

SO-14732 Provision of Lifting Equipment
Appendix B – Statement of Requirements

APPENDIX B
SERVICE DESCRIPTION

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1. DETAILS OF REQUIREMENT

- 1.1 The Home Office Centre for Applied Science and Technology (CAST) is looking to procure an external service to inspect, maintain and repair all lifting equipment at the Sandridge and Horsham sites over 4 years.

2. PURPOSE

- 2.1 CAST has a range of lifting equipment and it is a legal requirement for the equipment to be professionally inspected on a regular basis (frequency depends on equipment type). Some of the equipment may also requires periodic maintenance and servicing and if found to be defective, repair or replacement.
- 2.2 CAST require the supplier to keep records of all examinations and inspections as well as any maintenance undertaken as part of this contract.

3. BACKGROUND TO THE AUTHORITY

- 3.1 CAST is a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support. CAST is the primary science and technology interface between Home Office ministers and policy makers, frontline delivery partners, and the suppliers of science and technology. Understanding the policy and operational context of Home Office business allows CAST to operate where others cannot for reasons of impartiality, national security or market failure.
- 3.2 CAST's expertise and activities are focused into capability areas that serve the range of Home Office interests in: contraband detection, crime prevention and community safety, cyber, forensics, identity assurance, protective security, public order and surveillance.

4. SCOPE OF THE REQUIREMENT

- 4.1 The types of lifting equipment used across CAST range from safety equipment used by staff when working at height (harnesses, fall-arrest equipment, karabiners etc) to goods lifting equipment such as pallet trucks and pneumatic trolleys. An indicative list of the equipment can be found at Annex 1. Supplier should note this is not an exhaustive list.
- 4.2 CAST require suppliers to inspect all lifting equipment at the necessary frequency and ensure that it meets the required standard as set by the relevant legislation. Due to the frequency of use of some equipment it is not always available for inspection so multiple visits may be required.
- 4.3 During the inspection, if an item of equipment is found to be defective, unrepairable and is therefore disposed of, the supplier must be able to source a replacement with no obligation for CAST to purchase.
- 4.4 Where possible the supplier must also be able to offer servicing and preventative maintenance on all equipment. If the supplier cannot provide this for certain items, the supplier must sub-contract this work and manage this on CASTs behalf.

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- 4.5 The supplier is required to create, manage and store all records of visits, inspections and maintenance undertaken, preferably electronically and via a database which CAST can access, however a local hard must all be provided after every visit.
- 4.6 CAST require the supplier to advice of and (if required by CAST) to implement any other procedures that are required in order to fully comply with all applicable regulations in this area. CAST require the supplier to provide expert advice and support throughout the duration of the contract.
- 4.7 The service provider shall provide the service as defined by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the Safe use of lifting equipment: Approved Code of Practice and applicable industry best practice guidance supported by the Health and Safety Executive. The requirements of the provision and Use of Work Equipment Regulations (PUWER) should also be adhered to with regard to inspection and maintenance. The engineers providing service should be deemed competent as defined in LOLER Approved Code of Practice and guidance (paragraph 294 on competent persons) and the onus is on the service provider to ensure this. The service provider shall provide a thorough examination and inspection service to include the reporting and record-keeping obligations of LOLER (regulations 9, 10 and 11).
- 4.8 The purpose of procuring this service is to reduce the internal resource requirement; it is therefore a mandatory requirement that all equipment can be covered by this single contract and that all of the requirements can be met.
- 4.9 Under the current inspection regime the equipment is next due for inspection in March 2016.

5. SITE VISIT

- 5.1 After the tender evaluation has been complete, the first place supplier will be invited to attend a site visit at both the Sandridge (St Albans) and the Langhurst (Horsham) sites to undertake a survey of all lifting equipment to develop a definitive list of equipment.
- 5.2 The supplier will then be asked to submit a bid for the inspection and maintenance of this definitive list of equipment. This value will form the basis of the contract.

6. SERVICE LEVELS AND PERFORMANCE

- 6.1 The Authority will measure the quality of the supplier's delivery via:

- 6.1.1 Inspection at the appropriate intervals
- 6.1.2 Database updated with 48 hours of a visit
- 6.1.3 Notify CAST at least 28 days in advance of next required inspection.

7. DELIVERY LOCATION

CAST Sandridge
Woodcock Hill
Sandridge
St Albans

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Hertfordshire
AL4 9HQ

CAST Langhurst
Langhurst House
Langhurstwood Road
Horsham
West Sussex
RH12 4WX

8. ANTICIPATED DELIVERY DATE

- 8.1 Although the next inspection is not due for approximately 6 months, the previous contract has expired which leaves CAST with no cover. The contract is therefore required to be in place by 30 November 2015, with the initial site surveys taking place after that date and the first round of inspections taking place in March 2016.

9. ACCESS RESTRICTIONS/SECURITY REQUIREMENTS

- 9.1 Both sites are secure and a minimum of SC clearance is required for unescorted access. The service providers will be considered visitors whilst on site and will be escorted at all times. Visitors may be subjected to a security search upon exit and entry to sites.

10. ADDITIONAL DETAILS

- 10.1 The CAST sites have limited welfare facilities and no catering facilities therefore visitors to sites must make other arrangements.