

PART TWO

SPECIFICATION

Kettering Marketplace Fountains Annual Maintenance Contract

Scope of Work

To provide a service contract to ensure that the Plaza Fountain Feature (comprising 17 water jets and associated plant), Market Place in Kettering is maintained in a good and safe working order.

Maintenance Requirements

All maintenance is to conform to the manufacturer's recommendations and all nationally recognized standards (British Standards etc.).

The water feature will operate from March until end of November and the maintenance contractor is to allow within their cost proposals for the following maintenance visits:

The contractor is to allow in their tender for an annual start-up visit which includes a full drain down, clean and sterilize of the holding tanks and chambers by a minimum of two service engineers, to undertake the works identified below, a minimum of 2 days is envisaged to undertake a drain down and clean based on the drain down and refill period.

The contractor is to allow in their tender for six standard monthly maintenance visits by two service engineers to undertake the works identified below, a minimum of 1 day is envisaged to undertake the schedule of tasks identified within this document.

A mid-summer standard maintenance visit is required, to undertake the works identified below, a minimum of 1 night is envisaged to undertake the schedule of tasks identified within this document, this work will be undertaken out of hours to avoid interruption of the summer events, a minimum of 1 night is envisaged to undertake the work.

A mid-summer full drain down, clean and sterilize of the holding tanks and chambers by a minimum of two service engineers is also required to coincide with the completion of the summer events planned for the town centre, a minimum of 2 days is envisaged to undertake a drain down and clean based on the drain down and refill period.

The contractor is to allow in their tender for one winter drain down service visit by two service engineers to undertake the works identified below, a minimum of 1 day is envisaged to undertake the schedule of tasks identified within this document.

Summary of Visits Required:

- 1 x Annual Start-Up Maintenance Visit incorporating a full drain down and clean of the below ground tanks.
- 6 x Standard One Day Maintenance Visits.
- 1 x Midsummer Standard One Night Maintenance Visit (Mid-Event)
- 1 x Midsummer Maintenance Visit incorporating a full drain Down and Clean of the below ground tanks (Post-Event).
- 1 x winter shutdown maintenance visit.

The contractor is to allow in their tender for the cleaning and adjustment of all component parts within the water feature and is to include for all parts and labour for this.

Should it be necessary to replace any parts or carry out a major repair, this shall be firstly identified in the service report and a separate quotation is to be forwarded in writing to the Council.

All visits to site must be recorded and times of arrival and departure must be noted on the service report.

Copies of the relevant report sheets are to be attached to the invoice when submitted.

Quality of work and materials

The contractor shall provide competent service engineers for carrying out preventative maintenance and adjustments to ensure the safe, efficient and correct operation of the Water Feature.

The whole of the work is to be executed to the satisfaction of the responsible officer at KBC.

The Contractor must supply all tools and equipment to carry out the work covered by this specification, inclusive of any confined space access equipment required.

On completion, the Contractor must ensure that all premises are left in the same condition as they were prior to commencement of work.

All waste and redundant materials are to be removed from site at the time of the works.

Service Report Sheets

A service report must be completed for each visit and a copy of the report sheet is to be issued to the responsible officer at KBC after completion, second copy is to be sent attached to the invoice for that site visit.

The report sheet must include the following information:

- Premises name and address, date of service/maintenance visit
- Itemized information pertaining to the service/maintenance tasks carried out
- Information of any repair required or carried out and any materials used.
- Condition of equipment on completion.
- Signature of Service Engineer.

Instruction to contractor when attending site

On every occasion for routine maintenance, the contractor shall make prior arrangement with the responsible officer at KBC for a mutually acceptable time to carry out each service or any subsequent repair.

No payment for abortive visits will be made unless this procedure has been followed.

The contractor's team of service engineers attending site are to be reasonably dressed, to be of clean and tidy appearance, and to wear work clothing that indicates the company name.

Identification is to be produced and displayed whilst working in or on any KBC Premises.

The Contractor is to follow the KBC's NO SMOKING policy whilst in or on council premises.

If the Contractor requires authorisation for additional work whilst attending site an official Purchase Order must be obtained from the responsible officer at KBC before any work proceeds.

Health and Safety

The Contractor will always comply with the requirements of the Health and Safety at Work Act 1974 and any other Acts, Regulations or Orders pertaining to the health and safety of employees.

Risk assessments and Method statements will be required for the general works and the specific associated visits, these must be provided and approved prior to works commencing.

The Principal hazards are:

- (a) Working on electrical equipment
- (b) Working at height

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- (c) Working in confined area
- (d) Working adjacent to the public/pedestrians

The above list is not fully inclusive; it is the Contractors responsibility to identify all hazards on site and to take appropriate action to avoid danger to their staff and other persons on site.

Confined space access is required for the water feature and demonstration must be provided to show that all personnel working on the maintenance tasks are confined space trained. The water feature contract works comprise the maintenance of the water feature display and treatment pumping systems in-line with the maintenance schedule provided within the tender documentation.

All safety equipment, lifting aids and gas detection equipment must be fit for purpose and checked to ensure the equipment is suitably serviced and calibrated.

A minimum of two confined space trained personnel must be deployed on any low risk confined space entry to an underground plantroom or chamber. A third operative must be aware of the confined space entry. A permit to work procedure may also be adopted with the client's officers should it be requested.

The trained operatives must firstly carry out a pre-assessment of the confined space work area to be entered and this must be detailed on the maintenance report.

A point of contact procedure must be established with a minimum of a 2-person team deployed with a call back procedure to a 3rd person. The 3rd person will not be site based and therefore a call back procedure must also be established with the company's officers.

All Contractors are being required to be CHAS accredited.

Hours of working 8:00 – 17:00 hours during normal working days.

Welfare facilities are provided locally.

All operatives must wear suitable personal protection equipment such as, steel toe capped boots and high visibility vests always.

The company Safety Policy and a Typical Method Statement applicable to the servicing task is required to be submitted with the Tender for approval.

Specific Maintenance Requirements:

General Monthly Maintenance to include the following tasks:

Feature Area

- Undertake a full assessment of the condition of the fountain area, and record findings.
- Clear away debris from any part of the feature.
- Undertake Water test and enter results on report, ensure correct water chemical levels are achieved before leaving site.
- Record water quality & water temperature.
- Check and replenish as required the water level in the feature.
- Remove grills within the feature area and clean, ensure grills are replaced correctly and fixings are correct.
- Remove nozzles within the feature area and clean, ensure nozzles are replaced correctly and fixings are correct.
- Take water samples for microbiological analysis (recommended periodically)

Kiosk Area

- Check and test the doors of the kiosk are intact & the hinges and lock are secure and operate correctly.
- Clean out area ensuring all debris is removed.
- Wipe down doors and structure ensuring clean and tidy.
- Check and test the filter UV is operating, Re-lamp annually.

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- Remove the Quartz sleeve check & clean.
- Check, clean and test the Make-up system and mains water supply valve arrangement.
- Check, clean and temporarily operate the Make-up system to ensure correct operation and test the valve operation.
- Check the isolation valve on the water hose connection is operational and remains closed.
- The sand within the filter vessel must be inspected and agitated and media condition recorded and replenished as required.
- The Filter pressure shall be recorded prior to a full backwash and then recorded after the backwash.
- The Display manifold valves shall be checked and cleaned and regulated to provide the desired display.
- The Brominator shall be drained, cleaned and replenished and the delivery, return & bypass valves checked for correct operation. After maintenance works undertaken it is imperative the valves are set to the correct operating position.
- The dosing control set shall be checked, cleaned and calibrated to ensure correct function, following manufacturers recommendations for associated equipment.
- PH Dosing system shall be cleaned and checked for correct operation, injectors shall be stripped down and cleaned.
- All electrical isolators shall be checked and cleaned.
- Check the Maintenance Socket RCD by a manual test ensuring disconnection is confirmed.
- Operate the Control Panel Supply isolator to ensure disconnection.
- Control panel enclosure, check and test all H/O/A switches and status indicator lamps.
- Check and test the condition of all equipment inside the control panel and record settings of timers and overloads etc.
- Check and Test all RCD's manual test (disconnection of supply must be confirmed).
- Test all MCB's manual test (disconnection of supply must be confirmed).
- Check operation of all relays.

Pump Chamber

- Remove and fully inspect condition of all covers and fixings. (All covers to be removed during maintenance operations).
- Area around chamber is to be cordoned off using barriers which are Compliant with BS 7818 for pedestrian restraint and Chapter 8 Street works.
- The Water within the chamber shall be tested to ensure bromine residual is present.
- Water shall be partially dumped during maintenance procedures to ensure fresh water is regularly introduced to the system.
- The level sensors within the tank shall be removed, tested & cleaned.
- The Filter Pump shall be lifted, inspected and all valves checked for correct operation. After maintenance works undertaken it is imperative the valves are set to the correct operating position.
- The Display Pump shall be lifted, inspected and all valves checked for correct operation. After maintenance works undertaken it is imperative the valves are set to the correct operating position.
- The cables shall be inspected, cleaned and made secure within the chamber.
- The overflow shall be inspected and flushed to ensure correct operation.

Delivery Strainer Chamber Area

- Remove and fully inspect condition of all covers and fixings. (All covers to be removed during maintenance operations).
- Area around chamber is to be cordoned off using barriers which are Compliant with BS 7818 for pedestrian restraint and Chapter 8 Street works.
- The chamber floor must be cleaned.
- The Filter strainer shall be removed and cleaned. The isolation valves checked for correct operation. After maintenance works undertaken it is imperative the valves are set to the correct operating position.
- The Display strainer shall be removed and cleaned. The isolation valves checked for correct operation. After maintenance works undertaken it is imperative the valves are set to the correct operating position.
- The sump in the chamber base shall be drained and cleaned and the sump pump shall be removed and fully cleaned, it is imperative this is undertaken correctly to ensure correct operation.

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- All electrical isolators shall be checked and cleaned.

Return Strainer Chamber Area.

- Remove and fully inspect condition of all covers and fixings. (All covers to be removed during maintenance operations).
- Area around chamber is to be cordoned off using barriers which are Compliant with BS 7818 for pedestrian restraint and Chapter 8 Street works.
- The chamber must be cleaned.
- The sack strainer shall be removed and replaced during each visit.

Additional Annual maintenance of the water feature will include:

Drain down and thoroughly cleaning the whole system, the feature structure will be cleaned using a DOFF cleaning system which is a steam system which removes oil based, thermoplastic and masonry paints, bitumastic coatings, heavy deposits of oil and grease etc., and even chewing gum without damage to the substrate. An approved contractor must be used to provide this service as part of the Annual Drain Down visit and start-up visit, simple jet washing is not acceptable.