Medicines and Healthcare Products Regulatory Agency

Specification for Fire Damper Service and Repair Work

1. Overview

1.1 Background

Much of the existing plant and ductwork on site is more than 25 years old including around 550 fire dampers. Many of these fire dampers have not been regularly maintained in the past and NIBSC requires that all should be accessible so that in future they can be maintained by NIBSC maintenance staff on an annual basis.

A recent survey revealed which dampers were not easily accessible. Accessible dampers were tested at the time.

1.2 Project description

- To test all fire dampers on site, cleaning and/or replacing as required to ensure adequate fire protection.
- To improve access to dampers where required, such that testing can be adequately carried out. Some of the dampers do not have any inspection hatches, these will need to be installed.
- To update drawings to reflect any changes arising from this work. Some dampers are also up the wrong way. These need to be assessed and a plan to rectify them agreed.
- To notify the Project Engineer of any errors or omissions in existing fire damper schedule/plans, and to rectify any discrepancies.
- To document all testing completed
- To meet with a small team of maintenance staff and the Project Engineer to provide training on fire damper maintenance. This will involve a hands-on approach showing the dedicated maintenance craftsperson how to access, what to check for and how to test.
- Each damper is to be uniquely labelled. Each label must be printed and not hand written. An example of the requirements of this sticker can be shown during the site visit. We also require that all stickers are in such a way that they can be viewed from the main walkways. This may mean that in many of the instances there are two stickers with the same identifier on it and that one may need to be cabled tied to on route ductwork.
- When carrying out this work, it is paramount that the contractor works with sensitivity to the tasks ongoing in areas of site affected by cleaning work. During the site walk round, ideas and processes on how the contractor will control the dust will be discussed, this control must be written within your return.

1.3 Activity Schedule of Contractor's Works

- The activity schedule will be provided by the Contractor showing the detailed activities and timings that will be involved in the execution of the project.
- When returning your tender please detail how you expect to carry out the works; specifying how each task will be completed.
- The contractor will also need to include any assumptions they have made, and a list of prerequisites expected of the agency.

1.4 Reports

At the completion and handover of the project, the contractor shall provide reports in electronic digital format listing all fire dampers, along with all certification, data sheets and details. A full set of reports must be provided electronically in MS Excel, MS Word and in AutoCAD DWG format for all associated drawings.

1.5 General (work schedule requirement)

Some of this work will need to be completed during the facility maintenance shutdowns. This may mean that the contractor will need to plan on and off-site visits and have a flexible approach. Planning meetings will be held to identify the shutdown dates as these may change during the year due to scientific workloads.

Please Note: Some areas can only be completed during the Service Level Agreement (SLA) shutdowns, which is scheduled for throughout the year. Working hours are between 08:30 and 16:30 Monday to Friday (not including public holidays) unless agreed otherwise by NIBSC

1.6 Supplier Day

Potential Contractors will be required to attend a 'Supplier Day' visit to site prior to submitting their bids. This will ensure Contractors adequately understand the scope of work and constraints of this piece of work.

The Contractor shall be deemed to have satisfied themselves as to the local conditions with regard to accessibility of the site, the full extent and nature of the works, the supply of and conditions affecting labor, toilets, carriage, unloading, tools, ladders, welfare and anything which may influence his/her tender for carrying out the works.

Please Note: There is a requirement for a site visit, which is mandatory to proceed in the tender application, this is so a full understanding of the works is understood clearly. Please see e-Tendering for date given for site visit.

2. Constraints on How the Contractor Provides the Works

2.1 Noise, Dust, Vibration

Due to the nature of the building, it is essential that full consultation with The Employer is carried out prior to a detailed forward planning schedule being drawn up. There are "special requirements" in some areas of the Institute.

Some buildings are regulated by the Home Office. Due to the nature of works being carried out, thorough planning must be discussed prior to any work commencing in some areas. Special attention to keep noise, vibration, fumes and dust to a minimum is essential as there are highly sensitive areas.

For this project to go ahead it is envisaged that phased planned work is the only way we can tackle the programme. Strict planning and detailed liaisons are crucial to this project managing its targets. We will be expecting a flexible contractor who has a good understanding of our requirements.

Equipment in this area cannot be disrupted and any vibration, dust or temperature changes could be detrimental to the running of this equipment, causing experiments to fail, equipment damage and cost to the business.

2.2 Permit to Work

The Employer operates a permit to work system these include the following as required by the work as detailed above.

All permits will be issued as necessary by authorised 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.

The Employer will continue to operate normally in the building. However, it may be necessary for some operational areas to be vacated for periods of time to allow works to be carried out. The Principal Contractor will be required to liaise with the Employer so that a programme can be established to suit operational requirements. Access to all areas for Employers maintenance personnel must always be maintained, unless alternative arrangements have been made with the client.

The Principal Contractor must ensure that his operations do not pose any risk to the Employer's personnel or visitors to the Institute.

2.3 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.

2.4 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 NIBSC'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.

2.5 Site Access

The logistical flow of lorries and large vehicles must be managed to prevent heavy vehicle congestion on site. All works that may have indirect or direct impact on staff welfare must be carried out of hours as follows with prior permission of the Project Engineer:

Monday - Friday	07:30 to 08:30 17:15 to 18:00
Saturday & Sunday	With prior permission of the Project Engineer

Access to the site will be via the main access to NIBSC, 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.

***** After 6pm no work can take place unless Security and Project Engineer have agreed to this.***

2.6 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. Any skips required must be provided by the contractor and positioned in a location agreed with the NIBSC Project Engineer.

2.7 Confidentiality

Contractors are expected to keep any information about the work of the Institute or staff details, totally confidential at all times. The contractor is requested to sign a Confidentiality Agreement as attached and return prior to a site visit. All contractor staff visiting the site will be required to undergo a security check in advance. Checks usually take 2 to 5 working days.

2.8 RAMS

The Contractor shall provide a previous example of a risk assessment and method statement used in a related scientific research environment. Due to the inherent risks associated with working at NIBSC, it is very important that a safe and controlled method of working can always be demonstrated in the various locations and plant rooms across the site.

2.9 Hazardous Substances

Some areas of the site use or may have previously used substances hazardous to health including radioactive materials, biological agents and fumigant. It is essential that the Contractor is competent to manage the risks associated with such substances and that their risk assessments and method statements take full account of this. NIBSC will provide information where required to inform contractor risk assessments.

3. Provisions by the Employer

3.1 Isolations

Electrical & Mechanical Isolations will be carried out in accordance with the Employers SOP no 6373. The Employer will isolate all services as necessary; permits will be issued to cover all the scope of works.

3.2 Information NIBSC will provide

Contractors will be provided with the following sensitive information:

- CAD Drawings showing location of dampers in plant rooms and service voids.
- Copies of notes from a recent report detailing fire dampers on site, showing which were found to be inaccessible and which were tested at the time.

The following NIBSC SOPs will be provided. These must always be adhered to:

- *3204 - General Permit to work*
- *3207 - Electricity Permit to Work*
- *3210 - Work at Height Permit to Work*
- *6373 - Electrical Isolations*
- *6598 - General Requirements for External Contractors Attending site*
- *3238 - Fire Isolation*
- *Laboratory authorisation for access into and/or above Containment Level 3 laboratories*
- Detail of hazardous substances used in areas supplied by relevant air handling will also be provided to the Contractor

3.3 Meetings

The Project Engineer and any other relevant staff members will meet regularly with the contractor to enable effective management of the works, co-ordinated with other work taking place on the site.

4. Site Information

The working area is located within a restricted access part of the organisation. This will require the contractor to demonstrate due diligence in all works being carried out within the area. The contractor will be required to understand that the areas adjacent to the working area will be operational and as such the contractor will need to be considerate of this fact.

4.1 Location

All work will be related to the following site:

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

4.2 CDM Works Information

Due to the nature & extent of the works, CDM will not apply to this work.

4.3 General Health and Safety

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.

Should, as a result 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 Contractor will manage health and safety of the work on the site with established rules and procedures.

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 ou
- 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
- Debris removal and site clearance is regular
- Correctly rated electrical equipment and circuit breakers are used where applicable
- Temporary lighting, including emergency lighting, is provided where and when necessary
- Copies of HSE notification and public liability insurance certificate are displayed if applicable
- Fire precautions and procedures are maintained including the provision of firefighting equipment and means of escape
- Enough resources are to be provided and maintained to ensure that operatives do not lose concentration or become fatigued resulting in injury
- Only trained personnel to operate mechanical plant or electrical equipment
- 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 the Employer so that a program can be established to

suit operational requirements. Access to all areas for Employers maintenance personnel must always be maintained, unless alternative arrangements have been made with the client.

- The Contractor must ensure that his 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.

4.4 Asbestos

An Asbestos Register for the National Biological Standards and Control was compiled in 2003/2004, 2009 and updated 2010. This register is available on request.

4.5 Storage of Materials and Tools

NIBSC is very limited on internal space and therefore all material and tools will need to be stored in external storage, which will be provided by the contractor in an area designated by the Project Engineer The Contractor is to allow for secure container storage or any site setup. If material or equipment cannot be stored within a container then it must be secured for security reasons.

4.6 Waste Removal and Recycling

All waste materials are the responsibility of the contractor. All waste associated with the project will be disposed of in an environmentally acceptable way and in compliance with the Duty of Care under the Environmental Protection Act 1990. If a contractor brings his own skip onto site, they must provide details and waste licenses/permits of the waste carrier and site where the waste will be disposed of.

A contractor's skip can be in the local area with agreement of the Project Engineer but must be maintained so no rubbish is left around it or be blown around by the wind.

If there is any value to the redundant equipment / material that is classed as waste NIBSC would expect a reduction in costs (itemised within the tender return)

4.7 Energy, Environment and Sustainability

Care is to be exercised to avoid contamination of the ground or drainage system due to the hydraulic connection with the stream in the field to the south of the Institute's ground. Any claim due to contamination or pollution caused by the contractor during the work will be the sole responsibility of the contractor.

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

4.8 Protection

The floors, walls, furniture and equipment etc. must be protected using Correx fire rated protective sheets. All internal floors that will be traversed from the place of work to outside must be protected using Correx or hardboard.

Any damage to any part of the site caused during the undertaking of works by the contractor must be made good by the contractor, at their expense, before handover is accepted. Any such damages will need to be repaired to the satisfaction of The Employer. This includes, but is not limited to:

• Damage to walls, ceiling, floor or any other part of the building(s), interior or exterior;

• Damage to services within the building; and

• Damage to any part of the site, e.g. from vehicle or plant movement.

4.9 Works Area Access

The work will include numerous areas of the site and this will need to be co-ordinated with staff via the Project Engineer.

Heavy items of materials required may prior notice (at least 48 hours' notice) and the approval of the Project Engineer before being brought to site or moved between locations.

4.10 Welfare Facilities

The site has toilets, power and water which will be provided to contractors with the Employer's permission. The site has a staff restaurant 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 but we expect each main contractor to supply a first aider as part of their team.

5. Pricing and Submissions

5.1. Cost Returns

In adherence with Government procurement standards, NIBSC seeks to function as fair, accurate and transparent a system for tendering as is possible. To that effect we will require that all costed tender returns detail the various cost elements of the respective project. Returns demonstrating a Bill of Quantities or equally detailed breakdown, will be viewed favourably during the evaluation procedure.