 

**Contract for:**

**Gas & Electrical Testing - Quality Assessment Audits**

**Contract Reference: P-008518 / C-012636**

**Appendix 1 – Specification**

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**Client: Newcastle City Council**

**Nominated Representative: Your Homes Newcastle Limited**

**Background – Introduction – Your Homes Newcastle**

Your Homes Newcastle

Your Homes Newcastle (YHN) was established in 2004 to manage homes on behalf of Newcastle City Council. As an Arms-Length Management Organisation (ALMO), YHN is owned and controlled by Newcastle City Council but, operates at arms-length, with its own Business Plan, Governance Structure, Workforce, Operational Procedures and Premises.

YHN currently manages almost 27,500 general needs properties: approximately 26,700 on behalf of NCC, and almost 800 which are owned by Leazes Homes. YHN also manage approximately 1,500 leasehold properties on behalf of Newcastle City Council.

As well as being one of the largest ALMOs in the country, YHN are one of the most diverse in terms of the range of services we deliver. YHN employ over 950 staff.

**Background to the Requirement**

This specification details the requirements for third party gas and electric Quality Assessment ‘reassurance’ audits.

Of the general needs properties managed by YHN, over 22,000 of these properties have gas appliances installed.

Work required is to include all materials, labour, tools, transport and insurance required to complete the works. Details of the properties to be inspected will be sent from our Assets Management Team or Repairs and Construction Services Team, on a monthly basis. Client and Contractor Contact details will be issued post tender award.

**Specification / Scope of Works**

Your Homes Newcastle are looking to procure a service which will provide for Gas & Electrical Testing - Quality Assessment Audits.

As such, YHN requires a suitably experienced Provider to provide them with the following:-

* Carry out gas and electric Quality Assessment (QA) audits as per gas requirements & electric requirements schedules provided.
* All audits should be supplied electronically in a ‘pdf’ format to YHN or, accessed via an on-line, web-based portal within 15 working days of completion. All information provided through the online portal must be downloadable in ‘pdf’ format.
* The preferred method of accessing QA audit reports would be through an online portal, the portal should have the facility to allow YHN technical surveyors to upload their QA audits, and view historical data.
* The appointed and identified YHN Lead Officer must be informed immediately by telephone of any installations deemed to be ‘AT RISK’ or ‘IMMEDIATELY DANGEROUS’. This should be followed up in writing within 24 hours.
* All appointed Contractor personnel must carry identification cards (photographic if possible), at all times, whilst operating on this Contract.
* All appointed Contractor personnel must adhere to all current Government ‘Covid-19’ guidelines when performing works and services relating to this Contract.
* No payment will be made for any visit where there is no access gained into the properties.

**Quality Assessment Audits**

On an annual basis, the successful Contractor must carry out the following inspection. All visits should be planned across the calendar year and agreed with YHN prior to commencement of the Contract.

1. Gas Requirements Schedule
* 200 Domestic gas safety inspection audits
* 100 Domestic gas repair audits
* 30 New domestic heating installation audits
* 10 Work in progress audits (to be carried out on the Contractor’s Operatives)
* 5 Commercial safety inspection audits
1. Electrical Requirements Schedule
* 200 Domestic electrical inspection audits
* 50 Rewire audits
* 20 Communal / Landlord inspection audits
* 10 Work in progress audits (to be carried out on the Contractor’s Operatives)

**Review of Gas and Electric Management Procedures**

Carry out an audit of YHN and, their appointed maintenance Contractors internal policies and procedures relating to gas and electrical testing. It is required that comments and recommendations are to be made on both.

**Electrical Testing Specification**

Summary Outputs

A requirement for a signed-off, Electrical Installation Condition Report for all properties on the programme, lodged with an appropriate accreditation and regulatory body. This certificate should be produced upon completion of all ‘C1’ & ‘C2’ remedial works identified within an Electrical Installation Condition Report, after an electrical inspection & test.

On non-domestic installations, any FI is to be investigated within 28 days of the test being carried out.

Essential Requirements

All Electrical Inspections & tests must be carried out by BS2392 qualified testers and, must be current members of the Institute of Engineering and Technology (IET).

All Electrical Inspection & tests must be signed off by BS2391 qualified supervisors and, must be current members of the Institute of Engineering and Technology (IET).

All Electrical Installation Certificates should be returned within 28 days of the Electrical Inspection & test being carried out.

All Electrical Installation Certificates must be backed up by an audit report. The audit report must include photographs of equipotential bonding, distribution board(s) with the cover removed and in place, and of any variations (including DIY) from YHN’s standard electrical installations.

All certificates must have a unique reference number.

YHN have specified a naming convention for all certificates; this must be followed.

Programme Management

A programme for annual dwelling and block testing will be provided by the YHN Asset Management Team on the first month of the Financial Year. The programme will be added to ‘WMS/APEX/KIRONA’ to assist delivery and budget monitoring.

To facilitate delivery, a weekly progress report should be provided to the YHN Asset Management section, to include updates on the total number of inspections, the total number of completions, TNI’s and, outstanding remedial works required.

Access to properties will be managed by the Strategic Asset Management section within Property Services.

Monthly contract meetings will be held. Representation is required from all teams directly involved in the delivery of this programme. These meetings can be held electronically via ‘Teams’ or, face-to-face.

KPI’s

Throughout the term of this Contract, Key Performance Indicators will be used to provide an indication on ho this Contract is progressing. As such, measurements will be regularly assessed on the following:-

1. Percentage of programme total Electrical Installation Certificates received monthly and annually.
2. Monthly and annual spend on remedial works
3. Monthly and annual spend on rectifying DIY work.

**Access**

All properties are covered under this Contract are tenanted. Therefore, it will be the responsibility of the Contractor to pre-arrange access with the tenant and, agree convenient appointment times and dates.

**Payment**

When claiming payment, the Contractor must provide an invoice no later than one month after completion of the work. This invoice must clearly identify the property address, the work carried out, the labour and materials used and, the time taken to complete the work.