

Short Contract

A contract between

The Secretary of State for Health acting through the Medicines and Healthcare products Regulatory Agency

and

Commercial Services UK Ltd

For

FE Security Improvements – Lot 2

Reference

(Refurbishment of the security lodge to include painting, decorating and new fixtures and fittings)

ECM_8018

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Notes about this contract are printed in boxes like this one. They are not part of the contract.

CONTRACT DATA

The *Employer* is

Name **Medicines and Healthcare products Regulatory Agency**

Address **Blanche Lane, South Mimms, Potters Bar, Hertfordshire, EN6 3QG.**

Telephone **01707 641 000**

E-mail address **purchasing@nibsc.org**

The *works* are **FE Security Improvements – Lot 2**

The *site* is **Blanche Lane, South Mimms, Potters Bar, Hertfordshire, EN6 3QG.**

The *starting date* is **1st April 2021**

The *completion date* is **31st August 2021**

The *period for reply* is **2** weeks.

The *defects date* is **52** weeks after Completion.

The *defect correction period* is **2** weeks.

The *delay damages* are **0** per day.

The *assessment day* is the **1st** of each month.

The *retention* is **3** %.

Does the United Kingdom Housing Grants, Construction and
Regeneration Act (1996) apply? **No**

The *Adjudicator* is

Name

Address

Telephone Fax

E-mail address

Contract Data

The interest rate on late payment is % per complete week of delay.

Insert a rate only if a rate less than 0.5% per week of delay has been agreed.

The *Contractor* is not liable to the *Employer* for loss of or damage to the *Employer's*

property in excess of **£2,000,000.00** for any one event.

The *Employer* provides this insurance

Only enter details here if the *Employer* is to provide insurance.

.....

The minimum amount of cover for the third insurance stated in the Insurance Table is

£2,000,000.00

The minimum amount of cover for the fourth insurance stated in the Insurance Table is

£2,000,000.00

The *Adjudicator nominating body* is

.....

The *tribunal* is

.....

If the *tribunal* is arbitration, the arbitration procedure is

.....

The *conditions of contract* are the NEC3 Engineering and Construction Short Contract April 2013 and the following additional conditions

Only enter details here if additional conditions are required.

Z1 Official Secrets and confidentiality

- Z1.1 The Official Secrets Act 1989 and, where appropriate, the provisions of section 11 of the Atomic Energy Act 1946 apply to this contract from the starting date until the Defects Certificate or a termination certificate has been issued.
- Z1.2 The Contractor notifies his employees and his Subcontractors of their duties under these Acts.
- Z1.3 The Contractor does not use or disclose information concerning the contract obtained either by the Contractor or by any person employed by him except for the purposes of the contract.

Z2 Security

- Z2.1 The Contractor submits to the Project Manager details of people who are to be employed by him and his Subcontractors in connection with the works. The details include a list of names and addresses, the capacities in which they are employed, and other information required by the Project Manager.
- Z2.3 Employees of the Contractor and his Subcontractors are to carry an Employer's pass whilst they are on the parts of the Site stated in the Contract Data.
- Z2.4 The Contractor submits to the Project Manager for acceptance a list of the names of the people for whom passes are required. The Project Manager issues the passes to the Contractor. Each pass is returned to the Project Manager when the employee no longer requires access to that part of the Site or after the Project Manager has given notice that the employee is not to be admitted to the Site.

Z2.5	The Contractor does not take photographs of the Site or the works or any part of them unless he has obtained the acceptance of the Employer.
Z2.6	The Contractor takes the measures needed to prevent his and his Subcontractors' people taking, publishing or otherwise circulating such photographs.
Z3	Payment of undisputed invoices within 30 days by contracting authorities [Employers], contractors and subcontractors – Public Contracts Regulations 2015, Regulation 113
Z3.1	That any payment due from the Employer to the Contractor under the contract is to be made no later than the end of a period of 30 days from the date on which the relevant invoice is regarded as valid and undisputed.
Z3.2	Any invoices for payment submitted by the contractor are considered and verified by the Employer in a timely fashion and that undue delay in doing so is not to be sufficient justification for failing to regard an invoice as valid and undisputed.
Z3.3	That any subcontract awarded by the contractor contains suitable provisions to impose, as between the parties to the subcontract— <ul style="list-style-type: none"> (i) requirements to the same effect as those which sub-paragraphs Z5.1 and Z5.2 require to be imposed as between the parties to the public contract; and (ii) a requirement for the subcontractor to include in any subcontract which it in turn awards suitable provisions to impose, as between the parties to that subcontract, requirements to the same effect as those required by this sub-paragraph Z5.3.
Z4	Orders and Invoicing
Z4.1	All orders for goods, requests for planned preventative maintenance, reactive maintenance and replacement parts must be subject to a purchase order from the Employer.
Z4.2	All invoices must state the Employers purchase order number, otherwise the invoice will be returned to the supplier.
Z4.3	A single invoice must only relate to a single purchase order (PO). The employer cannot process invoices against multiple POs.
Z5	General Data Protection Regulation (Regulation (EU) 2016/679) – “GDPR”
Z5.1	<p>GDPR CLAUSE DEFINITIONS:</p> <p>Data Protection Legislation: (i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 [subject to Royal Assent] to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;</p> <p>Data Protection Impact Assessment: An assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data.</p> <p>Controller, Processor, Data Subject, Personal Data, Personal Data Breach, Data Protection Officer: take the meaning given in the GDPR.</p> <p>Data Loss Event: Any event that results, or may result, in unauthorised access to Personal Data held by the Processor under this Agreement, and/or actual or potential loss and/or destruction of Personal Data in breach of this Agreement, including any Personal Data Breach.</p> <p>Data Subject Request: A request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.</p> <p>DPA 2018: Data Protection Act 2018</p> <p>GDPR: the General Data Protection Regulation (Regulation (EU) 2016/679)</p> <p>Joint Controllers: Where two or more Controllers jointly determine the purposes and means of processing</p> <p>LED: Law Enforcement Directive (Directive (EU) 2016/680)</p>

Protective Measures: Appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the Effectiveness of the such measures adopted by it including those outlined in Annex 2 (Security).

Sub-processor: Any third Party appointed to process Personal Data on behalf of that Processor related to this Agreement

- Z5.2 The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor unless otherwise specified in Annex 1. The only processing that the Processor is authorised to do is listed in Annex 1 by the Controller and may not be determined by the Processor.
- Z5.3 The Processor shall notify the Controller immediately if it considers that any of the Controller's instructions infringe the Data Protection Legislation.
- Z5.4 The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Controller, include:
- Z5.4.1 a systematic description of the envisaged processing operations and the purpose of the processing;
 - Z5.4.2 an assessment of the necessity and proportionality of the processing operations in relation to the Services;
 - Z5.4.3 an assessment of the risks to the rights and freedoms of Data Subjects; and
 - Z5.4.4 the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.
- Z5.5 The Processor shall, in relation to any Personal Data processed in connection with its obligations under this Agreement:
- Z5.5.1 process that Personal Data only in accordance with Annex 1, unless the Processor is required to do otherwise by Law. If it is so required, the Processor shall promptly notify the Controller before processing the Personal Data unless prohibited by Law;
 - Z5.5.2 ensure that it has in place Protective Measures, which are appropriate to protect against a Data Loss Event, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures), having taken account of the:
 - Z5.5.2.1 nature of the data to be protected;
 - Z5.5.2.2 harm that might result from a Data Loss Event;
 - Z5.5.2.3 state of technological development; and
 - Z5.5.2.4 cost of implementing any measures;
 - Z5.5.3 ensure that:
 - Z5.5.3.1 the Processor Personnel do not process Personal Data except in accordance with this Agreement (and in particular Annex 1);
 - Z5.5.3.2 it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
 - (a) are aware of and comply with the Processor's duties under this clause;
 - (b) are subject to appropriate confidentiality undertakings with the Processor or any Sub-processor;
 - (c) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Controller or as otherwise permitted by this Agreement; and
 - (d) have undergone adequate training in the use, care, protection and handling of Personal Data; and
 - Z5.5.3.3 not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:
 - (a) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Controller;
 - (b) the Data Subject has enforceable rights and effective legal remedies;

(c)	the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavors to assist the Controller in meeting its obligations); and
(d)	the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the processing of the Personal Data;
Z5.5.3.4	at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Agreement unless the Processor is required by Law to retain the Personal Data.
Z5.6	Subject to clause 14.6, the Processor shall notify the Controller immediately if it:
Z5.6.1	receives a Data Subject Request (or purported Data Subject Request);
Z5.6.2	receives a request to rectify, block or erase any Personal Data;
Z5.6.3	receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation
Z5.6.4	receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Agreement;
Z5.6.5	receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
Z5.6.6	becomes aware of a Data Loss Event.
Z5.7	The Processor's obligation to notify under clause Z5.6 shall include the provision of further information to the Controller in phases, as details become available.
Z5.8	Taking into account the nature of the processing, the Processor shall provide the Controller with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause Z5.6 (and insofar as possible within the timescales reasonably required by the Controller) including by promptly providing:
Z5.8.1	the Controller with full details and copies of the complaint, communication or request;
Z5.8.2	such assistance as is reasonably requested by the Controller to enable the Controller to comply with a Data Subject Request within the relevant timescales set out in the Data Protection Legislation;
Z5.8.3	the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
Z5.8.4	assistance as requested by the Controller following any Data Loss Event;
Z5.8.5	assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.
Z5.9	The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Processor employs fewer than 250 staff, unless:
Z5.9.1	the Controller determines that the processing is not occasional;
Z5.9.2	the Controller determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; or
Z5.9.3	the Controller determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.
Z5.10	The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.
Z5.11	Each Party shall designate its own data protection officer if required by the Data Protection Legislation.
Z5.12	Before allowing any Sub-processor to process any Personal Data related to this Agreement, the Processor must:
Z5.12.1	notify the Controller in writing of the intended Sub-processor and processing;
Z5.12.2	obtain the written consent of the Controller;
Z5.12.3	enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause
Z5.13	such that they apply to the Sub-processor; and

- Z5.14 provide the Controller with such information regarding the Sub-processor as the Controller may reasonably require.
- Z5.15 The Processor shall remain fully liable for all acts or omissions of any of its Sub-processors.
- Z5.16 The Controller may, at any time on not less than 30 Working Days' notice, revise this clause by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Agreement).
- Z5.17 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Controller may on not less than 30 Working Days' notice to the Processor amend this agreement to ensure that it complies with any guidance issued by the Information Commissioner's Office.
- Z5.18 Where the Parties include two or more Joint Controllers as identified in Annex 1 in accordance with GDPR Article 26, those Parties shall enter into a Joint Controller Agreement based on the terms outlined in Annex 1 in replacement of Clauses Z5 for the Personal Data under Joint Control.

Z6 Disclosure within Government

- Z6.1 The Employer may disclose within Government any of the tenderer's documentation/information (including any that the Contractor considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the tenderer to the agency during this procurement and any subsequent contract. The information will not be disclosed outside Government.

Annex 1 Schedule of Processing, Personal Data and Data Subjects

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Employer is the Controller and the Contractor is the Processor in accordance with Clause Z5.
Subject matter of the processing	The processing is needed in order to ensure that the Processor can effectively deliver the contract to provide a service to the Agency.
Duration of the processing	The duration is for the length of the contract.
Nature and purposes of the processing	Recording of staff name, work contact details and location of the place of delivery of the contract.
Type of Personal Data being Processed	Staff name, work telephone number and email.
Categories of Data Subject	Agency Staff.
Plan for return and destruction of the data once the processing is complete	Length of contract. The Agency does not require return of data at close of contract.
UNLESS requirement under union or member state law to preserve that type of data	

Contract Data

The *Contractor's* Offer

The *Contractor* is

Name **Commercial Services UK Ltd**

Address **Unit G Gateway 1000, Arlington Business Park, Stevenage, Herts SG1 2FP**

Telephone **01438 532 208**

E-mail address **vic@commercialservicesuk.com**

The percentage for overheads and profit added to the Defined Cost for people is **10 %**.

The percentage for overheads and profit added to other Defined Cost is **10 %**.

The *Contractor* offers to Provide the Works in accordance with the *conditions of contract* for an amount to be determined in accordance with the *conditions of contract*.

The offered total of the Prices is **£17,575.51**

Enter the total of the Prices from the Price List. **£17,575.51**

Signed on behalf of the *Contractor* (**Commercial Services UK Ltd**)

Name

Position

Signature

Date

The *Employer's* Acceptance

The *Employer* accepts the *Contractor's* Offer to Provide the Works

Signed on behalf of the *Employer* (**Medicines and Healthcare products
Regulatory Agency**)

Name

Position

Signature

Date

Contract Data

Price List

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only; the Unit, Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters the rate which is then multiplied by the expected quantity to produce the Price, which is also entered.

Cost Breakdown

ITT:itt_4537 – FE Security Improvement				
Item No.	Item	Specification	Quant	
1	New Sink	Stainless steel single bowl and drainer	1	
2	Worktop	Standard 38mm from Howdens range	2	
3	Cupboard under Worktop	Standard 1000mm base cupboard from Howdens Greenwich range	1	
4	Wall Cupboard	Standard 600mm from the Howdens Greenwich range	1	
5	Hot Water Heater	Heatrae Sadia 3kw 7Ltr slimline	1	
6	Splashback	Hygenic plastic panel approx. 400mm high to line of worktop	1	
7	Bespoke Cupboard over DB	MFC panels and doors	1	
8	Make Good and Decorate	Prepare/make good walls and ceilings and apply a minimum 2No. Coats matt emulsion		
9	Floor Finishes	Uplift existing, prepare and lay Polyflor Mosaic		
10	Electric Heating to 3No. Areas	Hyco Accona 1.5kw panel heater with 7-day timer	1	
11	Slimline Heated Towel Rail	Nuie 300watt 920 x 480 x 85 chrome ladder type	3	
12	Lighting	Yale NYA54 7No. Dimmable and 3No dimmable emergency surface mounted LED	1	
13	Metal Door	Metador	1	
14	Access Control	Tyco works. Provisional Sum at this stage	1	
15	Window Locks	Hafele Product Code 971.00.801 sliding window/door lock	6	
16	Canopy	Bespoke galvanized and polyester powder coated steel goal post arrangement with a polycarbonate roof	1	
Total for the above net of VAT				£17,575.51

Contract Data

Works Information

The Works Information should be a complete and precise statement of the Employer's requirements. If it is incomplete or imprecise there is a risk that the Contractor will interpret it differently from the Employer's intention. Information provided by the Contractor should be listed in the Works Information only if the Employer is satisfied that it is required, is part of a complete statement of the Employer's requirements and is consistent with the other parts of the Works Information.

1 Description of the *works*

Give a detailed description of what the Contractor is required to do and of any work the Contractor is to design.

- To enhance the Security Lodge to provide an improved security appearance and impression upon arrival to deter intruders. Enhance the security lodge to provide an improved security appearance and impression up on arrival to deter intruders as recommended by CTSA

Detailed requirements – Lot 2:

Refurbishment of the Security Lodge, to include:

- New stainless steel sink & drainer. Note, Earth bonding of the electrical installation is to be carried out to the requirements to the current IEE Regulations and the Electricity Boards recommendations, special attention to be paid to the bonding of extraneous metalwork.
- New 38mm laminated worktops
- New cupboards (under worktop and on wall)
- New hot water boilers
- Hygienic splash back
- Cupboard over fuse board
- Various repairs to walls and decorate throughout
- Replacement of flooring with non-slip poly floor mosaic. Please allow to re-screed existing floor with self leveller if required.
- Electric heaters / towel rails in all three areas of the building
- LED dimmable lighting throughout the building, please specify quantity and layout in your proposal
- New door frame
- Internal locks on existing windows
- Fitting of existing lockers
- New permanent canopy to provide shelter to visitors - please provide a design proposal.

During the works, the contractor must allow for removal and reinstatement of all items fixed to the walls / other surfaces and for removal and disposal of all old / removed / obsolete fixtures and fittings.

Other requirements (applying to both Lot 1 and Lot 2):

During the installation / refurbishment, site security must be maintained, therefore a plan will need to be devised on how the contractor proposes to carry out the work including any requirements for out of hours working. The site is manned 24/7/365.

Commissioning & Validation (Lot 1 only):

The new barriers, gates and turnstile will be commissioned to demonstrate that it fulfils all the requirements in this specification, including (but not limited to):

- Easy manual override on power failure. Please provide detail on the operation of the manual override
- Anti-tail gating
- Anti-pass back
- Remote override switches/buttons
- Remote control fobs

A comprehensive Gantt chart is to be provided with the tender return showing the work phases. This should show all lead times. It is preferable that this is supplied in Microsoft Project but an excel spreadsheet would be accepted.

Waste removal and recycling

The contractor will be responsible for the removal of the old legacy fixtures, fittings and equipment from site and disposed of in accordance with the following:

All waste materials are the responsibility of the contractor. All waste associated with the project will be disposed of in an environmentally acceptable way and in compliance with the Duty of Care under the Environmental Protection Act 1990. All disposed waste from The Employer, must have a certificate stating that the waste items have been transferred to an authorised waste handler, and disposed of accordingly. This certificate must be handed to the Employer for our records.

A contractor's skip can be located in the local area with agreement of the project manager but must be maintained so no rubbish is left around it or be blown around by the wind.

CDM

This project will be run alongside CDM regulations. Our independent adviser will be in touch to start the process off.

Site setup Information

A full survey is to be undertaken to establish and verify actual site dimensions, prior to further design work and the subsequent construction phase.

Site Management

For Lot 1 - please allow for a full-time foreman or Site Engineer to be available throughout the duration of all the works.

Welfare facilities

The site has toilets, power and water which will be provided to contractors with the Employer's permission. The site also has a staff restaurant that the Contractors staff may use subject to persons being properly

dressed and in clean and tidy clothing. We have first aiders on site but we expect each main contractor to supply a first aider as part of their team.

The contractor is to allow for container storage or any site setup.

Storage of materials and tools

NIBSC is very limited on internal space and therefore all material and tools will need to be stored in an area designated by the Project Manager.

The Contractor is to allow for secure container storage or any site setup if required. If material or equipment cannot be stored within a container then it must be secured for security reasons.

Any damage to any part of the site caused during the undertaking of works by the contractor must be made good by the contractor, at their expense, before handover is accepted. Any such damages will need to be repaired to the satisfaction of The Employer. This includes, but is not limited to;

- Roads & Paths
- Curbs
- Shrubbery
- Cables
- Vehicles
- Structures

Design or approvals

The contractor will submit proposal plans if applicable for any Planning or Building Regulations. All costs associated with your project proposal must form part of your tender return price.

O & M's

Electronic O and M manuals will be provided at the end of the works, showing as installed drawings (in AutoCad) routine service parts and the frequency of maintenance. Electrical certificates along with information etc. also manufacturer's literature must also be included.

2 Drawings

List the drawings that apply to this contract.

Please see <https://mhra.bravosolution.co.uk/> ITT 4537, P5778

Contract Data

Works Information

3 Specifications

List the specifications which apply to this contract.

"Government Buying Standards", must be applied to any areas of the specification which fall under these standards. These standards have been endorsed by the Coalition Government and all central government departments and their related organisations must ensure that they meet these minimum mandatory specifications when buying products and services. The link to the standards is:

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

Article 6 of the Energy Efficiency Directive 2012/27/EU on energy-efficient public procurement must be applied to any areas of the specification which fall under these standards. These standards have been endorsed by the Coalition Government and all central government departments and their related organisations must ensure that they meet these minimum mandatory specifications when buying products and services. The link to the guidance is:

<https://www.gov.uk/government/publications/procurement-policy-note-0115-implementing-energy-efficiency-directive-article-6-further-information>

4 Constraints on how the Contractor Provides the Works

State any constraints on the sequence and timing of work and on the methods and conduct of work including the requirements for any work by the Employer.

Please see <https://mhra.bravosolution.co.uk/> ITT 4537, P5778

Contract Data

Works Information

5. Requirements for the programme

State whether a programme is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.

State what the use of the works is intended to be at their Completion as defined in clause 11.2(1).

The contractor is always to comply with the Institute's H & S guidelines while on site. The H&S advisor on site has responsibility for ensuring compliance on the Institute's behalf and will form part of the project team.

All contractor employees will be given the site induction when attending site for the first time. There will be further inductions for specific specialist areas as and when required.

Should, as a result of the contract, an incident or accident occur to either a member of the Institute's staff, property or contractor's employees, the person responsible for you on site (generally the Project Manager) must be informed as soon as possible after the immediate emergency has been dealt with. The responsible person will then inform the H&S team.

The Principal Contractor will manage health and safety on the site with established rules and procedures. These will be displayed, and all operatives and visitors to the site are required to undergo a site-specific induction to be familiarized with them. A signature of understanding of the rules and procedures together with an undertaking to abide by them will be retained in a register maintained on site for that purpose.

Site rules, practices, and procedures to be established and enforced will include but not necessarily be limited to the following: -

- Contractors' personnel must comply fully with the client's security arrangements and procedures
- Operatives and visitors report to the site supervisor are inducted and sign in and sign out
- Smoking is not permitted on the site except in defined areas
- Radios and personal stereos are not permitted
- Personal protective equipment must be worn as required by their risk assessment
- Debris removal and site clearance is regular
- Correctly rated electrical equipment and circuit breakers are used where applicable
- Temporary lighting, including emergency lighting, is provided where and when necessary
- Copies of HSE notification and public liability insurance certificate are displayed
- All existing mains services are located, identified and marked
- Fire precautions and procedures are maintained including the provision of firefighting equipment and means of escape
- Sufficient resources are to be provided and maintained to ensure that operatives do not lose concentration or become fatigued resulting in injury
- Only trained personnel to operate mechanical plant or electrical equipment

The Employer will continue to operate normally in the building. However, it will be necessary for some operational areas to be vacated for periods of time to allow works to be carried out. The Principal Contractor will be required to liaise with the Employer so that a program can be established to suit operational requirements. Access to all areas for Employers maintenance personnel must be maintained at all times unless alternative arrangements have been made with the client.

The Principal Contractor must ensure that his operations do not pose any risk to the Employers personnel or visitors to the site

There are no health risks to contractors' personnel from the Employers activities as long as the Employers security controls are complied with fully.

Whilst the work is happening, appropriate signage and barriers must be put in place to divert staff and deliveries onto site.

At no point should the road be blocked off without prior arrangement. Emergency vehicles must always have access to the site.

Special attention needs to be considered for cyclists and staff walking to site. Visitors must be directed safely to and from site.

Precautions must be taken to protect site operatives and general public from hazards associated with vibration, dangerous fumes (diesel exhaust) and dust (ground cutting) arising during the Works.

A safe non plant route will need to be provided during the works. Diggers, cranes, and earth movers must not operate during rush hour times unless agreed with the project manager. Banks men or spotters must be positioned during busier times.

Flashing amber lights must be used on all moving or turning plant.

All soil spoil or building rubble must be removed from site in a timely manner to avoid piles of spoil to build up. Any ground where spoil is stockpiled will be subject to being made good and re-grass seeded.

All landscaped areas and grass land are to be levelled and fully made good at the end of the works. Allowance must be made to back fill vehicle track marks with topsoil and completely re-grass seeded.

The site roads and pavements must be kept clean at all times. Please allow for cleaning in the costings.

If you need to carry out a ground survey where the bi-fold gates are being installed to determine the quality of the ground. This needs to be allowed for in the costings.

6. Services and other things provided by the *Employer*

Describe what the Employer will provide, such as services (including water and electricity) and “free issue” Plant and Materials and equipment.

Isolations

The Employer will isolate all services as necessary; permits will be issued to cover all the scope of works.

Facilities

The site has toilets, power and water which will be provided to the Contractor with the Employer's permission. The site also has a staff restaurant that the Contractors staff may use subject to persons being properly dressed (no bare torsos or shorts) and in clean clothing.

Contract Data

Site Information

Give information about the site such as the ground conditions and any other information which is likely to affect the Contractor's work such as limitations on access and the position of adjacent structures.

Location

Blanche Lane, South Mimms, Potters Bar, Hertfordshire EN6 3QG, UK. Ordnance Survey reference TL217003

Although not far from the M25-A1(M) South Mimms interchange, the site is in a substantially rural setting on a relatively steep slope facing south south east. There is a conservation area to the north and the natural topography drains down the fall slope to watercourses beyond the southern lower boundary. The site of approximately 13 acres (5.3 hectares) has been terraced to provide level building platforms.

Permit to Work

The Employer operates a permit to work, areas covered by these permits include general permits, electricity working, hot works, working at height and decontamination certificates. All permits will be issued as necessary by the Employer. No work is to be commenced without the possession of the relevant permit to work.

There are no health risks to contractors' personnel from the Employers activities if the Employers controls are complied with fully. There is a site induction that every member of the Contractors staff must complete before working on site.

The Employer will continue to operate normally in the building. However, it will be necessary for some operational areas to be vacated for periods of time to allow works to be carried out. The Contractor will be required to liaise with the Employer so that a programme can be established to suit operational requirements. Access to all areas for Employers personnel must always be maintained unless alternative arrangements have been made with the client.

The Contractor must ensure that his operations do not pose any risk to the Employers personnel or visitors to the complex. Confirm you understand and will comply this requirement.

Asbestos

An Asbestos Register for the site was compiled in 2003/2004, 2009 and updated 2010. This register is available on request. It should be noted that the asbestos survey may not have identified all the asbestos containing materials in the building and the Contractor's personnel must have received asbestos awareness training and proceed with caution

Noise, dust, vibration

Due to the nature of the site, it is essential that full consultation with The Employer is carried out prior to a detailed forward planning schedule being drawn up. This is due to the sensitive nature of the Scientific work and equipment used / carried out on site.

Storage

Storage of materials and tools, The Employer is very limited on internal space and therefore all material and tools will need to be stored in an area designated by the Project Engineer, or external storage provided by the contractor.