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Asbestos Removal Specification & Tender

South Hall – Boiler Room

Horniman Museum & Gardens

100 London Road

Forest Hill

London

SE23 3PQ

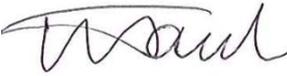
Document Prepared for Tim Hopkins, Estate Manager

Project ref 3351/04 Issue 02



**Document History**

<b>Issue Date</b>	<b>Issue</b>	<b>Comment</b>
14/08/2017	01	Initial issue
16/08/2017	02	Revision following review by Client, Mechanical Services Engineer & Principal Designer

<b>Prepared By</b>	<b>Signed</b>	<b>Date</b>
Ian Taylor		16/08/2017
<b>Approved By</b>	<b>Signed</b>	<b>Date</b>

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## PRELIMINARIES

### The Horniman Museum

The Horniman Public Museum and Public Park Trust, an independent charitable trust, is core funded by the Department for Culture, Media and Sport. The Museum offers renowned collections on anthropology, musical instruments and natural history, an aquarium plus sixteen acres of beautiful gardens.

The Horniman's vision is to use our worldwide collections and gardens to encourage a wider appreciation of the World, its peoples and their cultures, and its environments.

The Museum and Gardens were given as free gift to the people by Victorian philanthropist and tea trader Frederick Horniman in 1901, along with his original collections. The Museum and gardens typically receive over 860,000 visitors a year. Generally entry to both Museum and gardens is free, although a charge is made for some exhibitions and activities.

### Corporate Objectives

- |              |  |
|--------------|--|
| Access:      | We will use the collections and gardens to stimulate curiosity and wonder, promoting opportunities for people of all ages, abilities and backgrounds to participate in and enjoy exhibitions, educational programs, activities and events – both face to face and online.  |
| Collections: | We will safeguard and develop the collections so that they can be made as accessible as possible now and in the future.  |
| Enabling:    | We will secure and effectively manage our resources in order to ensure the sustainability of the organisation so that we are able to provide high quality services for the benefit and enjoyment of our visitors, both real and virtual, now and in the future.  |
| Buildings:   | The Horniman's aim is to manage their buildings as efficiently and sustainably as possible thereby providing a high quality environment which is safe and secure for collections, staff and visitors. The continuing aim being to develop and improve the way the Horniman operates to reduce the impact on the environment. |

### Requirements of quotation

Contractors must attend a pre-arranged accompanied site visit with Tim Hopkins, Estate Manager (or his nominated representative) to assess the works prior to submitting costs and programme.

This specification is for the removal of asbestos containing materials identified in the South Hall – Boiler Room at The Horniman Museum and Gardens to allow for the planned refurbishment works. All of these asbestos remedial works are to be carried out by a licensed asbestos removal contractor (LARC). The information within this specification is based on the following HSG264 surveys undertaken by Derisk (UK) Ltd

- Derisk Refurbishment Survey report ref 17173

Photographic evidence, dimensions and observations from the survey are provided as part of this specification for remediation works. All dimensions should be taken as a guide, it is the responsibility of the contractor to make their own estimates for tendering purposes.

**The Contractor is not required to include any costs for air testing as this will be procured independently.**

### **General site conditions and working hours (IMPORTANT TO READ AND UNDERSTAND)**

The property is a public building known as The Horniman Museum and Gardens, Forest Hill, London SE23 and will remain fully and normally occupied during the works. The works must be designed to protect all other occupants from the works including maintaining a secure segregated working area to incorporate the enclosure and, where deemed necessary, a secure external site compound to incorporate the hygiene unit and waste receptacle/local waste storage area.

Working hours are 0800 – 1700 hrs Monday – Sunday, any noisy works are to be undertaken between the hours of 0600-1030hrs. All weekend work must be agreed with The Horniman Museum and Gardens – Tim Hopkins prior to commencement. All staff attending at any time including weekends will be required to sign in with Reception/Security. All names shall be advised ahead of the weekend work.

The site is occupied and therefore consideration must be given to the timing of waste runs or where waste can be safely stored until waste can be safely taken out of the building. The contractor shall liaise with The Horniman Museum and Gardens as to what times are best suited to minimise disruption on site but these should avoid the start of the day (8.30am-10.30am), lunchtimes and the end of the day. The waste runs will also need to work around peaks of staff room activity. Any temporary waste stores shall be designed and purpose built to provide a secure and safe area for waste. On completion of its use it will need to be fully cleaned and cleared by an independent analyst.

### **Site set up (preliminary notes)**

The floor plans attached are from the survey. The licensed contractor will need to create their own plans to define the site set-up and provide specific details on how the contractor intends to plan their transit and waste routes, how to incorporate working hours and the normal use of the Staff Room, Bike Storage and Locker area where access will need to be maintained for Staff use at all times.

Work areas are to be segregated to incorporate all areas as described. Particular consideration must be given to the methodology and planning of the work area set up and location, type and size of the facilities which will be incorporated into the work area. The Basement corridor outside the Boiler Room is a dedicated Fire Escape route for the general public and are regularly used by the Museum Staff. The contractor must take all responsibility for the design of the work area to ensure this route is maintained open and free of obstructions and ACMs at all times. The statutory fire escape route must be maintained at all times.

The hygiene unit can be located on a hard standing area located outside the front of the Museum at the Base of the Clock tower. Note this area could also provide suitable and sufficient space for lockable skips as long as they are no bigger than 1100 litre waste wheelers. A temporary waste storage facility could be used in the current bin store area adjacent to the hardstanding.



The hygiene unit must not have the word 'Asbestos' on it (decontamination is acceptable).

The Contractors shall ensure they have visited site and familiarised themselves with the local site conditions and specification requirements and local site rules. There will be no additional costs or claims for lack or want of information. By submitting a tender the contractor is deemed to have accepted all conditions and also the constraints and restrictions detailed herein and as required by the Client and the public as use of the building as a museum.

All care and caution must be exercised by the contractor and their operatives at all times including use of the building and care and protection of the building and all artefacts contained within the Museum. The contractor will be responsible for any costs involved with damage arising from their works, all operations associated with their works, access, egress and delivery to site. This shall include all operatives and also any persons associated with the delivery or collection of waste, tools, plant or equipment that may be employed or contracted by the contractor.

All operatives that are employed on this contract shall have undergone The Horniman Museum and Gardens site induction prior to start on site. The same applies to all management/supervision staff that may be visiting the site. If any other visitors are to attend, the purpose of their visit must be pre-notified to The Horniman Museum and Gardens – Tim Hopkins who will provide approval/site induction, as necessary.

Power and water are available on site and to be agreed with the client for use, the Contractors shall ensure adequate services are available when the Plan of Work is prepared and that the power requirements are planned and communicated to the Museum to ensure all electrical items are safe and will not trip out any existing Museum services, plant or exhibits. In particular, electrical services associated with the asbestos removal contract must not interfere or be detrimental to the operation or use of any of the exhibits, in particular the live exhibits.

Lighting remains live within the building although the contractor shall ensure provision of all adequate task lighting to safely carry out their specified works.

The contractor shall remain responsible for organising the works in the most efficient timescale and shall be deemed responsible for progression of the program and in reducing all delays.

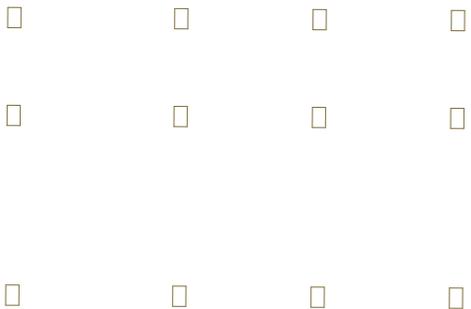
There is a nominated Contractor Welfare Area which is to be made available by The Horniman Museum and Gardens. The Contractor remains responsible for ensuring that these facilities remain safe, clean and tidy at all times. The Contractor shall be responsible to the client in the event that these facilities require cleaning as a result of use by the Contractor.

The contractor shall remain responsible for organising the works in the most efficient timescale and shall be deemed responsible for ensuring the agreed programme is met and any delays are mitigated or reduced as far as reasonable and practicable. No additional costs can be submitted if the programme is delayed unless the delay is

through no fault of the contractor and agreed with The Horniman Museum and Gardens prior to the event. Retrospective variations will not be considered.

## **BOILER ROOM LOCATION**

The following floor plan is provided by the Museum to show the location of the Boiler Room.



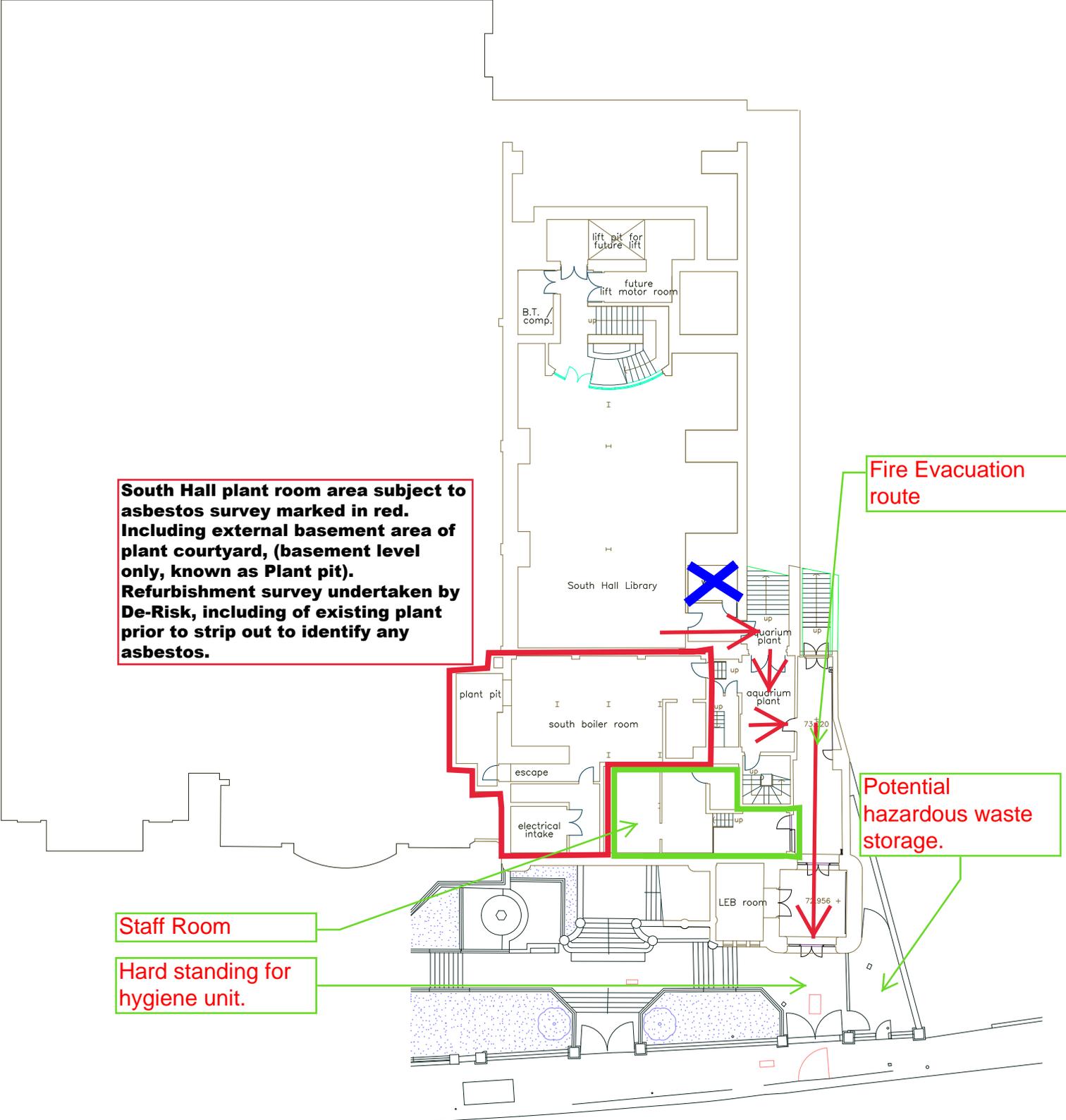
**South Hall plant room area subject to asbestos survey marked in red. Including external basement area of plant courtyard, (basement level only, known as Plant pit). Refurbishment survey undertaken by De-Risk, including of existing plant prior to strip out to identify any asbestos.**

Fire Evacuation route

Potential hazardous waste storage.

Staff Room

Hard standing for hygiene unit.



## SITE LOCATION

Site address –

Horniman Museum & Gardens  
100 London Road  
Forest Hill  
London  
SE23 3PQ



Fig 01 – View from 100 London Road

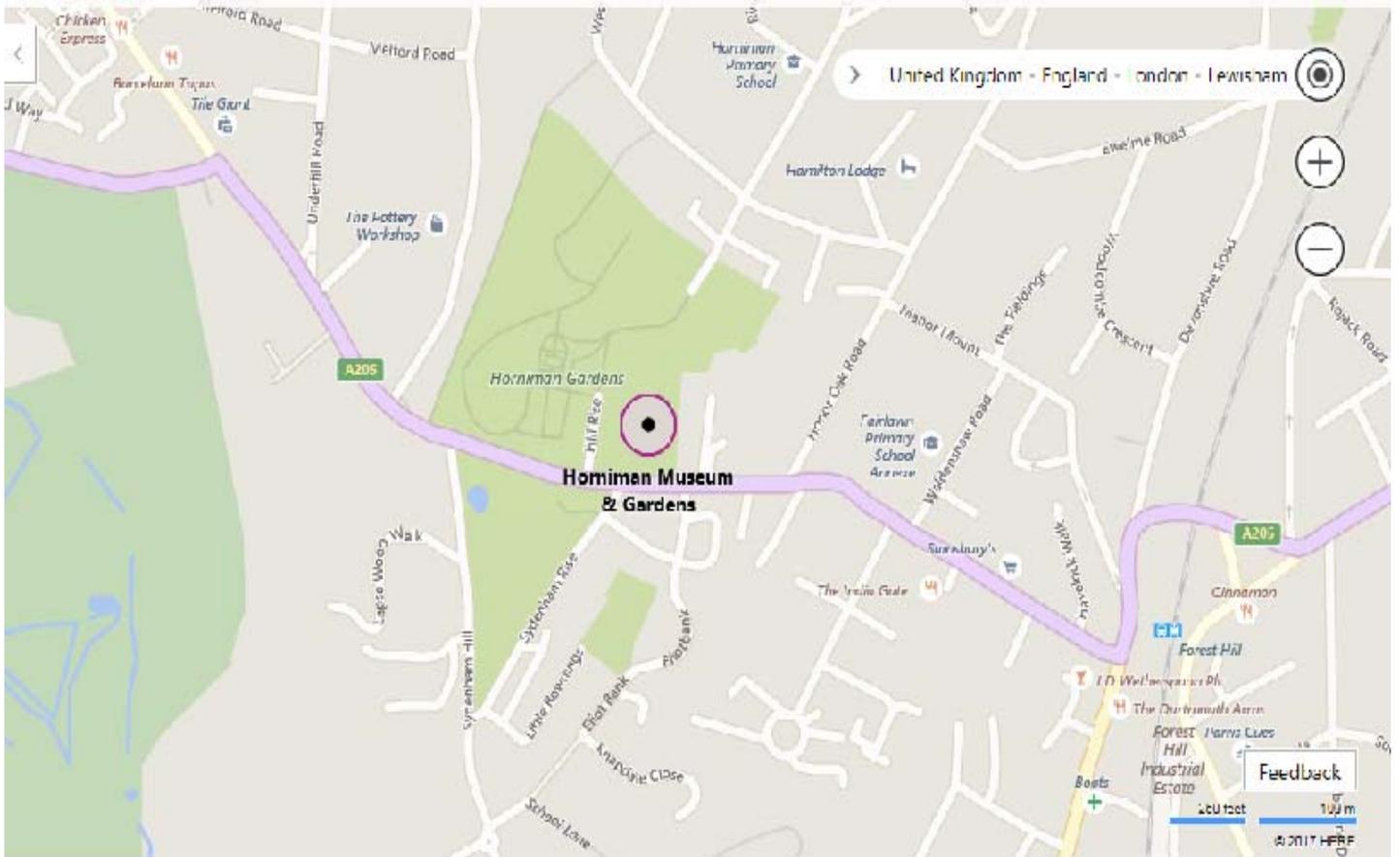


Fig 02 – Site location. Access via 100 London Road

## SPECIFICATION – BASEMENT – B.01 – BOILER ROOM

ACMs have been identified as insulation debris and residues to pipework, plant and equipment in the boiler room including to the walls, floors and ceilings, under or behind the existing cladding, insulation and paintwork. The insulation has been confirmed as containing **Amosite (brown asbestos) & Chrysotile (white asbestos)**.

The asbestos removal project is required to remove the contaminated heating plant and service pipework from the Boiler Room and to clean all walls, floors, ceilings and the floor drains of loose dust, debris and also to remove evidence of residues under the paint as far as reasonably possible. Then to remove all flaky paint to ensure no insulation materials remain exposed. The walls, ceiling and floor will be encapsulated using 2 coats of ET150, once the analyst has passed Stage 2 of the statutory Certificate of Reoccupation.

In addition, the contractor is to provide an attendance cost to carry out drilling of fixing points in the walls, floor or ceiling to allow the installation of new services following the removal and encapsulation works.

The Museum's M&E Consultant will ensure all heating plant and pipework is suitably drained down to allow these to be cut out as part of the removal works. All water, electrical and gas services shall be treated as live and shall be cleaned for later strip out by others once traced and isolated. Surfaces of these supplies are to be fully cleaned. No services are to be sheeted out or foam sealed which will prevent cleaning and inspection as part of the certificate of reoccupation.

All free standing equipment and control cabinets are to be safely sealed to prevent contamination.



The air handling plant at the rear of the boiler room is to remain. Joints shall be sealed to prevent any contamination and further sheeting will be required to ensure all joints and other openings are sealed and will prevent any contamination within.



Some pipework or headers may be required to remain and not be cut out. Any such elements will be clearly marked by the mechanical services engineers prior to commencement. However, in all such cases, the cladding and any existing insulation shall be removed and all pipework, joints, threads and bolt heads fully cleaned.

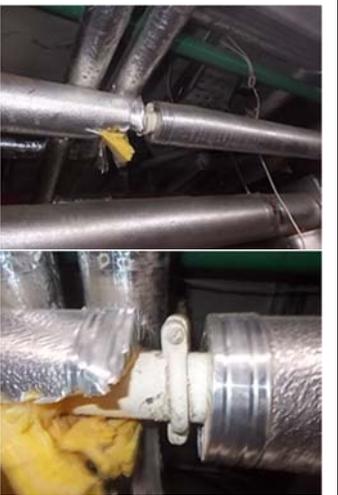
The contractor must design the work area to make use of the existing locations for extract of NPUs to atmosphere and must also ensure that areas not part of the work area are fully sealed and sheeted out. The extract shall be designed to ensure adequate air movement is maintained at all times. Power requirements must be communicated the Museum to ensure provision is adequate and that use of electrical plant does not interfere with the normal running of the Museum.

The contractor shall ensure that the whole work areas is cleaned to a standard suitable for certificate of reoccupation, to ensure that it is a safe future working environment for the contractors carrying out the Refurbishment works.

Based on the type and condition of all materials identified, the contractor shall be responsible for all assessment of working and control/containment methods in accordance with Reg 3(2) of CAR2012 and for all necessary statutory notifications to the appropriate enforcing authorities, as those assessments may dictate.

The following is an extract from the existing asbestos survey information which pertains to the Boiler Room. A copy of the full report can be provided upon request. These ACMs are likely to affect the works and due consideration shall be taken of their presence. The original sample numbers are shown on the Appended floor plans for reference.

Room/Area	Observation/Comment	Inspection/ Sample No.	Analysis Result	Product	Quantity	Extent of Damage	Surface Treatment	Recommendation	Photo
B.01 Boiler Room	Solid soffit ceiling. Breezeblock and brick walls (painted white). Solid floor painted red. Ali cased MMMF lagged metal pipes painted white. Unlagged metal pipes painted red. Plastic pipes. RSJ beams and columns. Electric distribution boxes. Metal ductwork. Metal boiler and generators. Metal cable tray and cables. Metal conduits. Timber header panel. Timber frames. Two timber doors with a timber core and no lining panels. Solid drainage pit. Brick built chimney stack with a metal extraction pipe and metal hatch door.	01	-	-	-	-	-	-	
B.01 Boiler Room	Residue to the white painted metal pipe. Located above the boiler door entrance.	02	Amosite	Residue	9m	Low	Sealed	Remove and environmentally clean area.	

Room/Area	Observation/Comment	Inspection/ Sample No.	Analysis Result	Product	Quantity	Extent of Damage	Surface Treatment	Recommendation	Photo
B.01 Boiler Room	Residue to the white painted pipe. Located at high level.	03	Amosite Chrysotile	Residue	9m	Low	Sealed	Remove and environmentally clean area	
B.01 Boiler Room	Residue to the white painted metal pipe. Located at high level.	04	Amosite Chrysotile	Residue	13m	Low	Sealed	Remove and environmentally clean area	

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Room/Area	Observation/Comment	Inspection/ Sample No.	Analysis Result	Product	Quantity	Extent of Damage	Surface Treatment	Recommendation	Photo
B.01 Boiler Room	Gasket to the metal flange to the pipe	09	Chrysotile	Gaskets	2 no.	Good Condition	Composite	Remove	
B.01 Boiler Room	Residue to the white painted solid ceiling.	14	Amosite	Residue	80m <sup>2</sup>	Medium	Sealed	Remove and environmentally clean area.	
B.01 Boiler Room	Residue to the white painted solid ceiling.	15	Amosite	Residue	80m <sup>2</sup>	Medium	Sealed	Remove and environmentally clean area.	
B.01 Boiler Room	Residue to the two painted pipes from the solid ceiling level. Paint is flaking from the two pipes.	16	Amosite	Residue	10m	Medium	Unsealed	Remove and environmentally clean area.	
B.01 Boiler Room	Residue to the painted single metal pipe. Painted pipe is flaking.	17	Amosite	Residue	6m	Medium	Unsealed	Remove and environmentally clean area.	

Room/Area	Observation/Comment	Inspection/ Sample No.	Analysis Result	Product	Quantity	Extent of Damage	Surface Treatment	Recommendation	Photo
B.01 Boiler Room	Snots off the white painted brick wall. Located above the front boiler room entrance.	18	Amosite	Residue	200m <sup>2</sup>	Low	Sealed	Remove and environmentally clean area.	
B.01 Boiler Room	Snots off the white painted brick wall. Located above the front boiler room entrance.	21	Amosite Chrysotile	Residue	200m <sup>2</sup>	Low	Sealed	Remove and environmentally clean area.	
B.01 Boiler Room	Debris from beneath the red painted solid floor.	23	Amosite Chrysotile	Debris	80m <sup>2</sup>	Low	Sealed	Remove and environmentally clean area.	

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Room/Area	Observation/Comment	Inspection/ Sample No.	Analysis Result	Product	Quantity	Extent of Damage	Surface Treatment	Recommendation	Photo
B.01 Boiler Room	Dust and debris to the solid drainage pit. Dust and debris present internally inside drainage pit beneath the metal drainage covers.	25	Amosite Chrysotile	Dust Debris	3m <sup>2</sup>	High	Unsealed	Remove and environmentally clean area.	
B.01 Boiler Room	Dust and debris to the boiler room chimney.	26	Amosite Chrysotile	Dust Debris	1m <sup>2</sup>	High	Unsealed	Remove and environmentally clean area.	

## **SUPPORTING FLOOR PLANS**

The following floor plans have been produced to support the information provided in this specification sections.



A DE GROUP COMPANY

### SITE DETAILS

The Horniman Museum and Gardens  
100 London Road, Forest Hill  
London, SE23 3PQ

-  EXTENT OF POSITIVE MATERIALS
-  OUTSIDE SCOPE OF WORKS
-  NO ACCESS / LIMITED / RESTRICTED ACCESS
- 000** ASBESTOS IDENTIFIED IN SAMPLE
- 000** NO ASBESTOS IDENTIFIED IN SAMPLE
-  IDENTIFIED AS SAMPLE
-  IDENTIFIED AS INSPECTION

NOT TO SCALE  
THIS SITE SKETCH IS INTENDED FOR THE IDENTIFICATION OF AREAS ONLY IN RELATION TO THE ASBESTOS SURVEY  
THIS DRAWING SHOULD ONLY BE READ IN COLOUR

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### CLIENT

The Horniman Museum and Gardens  
100 London Road, Forest Hill  
London, SE23 3PQ

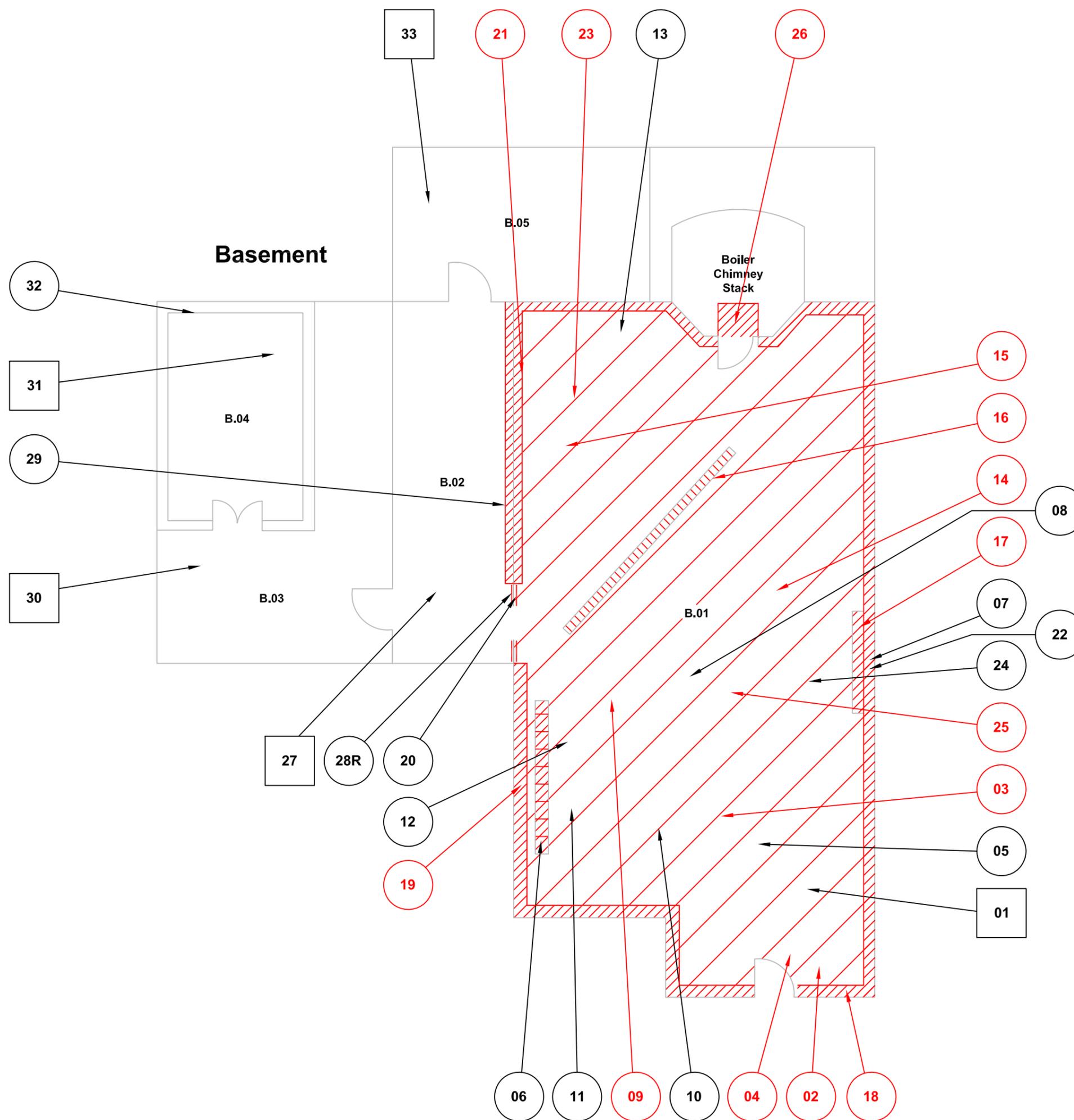
THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE ASBESTOS SURVEY REPORT FOR SURVEY NUMBER 16120

### DRAWING TITLE

Main Museum Roof  
Internal

SURVEY NO.  16120	Drawn By	M.Forsyth
	Drawing Date	10/07/2017
	Surveyor 1	Warren Green
	Surveyor 2	
	Survey Date	14-15/07/2016

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## FORM OF TENDER

We agree to undertake the works specified within this document and summarised below, for the following price and timescales stated against each item. We acknowledge that instruction may be for some or all of the works itemised.

Item	Floor/Room/Description	Timescale	Cost, £
1	BASEMENT – B.01 – BOILER ROOM Removal of all mechanical plant, pipework and services. To clean all walls, ceiling, floor and floor ducts of loose debris and flaky paint and to remove all evidence of residues under the paint. To encapsulate all walls, floor and ceiling using 2 coats of ET150		
2	BASEMENT – B.01 – BOILER ROOM Cost to provide attendance to drill cleaned and encapsulated walls, floor or ceiling to allow fixing points for future mechanical installation	Cost per day	

Signed	
Name	
Company	
Address	
Date	

### Tender response

Tenders are to be returned via email by 12.00 noon on 31<sup>st</sup> August with hard copy to follow on 1<sup>st</sup> September to:

Mr T. Hopkins, Estates Manager,  
Horniman Museum & Gardens,  
100 London Road,  
Forest Hill,  
London,  
SE23 3PQ  
[thopkins@horniman.ac.uk](mailto:thopkins@horniman.ac.uk)  
0208 291 8680

### **Tender response supporting information**

Tender submissions must include all of the information in the following list:

- A fixed fee quotation for the works so described herein. The price tendered being inclusive of all travelling costs and expenses.
- A description of the methodology that will be used.
- A detailed programme for the works.
- Details and examples of 2 similar projects undertaken and in particular any projects that have involved works to listed buildings. Please provide references for the projects to allow the Museum to take up as part of the tender review process, as may be necessary.
- Details of your company's history and profile, including financial information.
- Proof of professional indemnity insurance.
- A suitable single point of contact for all correspondence relating to the tender (include: email address, postal address and telephone numbers).
- Details of day rates to assess costs for additional services.
- Contact details for three referees who may be contacted following the short-listing process (include: email address, postal address and telephone numbers).
- Your company's standard contractual terms and conditions.

## ASBESTOS REMOVAL CONTRACTOR – GENERAL REQUIREMENTS

**No claim for extras will be admitted for any error or omission arising from the asbestos removal contractor's failure to satisfy themselves on any of the following matters.**

General requirements from the asbestos removal contractor;

The successful contractor must supply detailed copies of the following prior to commencement of the works:

- Asbestos licence
- Relevant insurance documents
- Detailed plan of work/method statement
- HSE notification form ASB5
- Training records for all operatives working with asbestos on site (including copies of SMSTS certification for all supervisory staff)
- RPE records and face fit certificates for all operatives working with asbestos on site
- Medical records for operatives working with asbestos
- All other documentation in accordance with the Control of Asbestos Regulations 2012.
- Risk assessments
- COSHH assessments
- Standard company procedures
- A clearance certificate for the decontamination unit on site
- Inspection/test records for all equipment to be used on site

These records must be on site during the works, kept in a controlled and tidy site file. The site supervisor shall be responsible for this file and produce documents on request.

### Health and Safety

The Client and his appointed professional team recognise that health and safety is of paramount importance. Under no circumstances is the Health of the Employer's Employees, the school occupants, the public or visitors to the site to be compromised.

The asbestos removal contractor shall comply within the current Health and Safety Legislative requirements and guidance notes for the duration of the work.

All work procedures and activities, including roles, responsibilities and communications regarding the works are to be included within the asbestos removal contractor site specific plan of work/method statement.

The requirements stipulated within the tender documentation, which are relevant to the proposed works, shall be incorporated within the asbestos removal contractor site specific plan of work/method statements.

Existing procedures may exist throughout the site. Details of any existing procedures appertaining to the proposed works shall be made clear to the asbestos removal contractor prior to works commencing, this particularly relevant in relation to the management of risk associated with fire and evacuation of the building.

Where the asbestos removal contractor becomes aware of significant hazards which have not been adequately dealt with by the design process he shall inform the contract administration immediately.

A competent person shall undertake the specific risk assessment for working in the confined space and only competent persons will be authorised to access and work in the confined space. The contractor must ensure that this is rigorously managed.

All work equipment shall be provided, used and maintained in a proper manner.

The contractor shall be deemed to have visited the site to satisfy himself as to the nature and extent of the works, local conditions and any other conditions affecting the completion of the works prior to the submission of the competitive quotation and he is to allow for any extra costs he may consider involved by reason of the position of the site, difficulty of access, or from any other causes.

The asbestos removal contractor shall include provision of all necessary working and access equipment in full compliance with all Health and Safety legislation to enable safe access to complete works.

If proven to be responsible for any damage to the fabric or fixtures within the building, the cost of repairs/replacements will be recoverable from the asbestos removal contractor.

#### **Standard of Work/Decontamination/Cleaning**

The asbestos removal contractor will include for the removal of all non-asbestos materials within the works area, which cannot be satisfactorily cleaned, as hazardous waste. The disposal of these items shall also be included. This shall include all materials used to build the enclosure and/or segregate the work area and all other materials and equipment used at any stage of the removal works.

Once authorisation has been given by the contract administrator the asbestos removal contractor shall seal all vents and openings prior to commencement of the works. All ventilation trunking, and any man made mineral fibre insulation must be removed and disposed of as contaminated waste.

The asbestos removal contractor tender price shall be deemed to have included for the complete removal of all the specified residual asbestos material, dust, fibres and loose paintwork along with any bonding materials.

The asbestos removal contractor shall be deemed to have included for all costs involved with the full and complete removal of all ACMs detailed herein including any associated work to ensure successful and complete execution of the Certificate of Reoccupation, as appropriate.

The asbestos removal contractor shall allow for the decontamination of all surfaces of plant and equipment. It will be the client's responsibility on this contract to isolate the plant and equipment to ensure safe and suitable completion of these works.

The asbestos removal contractor shall allow for the decontamination of all surfaces including decontamination of all cables, cable trays, support brackets and similar.

The asbestos removal contractor shall ensure the working area is clear of visible asbestos debris at the end of each shift.

#### **Re-Cleaning of the Enclosure**

If in the opinion of the client appointed analyst the criteria detailed in this Specification has not been met and therefore leads to further decontamination/cleaning, the asbestos removal contractor shall carry out such cleaning until satisfactory standards have been met and approved. Any additional cost of such re-cleaning shall be borne by the asbestos removal contractor.

If after stage 3 of the 4 stage clearance procedure, the air sample results are in excess of 0.010 fibres/millilitre asbestos removal contractor shall re-clean the working area. Any subsequent extra costs incurred by the asbestos removal contractor or the client appointed analyst as a result of such necessary cleaning, shall be borne by the asbestos removal contractor.

The asbestos removal contractor shall continue re-cleaning until further air sample measurements indicate airborne fibre concentrations below 0.01 fibres/millilitre in 80% of the tests and below 0.015 fibres/millilitre for the remaining 20% of the tests.

### **Respiratory Protective Equipment (RPE)**

The asbestos removal contractor shall provide RPE for all operatives engaged with asbestos in accordance with Asbestos: The Licensed contractors guide (HSG 247). It is the asbestos removal contractor's responsibility to ensure that all RPE is adequately maintained, cleaned and that records are kept for all equipment.

A current face fit certificate must be provided for each specific type of respirator used by individual operatives. Operatives should be clean shaven at all times.

### **Protective Clothing/Equipment**

The asbestos removal contractor shall provide protective clothing for all persons who are liable to contamination. Coveralls shall be a minimum standard of Type 5 Cat 6.

The asbestos removal contractor shall allow for the provision of any necessary construction site conditions equipment e.g. hard hat, boots, goggles, high-vis jackets, gloves etc.

### **Transit Procedures**

The asbestos removal contractor shall satisfy the contract administrator that they have initiated a safe procedure for transiting between the airlocks and the decontamination unit, which does not endanger the health, safety and welfare of:

His own personnel

Occupants and others users and visitors to the building (this to include the protection of all carpeted areas)

Clear distinction must be possible between protective clothing used for the purpose of asbestos abatement and transiting, this through the use of different coloured overalls.

In addition to the asbestos removal contractor's own inspections, tests, both visual and analytical will be carried out on the transit route by the client appointed analyst to make sure it has not become contaminated with asbestos fibres. If this is found to be the case then the asbestos removal contractor shall clean this area at the asbestos removal contractor's own expense.

### **Hygiene Facility**

The asbestos removal contractor shall provide on-site, a hygiene unit for the use of all persons who must enter the works or transit zone and/or are engaged in asbestos disturbance works. The hygiene facilities shall be of a design in accordance with Asbestos: The licensed contractors guide (HSG 247).

The hygiene facilities shall be maintained on site throughout the whole works and be of the appropriate size to provide the necessary showers, washing and storage facilities to meet the requirements of the works.

The position of the hygiene unit is to be agreed and confirmed prior to the submission of the asbestos removal contractor tender. All suitable services shall be ascertained, provided and connected by the asbestos removal contractor at his own expense, unless agreed with the contract administrator prior to works.

The hygiene facility shall have hot and cold water supplies and filtered waste water outlets connected to a suitable point of drainage.

The hygiene facility shall be locked at all times when not in use.

The hygiene waste filter shall be replaced as necessary and the used filter disposed of as asbestos contaminated waste.

The hygiene facility shall be kept clean on a daily basis and air tested weekly whilst on site. The hygiene facility shall not be allowed back on site without a clearance certificate from the previous site.

#### **Asbestos techniques/Dust Suppression**

The asbestos removal contractor shall include for all necessary dust suppressant equipment/techniques so that asbestos fibre levels are kept to a minimum. Fibre release within work areas should be reduced to the lowest practical level.

The asbestos removal contractor shall include for any necessary suppression of asbestos using injection, spraying, wrap and cut, shadow vacuuming and glove bag methods, where required and in strict accordance with Asbestos: The Licensed Contractors Guide (HSG 247). Dry stripping will not be permitted under any circumstances. The use of PVA or any other sealants shall not be applied until authorised by the client appointed analyst.

#### **Asbestos Waste Removal, Storage, Transporting and Disposal**

The asbestos removal contractor shall allow for the removal, storage, transportation and disposal of all asbestos material removed as part of this contract.

All bagged, sealed asbestos waste shall be thoroughly vacuumed and cleaned, placed in a second bag, sealed again with appropriate industry tape and clearly marked "Asbestos Waste". The first bag shall be red, the second shall be clear and both bags must be UN-approved standard.

The bags shall then be transferred to a suitable lockable skip/container or vehicle for disposal. It is the asbestos removal contractor's responsibility to ensure the waste storage facility has suitable locks.

The waste storage facility shall be located as near to the working area as far as reasonably practical. The asbestos removal contractor shall consider any sensitive areas or personnel on site, when planning or carrying out the movement of the waste material from the working area to the storage facility.

Bagged waste shall be carefully transferred by vehicles provided by the asbestos removal contractor or the nominated sub-contractor for transport to an authorised waste tipping site.

The transfer of asbestos waste from site to point of disposal should be in accordance with the consignment note procedure laid down in the 'Hazardous Waste (England and Wales) Regulations 2005', completed copies of these waste consignment notes shall be presented to the contract administrator on completion of the works.

The asbestos removal contractor shall provide a copy of the 'waste' carrier's registration certificate prior to any waste being removed from site. All asbestos shall be disposed of at a landfill site licensed to receive asbestos waste and the asbestos removal contractor shall include for all charges connected therewith in his tender for transport to the site.

The asbestos removal contractor shall provide a copy of a valid certificate of Registration for the carrier of waste and the landfill site waste disposal license prior to any waste being removed from site.

The asbestos removal contractor shall be responsible for ensuring that the waste consignment Notes and disposal certificates are completed. No final account payment or interim shall be passed without receipt of the completed waste consignment notes.

All relevant paperwork, including waste consignment notes and tip receipt notes shall be forwarded to the AC within two weeks of completion of the removal works. Failure to provide this documentation may lead to delay of payment.

### **Site Services/Requirements**

The asbestos removal contractor is to supply all necessary temporary lighting for safe execution of the works, including access and 4 stage clearance testing. This lighting shall remain on site until all works are completed with all costs borne by the asbestos removal contractor for its provision.

The asbestos removal contractor shall allow for protecting all existing services within the building, which may be affected during the work or set up.

### **Provision of site welfare**

The asbestos removal contractor shall ensure that all welfare and safety measures required under or by virtue of the provisions of any enactment or regulations and amendments or the working rules of any industry are strictly complied with. No claim for extras will be admitted for any error or omission arising from the asbestos removal contractor's failure to satisfy themselves on these matters.

The asbestos removal contractor shall include for the provision of all necessary welfare facilities, unless specifically instructed otherwise by the contract administrator during the tender process. Extra costs for these items shall not be permitted.

### **Working Hours**

The works are required to be continuous and will incorporate both weekday and weekend working. Access to site will be arranged by the client. The standard shift will be 0800 – 1700 but 0700-1800 and weekend or out of hours working is possible with prior arrangement.



## ANALYSIS OF TENDER SUBMISSION

As part of the tender submission and quotation for these works you are to return a signed copy of this document supported with the following information in an electronic format:

- Copy of Company's asbestos license
- Copy of Company's insurance schedule
- Company's organisation and proposed project organisation
- Copies of any trade body or other recognised professional memberships
- Program of works

The tender will be reviewed and the company's may then be asked to attend a post tender review meeting, at this meeting you will be required to explain your methodology and table any tender clarifications.

The tender submission will be evaluated utilising the following scoring criterion:

<b>Health and Safety</b>	<b>20%</b>
<b>Commercial</b>	<b>40%</b>
<b>Program</b>	<b>20%</b>
<b>Quality of submission</b>	<b>20%</b>

The successful contractor will be notified via telephone and email with instruction to prepare and submit the necessary notifications to HSE, on completion of the notification a copy of the ASB5 and accompanying plan of work will be sent to the contract administrator for review and authorisation.

### **Contract award**

Suppliers and those organisations looking to bid for publicsector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

**NON COLLUSION AND NON-CORRUPTION**

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

1. Communicating to a person other than the person calling for those tender the amount or approximate amount of the proposed tender, except where the disclosure, in confidence of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
2. Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
3. offering or paying or giving or agreement to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word 'person' includes any persons and anybody of association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signed; \_\_\_\_\_

Print; \_\_\_\_\_

On behalf of; \_\_\_\_\_

Position; \_\_\_\_\_

Date; \_\_\_\_\_

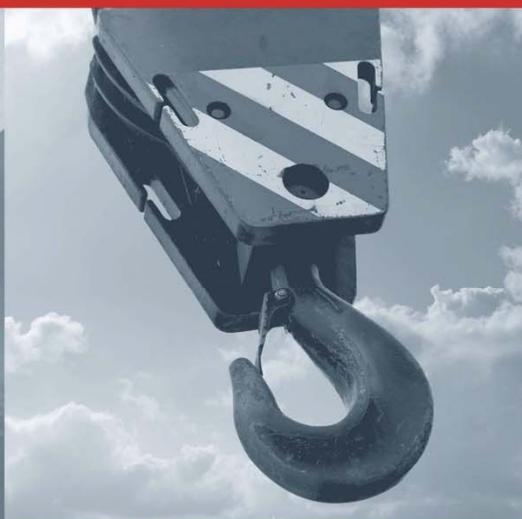
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