**Clarification questions – ‘Water Hygiene Risk Mitigation Activities’ and ‘Legionella Risk Assessments’**

*‘Water Hygiene Risk Mitigation Activities’ & ‘Legionella Risk Assessment’ questions*

**Q1;** Can you re-confirm the estimated values of each contract, if they are PA or full term?

**A1;** Legionella Risk Assessments - Estimated £50K PA so estimated £200K for the potential 4 year contract

Water Hygiene Risk Mitigation Activities - Estimated £180K for the potential 4 year contract

**Q2;** Can you clarify the titles of the Tenders and re-confirm what tenders are currently running?

**A2;** Confirm there are two tenders running;

1. **‘Water Hygiene Risk Mitigation Activities’** - Estimated £180K for the potential 4 year contract
2. **‘Legionella Risk Assessments’** *[The specification is titled as this, but did state Water Hygiene Risk Assessments on the document, so the specification document has been amended and re-uploaded to Contracts Finder to make this explicitly clear that there are two tenders]* - Estimated £50K PA so estimated £200K for the potential 4 year contract

*‘Water Hygiene Risk Mitigation Activities’ questions*

**Q1;** I’ve noticed the word counts are between 4000-6000 word limits per question, I just wanted to check these are correct as these are far higher than usual.

**A1;** They are a word limit for each not a dictated amount, so this is the maximum limit, answers can be as short or long, within this limit as bidder see fit.

**Q2;** In the water hygiene specification, it states Six-monthly fail-safe service to Thermostatic Mixing Valves. A failsafe test is not the same as a service and takes a few minutes to perform, a service takes about 15 minutes though a failsafe can be conducted at the same time. Can we ask for clarification on the statement of what you require?

**A2;** We would be looking for a failsafe test and a service at the same time on a 6 monthly basis.

**Q3;** Would a full address list for the 31 properties be provided?

**Q4;** Refer to the update specification that has been uploaded as part of this clarification question upload. The full address list has been added into there.

**Q5;** Appendix 7 has the site Broomy Close down twice which I assume is an error. – Correct this is an error

**A5;** There is 1 attachment that is not on appendix 7 – 13 Truro Drive – This is an error, this site should have been on there so amended Specification has been uploaded to Contracts Finder as part of this clarification question upload.

*‘Legionella Risk Assessments’ questions*

**Q1;** Looking at the LRA tender for undertaking risk assessments every two years, please advise if there is a tender for the subsequent monitoring (temperature and water analysis) of the outlets..

**A1;** No, the LRA’s will be completed on a biannual basis. We have made the decision to keep risk assessments and Planned Preventive Maintenance [Water Hygiene] works under two separate contracts. We will not consider the same contractor for both tenders.

**Q2;** Please find below questions for clarification regarding the tender opportunity (LRA’s) for Community Housing.

* Oak Leaf House – no information about this site- can you clarify what type of site this is?
* 116 Queen Elizabeth Road – no information about this site
* Could you confirm what type of buildings is covered under ‘extra care housing’

**A2;**

* Oak Leaf House is another one of our offices, located at Finepoint Way, DY11 7FE
* 116 Queen Elizabeth Road is a storage facility within a block of flats
* Extra Care Housing – are independent living schemes

**Q3;** ‘Reports should be made available within 24 hours of works being completed at site to allow Community Housing to react quickly to hazardous or costly situations.’ High risk report can be produced on site Our full report will take longer than 24 hours, is this OK?

**A3;** Yes this is fine as long as we have early notification of urgent actions as these are on a 28 days timescale for completion.

**Q4;** We cant seem to locate a schedule of assets or information of what it inside the properties. Could you please send something at your convenience which details the water systems within the buildings?

**A4;** Refer to component service schedule attachment that has been uploaded as part of this clarification question upload.

**Q5;** On Page 3 of *Appendix 7 - Specification*, under the Section heading that starts “**The survey and report will outline…**”, the requirement states:

·      Provide schematic diagrams detailing the building and its pipe work distribution systems, and photographs of relevant parts of the installation i.e. storage tanks, storage [calorifiers] etc, also attention should be drawn to the water supply for location of vending machines.

Clarification Query 1:

There is no cost provision in the pricing schedule for a schematic drawing per page.  Shall we include drawings in the Risk Assessment cost?  If so, this needs to be made clear for all bidders as pipework investigation and drawing take extra time?

**A5;** The schematic drawings should be included in the cost of the Risk Assessment and the bidder should state this in their tender response.

**Q6:** On Page 3 of *Appendix 7 - Specification*, under the Section heading **Reporting**, the requirement states, “The successful contractor will need to provide all maintenance reports, sample results and significant findings with exceptions and record them electronically with a compatible system”, and within *Appendix 8 - Price Schedule*, Item Ref. 3.02 states, “Provision of digital site log book (either in a digital document format or via an online compliance portal).

Clarification Query 2:

Can these both be within the same compliance system?

**A6:** Yes these can both be on the same system.

**Q7;** Regarding the 10 type properties( reference 1.01-1.10) would it be possible to confirm an estimated quantity of temperature checks to be undertaken at each monthly visit.

**A7;** Refer to component service schedule attachment that has been uploaded as part of this clarification question upload.

**Q8;** Regarding the quality response, risk assessments have been requested in the submission, is this required for the monitoring contract?

**A8;** A risk assessment for the contractors to carry out their activities will be required. This is to satisfy the health and safety requirements of all contractors who are working in our buildings.

**Q9;** As we have 31 specific sites, would it be possible to get copies of the previous risk assessments?

**A9;** Yes these have now been sent to all bidders that expressed an interest. These will not be posted publicly on Contracts Finder so please email [procurement@communityhousing.co.uk](mailto:procurement@communityhousing.co.uk) requesting for these to be sent to you if you have not received them.

**Q10;** I have received the risk assessments as requested but have a few queries as per below;

I had a couple of queries, comparing the list of 31 sites from appendix 7 to the attachments they don’t match.

* Appendix 7 has the site Broomy Close down twice which I assume is an error.
* There are 2 attachments that are not on appendix 7 – 13 Truro Drive & Community House
* The following sites had just legionella review documents attached (example attached) and not the actual risk assessment which I will need please.
  + Broomy Close
  + Fred Bennett CC
  + Lister Road CC
  + Oakleaf House (Assume Finepoint)
  + 94 Shakespeare Drive
  + 154 Sion Avenue
  + Walshes CC
  + Will Court Community Room
  + 56 Worcester Road
  + Wribbenhall CC

**A10:** Appendix 7 has the site Broomy Close down twice which I assume is an error. – Correct this is an error

There is 1 attachment that is not on appendix 7 – 13 Truro Drive – This is an error, this site should have been on there so amended Specification has been uploaded to Contracts Finder

The following sites had just legionella review documents attached (example attached) and not the actual risk assessment which I will need please. - We will get the last Risk Assessments sent over to you ASAP. Community Housing previously had taken guidance from our current Risk Assessment provider who had advised that the sites that had not undergone any changes of use and occupation, or had any major works undertaken, would require a risk assessment review. Due to the pandemic, this further supported the case for a review of the risk assessment rather than a new one being undertaken, given that access into some of our schemes was difficult due to vulnerable customers residing within them. Where we hold a review from the last visit, Community Housing have made the decision to undertake a full Legionella Risk Assessment on the next anniversary visit.

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