MHRA

Waste Bedding Disposal Vacuum System Replacement

Project No: ERP-03-23

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Works Specification

Works Information

The existing system is over 15 years old and comprises the following components making up the system:

- Waste Disposal Station including down flow booth.
- Connecting vacuum pipework
- Bin/Waste collection
- Technical Panel controlling the created Vacuum.

1 Description of the works

To provide a new and improved waste disposal system, it is anticipated that the downflow booth and vacuum pipework will be retained so any new system must be compatible with both. The supplier will need to allow a cost to modify or provide any services (electrical, air etc) required to run the whole system.

There must be a costed option to further reduce noise emitted from the pipework during operation.

The new system must be capable of managing all the waste material listed in appendix A. a statement to that affect must be on the tender return. Any additional materials the proposed system can cope with, that are not listed, should be detailed on the tender return in case of future requirement.

2 Drawings and SOP's

List the drawings and SOP's that apply to this contract.
6598 - General Requirements for External Contractors Attending site
Various Permits to Work to be organised by Project Engineer
BS EN ISO 12100:2010 Safety of machinery. General principles for design. Risk assessment and risk reduction
BS EN 60204-1:2018 Safety of machinery. Electrical equipment of machines – General requirements
Drawings:

- Existing WB System
- Existing System technical requirements

3 Specification

The successful supplier must have installed their proposed system on multiple sites with a proven record of service and supply details on request. The supplier will design and deliver **all** aspects of the installation, including waste removal/recycling of old equipment in the most environmentally friendly way, waste certificates will be required.

Any new system would need to show measurable improvements in the following areas:

- Operator protection from allergens
- Ergonomic improvements with waste disposal
- Energy Improvements

Any proposed system would need to fit into the area already occupied by the existing. However, a reduced footprint could potentially make maintenance and servicing easier and would be favourable.

The Downflow Booth will require refurbishment with new fans and filters.

Please also allow replacement of any tubes or gauges associated with the system but mounted remotely from supplied equipment.

The proposed system must be able to easily handle all the bedding types currently used, as well as small enrichment items such as cardboard tunnels and houses.

There have been issues with the existing system with access to high level blockages and the need to work at height. Any new system must address these issues by either removing the need to work at height and improving access or reducing height of equipment to a manageable level.

Waste Disposal Station

The proposed waste disposal Station must incorporate the following features:

- Compatible with existing downflow booth
- Reduced noise levels
- Local cleaning point mitigating the use of a separate vacuum cleaner.
- Local Control screen
- Ease of Maintenance for unblocking, changing of filters etc.

Bin Waste Collection

The Bin waste collection area must incorporate the following features:

- Able to be housed in the existing waste collection area.
- Duplex bin system allowing continued use of system whilst servicing or maintenance.
- Any improvements to aid Maintenance and servicing and reducing blockages.
- Operator ergonomic and allergen control improvements.
- Height of components reduced from existing system.

Technical Vacuum Control System

The Technical Vacuum Control System must incorporate the following features:

- Able to be housed in existing area.
- Easy to navigate controls and touchscreen (training to be given)

- System Energy Meter either incorporated or provided separately.
- Energy saving benefits.
- Reduced allergen exposure

The installation of the proposed system must be completed with minimum downtime and the supplier should detail all the measures on how this will be achieved.

If there are options that are not standard but would provide additional protection or benefits, please provide them with a clear cost for evaluation.

4 Constraints on how the *Contractor* Provides the Works

4.1 Permit to Work

The Employer operates a permit to work system these include the following as required by the work: -

- Authorization to access
- General Permit to Work
- Fire Alarm Isolation permit
- Hot works
- Working at height
- Electrical Work including isolations.

All permits will be issued as necessary by authorized staff. No work is to commence without the possession of the relevant permit to work. These must be returned to the issuer on completion of the works for filing.

There are no health risks to contractors' personnel from the Employers activities if the Employers controls are complied with fully.

Risk Assessments and Method statements will be supplier prior to work stating and must be site specific. They will need to be signed by the assessor and authorized by another approver, they will then be signed on site by the MHRA Project Engineer and all contractor staff undertaking the work.

4.2 Programme of works

Please supply a Gantt Chart Schedule in your tender return. This should show all lead times. It is preferable that this is supplied in Microsoft Project but an excel spreadsheet would be accepted.

4.3 Design Change Post Contract Award

Any change to this specification after the tender has been received and the contract awarded will be controlled using the MHRA's Design Change form that is signed by both the Institute's project leader and the contractor's representative. The form will identify the change and its effect on costs and timescales. An example of this form can be found in the attachments.

4.4 Site Access

Due to the sensitive nature of the building, security checks must be in place prior to Contractors attending site and undertaking work. As well as the site induction an additional building induction will also be required.
Mon- Fri 08:00 to 17:00 (other hours by agreement with the Project Engineer)
Sat & Sun With the permission of the Project Engineer

Access to the site will be via the main access to MHRA, which is shared with the client's employees, and visitors. All vehicles will be stopped at the security cabin and all drivers will be required to comply with the client's security arrangements.
Any work outside of the above hours can be facilitated with agreement of the Project Engineer.
After 7pm no work can take place unless security and PE have agreed to this.

4.5 House Keeping

Due to the clean environment required for the work of the institute, good housekeeping is always required. All waste material must be removed from site daily and storage for materials on site is not available.

4.6 Confidentiality

Contractors are expected to keep any information about the work of the Institute or staff details always totally confidential. The contractor is requested to sign a Confidentiality Agreement as attached and return with the Tender.

5 Services and other things provided by the Employer

5.1 Services

MHRA will provide services including water, use of welfare facilities, and electricity.

5.2 Free issue items

No free issue items with this project.

6 Location

The site Address is:

- MHRA Blanche Lane, South Mimms, Potters Bar, Hertfordshire EN6 3QG.

7 General

The contractor is always to comply with the Institute's H & S guidelines while on site. The H&S advisor on site has responsibility for ensuring compliance on the Institute's behalf and will form part of the project team.

All contractor employees will be given the site induction when attending site for the first time. There will be further inductions for specific specialist areas as and when required. Prior to attending site there will be a one-off baseline Personal Security Standard check, this will be organised by the Project Engineer responsible for the work.

Should, because of the contract, an incident or accident occur to either a member of the Institute's staff, property or contractor's employees, the person responsible for you on site (generally the Project Engineer) must be informed as soon as possible after the immediate emergency has been dealt with. The responsible person will then inform the H&S team.
Site rules, practices, and procedures to be established and enforced will include but not necessarily be limited to the following: -
- Contractors' personnel must comply fully with the client's security arrangements and procedures
- Operatives and visitors report to the site supervisor are inducted and sign in and sign out
- Smoking is not permitted on the site except in defined areas
- Radios and personal stereos are not permitted
- Personal protective equipment must be worn as required by their risk assessment
- Correctly rated and inspected electrical equipment are used where applicable

- Site Fire precautions and procedures are maintained by Contractor's personnel. The Employer will continue to operate normally in the building. However, it will be necessary for some operational areas to be vacated for periods of time to allow works to be carried out. The Contractor will be required to liaise with MHRA so that a program can be established to suit operational requirements. Access to all areas for Employer's maintenance personnel must always be maintained unless alternative arrangements have been made with the Project Engineer.

The Contractor must ensure that their operations do not pose any risk to the Employers personnel or visitors to the complex.

There are no health risks to contractors' personnel from the Employers activities if the Employers security controls are complied with fully.

7.1 Storage of materials and tools

MHRA is very limited on internal space and therefore all material and tools will need to be stored in an area designated by the Project Engineer.

7.2 Stage handover and training

If a project has one or more stages/phases, then we will require a/several stage handover/s. This will require O&M details to enable maintenance to add the details to the PPM system. Additionally, training will be required for the new plant/equipment.

MHRA are interested in sustainability and environmentally friendly solutions. Please provide examples of where your company can provide increased energy efficiency.

7.3 Site Survey

All tenderers will be expected to carry out full site survey to verify the work required to fully comply with the scope of the specification. This is mandatory for all contractors tendering as non-compliance will result in tender disqualification.

7.4 Welfare facilities

The site has toilets, power and water which will be provided to contractors with the Employer's permission. The site also has a staff restaurant (the area in which the work is taking place) that the Contractors staff may use subject to persons being properly dressed (no bare torsos or shorts) and in clean and tidy clothing. We have first aiders on site.

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Appendix A Waste Bedding Material

- Lignocel sawdust substrate
- Dust free shavings
- Eco-bedding

- Envirodri – paper-based nesting material
- Aspen wood wool nesting material
- Alpha-dri substrate
- Twizzle nest – paper-based nesting material
- Cardboard tunnels
- Nestlets
- Paperwool - nesting material
- Mouse houses – paper pulp material
- Rat houses – paper pulp
- Cardboard boxes
- Egg boxes
- Wooden chew blocks – small mouse ones
- Pelleted diet
- Wooden lollypop sticks
- Eco-wood chip
- Hay