

PROVISION OF LEGIONELLA AND WATER HYGIENE MONITORING

1. Introduction

Royal Armouries is looking to set up a contract for the provision of legionella and water hygiene monitoring and control at Royal Armouries Museum, Leeds and Fort Nelson, Fareham.

2. Background

Royal Armouries is a national museum which receives annual grant-in-aid core funding from the Department of Culture, Media and Sport and raises additional financial support for educational and community outreach projects through commercial activities, sponsorship and fundraising. It operates on three UK sites: at the Royal Armouries Museum in Leeds, Fort Nelson near Portsmouth and at the White Tower within the Tower of London.

Acknowledged as one of the world's finest museums of arms and armour, Royal Armouries holds in trust for the British nation one of the greatest and most comprehensive collections ever assembled - a treasure of international importance. With over 70,000 objects ranging from the royal armours of the Kings of England to armour of the first Shogun of Japan, the collection spans not only the history of arms and armour in Britain but also its development across the globe.

3. Objectives

To carry out the control, management and prevention of legionella and its associated risks, using monitoring and water quality checks through a comprehensive planned preventative maintenance schedule in compliance with all statutory regulations, appropriate Health & Safety Regulations and industry standards including ACoP L8.

at

Royal Armouries Museum,
Armouries Drive,
Leeds,
LS10 1LT

and

Royal Armouries
Fort Nelson
Portsdown Hill Road,
Fareham
PO17 6AN

4. General Description of Service Requirements

4.1. Contract Management

The supplier will provide a Contract manager as a main point of contact. This person should have the authority to resolve any issues or problems encountered.

If the Contract manager should leave or be on long term sick, the supplier must provide an alternative contact within a reasonable time period.

The supplier must provide clearly defined escalation route in the event problems remain unresolved.

The Contract manager must ensure that annual updates of relevant certificates and licences are provided, including public liability insurance.

Before the commencement of this contract the supplier will be expected to complete a written procedure which covers all duty of care, health and safety at work and environmental requirements, and which must include a risk assessment for the relevant activities carried out when on site.

The Contract manager must proactively advise on any relevant changes in legislation particularly if this change has an effect on the provision and on the cost of the service.

4.2. Management information

The Contract Manager will be expected to attend as a minimum an annual meeting at the relevant site and provide an annual preventative maintenance schedule by the start of each 12-month contract period for the duration of the agreement.

4.3. Emergency and contingency arrangements.

In the event of severe weather, disaster or other such occurrence the supplier must have in place contingency plans to ensure the continued provision of the service.

5. Detailed Requirements

5.1. LEEDS

Royal Armouries Museum, Leeds to complete:

Clean and chlorination of showerheads and hoses

Weekly flush of little used outlets.

The appointed contractor will be required to complete:

but not be limited to the following monitoring checks;

- Approx 82no. Cold water service outlets
- Approx 65no. Hot water service outlets
- 4no. calorifiers.
- 8no. water heaters.
- 6no. Showers.
- 1no. divided Cold Water Storage Tank (24,000 litres) – inc. Annual Tank clean and system disinfection.
- Incoming mains supply.
- Glycol levels in LPHW and Chilled water system.
- Inhibitor and iron levels plus any other detrimental products in general heating system.
- 25no. Thermal mixing valves requiring monitoring inspections.

5.2. FAREHAM

Royal Armouries, Fort Nelson to complete:

Clean and chlorination of showerheads and spray hoses

Weekly flush of little used outlets.

The appointed contractor will be required to complete:

but not be limited to the following monitoring checks;

- Approx. 17no. Cold water service outlets.
- Approx. 22no. Hot water service outlets.
- 2no. calorifiers.
- 4no. water heaters.
- Incoming mains supply.
- Glycol levels in LPHW and Chilled water system.
- Inhibitor and iron levels plus any other detrimental products in general heating system.

6. Responsibilities

The appointed Contractor shall:

- Provide proposals for preventative maintenance and remedial works as required within a timely manner with future budget planning as a consideration;
- Directly notify the Facilities Department of any defects identified, with the expected response date if the defect cannot be repaired within a reasonable timeframe;
- Provide regular updates regarding progress, in the event of a response or repair being dependent on parts, equipment and/or materials not readily available;
- Liaise with the Royal Armouries Museum Facilities Manager or appointed nominee prior to undertaking any work likely to cause major disruption to operations or the visitor attraction;
- Provide all necessary equipment, tools and consumable materials to enable the efficient servicing and maintenance of all assets as above;
- Ensure all appropriate Environmental and Waste Regulations are adhered to, providing evidence if requested to do so; and to show a willingness to reduce impact on the natural environment whenever possible.
- Provide accessible electronic records and reports of temperature readings within secure system to allow traceability and create an onsite log book detailing visits and areas of responsibility.
- Cost for top up of system Glycol levels, if required.

7. Skills/Experience

It is essential that the appointed Contractor shall have:

- Proven knowledge and experience of working in a public building which is operational 24/7, 365 days per annum, be aware of the constraints this brings and provide suitable support and flexibility during such periods;
- Staff members with all relevant professional qualifications, expertise and experience to be able to provide the appropriate level of support to all equipment on site.

8. Service variations

The supplier must inform the Royal Armouries Facilities Department within a reasonable time if there is to be a significant change to the provision of the service along with any financial impacts.

9. Health and Safety

The supplier must ensure full compliance with all statutory Health & Safety legislation and Regulations and all internal safety policies in operation at the Royal Armouries – including Health & Safety and Security.

10. Additional information

- To ensure consistency of approach and methodology, and assist with Royal Armouries security procedures, the appointed Contractor should endeavour at all times to provide the same maintenance staff.
- To ensure no potential single-point of failure exists, a minimum number of two operatives should be fully site trained.
- Majority of preventative maintenance work must take place during normal working hours.
- The appointed Contractor should note that Engineers accessing certain areas of the Leeds site will be expected to provide a DNA sample for elimination purposes.
- Further details relating to the assets and equipment detailed in this agreement can be found in the onsite O&M manuals.

LEEDS

The legionella water risk assessment is due for review in November 2018, the contractor would be required to provide a cost in the pricing schedule.

FAREHAM

Available for inspection, the legionella risk assessment is the responsibility of the Landlord, Hampshire County Council. The Royal Armouries is responsible for the day to day management of statutory compliance.

11. Key Deliverables

The tender submission should consist of:

- Detailed costs - using pricing schedule provided.
- Detailed contract methodology and implementation plan, including details of temperature checks and frequencies.
- Details of company profile, contract manager and key personnel including relevant qualifications and experience.
- Details required legislative certificates and relevant licences.
- Details of knowledge and experience of working in a public building which is operational 24/7, 365 days per annum.
- Sample of accessible electronic records system.

12. Tender Timetable

The dates below are only for guidance purposes. Royal Armouries reserves the right to change these accordingly.

Activity	Date
Tender invitation	06 April 2017
Expressions of interest	By 24 April 2017
Release full tender documentation	25 April 2017
Site visit Fareham	02 May 2017 hrs.13:00
Site visit Leeds	04 May 2017 hrs.13:00
Last Date for Tender Queries	09 May 2017
Responses to Tender Queries	12 May 2017
Tender Return	By 26 May 2017
Tender Award	w/c 05 June 2017

13. Contract Period

The contract will commence on 01 July 2017 for an initial period of 3 years with an option to extend of an extension for a further period of 1 year plus 1 year.

After the initial six months of the contract, a review shall be undertaken to ensure performance is in accordance with the specification. Royal Armouries reserves the right to cancel the contract at this point, without further notice of termination should the supplier fail to meet any of the specified terms and conditions.

14. Price Variations

All prices must be fixed for the duration of the original term of the contract. Prices will be subject to negotiation should Royal Armouries opt to extend the contract for a further period. All price increases are limited to RPI.

15. Sub-contracting

The successful supplier may choose to sub-contract elements of this contract. Your response should include details of any such situations. The museum requires advance notice of any intention to sub-contract. The museum reserves the right to approve all sub-contractors in advance. No sub-contractor may attend a site without the prior approval of the museum.

16. Evaluation Weighting

Each of the requirements below will be considered fundamental in the selection of a supplier. In scoring your response the museum will use the following weightings:

- Cost - 40% weighting
- Contract management and methodology - 30% weighting
- Previous experience of relevant work undertaken within a public building - 20% weighting
- A schedule of key staff setting out relevant qualifications and experience - 10% weighting

17. Pricing Schedule

Year 1		Costs
Leeds	Monthly costs for listed assets	£
	Tank clean	£
Fareham	Monthly costs for listed assets	£
Total Year 1		£

Year 2		Costs
Leeds	Monthly costs for listed assets	£
	Tank clean	£
	Water Risk assessment review	£
Fareham	Monthly costs for listed assets	£
Total Year 2		£

Year 3		Costs
Leeds	Monthly costs for listed assets	£
	Tank clean	£
Fareham	Monthly costs for listed assets	£
Total Year 3		£

Other costs:

- Glycol – price per litre
- Call outs normal working hours – fee per hour
- Call outs outside normal working hours – fee per hour
- Any other expenses