

6 APPENDICES

Appendix 1 – Site Layout drawing of site earthing protection system

Appendix 2 – Asset List and instrument inventory list

Schedule 5

Contract Variation Procedure

- 1 The cost of any Variation Order shall be agreed between the parties taking account of the reasons why the Variation Order was required.
- 2 The Company may propose a variation by completing Part A of the Variation Proposal and supplying three (3) copies of it to the Supplier. Within five (5) Working Days of receipt, or such other time as may be agreed by the Company, the Supplier shall complete Part B of the Variation Proposal and shall supply two (2) copies of the Variation Proposal to the Company. The Company shall be entitled, at any time within thirty (30) days of receipt, to instruct and authorise the Supplier to proceed with the variation on the terms so set out by each party by completing and signing Part C of one copy of the Variation Proposal (which, following such signature, will be referred to as a "**Variation Order**") and supplying such Variation Order to the Supplier. The relevant part(s) of the Agreement and any Contract shall thereupon be varied accordingly.
- 3 The Supplier may propose a variation, after requesting the issue by the Company of a Variation Proposal variation number, by completing Parts A and B of a Variation Proposal and supplying two (2) copies of it to the Company. The Company shall be entitled, at any time within thirty (30) days of receipt, to instruct the Supplier to proceed with the variation on the terms so set out by the Supplier by completing and signing Part C of one copy of the Variation Proposal (which, following such signature, will be referred to as a "**Variation Order**") and supplying such Variation Order to the Supplier. The relevant part(s) of the Agreement and any Contract shall thereupon be varied accordingly.
- 4 The Supplier may indicate in a Variation Proposal that the price is an estimated price but, if it does so, it shall supply a firm price to the Company in writing at least seven (7) days before the expiry of the time within which the Company is entitled to instruct the Supplier to proceed with the variation.
- 5 The price indicated by the Supplier must be the full price and shall cover all costs associated with the variation. If appropriate a range of prices may be shown corresponding to the extent of the Services to be carried out.
- 6 In an emergency, both parties shall use their reasonable endeavours to expedite the actions permitted or required under the Contract Variation Procedure.
- 7 The Company will not accept any retrospective claims for additional work caused by a variation which has not been approved by the Company in accordance with the Contract Variation Procedure before the commencement of such additional work.

- 8.1 All authorised additional work resulting from any Variation Proposal shall be priced in accordance with any applicable rates set out in.
- 8.2 The Supplier shall at all times act reasonably and shall price each Variation Proposal at the least possible additional cost to the Company that it is reasonably and economically practicable for the Supplier to offer and which has the least possible impact on the terms of the Agreement and any Contract, including but not limited to, the Specification and the Order Programme.
9. Strict adherence to the procedure described in this 0 shall be a condition precedent to any addition to the price for the Services. If the Supplier does not adhere to each paragraph in this 0 then the Supplier shall not be entitled to any addition to the price for the Services notwithstanding that the Supplier may have supplied additional or varied Services.

Appendix 1
Form of Variation Proposal/Variation Order

To:	From:
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Contract Reference:

Variation Number:

Variation Title:

PART A (TO BE COMPLETED BY THE ORIGINATOR OF THE VARIATION ORDER)	
Description of change:	
Reason for changes and impact (if any) on Agreement:	
Variation Proposal Authorised by:	Proposal Date:
PART B (TO BE COMPLETED BY THE SUPPLIER)	
Price Breakdown Note: If a further breakdown is needed please append details as a separate sheet.	
Expected Delivery Date:	
Supplier's Representative:	
Print Name:	Signature:
Date:	
Completed document to be returned to the Company's Representative	
PART C (TO BE COMPLETED BY THE COMPANY'S REPRESENTATIVE)	
Comment on Parts A and B:	
Variation Authorisation	
Company's Representative:	
Print Name:	Signature:
Date:	

Schedule 6

QUENSH Menu

Transport for London
London Underground



F0780 Contract Menu

This Contract Menu must be used in conjunction with Category 1 Standard [S1552](#) "Contract QUENSH Conditions"

issue No.: A15

Issue date: August 2013

Review date: August 2018

MAYOR OF LONDON



Contract Menu

Contract No: TFL 00660

Contract Name Inspection and Maintenance of Electrical and Mechanical Ancillary Equipment at Greenwich Generating Station

Client:

Supplier: Z-Tech Control Systems Ltd

Principal Contractor: **Yes** **No**



Guidance

The menu is a tool which is used by the Client to identify conditions that apply to specific contracts and communicate these conditions to the Supplier.

How to complete the menu

1. The Client evaluates the scope of work and enters 'Y' or 'N' in the 'Identified by the Client' column of the menu against each condition selected as applicable or not applicable to the Contract. In the 'Other documents / comments' column the Client can make references to other documents which are supplementary information which is available although not contained within the QUENSH manual but should be considered by the Supplier when they review the conditions. Copies of any additional documents identified in the menu shall be made available to the Supplier. All documents referenced in the Menu shall be current issue, unless otherwise advised. This column can also be used to communicate information (comments) to the Supplier which may be of use to the Supplier when reviewing the conditions.
2. The Client fills in 'Client menu (Invitation to Tender)' section on the last page of the menu and issues the menu as part of the ITT.
 - (1) The Supplier receives the ITT, evaluates the scope of work and, as a requirement of the tendering process, inserts 'Y' or 'N' in the 'Identified by the Supplier' column of the menu against each condition selected as being applicable. These selections may be different from those identified by the Client. Where the Supplier's selection differs from the Client's selection, a clear explanation of the reason for these differences shall be given by the Supplier. A reference to these explanations shall be put in the 'Reference to explanation' column on the menu.
 - (2) The Supplier representative signs and dates the 'Supplier menu (Tender)' on the last page of the menu and submits it with the tender, for consideration by the Client.
 - (3) Differences in the Client and Supplier menu selections will be discussed and resolved with the Client at subsequent tender review meetings. The agreed final version of the menu selections shall form a mandatory part of the Contract and shall be complied with by all Suppliers and their sub-contractors.
 - (4) The menu shall be subject to project version and document control.

Queries on the menu

Any queries in relation to the Contract QUENSH Conditions selected on the menu are to be referred to the Client representative, see contact details/address on last page of the menu.



Contract menu

Requirements in QUENSH

Applicable requirements identified by Client		Identified by Supplier		
Section	Topic	Y / N	Agreed? Y / N	Reference to explanation
4	Agreement of the applicable QUENSH contract conditions			
5	Supplier's selection of sub-contractors	N	Y	
6	Identification of Safety Critical Activities	N	Y	
7	Works Environmental Management	N	Y	
8	Emergency Plan	Y	Y	
9	Method Statements	Y	Y	
10	Health, Safety and Environment File	N	Y	
11	Pre-start health, safety and environment meeting	Y	Y	
12	Supplier's site induction	N	Y	
13	Site Person in Charge	Y	Y	
14	Staff requirements	Y	Y	
14.1	Behaviours	Y	Y	
14.1.1	Alcohol and drugs	Y	Y	
14.1.2	Control of hours worked	Y	Y	
14.2	Knowledge	Y	Y	
14.2.1	English language	Y	Y	
14.2.2	Access Card and Worksite Briefing	Y	Y	
				Other documents / Comments
				Greenwich Generating Station Emergency Plan
				LU Form F0547_TS W035 to be completed
				Greenwich Site Induction Pass Card (valid for 12 months) (DBS) security clearance (Basic Disclosure Scotland security check) mandatory requirement for working on



Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed? Y / N	Reference to explanation
14.2.3	Visitors to sites		Y	Y	
14.3	General competence		Y	Y	
14.3.1	Evidencing competence of safety critical staff		N	Y	
14.3.2	Identification of safety critical staff		N	Y	
14.3.3	Competent external safety critical personnel		N	Y	
14.3.4	Training		Y	Y	
		<p>site. A colour scanned copy of the Basic Disclosure Scotland Certificate is to be sent to the email address SMBSubstationSecurity@tfl.gov.uk for recording on the security database.</p> <p>Fire Watchman (only if works require hot work to be carried out) – standard industry based</p> <p>Fist Aider – standard industry based</p> <p>Confined Space Training (if required to work in an area on site designated as a confined space – standard industry based</p> <p>International Powered Access Federation (IPAF) required for operating Mobile Elevated Work Platforms (MEWPS), cherry pickers etc – standard industry based</p>			

