

Schedule 1 to the Conditions of Contract

The Services

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1. Brief Description of Services to be Performed

- 1) The Services to be performed consist of the cleaning, general maintenance and tank emptying of sewage treatment works; the routine monitoring and maintenance of sewage pumping and waste water pumping facilities and the emptying of septic tanks owned by Wokingham Borough Council.
- 2) These installations serve properties owned by the Council, also some private properties which have been purchased and other properties connected to the plant but owned by others. The costs of maintaining the installations may be recharged to residents through service charges – it is therefore important that costs are properly apportioned between sites (see note 4 iv) in the preliminaries to Bill 1).
- 3) The Services included in this Specification cover routine maintenance of the works and also any reactive or emergency work which may be required together with the emptying and disposal of wastewater liquor and sludge from treatment works tanks, pumping stations and septic tanks.

2. Volume of Work

- 1) There are 12 sites of which two are sewage treatment plant; four are pumping stations (one of which doesn't come into the contract until April 2019); two septic tanks serving individual properties; and four cesspits. Both treatment plants and all pumping stations have alarms fitted but there is no telemetry equipment installed.
- 2) Attention is drawn to the definition of Sites and clause 10.5, both of which are in the Conditions of Contract.

3. Definitions

- 1) For the purpose of this Specification the following words shall have the following meaning, save where the context otherwise indicates:

“Scheduled Maintenance” means the scheduled maintenance work set out in the Bills of Quantities and includes the items in Clause 10 of this Specification.

“Non Scheduled Maintenance” means work required by The Contract Administrator outside the “Scheduled Maintenance” work.

“Emergency Work” means work required which in the opinion of The Contract Administrator requires immediate attention or required as a result of call-out trigger levels specified in Clause 7 of this schedule.

“Works” means a wastewater treatment works, pumping station, septic tank or cesspool.

4. Objectives of the Council

- 1) In general terms, as they affect the services to be performed, the policies and objectives of the Council are to provide an efficient, cost effective sewage

treatment service to residents connected to its various plants and provide an environmentally acceptable means of disposing of wastewater from wastewater treatment plants.

- 2) In order to meet environmental requirements and the Council's obligations under Section 85 - 89 of the Water Resources Act 1991 and compliance with any consent issued under and Schedule 10 of that Act through the regular monitoring of the quality of treated effluent discharged either to watercourse or to land irrigation systems shall be undertaken by the Contractor and evidence of monitoring shall be required from the Contractor. The Council must comply with the terms of the various consents issued by the Environment Agency and intends to discharge this duty through this contract and the services provided by the Contractor to monitor compliance and take appropriate action to ensure continuing compliance. Such compliance is monitored by the Environment Agency and in cases of non-compliance the Council will seek evidence from the Contractor that suitable monitoring had taken place up to the point of breach.

5. Disposal of Effluent, Wastewater Liquor and Sludge

- 1) De-sludging and emptying of treatment plants is to be carried out by tanker. The provision of suitable vehicles and associated pumping equipment is the Contractor's responsibility.
- 2) It is the Contractor's responsibility to ensure that liquor and sludge is removed and disposed of in a safe, legal and non-polluting manner. Particular attention is to be paid to suction hose joints and joints to the tanker vehicle which must be water tight. All valves and joints on the tanker vehicle must be free from leakage whilst the vehicle is in motion. Tank covers, padlocks and other fixings are to be replaced following de-sludging/emptying.
- 3) Prior to commencement of the Contract the Contractor will notify The Contract Administrator of the name or names of the wastewater treatment sites which he proposes to use. All charges made by the site shall be paid by the Contractor and allowance for such charges in shall be deemed to be included in the tendered rates.
- 4) The Council reserves the right to be provided with documentation relating to the disposal of sludge and other effluent.
- 5) Appendix 1 lists the details of the discharge consents granted, along with the water quality allowances permitted.
- 6) Copies of the relevant Discharge Consents are included in Appendix 3 of this Schedule.

6. Scheduled Maintenance

- 1) The Contractor shall carry out the cleaning and maintenance functions as set out in this specification and its appendices.
- 2) Scheduled maintenance includes routine cleaning, routine mechanical and electrical maintenance, pump servicing, tankering of liquor and sludge, septic tank emptying, together with the completion of work sheets.

- 3) The nature of installation of the plant may result in elements of plant that are bespoke to individual sites, for example vent arrangements; the Contractor shall be required to undertake an inspection of each site at the commencement of the contract to ensure that all such elements are included in the ongoing maintenance. Any claim for additional work or repair or replacement of parts resulting in failing to maintain plant will be rejected.
- 4) The required programme of frequencies and nature of each service at each Works site is summarised in Section 9 and in the datasheets contained at appendix 1 to this specification. The detailed requirements are in the Bill of Quantities against which detailed pricing should be given.
- 5) The Scheduled Maintenance items given in the appendices should not be regarded as covering every detail of the services to be provided. The Contractor is required under this Specification to provide a complete routine maintenance service for the Works including all usual operations necessary to ensure a complete job and in the case of electrical and mechanical equipment all items of servicing recommended by the manufacturers, even if not specifically mentioned in the specification or appendices.
- 6) With the permission of The Contract Administrator, the Contractor may defer completion of some of the work scheduled for one month into the next where this is unavoidable and The Contract Administrator accepts that it is reasonable to defer the work in question. Nevertheless the Contractor shall make every endeavour to adhere to the intervals specified and failure to do so may warrant the issue of a Default Notice. Where work scheduled for one month is carried over into a subsequent month, the Contractor shall invoice the cost of it in his account for the month during which the work is actually completed, not the month during which it was programmed to be done.

7. Non-Scheduled and Emergency Works

- 1) In addition to Scheduled Maintenance work, the Contractor shall provide a service to carry out Non-Scheduled Work and/or Emergency Work as required by The Contract Administrator, or by an alarm giving rise to a call-out condition. The service for emergency work shall cover a 24 hours a day, 7 days a week service including Public Holidays.
- 2) The Contractor shall ensure that attendance is made by suitably qualified staff appropriate to the situation giving rise to the dangerous instance, pollution incident or emergency to ensure effective remedial action.
- 3) The Contractor will be required to provide a telephone number to The Contract Administrator, which will be required to be manned at all times during the normal working day.
- 4) It will be necessary to contact the Contractor in an emergency situation at times outside normal working hours and the Contractor will be required to provide an 'out of hours' contact number which must be manned at all times by competent personnel.
- 5) Call-out for emergency and non-scheduled work can arise from members of the public or via the Council. In the case of calls from the public the Contractor shall use his professional judgement to establish whether out of hours attendance is required.

- 6) Non-Scheduled & Emergency Work shall be paid for at the rates included in the Rates for Non-Scheduled Work except that enhanced rates shall be payable for “out of hours” call-outs (see Clause 7.9 below).
- 7) In any emergency event, whether raised by the Contract Administrator or a call from a member of the public:
 - a. where the emergency threatens the environment, or where more than one property is affected the Contractor shall be at the site of the emergency within two hours of notification and the problem must be resolved, or any damage arising be halted, within 24 hours.
 - b. In all other cases the Contractor shall be at the site of the emergency and the problem resolved, or any damage arising halted, within 24 hours.
- 8) In any emergency, where the problem is unable to be resolved with 24 hours the Contractor shall provide the Contract Administrator with a report of the issue and proposals for its resolution, within 36 hours of the initial problem being notified to, or identified by, the Contractor.
- 9) Where a call out for emergency work involves work during the hours from 1700 in the evening to 0800 in the morning or any time on a Saturday, Sunday or Public Holiday the enhanced hourly rates entered in the Rates for Non-Scheduled Work will be paid to the Contractor, in respect of those hours. Attendance that covers both ‘normal hours’ and ‘out-of-hours’ periods shall be paid on a pro-rata basis, ie the rate payable for each hour shall be based upon whether it is a ‘normal hour’ or an ‘out-of-hours’ hour. The categorisation of time into ‘normal’ or ‘out-of-hours’ shall be determined by the time that work, or each further hour of work, commences; by way of example, if work starts at 1630 and is completed at 1830 it shall be paid as one hour at normal rates and one hour at the out-of-hours rate. Similarly if work starts at 0730 and completes at 0930 it shall be paid as one hour at the out-of-hours rate and one hour at the normal rate.
- 9) Non-Scheduled Work shall not include work required as a result of the Contractor failing to comply with his obligations, and in the event of such non-compliance, The Contract Administrator may use the default provisions in the Conditions of Contract.
- 10) The Contractor shall be required to source parts and spares as required and pay for these in the first instance. The cost shall be recharged to the Council along with the agreed rate of mark-up subject to the provisions of sub-clause 11, below.
- 11) It will be required that the Contractor seeks the lowest price reasonably available for proprietary spare parts. A mark up on the actual cost is provided for in the Bill of Quantities – the right to be provided with copy invoices for spares is reserved. Where The Contract Administrator is able to demonstrate that spare parts are available at lower cost than that paid by the Contractor the Contractor shall forfeit his mark up. Being ‘available’ shall mean that the parts are able to be supplied to the required specification and could be supplied at the time of need; the price to be considered shall include taxes, delivery and all other associated costs.

8. Supply of Materials, Maintenance Check Sheets, Consumables etc

- 1) The Contractor shall at his own expense supply all materials, check sheets and consumable items required in the course of the Scheduled Maintenance. This includes (by way of illustration, but not limitation) diary sheets and forms as at Appendix 5 and items such as cleaning materials, lubricants, light bulbs, fuses etc. The Contractor will be deemed to have provided for these costs in the rates and prices in the Bills of Quantities.

9. Summary of Requirements

1) Safety

The Contractor shall take all due care to ensure the safe working of his operatives and maintenance of the plant and sites Including, but not limited to:

- (a) Ensuring gas monitors are in good working order and are calibrated regularly in accordance with the manufacturer's recommendations.
- (b) Confined spaces are tested for gases and oxygen deficiency prior to entry and not entered until safe to do so.
- (c) Ladders, platforms, handrails and tank covers are safe before accessing or using them.
- (d) Covers to electrical installations/boxes are not removed by any personnel other than a qualified electrician.
- (e) Pumps and other mechanical plant are isolated prior to carrying out any maintenance work.
- (f) Appropriate warning signs are prominently displayed.
- (g) Emptying of tanks on wastewater treatment works is performed as a two person operation. (It is anticipated that the Contractor will arrange tank emptying coincidentally with a scheduled maintenance visit).
- (h) Plant enclosures are to be locked on departure from the site and all cabinets and plant within the enclosures are to be locked. If there should be any damage to the locks or locking mechanisms at any site these shall be repaired/replaced as necessary to ensure the safety of the site and its plant.

Guidance on health and safety issues is given in appendix 4.

2) Electrical Checks

- (a) The Contractor shall test earth continuity six monthly in accordance with the plant manufacturers' requirements and current IEE Regulations. Any electrical faults found that require urgent attention must be reported to the Contract Administrator the same day.
- (b) The Contractor shall arrange for periodic inspection and testing of electrical installations (in accordance with BS 7671:2008 – 17th Edition as amended during the course of the contract) and for issuing a copy of the Test Certificate to the Contract Administrator, as detailed in Schedule1. Installations will be inspected and tested every 3 years and will have been inspected within 12 months of the Commencement Date. The Contract Administrator shall provide the Contract Manager with copies of the relevant certificates.

3) Grounds Maintenance

- (a) General landscape maintenance will generally be outside the scope of this contract and The Council shall make separate arrangements for this work, except where landscaping requirements are specifically shown in the Bill of Quantities;

- (b) The Contractor shall inspect fencing and access roads for security and condition and alert the Contract Administrator about any issues found (formally annually and whenever identified during other visits).

4) Plant Maintenance

(I) General and Cleaning:

- (a) General inspection of site to ensure security of gates and fences, check for unusual noise of operation, check for rodent infestation (each visit).
- (b) Oil locks (quarterly).
- (c) Mechanical maintenance to be carried out as described in this section and in the datasheets at appendix 1 and in accordance with the plant manufacturers' recommendations where available.
- (d) Cleaning, washing down of exterior of plant and associated equipment housings.

(II) STP and Pumping Stations:

- (a) Isolate electricity supply and remove covers.
 - (i) Check appearance of internals and ensure that all retaining fittings are present and secure.
 - (ii) Clear any debris from the inlet and outlet pipes and other areas of the mechanism where they may cause malfunction.
 - (iii) Check the condition of any media mats, remove and clean as necessary.
 - (iv) Reseed the plant as necessary (seeding media to be provided at the Council's cost)
 - (v) Replace covers and make secure.
 - (vi) Reinstate electricity supply.
 - (vii) Check noise of operation

(b) Sub-Surface Irrigation Systems

- (i) Sub-surface irrigation systems are to be jetted and cleared as directed by The Contract Administrator as a dayworks item in the Rates for Non-Scheduled Work.

(c) Wastewater Treatment Works Tank Emptying - De-sludging

- (i) Wastewater treatment work tanks are to be emptied by tanker at the frequencies and volumes indicated in the site datasheets (or as directed by the Contract Administrator as an additional cost item).
- (ii) Emptying includes assessing general condition of tanks as far as is practicable from the surface through the following actions:
 - (a) Carrying out all necessary safety precautions.
 - (b) Checking condition of covers and frames.
 - (c) Reporting any defects found to The Contract Administrator.
 - (d) Break up surface crust, cleaning walls, weirs and channels.
 - (e) Cleaning up any spillages and ensuring covers are replaced and any locking devices are in place before leaving site.
- (iii) Following emptying Sewage Treatment Plant the plant is to be jetted, washed down and partially refilled in accordance with manufacturer's

recommendations. Tanks are to be left with sufficient media to allow natural reseeding of the plant when put back into use.

- (iv) Any immediate or consequential damage caused during the emptying and refilling process is to be made good at the Contractor's expense.

(d) Sampling

- (i) The Contractor shall undertake a programme of sampling and testing of final effluent discharged from wastewater treatment works (no sampling shall be undertaken within 48 hours of tank emptying). Testing shall be for suspended solids (SS), biochemical oxygen demand (BOD) and ammoniacal nitrogen content (N) and shall be taken from the designated sampling point.
- (ii) Plant shall have samples sent to lab every three months.
- (iii) Samples shall be submitted for analysis to a laboratory accredited by the United Kingdom Accreditation Service (UKAS).
- (iv) Copies of test results shall be forwarded to the Contract Administrator within 3 working days of receipt by the Contractor.
- (v) Attention shall be drawn to any adverse test results or other results that may indicate a potential problem (see also paragraph 19 of this appendix).
- (vi) Carry out onsite Palin test for clarity and alert The Contract Administrator to arising issues at the frequencies indicated in the site datasheets (or as directed by the Contract Administrator as an additional cost item).
- (vii) Repaint sample cover (every three years).

(e) Cesspits

- (i) Cesspits are to be emptied in accordance with the schedule; however, the frequencies and volumes may vary based on householder use. Any variation from the schedule frequencies must be authorised by the Contract Administrator. The quantities and volumes provided should be used to arrive at a tender price.
- (ii) Cesspits should be emptied and the condition of covers frames and visible internal elements should be checked.

(III) Pumping Stations and pumps associated with STPs:

- (a) Isolate electricity supply and remove covers (quarterly) (or as directed by the Contract Administrator as an additional cost item).
 - (i) Check appearance of internals and ensure that all retaining fittings are present and secure.
 - (ii) Clear any debris from the inlet and outlet pipes and other areas of the mechanism where they may cause malfunction.
 - (iii) Replace covers and make secure.
 - (iv) Reinstall electricity supply.
 - (v) Check noise of operation.
- (b) Pump pits to be opened and checked and pumps shall be checked visually and audibly, pumps shall be run manually to check operation and then be returned to auto mode, check hoses and pipework for wear and tear or damage (quarterly).
- (c) Lift floats as appropriate, clean and return (quarterly).
- (d) Check greasers and replace as necessary (quarterly).
- (e) Check up to 100m upstream manholes (annually).

- (f) Empty wet sump, remove rags etc, jet wash to remove fat build up and leave clean with sufficiency clean water to prevent pumps overheating on first use, as per manufacturers' recommendations (annually).
- (g)
 - (i) Replace covers and make secure.
 - (ii) Reinstate electricity supply.
 - (iii) Check noise of operation
- (h) Undertake bench test of pumps.

5) Meter Reading etc

- (a) Read and record the electricity meter (quarterly).
- (b) Advise the Contract administrator of the latest meter reading, the previous quarter meter reading and the units consumed, drawing attention to excessively high or low consumption (quarterly).

6) Control Kiosk

- (a) All equipment must be isolated before any maintenance work is carried out.
- (b) Inspect all cables and fittings. Check heater and thermostat setting where present. Check operation of indicators, lamps, lights and security of earthing straps
- (c) Check and reset overloads.
- (d) Clean the control kiosk, remove cobwebs and dirt and wash down exterior of kiosk and all other plant at the site (including all other plant).
- (e) Alert the Contract Administrator to recurrent issues, particularly, but not limited to, repeated needs to reset equipment and recurrent overloads.

10. General Requirements

- 1) The Summary of Requirements given in Clause 9 Sub-clauses (1) to (6) and the items included in the manufacturers' manuals should not be regarded as covering every detail of the services to be performed and the Contractor is required under the Specification to use his professional expertise to provide a complete routine maintenance service. In the case of mechanical and electrical equipment, all items of servicing recommended in the manufacturers' manuals included within this specification shall be included within the required works.

11. Communication and Administration

- 1) Matters of day to day management and administration of the Contract, including the issuing of general instructions to the Contractor, supervisory staff, authorisation of additional work and variation orders, issuing of any notices under the default provisions of the Contract and the certification of payments will normally be undertaken by The Contract Administrator.

12. Invoicing Methods

- 1) In respect of Scheduled Maintenance, payment for this work will be by way of a monthly invoice from the Contractor in a format to be agreed with the Contract Administrator. Payment shall be in accordance with clause 7 of the Conditions of Contract.

- 2) In respect of Non-Scheduled Work, The Contract Administrator will order such work by the issue of individual variation orders. (In some cases variation orders may be issued retrospectively where Non-Scheduled Works are required to be carried out urgently in order not to compromise health and safety or compliance).
- 3) Claims for payment from the Contractor in respect of variation orders for Non-Scheduled Work shall be submitted on a monthly basis in a format to be agreed with the Contract Administrator. Monthly claims from the Contractor for Non-Scheduled Work shall only include work completed during the preceding month unless otherwise agreed by The Contract Administrator.

13. Check Sheets, Record Keeping etc

- 1) The appropriate check sheet shall be completed by the Contractor in respect of each Scheduled Maintenance Service at each wastewater treatment works site and collated and forwarded to The Contract Administrator each month or as directed by The Contract Administrator. The Contractor shall not include the cost of any scheduled service in his monthly account unless the check sheet in respect of that service has first been so forwarded.
- 2) Example check sheets are given in Appendix 5 but may be modified in content and design by The Contract Administrator in consultation with the Contractor.
- 3) The Contractor will establish and maintain, in consultation with The Contract Administrator, such written or computerised maintenance records in respect of the Works in order that The Contract Administrator may manage and review the operation of the Contract in the most efficient and economic manner.
- 4) The Contractor shall instruct his operatives to complete a works diary sheet on each site visit in the form included in Appendix 5 (or such other format as may be agreed between The Contract Administrator and the Contractor) so as to draw The Contract Administrator's attention to any problems or potential problems, which may need further action. This requirement is additional to the requirement to notify The Contract Administrator of any hazardous or potentially polluting situation arising. Copies of diary sheets shall be forwarded to The Contract Administrator at the end of each week, or as directed by The Contract Administrator.
- 5) The Contractor will report to The Contract Administrator all repairs and damages occurring during the performance of the Contract for the Contract Period. The reporting of such occurrence shall take place immediately after such repair or damage becomes evident or within 48 hours of the occurrence, whichever is the later.
- 6) Where the Contractor is instructed to carry out Emergency Work (either by the Contract Administrator or via an emergency "out of hours" call-out situation) he shall ensure that the appropriate emergency work report sheet included in Appendix 5 (or other such format as may be agreed between The Contract Administrator and the Contractor) is completed and forwarded to The Contract Administrator within 24 hours.
- 7) The Contractor shall be required to provide to The Contract Administrator with a certificate, in an agreed form, indicating the amount of material removed from each specific tank (or tanks) on the stated date. The Contractor shall, prior to commencement of the Contract, submit details of the proposed method of metering,

measuring or otherwise accurately recording the amount of material removed from each site.

- 8) The Contractor shall bear the cost of setting up and maintaining all record and invoicing systems and the provision of check sheets, diary sheets and report sheets to the approved format.

14. Operation and Maintenance Manuals

- 1) Operation and Maintenance Manuals for the plant are included in appendix 2. For plant where no maintenance manual is available the Contractor shall use his professional expertise to maintain the plant using the works and frequencies in Section 9 Summary of Requirements and data sheets included in this document.
- 2) Where the Contractor believes that the work required for any particular plant needs to be amended in terms of activity or frequency he shall advise The Contract Administrator and provide an explanation of the needs. Where the level of work proposed is greater than that specified, upon agreement with The Contract Administrator, the level of work and associated fee shall be increased by mutual agreement having regard to the increased work required. Where the level of work proposed is lesser than that specified, upon agreement with The Contract Administrator the level of work and associated fee shall be reduced having regard to the reduced work required.

15. Site Management Meetings

- 1) The Contractor is required to allow in his rates and prices for attending management meetings as included in clause 8 of the Conditions of Contract.

16. Emergency Plan

- 1) Following the Tender award and prior to commencement of the Contract, the Contractor, in consultation with The Contract Administrator, shall develop a plan (to be included in Appendix 6) to ensure that an immediate and efficient procedure is followed in response to an emergency incident.
- 2) The plan will identify the key organisations and personnel to be contacted and the procedures to be followed by the Contractor's operational staff.

17. Access Through Private Land/Shared Access

- 1) Where access to sites is through private land (either owned by the Council and let through a tenancy or lease to a third party or land owned outright by a third party) The contractor shall make contact with the occupier of the land to arrange for convenient access and agree the arrangements to notify the occupier when he will be attending the plant. In the event that the Contractor is unable to agree access arrangements with the occupier he shall raise the matter with The Contract Administrator.
- 2) Where access is through shared or communal areas the Contractor shall liaise with residents as necessary, having care and consideration for the privacy and belongings of residents.
- 3) The Contractor's operational staff are required to announce their arrival on site to residents as a matter of courtesy.

- 4) If any damage is caused to residents' plants, buildings, fences or other belongings, including damage caused through marks, scuffs or spillages the Contractor shall make this known to the resident and come to an agreement to remedy the damage or agree compensation. All such occurrences shall be reported to, and agree with, The Contract Administrator before settlement with the resident

18. Existing Service Agreements With Manufacturers

- 1) There are no existing service agreements with manufacturers. Any labelling on plant instructing that the manufacturers should be contacted in the case of a fault shall be disregarded.
- 2) Any new developments that may be added to the Schedules shall be added following the period of builders' liability (usually 12 months following completion of the development) and any labelling referring to the builder, or his agent, shall be disregarded. The Contract Administrator shall notify the Contract Manager of any works or actions that may be outstanding, and the responsibility of the builder, at the time of adding new sites to the Schedules. If the Contractor should be contacted by a resident from a development owned by the Council, but which is not within the schedule of sites, the Contractor should advise the Contract Administrator immediately and should not take any further action unless authorised to do so by the Contract Administrator.

19. Procedure to be adopted following a Consent Failure

- 1) In the event of a sample failing an Environment Agency (EA) Discharge Consent Condition (or the Council's monitoring conditions for treatment works with Descriptive Consents) following a sample taken by the EA, the Contractor or the Council, the Contractor shall submit to The Contract Administrator, within 24 hours of receipt of the analysis certificate, a report outlining the following:
 - (i) The status of the works at the time of sampling in terms of maintenance and tank emptying.
 - (ii) A description of any fault, breakdown or emergency call-out during the 48 hour period leading up to the time the sample was taken.
 - (iii) An explanation as to the possible cause of such a failure and the Contractor's proposals for remedy. (Note that should the failure relate to a sample taken by the Environment Agency then the Council, as the licence holder, may be requested to submit a report to the Agency in the terms described above).
- 2) Immediately following the receipt of an analysis certificate indicating a consent or monitoring condition failure the Contractor shall arrange for a second sample to be taken and sent for analysis subject to the plant being in a fully operational condition.
- 3) Should the second sample fail a consent or monitoring condition the Contractor shall immediately inform The Contract Administrator who will inspect the treatment works jointly with the Contractor to decide on a course of action (or actions) to be adopted.
- 4) The Contractor shall pay any additional sampling and testing costs and for any necessary tankering costs following a sample failure, save where the Contractor has indicated a potential plant fault to The Contract Administrator in advance of a consent or monitoring condition failure or where in the opinion of The Contract Administrator

such failure was not attributable to the Contractor's failure to carry out the work in accordance with the Contract.

20. Equipment and Plant

- 1) The Contractor shall at all times during the Contract Period provide and maintain all such equipment and plant as is necessary for the performance of the Contract.
- 2) The Contract Administrator may instruct the Contractor to cease using any inadequate or unsafe equipment forthwith. In the event the Contractor fails to observe or cause to be observed such instruction The Contract Administrator may at his discretion serve a notice under the provisions of Clause 9 of the Conditions of Contract. The Council shall in no circumstances be liable either to the Contractor or third party in respect of any liability, loss or damage occasioned by such notice and the Contractor shall fully indemnify the Council against any claim.

21. Equipment and Plant Operation and Use

- 1) The Contractor will ensure that,
 - (a) Operators are responsible for the operation and use of equipment and plant and are trained and thoroughly competent in its safe use.
 - (b) Equipment and plant operations are carried out in a reasonable manner without causing obstruction, danger or annoyance to users and occupants of adjacent properties.
 - (c) That no equipment or plant is left unattended without reasonable cause in any area likely to create a nuisance, danger or annoyance to the users and occupants of adjacent properties.

22. Materials and Chemicals

- 1) All materials and chemicals used in the performance of the Contract will be used and stored in compliance with any regulations as set out under the terms of any legislation current or arising during the Contract Period.
- 2) All materials used for the purposes of the Contract should be stored at all times in a secure manner and where hazardous materials are involved shall be kept in their original or suitable marked containers.
- 3) No hazardous materials shall be left in any site.
- 4) Where alternative materials are permitted, the Contractor shall obtain the approval of The Contract Administrator for use of the alternative at least seven days before its use.

23. Mobile Telephone Coverage

The Contractor should note that mobile telephone signals may be weak in some areas of the area within which the sites are situated and there may be no coverage available in some areas.

24. Key Performance Indicators

The key performance indicators for this work shall be:

Compliance with the terms of the Environment Agency Consents	100%
Attendance on site in cases of call outs within 2 hours	95%
Remedy of faults on call outs within 24 hours	90%
Control of deteriorating fault in cases where a fix is not possible within 24 hours	98%
Faults fixed on first visit	85%
Completion of service visits in month programmed	95%
Submission of invoices with accompanying completed work schedules within 10 working days of end of month	95%

Schedule 1 to the Conditions of Contract

The Works - Appendix 1

Plant Datasheets

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Sewage treatment plant	Pics1490, 1491, 1492	
Site No	1	Approx grid ref.	SU 699 667
Address	Greystones Mereoak Lane Grazeley Reading RG7 1JY	No of properties connected	Serves 1,3,4,5 & 6 Mortimer Road
Consent	Advised no consent required.	Desludging	
EA Ref No		Frequency in months:	3 monthly
Bio Oxygen Demand (BOD)		Approx volume per visit (litres)	5200
Suspended Solids (SS)		Planned visits pa	4
Nitrogen (N)		Calculated annual volume	20800
Plant details		Site description	
Make	Klargester	Surface treatment	Open area, currently covered in weeds etc
Model	Biotec 4	Grounds maintenance	Bi annual weed killer treatment
Installed	2011		
Other comments: Used to have plant draining to a reed bed but Biotec 4 treatment plant fitted at rear of properties. STP is accessed at rear of Mere oak Lane via the track between Grazeley Primary School and School Cottages, Mere oak Lane.			

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Sewage treatment plant	Pics 1502,1503,1504	
Site No	2	Approx grid ref.	SU 829 716
Address	Carters Hill Park Carters Hill Billingbear Wokingham RG40 5QL	No of properties connected	C40 mobile units
Consent		Desludging	
EA Ref No	CTCR 1783	Frequency in months:	Monthly
Bio Oxygen Demand (BOD)	30mg/l	Approx volume per visit (litres)	16500
Suspended Solids (SS)	45 mg/l	Planned visits pa	12
Nitrogen (N)	Not specified	Calculated annual volume	198,000
Volume	12M ³ per day		
Plant details		Site description	
Make	Klargester	Surface treatment	Fenced enclosure, open soil.
Model	Biotec 7	Grounds maintenance	Bi annual weed killer treatment
Other comments: Water supply present, control box noisy.			

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Septic tank		
Site No	3	Approx grid ref.	SU 800 810
Address	5 The Crescent Crazies Hill Reading RG10 8LW	No of properties connected	1
Consent			
EA Ref No	CASM.1491		
Bio Oxygen Demand (BOD)	Not specified		
Suspended Solids (SS)	Not specified		
Nitrogen (N)	Not specified		
Other	Copper & zinc limited		
Volume	1M ³ per day	Site description	
Plant details			
Make			
Model			
Other comments: Situated under patio with limited access. 3200 litres pa			

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Pumping station	Pics 1488, 1489	
Site No	5	Approx grid ref.	SU806 688
Address	Dickens Court Alderman Willey Close Wokingham RG41 2AF	No of properties connected	
Plant details		Site description	
Make	JS Pump	Surface treatment	Set in grassed area
Model	JST15 SV Pump	Grounds maintenance	No GM required
Installed	May 2012		
Other comments: Control panel in adjacent cupboard, see scheme manager for access.			

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Pumping station	Pics 1493,1494,1495, 1496,1497,1498	
Site No	6	Approx grid ref.	SU 789 709
Address	Grovelands Park Grovelands Avenue Winnersh Wokingham RG41 5LE	No of properties connected	All mobile home units (c40 units)
Plant details		Site description	
Make	JS Pump	Surface treatment	Soil
Model	JST15 SV Pump	Grounds maintenance	Bi annual weed killer treatment
Installed	March 2012		
Other comments:			

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Pumping station		
Site No	7	Approx grid ref.	SU 841 646
Address	Dowding Court Crowthorne RG45 6RE	No of properties connected	
Plant details		Site description	
Make		Surface treatment	Set in grassed area
Model		Grounds maintenance	No GM required
Other comments: Surface water only. Not currently being used without consequences, therefore not to be maintained.			

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Septic tank		
Site No	8	Approx grid ref.	SU 828 709
Address	2 Forest Road Wokingham RG40 5SD	No of properties connected	
Plant details		Site description	
Make	Septic tank		
Model			
Other comments: 2000 gallons emptied four times a year			

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Cesspit		
Site No	9	Approx grid ref.	SU 797 736
Address	1,4,6 School Road Hurst RG10 0DR	No of properties connected	3(No) individual tanks
Plant details		Site description	
Make	Cesspit		
Model			
Other comments: 3(Nr) septic tanks. Total of 6000 gallons emptied every two weeks			

Tenant Services, Wokingham BC STP, Septic tank and pumping stations

Type	Septic Tank		
Site No	11	Approx grid ref.	SU 699 667
Address	2 Mortimer Road Grazeley RG7 1LA	No of properties connected	1
Plant details		Site description	
Make	Cesspit		
Model			
Other comments: 1000 gallons emptied each month			

Tenant Services, Wokingham BC

STP, Septic tank and pumping stations

Type	Pumping station		
Site No	12	Approx grid ref.	SU 819 688
Address	54, 56 Elizabeth Road Wokingham RG40 1UB	No of properties connected	2
Plant details		Site description	
Make	TT Pumps	Surface treatment	
Model	Venus	Grounds maintenance	
Other comments: Site to be completed in April 2018 but will be covered by builder's liability cover for first 12 months, . To be included in the contract from April 2019.			

Schedule 1 to the Conditions of Contract

The Works - Appendix 2

Manufacturers' Operation and Maintenance Manuals

Copies of the manufacturers' maintenance manuals are provided as part of the invitation to tender.

See: \Manuals

Schedule 1 to the Conditions of Contract

The Works - Appendix 3

Copies of Consents

See CONSENTS\EA 5 The Crescent CASM1491.pdf
 CONSENTS\EA Carters Hill Park CTCR.1783.pdf
 CONSENTS\Thames Water Elizabeth Road Consent.pdf

Schedule 1 to the Conditions of Contract

The Works - Appendix 4

Health and Safety guidance

**'Guidance in the Health Hazards of Work Involving
Exposure to Sewage in the Water Industry'**

See [Health and Safety\Sch 1 App 4 H&S Guidance.pdf](#)

Schedule 1 to the Conditions of Contract

The Works - Appendix 5

Sample logsheet

Log Sheet for Sewage Treatment Plant, Septic Tank, Pumping Station, Cesspit Maintenance

Name of operative	Date of visit	Time of visit	Weather conditions	Vehicle Reg No

Address	Plant description	Quantity of sludge/waste removed Litres/gallons)

Electric Meter Reading		Current		Previous
Consumption		Comments		

Condition of plant

Site condition

Recommendations for action

Other comments

Schedule 1 to the Conditions of Contract

The Works - Appendix 6

Emergency Plan

(To be developed with the appointed contractor – see clause 16)

Schedule 1 to the Conditions of Contract

The Works - Appendix 7

Telemetry information

There are no telemetry installations at any of the plants.