* Cost of non- standard optional accessories and features

Tenderers to also supply proposals for a maintanance and annual service plan.

**Please note, if supplying a used FLT, HSE will take a view on the condition to determine whether it meets our requirements.**