

Area 9 Asset Support Contract

Service Information

Annex 5

Cost Capture Data Requirements

SERVICE INFORMATION FOR ASC
ANNEX 5
CONTENTS AMENDMENT SHEET

Amend. No.	Issue Date	Amendments	Initials	Date
0	March 2013	First Issue	SOS	22/3/13

LIST OF CONTENTS

5	COST CAPTURE DATA STRUCTURE	4
5.1	Outline Data Structure	4

5 COST CAPTURE DATA STRUCTURE

5.1 Outline Data Structure

- 5.1.1 The data structure is to capture costs of activities and sub-activities and assist the *Employer* on its understanding of the *Provider's* costs of activities. The data structure is also intended to provide a basis for benchmarking, monitor continual improvement and help towards developing an efficiency indicator.
- 5.1.2 The outline requirements of cost capture are defined in the Cost Capture Diagram, Schedules of Cost Components, Activity and sub-Activity Schedules and Prescribed Route Locations.
- 5.1.3 All *Providers'* costs are to be recorded, reported and be accessible for inspection by the *Employer*. The method of recording costs enables accurate calculation of Defined Costs including actual costs where the defined cost is deemed to be zero and reporting activity costs.
- 5.1.4 The indicative cost capture requirements do not preclude any other separate requirements that may be needed as part of the *Employer's* current budgeting and payment processes.

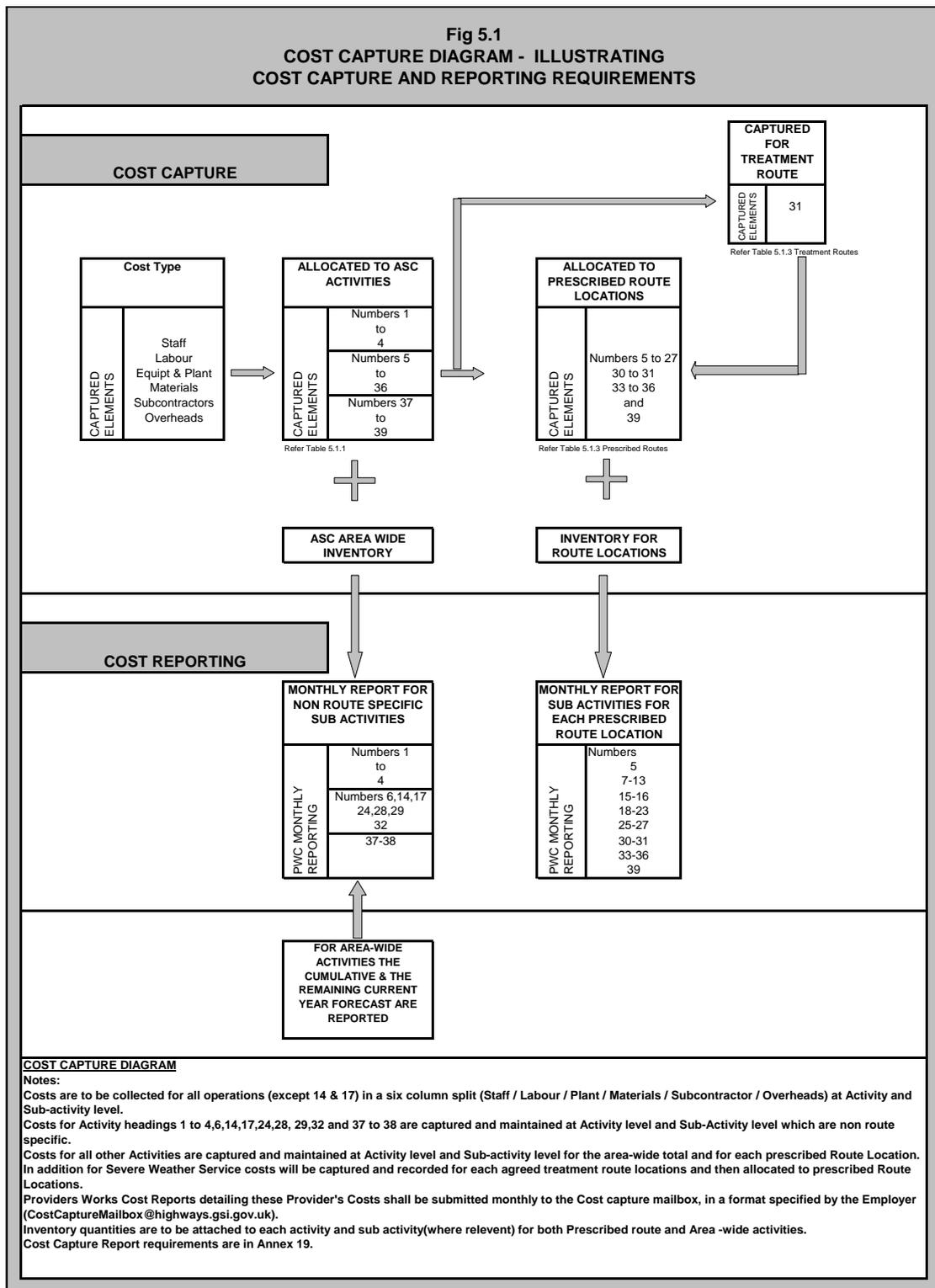


Table 5.1.1. Cost Breakdown Data Components

Schedule of Cost Components Fee schedules		Cost Breakdown Structure					
		Staff	Labour	Plant	Materials	Subcontract	Overheads
Ref	Component						
1	People						
	Split between Staff and labour						
11	Wages, salaries and amounts paid by the <i>Provider</i> for people.						
12	Payments to people for						
(a)	bonuses and incentives	√	√				
(b)	overtime	√	√				
(c)	working in special circumstances	√	√				
(d)	special allowances	√	√				
(e)	absence due to sickness and holidays	√	√				
(f)	statutory redundancy and notice severance on a pro rata basis for the period engaged in Providing the Services where redundancy arises because the person is no longer required to be employed to Provide the Services and that person cannot be deployed elsewhere. The amount of the statutory redundancy and notice severance will relate only to the length of service of that person in Providing the Services.	√	√				
13	Payments made in relation to people for:	√	√				
(a)	travel	√	√				
(b)	subsistence and lodging	√	√				
(c)	relocation	√	√				
(d)	medical examinations	√	√				
(e)	passports and visas	√	√				
(f)	travel insurance	√	√				
(g)	items (a) to (f) for dependants	√	√				
(h)	protective clothing	√	√				
(i)	National Insurance contributions	√	√				
(j)	meeting the requirements of the law	√	√				

Schedule of Cost Components Fee schedules		Cost Breakdown Structure					
		Staff	Labour	Plant	Materials	Subcontract	Overheads
Ref	Component						
(k)	life assurance	√	√				
(l)	death benefit	√	√				
(m)	occupational accident benefits	√	√				
(n)	medical aid	√	√				
(o)	a vehicle	√	√				
(p)	safety training specific to Providing the Services in the Area Network and/or the Regional Technology Network	√	√				
(q)	vetting in accordance with the Service Information	√	√				

2	Equipment and Temporary Accommodation						
21	Amounts for Equipment and Temporary Accommodation assessed at open market rates multiplied by the time for which the Equipment or Temporary Accommodation is required.						
22	Payments for the purchase price of Equipment which is consumed.			√			√
23	Unless included in the open market rates, payments for:						
(a)	transporting Equipment and Temporary Accommodation to and from the Working areas other than for repair and maintenance,			√			√
(b)	erecting and dismantling Equipment and Temporary Accommodation and			√			√
(c)	Constructing, fabricating or modifying Equipment and Temporary Accommodation as a result of a compensation event.			√			√
24	Payments for purchase of materials used to construct/fabricate Equipment & Temporary Accommodation.			√			√
25	Unless included in the open market rates, the cost of operatives is included in the cost of people.	√	√				
3	Materials						
31	Payments for:						
(a)	purchasing Materials,				√		√

Schedule of Cost Components Fee schedules		Cost Breakdown Structure					
		Staff	Labour	Plant	Materials	Subcontract	Overheads
Ref	Component						
(b)	delivery to and removal from the Working Areas,				√		√
(c)	providing and removing packaging and				√		√
(d)	samples and tests.				√		√
32	Cost is credited with payments received for disposal of Materials unless the cost is disallowed.				√		√
4	Charges						
41	Payments for provision and use in the Working Areas of						
(a)	water,						√
(b)	gas and						√
(c)	electricity						√
42	Payments to public authorities and other properly constituted authorities of charges which they are authorised to make in respect of the Services.						√
43	Payments for						
(a)	cancellation charges arising from a compensation event						√
(b)	leasing of land						√
(c)	compensation for loss of crops or buildings						√
(d)	royalties						√
(e)	inspection certificates						√
(f)	charges for access to the Working Areas						√
(g)	facilities for visits to the Working Areas by Others						√
(h)	Advertising, leaflet drops and the like in connection with the Services						√
4	Charges (continued)						
43	Payments for (continued)						
(i)	specialist services excluding payments for people providing services for or in connection with the management, administration and/or operation of the contract and/or providing head office functions supporting the provision of the Services						√
(j)	consumables and equipment provided by the						√

Schedule of Cost Components Fee schedules		Cost Breakdown Structure					
		Staff	Labour	Plant	Materials	Subcontract	Overheads
Ref	Component						
	<i>Provider</i> for the <i>Service Manager's</i> offices.						
44	A charge calculated by applying the percentage for people overheads stated in the Contract Data to people items 11, 12, 13 & 14. The charge includes provision and use of equipment, supplies and services, but excludes accommodation, for						
(a)	telephone, telex, fax, postal and electronic mail, radio and CCTV						√
(b)	computing						√
(c)	copying						√
(d)	cleaning						√
(e)	catering						√
(f)	medical facilities and first aid						√
(g)	recreation						√
(h)	sanitation						√
(i)	security						√
(j)	surveying and setting out						√
(k)	hand tools not powered by compressed air.	√	√				√
5	Insurance						
45	The following are deducted from cost: <ul style="list-style-type: none"> the cost of events for which this contract requires the <i>Provider</i> to insure and other costs paid to the <i>Provider</i> by insurers. 						√

Table 5.1.2. Activity / sub-Activity Schedule

Activity		Sub-activity
1	General Management	Quality Management
		Performance Management
		Health & Safety
		Publicity, Public Relations and the Media
		Customer Enquiries, Correspondence and Complaints
2	Financial Management	Budget Planning
		Annual Planning
		Forecasting
		Collection of Fees
		Invoicing
3	Watchman Role	General duties
		Accident / incident / congestion analysis
		Monitor the operation of the network
4	Manage Network Occupancy	Managing Road Space
		NRSWA Requirements
		Special Order Movements
		Abnormal Load Routeing
5	Asset Inspection	Safety Patrol
		Paved Areas
		Drainage
		Geotechnical
		Structures
		Tunnels
		Road Restraint Systems
		Road Markings & Studs
		Road Traffic Signs
		Lighting
		Fencing, Walls, Screens and Environmental Barriers
		Soft Estate
		Sweeping & Cleaning
		Special Inspections
6	Asset Data Management	Paved Areas
		Lighting
		Drainage
		Geotechnical
		Structures
		Tunnels
		Road Restraint Systems
		Road Markings & Studs
		Road Traffic Signs
		Fencing, Walls, Screens and Environmental Barriers
		Soft Estate
		Sweeping & Cleaning
		Damage repair by third parties >£10,000
		7
Repair		
8	Drainage – Gully / Catchpit cleaning	Make safe
		Repair
		Gully & ditch cleaning
		Catch - pit cleaning
9	Drainage - Other Works	Drainage - Repairs
		Drainage – Make safe

		Drainage - Soakaway cleaning
		Drainage - Oil Interceptor cleaning
		Drainage - Piped system cleaning
		Drainage - Drainage kerb cleaning
		Drainage - Subway drainage channels cleaning
		Drainage - Kerb/channel offset pipes cleaning
		Drainage - Drainage Pump Servicing
		Drainage - Filter/perimeter drain cleaning
		Drainage - Clearing of un piped channel offlets (grips)
		Drainage - Clearing of ditches
		Drainage - Clearing of culvert grills and inverts
		Drainage - Clearing & Inspection of Grills, Valves, Penstocks, Weirs
10	Geotechnical Asset	Make safe
11	Structures	Make safe Repair
12	Tunnels	Make safe Repair
13	Road Restraint Systems	Make safe Repair Retensioning
14	Technology Systems	Make Safe Repair
15	Road Markings & Studs	Road Markings - Make Safe Road Markings – Repair Road Studs - Make Safe Road Studs – Repair
16	Road Traffic Signs	Road Traffic Signs - Make Safe Road Traffic Signs - Repairs
17	Road Traffic Signals	Road Traffic Signs - Sign cleaning Make Safe Repair
18	Lighting	Lighting - Make Safe Lighting - Repair Lighting - Lamp cleaning Lighting - Lamp replacement Road Traffic Signs - Lamp cleaning Road Traffic Signs - Lamp replacement.
19	Fencing, Walls, Screens and Environmental Barriers	Make Safe Fencing, Walls, Screens and Environmental Barriers - Repairs Fencing, Walls, Screens and Environmental Barriers - Stockproofing
21	Soft Estate	Make Safe Repair Soft Estate - Swathe cut Soft Estate - Visibility cuts Soft Estate - Amenity cuts Soft Estate - Weed control Soft Estate - Hedge maintenance Soft Estate - Grassland Maintenance
22	Sweeping & Cleaning	Make safe Repair (of facilities) Sweeping and Cleaning
23	Litter Picking	Rapid Response
24	RTMC – Management	As per Annex 26

25	RTMC – Traffic Management Incident Response (damage caused by 3 rd parties £<10,000	Make Safe
26		Repair
27	Incident Response (damage caused by 3 rd parties £>10,000)	Make Safe
		Repair
28	Employer's Premises	Employer's Premises - Repairs
		Employer's Premises - Maintenance
		Employer's Premises - Decoration
		Employer's Premises - Improvements
29	Employer's Stock	
30	Claims by Third Parties against the <i>Employer</i>	Support
31	Severe Weather Service	Severe Weather Service
		Stock_Salt
		Winter Fleet & National Reserve Maintenance - A&C Services, Calibration & Scheduled Tests
		Winter Fleet & National Reserve Maintenance
32	Technical Services	Technical Services - Safety Audits
		Technical Services - Development Control
		Technical Services - Surveys, Studies etc
		Technical Services - Arbitration and Legal Proceedings
		Technical Services - Acquisition of Land
		Technical Services - Land Transaction Duties
		Technical Services - Land Search Enquiries
		Technical Services - Translation of existing records into an approved format
		Technical Services - Safe checking of vehicles
		Technical Services - Proposed Tourist Signs and Footway Crossings
		Collection of Fees (taking further action)
		Completing existing inventories
		Other Strategies and Plans
		Traffic Management for non AMOR Cost Reimbursable activities
33		<i>Provider Works</i> – technology Schemes
	Procurement	
	Commercial	
	Disbursements	
	CDM Co-ordinator Role	
	Principal Contractor Role	
34	<i>Provider Works</i> – Renewals and Improvement (non technology Schemes)	Works (see Table 19.4(a)) as per Annex 19
		Design Identification (Stage 1) as per Annex 20
		Procurement
		Commercial
		CDM co-ordinator Role
		Principal Contractor Role
35	Management of works constructed by Other Contractors	Disbursements
		Works (see Table 19.4(a)) as per Annex 19
		Design Identification (Stage 1) as per Annex 20
		Procurement
		Commercial
		Disbursements
		Supervision

		CDM Co-ordinator role
36	Design and Management	Stage 2 duties as per Annex 20
37	Overheads_Fixed	Insurances
		Legal and Professional Fees
		Leasing of Land
		Office Rental
		Cleaning
		Heat, Lighting & Power
		Office Expenses
		Telephone and Fax
		Radios / Communication
		Computer / IT Costs
		Security
		Rates
		Other Service Charges
		Weighbridge
		GPS Systems
		Compound / Depot Costs
		Certification
		Project Set Up Cost
		Mobilisation
		Demobilisation
38	Overheads_Variable	De -Trunking
		Facilities for the Employer
		Vehicle Damage / Repair Costs
		Vehicle Insurance Recovery
		Third Party Claims
		Damage to STATs Apparatus
		Survey Equipment
		Testing
		Alcohol and Drug Tests
		Medical Screening
		Skips
		Fuel (adjusted stock)
		Recruitment & Training
		CITB Levy Recovery
		Vehicle Maintenance
		Unallocated Plant
		Stock_PPE
		Stock_Small Plant and Tools
		Stock_Fuel
		Residual Stock_Salt
Depreciation and maintenance of equipment		
Depreciation and maintenance of furnishings		
39	Traffic Management	Paved Areas
		Drainage
		Geotechnical
		Structures
		Tunnels
		Road Restraint Systems
		Road Markings & Studs
		Road Traffic Signs
		Lighting
		Fencing, Walls, Screens and Environmental Barriers
		Soft Estate
Sweeping & Cleaning		

	Incident Response (assistance to TOS & ES but not DCP)
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Table 5.1.3 Prescribed Route Locations (as provided in Network Information Section 1.1.3.)

A5 from boundary with Area 7 (Mancetter Roundabout) to junction with junction with A449
A5 from Jn 7 M54 to the England/Wales border
A38 from the junction with the A50 to junction with A4097
A40 from junction with A449 to the England/Wales border (including full length of sections 1800A40/240 and 1800A40/241.
A45 from M42 Jn 6 to A452 Stonebridge Roundabout
A45 from junction with A46/B4110 to M45/B4429 roundabout
A46 from M6 Junction 2 to M5 Junction 9
A49 in its entirety from junction with A40/B4260 to junction with A5/A5112
A50 from junction with A500 to A521 Uttoxeter Road roundabout
A446 from M6 Junction 4 to junction with A456
A449 from junction with A40 to M50 Junction 4
A449 from M54 Jn2 to junction with A5, Gailey
A452 from junction with A45 (Stonebridge Roundabout) to junction with B4438
A458 from junction with A5 to England/Wales border
A483 North Road, Llanymynech at border of Wales/England, north of river crossing to junction with A5/B4579 (Mile End roundabout)
A483 The Street, Llanymynech at border of Wales/England, north of river crossing to south of Chapel lane side road, border of Wales/England
A500 from M6 junction 16 to M6 junction 15
A5148 from junction with A38/A5148 to junction with A5127/A5 (roundabout north of M6 toll)
M5 from M6 junction 8 to M5 junction 9
M6 from junction 1 to junction 16
M40 from junction 15 to M42 junction 3a
M42 from junction 1 (M5 junction 4a) to M42 junction 11
M50 from M5 junction 8 to M50 junction 4 (A449)
M54 in its entirety from M6 junction 10a to junction 7 (A5)
M69 from junction 1 to M6 junction 2
Note: For activity 31, Severe Weather services Treatment Route Locations are to be agreed between the <i>Provider</i> and <i>Service Manager</i> . Costs that are captured at Treatment Route Locations are to be allocated to the prescribed Route Locations.