|  |  |
| --- | --- |
| Contract Specification | Logo |
| Title: | Fire Alarm and Associated Systems MaintenanceContract |
| Date: | 30/05/2024 |
| Author: | Vishnu Puthan |
| Owner: | David Gillies |
| Client: | The Pirbright Institute  |
| Version No: | 1 |

# Scope of Works History

## Document Location

N:\E&M Dept\private\-2-OPS\SEOs\FIRE, ACCESS & LIFE SAFETY\5-Requisitions\Yearly Maintenance Contracts

## Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Details** | **Author** |
| 1 | 30/05/2024 | First Issue. | VP |

## Approvals

This document requires the following approvals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Version** | **Date** |
| David Gillies | Planned Maintenance Manager | 1 | 30/05/24 |
| John Nixon | Buyer | 1 | 30/05/24 |

## Issue History

In addition to the approvers, this document has been issued to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Purpose** | **Version** | **Date** |
| Potential Tenderers | For Tender | 1 | 30/05/24 |

# Table of Contents

1 Scope of Works History 1

1.1 Document Location 1

1.2 Revision History 1

1.3 Approvals 1

1.4 Issue History 1

2 Table of Contents 2

3 Introduction 4

3.1 Document Purpose 4

3.2 Summary Description of works 4

3.3 Specification Type 4

3.4 Contract Duration 4

3.5 Contact Details 4

3.6 Location of Works 4

4 General requirements 5

4.1 Health & Safety Requirements 5

4.1.1 Risk Assessments & Method Statements 5

4.1.2 Tools and Equipment 5

4.1.3 PPE 5

4.1.4 Barriers and Warning Signs 6

4.1.5 Access Equipment 6

4.1.6 Lifting Equipment 6

4.1.7 Equipment Certification 6

4.1.8 Permits 6

4.1.9 Isolations 6

4.1.10 Asbestos 6

4.1.11 Emergency Procedures 6

4.1.12 Accident Reporting 7

4.2 Security and Site Access Requirements 7

4.2.1 Photos 7

4.2.2 Site Access 7

4.2.3 Site Inductions 7

4.2.4 Approved Contractors and Escort Requirements 7

4.2.5 Vehicle Movements 7

4.2.6 Welfare Facilities 7

4.2.7 Working Hours 8

4.3 Bio Safety Quarantine and Decontamination Requirements 8

4.4 Completion of works 8

4.4.1 Service Reports & Test Certificates 8

4.4.2 Waste Management 8

4.4.3 Contractor Capability 8

4.4.4 Service Agreement Performance Review Meetings. 8

5 Particular Requirements 9

5.1 Work Package 1 – Fire Alarm and Associated System Maintenance 9

5.2 Work Package 2 – Emergency Call Out Service 11

5.3 Work Package 3 – Additional Works Costs 12

5.4 Exclusions 12

5.5 Client Responsibilities 12

6 Commercial Requirements 12

6.1 Price schedule 12

6.2 Payment terms 12

6.3 Service Performance Levels 13

Appendix E – Documents 14

# Introduction

## Document Purpose

The primary purpose of this document is to provide shortlisted suppliers with the information required to tender for the works.

## Summary Description of works

The contract is for a single supplier to provide annual maintenance to TPI’s Fire Alarm and associated systems.

## Specification Type

The specification for this contract will be of a performance specification type.

## Contract Duration

3 Years

## Contact Details

The primary contact for queries relating to this tender process is:

John Nixon

Buyer

The Pirbright Institute

Procurement.Department@pirbright.ac.uk

## Location of Works

These works will take place at the following addresses:

The Pirbright Institute

Ash road,

Pirbright,

Woking,

GU24 0NF

# General requirements

This section describes the general requirements related to delivering these works at The Pirbright Site.

## Health & Safety Requirements

All works related to this specification should be performed in line with site Health & Safety (H&S) rules and the health and safety at work act 1974.

The following documents are attached in Appendix E detail / summarise the site rules that need to be taken in to account when tendering and when works are performed on site:

* RISK-COP-7: Management of Contractors
* RISK-COP-3: Contractor Site handbook
* RISK-FORM-4: Pirbright Site Rules Overview
* EMS-WI-085: Permit to work.
* EMS-FORM-100: Point of Work Risk Assessment (POWRA)
* EMS-FORM-098: Permit to Work Part A, Part B & Part C
* EMS-WI-086: Working at Height
* EMS-WI-87: EMS Lockout/Tagout Work Instruction

If required, further training on the procedures detailed in the above documents can be given on site.

The above documents detail TPIs management of H&S for construction works, the following sections highlight aspects for particular consideration.

### Risk Assessments & Method Statements

Any works on the site must be preceded by a risk assessment and method statement (RAMS). These must be submitted to the TPI responsible person at least 5 days in advance of the works.

RAMS must not be generic but specific to the task and date of the works and should include a detailed step by step method.

RAMS are never “approved” but will be “reviewed” by TPI personnel, and feedback will be given. A permit to work will not be issued if the RAMS are felt to be inappropriate.

Where appropriate, RAMS should be accompanied by drawings to help explain their context.

Details of the competent person performing works and their relevant training records should be included and/or referenced in the RAMS.

### Tools and Equipment

Contractors should always provide their own tools and equipment they require to complete their works. TPI will not issue equipment to contractors.

Equipment used by contractors should be in good working order and comply with all relevant legislation.

Electrical equipment should be PAT tested.

Were appropriate calibration, inspection and testing certificates of equipment being used should be issued to the responsible person before works commence. This is particularly important for life safety equipment and lifting equipment.

### PPE

Contractors should provide their own personal protective equipment (PPE). PPE used should be suitable for the works and specific type/specification of PPE should be detailed in the RAMS.

### Barriers and Warning Signs

Area of works must be cordoned off with suitable barriers and warning signs to deter unauthorised pedestrian/vehicle access during work activities.

Contractors must provide their own barriers and warning signs.

### Access Equipment

Contractors should arrange scaffolding required. TPI preferred suppliers can be utilised. Contractors should ensure that scaffolding is inspected and tagged on a weekly basis once erected.

Contractors should provide all temporary access equipment required such as ladders. The equipment should be in good working order and should be of a class 1 (industrial) certification standard.

Contractors should provide mobile access equipment and driver/operator required. The equipment should be in good working order and copies of Inspection certificates (less than 12 months old) should be issued to the TPI responsible person before works commence. Copies of qualifications/training records/licenses for drivers operating the equipment should be issued to the TPI responsible person before the works commence.

TPI will not issue any of the above access equipment to contractors.

### Lifting Equipment

Contractors should provide their own lifting equipment and driver/operator if required to complete works detailed in this specification. The equipment should be in good working order and copies of Inspection certificates (less than 12 months old) should be issued to the TPI responsible person before works commence. Copies of qualifications/training records/licenses for drivers operating the equipment should be issued to the TPI responsible person before the works commence.

TPI will not issue any of the above access equipment to contractors.

### Equipment Certification

Where appropriate, evidence of inspection / testing / commissioning of equipment supplied or used for installation works should be provided.

### Permits

All works performed by contractors require a permit to work.

See EMS-WI-079: Permit to work (Appendix E) and EMS-WI-085: Permit to work (Appendix E) for further details.

Note: The application of the safe system of work and permits to the construction works with relevant members of Capability EMS as advised by the project sponsor in advance of works commencing.

### Isolations

As detailed in the EMS Lock out/Tag out Work Instruction, Isolations of TPI site energy sources must be performed under permit by TPI maintenance technicians and should be witnessed by the contractor performing the work who then add their own locks to the isolation.

### Asbestos

The site asbestos register is available on request.

If any suspected asbestos is identified during the works then works in the area should be stopped and it should be highlighted to the site contact, who will arrange sampling to take place.

### Emergency Procedures

If an emergency event is discovered, such as a fire or medical emergency, the site gatehouse should be contacted for assistance on the emergency extension number 1000 or on radio channel 1.

On discovering a fire, the area should be evacuated and all personnel should go to the fire assembly point. If safe to do so, fire alarm call points should be activated on the way out of the area.

In the event of a fire alarm, works should cease and contractors should make their way to their fire assembly point (to be given by the project manager).

### Accident Reporting

Accidents should be reported to the TPI responsible person.

## Security and Site Access Requirements

RISK-SOP-7: Management of Contractors (Appendix E) details site access requirements.

The following sections highlight aspects to be considered.

Also see the site management plan Appendix E of the ITT Package for further details.

### Photos

Photos on site can only be taken with prior agreement from the TPI responsible person. Any photos taken should not include any faces or vehicle number plates.

### Site Access

To gain access to site, all contractors must have visitor forms raised for them by their site host before arrival on site, therefore a full names and dates of all personnel attending site must be provided at least 24h in advance.

Contractors must report to the gatehouse and present photo ID each time they access site. Photo card driving license and passport are the only forms of ID that will be accepted.

### Site Inductions

An additional 30 min video induction and associated test should be completed by contractors working within any restricted areas.

### Approved Contractors and Escort Requirements

Contractors must be fully escorted by Pirbright personnel unless there are approved contractors within the team.

All contractors’ operatives who will be working on site must obtain security clearance through our security clearance company (Agenda)the cost of which is covered by TPI, within one month of the contract being awarded, before attending site for servicing.

Even approved contractors must be escorted within restricted areas.

### Vehicle Movements

Vehicle movements on site roads is subject to a speed limit of 10 mph which must be observed at all times extra caution should be taken by drivers on site roads due to shared use of roads by pedestrians, bicycles and vehicles.

Vehicle access to the site is through the main entrance at the north boundary of the site.

Vehicle access to the construction site is via the ATU track gate (see site management plan in Appendix E of the ITT Package.

### Welfare Facilities

There are toilets and a site canteen that can be utilised by contractors whilst on site.

### Working Hours

Contractors will be able to access site from 0700h – 1900h Mon - Fri. works outside of these hours need to be arranged with the TPI responsible person.

Consideration should be given to the use of temporary lighting requirements if working in poor light.

## Bio Safety Quarantine and Decontamination Requirements

All contractors’ operatives will be required to undertake a biosafety awareness induction training, which will take around 30 minutes and be required to pass a short awareness test, to ensure that they have understood the induction, before entering contained areas on site.

Personnel and equipment working within restricted areas will be subject to a 3 day quarantine period. During this period they or their equipment mustn’t visit zoos, farms, safari parks or other locations likely to house susceptible species of animal.

Further details will be given in the biosafety awareness induction.

Equipment used for the works within the restricted areas will need to be fumigated out, this is usually performed overnight so allowances must be made for collection of this equipment the next day or on the next visit.

## Completion of works

### Service Reports & Test Certificates

Works are not deemed complete until fully tested and service report and test certificates are issued to the TPI responsible person.

If for any reason the works cannot be completed, the TPI responsible person should be informed before service engineers leave site.

### Waste Management

Works are not considered completed if waste/detritus is left following any works.

Removal of waste should be discussed with the TPI responsible person, in general it is the expectation that waste is removed and disposed of responsibly by the contractor. Site waste streams can only be used with prior agreement with TPI responsible person.

### Contractor Capability

Relevant training records of contractors performing the works should be issued to the TPI responsible person.

The works should not be subcontracted by the service agreement contractor.

### Service Agreement Performance Review Meetings.

To be carried out every 6 months, unless otherwise agreed by TPI and Contractor.

# Particular Requirements

This section describes the particular requirements of the service contract.

This is not restrictive and potential suppliers should provide details of additional or alternative services or technical solutions that may be appropriate.

## Work Package 1 – Fire Alarm and Associated System Maintenance

The contractor will be responsible for ensuring the equipment listed within the Schedule of Buildings below is tested and maintained to the current British Standards, in a safe and effective manner with minimum disruption.

You will be expected to carry out the service visits on each building system, as specified in the Schedule of Buildings below, each year, invoicing after each visit with a signed copy of the service report, clearly identifying each piece of equipment that has been tested during the service visit (asset location plans or schematics and or Check Lists will be provided and must be annotated, dated and signed, to clearly identify the equipment that has been tested during the service visit(s)).

An annual certificate must be provided to show compliance with the current British Standards each year.

The contractor will also provide the necessary tools and labour required to access the site fire alarm detection equipment.

The contractor will be expected to advise on the condition of the equipment and provide details of any remedial works for each building, with a breakdown of the associated cost within two weeks of the service visit. Critical remedial works should be advised to TPI on the same day.

The contractor will also be expected to update (annotate) ‘Fire Plans’ when changes occur or errors are found on the existing plans.

The following schedule details the buildings, the details of the fire alarms system, number of assets and frequency of service visits required:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Building Name** | **System** | **No of testable assets** | **No of service visits per year** | **Contract Expiry**  |
| **Manufacturer** | **Type** | **No of Fire alarm panels** | **Devices** |
| 1 | A Block | Fire | ADT MZX Panel  | Addressable | 1 | 27 | 2 | 31-Jul-24 |
| 2 | B Block | Fire | Fireline MAG4 | Conventional | 1 | 21 | 2 | 31-Jul-24 |
| 3 | Mod 1, PK6, PK7, Portacabins | Fire | Zettler Fire Panel  | Addressable | 1 | 37 | 2 | 31-Jul-24 |
| 4 | Mod 2 Cabin | Fire | C-Tec Conventional | Conventional | 1 | 18 | 2 | 31-Jul-24 |
| 5 | Engineer Workshops | Fire | ADT MZX Panel  | Addressable | 1 | 18 | 2 | 31-Jul-24 |
| 6 | Ash Building | Fire | ADT MZX Panel  | Addressable | 1 | 89 | 2 | 31-Jul-24 |
| 7 | BSU | Fire | ADT MX Panel  | Addressable | 1 | 44 | 2 | 31-Jul-24 |
| 8 | BSU (Vesda) | Vesda |   |   | 1 |   | 2 | 10-Jan-25 |
| 9 | Insectary | Fire | ADT MX Panel  | Addressable | 1 | 26 | 2 | 31-Jul-24 |
| 10 | IS4L | Fire | ADT MX Panel  | Addressable | 1 | 74 | 2 | 31-Jul-24 |
| 11 | Western Steam Plant | Fire | ADT MZX Panel  | Conventional | 1 | 6 | 2 | 31-Jul-24 |
| 12 | Energy Centre | Fire | ADT MX Panel  | Addressable | 1 | 147 | 2 | 31-Jul-24 |
| 13 | Energy Centre - Inside Gen Set 1 (Fire & Suppression) | Fire | Kentech | Conventional | 1 | 5 | 2 | 31-May-25 |
| 14 | Energy Centre - Inside Gen Set 2(Fire & Suppression) | Fire | Kentech | Conventional | 1 | 5 | 2 | 31-May-25 |
| 15 | Gatehouse | Fire | ADT MX Panel  | Addressable | 1 | 26 | 2 | 31-Jul-24 |
| 16 | Jenner Building | Fire | Gent Vigilon | Addressable | 1 | 134 | 2 | 28-Feb-25 |
| 17 | Jenner Building (Vesda) | Vesda | Honeywell |   | 2 |   | 2 | 28-Feb-25 |
| 18 | Jenner Disable Refuge alarm | Help Alarms |   |   | 1 |   | 2 | 28-Feb-25 |
| 19 | Jenner Disable Toilet alarm | Help Alarms |   |   |   | 2 | 28-Feb-25 |
| 20 | Library | Fire | ADT MZX Panel  | Conventional | 1 | 7 | 2 | 31-Jul-24 |
| 21 | Plowright FIRE | Fire | ADT MX Panel  | Addressable | 4 | 667 | 2 | 31-Jul-24 |
| 22 | Plowright PAVA | PAVA | Baldwin Boxall |   | 1 | 721 | 2 | 31-Jul-24 |
| 23 | Houghton Building (Vesda) | Vesda |   |   | 1 |   | 2 | 10-Jan-25 |
| 24 | Houghton Hatchery | Fire |   | Addressable | 1 | 31 | 2 | 31-Jul-24 |
| 25 | ISO Abatement Building | Fire |   | Addressable | 1 | 16 | 2 | 31-Jul-24 |
| 26 | Abatement Building (Vesda) | Vesda |   |   | 1 |   | 2 | 31-Jul-24 |
| 27 | ISO11 & ETP Containers | Fire |   | Addressable | 1 | 66 | 2 | 31-Jul-24 |
| 28 | ISO11 (Vesda) | Vesda |   |   | 1 |   | 2 | 31-Jul-24 |
| 29 | ISO 8, 9, PMINCIN & IOS's | Fire | Ziton ZP3 | Addressable | 1 | 74 | 2 | 31-Jul-24 |
| 30 | PM Incinerator (Vesda) | Vesda |   |   | 1 |   | 2 | 31-Jul-24 |
| 31 | BIGGS (ISO10) | Fire | Zettler Fire Panel  | Addressable | 1 | 15 | 2 | 31-Jul-24 |
| 32 | BIGGS (ISO10 (Vesda)) | Vesda |   |   | 1 |   | 2 | 31-Jul-24 |
| 33 | CDC (Fire, Vesda & Suppression) | Fire | Kentech Sigma XT | Conventional | 1 | 12 | 2 | 31-Jun-2025 |
| 34 | CDC (Vesda) | Vesda | Xtralis |   | 1 |   | 2 | 31-Jun-2025 |
| 35 | GYM | Fire  | Kentech | Conventional | 1 | 7 | 2 | still in warranty |
| 36 | Brooksby | Fire  | Gent Vigilon | Addressable | 6 | 237 | 2 | waiting for hand over after July 2024 |
| 37 | Brooksby VESDA | Vesda | Honeywell |   | 4 |   | 2 |

For the systems highlighted in green which are still on valid contract for another year an option for adding it to the contract for the remaining period of 3-year contract from the point of expiry of current contract.

For the systems highlighted in Blue an option for adding to the contract whenever handed over by projects for maintenance.

During the 2 service visits for each system the contractor should provide the details of the detectors tested and 100% testing should be achieved each year.

A site plan showing the locations and relative sizes of these buildings is included in Appendix E of the ITT Package.

## Work Package 2 – Emergency Call Out Service

The supplier of works package 1 must also provide a 24 hour emergency call out Helpdesk Service.

Engineer to attend site within 4 hours of an emergency call being placed. A PO will be raised at the beginning of the contract year to cover emergency callouts and all callout service reports will be raised and invoiced against this PO number following the callout.

All specification requirements that are associated with work package 1 also apply this work package.

## Work Package 3 – Additional Works Costs

The supplier of works packages 1 & 2 must also provide hourly/day rate costs for delivering additional works over and above the maintenance contract works for each year of the contract. Rates for normal / out of hours and Mon – Fri / Sat – Sun should be provided as per the price schedules included in Appendix C of the ITT Package.

Purchase orders will be issued for all extra to contract works. All invoices must be accompanied by signed worksheets. All maintenance and reactive works invoices must contain the relevant TPI purchase order number.

All specification requirements that are associated with work package 1 also apply to this work package.

## Exclusions

The following works would be deemed outside of contract:

* Any works required to be performed outside of normal working hours
* Modification of existing or installation of new systems as part of a capital project
* TPI can take the decision to replace the batteries Inhouse or through contractor whichever is suitable/cost effective best suits the requirement of the Institute.
* TPI can take the decision for first fix installs such as cabling and detector fixings inhouse or through contractor whichever best suits the requirement of the Institute

## Client Responsibilities

In order for the supplier to successfully carry out their works, the client is responsible for:

* Arranging site and area access
* Arranging inductions required to access various parts of site
* Arranging permits required to carry out work
* Arranging isolations required to ensure contractor works can be performed safely
* Ensuring the contractor is aware of the site rules and safe system of work system.

# Commercial Requirements

## Price schedule

A price schedule is included in Appendix C of the ITT Package.

The supplier shall invoice after each service visit with a signed copy of the service report sheet.

Any works identified as additional to the service contract will require separate purchase orders, and the invoices accompanied with signed worksheets.

All invoices for maintenance or reactive works should quote the relevant TPI Purchase Order number.

## Payment terms

TPI will pay each invoice which is properly due and submitted by the Supplier within thirty (30) days after acceptance of the Goods/Services.

## Service Performance Levels

The contractor’s performance will be monitored against feedback from staff, users of the facilities and against adherence to agreed dates that works are scheduled to be carried out.

Following each service visit, the supplier’s performance will receive one of the following scores by TPI responsible person:

1 – Poor (with details given)

2 – Satisfactory

3 – Good

This score will be assessed on the following things:

|  |
| --- |
| **Technical (General)** |
| Service Visits completed on the date(s) they were booked to be done |
| Quote for remedial works received by TPI within 5 working days of the service visit or call out attendance date |
| Upon issue of a purchase order for remedial works, works started within 5 working days or within 5 working days of materials lead in time, if required. |
| Works areas kept clean and tidy during and after services or remedial works and all waste removed from site on completion of work |
| For planned works: RAMS provided no less than 5 calendar days prior to commencement of the works |
| Compliance with all site rules and processes |
| **Commercial:** |
| Invoices submitted with supporting paperwork within 1 week of completion of service visits or additional works. |
| Invoices for maintenance or reactive works to quote relevant TPI Purchase Order Number |
| Purchase order for call outs/reactive works obtained prior to commencing works (excluding 'Out of hours' call outs) |

These performance scores will be tracked and reviewed at Service Agreement Performance Review meetings.

Regular poor performance would be considered grounds for cancelling and retendering the contract.

Regular poor performance will be deemed as repetition of poor performance in any one area with no improvement over a rolling 12-month period for the duration of the contract.

#### Appendix E – Documents

|  |  |  |
| --- | --- | --- |
| **Reference** | **Title** | **Version/Revision** |
| **Appendix E1 - RISK-SOP-7:**  | **Management of Contractors** | **Rev 3** |
| **Appendix E2 - RISK-COP-3:**  | **Contractor Site handbook Rev** | **Rev 5** |
| **Appendix E3 - RISK-FORM-4:**  | **Pirbright Site Rules Overview** | **Rev 4** |
| **Appendix E4 - EMS-WI-085:**  | **Permit to work** | **Rev 3** |
| **Appendix E5 - EMS-FORM-100:**  | **Point of Work Risk Assessment (POWRA)** | **Rev 6** |
| **Appendix E6a - EMS-FORM-098**  | **Permit to Work Part A, Part B & Part C - Permit to Work v6** | **Ver 6** |
| **Appendix E6b - EMS-FORM-098**  | **Permit to Work Part A, Part B & Part C - Permit - Section 4 Extension** | **Ver 6** |
| **Appendix E7 - EMS-WI-87:**  | **EMS Lockout/Tagout Work Instruction** | **Rev 3** |
| **Appendix E8 - EMS-WI-086** | **Working at Height** | **Rev 3** |
| **Appendix E9 - P000-TPI-XX-XX-LAY-001-PDF** | **Site Plan** | **Rev 1** |