



CON15002

TENDER DOCUMENT



**Term Service Contract for the period expiring
December 31st 2017
(with options until December 31st 2019)**

for

**Minor Building, Mechanical and Electrical Works not
exceeding £50,000 per project**

at the

STFC Daresbury Laboratory

GENERAL

1. INTRODUCTION

The Science and Technology Facilities Council, STFC, hereinafter referred to as “the Employer, invites you to submit a tender for the execution of a Term Service Contract to provide minor Building, Mechanical and Electrical works, in accordance with the terms and conditions specified.

CONTACTS

The Service Manager (SM) for the Contract will be:-

**Steve Dobson,
Asset Development Manager
STFC Daresbury Laboratory
Keckwick Lane
Daresbury
Warrington
WA4 4AD**

Tel: (01925) 603365

or such other person as may be appointed by the Employer from time to time.

2 The Quantity Surveyor for this Contract shall be the STFC Cost Manager (CM).

Any queries relating to the tender process are to be raised using the Message facility within the Emptoris e-procurement RFx tool. The manager of this e-procurement is:

**Mr Steve Parsons
Acting Head of Procurement, Construction & FM
UK SBS**

The Contractor shall, in agreement with the Employer, appoint one senior member of his staff to provide effective liaison between all sections of his own organisation and the Employer for this Contract.

2. VISITS TO SITE

It is a condition of the tender that Bidders must visit the Daresbury site prior to submission of their tender. Arrangements for such visits should be made with:

Mr Stephen Dobson
Tel: (01925) 603365
Email: stephen.dobson@stfc.ac.uk

3. NATURE OF THE WORKS

- a) The work covers Building, Mechanical and Electrical Works at the STFC, Daresbury Laboratory, Keckwick Lane, Daresbury, Warrington. The scope of the works will be variable but typical examples of the likely work content, based upon past contracts, is set out in Appendix N.
- b) The Employer wishes to appoint one Contractor for an initial period of two years until 31 December 2017 with up to two possible one year extensions.
- c) The work will be placed as separate Orders and measured in accordance with the contract conditions. The SM may at his discretion request firm quotations from the Contractor for individual Orders or Variations to Orders, or pre-estimates of the likely cost of individual Orders.
- d) The forecast spend under this Term Service Contract is estimated as between £300,000 and £400,000 (with an optional arrangement of 1+1 Years)
- e) It is envisaged that individual order values under this Term Service Contract will not exceed £50,000.00 each.
- f) Notwithstanding the expenditure limit STFC offer no guarantee of any work volumes in any of the disciplines and no adjustments will be allowed to the tendered rates in the event that the stated forecast spend is not forthcoming during the term of the contract.
- g) TUPE may apply to this Contract. When submitting your tender, please provide a proposal detailing your Company's approach to any TUPE transfer that might be required. This should include whether your company would seek recompense for any HR costs and expense arising from the transfer or any subsequent delivery restructure on cost per person basis. We require a cost line with a breakdown of how such cost has been calculated. The costs are to be kept separate and are not to be included in the rates in your Price List.

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4. ABBREVIATIONS AND DEFINITIONS

In addition to the abbreviations and definitions given in Contract Conditions the following are included:

STFC' or "Employer	The Science and Technology Facilities Council
Clerk of Works	Person or persons appointed by the Employer with expressed delegated powers to act on behalf of the 'SM'
Establishment	STFC Daresbury Laboratory
BS. EN.	British or European Standard Specification or equivalent
Specialists	Sub-Contractors and Suppliers to the Main Contractor and Contractors and workpeople employed by the Employer
SMM	Standard Method of Measurement
SM	Service Manager for the Employer
Approved Directed Selected	Approved, directed or selected by the SM before the Work is put in hand.
Remove to Store	Remove to a place of storage on the site to be indicated by the SM.

RPO

Radiation Protection Officer

Local Authority

Halton Borough Council

5. GENERAL DESCRIPTION OF WORKS

The scope of the work comprises Building, Mechanical and Electrical Works including new construction works, alterations and maintenance works at STFC, Daresbury Laboratory, Keckwick Lane, Daresbury, Warrington, WA4 4AD

Typical examples of likely work content and tasks based on previous term contracts are set out in Appendix A.

The Contractor should note that other works in the Establishment may be executed concurrently with this contract. No undertaking is given that all construction, alterations or maintenance works will be allocated under this Contract, and the Council reserves at all times the right to make other arrangements.

The foregoing description shall not be held to gauge or limit the extent of the Contract which is fully described in the documents listed on the Tender Form and included in the attachments section within the eSourcing tool.

6. POSITION OF SITE

The Works, the subject of any Order, shall lie inside the STFC Daresbury Laboratory site. The detailed location of any particular job shall be indicated on the Order Information Sheet.

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7. CONTRACT

- a) The Contract is for a NEC3 Term Service Contract, Option A, April 2013 (see Contract Data Part 1).
- b) Separate Orders will be raised to cover individual works with estimated values not normally greater than £50,000 exclusive of VAT.
- c) Orders are to be valued by means of the following schedule of rates (which are collectively referred to as 'The Schedule of Rates' in this tender document);

The PSA Schedule of Rates for Building Works 2009 (10th edition)
The PSA Schedule of Rates for Mechanical Services 2011 (6th edition)
The PSA Schedule of Rates for Electrical Services 2011 (6th edition)

With any amendments issued thereto up to the date of the return of the Tender.

A schedule of supplementary rates is set out in Appendix F. The schedule has been priced to provide consistency with the PSA Schedule of Rates and will be subject to the percentage adjustment as set out in the Price List – Measured Work and Compensation Events.

- d) It is envisaged that generally a monthly consolidated application and invoice will be submitted by the Contractor. The method to be used will be advised by the Employer during mobilisation.
- e) The Contractor shall comply with all prevailing legislation whilst carrying out works for the Employer.
- f) The work will be measured in accordance with the Contract conditions. The Service Manager may also, at his discretion, request firm quotations from the Contractor for individual Orders, for

Compensation Events or for the likely cost of individual Orders.

- g) All rates shall be firm for the first two years of the Contract. After this date, and should the Employer extend the Contract as an option for the third and fourth years, any rates which may be uplifted (see Price List) may be adjusted each year on an annual basis in accordance with the BCIS MTC Updating Percentage. The base date for the indices will be 10 days before tender return date. The procedure will be as follows: if the Contract is extended, the Contractor may submit to the Employer his proposals for an adjustment to the rates together with any information necessary to substantiate his claim. Once an agreement has been reached, the new percentage uplifts shall come into force on the anniversary date of the Contract and shall remain firm for a further 12 months. In the absence of any published data to complete or substantiate any percentage uplift by the prescribed date, the Contractor may make provisional adjustments subject to ratification and/or correction on publication of the outstanding data. The rate for a job will be the rate at the date the Order is placed.

8. ORDER SPECIFICATION

The Specification shall be listed in detail on each Order.

The Specification for the Mechanical and Electrical services will generally be as the following specifications:

Defence Estates MOD Specification 034 - Electrical Installations
Defence Estates MOD Specification 036 - Heating, hot and cold water, steam and gas installations for buildings
Defence Estates MOD Specification 037 – Air Conditioning, air cooling and mechanical ventilation for buildings

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Building works specification and detail drawings are to be issued with the Order

9. DISCREPANCIES

The Contractor shall examine and co-relate all specifications and instructions, having particular regard to sub-contractors and their requirements. He shall report any discrepancies or other errors to the SM sufficiently early to allow decisions to be made and to obtain such further directions as are necessary without delaying the Works.

10. MEASURED WORKS, COMPENSATION EVENTS, INCIDENTAL DAYWORK PRINCIPLES AND FIRM PRICE ORDERS (See Tender Form)

- a) The contract is for measured and time charged work (including incidental daywork). The work is measured against a PSA Schedule of Rates and adjusted by a number of percentage adjustments (see conditions of contract and Price List).
- b) The purpose of the percentage adjustments is to allow contractors to take account of all general items of cost (including overheads and profit) in relation to work executed on a measurement basis which they consider will not be properly reflected in the net rates and prices in the Schedule of Rates. The percentage adjustments will also be deemed to cover, amongst other items, any difference between local price levels and national price levels.
- c) The Building works will include all Painting and Decorating works which will be measured in accordance with sections M52 and M60 of the Schedule of Rates for Building Works. However, to ensure that the rates are consistent with prevailing market conditions, the Contractor is requested

to include in his Tender specific percentage adjustments in respect of all Painting and Decorating works.

- d) Individual Orders will not normally be placed with a total value greater than £50,000, exclusive of VAT,
- e) Orders having a duration exceeding three months from the date of placement will not normally be given.
- f) When requested, the Contractor shall provide firm price quotations in the form of priced measured quantities outlining the full scope of work included within the quotations. At all times the firm priced quotations will be presented in a transparent manner which will allow rates and prices to be checked and related back to the agreed tender rates. Any costs associated with the preparation of the quotations shall be deemed to be included in the Schedule of Rates and will be inclusive of the preparation of method statements, risk assessments, programmes and all supervision.

10. INSTRUCTIONS TO START WORK

Work required to be executed under the Contract shall be ordered in writing by the SM or his authorised representative by means of a written Order. Each Order shall constitute a Single Job for the purpose of the Contract, to which all conditions of the contract shall apply as for a single works, but Variation Orders may be issued without creating new jobs.

Notwithstanding the issue of the written formal Order under the Contract, work shall not actually be put in hand without the written instructions of the SM. The SM is not authorised to instruct the Contractor to create new jobs in the absence of a written Order.

11. EMPLOYER RESERVATIONS

The Employer reserves the right to employ independently of and concurrently with the Term Service Contract another Contractor or other Contractors on work of a similar nature and to employ and pay workmen independently of the Contractor, and to supply materials for the execution of work.

12. BUILDING REGULATIONS

The Works from time to time may be subject to control under the Building Regulations exercised by the Local Authority. The Contractor shall allow in his rates for any attendances required on the Building Inspector and any other liaison required.

13. SITE REGULATIONS

The Contractor, his sub-contractors and their respective employees shall, in relation to work to be performed within the boundaries of the Site or Establishment of the STFC comply with the regulations and requirements in force for the time being at that Site or Establishment, and with any special regulations which apply to any particular building or area within the boundaries of that Site or Establishment

14. LOCAL CONDITIONS

The Contractor shall be deemed to have acquainted himself with all the conditions likely to affect the execution of the works including safety, special local conditions (eg vibration sensitive areas, radiation protection areas, magnetic fields) and other regulations in force. No claim by the Contractor for additional payment shall be allowed on the grounds of any misunderstanding or due to lack of knowledge of these conditions, regulations or requirements.

In particular, the Contractor must identify all existing mechanical and electrical services including any services passing through the area of work.

The Contractor shall give the Service Manager a minimum of 5 days' notice for any special access requirements (eg substations, plant rooms, locked rooms, limited access rooms etc).

15. ACCESS TO SITE

Access for the Contractor's traffic, including that of his sub-contractors and workpeople, will be via the main entrance of the Laboratory.

16. USE OF SITE

The Contractor shall not use the Site other than to carry out the Works and he shall obtain approval to the setting of all temporary works.

The Contractor shall endeavour to minimise the area occupied by plant and materials at each job site, and confine all foot and vehicular traffic to approved routes. All natural features, such as trees, bushes, turf, etc., shall be preserved or reinstated; if reinstatement is impracticable the cost in lieu shall be recoverable from the Contractor.

The Contractor shall be responsible for reinstatement of any damage caused during the execution of the Works.

The Contractor's workmen shall keep to the areas in which they are employed and the Contractor shall ensure they do not loiter anywhere within the boundaries.

The Contractor shall take adequate precautions during the progress of the Contract to prevent trespass or damage to the adjoining property or public or private roadways and to prevent materials, plant, rubbish, debris etc. collecting thereon.

The Contractor shall prevent the spread of dirt within the Contract area and associated spaces.

The Contractor shall ensure roads are kept free from all rubbish, dirt and debris relating to his works.

The Contractor shall keep the sites he is working on tidy.

The Contractor shall ensure that regular checks are made regarding Health & Safety matters on each site he is working on.

The Service Manager will carry out regular inspections in conjunction with the Contractor's representative. This shall not relieve the Contractor of his responsibilities under the Contract.

The Contractor shall not display advertisements or permit them to be displayed without written approval. He shall permit advertisements to be displayed by any person so authorised by the SM.

17. USE OF ROADS AND PAVED AREAS

The Contractor will be permitted to use such Establishment roads and paved areas as are authorised by the SM. He shall keep them thoroughly clean and limit the weight and class of vehicles as directed.

He will be held responsible for all damage, including damage by sub-contractors and suppliers, which, in the opinion of the SM, is occasioned by non-compliance with the SM's instructions or is not due to fair wear and tear. Site speed limits must be observed. Operatives who do not comply with the site speed limits may be removed from site.

Obstruction of roads and paved areas will not be permitted unless notice has been given in writing and approval obtained.

18. SAFETY, HEALTH AND WELFARE OF WORKPEOPLE

The Contractor shall provide all measures which, under the Health and Safety at Work Act 1974, or the working rules of any industry, the Contractor is required to take in connection with Health, Safety and Welfare.

The STFC Occupational Health facilities are for the use of Contractor's personnel only in emergency. First Aid equipment and other facilities for dealing with minor injuries shall be provided by the Contractor.

The Contractor shall ensure that his operatives, including those of his sub-contractors, comply at all time with the safety measures required by STFC Daresbury Laboratory Safety Codes. A copy of the Safety Codes must be made available to the Contractor's staff at all times.

The Contractor shall ensure that his operatives, including those of his sub-contractors, comply at all times with the safety measures required by the Employer's Safety, Health and Environment Codes.

The majority of the Employer's SHE Codes are available on the following website: www.she.stfc.ac.uk/she

An extract from the Employer's Safety Code No 32 Appendix 4 Section A4.3 entitled Standard Fire Precautions for Works Projects and Contractors is at Appendix B.

The Safety Information and Instructions for Contractors and Safety Information for Contractors Working at Daresbury Laboratory is in Appendix C

The Contractor shall ensure that all incidents, accidents and near misses are recorded and reported to the Service Manager in a timely manner. As required, an in depth investigation and report of the incident and any findings and/or recommendations may be requested by the Service Manager.

Access to Restricted Areas: The Contractor will be informed of restricted areas and all employees, agents and sub-contractors of the Contractor will have to obtain permission from the Service Manager to enter the restricted area. Permission granted will be in the form of a permit which will give the date and time. In addition the permit will give details of work to be performed and of any other specific requirement. Where the restricted area is a Radiation Controlled area the permit system will also include the issue of a radiation monitoring device to check for exposure.

The attached document at Appendix D entitled "Notes for Contractors required to work in Controlled areas at the Daresbury Laboratory" and the SHE Code 29 apply to work in restricted areas.

The contractor shall ensure that his workforce is made fully aware of the statutory regulations regarding safety while working on construction sites. The Contractor shall be aware of on-site permit to work systems such as hot works permits, isolation permits, excavation permits, confined space permits, roof access permits etc. Each member of his workforce shall wear the required Personal Protective Equipment (PPE) necessary to carry out his work. High Visibility jackets and the like should be endorsed with the Company name/or logo.

The Contractor shall not light any fire for the purpose of disposing of rubbish. The Contractor shall immediately inform the SM of any fire accidentally started whether or not the services of the fire brigade are required.

The Contractor shall inform the SM of the name of his nominated Safety Officer; regular attendance by the Safety Officer is required and a Health and Safety report is to be included in each monthly site meeting report.

All Contractors' employees and his subcontractors working on the Employer's sites have to complete an on-line Health and Safety Site Induction course before commencement of any work. The Contractor is to keep records of those who have attended.

The Contractor shall ensure all operatives deployed on site conduct themselves in a reasonable manner, are not under the influence of alcohol, recreational drugs or sensory impairing medication etc

19. CDM REGULATIONS

The Contractor will be appointed as the Principal Contractor and will perform all those duties as prescribed under the CDM Regulations (2015) and any amendments thereto in force during the period of the Contract.

The Contractor must ensure that competent personnel are appointed to carry out the prescribed duties including the submission of risk assessments and method statements.

The Contractor will be provided with a Pre-Construction Information pack prepared by the Principal Designer appointed by the Employer. There may be instances where the Contractor is also the Principal Designer.

20. DANGEROUS TOOLS AND METHODS

The employment of any tool, or method of operation which is considered by the SM to be dangerous, having regard to the activities of the Employer will not be permitted but approval of any tool or method of operation shall not relieve the Contractor of any responsibility of liability.

21. WORKING AT HEIGHT

The rates quoted take account of all extra costs associated with working at height, including degree of difficulty, means of access, and provision of necessary platforms, ladders, scaffolding etc.

22. ASBESTOS

Asbestos is known to exist on site. An asbestos register is maintained by the Employer and will be made available to the Contractor. The general dismantling and removal of 'Asbestos materials' from site will be subject to a Direct Order with others, appointed by the Employer. See the Employer's SHE Code No 35 on Asbestos Management. The Contractor is prohibited from bringing any asbestos containing material on site.

23. MANAGEMENT AND OTHER STAFF

When carrying out the Works, the Contractor shall employ a suitably qualified, experienced and competent person on the STFC Daresbury Laboratory site at all times, including out of hours or overtime working. The competent person will have direct responsibility for the day to day management of the contract, including supervising the execution of the Works, planning and resourcing, supervising all health and safety issues including CDM Regulations 2015, and liaising with the SM on any matter arising.

The resident agent must be supported by dedicated SITE based qualified supervisors with specific Mechanical and Electrical engineering skills and experience who will operate at a minimum standard of non-working foremen and who shall be named in the Tender .

The Contractor shall employ sufficient support staff to enable him to operate the contract effectively. These staff shall include (but not be limited to) commercial managers/quantity surveyors/estimators, engineers, planners, buyers and health and safety inspectors and administrators.

The Contractor shall supply for the purpose of carrying out any works ordered a sufficient and competent workforce.

The contractor shall not employ a greater or smaller workforce on the site than the SM may approve.

The Contractor must use his best endeavours to ensure continuity of personnel on site for the duration of the Contract.

The SM shall have full power to require the Contractor to cease to employ on site any person in his employ whom the SM (whose decision shall be final and conclusive) may consider to be negligent in the execution of any work or incompetent or to have misconducted themselves and the Contractor shall forthwith comply with any such requirement.

The Contractor shall allow for in his Price List, all costs arising from the above, also for the provision of all clerical services and for senior representatives to attend meetings when required to do so.

24. SPECIALIST SUB-CONTRACTOR AND SUPPLIERS

Work to be supplied and fixed by specialist sub-contractors, work the subject of a Direct Contract between a specialist and the STFC and materials to be supplied to the Contractor by specialist suppliers, shall be indicated separately in each Order.

The Contractor shall be responsible for the supervision and administration of all sub-contracts in accordance with the Conditions of Contract, and arrange a progress programme with each of the firms for execution of the specialist work to permit the Order being completed by the agreed date. The programme will be subject to the approval of the SM and shall be included in the main programme for the works.

The Contractor shall act as Principal Contractor under CDM Regulations 2015 and shall provide General Attendance" free of charge to Specialist Sub-Contractors. "General Attendance" is defined as hereunder:-

Affording the use of such sanitary accommodation , safety, health and welfare facilities, mess rooms, temporary roads and hard-standings, scaffolding and temporary lighting and power, water, steam or compressed air services and installations as the contractor may construct and have available for his own use.

All other attendance shall be Special Attendance and the Contractor shall make his own arrangements direct with any Specialist Sub-contractors for the charges and payments for such Special Attendances ordered by the Specialist Sub-contractors.

25. TENDERS FOR SPECIALIST SUB-CONTRACTORS

In the case of specialist work or supplies not covered by measured items in the Schedule of Rates, the Contractor may be instructed to invite tenders for services for which the estimated value exceeds £5000 excluding VAT from approved firms; such tenders shall be made returnable to STFC for selection of a Sub-Contractor. Any necessary drawings and/or specifications will be provided by STFC.

In the case of such specialist work or supplies for which the estimated value does not exceed £5000 excluding VAT, the Contractor will be required to obtain two quotations from firms approved by the SM for the work or supplies as ordered during the progress of the Works and submit to the SM for selection of a Sub-Contractor or Supplier. In the case of minor items of work or supplies, this requirement may be waived at the discretion of the SM.

The Contractor shall be responsible for the placing of Sub-contracts orders, payments to, and agreement of Sub-Contract Conditions with Sub-Contractors and for all matters arising therefrom.

26. USE OF SUB-CONTRACTORS

The Contractor, with prior approval from the SM, may use sub-contract labour to carry out sections of the works.

In order to gain this approval the Contractor will need to demonstrate the subcontractor has specialist or equivalent or better competence, the programme and resource plan have been agreed, any design has been integrated and coordinated and collateral warranties are in place and appropriate level of supervision is planned to ensure health and safety, quality and progress etc is achieved.

27. DIRECT CONTRACTORS

The following work may be executed concurrently with the Works by Contractors employed directly by the STFC:

- Asbestos removal
- Lift maintenance and installation works
- Crane maintenance and installation works
- HV Electrical installations
- Building Management Systems
- Door Access Systems (control gear)
- Grounds maintenance works
- Fire Alarms
- Specialist Scaffolding
- Client works
- Other minor works
- Other planned maintenance

The Contractor shall assist the STFC and afford General Attendance free of charge to these Direct Contractors.

28. CONTINUITY

Nothing in the Contract shall be held to imply that the Employer will make available, during the currency of the Contract, a continuity of work for a particular trade or number of trades, but the Employer will

endeavour to arrange Orders so as to provide the maximum continuity of work commensurate with the operational requirements of the Establishment.

29. STFC RESERVATIONS

The STFC reserve to themselves the following rights:-

- a) To employ independently of and concurrently with the Contract another Contractor or other Contractors on work of a similar nature.
- b) To employ and pay workmen independently of the Contractor, and to supply materials for the execution of work.

30. MATERIALS PROVIDED BY STFC

STFC reserve the right to supply any of the materials needed for the Works and the value of any materials so supplied shall be adjusted in the computation of payment for each or any Order. The Contractor shall take delivery of such goods, unpack, examine and store them, give receipts in detail, and return all empty cases, packing etc. to the STFC Stores whence the materials were despatched, or to the merchants supplying the goods, failing which the Contractor shall be required to satisfy claims arising out of loss or damage to materials and packaging. All cases shall be returned immediately they are unpacked; the carriage charges will be met by the STFC. In the event breakages or damage to goods in transit the Contractor shall at once notify the SM, failing which the Contractor shall be held responsible. All materials and goods supplied to the Contractor and found to be surplus shall be returned to the SM. The Contractor shall record and submit on request to the SM details of the allocation or use of such materials provided by STFC.

31. ARTICLES AND MATERIALS

- a) Articles and materials shall conform to the latest edition of the appropriate EU Standard or equivalent unless otherwise stated. The Contractor shall allow for submitting names of manufacturers and samples of materials to the SM for approval. Samples shall be submitted sufficiently early to allow the SM a reasonable time to decide without delaying the Works. Samples approved by the SM will be retained as approved samples and if not finally incorporated in the Works will be returned, carriage paid, to the Contractor after completion of the Contract only if he stipulates at the time of submission and applies for the return of the samples before the completion of the Works.
- b) The insertion of the name of any firm or trade name in the description of any item shall preclude the consideration of alternatives proposed by the Contractor unless accompanied by the words "or other equal approved" (or words to that effect). In the latter case, the use of the name of any firm or trade name is solely for the purpose of obtaining a class or quality of material or workmanship and is to be used only as a basis for pricing. Such goods or workmanship may be obtained from any other of equal repute subject to the prior approval of the SM.

32. QUALITY

- a) The Contractor shall execute the works in accordance with the Contract; with diligence; in accordance with the programme; with all reasonable skill and care and in a workmanlike manner.

- b) The Contractor warrants that all plant and materials intended to form part of the completed works, with the sole exception of plant and materials intended to form part of the completed works chosen or selected by the Employer by means of a statement by or on behalf of the Employer in the Task Order or in a Compensation Event, shall be fit for their intended purposes and shall conform to the Service Information, the Task Order, the Activity Schedule and/or the drawings.
- c) The Contractor shall notify the Service Manager of any items that the Contractor considers should not be incorporated into the Works.

33. MAINTENANCE PERIOD

The Defects Liability Periods for each of the works is 12 months from the day after the Service Manager has signed a Practical Completion Certificate for each of the works.

34. LIGHTING AND POWER FOR THE WORKS

- a) An electricity service at the voltages stated below will be made available, free of charge, at fixed points on the site.
- b) The Contractor shall provide temporary electrical service extensions from the supply points and installations for the Works.
- c) Electricity for all purposes will be provided free of charge, but strict economy must be exercised. Only approved apparatus may be connected to the system and the Contractor shall cease to use any apparatus when directed. Electrical heating of Contractor's offices stores and similar temporary accommodation will not be permitted without the prior approval of the SM.
- d) The supply of electricity shall be at the following voltages:-
 - i. 240 volt, single phase for small power and lighting protected by a 30 milli-amp tripping current RCD.
 - ii. A supply of 110 volts single phase for portable tools may be available in certain areas on the site and where available may be used. Where such supply is not available the Contractor shall provide suitable step down transformers and socket outlets to the satisfaction of the SM. The mid-point of the 110 volt system will be solidly earthed at the point of supply. Double pole switching shall be used for apparatus connected to the 110 volt system.
- e) Temporary electrical services, installations and equipment shall comply with the following regulations:-
 - i. The Health and Safety at Work Act with any subsequent amendments.

- ii. The IET Regulations for Electrical Equipment of Buildings (Current Edition).
- iii. STFC Daresbury Laboratory Safety Codes.
- iv. The Contractor shall be responsible for providing and maintaining the whole of his installation on the load side of the point of supply, and in relation thereto shall take all reasonable precautions to ensure the safety of every person on the site.

No equipment or installation shall be put into service until it has been surveyed and tested by the SM and approved for use. Furthermore, the SM shall be empowered to have taken out of service any installation or equipment which he considers is in a faulty or dangerous condition, but this shall not absolve the Contractor from any of his responsibilities in connection with the equipment.

The final connection of all temporary installations to the site electrical distribution system shall be carried out by STFC personnel.

- v. All hand lamps used by the Contractor shall be arranged for 110 volt working.
- vi. All portable electric tools used by the Contractor must be wound for 110 volts. Single phase, AC supply.
- vii. All heating appliances shall be approved by the SM before installation. Electric heaters with exposed elements will not be permitted in any circumstances.

35. WATER FOR THE WORKS

- a) A water service will be made available free of charge at fixed points on the site.
- b) The Contractor shall provide temporary water service extensions from the supply points and installations for the works
- c) Water for all purposes will be provided free of charge, but strict economy must be exercised. Only approved apparatus may be connected to the system and the Contractor shall cease to use any apparatus when directed.
- d) The Employer's site rules for connection will be followed, including but not limited to flushing, chlorination and use of double check valve.

36. INSURANCES

The Contractor shall effect and maintain insurance in accordance with the Contract Data Part One, Data provided by the Employer.

Prior to the commencement date of the Works, and on each renewal of the insurance policy until the expiration of the Maintenance Period, the Contractor is to submit to the SM for acceptance, certificates stating that the required insurance policies are in force in the prescribed amounts. The certificates are to be signed by the Contractor's insurer or insurance broker.

If, without the approval of the Employer, the Contractor fails to effect and maintain insurance he is required to effect and maintain under the Supplementary Conditions as described, or obtains a different policy of insurance, or fails to provide a copy of insurances or certificates in accordance with this paragraph, the Employer may, but is not required to, effect and maintain appropriate insurance cover and deduct the cost

of doing so from any payment due to the Contract under the provisions of the contract.

37. EXPENSES IN CONNECTION WITH LABOUR

The Contractor shall meet all expenses in connection with labour, including in particular but not limited to, national insurance, pensions and holidays, working rules, labour taxes and the like and any additional payments necessary to recruit and retain labour.

Assistance in progressing the supply of materials will not normally be provided by the Service Manager but any such assistance that is given shall not relieve the Contractor of his responsibilities.

The Service Manager will accept no responsibility for any delays to the work due to shortage of labour and/or materials. In the event that any such delays or shortages prevent the Contractor from carrying out an Order, the Service Manager will be entitled to make arrangements for that work to be carried out by others.

Trade custom and local practice shall be followed, and no inducement to change employment shall be offered to employees of any other firm employed at the Establishment.

38. PROGRAMME AND PROGRESS

The Contractor shall report monthly to the Service Manager on all matters concerning the planning, programming, costings, resources (both direct and subcontract labour) and progress of the Orders (including any shortages or delays of staff, labour, plant, materials or sub-contracts) and health and safety performance (RIDDOR, minor accidents and near misses) and stating the actions being taken, in a format provided by the Service Manager. Any action which may be taken by the Service Manager to assist the Contractor shall not relieve the Contractor of his responsibilities. The Contractor shall minute all monthly meetings.

The Contractor must include for the planning, programming, integration and coordination of works and progress of all sub-contractors including mechanical and electrical services etc and include specific provision in his monthly reports.

Where time allowed for the execution is stated on the Order, the commencement of the works by the Contractor shall be deemed to be his agreement with the general requirements of the Order.

Unless otherwise agreed, the Contractor must commence work on an Order within 2 weeks of it being received, subject to the necessary materials being available. The Contractor shall at all times try to minimise the actual and perceived total disruption time to the end user of work on site.

Where the Order requires method statements, risk assessments or permits to work to be submitted for approval by the Service Manager, they shall be submitted no later than 5 working days prior to the agreed date to commence the works. Works must not commence without the prior approval and acceptance by the Service Manager of the Contractor's proposals; where information submitted is not acceptable or requires amendment, it is to be re-submitted and agreed with the Service Manager before commencing the works. Approval by the Service Manager shall not relieve the Contractor of his responsibilities under the Contract.

The Contractor must agree and give reasonable access to the Employer, Service Manager and/or its agents to carry out audits and checks of the Contractor's records to verify compliant operations in relation to adherence to method statements.

The Service Manager may revise the time for the execution of the works if the Contractor notifies him in writing before commencing the works that the stated time on the Order appears unreasonable.

The Contractor is required to adhere to the strict timetable laid down in the Contract for the issue of Orders, Service Manager Instructions, completion and the agreement of Final Accounts. Please refer to Appendix H, Flow Chart.

The Contractor will be required to prepare and submit a programme before starting the works. The programme will be in an approved form and will be expected to include planning and mobilising, details of design and production information, critical activities, earliest and latest start and finish dates, testing and commissioning etc including the work of sub- contractors.

Acceptance of work done will be certified by the Service Manager for each individual Order. The Service Manager will confirm the completion of each individual Order, the date from which a maintenance period, of a minimum of 12 months, shall commence. Upon the completion of the maintenance period and the satisfactory completion of any defects or outstanding works, the Service Manager is to certify the completion of the Order.

The Contractor shall liaise with the Service Manager and keep the progressing of his orders for materials under weekly review. The Contractor shall notify the Service Manager immediately his review indicates that supplies may be delayed.

Assistance in progressing the supply of equipment and/or materials will not normally be provided by the Service Manager but any such assistance that is given shall not relieve the Contractor of his responsibilities.

The Service Manager will accept no responsibility for any delays to the work due to shortage of labour and/or materials. In the event that any such delays or shortages prevent the Contractor from carrying out an Order, the Service Manager will be entitled to make arrangements for that work to be carried out by others.

39. WORKING HOURS AND OVERTIME

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Normal working hours for the purposes of the Contract shall be deemed to be 7.30am to 5.30pm Monday to Friday. Bank holidays will be observed and shall be deemed to be outside normal working hours.

The sites are closed between Christmas and the New Year (including Bank Holidays as above) and the Employer's privilege holidays (up to 3.5 per annum)

Working outside normal working hours will constitute Overtime Working as set out below:

Permitted Overtime

If the Contractor wishes to work overtime for reasons of his own, including recruitment or retention of labour or because of his own default, he shall obtain the SM's permission in writing, but the extra cost of such permitted overtime will not be reimbursed by the STFC.

Authorised Overtime

Without prejudice to the Contractor's responsibility under the above paragraph, if in the opinion of the SM, overtime working is necessary to modify Contract requirements, such overtime will be authorised by the SM and ordered in writing and the nett cost of the non- productive element of such hours worked by manually employed operatives, beyond those stated in the Details of Tender, shall be reimbursed in accordance with the Price List.

Time Sheets in respect of overtime and/or night work worked on the written instruction of the SM shall be properly filled in, showing the names of the workpeople concerned, their trade, the hours worked and the rates of pay applicable and submitted weekly to the SM.

40. DAYWORKS AND TIMEKEEPING RECORDS

Where a Service Manager instruction requires the value of the works to be determined by the means of a compensation event, the Contractor shall maintain and produce as required by the SM, time keeping records appertaining to any employee engaged on the site for whom reimbursement is calculated on actual hours worked.

Daywork sheets for compensation events must be fully completed and submitted to the Service Manager. Failure to complete and submit daywork sheets in the prescribed manner may lead to their rejection.

Materials and plant supplied in association with Daywork sheets must be fully priced and accompanied by appropriate invoices to verify charges.

No works will be valued as Daywork if in the opinion of the SM the works can be measured and valued in accordance the various Schedules of Rates, applicable to the Works.

41. CONTRACTOR'S COMPOUND

An area within the Establishment will be allocated to the Contractor (refer to Appendix G) for him to provide offices and welfare facilities, and for the storage of materials. The area shall be kept clean and tidy at all times and shall be used for STFC business only.

The Contractor will be required to implement a Waste Management Plan and provide the SM with details of waste disposal.

The site facility can only be used for the purposes of this contract. There are no workshop facilities on site.

Notwithstanding the above, the Contractor will be permitted to use the Establishment's toilets and restaurant facilities providing that these are respected and that muddy boots and overalls etc are not worn. Any abuse of this privilege will lead to permission being withdrawn.

A telephone connected to the Laboratory system will be installed in the Contractor's office. Internal calls are free of charge but external calls will be metered and the contractor will be billed, by the Laboratory, each month for the units used. In addition, the Site Agent will be required to be accessible to the SM via a mobile phone whilst operating within the confines of the Site.

The Contractor will be responsible for providing for his own use a suitable computer and e-mail facility on site, complete with scanner and printer. The system must be capable of receiving and storing electronic data and be compatible with the following Employer's systems:

- Microsoft Excel
- Microsoft Word
- Outlook
- MS Project
- AutoCAD

At the conclusion of the contract, the Contractor shall at his own cost remove his plant and equipment and leave the site in a clean & tidy condition.

42. CONSTRUCTION AREAS

Wherever possible for each Order, the Contractor will be allocated a reasonable area so as to carry out his work. These areas will be deemed "Construction Areas" and statutory rules and regulations which apply to the Construction Industry shall be adhered to.

For the duration of the work, the Contractor shall provide and maintain temporary fencing or protection to the perimeter of each external designated construction area, unless specifically agreed otherwise in writing by the SM. The cost of such protection shall be deemed to be included in the Price List.

Since the supplies for mechanical and electrical services may originate from outside any construction area, the source of the supply must be identified and, in liaison with the appropriate approved person or engineer and following of any 'permit to work' conditions, warning notices posted in both the construction area and at the source of the supply.

Provide and agree method statements as and when required by the SM describing how and when the Contractor proposes to undertake the works on any Order including identifying working hazards, working at heights, shut down periods, interfaces with other contractors/suppliers and any other issues that the SM may nominate

43. EMERGENCY CALL-OUTS

The Contractor shall provide the facilities for a 24 hour/7 days a week 'Call-out' of suitable labour for emergency works (eg leaking roofs, boarding up, flooding, footpath salting, snow clearance etc). A response is required on site within a maximum of one hour of the call. The costs for Emergency Call-outs will be recovered on the basis of the value of the labour, plant and materials used. Labour will be paid for in accord with the 'All-in' rates included in the Price List. Payment for Emergency Call-outs will be made at intervals of not less than one month from the date of commencement of the works. The response team must include a competent agent to supervise the works.

44. BUILDINGS IN OCCUPATION AND RESTRICTIONS ON WORKING

The majority of the works occur close to areas continuously occupied by STFC staff.

The Contractor shall ensure fire alarms and smoke heads which may be affected by the works are isolated and protected during the works.

The Contractor shall execute his works so as to cause the minimum nuisance and disruption to the work and operation of the site and to all persons occupying or using buildings or land. Means of access to adjacent occupied areas will be maintained at all times unless otherwise agreed. Means of escape shall not be impeded unless an approved alternative is agreed.

All reasonable precautions will be taken to prevent disruption to building occupants arising from noise, vibration, heat, dust, interference with natural ventilation and utility supplies. The Contractor may be required to liaise with building occupants to establish appropriate method statements that prevent such occurrences.

Existing mechanical and electrical services not affected by the Works will be maintained in safe operation and any 'live' services passing through the working area are to be identified and securely isolated from outside the work area, or if this is not possible, all 'live' services are to be protected and provided with warning notices. In any event, method statements and risk assessments are to be prepared and submitted to the SM.

45. SUSPENSION OF THE WORKS

Site Regulations governing certain areas of the STFC require, from time to time, the suspension of all work in the area. When notice is given, all operatives will be required to report to a place to be designated by the SM, and to remain there until ordered to resume work. Time necessarily lost there shall be reimbursed at the contract incidental dayworks rates for labour only; idle time for plant shall not be reimbursed.

46. ACCOMMODATION FOR LABOUR

The Contractor shall not use, or allow to be used by his workforce or sub-contractors, any part of the site for residential accommodation.

47. TRANSPORT OF WORKPEOPLE, MATERIALS AND PLANT

The Contractor shall make his own arrangements for the transport of workpeople, materials and plant, both on and off the Site. STFC controlled facilities for transport will not be available.

The Contractor must advise STFC Security of all expected deliveries with a 'point of delivery' noted on all orders.

48. USE OF WORKS FOR TEMPORARY STORAGE

Parts of the Works may be used by the Contractor for storage at the discretion of the SM, but no part of the Works shall be occupied by the Contractor after completion by the finishing trades. The Contractor shall be responsible for and shall make good at his own expense all damage arising from storage of materials

Full details of the items to be stored, including COSHH statements, are to be provided to enable the Service Manager to give his approval. The Contractor shall be responsible for and shall make good at his own expense all damage arising from storage of materials.

49. PLANT, TOOLS AND VEHICLES

The Contractor shall provide plant, tools and vehicles and everything necessary for the proper execution of the Works. He shall move his plant, tools and vehicles to give freedom of movement to other contractors or for other reasons whenever directed, including taking to and bringing from the Contractor's Area as necessary.

Where works of a jobbing nature are executed under the provisions of the contract, the cost of hiring vans, pickups etc., or the use of the Contractor's own vehicles for collecting or delivering materials will be

deemed to be included in the Contractor's overhead cost recovery.

All tools shall comply with the appropriate STFC's SHE Codes including full PAT testing and certification.

The contractor shall provide and maintain on Site, CAT scan equipment suitable for checking for underground services.

Prior to carrying out any excavations on site the contractor will obtain an Excavation Permit from the Service Manager and CAT scan the area to identify any existing services and provide written confirmation to the Service Manager that a scan has been done CAT scan the area to identify any existing services and provide written confirmation to the SM that a scan has been done.

Scanning work shall be done only by trained personnel who must be in attendance whilst the excavations are in progress.

Task lighting must be provided as and when required and the Contractor must not rely on the permanent lighting systems being available at any time.

Vehicles, compressors and mobile generators shall be well-maintained and shall not deposit oil on roads or hard standings. Refuelling activities shall avoid incidental spillage.

Spillages must be contained using the appropriate spill kit and STFC Security notified immediately

50. CONTRACTOR'S VEHICLES

Any vehicles of the Contractor used within the Establishment shall be insured and operated as though they were on the highway and subject to the Road Traffic Acts. This is additional to any other insurance which the Contractor deems necessary to cover his liabilities and responsibilities under the Contract. Attention is drawn to the fact that a Public Highway separates the main site from some of the Employer's other buildings. Drivers of such vehicles shall hold current driving licenses. The Contractor shall ensure that his sub-contractors observe this regulation.

Parking on site is restricted and the Contractor should minimise the number of vehicles attending the site.

No vehicles are to be left on site overnight.

51. PROTECTION FROM WEATHER

The Contractor shall protect the Works from inclement weather as and where necessary.

52. DRYING OUT THE WORKS

The Contractor shall provide dehumidifiers and portable heaters, including fuel protection, and move from time to time as directed to dry out the Works.

53. KEEPING SITE AND WORKS CLEAN AND SECURE

The Contractor shall keep the Site and Works clean, tidy and secure at all times. Remove from Site all rubbish, surplus materials and debris arising from the Works and leave the Works perfectly clean internally

and externally

Dispose of non-hazardous material in a manner approved by the Waste Regulation Authority

Dispose of hazardous material as directed by the Waste Regulation Authority and in accordance with relevant regulations.

The Contractor will take all reasonable precautions to prevent accidental spillage and report any occurrence to the Service Manager and/or STFC Security immediately.

The Contractor (and his subcontractors) will assist the Service Manager in ensuring that the Employer meets its responsibilities as waste holder under the “duty of care” regulations. The Contractor shall: inform the Service Manager of the nature of all wastes arising from the work and submit proposed disposal routes for each waste description to the Service Manager for acceptance; ensure that the disposal of waste is carried out in compliance with accepted waste descriptions and disposal routes; ensure that the Service Manager receives copies of waste transfer notes, Waste Management Licences and Waste Carriers Licences relevant to the disposal operations and provide notification of disposal of any hazardous waste to the Environment Agency and provide a copy of the notification form to the Service Manager.

Provide resource management options for all waste to be generated including proposals for minimization, re-use and re-cycling.

Use only appropriate licensed waste management contractors; retain waste transfer documentation on Site for inspection by the SM.

Ensure that the SM is provided with copies of all the waste transfer notes, waste management licenses and waste carriers licenses.

Where the Contractor is working in working in radiation controlled areas other classified areas, the permission of the SM must be sought prior to the removal of any items, materials, or rubbish from site.

The Employer is required by the Department for Business, Innovation and Skills (BIS) to provide quarterly reports on the waste removed from its site. To enable the Employer to meet this requirement, where the Contract involves the Contractor removing the Employer's waste from its site, the following information shall be supplied to the Service Manager:

- Type of Waste;
- European Waste Catalogue (EWC) Code;
- Name of Waste Carrier;
- Carrier Licence Number;
- Name of Broker;
- Broker Licence Number;
- Name and Location of Treatment/Transfer Site;
- Treatment/Transfer Site Licence Number;
- Weight in kilograms of each waste type removed from site and method of disposal.

A spreadsheet for the Contractor to complete and return to the Service Manager each quarter will be

issued before construction work commences.

54. ENVIRONMENTAL RESPONSIBILITIES

Generally protect all trees, shrubs and other flora in the vicinity of the Works

55. CIVIL POLICE REGULATIONS

For the avoidance of doubt, the Contractor shall comply with any Civil Police Regulations affecting the works.

56. VEHICLE SEARCH

The contractor should note that all persons and vehicles entering or leaving STFC sites are liable to be searched.

57. SECURITY CHECKS

It is a condition of appointment to this Term Service Contract that the Contractor employs on the Employer's sites, only persons who have satisfactorily completed a DBS (Disclosure and Barring Service) application form and received a DBS Certificate, available on line from <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

58. SITE ACCESS

The Contractor will be required to operate a card system, CSCS or similarly approved, to manage security of the works area, to ensure that the workforce is fully inducted and have the necessary skill levels to carry out the works.

59. PREPARATION OF FINAL ACCOUNTS

On completion of any Order, the Contractor shall submit a measurement as soon as possible but no later than 2 months from completion date. In January, February and March, this time period shall be reduced to 1 month.

The measurement must be certified by the Contractor as 'final', and submitted to the SM with all supporting documentation and information including accounts of any specialist sub-contractors. On the submission of the 'final' measurement, no further additions to the measurements will be accepted without the permission of the SM.

Where a final account is not submitted within this period, the SM may at his discretion instruct his a third party to measure and value the work. If this is done, the measurement will be final without further discussion. The fees incurred by STFC in obtaining the valuation will be deducted from the payments due to the contractor.

The Contractor shall produce all supporting information required and shall co-operate in the pricing of each

account so that if practicable a firm price can be agreed before work upon the Order starts by producing a firm Price List with a list of exclusions, if any.

Subsequent to Compensation Events and any work which was impracticable to include in the Price List shall be measured and valued in accordance with Contract Conditions.

The Contractor shall within 7 days submit for endorsement by the SM all non-measurable labour returns for the foregoing week.

The Contractor should note that Orders will not be accepted as complete without the supporting 'as built drawings', warranties, guarantees, test certificate(s) and the like.

All test certificates and log books of Mechanical and/or Electrical installations must be presented duly signed and completed within 14 days of the Works being completed on site. In the event that the Contractor fails to submit an appropriate test certificate, log book and/or 'as built drawings', the Employer reserves the right to commission others direct to carry out the testing including re-testing as necessary, and to produce 'as built drawings', and to deduct any costs incurred from monies due to the Contractor or to treat any such expenditure as monies recoverable as prescribed under Contract Condition 34.

Where an Order specifically requires the Contractor to prepare a full Building Manual, the cost of preparation shall be deemed to be included within the tendered price.

60. DRAWINGS PREPARED BY THE CONTRACTOR

Working, shop or fabrication drawings shall be supplied by the Contractor and his Sub- in accordance with the programme requirements contractors to allow considered examination thereof, re-submission if necessary, written approval and sufficient time for fabrication before the work is required on the Site.

Drawings generally shall be in accordance with BS EN ISO 4157 or equivalent as appropriate, issued in soft copy as PDF and DWG suitable for prints of the original size, legible to the unaided eye.

The Contractor shall submit 1 hard copy with soft copy for approval of both content and quality of drawings, and shall submit further amended drawings as necessary. After approval he shall provide 1 hard and 1 soft copy (PDF and DWG) of the approved drawings.

Approval by the Employer shall not relieve the Contractor of his responsibilities.

All documentation is owned by the Employer and must not be destroyed without prior permission and be readily available if so requested.

61. CONTRACTOR'S DESIGN

Where an Order states that the Contractor is required under the Contract to undertake or complete the design of any part of the Works, he shall as instructed by the SM to submit to the SM for approval two copies of a suitable drawing design document or other suitable design information relating to that work, in the form and medium instructed by the SM.

After approval he shall provide 1 hard and 1 soft copy (PDF and DWG) of the approved drawings or other design documents as instructed by the SM.

The Contractor shall not commence any work to which such drawing, design document or design information relates unless the design has been approved by the SM, and the Contractor shall not alter that design without the further written approval of the SM.

The approval of the SM shall not relieve the Contractor of any liability which he would otherwise have in respect of the design as set out below.

The Contractor's liability to the Employer in respect of any defect or insufficiency in any design undertaken by the Contractor himself or by means of any employee, agent, subcontractor or supplier shall be the same

as would have applied to an architect or other appropriate professional designer who had held himself out as competent to take on work for such design and who had acted independently under a separate contract with the Employer and supplied such design for or in connection with, works to be carried out and completed by a contractor not being the supplier of the design.

The Contractor's liability under this provision shall not be affected by any warranty that the Employer may obtain from any subcontractor.

The Contractor warrants and shall procure that the Employer shall have licence to copy and use all design drawings and documents for any purpose related to the Works.

The cost of undertaking the design including copying charges and the like, and the cost of taking out and maintaining any Professional Indemnity insurance shall be included in the Price List.

62. WORKING DRAWINGS

The working drawings will be issued to the Contractor progressively as the work proceeds, where such drawings are considered to be required by the SM.

'Record' drawings are to be amended/annotated by the Contractor as appropriate and returned to the SM and where no 'Record' drawings exist, the Contractor will furnish the SM with copies of 'as-built' drawings all in both PDF and DWG formats.

63. HANDOVER

The Contractor should note that projects will not be accepted as complete without the supporting 'as built drawings' in an agreed electronic format, warranties, guarantees, test certificate(s) and the like.

All test certificates and log books of Mechanical and/or Electrical installations must be presented duly signed and completed on completion of the works on site and the 'as built drawings' within 14 days of completion of the works on site.

In the event that the Contractor fails to submit an appropriate test certificate, log book and/or 'as built drawings' within these periods, the Employer reserves the right to commission others direct to carry out the testing including re-testing as necessary, and to produce 'as built drawings', and to deduct any costs however incurred from monies due to the Contractor.

Where the works specifically require the Contractor to prepare a full Building Manual, the cost of preparation shall be deemed to be included within the Price List. The required format is detailed in Appendix E.

64. AUDITS

The Contractor shall allow full access to his premises to enable the Employer to carry out audits on matters relating to the Contract.

65. RECORDS

The Contractor shall keep a record of all Orders issued to him with services paid to date for each Order and an estimate of the cost to complete each Order. The record shall be updated on a monthly basis and issued to the Service Manager.

66. CAPTURE OF ASSET INFORMATION

Whenever a new asset has been installed or an existing asset upgraded, under a Term Service Contract Order, the details should be passed to the Employer's helpdesk to update the asset information on the Employer's 'Pirana' system. If the new equipment is a replacement, the old equipment will also need to be removed and disposed off-site, or the status of the asset changed on the system (i.e. out-of-service/decommissioned), where assets are agreed as remaining on site.

When there is a new building or an extension to an existing building the assets for the building/extension will need to be placed on the system as soon as possible along with any warranty information to enable the Employer to manage issues/maintenance during the warranty period.

Assets are to include all electrical and mechanical plant, building fabric and other such items held on the Employer's 'Pirana' system. Full details will be made available on request.

APPENDICES

- Appendix A: Examples of possible works that may be carried out under the Contract.
- Appendix B: Standard Fire Precautions for Works Projects and Contractors
- Appendix C: Safety Information and Instructions for Contractors and Safety Information for Contractors Working at Rutherford Appleton Laboratory, Daresbury Laboratory, Chilbolton Observatory and The Cosener's House Sites.
- Appendix D: Notes for Contractors Required to Work in Controlled Areas at the Daresbury Laboratory
- Appendix E: Required Format for Building Manuals
- Appendix F: Supplementary Schedule of Rates
- Appendix G: Contractors site cabins and facilities location
- Appendix H: Task Order Flow Charts (for Minor Works £0-£10k and for Minor Works £10k-£50k)

PRICE LIST

MEASURED WORK AND COMPENSATION EVENTS

For work at the Establishment individual Task Orders estimated to cost in the region of no more than £50,000 + VAT.

A. MEASURED WORK FOR TASK ORDERS

The Tenderer is requested to insert in the schedule below the percentage adjustments to the PSA Schedule of Rates he requires.

Item a) refers to the published rates;

Item b) refers to the Value of individual orders;

A schedule of supplementary rates is set out in Appendix F. The schedule has been priced to provide consistency with the PSA Schedule of Rates and will be subject to the percentage adjustment as set out in the Price List – Measured Work and Compensation Events.

<u>Measured Work: Building Works</u>	Add%	Deduct %
a) (i) The Contractor's RATE related percentage adjustments shall be: (ii) The Contractor's RATE related percentage for Sections M52 and M60 (Painting and Decorating) shall be: b) The Contractor's VALUE related percentage adjustments (inclusive of Sections M52 and M60) shall be: (i) Does not exceed £1,000 (applies where order was estimated greater than £1,000 but actually measured less than £1,000) (ii) £1,000 - £10,000 (iii) Order Exceeds £10,000		

Measured Work: Electrical Services	Add%	Deduct %
<p>a) The Contractor's RATE related percentage adjustments shall be:</p> <ul style="list-style-type: none"> i) For work covered by Rate A ii) For work covered by Rate B iii) For work covered by Rate C <p>b) The Contractor's VALUE related percentage adjustments shall be:</p> <ul style="list-style-type: none"> i) Does not exceed £1,000 (applies where order was estimated greater than £1,000 but actually measured less than £1,000) ii) £1,000 - £10,000 iii) Order Exceeds £10,000 		

Measured Work: Mechanical Services	Add%	Deduct %
<p>The Contractor's RATE related percentage adjustments shall be:</p> <ul style="list-style-type: none"> i) For work covered by Rate A ii) For work covered by Rate B iii) For work covered by Rate C <p>b) The Contractor's VALUE related percentage adjustments shall be:</p> <ul style="list-style-type: none"> i) Does not exceed £1,000 (applies where Order was estimated greater than £1,000 but actually measured less than £1,000) ii) £1,000 - £10,000 iii) Order Exceeds £10,000 		

Note:

1. The Contractors RATE adjustment will be applied to all measured works; the percentage remains firm for the duration of the Contract and may be reviewed if optional years +1+1 are invoked and in accordance with the BCIS MTC Updating Percentage. The Contractor's VALUE related adjustment will be applied to the appropriate banding; the percentage remains firm for the duration of the Contract and is not subject to an uplift if optional years +1+1 are invoked.
2. The Contractor's SITE related adjustment depends upon the location of the works; the percentage remains firm for the duration of the Contract and is not subject to an uplift if optional years +1+1 are invoked.
3. All prices exclude VAT
4. Where lump-sum quotations are submitted, all appropriate percentage adjustments must be identified in accordance with the schedule above.

Overtime Working involved for work valued as Measured Work

The Tenderer shall insert below the additional (extra over) percentage required for carrying out Measured Work during Overtime which has been duly authorised by the Service Manager additional to normal stated hours. The percentage adjustment remains firm for the duration of the Contract and is not subject to an uplift if optional years +1+1 are invoked,

<u>Measured Work for Building Works</u>	Overtime – Percentage adjustment for Measured Work		
E.O. Contractor's RATE:	Mon/Friday Add %	Saturdays Add %	Sundays Add %
i) All trades			

<u>Measured Work for Electrical Services</u>	Overtime – Percentage adjustment for Measured Work		
E.O. Contractor's RATE:	Mon/Friday Add %	Saturdays Add %	Sundays Add %
i) For work covered by Rate B			
ii) For work covered by Rate C			

<u>Measured Work for Mechanical Services</u>	Overtime – Percentage adjustment for Measured Work		
E.O. Contractor's RATE:	Mon/Friday Add %	Saturdays Add %	Sundays Add %
i) For work covered by Rate B			
ii) For work covered by Rate C			

Note: The Contractor's VALUE and SITE related percentage adjustments where applicable, will be applied to the compounded Contractor's RATE, inclusive of the Overtime Adjustment.

B. RATES FOR THE VALUATION OF COMPENSATION EVENTS

(a) Labour

The Rates inserted below will be deemed to be 'All Inclusive Rates' as defined by the RICS, Definition of Prime Cost of Daywork Carried Out Under a Building Contract, Third Edition, June 2007, Option B. These rates include the rates of wages paid and profit, establishment charges, supervision, liabilities as employer, insurances and the use of all tools, lifting tackle, scaffolding, etc. and all other expenses whatsoever. The time of principals, foreman, gangers, leading hands and similar categories are only admissible when working manually and will be paid for at the appropriate Craftsman or Labourers rate. The hourly rates shall remain firm for the duration of the Contract and may be reviewed if optional years +1+1 are invoked and in accordance with the BCIS MTC Updating Percentage.

TRADE	ALL-IN Rates per Hour			
	Mon/Fri Normal Time (£)	Mon/Fri Overtime (£)	Saturdays (£)	Sundays & Bank Holidays (£)
For Building Works:				
Craftsman				
Handyman				
Labourer				
For Electrical Services:				
Technical/Chargehand				
Approved Electrician with Special Skills				
Approved Electrician				
Senior Apprentice				
Junior Apprentice				
Electrical Labourer				
For Mechanical Services				
Technical Plumber				
Advanced Plumber				
Trained Plumber				
Apprentice Plumber- years 1-4				
H&V Senior Craftsman				
H&V Craftsman				

H&V Mate				
H&V Operative/installer				
H&V Adult Trainee				
Other Specify*				
Other Specify*				

b) Materials

The net cost of materials supplied and used in Compensation Events (after deducting all trade, cash and other discounts) shall be reimbursed to the Contractor with the addition of * _____ % to cover incidental costs, overheads, profit and delivery to the location of the works and all other expenses. For the purposes of this definition, delivery shall be deemed to include the use of, or hire of, vans, pick-ups and the like for bringing materials on to site and for distributing around site.

c) Plant

Mechanically operated plant provided and used in Compensation Events shall be reimbursed to the Contractor at the rates contained in the 'BCIS Schedule of Basic Plant Charges - 2010' published by the Royal Institution of Chartered Surveyors and locally current at the date of execution of the work with the #addition/reduction of * _____ % to cover incidental costs, overheads, profit and all other expenses as defined in the RICS Definition of Daywork.

The percentages for materials and plant remain firm for the duration of the Contract and are not subject to an uplift if optional years +1+1 are invoked.

* to be completed by the Tenderer

delete as appropriate

d) Emergency Call-outs

The charge for labour in Emergency Call-Out will be at the 'All-In' rates set out under Section B, Valuation of Compensation Events adjusted by the following percentage additions:

i) Monday –Friday Normal Time	Add/Deduct	*.....%
ii) Monday – Friday Overtime	Add/Deduct	*.....%
iii) Saturday	Add/Deduct	*.....%
iv) Sunday	Add/Deduct	*.....%
v) Bank Holidays	Add/Deduct	*.....%

Note: for Emergency Call-Outs out of 'Normal Time', a minimum of 3 hours per man will be paid for each call-out irrespective of time on site; any materials or plant utilised in emergency call outs will be charged in accord with Section B, Valuation of Compensation Events subject to any extra ordinary hire costs for plant which will be paid for at fair rates and prices.

The percentage adjustments for emergency call-outs remain firm for the duration of the Contract and are not subject to an up-lift if optional years +1+1 are invoked.

* to be completed by Tenderer

e) Sub-Contractors and Suppliers

Tenderers should indicate below the percentage addition required for acting as Principal Contractor under CDM Regulations 2015, providing General Attendance (as defined under Specialist sub-contractors and Suppliers and profit for Sub-Contractors/ Suppliers and for Materials purchased or paid for separately by the Employer:-

- | | | |
|------|---|-------------|
| i) | Specialist Sub-Contractors and Suppliers | Add *.....% |
| ii) | Specialist Sub-Contractors and Suppliers
appointed by Employer | Add *.....% |
| iii) | Materials purchased/paid for separately
by Employer | Add *.....% |

*** to be completed by the Tenderer.**

The above percentage adjustments shall not apply to sub-contract works instigated by the Contractor.

The percentage adjustments for sub-contractors and suppliers remain firm for the duration of the Contract and are not subject to an up-lift if optional years +1+1 are invoked.

All sums and rates quoted are exclusive of any Value Added Tax

APPENDIX A

Examples of possible works that may be carried out under this Contract

Building

Small Extensions to buildings
Alterations to rooms
Installing partitions
Scaffolding
Painting
Fitting fire doors
Form new openings
Minor demolition works
Replace windows
Glazing
Refurbishing toilets
Floor tiling
Floor painting
Install ceilings
Install sinks
Kitchen fitting out
Handrails
Holes in walls/floors for services
Roofing works including rainwater pipes and gutters
Insulation
Painting and decorating

(Not asbestos removal)

Structural and Civil Engineering

Minor Structural steel works
Mezzanine floors
Retaining walls
Concrete paving
New footpaths
Resurface roads
Install lamp columns/ street furniture
White lining
Drainage works/manholes
Trenching for external services
Timber fencing
Chain link fencing

Planned snow clearance/footpath salting in cold weather

Emergency call-out: flooding, blockages, damaged buildings, snow clearance, salting

Mechanical Services

Air compressors and compressed air services
Air conditioning and mechanical ventilation services
Boiler plants and auxiliary equipment
Calorifier plant and equipment
Cold water services
Cooling water services
Gas supplies, including laboratory gases, and distribution
Heating services
Hot water services
Public Health and plumbing services
Refrigeration installations and cold rooms
Steam services and condensate
Thermal insulation
Vibration control
Water treatment and filtration

(Not lifts, cranes)

Electrical Services

33 LV and ELV distribution systems, protection and switchgear systems
Lighting systems
Emergency lighting systems
Fire detection and alarm systems
Equipment electrical supplies
Earthing and lightning protection systems
Site alarms
Street lighting
Telephone and data system
UPS systems
Small power and socket outlet systems
Cable containment systems
Assistance call systems
Intruder alarm and CCTV systems
Access systems
Hazardous area electrical systems

(Not HV Electrical Works)

The above list is a guide only and further other work may be added to it by the Employer

APPENDIX B

STANDARD FIRE PRECAUTIONS FOR WORKS PROJECTS AND CONTRACTORS

Introduction

Buildings undergoing construction, major alterations, repair or maintenance, are particularly vulnerable to fire and smoke spread. Structural fire and smoke stops such as walls, doors, floors and ceilings may be incomplete. Techniques employed may involve flame, heat or spark producing apparatus. Fire protection equipment, e.g., dampers, smoke detectors or audible warning devices may not yet be operational, or may be isolated during the works.

A fire originating on a Contractor's site may put personnel and property at risk in areas immediately adjacent to the site. In an occupied building, staff, visitors and other contractors may be put at risk by a fire originating within the Contractors working area. Contractors and STFC staff are required to comply with all aspects of fire precautions outlined in this Code in addition to any other specification requirements relating to fire precautions and shall ensure compliance by their sub-contractors.

This Fire Code does not relieve Contractors of their responsibility for taking all reasonably practical precautions. Particular attention is drawn to the Construction (Design & Management) Regulations 2015

The specified fire precautions may only be varied on the written authority of the Fire Safety Advisor

'Means of Escape' is defined as 'structural means whereby persons may turn their backs on a fire and, by their own unaided efforts, proceed to a place of safety'. Contractors are to ensure not only that adequate means of escape are provided for their own staff but that all means of escape in neighbouring areas are kept unobstructed and available for immediate use by others at all times.

All fire precautions in neighbouring areas are to be observed i.e. any works affecting fire doors, fire alarms or other fire precautions in neighbouring areas must be discussed in advance between the Contractor and the Service Manager.

Explosives or cartridge operated fixing tools are not to be used or stored on any STFC site without the written permission of the Service Manager. The Contractor and their staff will be expected to comply with any fire drills and tests of the fire alarm which may be arranged during the contract period. The Contractor shall have procedures in place for evacuating his staff in the event of fire originating within his work area. These procedures shall be tested periodically.

Where a particularly dangerous or fire sensitive operation cannot be avoided the Fire Safety Advisor may require additional method statement(s) to be submitted for approval prior to any work commencing.

Prior to any work being carried out in sensitive areas or areas that in themselves are deemed to be a high risk regarding fire and safety, the Service Manager will consult with the Fire Safety Advisor.

Site Establishment

Contractor's site huts and accommodation shall only be placed in locations previously agreed with the Service Manager. Refer to Appendix G. Any variation of these arrangements must be agreed in writing with the Service Manager. There shall be no storage of flammable materials either within or under the accommodation.

To prevent rapid spread of fire, temporary buildings and combustible storage are to be sited, wherever possible, outside the main buildings and as far apart as space allows. Site huts shall be of fire-resisting construction such as to contain a fire for a minimum of 30 minutes.

Undergrowth and grass within 6m of temporary buildings and storage areas shall be kept short. Only a safe type weed killer e.g., those with a fire suppressant, may be used.

As far as possible, access to the site is to be at least 3.1m wide and 4m high and kept clear for use by Fire Service Emergency vehicles.

Fire hydrants are to be kept clear and readily accessible at all times and shall not be used without the written permission of the Fire Safety Advisor.

Hydrant indicator post and plates and hydrant pit covers are not to be removed or obstructed.

Where the work area is given over entirely to the Contractor, an example being an extension to an existing building then a fire resisting barrier of 1 hour standard is to be maintained between the Contract site and the remainder of the building.

Any opening made in fire resisting construction forming the site boundary is to be packed solid with mineral wool, intumescent pillows or intumescent putty at the end of the working day. These materials are to be supplied by the Contractor and maintained in good condition for the duration of the contract.

All openings made in compartment walls are to be stopped up at the end of the working day and made good at the end of the job. Openings and voids discovered during the course of the work shall be identified to the Service Manager and Fire Safety Advisor.

Temporary protective sheeting and all weather sheets attached to the building, to scaffolding or hoardings shall be inherently non-combustible.

If required as part of the contract the Contractor shall appoint a Fire Warden to his staff who will be responsible for ensuring that all fire precautions specified in the contract are observed at all times for the duration of the works.

The Contractor will be responsible for ensuring that the Fire Warden is properly trained in his duties.

The Contractor shall ensure that his operatives are adequately trained in the fire precautions necessary for the job.

Areas containing easily ignitable material and places where flame or spark producing apparatus have been used are to be inspected by the Contractor at meal breaks and at the cessation of work, to ensure that no conditions exist which might lead to an outbreak of fire.

Each inspection tour is to include the whole area of the works, temporary buildings and storage areas.

A further check is to be made by the Contractor one hour after the cessation of hot works for the day.

Processes involving the use of welding apparatus, cutting equipment and other flame or spark producing apparatus may be required by the Fire Safety Advisor to be witnessed by a Fire Watcher, appointed from the Contractor's staff. Such watchers shall be equipped with fire-fighting equipment, supplied by the Contractor, commensurate with the particular operation and shall be properly trained in its use.

Hot Work Inspections

Unless agreed otherwise with the Fire Safety Adviser, where it is necessary for Contractor to carry out a hot work process the Contractor is required to apply for a Hot Work Permit in accordance with procedures set out in STFC SHE Code 19. These are only obtainable from an STFC employee properly authorised to issue such permits and are therefore not included within these procedure notes.

The operative must obtain this permit BEFORE work commences and carry a copy of the Permit with him until the particular task is completed, the area checked after one hour and the Hot Work Permit signed off by the Contractor and returned to the Issuer of the Permit.

Where there is a Site Manager on site, it is he/she or their representative who will apply for the Hot Work Permits required by their own, or their sub-contractor staff.

Where hot work has been in progress it is the Contractor's responsibility to inspect the area one hour after operatives have finished any hot work to ensure that the site is left in a safe condition. Such visits and patrols may be augmented at any time by the Fire Safety Advisor, or other authorised persons.

Areas in the vicinity of the hot work shall be closely examined to ensure that there is no smouldering or incipient fire. The danger area may extend to include cavities, voids, rooms, cupboards, ducts or any concealed space where, despite the precautions taken, flame, hot sparks or conducted heat may have penetrated.

Contractors shall provide extinguishers, suitable in type and sufficient number, to cover their area of work. The Contractor shall submit a proposal regarding extinguishers to the Fire Safety Advisor for approval. All extinguishers are to be kept in full working order throughout the duration of the works.

36 Welding, cutting, brazing, disc cutting, plumbers furnaces and other flame or spark producing apparatus are to be operated only by skilled personnel, each of whom shall be made aware of the safety precautions relevant to the job in hand.

All litter, rubbish and combustible material shall be removed from the vicinity of the work to be undertaken. Where combustible material is fixed or immovable, it shall be protected with non-combustible material such as sheet metal, fire resisting board or a fire blanket.

Floors which might otherwise be damaged shall be protected from heat, sparks, flames or hot slag.

Special care is to be taken to prevent flame, sparks or molten metal from reaching or entering ducts, channels, chases or open ended pipes, or through openings in walls or floors.

Non-combustible material shall be used for the plugging of holes.

The possibility of heat being conducted by fixed metal work, i.e., through partitions, walls or floors, shall be investigated and combustible material in contact with such metal items shall be removed.

Flame or spark producing apparatus shall not be used near containers of highly flammable liquids or gases, whether they are full or empty.

Heat or flame producing apparatus shall not be left unattended when alight.

An adequate number of appropriate fire-fighting appliances are to be placed readily at hand until all possibility of an outbreak of fire has passed.

The use of blowlamps is strictly prohibited unless agreed by the Fire Safety Adviser. This will normally only be approved for roofing and road work. Electric element paint strippers will only be used with the permission of the Fire Safety Adviser. These are not to be left in contact with combustible material and the plug is to be removed from the socket during breaks and when work ceases for the day.

Liquids used for the removal of paint, varnish or polish must conform to BS: 3761

Deposits of all stripped materials are to be collected from the working area and removed to the approved storage point at the end of each working day.

Highly Flammable Liquids

Wherever possible, highly flammable substances should be replaced by less hazardous ones, e.g. petroleum based adhesive should be replaced with a water based product.

Highly Flammable liquids are to be kept wherever possible in their original supply containers which must be capable of being securely closed. Petrol containers are to be marked '**PETROLEUM SPIRIT - HIGHLY FLAMMABLE**'. Containers for other flammable liquids are to be appropriately and legibly marked. None of these are to be brought into the buildings.

All such containers are to be kept in a locked metal bin (maximum contents 11 gallons (50 litres) provided by the Contractor and kept in the open air. There must be a warning sign in the vicinity to indicate '**NO SMOKING - PETROLEUM SPIRIT - HIGHLY FLAMMABLE**'.

More than one bin may be permitted at the discretion of The Fire Safety Adviser.

Flammable paints in quantities exceeding 11 gallons (50 litres) are to be treated as flammable liquids.

Highly flammable liquids are not to be exposed within 5 metres of a naked flame, electrical apparatus capable of igniting vapours, or any other possible source of ignition.

Any decanting of these liquids is to be carried out in the open air. Caps and stoppers are to be replaced securely on all containers when not in use.

Only sufficient quantities of the liquid (10 litres) are to be taken from stores.

Empty containers are to be securely capped and returned to store.

Tanks of petrol engines are not to be filled while the engine is running.

Staff who handle flammable substances or hazardous chemicals should be properly trained in their safe handling. They should also understand the properties of the substances sufficiently to recognise circumstances which increase the risk of fire, e.g. they should know if heavier-than-air flammable vapours are given off and how these can travel considerable distances to reach a source of ignition.

Spraying highly flammable liquids will not be permitted on STFC sites without written permission from the Fire Safety Adviser.

Compressed Gas Cylinders

All gas cylinders are to be sited away from sources of heat or potential fire risks, regardless of whether or not the contents of the cylinder are flammable, and whether they are full or empty. None shall be permitted to remain within the building overnight.

Full and empty cylinders are to be kept separate in a safe position previously agreed with the Fire Safety Advisor

Cylinders containing flammable gases such as acetylene and propane are to be kept separately from those which support combustion such as oxygen and compressed air.

Cylinder stores are to be prominently indicated by suitable signs or notices.

Use of Acetylene is discouraged. However, where there is no alternative, the Fire Safety Advisor is will use his/her discretion and may allow its use subject to the following:

Prior to the use of Acetylene on site, authorisation and a permit must be obtained from the Fire Safety Advisor. Acetylene cylinders shall be stored and used at all times in the upright position and shall not be left within any building overnight or at weekends. At the cessation of work the main valves must be firmly closed and cutting torches and tubing removed. In no circumstances may any gas cutting equipment be left alight and unattended.

Only the cylinders required for operating an appliance may be brought into any building and in the case of LPG, the cylinder capacity must not exceed 15 kg.

Note: Unlike mains gas, LPG vapours are heavier than air and will accumulate at low level.

Unless authorised otherwise by the Fire Safety Adviser boilers for tar or other bituminous materials shall be sited in a safe place on the ground, on a firm flat and level surface and a be a minimum of 3m away from their propane cylinders, and any building.

The boiler must not be allowed to overheat or run low and the gas supply must be turned off before leaving the boiler unattended, even for short periods. Lighted tar boilers shall be attended at all times.

No more than 2 cylinders of size 47Kg are to be in the vicinity of the boiler at any one time.

General

All drying out or temporary heating of the works shall be achieved using electrical appliances.

Space heaters and LPG furnaces are not to be used unless agreed by the Fire Safety Adviser.

Temporary electric heating appliances are to be of the enclosed type, securely fixed and guarded.

The Contractor shall at all times ensure that an adequate numbers of escape routes are provided, properly signed and adequately illuminated. In occupied buildings the contractor shall ensure that existing escape routes are kept clear at all times. Storage of materials is not permitted within designated escape routes.

Temporary lighting must be of a good standard and in good repair. Any cable runs must not compromise fire escape routes. Temporary lighting must be supplied where works have disabled existing escape lighting.

To ensure the safe operation of the alarms systems on site and to prevent unwanted nuisance alarm activations certain isolation's may be required. Any such isolation shall be carried out under a Permit to Work System and a copy of the permit to be displayed prominently at the panel in question. No works shall commence until a properly completed permit has been issued. Temporary 'capping' or covering of detector heads is not permitted at any time except where used to prevent the detector becoming contaminated by dust or similar. Head(s) that are intended to be covered shall be specified on the Permit to Work.

Electric kettles are to be of a type incorporating a safety cut out which will prevent them boiling dry. They are to stand on a non-combustible base when in use.

Food preparation is only to be undertaken in properly appointed mess huts.

Smoking is prohibited within buildings and permanent 'NO SMOKING' notices complying with BS: 5499 shall be provided by the Contractor and displayed throughout the working area.

Places where operatives may smoke will be notified by the Fire Safety Advisor upon request.

Contractors and their staff are required, when working in STFC buildings, to sign in and out of the Contractors Log.

Failure to comply with STFC rules may result in Contractors and their staff being removed from site.

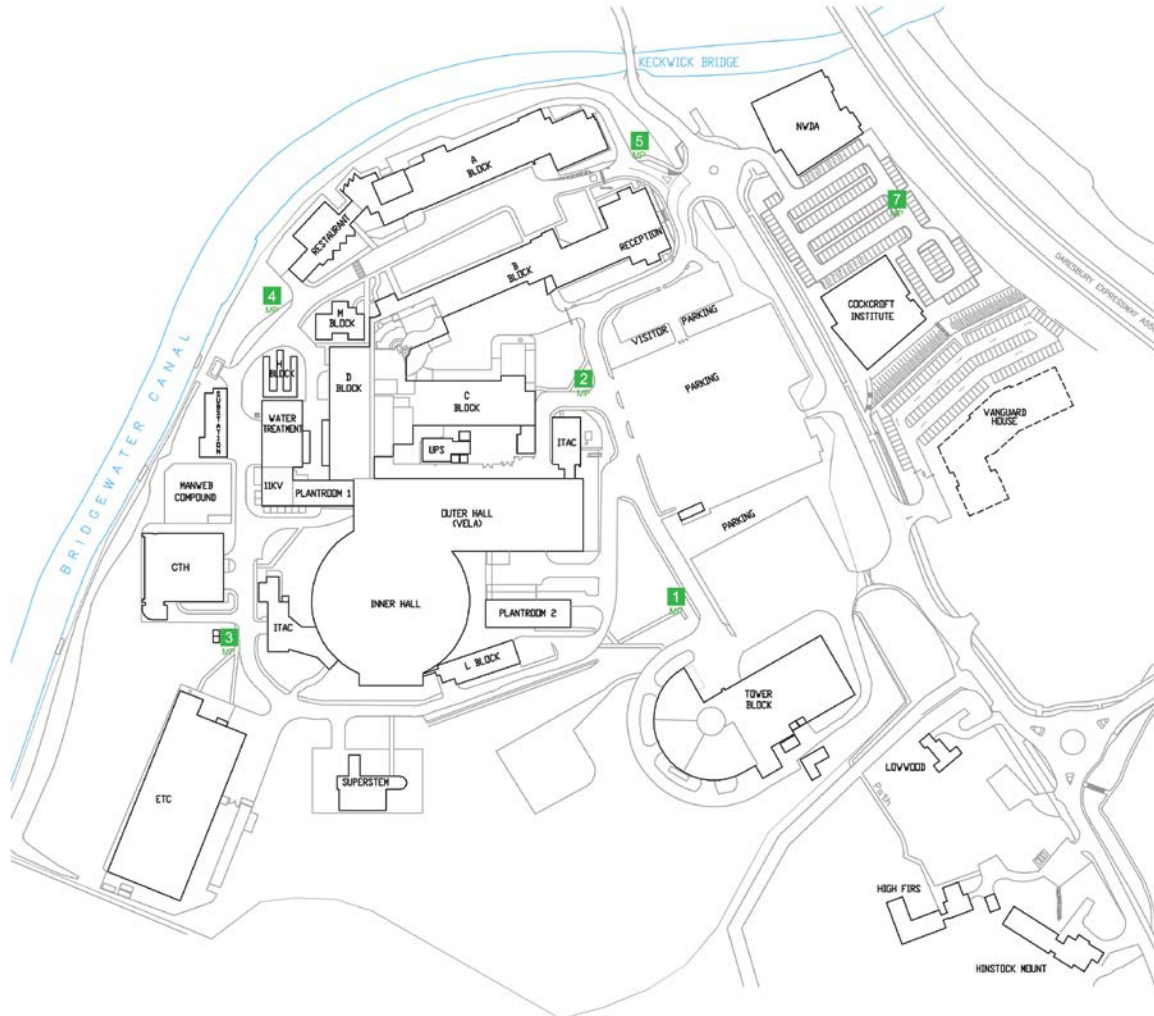
Note: The Storage of Highly Flammable Liquids & Gases is Subject to the requirements of the DSEAR regulations 2002 with particular reference to:-

ACOP L135 – The Storage of Dangerous Substances

APPENDIX C:

SAFETY INFORMATION AND INSTRUCTIONS FOR CONTRACTORS

SITE MUSTER POINTS



Fire	<ul style="list-style-type: none"> - Alarms will sound, together with a verbal instruction, inside the building affected. - Leave the building immediately by the nearest exit and report to the assembly point (see plan).
Site Emergency	Notification via verbal instructions
Controlled Areas	<p>Obey the instructions.</p> <p>Do not enter unless accompanied and specifically authorised to do so.</p>

In the event of a **FIRE** evacuate, ensure that an alarm is activated & call SL Site Security on 3333

In the event of a **MEDICAL EMERGENCY** or need for first aid treatment call DL Site Security on extension **3333**

In the event of chemical – aqueous or gaseous, oil or other **ENVIRONMENTAL INCIDENTS** call DL Site Security on extension **3333**

In the event of **GENERAL SECURITY CONCERNS** call DL Site Security on extension 3277

The external & mobile phone equivalent of 3333 is **01925 603277**

The use of extension **3333** as the single emergency contact number for all incidents applies across the DL estate

INSTRUCTIONS TO CONTRACTORS & VISITORS

1. Smoking
Smoking is not allowed within the buildings. Smoking is allowed outside except where 'No Smoking' notices are displayed.

2. Premises in Occupation
Where work is to be carried out in occupied premises, the work shall be carried out in a manner to cause the minimum of inconvenience or nuisance to the occupiers. If in doubt, seek guidance.

3. Radios
The use of radios and the like within the site buildings and grounds is forbidden.

4. Site Facilities
The Contractor may have to provide his own messing facilities.

The use of toilet facilities on the site will be permitted at the discretion of the Service Manager.

5. Protection
The Contractor shall take all precautions necessary to ensure that no damage is caused to fittings, equipment, fixtures etc, or to turf, trees, hedges and the like in the vicinity of the works. He shall also take precautions to avoid damage to the adjoining property, public or private roadways etc. In the event of any damaged caused, he will be required to make good at his expense, to the satisfaction of the Service Manager.

6. Waste Disposal
All rubbish, debris etc, shall be cleared from the site as it accumulates, unless instructed otherwise.

Burning of rubbish on site is forbidden.

All waste disposal must conform to the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 and The Environmental Protection (Duty of Care) Regulations 1991 and all amendments thereto.

Copies of waste carriers licences and all waste transfer notes must be given to the Service Manager.

7. Asbestos
The removal, cutting, handling, disposal etc, of asbestos based products or materials containing asbestos shall only be carried out by fully licensed specialists and must comply in all respects with The Control of Asbestos Regulations 2012 and all amendments thereto.
8. Tools, Plant, Equipment etc
All tools, plant, equipment etc, necessary for the work must be supplied by the Contractor. The use of items belonging to the Council is forbidden.

All scaffolding, guardrails, hoists, lifting equipment etc, will be the responsibility of the Contractor and must conform to the relevant Safety Codes. All ladders must be maintained in good condition and carry a clear identifying name or mark.
9. Electrical
All electrically powered tools, plant, hand lamps etc, shall be wound or arranged for 110 volt working. The Contractor shall provide suitable step down transformers for connection to the site electrical system at positions to be agreed with the Service Manager.
10. Security
The Daresbury Laboratory accepts no responsibility for the security of the Contractors' vehicles, plant, tools, materials etc.
11. Car Parking etc
All traffic on site shall keep to any special routing, loading or other instructions that may be given by the Service Manager. Vehicles must be parked in designated parking spaces. Building exits should not be blocked during loading or unloading.

The speed limit on site is 20 mph.
12. Accidents
All accidents, no matter how trivial, should be reported to the Contact person, named below, immediately.
13. Mobile Telephones
The use of mobile phones or mobile communication devices including hands free kits, is not permitted whilst driving on site.

**PLEASE SWITCH OFF VEHICLE ENGINES/MACHINERY WHENEVER POSSIBLE
OR IF NOT IN USE.**

ENSURE YOUR HOST KNOWS WHERE YOU ARE AT ALL TIMES.

SAFETY INFORMATION FOR CONTRACTORS WORKING AT RUTHERFORD APPLETON LABORATORY, DARESBUY LABORATORY, CHILBOLTON OBSERVATORY & THE COSENER'S HOUSE SITES

On arrival, report to the main reception. They will advise your Site Contact who will make all the necessary arrangements for your presence on site.

The following information is what you need to know whilst working on the above sites. Hard copy is available on request and via the SHE Public Website. <http://www.stfc.ac.uk/SHE>

Many of the Laboratory's Health & Safety Codes and Notices contain information which should be given by your site contact to you as a contractor operating on our sites. Some contain specific requirements which are to be complied with.

This note has been prepared by the STFC SHE Group in order to guide and to assist in informing all contractors of the existence of this information and these requirements. Failure to comply may involve in you being asked to stop work.

Risk Assessments and Method Statements will be required before any work commences on these sites.

EMERGENCY PROCEDURES

Illness or injury at work – dial emergency contact number (detailed below) relevant to the site you are working at. Ask for First Aid assistance stating the type of injury and your exact location.

Fire – dial emergency contact number relevant to the site you are working at. Advise of fire, the location. Raise the alarm by means of a 'break glass' fire button.

	RAL	DL	Chilbolton	Coseners House
From Internal Line	2222	3333	2300	2400
From a Mobile	01235 778888		01264 860391	01235 520626

Dangerous Occurrence – notify your site contact.

Site Emergency – RAL Site only

Klaxon siren sounds - interrupted note for 90 seconds. Enter nearest substantial building and stay inside. Obey all instructions from STFC staff. The all clear signal is a continuous note for 2 minutes.

WORKING PROCEDURES

Electrical Safety

Use only trained competent personnel for electrical work. Only work in the area that your site supervisor has advised is OK for you to work in. Ensure that suitable arrangements are made to enable any work (particularly by non-electrical trades) on, or adjacent to, electrical apparatus, conductors or on equipment controlled by electrical means, to be carried out safely. A Permit to Work may be required. (STFC Safety Code 34)

Portable Electrical Equipment

Maintain in good condition. Equipment must have a current test certificate.

Ladders, Steps & Trestles (STFC Safety Code 4)

Maintain in good condition. Mark with owner's name.

Use of Cranes as working platforms - discuss with site contact.**Permit to Work**

Permit to work are required for the following: - Hot Work, Electrical, Fire Alarm Systems, Dangerous Atmospheres, Confined Spaces, work on or in the vicinity or on Cranes, working on roofs and work on or near asbestos. Please obtain from your Site Contact accordingly. (STFC Safety Code 20 and Safety Code 19) Work must not commence before the relevant permit has been issued.

Use and storage of explosives

Prior permission must be obtained from your Site Contact. Ensure that only competent persons are authorised to use and store explosives. Please note HSE PM14 for cartridge operated fixing tools. (RAL Safety Notice 16)

Use and Storage of Hazardous Substances

Choose substances carefully and store minimum amounts in suitable, correctly labelled containers. Ensure your operatives are trained in use and that emergency procedures are available. (STFC Safety Code 37)

GENERAL REQUIREMENTS**Fire Prevention**

Keep quantities of materials and substances to a minimum. Have suitable fire extinguishers available. Ensure all working equipment is maintained in a safe condition and ensure access is only available to authorised personnel. Do not leave electrical equipment energised unnecessarily. (STFC Safety Code 32)

Personnel Working Alone

Any lone working is by arrangement with your Site Contact. You must ensure that a reliable system of communication is established. Use of STFC Security for contact is necessary. (RAL Safety Notice 47)

Signs/Warnings/Notices

Obey all site signs and lawful instructions.

Driving on Site

Obey the site speed limit at all times. Failure to do so may result in you being banned from bringing a vehicle onto site. At the RAL and DL Sites this is set at 20mph.

Mobile Telephones

The use of mobile phones or mobile communication devices including hands free kits, is not permitted whilst driving on site.

Parking

Vehicles should be parked in authorised parking areas only. Where required a site parking permit must be displayed.

RADIATION

The Radiation Protection Advisor at the DL Site is Christine Mills

Designated areas

Liaise with the Radiation Protection Supervisor for any works in radiation designated areas.

Controlled areas

Only classified personnel or those on a written system of work are permitted to work in controlled areas.

Personal Radiation Monitoring

If radiation badges are issued, they must be worn at all times. They must be returned at the appropriate time.

PROTECTIVE CLOTHING AND EQUIPMENT

Suitable protection should be provided and maintained by the contractor for the work to be undertaken.

DUTY TO OTHERS

In addition to protecting his own staff the Contractor must be aware of his duty not to put others, our staff or our visitors or other contractors, at risk by his activities.

USEFUL NUMBERS

	RAL	DL	CHILBOLTON	COSENNERS
Emergency Mobile	2222 01235 778888	3333	2300 01264 860391	2400 01235 520626
Safety Group	5329/5611	3283		
Fire Officer	5430	3283/3874		
Main Gate/Security	5545	3277		
Radiation Protection Advisor	5480	3554		

STFC Safety Codes and Notices

STFC Safety Codes

Working at Height	STFC Code 9
Working in Confined Spaces	STFC Code 11
Management of Contractors	STFC Code 15
Portable Electrical Equipment	STFC Code 17
Work on Buildings, premises, services & infrastructure	STFC Code 19
Controlling Explosive & Flammable Gases & Dusts	STFC Code 20
Asbestos Management	STFC Code 35
Noise at Work	STFC Code 18
Fire & Emergency Management	STFC Code 32
Electrical Safety	STFC Code 34

RAL Safety Codes & Notices

Personnel Working Alone	RALSN 47
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Statutory Requirements & Regulations

The Health & Safety at Work etc Act 1974
 The Construction Design & Management Regulations
 The Control of Asbestos Regulations
 The Construction (Health Safety & Welfare) Regulations
 The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations
 The Ionising Radiation Regulations
 The Control of Substances Hazardous to Health Regulations
 The Control of Noise at Work Regulations
 The Construction (Head Protection) Regulations
 The Electricity at Work Regulations
 The Pressure Systems and Portable Gas Containers Regulations
 The Manual Handling of Loads Regulations
 Lifting Operations and Lifting Equipment Regulations
 Dangerous Substances Explosive Atmosphere Regulations
 The Work at Height Regulations

APPENDIX D

NOTES FOR CONTRACTORS REQUIRED TO WORK IN DESIGNATED RADIATION AND/OR CONTAMINATION CONTROLLED AREAS AT THE STFC DARESBUY LABORATORY

1. Certain areas at the Daresbury Laboratory (DL) are designated as Controlled or Supervised Areas as defined in the Ionising Radiations Regulations, 1999, because of the presence of potentially hazardous levels of ionising radiation and/or radioactive substances.
2. For each controlled area Local Rules have been written which detail the procedures to be carried out in that area to ensure compliance with the Regulations, and a Radiation Protection Supervisor (RPS) appointed to oversee the implementation of the Local Rules and compliance with the STFC safety code 29. The Contracting Supervising Officer is responsible for liaising with the RPS and ensuring that contractors comply with the local rules and STFC safety code 29.
3. If significant risks are identified by the RPS, the Radiation Protection Adviser (RPA) should be consulted and a **prior** risk assessment must be carried out.
4. The Regulations require that persons working in Controlled Areas are either: -
 - a. Designated as 'Classified' by their employer. This involves initial certification of fitness in a Health Register, continuing health surveillance and the issue, evaluation and keeping of records of personal dosimeters by an Approved Dosimetry Service (ADS). Note that Classified persons must be aged 18 years or more. (Contracting apprentices and trainees under 18 years of age are not generally employed at DL to work in controlled areas.)

Or

- b. Employed under the conditions of a written System of Work (SOW) compliance which will ensure that their whole body radiation dose will be less than 50 μSv per day with a total of less than 500 μSv for the duration of their work with RAL over the calendar year. Unclassified contractors are not generally allowed to work in contamination controlled areas.

For a particular area, and job within that area, the RPS will decide whether or not the Contractor's personnel need to be Classified or if the work can be carried out under the terms of a written SOW.

5. If a written SOW is appropriate then the Contractor must comply with the Local Rules, the SOW itself and any other instructions (written or verbal) given to him by the Contracting Officer or RPS. Additionally, personal dosimeters (supplied by DL) will be required to be worn as directed by the RPS and returned to the dosimetry administrator. Exceptionally, Contractors' personnel may be required to supply biological samples.
6. If the work requires the Contractor's personnel to be Classified then: -

- a. If they are already Classified under the Regulations then written evidence of this, a copy of their dose record for the current calendar year (in their passbooks) and the name and address of their ADS must be forwarded to the DL Personal Dosimetry Service (RAL-PDS) via the Contracting Officer. The Contractor will also make the Health Record available to the Occupational Health Officer at RAL.
 - b. If personnel are not currently Classified, a Health Register must be raised for each person and an entry made by a doctor appointed by the Health and Safety Executive. The Occupational Health Officer at DL will provide this service and will also provide appropriate medical surveillance for the duration of the Contract. The Contractor must also nominate an ADS to take over maintenance of his employees' dose records at the end of the Contract.

In both cases the DL - PDS will provide personal dosimeters (to be worn as directed by the RPS) and record keeping services for the duration of the Contract; at the end of the Contract the dose records will be forwarded to the Contractor's nominated ADS.

If, during the duration of the Contract, any of the Contractor's personnel are being employed as Classified Persons elsewhere the DL - PDS must be informed (via the Contracting Officer and RPS).

The obligations on the Contractor, quoted in par. 5 for non-Classified persons, also apply to Classified Persons except that the written SOW may be replaced by a written Permit to Work.

7. The Contractor must immediately inform the RPS and RPA of all accidents and incidents involving ionising radiation and radioactive substances.

8. The above conditions could apply in part to Supervised areas and in this case the RPS and RPA should be consulted.

9. In any case where there could be doubt as to whether the Regulations or the STFC code 29 apply, the most restrictive requirement in either document shall be followed.

APPENDIX E

REQUIRED FORMAT FOR BUILDING MANUALS

Health and Safety File Contents

1. Introduction
2. Record of Amendments
3. Description of the Works
4. Key Contacts
5. Key Structural Principles
6. Residual Hazards
7. Hazardous Materials
8. Demolition, Removal & Dismantling
9. Cleaning and Maintenance
10. Location and Markings of Significant Services
11. Reference to "As Built" Drawings
12. Index of Operation & Maintenance Manuals
13. Close Out File

O&M Manual Contents

General structure of files

1. Health and Safety File (prepared by Principal Contractor - PC)
2. Architectural (Prepared by PC)
3. Mechanical (Prepared by PC)
4. Electrical (Prepared by PC)

Index of Architectural, Mechanical and Electrical Files

No	Index of Manuals
1	Description of Works
2	List of materials, product and components used on the project
3	Directory of manufacturers, suppliers and sub-contractors used on the project
4	Operating details and instructions
5	Maintenance and cleaning details
6	Product literature
7	Test certificates, commissioning data
8	Modification and disposal instructions
9	As Built/ As Fitted drawings

All manuals to be provided in electronic format

APPENDIX F:

SUPPLEMENTARY SCHEDULE OF RATES

Electrical Services

General Directions

The Supplementary Schedule of Rates are supplementary to the PSA Schedule of Rates for Electrical Services, 6th Edition 2010

All terms and/or conditions set out in the General Directions of the aid Schedule of Rates shall be deemed to apply to the supplementary Schedule of Rates as applicable

The Rates in this Supplementary Schedule reflect the costs of resources as at fourth quarter 2010.

V40 EMERGENCY LIGHTING

GENERALLY

As PSA Schedule of Rates

RECESSED HIGH FREQUENCY

Item

V40	Each	Rate A	Rate B
Supp 001	Emergency Recessed 2.5 w LED Non maintained 3 hour emergency lighting; Dextra or similar: Dextra code AME LED NM3	28.96	17.73
Supp 002	Emergency Recessed 6 w LED Non maintained self-test emergency lighting; Dextra or similar: Dextra code AME LED ST3	87.22	17.73
Supp 003	Emergency Recessed 6 w LED Non maintained DALI autotest emergency lighting; Dextra or similar: Dextra code AME LED AT3	77.54	17.73
51Supp 004	Emergency Recessed 2.5 w LED Maintained 3 hour emergency lighting; Dextra or similar: Dextra code AME LED M3	31.23	17.73
Supp 005	Exit Signs; LED Exit luminaire maintained; Dextra or similar; Dextra code EXI LED M3	32.59	24.82
Supp 006	Exit Signs; LED Exit luminaire non maintained; Dextra or similar; Dextra code EXI LED NM3	26.92	24.82
Supp 007	Exit Signs; LED Exit luminaire self-test; Dextra or similar; Dextra code EXI LED ST3	152.92	24.82
Supp 008	Exit Signs; LED Exit luminaire autotest; Dextra or similar; Dextra code EXI LED AT3	177.69	24.82

W50 FIRE DETECTION AND ALARM

As PSA Schedule of Rates

**AUTOMATIC RELEASE / OPERATION - TO MAKE
EQUIPMENT SAFE**

Item

W50

Each

Rate A

Rate B

Fire Alarm Interface units

Supp 001	Fire alarm interface unit; addressable input unit	30.24	16.39
Supp 002	Fire alarm interface unit; addressable input / output unit; low voltage switching	40.31	16.39
Supp 003	Fire alarm interface unit; addressable sounder circuit unit	50.39	16.39
Supp 004	Fire alarm interface unit; addressable input / output; mains switching unit	60.47	16.39
Supp 005	Fire alarm interface unit; addressable zone monitoring	60.47	16.39

Y60: CONDUIT AND CABLE TRUNKING

GENERALLY

As PSA Schedule of Rates

DADO TRUNKING

Item		Rate A	Rate B
Y60	<i>Metre</i>		
Supp 001	3 compartment white plastic trunking complete with integral busbar (couplers fixings and cable retainers in running length)	42.42	20.09
	<i>Each</i>		
	Extra over for:		
53 Supp 002	flat angle piece complete with integral busbar	21.51	5.91
Supp 003	internal corner piece complete with integral busbar	11.12	5.91
Supp 004	external corner piece complete with integral busbar	11.12	5.91
Supp 005	flat tee piece complete with integral busbar	62.70	20.09
Supp 006	end piece complete with integral busbar	4.92	2.91
Supp 007	flat cross piece complete with integral busbar	81.51	20.09

Y73 LUMINAIRES AND LAMPS (continued)

GENERALLY

As PSA Schedule of Rates

LAMPS

Item Y73	Each	Rate A	Rate B
LED Luminaires - surface mount light fittings:			
Supp 001	LED 2200 lumen polycarbonate cover 600 mm single body; Dextra or similar; Dextra code HYD L22 PC2S	91.54	35.44
Supp 002	LED 2600 lumen polycarbonate cover 1200 mm single body; Dextra or similar; Dextra code HYD L26 PC4S	95.84	42.41
Supp 003	LED 3500 lumen polycarbonate cover 1500 mm single body; Dextra or similar; Dextra code HYD L35 PC5S	106.61	48.51
54 Supp 004	LED 3800 lumen polycarbonate cover 1200 mm single body; Dextra or similar; Dextra code HYD L38 PC4S	95.84	42.41
Supp 005	LED 4500 lumen polycarbonate cover 1500 mm single body; Dextra or similar; Dextra code HYD L45 PC5S	106.61	48.51
Supp 006	LED 5400 lumen polycarbonate cover 1500 mm single body; Dextra or similar; Dextra code HYD L54 PC5S	160.46	48.51
Supp 007	LED 6300 lumen polycarbonate cover 1500 mm single body; Dextra or similar; Dextra code HYD L63 PC5S	106.61	48.51
Supp 008	LED 8700 lumen polycarbonate cover 1200 mm twin body; Dextra or similar; Dextra code HYD L87 PC4T	171.23	42.41
Supp 009	LED 12600 lumen polycarbonate cover 1500 mm twin body; Dextra or similar; Dextra code HYD L126 PC5T	203.54	48.51
Supp 010	LED 4400 lumen 600 x 600 mm; Dextra or similar; Dextra code MODS O L44 C84	171.23	35.44
Supp 011	LED 5500 lumen 600 x 600 mm; Dextra or similar; Dextra code MODS O L55 C84	182.00	35.44
Supp 012	LED 8800 lumen 1200 x 600 mm; Dextra or similar; Dextra code MODS O L126 L88 C84	320.92	42.41
Supp 013	LED 11000 lumen 1200 x 600 mm; Dextra or similar; Dextra code MODS O L126 L110 C84	333.84	42.41

LED Luminaires -recessed light fittings:

Supp 014	LED 4400 lumen lay in 600 x 600 mm; Dextra or similar; Dextra code MODR O L44 C84	160.46	35.44
Supp 015	LED 5500 lumen lay in 600 x 600 mm; Dextra or similar; Dextra code MODR O L55 C84	182.00	35.44
Supp 016	LED 4400 lumen pull up 600 x 600 mm; Dextra or similar; Dextra code MODP O L44 C84	177.69	35.44
Supp 017	LED 5500 lumen pull up 600 x 600 mm; Dextra or similar; Dextra code MODP O L55 C84	185.23	35.44
Supp 018	LED 8800 lumen lay in 1200 x 600 mm; Dextra or similar; Dextra code MODR O 126 L88 C84	320.92	42.41
Supp 019	LED 11000 lumen lay in 1200 x 600 mm; Dextra or similar; Dextra code MODR O 126 L110 C84	333.84	42.41
Supp 020	LED 8800 lumen pull up 1200 x 600 mm; Dextra or similar; Dextra code MODP O 126 L88 C84	320.00	42.41
Supp 021	LED 11000 lumen pull up 1200 x 600 mm; Dextra or similar; Dextra code MODP O 126 L110 C84	333.84	42.41
55 Supp 022	LED 4400 lumen lay in 500 x 500 mm (one piece microprism optic); Dextra or similar; Dextra code MODR O 55 L44 C84	167.49	35.44
Supp 021	LED 5500 lumen lay in 500 x 500 mm (one piece microprism optic); Dextra or similar; Dextra code MODR O 55 L55 C84	186.48	35.44
Supp 022	LED 4400 lumen pull up 500 x 500 mm (one piece microprism optic); Dextra or similar; Dextra code MORP O 55 L44 C84	182.03	35.44
Supp 023	LED 5500 lumen pull up 500 x 500 mm (one piece microprism optic); Dextra or similar; Dextra code MORP O 55 L55 C84	201.01	35.44

Lighting Column lamps:

Supp 024	Iridium LED Luminaire; Philips code BGS451 ECO43	Free Issue	30.50
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Lighting Control

Supp 025	Lighting control occupancy detectors retrofit microwave dual output occupancy sensor; E-Matic Energy Management Solutions; code PMSML	26.55	20.34
Supp 026	Lighting control occupancy detectors 8 metre 2 channel flush; E-Matic Energy Management Solutions; code PMSCF8	45.08	20.34
Supp 027	Lighting control occupancy detectors 20 metre 2 channel flush or surface; E-Matic Energy Management Solutions; code PMSCF20	55.10	20.34

Y74: ACCESSORIES FOR ELECTRICAL SERVICES

GENERALLY

As PSA Schedule of Rates

SOCKET OUTLETS

Item

Y74	<i>Each</i>	Rate A	Rate B
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**Extra over Y60 Supp 001 rate (see page above) for:
Switched socket for inclusion in 3 compartment dado trunking;
complete with integral busbar.**

Supp 001	13a 1 gang plug in	6.07	7.27
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**Spur for inclusion in 3 compartment dado trunking; complete with
integral busbar**

Supp 002	13a wired in	9.49	7.27
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56

**RJ45 for inclusion in 3 compartment dado trunking; complete with
integral busbar.**

Supp 003	single outlet	7.50	7.27
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**Cable entry box for inclusion in 3 compartment dado trunking;
complete with integral busbar**

Supp 004	entry box set behind 3 compartment dado trunking	21.89	7.27
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**Accessories for inclusion in 3 compartment dado trunking;
complete with integral busbar**

Supp 005	MCB/RCD housing	24.62	7.27
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Supp 006	DP (Double pole) switch 32A	17.78	7.27
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**NB All other accessories are deemed to be included within the 3
compartment dado trunking; complete with integral busbar rate in
Y60 Supp 001 above**

Y82: IDENTIFICATION – ELECTRICAL

Dymo or equivalent Labels

Item		Rate A	Rate B
Y82	<i>Each</i>		
	plastic identification label; in printed; 10mm; any colour		
Supp 001	not exceeding 25 characters	0.34	1.16
Supp 002	25 – 50 characters	0.41	1.54

Cable identification labels; Sharpmark or equivalent

Item		Rate A	Rate B
Y82	<i>Each</i>		
	Self-laminating wrap around style label; printed characters; any colour		
57			
Supp 003	Max. cable size 8mm	0.07	1.16
Supp 004	Max. cable size 12mm	0.10	1.16
Supp 005	Max. cable size 35mm	0.23	1.54

BUILDERS WORK

REMOVING AND REFIXING EXISTING

Qualifications

Item

Taking down suspended ceiling tiles:

BW

Where, with the agreement of the Employer or his agent, the Contractor elects to remove and re-fix isolated suspended ceiling tiles in lieu of groups of tiles or linear runs of tiles, the Employer's liability will be limited to the cost of removing and re-fixing **all** tiles in the group or linear run of tiles, as determined by the application of clauses BW 153 and 154.

REMOVING AND REFIXING EXISTING

Item

58
BW

Each

Rate C

Access flooring; taking up floor panel; setting aside; re-fixing; any type

Supp 001 Isolated panel

2.18

K40:DEMOUNTABLE SUSPENDED CEILINGS

GENERALLY

As PSA Schedule of Rates

LAYING ONLY TILES

Item

K40	<i>Square Metre</i>	Rates 1 &3	Rate 2
Supp 001	ADD for mastic pointing to ceiling tiles	10.00	17.73

INITIAL SCHEDULE OF PREFERRED MANUFACTURERS FOR ELECTRICAL SERVICES AND MECHANICAL SERVICES

The following Schedule of Preferred Manufacturers for Electrical and Mechanical Services are intended to supplement the information contained in the PSA Schedule of Rates for Electrical Services 2011 (6th edition) and Mechanical Services 2011 (6th edition).

The purpose of the supplementary schedule is to provide tenderers with information as to the quality and/or standard of the equipment to be supplied for the relevant electrical and mechanical services and on which tenders are to be based.

The tenderers are specifically referred to the Tender Document clause headed 'Articles and Materials.' For tender purposes, the manufacturers or equipment listed in the following schedule shall be deemed to be accompanied by the words 'or other equal approved.' The approval of equal goods shall be with the prior approval of the Service Manager.

In the event that the Employer specifically precludes consideration of alternative goods or equipment, the cost of such goods or equipment shall be paid for under the provisions of paragraph (f) Sub-Contractors and Suppliers of the Price List.

Tenderers should base their tender prices on the use of the equipment in the attached schedule unless accompanied by details of any alternative equipment which has been used to price their bids.

Please note: The Schedule of Preferred Manufactures is subject to change. Any change proposed by the Contractor must be approved by the Service Manager.

ELECTRICAL EQUIPMENT SCHEDULE

The following manufacturers are known to meet the Employer's quality standards:

FIRE ALARMS

Bells:	Gents (Honeywell)
Detectors and accessories:	Hochiki/Apollo (designer to specify)
Panel:	Kentec (site standard)
Fire alarm cables:	FP200 GOLD (RED)

LUMINAIRES

General lighting (LED):	Dextra Lighting, Cooper Lighting, Philips Lighting, Thorn Lighting, Thorlux Lighting
Emergency lighting (LED):	Dextra Lighting, Cooper Lighting, Thorn Lighting, Thorlux Lighting
Street lighting:	Philips lighting (Iridium LED)

ACCESSORIES

Office/domestic outlets:	MK Electric (Honeywell), Crabtree (Electrium), BG (Nexus Industries), Scolmore Group – Click Mode range
Industrial outlets:	MK Electric (Honeywell)
Contactors/starters:	Crabtree (Electrium), MEM (Eaton), Telemecanique (Schneider Electric)

SWITCHGEAR

LV Distribution:	Schneider Electric - Powerpact 4, GE Power - miniform/system 4
LV Fuse boards:	GE Power - Redspot
LV MCB boards:	Schneider Electric – Acti 9 Isobar

CONTAINMENT

Steel:	Salamandre, Cablofil (Legrand), Unistrut (UK),
PVC:	Marshall Tufflex, Mita (Schneider Electric), MK Electric (Honeywell)
Cables:	BICC, AEI, Prysmian
Data cable:	CAT5e/6

POWER DISTRIBUTION SYSTEMS

Raised Floor Systems:	MK Electric (Honeywell)
Screeded Floor Systems:	MK Electric (Honeywell)
Overhead Systems:	Barduct (Siemens)

MISCELLANEOUS

DADO Trunking Systems:	Prestige 3D, MK Electric (Honeywell) Prestige 2com MK Electric (Honeywell)
Lighting connections	Klik (Hager)
Lighting control PIR sensors	E-Matic

MECHANICAL EQUIPMENT SCHEDULE

The following manufacturers are known to meet the Employer's quality standards:

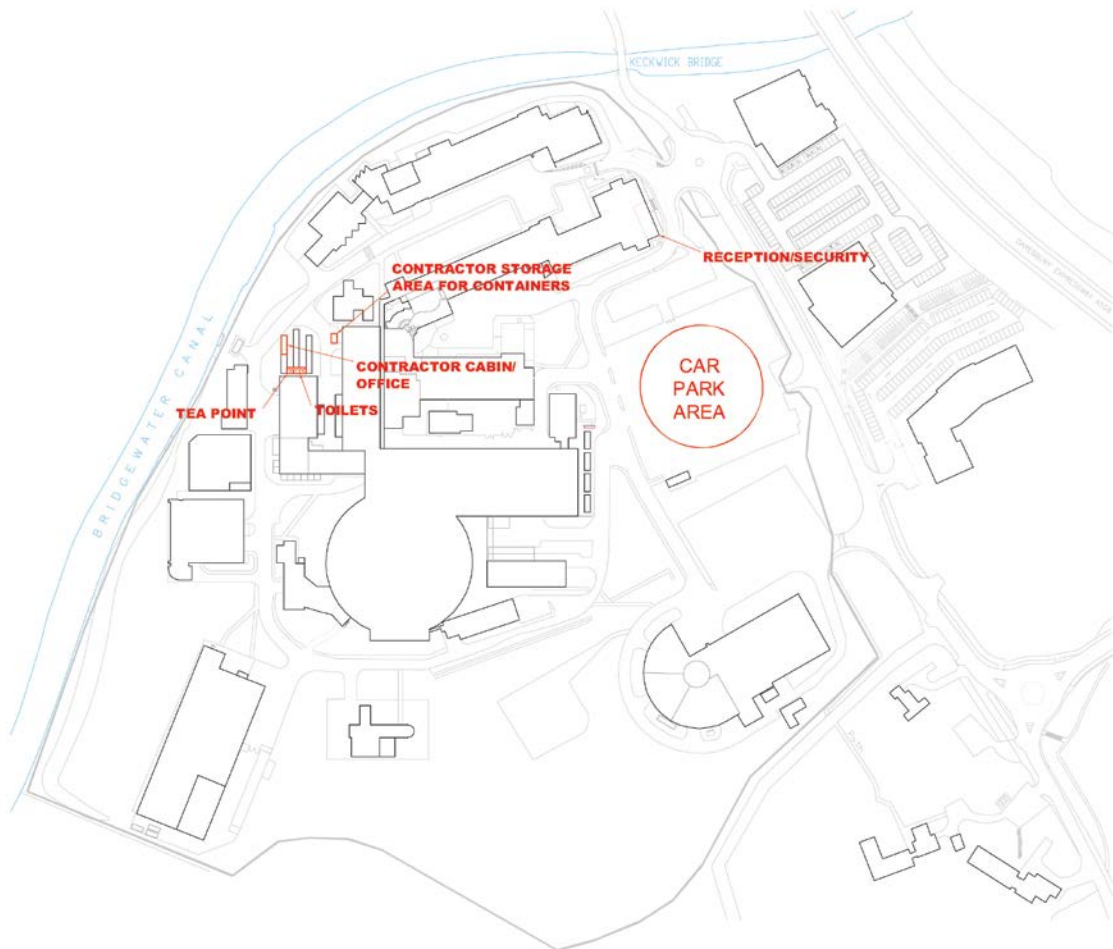
Vibration isolation mounting:	Sound Attenuators Ltd Industrial Acoustics Ltd
Valves (Water, including commissioning) and Strainers	Hattersley Newman Hender Ltd Crane Tour & Anderson
Natural Gas	Hattersley Newman Hender Ltd Crane Bryan Donkin Ring Controls Tour & Anderson
Special Gases	Swagelok Air Products Hattersley Newman Hender Ltd
Showers	Meynell Valves Ltd Caradon Mira
Water softeners	Liff Industries Ltd Elgar Ltd Millipore Ltd
Water purifiers	Elgar Ltd Millipore Ltd Liff Industries Ltd
Cold water storage tanks – sectional	Braithwaite Decca Plastics Ltd Dewey Waters
Cold water storage tanks – one piece	Decca Plastics Ltd Polytank Dewey Waters
Boilers	Hamworthy Heating
Radiators	Caradon Stelrad Hudevad
Chemical pump	Prominent (UK) Ltd or equal and approved
Pressurisation units and cold water booster units	Grundfos
In ducting terminal reheat coils	S&P Coil Products Ltd
Tight shut off dampers	Coleman Modulcel Calida Tomoe
Ductwork	Hargreaves Cramworth Rushworths
Fire rated ductwork	Hargreaves Durasteel
Plastic ductwork	Parsons Plastics PF & F Enviroplas
Flexible ductwork	Flexible Ductwork (Glasgow)
Thermal insulation (ductwork)	Armstrong Insulation Owens Corning
Acoustic insulation (ductwork)	Industrial Acoustics Ltd Sound Attenuators Ltd

Fire dampers	Motorised Air Products Ltd Actionair Ltd Senior Colman Trox
Spade dampers	Motorised Air Products Ltd Lindab
Constant volume devices	CMR Ltd
Manual control dampers	Motorised Air Products Ltd Senior Colman Actionair Trox
Air handling units (supply and general extract)	Dalair AAF Barkell VES
Air conditioning units (DX)	Toshiba
Extract fans (axial)	Woods of Colchester Nu-aire
Extract fans (cabinet)	Nu-aire Roof units group
Plastic fans	Central Fans – Colasit
Fume cupboard extract fans	Central Fans – Colasit
Attenuators	Sound Attenuators Ltd Industrial Acoustics Ltd
Pressure control devices and Bypass control valves	Samson Controls Ltd Hattersley
Diffusers, grilles and transfer grilles	Colman Moducel
Safe change HEPA filter housing	Trox Luwa Camfill Farr
Terminal high efficiency filter units	Senior Colman
Air filters	Farr Luwa Camfill
Filter mounting bank assembly	Farr Luwa Camfill
Two and three port direct acting control valves	Spirax Sarco Satchwell
Safety valves (water, steam, compressed air)	Spirax Sarco Ltd Hattersley
Lockshield radiator valves	Danfoss Drayton
Expansion bellows	Engineering Appliances Minikin & Sons Ltd Teddington Bellows
Vibration isolation couplings	Industrial Acoustics Ltd Engineering Appliances
Pump inertia bases	Industrial Acoustics Ltd Sound Attenuators Ltd
DHWS calorifiers and expansion vessel	Heatrae Sadia
LPHW, chilled water and heat recovery pump sets	Grundfos
Building Management System and controls	Trend (site standard)

Gas meters	Schlumberger Industries
Water meters	Kent
Meter monitoring	Trend
Gauges and instruments	Bailey & Mackey Airflow Developments Brannan & Sons The West Group Surex International
Automatic air vents	Braukmann Nabic Spirax Sarco Brownall
Support systems	Unistrut
Heat exchangers	Rycroft HRS Hevac Ltd Alfa Laval
Thermostatic mixing valves	A & J Gummers Ltd
Fan coil units	Quartz Action Air Trox
Plant room grilles	Colman Moducel
Pressure differential control valves	Samson Controls Hattersley
Commissioning	End Systems Commtech Francis Commissioning
Inverters	ABB
Variable volume air valves	CMR Controls Ltd
Constant volume air valves	CMR Controls Ltd
Above ground drainage pipework - Cast iron - Plastic	Sinclair Ensign Caradon Terrain Durapipe Ltd
Trade drainage, vulcathene	Durapipe Ltd
Compressed air plant	Millennium Medical Products Ltd Atlas Copco
Chillers	McQuay Trane Carrier
TRVs	Drayton Danfoss
Flexible connections	DST Ltd Engineering Appliances
Deaerators/dirt separators	Engineering Appliances or approved equivalent
Trench heating	Unilock HCP BG Heating
Ventilated trunking	Nederman or approved equivalent
Fan assisted floor duct heaters	Kampmann
Underfloor heating	Warmafloor (GB) Ltd Wirsbo
Steam fittings/h/x	Spirax Sarco
Gas booster	Howden Donkin

APPENDIX G:

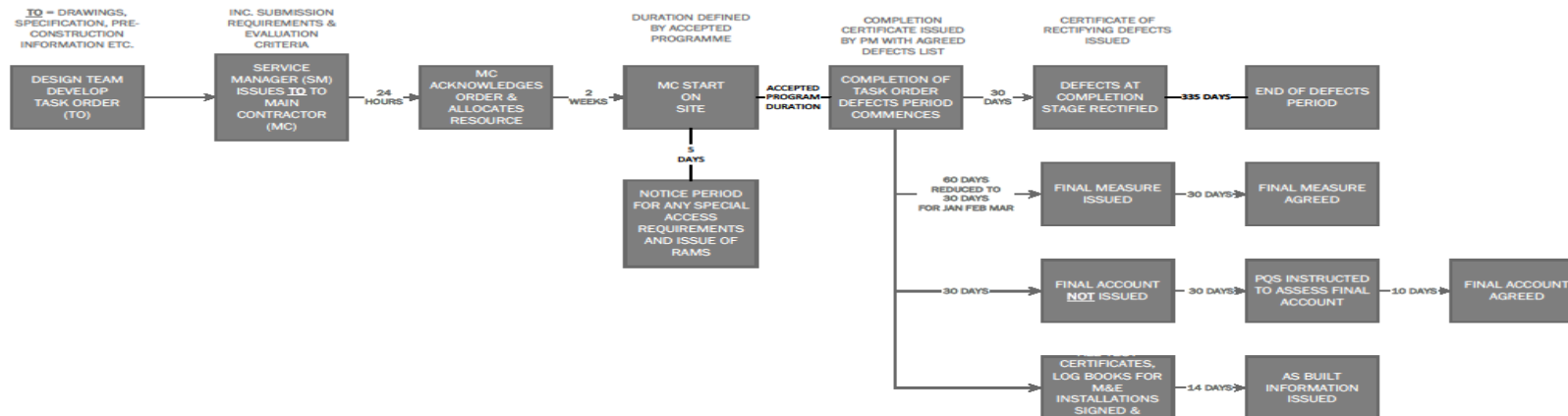
CONTRACTORS SITE CABINS AND FACILITIES LOCATION



APPENDIX H:

ORDER FLOW CHARTS (FOR MINOR WORKS £0-£10K AND FOR MINOR WORKS £10-£50K)

APPENDIX I



TASK ORDER FLOW CHART FOR MINOR WORKS £0-10K

APPENDIX I

