

Professional Service Short Contract

Contract Data Form

Short Contract

A contract between

UK Health and Security Agency (UKHSA)

and

Ridge and Partners LLP

for

The provision of Statutory Certificates across Covid 19 testing sites for the Test and Trace programme as delivered by UKHSA.

Contract Forms

Contract Data

The *Consultant's* Offer and *Client's* Acceptance

Price List

Scope

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

Contract Data

The *Client's* Contract Data

The *Client* is

Name UK Health Security Agency (UKHSA)

Address for communications

Address for electronic communications

The *service* is Test and Trace – Statutory Inspections for Indoor Testing Sites

The *starting date* is 4th March 2022

The *completion date* is 31st August 2022

The *delay damages* are per day

The *law of the contract* is England and Wales, subject to the Jurisdiction of the courts of England and Wales

The *period for reply* is 1 weeks

The *defects date* is 4 weeks after Completion

The *assessment day* is the 21st of each month

Work **is not** to be carried out on a time charge basis

The United Kingdom Housing Grants, Construction and Regeneration Act (1996) **does** apply

The *Adjudicator* is

Name Such person as may be nominated by the Adjudicator nominating body at the request of either the Employer or the Consultant subject to compliance with the requirements of Clause W1.

Address for communications N/A

Address for electronic communications N/A

Contract Data

The *Client's* 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 *Client* provides this insurance

N/A

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

The *Consultant* provides the following insurance cover

INSURANCE AGAINST	MINIMUM AMOUNT OF COVER	PERIOD FOLLOWING COMPLETION OR EARLIER TERMINATION
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The *Consultant's* total liability to the *Client* which arises under or in connection with the contract is limited to

██
██
████████████████████

The *Adjudicator nominating body* is

The Royal Institution of Chartered Surveyors

The *tribunal* is

Arbitration

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

Such rules as are agreed between the Parties, and in the absence of such agreement, the Parties hereby agree that, save for Article 6, the LCIA Arbitration Rules then currently in force at the time of the reference to Arbitration.

Contract Data

The *Client's* Contract Data

The *conditions of contract* are the NEC4 Professional Service Short Contract June 2017 and the following additional conditions

Only enter details here if additional conditions are required.

N/A

Contract Data

The *Consultant's* Contract Data

The *Consultant* is

Name

Address for communications

Address for electronic communications

The *fee percentage* is %

The *people rates* are

Category of Person	Name of Person	Hourly Rate

The *Consultant's* Offer and *Client's* Acceptance

The *Consultant* offers to Provide the Service in accordance with these *conditions of contract* for an amount to be determined in accordance with these *conditions of contract*.

The offered total of the Price/s is as follows and agreed specifically, on this basis.

[illegible]

Enter the total of the Prices from the Price List. If all work is to be carried out on a time charge basis, enter 'Not Applicable'.

As detailed above.

Signed on behalf of the *Consultant*

Name

Position

Signature

Date 10/03/2022

The *Client* accepts the *Consultant's* Offer to Provide the Service

Signed on behalf of the *Client*

Name [Redacted]

Position [Redacted]

Signature [Redacted]

Date 10/03/2022

Price List

Entries in the first four columns are made either by the *Client* or the tenderer

For each row:

- If the *Consultant* 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.
- If the *Consultant* is to be paid an amount for the item of work and 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.
- If the work is to be paid on a time charge basis, only expenses should be included.

Costs incurred by the *Consultant* other than the listed expenses are included in the Rates and Prices and the People Rates. If expenses are paid at cost, then 'at cost' should be entered into the Rate column.

Delete or strike through unused rows.

[illegible]

EXPENSES

The total of the Prices

£ 272,951.50 Ex
VAT

The method and rules used to compile the Price List are as per Ridge proposal to UKHSA Schedule dated 22/2/22

Scope

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

1 Purpose of the service

Provide a brief summary of why the service is being commissioned and what it will be used for.

Project Background

1. Carry out the required statutory mandated health and safety tests across Covid 19 test sites and provide the requisite certificates, thus allowing the safe demobilisation of sites for return to UKHSA; this process will then ensure that UKHSA have carried out the required legal duty.
2. Ridge and Partners LLP will deliver site inspections, surveys, and risk assessments (referred to below as 'certificates or 'certification') across indoor LTS sites, thus providing the mandatory legal protection required to operate physical testing sites. A further breakdown is provided below in Section 2.
3. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2 Description of the service: Give a complete and precise description of what the Consultant is required to do.

The Ridge will provide professional services required to co-ordinate and appoint sub-contractors to undertake statutory inspections of the existing indoor test sites as per the tracker schedule which is correct on 4th March 2022.

Ridge will assist where required in the provision of these reports as provided by the sub-contractors appointed for this task.

Reports will be reviewed by a competent person from within Ridge and Partners LLP and uploaded to the Kahootz database.

The services required:

- a) Gas Safety Certificate
- b) Fixed wiring inspection and report
- c) Fire Risk Assessment
- d) Asbestos survey and management plan
- e) Water (Legionella) risk assessment
- f) Emergency lighting inspection and drain down test
- g) Fire Extinguisher inspection and service
- h) Fire detection and warning system inspection and test
- i) PAT Testing
- j) Air Conditioning

- k) Lifts
- l) Pressure Vessels

The specification as already shared with Ridge and Partners LLP forms part of this Contract as the full detailed Scope of works.



Scope

3 Existing information

List existing information which is relevant to the service. This can include documents which the *Consultant* is to further develop.

- 1) C19 Mobilisation Handbook v1.6.
- 2) C19 LTS Delivery process v3.3
- 3) Indoor Test Sites Safety Certificates Tracker as correct on the date of 1st March 2022.

4 Specifications and standards: List the specifications and standards that apply to the contract.

Fixed Wire Testing

- IET Wiring Regulations BS 7671:2018, Part 6 Inspection & Testing, Chapters 64 & 65

Emergency Lighting Test

- IET Wiring Regulations BS 7671:2018
- BS 5266

Fire Extinguishers

- BS 5306-3:2017 - Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice.
- BS 5306-8:2012 - Fire extinguishing installations and equipment on premises. Selection and positioning of portable fire extinguishers. Code of practice.

Fire Alarm Certification

- BS 5839-1:2017 - Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic premises

Fire Risk Assessments in accordance with PAS 79 2020.

Must include

- Significant findings
- Exclusions and limitations
- Photographs linked to recommendations and site plans
- Capacities – total premises and rooms
- Fire door inspection
- Compartmentation inspection

Asbestos Management Surveys

This will be carried out in accordance with in-house documented procedures ref: Asbestos Surveying Procedures Manual and based on current HSE guidance Asbestos: The Survey Guide (HSG264).

Legionella Risk Assessments – ACoP L8 / (HSG)274 included too.

Scope

5 Constraints on how the *Consultant* Provides the Service

State any constraints on sequence and timing of work and on method and conduct of work including the requirements for any work by the *Client*.

Inspections:

We have allowed for the works to be carried out during normal working hours (Monday to Friday, 7.00am - 5.30pm).

1. We assume onsite parking will be available for our operatives to use free of charge where available.
2. We assume we will always have unrestricted access to all required areas.
3. We assume that the inspections are to be for the COVID test areas only. No allowance has been made to test any associated circuitry not related to the COVID test areas.
4. We assume Ridge will create a programme with our input and arrange access to all sites.
5. We have made no allowance to fix any wiring items of any kind.
6. We have made no allowance for any decoration works after our works are completed.
7. We have made no allowance for any works of any kind other than specifically noted in this quotation.
8. Any non-conformities will be reported after works have completed and will be subject to further quotation.
9. We have made no allowance for any builder's work, in particular:
 - a. ▪ Formation of chases within the building fabric
 - b. ▪ Fire Stopping
 - c. ▪ Holes above 50mm
 - d. ▪ Making good

Asbestos Inspections:

1. We have allowed a contingency sum for 6no bulk samples per building; again, these are difficult to estimate without knowledge of the individual buildings. Actual number of samples taken shall be charged.
2. We have not allowed for specialist access equipment based on the assumption that these will not be required.
3. Please provide floor plans showing areas to be surveyed.

Scope

6 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 Whether a Programme is Required?

A full programme is not required.

Delivery is as listed earlier within this document and specifically as detailed below.

The following shall apply for the duration of this contract and the requisite information will be forwarded by Ridge and Partners LLP.

1. Number of sites mobilised each week to be added/updated within the tracker as used by Ridge and Partners LLP and shared with UKHSA operations team on a regular basis.
2. List of remedial work to be carried out at each site to be updated within the tracker as used by Ridge and Partners LLP and/or also reported to UKHSAs operations team w
3. Number of certificates completed/produced each week to be reported to UKHSAs operational team members as currently liaised with on a daily basis.
4. It is agreed that Ridge and Partners LLP will close a site immediately/same day upon being notified/requested to do so by the UKHSA operations team.
5. It is agreed that all intellectual property and knowledge in respect of the Covid 19 testing programme as operated by UKHSA and as used to deliver this contract, remains the property of UKHSA and cannot be shared with any third party or subsidiary of Ridge and Partners LLP without the prior and explicit written permission from the UKHSA commercial team as responsible for this contract.
6. It is agreed that

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Scope

7 Information and other things provided by the *Client*

Describe what information and other things the *Client* is to provide and by when. Information is that which is not currently available but will become available during the contract. Other things could include access to a person, place (such as office space or a site) or the *Client's* information technology systems.

ITEM	DATE BY WHICH IT WILL BE PROVIDED
Completed Property List and Key FM contacts for each site as provided by the operations team	
Access to sites as needed.	

Additional conditions of contract

If Option Z is used

The *additional conditions of contract* are

Not Applicable