**VOLUME 2**

**WORKS INFORMATION - APPENDICES**

**This document should be read in conjunction with VOLUME 3 service specification**

**TRAFFIC SIGNALS and ancillary equipment maintenance term service contract**

**Commercial and Procurement Team**

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**Appendix 01 IDENTIFIED AND DEFINED TERMS**

Please find detailed below a list of terms used within Volume 1, Service Information. It should be noted that defined terms are also detailed within Volume 4, Conditions of Contract.

Words and expressions to which meanings are assigned in the Conditions of Contract and the Service Information have the same meanings in the Method of Measurement.

1. **CCTV** means traffic surveillance cameras placed in strategic positions in urban areas.
2. **Carriageway Loop Box** means carriageway box where loops are cut back to so they can be safely fed through the signal ducting system to the footway/verge area. Refer to standard drawings SD001 and SD018.
3. **Dual Carriageway** is a road that has a central reservation throughout the approach to the junction or pedestrian crossing, for the avoidance of doubt this does not include two lane approaches to signals
4. **Erasable Programmable Read Only Memory (EPROM)** means the chip where the controller configuration is burnt onto which when installed into the controller will operate the signals in the required way.
5. **Factory Acceptance Test (FAT)** means the controller functionality and safety tests carried out by the Traffic Control Engineer, prior to the controller being despatched from the factory.
6. **Fault Clearance Report** is the report the Contractor completes when all work necessary to rectify and clear a Fault has been carried out.
7. **Full Fix** is where the contractor has attended site and completely restored the site to normal operation.
8. **Highway Authority** means Somerset County Council.
9. **High Speed Road** means any road that has a speed limit of 40 mph and above.
10. **Light Emitting Diode (LED)** is the Highway Authority’s standard specification for illumination of vehicle and pedestrian aspects.
11. **Low Voltage (LV)** is a voltage between 50 and 1000 Volts.
12. **MOVA** means Microprocessor Optimised Vehicle Actuation. It is traffic signal control hardware and software that provides safer and more flexible control of individual or linked installations.
13. **Nearside Pedestrian Indicator (NPI)** means the pedestrian indicator is mounted on the ‘near side’ of the crossing, i.e. on the same side of the road as the pedestrian.
14. **Pedestrian Demand Unit (PDU)** is the pushbutton unit pedestrian’s press at puffin and toucan crossings to stop the traffic and cross the road safely.
15. **Pelican Crossing** means conventional pedestrian signal-controlled crossing with far side pedestrian signal heads and fixed duration crossing period, activated by push button demand.
16. **Pole Retention Socket** is a modular system device used to secure poles in the ground and allow access to the pole from underneath for cabling. Refer to drawings SD001 and SD017.
17. **Puffin Crossing** means an advanced pedestrian signal-controlled crossing with near side pedestrian signal heads, extendable crossing period and pedestrian detectors.
18. **Remote Monitoring System** means the control room computer and software that monitors faults and provides communication capability to remote installations in Somerset.
19. **SCOOT** means Split Cycle Offset Optimisation Technique. It is the control room software that provides real time dynamic control of installations linked by the UTC System.
20. **Spare** means those items of Traffic Signal and Ancillary Equipment which may be re-used in Providing the Service as instructed by the Service Manager.
21. **Somerset County Council Term Maintenance Contractor** means the specialist contractor employed by Somerset County Council to deliver the services required in the Somerset County Council Term Maintenance Contract.
22. **Toucan Crossing** means an advanced combined pedestrian and cyclist signal-controlled crossing with nearside pedestrian and cyclist signal heads, extendable crossing period and pedestrian detectors.
23. **Traffic Control Engineer** means Somerset County Council’s Traffic Control Team Leader or their nominated representative. This Engineer is authorised to accept the traffic signal installation on behalf of Somerset County Council.
24. **Traffic Control Room** means the room where Somerset County Council’s traffic control systems are situated in County Hall.
25. **Traffic Control Team** means the team of Somerset County Council Traffic Control Engineers.
26. **Urban Traffic Control System (UTC)** means the control room communications hardware, software and computers that provide the linking, control and monitoring of selected installations in urban areas.
27. **Urban Traffic Management and Control** means the strategy and protocol used in the control, coordination and linking of transport and users’ needs within the conurbation areas.

**Appendix 02 EMPLOYER, SERVICE MANAGER, EMPLOYER’S CONSULTANT AND CONTRACTOR ROLES**

The information detailed below provides an indication of the roles fulfilled by the Employer, Service Manager, Employer’s Consultant and Contractor. The contents of this Appendix are not considered to be comprehensive and are to be read in conjunction with this contract.

1. **EMPLOYER AND SERVICE MANAGER**
	1. **Democratic Interface**
		1. Political interface;
		2. Publicity;
		3. Public interface, unless specified elsewhere in this contract;
		4. Enquiries/Complaints, unless specified elsewhere in this contract.
	2. **Budgets and Performance**
		1. Obtaining funds;
		2. Allocation of budgets;
		3. Issue of Service Instructions to Contractor;
		4. Issue of Task Orders as considered appropriate to the Contractor;
		5. Returns to central government;
		6. Recovery of monies from third parties;
		7. Sets performance indicators and requirements;
		8. Audits.
	3. **Policy and Strategy**
		1. Sets strategy, policies and procedures;
		2. Determines service standards;
		3. Manage agreements with district councils;
		4. Sets criteria for priorities and sets response times;
		5. New Roads and Street Works (NRSWA) strategy;
		6. Develop the Transport Asset Management Plan;
		7. Has input to and approves Contractor’s Works Programmes;
		8. Local co‑ordinator for maintenance/ development and transport improvement projects;
		9. Planned and reactive inspections.
	4. **Statutory Responsibilities**
		1. Representing County as Highway and Street Authority;
		2. Enforcement Powers, e.g. Licensing;
		3. Public liability insurance claims.
	5. **Contract Management**
		1. Performance monitoring;
		2. Procurement;
		3. Certification;
		4. Audit.
	6. **Technical**
		1. Management of condition surveys;
		2. Audit.
	7. **Management of Information**
		1. Maps, Geographic Information Systems (GIS), layers and other data sets.
	8. **CDM Regulations**
		1. Designer for all Service Instructions and Task Orders unless otherwise specified;
2. **CONTRACTOR**
	1. **Financial**
		1. Measure and record data in accordance with this contract;
		2. Compile applications for payment and invoices;
		3. Assist with budget management;
		4. Collect information for rechargeable works and provide information to the Service Manager.
	2. **Service Instructions & Task Orders**
		1. Undertakes work in connection with Service Instructions and Task Orders;
		2. Allocates priorities according to Service Manager’s criteria;
		3. Presents Works Programmes to Service Manager and Street Authority for approval;
		4. Provides Noticing to Street Authority;
		5. Superintends works and reports on progress.
	3. **Contract Management**
		1. Supervision, post measurement and valuation of the works;
		2. Quality control;
		3. Assessment of Service Instruction and Task Order valuations;
		4. Report on Key Performance Indicators;
		5. Achieve Performance requirements;
		6. Attain recycling targets.
	4. **CDM Regulations**
		1. Principal Contractor and Contractor duties on all Service Instructions and Tasks;
		2. Designer duties for Service Instructions and Tasks where specified.
	5. **General**
		1. Develop and improve the service in conjunction with the Service Manager;
		2. Assist Employer with reviews of the service, publicity and enquiries
		3. Provide the Service Manager with full access to information in respect of Audits which are undertaken in accordance with this contract.

**Appendix 03 PARTNERING INFORMATION**

To be read in conjunction with, but not limited to, Volume 2 Preamble & General Service Specification GS05 – Partnering Information.

**Partnering Objective**

1. The Partners work together in a spirit of mutual trust and co-operation to ensure that the Partnering Objectives are met, and the service is delivered in accordance with this contract.
2. The Partnering Objectives can be broadly defined as follows: -
	1. To achieve full spending in each Contract Year of the funding allocations contained within the Employer’s budget;
	2. To effectively manage programmes and budgets to meet the Service Manager’s requirements;
	3. To deliver services having full regard to the Council’s Mission Statement, strategy, objectives and performance targets for the time being and in accordance with standards of performance set out in the contract documents or agreed by the Strategic Partnering Team;
	4. To deliver continuous improvement in the provision of services and to provide services in a safe, sustainable and responsive manner;
	5. To satisfy best value requirements in an innovative and forward looking manner and to achieve added value in the provision of services;
	6. Wherever practicable, to deliver technical solutions which comply with best practice;
	7. To deliver services that minimise disruption to the public and enhance accessibility;
	8. To adopt sustainable practices in delivering services;
	9. Wherever practicable, to minimise reactive work, consistent with maintaining safety, to maximise the level of planned works to enable efforts to be directed towards securing the long-term environmental and structural integrity of the highway;
	10. To adopt whole life cost principles to maximise the benefit of investment;
	11. Other objectives as agreed between the Partners from time to time, at the Strategic Partnering Team meetings.

**Partners**

1. The Partners are the Employer, Contractor and others nominated by the Employer from time to time.

**Management Teams**

1. To ensure the Partnering Objectives are met the following management teams will be formed under the chairmanship of the Service Manager.
2. Meetings will be held at a location to be agreed with the Service Manager. Generally, this location will be at the Contractor’s offices closest to County Hall, Taunton. The Service Manager may however choose an alternative venue which may on occasion be the Employer’s offices.
3. The Contractor produces the Agenda for each meeting and approves the Agenda contents with the Service Manager.
4. Minutes of each meeting are taken by the Contractor and issued to the Service Manager within 5 Working Days of each meeting for his approval.
5. Unless otherwise stated in this contract, the Contractor arranges and co-ordinates, with the approval of the Service Manager, all meetings detailed within this Appendix and provides refreshments as and when required by the Service Manager. For the avoidance of doubt these costs are deemed to be included within the rates and Prices.

**STRATEGIC PARTNERING TEAM (SPT)**

1. The SPT will meet as and when requested by the Service Manager and will have a strategic overview of the following aspects of the service: -
	1. sustaining a relationship which has an open, co-operative and business like culture;
	2. monitoring and improving communications between Partners;
	3. arrangements for Partnering Workshops;
	4. Seek to resolve disputes;
	5. achieving and demonstrating continuous improvement;
	6. review key strategic issues;
	7. receive reports about actual performance against key performance indicators;
	8. consider and implement changes to the key performance indicators and their targets;
	9. exception reports;
	10. performance reviews; and
	11. achievement of the Partnering Objectives.
2. Attendees will include: -
	1. Employer: -
		1. Corporate/Service Director;
		2. County Councillors who are designated portfolio holders;
		3. Service Manager.
	2. Contractor: -
		1. Regional Director;
		2. Local Director;
		3. Contract Manager.

**OPERATIONS TEAM (OT)**

1. The OT will meet once every month or as otherwise requested by the Service Manager and are tasked with addressing service delivery. The OT is tasked with discussing the following:
	1. delivery of services in accordance with the Contractor’s plan;
	2. resource issues;
	3. early warnings and compensation events;
	4. Works Programmes;
	5. Performance Indicators;
	6. Defects;
	7. Review customer satisfaction surveys;
	8. Performance failures and financial implications; and
	9. cascade of information as a result of other meetings held in connection with the delivery of services in accordance with this contract.
2. Attendees will include: -
	1. Employer: -
		1. Traffic Signals and Ancillary Works Manager;
		2. Officer’s responsible for programme etc;
		3. Others which the Employer or Service Manager decides to invite from time to time.
	2. Contractor: -
		1. Operations Manager;
		2. Staff responsible for programme etc;
		3. Others who the Contractor decides to invite from time to time, subject to the approval of the Service Manager.

**COMMERCIAL TEAM (CT)**

1. The CT will meet once every month or as otherwise requested by the Service Manager and are tasked with addressing contractual matters which arise from time to time. The CT is tasked with discussing the following: -
	1. early warnings and compensation events;
	2. valuation and technical audits;
	3. measurement queries;
	4. Service Instructions and Task Orders failing to reach a financial settlement;
	5. Star Rates;
	6. any other matters of a contractual nature; and
	7. cascade of information as a result of other meetings held in connection with the delivery of services in accordance with this contract.
2. Attendees will include: -
	1. Employer: -
		1. Traffic Signals and Ancillary Manager;
		2. Officers as required;
		3. Others which the Employer or Service Manager decides to invite from time to time.
	2. Contractor: -
		1. Commercial Manager;
		2. Quantity Surveyor;
		3. Others who the Contractor decides to invite from time to time, subject to the approval of the Service Manager.

**TRAFFIC MANAGER REVIEW MEETING (TMRM)**

1. The TMRM will meet once every two months or as otherwise requested by the Service Manager for the purpose of monitoring the performance of the Contractor specifically in relation to compliance to the Traffic Management Act requirements as set out in GS15 and will include: -
	1. reviewing relevant performance indicators;
	2. reviewing the Contractor’s performance in keeping traffic moving and the like;
	3. work programming, co-ordination and network management;
	4. compliance to HAUC noticing and in particular in relation to the NRSWA Key Parity Measures;
	5. continuous improvement.
2. Attendees will include: -
	1. Employer: -
		1. Traffic Manager as required;
		2. New Roads and Street Works (NRSWA) Manager;
		3. Co-ordination Officer;
		4. Policy and Enforcement Officer;
		5. Others which the Employer or Service Manager decides to invite from time to time.
	2. Contractor: -
		1. Operations Manager;
		2. Programme Co-ordinator;
		3. Others who the Contractor decides to invite from time to time, subject to the approval of the Service Manager.

**AD-HOC TRAFFIC MANAGEMENT ACT COMPLIANCE (TMA COMPLIANCE)**

1. This TMA compliance meeting will be called by the Service Manager when required. The purpose is to discuss specific instances of non-compliance to the Traffic Management Act requirements as set out in GS15 – Traffic Management Act.
2. Examples would be where the nature of the non-compliance is such that it cannot be delayed until the TMR meeting or where the time needed to discuss the non-compliance requires an individual meeting.
3. Attendees will include: -
	1. Employer: -
		1. Traffic Manager as required;
		2. New Roads and Street Works (NRSWA) Manager;
		3. Co-ordination Officer;
		4. Policy and Enforcement Officer;
		5. Others which the Employer or Service Manager decides to invite from time to time.
	2. Contractor: -
		1. Operations Manager;
		2. Programme Co-ordinator;
		3. NRSWA Liaison Officer;
		4. Others who the Contractor decides to invite from time to time, subject to the approval of the Service Manager.

**TASK HANDOVER MEETING**

1. Task Handover Meeting will be called by the Service Manager as required. The purpose of the meeting is to provide information and data to the Contractor to ensure that the Contractor is made fully aware of all aspects of the design or brief that the Service Manager has progressed, planned, promised etc. so that these may be upheld or changed in a planned and agreed way.
2. Attendees will include: -
	1. Employer: -
		1. Traffic Signals and Ancillary Works Manager;
		2. Others which the Employer or Service Manager decides to invite from time to time.
	2. Contractor: -
		1. Project Manager;
		2. Service Instruction Manager;
		3. Others who the Contractor decides to invite from time to time, subject to the approval of the Service Manager.

**SOMERSET HIGHWAY AUTHORITY AND UTILITIES COMMITTEE (SOMERSET HAUC)**

1. Somerset HAUC takes place at three monthly intervals and dates are programmed at the beginning of the calendar year or as otherwise requested by the Service Manager. The purpose of the meeting is for all parties who have a requirement to work on the highway to co-ordinate works in accordance with the Traffic Management Act and NRSWA.
2. The meeting includes Statutory Undertakers, the Service Manager (acting as the Highway Authority) and the Contractor.
3. There is a legal requirement that information is issued to this meeting by all parties in good time for the Street Authority to collate and review the submitted information. The Contractor’s requirement is set out in GS15 and GS16. The meeting will generally consider all programmes of work submitted with a view to co-ordinate, work together and minimise traffic delays.
4. Attendees will include: -
	1. Employer: -
		1. New Roads and Street Works (NRSWA) Manager;
		2. Co-ordination Officer;
		3. Others which the Employer or Service Manager decides to invite from time to time.
	2. Contractor: -
		1. Programme Co-ordinator;
		2. NRSWA Liaison Officer;
		3. Others who the Contractor decides to invite from time to time, subject to the approval of the Service Manager.
	3. Utilities: -
		1. Planning and programme Co-ordinator;
		2. NRSWA Liaison Officer.

**PARTNERING WORKSHOPS**

1. Partnering workshops will be held twice yearly or as otherwise requested by the Service Manager to build on the relationships and review overall achievement of the Partnering Objectives. Each workshop will be individually tailored and geared to provide the best and most effective intervention possible in relation to any perceived problems or delays in achievement of the Partnering Objectives. Partners jointly work together to arrange and fund Partnering Workshops.

**Appendix 04 THE CONTRACTOR’S PLAN**

To be read in conjunction with, but not limited to, Volume 2 Preamble & General Service Specification GS14 – The Contractor’s plan.

**Introduction**

1. The Contractor’s plan is an important document for administering this contract and is used by the Service Manager to monitor the Contractor’s Performance. It should be noted that programmes relating to Task Orders do not form part of the Contractor’s plan.

**The Contractor’s plan**

1. The Contractor submits a first plan to the Service Manager for acceptance within the period stated in the Contract Data.
2. The Contractor shows on each plan which he submits for acceptance those items listed within Volume 0 Clause 21 of the Conditions of Contract (The Contractor’s plan) and the following additional information: -
	1. **Management and Organisational Structure: -**
		1. A comprehensive management and organisational structure of staff engaged in managing the delivery of services.
	2. **Performance: -**
		1. Whilst performance remains an integral part of the Contractor’s plan it is perceived that information relating to performance is presented to the Service Manager by 31st May or as otherwise agreed with the Service Manager. This provides the Contractor with a reasonable time period to collate the statistics for a complete year;
		2. Notwithstanding the above statement a report on performance for Key Contractor Performance Indicators (KCPI’s) are provided at intervals detailed within Volume 0 – Conditions of Contract: Contract Data Part one;
		3. The Contractor prepares an Annual Performance Report (APR) which includes: -
			1. a tabulated statement for every performance measure being monitored through this contract and includes performance measures listed as KCPI’s Table B Performance Rewards and other performance measures developed through project meetings as described in Volume 2 Preamble & General Service Specification GS05 and Appendix 09 and 10 within Volume 2: Works Information;
			2. sets out forthcoming targets set against standards of performance and performance targets detailed within this contract;
			3. an explanation why targets have not been met and what actions are to be taken to meet those targets in the future.
		4. The APR is used to finalise Performance Reward Table B;
		5. The Contractor’s plan is reviewed and revised where necessary to suit the APR when accepted by the Service Manager;
		6. The forecast final measurements for each Contract Year are included in the Contractor’s plan in accordance with Clause X20.1 of the Conditions of Contract.
	3. **Continuous Improvement: -**
		1. Details how the Contractor is to provide continuous improvement in all other aspects of service delivery.
	4. **Service Delivery Statements: -**
		1. The Contractor creates, maintains, reviews, amends and issues to the Service Manager Service Delivery Statements for each area of the service for the Service Manager’s acceptance. Each Service Delivery Statement details the methods and practices which the Contractor proposes to adopt in delivering the services;
		2. The Contractor reviews, amends and issues to the Service Manager for his acceptance Service Delivery Statements as and when required to accommodate changes brought about as a result of continuous improvement or for any other reason as agreed with the Service Manager.
	5. **Other: -**
		1. Includes reference to key deliverables as detailed within the Contractor’s quality submission provided at time of tender;
		2. The Service Manager may incorporate statistics relating to the Contractor’s performance in any annual report or other report published by the Employer;
		3. The review and subsequent amendment to the Contractor’s plan and Service Delivery Statements does not constitute a compensation event.

**Timescales**

1. Unless otherwise stated elsewhere in this contract, not later than 30 calendar days before the beginning of each Contract Year (other than the first Contract Year) the Contractor reviews, amends and submits to the Service Manager his revised Contractor’s plan for acceptance.

**Appendix 05 BUDGET MANAGEMENT**

To be read in conjunction with, but not limited to, Volume 2 Preamble & General Service Specification GS10 – Management of Contract and Clause Z26 of Volume 0 – Conditions of Contract.

1. The Service Manager holds responsibility for budget management with the Contractor providing assistance in accordance with the provisions of this contract.
2. The Service Manager provides budget information to the Contractor prior to the start of each Contract Year.
3. If required by the Service Manager, the Contractor creates and maintains spend profiles the format of which is agreed with the Service Manager.
4. Spend profiles are monitored by the Contractor at monthly intervals or as otherwise agreed with the Service Manager, and compared against spend. Fluctuations above or below the spend profiles are reported to the Service Manager and the Service Manager decides the appropriate corrective action to be taken.
5. Spend profiles are primarily used for Task Orders where the nature and extent of the Task requires close monitoring of expenditure.
6. No later than 14 calendar days after the end of each Contract Year the Contractor submits a statement, otherwise known as the Annual Reconciliation Notice (ARN).
7. The ARN is used to reconcile a Contract Year insofar as costs, delay damages, low service damages, Parity Charges and performance rewards are captured within the appropriate Contract Year to which they relate.
8. The Service Manager at his absolute discretion may suspend assessment until such time when the Contractor has provided the ARN and such suspension is not a compensation event.

**Appendix 06 SERVICE LEVEL TABLE**

To be read in conjunction with Volume 0 – Conditions of Contract.

**Task Orders**

1. Failure to supply a Task Completion date within the specified timescales as detailed in Volume 3 Service Specification SS03 Non-Routine Service will incur delay damages.
2. The amount of delay damages for the late notification of a completion date will be calculated as follows: -
	1. The amount of delay damages for late notification of a completion date is **£30.00** for each calendar day (or part of) from with the Modification task order was issued to the Contractor.
3. Failure by the Contractor to achieve Task Completion by the Task Completion Date will incur delay damages.
4. The amount of delay damages for the late completion of a Task is calculated as follows: -
	1. The amount of delay damages for the late completion of a Task is **£40.00** or as otherwise stated on the Task Order, for each calendar day (or part day) from the Task Completion Date until Task Completion.

**New Roads and Street Works Act 1991 (NRSWA)**

1. Failure by the Contractor to comply with the NRSWA requirements for notifying works to the Street Authority incurs the following Parity Charge:-
	1. **£300** for working without a Permit
	2. **£80** for failure to provide each required Permit correctly;
	3. Some works may require more than one Permit;
	4. Parity Charge adjusted in line with legislation;
	5. Parity Charge detailed correct as of 24 February 2021.

**Fault Response (Attendance & Fix)**

1. Failure by the Contractor to attend site following Notification within the timescales specified within Volume 3 Service Information SS02 Routine Services Section 3 – Faults incurs the following low service damages: -
	1. Emergency Response **£30.00** per hour or part thereof;
	2. Urgent Fault **£27.00** per hour or part thereof;
	3. Lamp Fault **£22.00** per hour or part thereof;
	4. Less Urgent Fault **£17.00** per hour or part thereof.

**Temp Clear/Chargeable**

1. Where a fault needs to be revisited and has been reclassed as a Temp Clear and the Contractor has failed to Repair Damage within the agreed timescales specified within Volume 3 Service Information SS02 Routine Services Section 4 then the Fault will incur the following low service damages. Where a fault has resulted in a chargeable and needs to be revisited within agreed timescales specified in Volume 3 Service Information SS02 Routine Services Section 4 then the fault will be downgraded to a less urgent and be subject to the following low service damages: -
	1. Urgent Fault **£22.00** per hour or part thereof;
	2. Lamp Fault **£17.00** per hour or part thereof;
	3. Less Urgent Fault **£15.00** per hour or part thereof.

**Service Manager Return Site Visits**

1. In the event that the Service Manager is required to return to site for a Task the following low service damage applies: -
	1. **£170.00** per Task Order per return site visit.

**Periodic inspections**

1. In the event the Contractor fails to complete the requirements for a Periodic Inspection as detailed in Volume 3 Service Information SS02 Routine Services Section 01 Routine Maintenance and Volume 2 Works Information Appendix 23 then the following low service damage will be applied:-
	1. **£150** per site
	2. And then additional charge of **£25** per week or part of a week for non-compliance, per site.

**Cleaning**

1. In the event the Contractor fails to supply an adequate Cleansing report/programme or meet the agreed lamp cleaning regime which has been agreed between the Service manager and Contractor then the following low service damage will be applied:-
	1. Failure to supply report and programme within 3 months of the start of the contract **£150** will be charged each month until said report and programme is supplied.
	2. In the event the Contractor fails to carry out the cleaning as per agreed programme then the following Low Service damage will be applied:-
		1. **£150** per site
		2. And then an additional charge of **£25** per week or part of a week for non-compliance, per site

**Bagging /Un-Bagging**

1. In the event the contractor fails to fulfil their duties as specified in Volume 3 Service Information SS02 Routine Services Section 02 then the Contractor will reimburse the Service Manager for any permit fees that have been paid back to the statutory undertaker plus a fixed admin fee of **£50**

**Appendix 07 ASSESSMENT, CERTIFICATION, INVOICING AND PAYMENT OF WORKS**

To be read in conjunction with, but not limited to, Volume 0 Conditions of Contract GS19 – Assessment, Certification, Invoicing and Payment of Works and Conditions of Contract Z Clauses 24 & 47.

**ASSESSMENT**

**Service Instructions**

1. For the avoidance of doubt Service Instructions are those which relate to: -

|  |  |
| --- | --- |
| **Service Instruction** | **Price List Reference** |
| Routine Maintenance | Section 1 |
| Fault Management System | Section 1 |
| Emergency Services(Basic Facility only) | Section 3 |

1. The Service Manager issues a Service Instruction on or around the start of each Contract Year for Cyclical Maintenance, Fault Management System and Emergency Service (Basic Facility only).

**Routine Maintenance**

1. The monthly assessment is derived by multiplying the quantity by the rate per month, adjusting the value by the appropriate adjustment rate to take into account inventory changes.
2. A list of inventory can be found detailed within the Service Information. An “Adjustment Rate” is applied to the monthly assessment to cater for changes in Inventory.
3. The list of inventory is reviewed on a quarterly basis and the adjustment rate in turn is applied on a quarterly basis.
4. Please see Volume 3 Service Information and Volume 4, Method of Measurement for further details.

**Fault Management System**

1. The monthly assessment is derived by multiplying the quantity by the rate per month.

**Emergency Services (Basic Facility Only)**

1. The monthly assessment is derived by multiplying the quantity by the rate per month.

**Task Orders**

1. For the avoidance of doubt Task Orders relate to: -

|  |  |
| --- | --- |
| **Task Order** | **Price List Reference** |
| Modification Works | Section 2 & 4 (where appropriate) |
| Damage Repairs (not inc. within Routine Maintenance) | Section 2 & 4 (where appropriate) |
| Emergency Services(Attendance Only) | Section 3 |
| Additional Services | Section 2 & 4 (where appropriate) |
| Support Services | Section 2 & 4 (where appropriate) |

1. The Contractor assesses the amount of work complete and multiplies the quantity of work complete by the applicable rate detailed within Volume 5 Returnable Schedules Schedule 6 Price List, namely Sections 2, 3 and 4 as appropriate.
2. Where rates within the Price List do not apply, the Service Manager agrees Star Rates or agrees a basis for payment using Dayworks (Section 4 of the Price List), the choice of which is at the absolute discretion of the Service Manager.

**Low Service Damages, Delay Damages and Parity Charges**

1. The Contractor assesses the amount of Low Service Damages, Delay Damages and Parity Charges and deducts the value from his application for payment accordingly, those deductions being clearly detailed against the appropriate Service Instruction and/or Task Order as agreed with the Service Manager.
2. Deductions are made on a monthly basis unless otherwise agreed with the Service Manager.
3. For the avoidance of doubt deductions are made from the monthly maintenance rate.

**Contractor’s Application for Payment**

1. The amount due for Service Instructions and Task Orders is assessed by the Contractor. The Contractor submits his assessment to the Service Manager in his application for payment on or before the next assessment date. The Service Manager operates a system of audit so that he may verify the Contractor’s assessments. Where the Service Manager identifies errors in any assessment calculated then the amount due is adjusted by the Service Manager and an appropriate adjustment to the payment is made in the payment certificate or a later payment certificate.
2. The Contractor’s application for payment is submitted in a format which has been agreed with the Service Manager.
3. One application for payment is submitted by the Contractor each month, unless otherwise specified by the Service Manager, in accordance with the timescales set out in this contract. The application for payment contains a summary listing and budget coding of all assessments in respect of Service Instructions and Task Orders. The application for payment is sufficiently broken down and split up so as to enable the Service Manager to engage with other council officers to assist with the certification.
4. The application for payment for each Task Order only includes Task Orders: -
	1. which have been assessed in accordance with this contract;
	2. which have been certified as achieving technical compliance by the Contractor.

**CERTIFICATION, INVOICING AND PAYMENT OF WORKS**

1. The date on which payment becomes due (the due date) is **21** days after the assessment date. The Service Manager certifies payment within **5** days of the due date. An example of the Payment schedule is shown in Appendix 28
2. Not later than **3** days after receipt of the Service Manager’s certificate the Contractor delivers to the Employer a VAT invoice in the amount of the Service Manager’s certificate with a copy of the certificate attached.
3. The final date for payment shall be **30** days from the later of:-

(a) the date on which payment becomes due

(b) the date of receipt by the *Employer* of a VAT invoice.

1. Example payment process for Service Instructions and Task Orders: -

|  |  |
| --- | --- |
| **Description** | **Date** |
| Contract *starting date.* | 1st April 2022 |
| The first assessment date taking into account that the assessment interval is monthly (unless the Service Manager specifies an earlier date under clause 50.1). | 29th April 2022 |
| The Contractor submits his application (or applications if requested by the Service Manager) for payment on or before the assessment date (Clause 50.1), which includes his assessments for Tasks and Service Instructions. | 29th April 2022 or earlier |
| The date on which payment becomes due is 21 days after the assessment date (Clause Y2.2) – the due date | 20th May 2022 |
| The Service Manager certifies the payment within 5 days of the due date (Clause 51.1). | 20th May – 26th May 2022 |
| Contractor raises invoice not later than 3 days after receipt of the Service Manager’s certificate. | 20th May – 31st May 2022 |
| The final date for payment shall be 30 days from the later of the due date or the date of receipt by the Employer of a VAT invoice. | 20th June 2022 or later |

**Appendix 08 THE ANNUAL RECONCILIATION NOTICE**

To be read in conjunction with, but not limited to, Volume 0 – Conditions of Contract, Clause Z26 – Budget Management.

**Introduction**

1. Within 14 calendar days after the end of each Contract Year the Contractor issues an Annual Reconciliation Notice (ARN) to the Service Manager for his approval.
2. The ARN is used to reconcile the amounts paid to the Contractor with the amount due to be paid to the Contractor within a Contract Year.
3. Any financial adjustments required to be made which have not already been accounted for within a previous assessment are incorporated within the ARN.

**ARN Example**

1. An example ARN (with fictitious values) is provided below for reference: -

|  |  |  |
| --- | --- | --- |
| **Line** | **Description** | **Amount (£)** |
|  |  |  |
|  | **Price for Services Provided to Date** |  |
| A | Price for Service Instructions Provided to Date | £400,000 |
| B | Price for Task Orders Provided to Date. | £200,000 |
| C | Total value of works claimed (Lines A + B) | **£600,000** |
|  | **Audit Adjustments etc.** |  |
| D | Service Instructions | -£0 |
| E | Task Orders | -£500 |
| F | Total adjustments (Lines D + E) | **-£500** |
|  | **Gross value of works** |  |
| G | Gross value of works (Lines C + F) | £599,500 |
|  | **Low Service Damages** |  |
| H | E.g. -£250 (to be calculated in accordance with this contract) | -£250 |
|  | **Delay Damages** |  |
| I | E.g. -£250 (to be calculated in accordance with this contract) | -£250 |
|  | **Parity Charges** |  |
| J | E.g. -£400 (to be calculated in accordance with this contract) | -£400 |
|  | **Performance rewards** |  |
| K | E.g. £7,500 (to be calculated in accordance with this contract) | £7,500 |
|  | **Nett value of works** |  |
| L | Nett value of works (Lines G + H + I + J + K) | £606,100 |
|  | **Payments to Contractor during Contract Year** |  |
| M | Payments made during Contract Year (assume £600,000) | £600,000 |
|  | **Amount due to (+ve) or from the Contractor (-ve)** |  |
| N | Lines L - M  | **£6,100** |
|  |  |  |
|  | Signed | for Service Manager |
|  |  |  |
|  | Signed | for Contractor |

**Appendix 09 PERFORMANCE MANAGEMENT REGIME**

**Background**

1. Performance Management is accomplished by providing forums in which performance is discussed and continuous improvement actions can be agreed. Performance is monitored by designing indicators and monitors for which robust data is collected, reported and analysed that demonstrate how services are being delivered.
2. Contract performance data and results are discussed through several hierarchy meetings so that good practice can be identified and improvements that are needed can be determined early. Volume 2 Preamble and General Service Specification GS05 and Appendix 03 – Partnering Information sets out the various meetings the Contractor is required to attend. The project meetings will be one of the main drivers for performance monitoring and most of the indicators and measures will be assigned to a project for their rigorous review and development.
3. The Employer has several corporate performance monitors that measure performance against corporate strategic objectives. The Employer expects the Contractor to assist and support the Employer and Service Manager to achieve these objectives.
4. The performance management regime will include indicators and targets where the outturn is not wholly within the power of the Contractor, BV215b being one such example. The performance management regime may also include indicators and targets that can reasonably be extracted and devised from undertakings made within the Contractor’s Quality Submission.
5. The Employer has a duty under the Traffic Management Act 2004 (TMA) to monitor its performance in relation to minimising traffic delays. The national suite of Permits and NRSWA Key Parity Measures will be used directly or in a locally modified form to measure the Contractor’s performance in relation to compliance to the TMA requirements. The Traffic Management meeting will monitor these indicators.
6. Along with other Authorities, Somerset is collaborating in a national agenda relating to proposals for a standardised approach to Public Satisfaction Surveys in Highways and Transportation Services. Surveys will be conducted on an annual basis and will include data relating to the performance of Term Traffic Signals Maintenance Contractors. The Contractor shall be expected to participate in regular dialogue with the Service Manager to discuss the results of these surveys such that continuous improvement in this particular service can be maintained.  The aim of the Employer is to provide services such that the results of all customer surveys place Somerset County Council in the top quartile of results for all authorities.
7. The Service Manager carries out customer surveys from time to time, part of which includes the Contractor’s performance. The results of these surveys may be used to assess the Contractor’s performance and act as a performance indicator.

**Contract Principles**

1. The Contractor shall provide the service having due regard to the principles outlined below: -
	1. Performance will be managed, as a minimum, in accordance with the ‘standards’ laid out in Employer’s Performance Management Handbook: -

<https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.somerset.digital%2Fbusinessplan%2Fperformance-management-framework%2F%23framework&data=04%7C01%7CFGates%40somerset.gov.uk%7Ccefde4edc6424e00ead308d8fa8b66c6%7Cb524f606f77a4aa28da2fe70343b0cce%7C0%7C0%7C637534823924311825%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=9x3v0T9I3Wnp6IldgIVPtRiq4osSPjGNRWfX6sqTB3M%3D&reserved=0>

* 1. A suite of performance indicators will be established to monitor the Contractors’ performance. These may be amended, added to or deleted in accordance with the conditions of contract;
	2. The majority of these indicators have specified targets to achieve. Many will be set in this contract and others will be agreed during this contract. Targets will change from time to time to reflect changes to the service and continuous improvement;
	3. Each indicator will be assigned a ‘reporting mechanism’ which, in general, will set out the frequency that it will be reported by the Contractor, to which project and theme(s) it belongs, a weighting indicating its importance in relation to others in the theme and the process for reporting;
	4. Projects are described in this contract and bring together aspects of Traffic Signals and Ancillary Equipment that are best and conveniently managed as a project. These are forums where specialists, professionals and the like come together on a regular basis to use their expertise to ensure that the project is delivering the intended service in an effective, efficient and competent way;
	5. Themes of indicators are those that monitor a particular output. A theme is likely to bring together indicators from across several projects and from this contract in general. These are used in a combined way to inform senior management and others who do not have a day-to-day role in service delivery how the Contractor is performing. The Performance Reward process uses this technique for the purpose of creating the Performance Reward Dashboard. Other project based dashboards may also be developed;
	6. The Contractor will be required to enter data into system(s), some will be defined by the Service Manager in advance of this contract and some will be developed later with the Contractor. Results will be published in a format to be determined by the Service Manager;
	7. Some indicators will also need to be reported in other documentation, such as in summary reports and/or as otherwise detailed within this contract;
	8. The level of detail of the data required to be collected and reported by the Contractor will be set by the Service Manager which is likely to be robust base data, sub divided by locality, e.g. by county operational areas or similar, rather than simply a single indicator answer;
	9. Some ‘annually reported’ monitors may only need to be reported in the Contractor’s plan;
	10. The Annual Performance Report (contained within Appendix 04 – The Contractor's Plan) requirements are set out elsewhere in this contract but will generally require the Contractor to report upon all the indicators and monitors in this contract and those associated with this contract. This document will require explanations to any shortfalls in performance and to make recommendations for future rectifications and for future continuous improvements;
	11. Indicators that support and assist wider Employer’s corporate objectives will be developed and the Contractor’s assistance in this will be required;
	12. The Contractor’s Quality Submission will be monitored to demonstrate compliance to the promises and indicative measures set out within it;
	13. Some indicators, or suite of indicators, will to be designed to attract reward for achievement in meeting the specific agreed targets.

**Appendix 10 PERFORMANCE REWARD METHODOLOGY**

1. The purpose of this Appendix is to set out the method by which Performance Rewards, as set out in the Price List, will be calculated.
2. Key Contractor Performance Indicators (KCPI) are defined in the conditions of contract.
3. Performance is managed in accordance with Volume 2 Preamble and General Service Specification GS09 – Service Delivery Performance Management.

**Performance Rewards Tools**

1. The tools involved in the reward process are: -
	1. The Reward Scorecard (the Scorecard) as set out in Appendix 11 – Contract Performance Scorecard, which lists the KCPI’s that are being used for Performance Rewards and it defines for each: -
		1. the reference number and description;
		2. the project area from which it will be managed;
		3. method of calculating the KCPI result;
		4. the target result;
		5. the data from which the result is converted to a score;
		6. the actual KCPI result;
		7. the calculated KCPI score.
	2. The Performance Dashboard (the Dashboard) as set out in Appendix 12 – Performance Dashboard, which: -
		1. imports for each KCPI, its result, target and score from the Scorecard;
		2. groups similar KCPI’s into themes;
		3. assigns a weighting to each KCPI and theme to represent the importance of each one against the others in the theme;
		4. calculates the score for each theme based upon summing the multiple of the KCPI score and the weighting;
		5. uses this process through the Dashboard hierarchy to produce a score that represents the Overall Performance;
		6. gives an indication of the months in which the Scorecard and hence Dashboard should be updated (under the heading of ‘Reporting periods’.

**Methodology (Process) – the overview**

1. The results for each KCPI will only be obtained from sources approved by the Service Manager.
2. The results for each KCPI will be entered into the Scorecard in the column headed ‘KCPI Result’.
3. Each KCPI result will be converted into a KCPI score by the Scorecard.
4. Results will be cumulative from April 1st or later if applicable.
5. Each KCPI score will automatically be transferred into the Dashboard.
6. The Dashboard will calculate the Overall Performance based upon the scores and weightings as described above.
7. Payments to the Contractor will be calculated in accordance with the Price List which uses the calculated Overall Performance as described in this Appendix.
8. The reward payment will normally be given to the Contractor with the **June** payment provided the Contractor complies with the performance management reporting requirements, unless specified elsewhere in this contract.

**Methodology (Process) – the detail**

1. The Dashboard will start with zero scores at every April 1st
2. The KCPI results will be input to the Scorecard at the frequency required and the Dashboard will be populated monthly.
3. The scores in the Dashboard will be cumulative from April 1st or later if applicable.
4. The Dashboard will be reviewed monthly, by the Service Manager, and at specific meetings described elsewhere in this contract.
5. The Dashboard is designed to colour code each KCPI and theme score to enable a quick visual interpretation of the data allowing the reader to focus on specific areas of performance such as ‘good’ performance.
6. Performance will be managed in accordance with Volume 2 Preamble and General Service Specification GS09 – Service Delivery Performance Management.
7. As the year goes on, more KCPI results will be known and the overall score will begin to reflect the overall Contractor’s performance.
8. Some of the KCPI results will become final during the year and the final result and score will then remain static until the Dashboard becomes final.
9. The Dashboard becomes final when all the results have been reported in accordance with the final reporting times set out below.

**Reporting Times**

1. The Dashboard will start with zero scores at every April 1st
2. The Dashboard sets indicative reporting periods for each KCPI.
3. This is supplemented by fuller text in the Scorecard that clarifies the method of calculating the KCPI result.
4. The final reporting times are more closely defined in the Scorecard column entitled ‘Comment’.

**The Initial Scorecard set-up**

1. For Tender KCPI’s, the Service Manager will determine suitable KCPI’s based upon the Contractor’s Tender submission no later than one month prior to the end of the mobilisation period. It is likely that 3 or 4 “promise indicators” will be monitored through a mini-tender dashboard and grouped and weighted as described earlier in this Appendix to arrive at a result to be input into the Scorecard. For the avoidance of doubt, the Service Manager will act reasonably in determining suitable KCPI’s in relation to the Quality Submission and any decision made in relation to the Quality Submission KCPI’s is not a compensation event.
2. Through projects and other formal meetings, the Service Manager will discuss the Service Manager survey results with the Contractor and come to a view based upon the Contractors actions and attitudes. The frequency of surveying Service Managers will be notified to the Contractor in the early stages of this contract.

**Appendix 11 Contractor Performance Scorecard**



**Appendix 12 Performance Dashboard**



**Appendix 13 FAULT REPORTING**

To be read in conjunction with but not limited to SS02 Section 2 - Fault Management System and SS02 Section 3 - Faults detailed within Volume 2 – Service Information.

**Introduction**

1. The Contractor makes provision to receive and deal with all enquiries and reports of faults regarding Traffic Signal and Ancillary Equipment from the Employer, Service Manager and/or Others. For the avoidance of doubt this includes the public, members of the County Council, District and Parish Councils, Members of Parliament and any other bodies (Callers). All reports of faults are dealt with and resources mobilised in accordance with the provisions of this contract.

**Dedicated Telephone Line**

1. The Contractor provides a dedicated telephone number which will be manned at all times outside Normal Working Hours and at all other times when the Fault Management System is unavailable.

**Online Fault Tracking**

1. The Contractor provides a Fault Management System (web based) to register and subsequently track Faults.

**Operations**

1. Where it appears to the Contractor that they will be unable to repair a reported Fault within the time specified within this contract, the Contractor informs the Service Manager of the reasons for the delay in effecting the repair and when eventual repair is expected to take place. Details are emailed to the Service Manager and also be recorded on the fault management system by the Contractor.

**Appendix 14**  **NRSWA KEY PARITY MEASURES**

1. The Employer is committed to ensuring that the Street Authority is provided with the Permit of works in accordance with legislation and the Co-ordination CoP.
2. During the service period the Service Manager will monitor the Contractor’s performance to ensure compliance and will in turn agree a set of performance indicators with the Contractor to monitor performance accordingly.
3. Performance Indicators will evolve around the National Permit Scheme and the overall performance levels of the Contractor.
4. Performance Indicators (NRSWA Key Parity Measures) will be set on the basis of occupancy of the highway, effective co-ordination, inspections, reinstatements and overall safety.
5. Parity Charges will be monitored as will the number of Early Starts which have been agreed with the Street Authority.
6. For the avoidance of doubt such monitoring and agreement to performance indicators is not a compensation event.

**Appendix 15 SUSTAINABILITY**

To be read in conjunction with, but not limited to, Volume 2 Preamble and General Service Specification GS12 – Sustainability.

**Introduction**

1. The Employer has declared a Climate Emergency and has produced an ambitious Climate Emergency Strategy for Somerset. The document entitled ‘Towards a Climate Resilient Somerset- Somerset’s Climate Emergency Strategy’ sets out the Council’s strategy to coordinate these actions and to introduce further measures within the County to ensure that infrastructure and services are resilient to the effects of climate change and to reduce the county’s emissions of greenhouse gases.

**Key Commitments**

1. The Employer has made a commitment to achieve three key goals in response to the Climate Emergency including: -
2. Decarbonise it’s estate and operations- working towards achieving carbon neutrality by 2030
3. To work towards making Somerset a Carbon Neutral County by 2030 and
4. To have a Somerset which is prepared for, and resilient to, the impacts of Climate Change

**Required Outcome**

1. The Contractor shall work alongside the Employer in achieving and exceeding its key commitments listed above. This is an ongoing process and new technologies are being developed all of the time. The Contractor must embrace new ideas throughout the service period.
2. The Contractor’s proposals include information on how the Contractor currently works in a sustainable way, minimising its contribution to climate change. The Contractor continues to develop existing and new sustainable based initiatives throughout the service period.
3. Existing and new initiatives will include action on all those matters listed in the Contractor’s role in Volume 2 Preamble and General Service Specification GS12 - Sustainability.

The Contractor’s performance in this area will be reviewed on an annual basis, unless specified elsewhere in this contract.

**Appendix 16 BIODIVERSITY ACTION PLAN**

1. The Contractor adheres to The Somerset Highways Biodiversity Manual 2015-2020, and the Somerset Biodiversity Strategy 2008-2018, and any subsequent amendments that occur from time to time which gives basic work procedures and mitigation methods to avoid impacts on endangered species when carrying out any works. The aforementioned documents can be found at:<https://www.somerset.gov.uk/waste-planning-andland/biodiversity/#Downloads>**.**

As the Biodiversity Strategy has expired, it will be replaced with a Somerset Local Nature recovery Strategy, however until such time the contractor should continue to follow duties placed under the NERC Act 2006.

1. In summary the Contractor must do the following: -
	1. Monitor the Somerset Highways Biodiversity Action Plan website for updates and any new species to be added to the plans;
	2. Carry out adequate surveys for all projects which will affect potentially suitable areas for any of the species listed in the Biodiversity Action Plans by a specialist at relevant times throughout the year;
	3. Single survey methods are not always suitable, refer to the Biodiversity Action Plans for advice on when a combination of methods is required;
	4. The relevant agency must be consulted for each species, refer to the Biodiversity Action Plans for advise on which agency to contact for a particular species;
	5. Where a listed species is present, all effort must be made to avoid any impact on the species;
	6. Record the locations and identify the causes of any casualties of species listed in the Biodiversity Action Plans;
	7. Ensure that new projects have appropriate mitigation incorporated into the project design and are in place before any project commences;
	8. Provision and regular checking of potential enhancement measures as listed in the Biodiversity Action Plans;
	9. Ensure site operatives are fully aware of the species listed in the Biodiversity Action Plans and that they understand the requirements of any particular species;
	10. Cease work immediately if a listed species is encountered;
	11. Ensure that all operatives are aware of sites supporting species listed in the Biodiversity Action Plans;
	12. Take actions as agreed with the relevant agency;
	13. Identify and maintain on crossing places on the highways used by species listed on the Biodiversity Action Plans.
2. If unavoidable, mitigation and compensatory measures should be implemented at least one year prior to the project being started.

**Appendix 17 High Priority Sites**

|  |  |
| --- | --- |
| District | Site Ref & Name |
| Sedgemoor | [110S] Walrow Bridge, Highbridge |
| Sedgemoor | [134S] Huntworth Bridge, Bridgwater |
| Sedgemoor | [145S] A39/Stogursey Lane, Nether Stowey |
| Sedgemoor | [127S] A38 Taunton Rd/A39 Broadway, Bridgwater |
| Sedgemoor | [136S] Westernway/Chilton St, Bridgwater |
| Sedgemoor | [138S] Bascule Bridge, Bridgwater |
|  |  |
| Mendip | [202S] Rodden Road Railway Bridge, Frome |
| Mendip | [208S] High Street/Commercial Road, Shepton Mallet |
| Mendip | [210S] Cross Keys, Lydford on Fosse |
| Mendip | [226S] A39 Westway/Farm Road, Street |
| Mendip | [229S] A39 Westway/Clarks Access, Street |
| Mendip | [230S] A39/B3135 Green Ore, Wells |
| Mendip | [209S] Charlton Crossroads, Shepton Mallet |
|  |  |
| West Somerset | [301S] Church Street (A396), Dunster |
| West Somerset | [308S] A39/Dunster Steep, Dunster |
|  |  |
| Taunton Deane | [421S] A358/A378, Thornfalcon |
| Taunton Deane | [455S] Creech Castle, Taunton |
| Taunton Deane | [465S] A361, Burrowbridge |
| Taunton Deane | [468S] Dene Road, Bishops Lydeard |
| Taunton Deane | [423S] East Reach/Lisieux, Taunton |
| Taunton Deane | [426S] East Reach/East St, Taunton |
| Taunton Deane | [446S] SCAT, Bridgwater and Somerset College, Taunton |
| Taunton Deane | [460S] South Rd/Calway, Taunton |
| Taunton Deane | [480S] Silk Mils/Mountway Rd, Taunton |
|  |  |
| South Somerset | [506S] High Street (A30), West Coker |
| South Somerset | [507S] A30/A357, Henstridge |
| South Somerset | [511S] Long Load Bridge, Long Sutton |
| South Somerset | [514S] A371, Ansford |
| South Somerset | [516S] A357, Yenston |
| South Somerset | [533S] Combe Dip, Templecombe |
| South Somerset | [541S] Lovington (Shuttle), Lovington |
| South Somerset | [563S] Blackworthy Road, Castle Cary |
| South Somerset | [545S] Convent Link, Chard |
| South Somerset | [574S] A3088 Cartgate Link/Bunford Lane, Yeovil |

**Appendix 18 PAYMENT CERTIFICATE PROFORMA**

The Service Manager may certify payment to the Contractor using the following proforma or similar and/or via electronic means: -

|  |  |
| --- | --- |
| **TRAFFIC SIGNALS AND ANCILLARY EQUIPMENT CONTRACT 2021 - 2027** | **Logo  Description automatically generated** |
| **PAYMENT CERTIFICATE** |
|  |
| **Project Reference / Name:** |  |
| **Name & Address Of Contractor: -**       | **Contract Amount:** |  |
| **Certificate No:** |  |
| **Assessment Date:** |  |

|  |  |
| --- | --- |
| **Price For Services Provided To Date** |       |
| **Plus Other Amounts To Be Paid to the Contractor** |       |
| **Less Amounts To Be Paid by or Retained from the Contractor** |       |
| **Amount Due** |       |
| **Retention** |       |
| **Less amount paid previously** |       |
| **Amount Due** |       |
| **Change in the amount due since the last payment certificate which is issued for payment.** |       |
| **Value Added Tax (V.A.T.)** |       |
| **Total Payment Due Including Vat** |       |

|  |  |  |
| --- | --- | --- |
| **Payment Certified** |       | **Service Manager** |
| **Print Name** |       |
| **Date Of Certificate** |       |

**Appendix 19 NOTIFICATION OF DEFECTS PROFORMA**

The Service Manager may notify defects to the Contractor using the following proforma or similar and/or via electronic means: -

|  |  |
| --- | --- |
| **TRAFFIC SIGNALS AND ANCILLARY EQUIPMENT CONTRACT 2021 - 2027** | **Logo  Description automatically generated** |
| **NOTIFICATION OF DEFECTS** | **DEFECT NOTICE REF:** |
|  |
| **Task / Service Instruction Order Number: -** |
|  |
| **Task / Service Instruction Title: -** |
|  |
| **Description Of Notified Defect (A)** | **Date Notified** | **Defect Correction Period (B)** | **Actual Completion Date (C)** |
| **1.****2.****3.****4.****5.****6.****7.**       |                                     |                                     |                                     |
|  |
| **Clause 42.1 -** The *Contractor* corrects Defects whether or not the *Service Manager* notifies him of them. The *Contractor* corrects notified Defects as soon as reasonably practicable and in any event before the end of its Defect Correction Period. Subject to Clause 42.2, this period begins when the Defect is notified or first found by the *Contractor* whichever is the earlier. If the *Contractor* does not correct a Defect within the Defect Correction Period, the *Service Manager* assesses the cost to the *Employer* of having the Defect corrected by other people and the *Contractor* pays this amount.**Clause 11.2 -** Defect Correction Period means 1 week unless the Service Manager determines that a different period applies due to a reasonable requirement to benefit the safety of users of the Affected Property (which is not a compensation event). |
|  |
| **Signed: -** |  | **Service Manager** |
| **Print Name: -** |  | **Date: -** |
|  |  |
| **I Confirm That These Defects Have Been Corrected On The Date(S) Shown Above (C).** |
|  |  |
| **Signed: -** |  | **Contractor**  |
| **Print Name: -** |  | **Date: -** |

**Appendix 20 SCHEMATIC DIAGRAM OF SOMERSET TRAFFIC SIGNALS**





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**Appendix 21 TRAFFIC SIGNALS AND ANCILLARY EQUIPMENT - UNIT VALUE**

| **Equipment Type Description** | **Item Description** | **Unit value** | **Quantity** | **Total Unit value** |
| --- | --- | --- | --- | --- |
| CCTV and Communication Equipment | Fibre Optic Connection Box |  0.15 | 2 | 0.30 |
|   | Pelco Spectra PTZ CCTV | 0.15 | 102 | 15.3 |
|   | Permanent CCTV Camera | 0.15 | 10 | 1.5 |
|   | Garretcomm Magnum 6KL Fibre Switch | 0.02 | 56 | 1.12 |
|   | Westermo LYNX Fibre Switch | 0.03 | 10 | 0.3 |
|   | SCU Camera Control Unit | 0.15 | 6 | 0.9 |
|   | DR 270 Westermo | 0.03 | 42 | 1.26 |
|   | C60 Siqura CCTV Encoder | 0.005 | 66 | 0.33 |
|  | Westermo Wired Router DDW-220 | 0.03 | 3 | 0.09 |
|  | MuLogic VDSL Router | 0.03 | 12 | 0.36 |
|  | WWCCTV (GSM CCTV) | 0.15 | 3 | 0.45 |
|  | Infinet R5000 Mmx/5x.80.2x16 PtMP | 0.15 | 3 | 0.15 |
|   | Infinet R5000 Smc/5x-4 subscriber | 0.05 | 14 | 0.7 |
|  | Infinet WI-FI Tx Rx | 0.05 | 7 | 0.35 |
| **CCTV Equipment Total** | **336** | **23.11** |
|  Controller | Microsense Sentinel MSC1LP | 0.5 | 1 | 0.50 |
|   | MPC (Dual) | 0.3 | 1 | 0.30 |
|  | ST 950ELV | 0.5 | 32 | 19.2 |
|   | ST 900 ELV | 0.5 | 21 | 10.5 |
|   | ST 900 LV | 0.5 | 2 | 1.00 |
|   | ST700 | 0.3 | 82 | 24.6 |
|   | ST700 'Cuckoo' | 0.3 | 1 | 0.30 |
|   | ST750 ELV | 0.3 | 57 | 17.1 |
|   | ST800 | 0.5 | 69 | 34.5 |
|   | T 400 | 0.5 | 6 | 3.00 |
|   | T 400 (Large) | 0.5 | 4 | 2.00 |
|   | T 400 (small) | 0.5 | 2 | 1.00 |
|   | T 400P | 0.3 | 1 | 0.3 |
|   | T 400P (Dual) | 0.3 | 2 | 0.6 |
|   | T 400P (small) | 0.3 | 9 | 2.7 |
|   | T 500P | 0.3 | 3 | 0.90 |
|   | T 500P 'Cuckoo' | 0.3 | 1 | 0.30 |
|   | VMS | 0.5 | 15 | 7.5 |
|  | Siemens UPS (excludes batteries) | 0.2 | 2 | 0.4 |
| **Controller Total** |  |  | **311** | **126.7** |
| Detector | RTM300 – Radix units | 0.02 | 30 | 6.00 |
| **Detector Total** | **30** | **6.00** |
| Detector Pack  | Microsense MXE (2 ch) | 0.01 | 4 | 0.04 |
|   | Microsense MXE (4 ch) | 0.02 | 16 | 0.1 |
|  | Microsense MSE (2 ch) | 0.01 | 1 | 0.01 |
|  | Microsense MSE (4 ch) | 0.02 | 5 | 0.1 |
|   | Microsense SA Logic unit SA24R | 0.01 | 1 | 0.01 |
|   | Plessey ST (2 ch) | 0.01 | 9 | 0.09 |
|   | Plessey ST (4 ch) | 0.02 | 24 | 0.48 |
|  | RTM500 | 0.02 | 8 | 1.6 |
|   | Sarasota MTS36Z (2 ch) | 0.01 | 14 | 0.14 |
|   | Sarasota MTS38Z (4 ch) | 0.01 | 89 | 0.89 |
|   | ST4R | 0.02 | 83 | 1.66 |
|   | ST4S | 0.02 | 288 | 5.76 |
|  | SLD4 | 0.02 | 250 | 5.00 |
| **Detector Pack Total** |  |  | **792** | **15.88** |
| Head | AGD 920 NS Puffin Display | 0.02 | 14 | 0.28 |
|   | AGD 922 NS Toucan Display | 0.02 | 52 | 1.04 |
|   | AGD 940 Puffin Nearside Signal | 0.02 | 27 | 0.54 |
|  | AGD 942 Toucan Nearside Signal | 0.02 | 20 | 0.40 |
|   | Coeval 30 Roundel Fibre Optic VAS | 0.2 | 6 | 1.2 |
|   | Coeval 30 Roundel SLOW VAS | 0.2 | 2 | 0.40 |
|   | Coeval Flashing Lights VAS | 0.2 | 2 | 0.40 |
|  | ELV Nearside Puffin (Siemens) | 0.02 | 18 | 0.36 |
|   | ELV Nearside Toucan | 0.02 | 133 | 2.66 |
|   | FS TOUCAN 200mm | 0.03 | 18 | 0.54 |
|   | FS TOUCAN 300mm | 0.03 | 4 | 0.12 |
|   | GEC ELIOTT RAG | 0.03 | 4 | 0.12 |
|   | GEC ELIOTT RMGM | 0.02 | 2 | 0.04 |
|   | Helios CLS RAG | 0.03 | 140 | 4.20 |
|   | Helios CLS RAGA (Ahead) | 0.03 | 41 | 1.23 |
|   | Helios CLS RAGA (Left) | 0.03 | 25 | 0.75 |
|   | Helios CLS RAGA (Right) | 0.03 | 26 | 0.78 |
|   | Helios CLS RAGAGA (Left/Ahead) | 0.04 | 3 | 0.12 |
|   | Helios CLS RAGAGA (Right/Ahead) | 0.04 | 11 | 0.44 |
|   | Helios CLS RAGGA 'RT' INLINE | 0.04 | 4 | 0.16 |
|   | Helios CLS RMGM | 0.02 | 14 | 0.28 |
|   | Helios LED RAG | 0.03 | 70 | 2.10 |
|   | Helios LED RAGA (Ahead) | 0.03 | 9 | 0.27 |
|   | Helios LED RAGA (Left) | 0.03 | 5 | 0.15 |
|   | Helios LED RAGA (Right) | 0.03 | 8 | 0.24 |
|   | Helios LED RAGAGA (Left/Ahead) | 0.04 | 1 | 0.04 |
|   | Helios LED RAGAGA (Right/Ahead) | 0.04 | 2 | 0.08 |
|   | Helios RAG | 0.03 | 302 | 9.06 |
|   | Helios RAGA (Ahead) | 0.03 | 26 | 0.78 |
|  Head (Cont'd) | Helios RAGA (Left) | 0.03 | 13 | 0.39 |
|   | Helios RAGA (Right) | 0.03 | 22 | 0.66 |
|   | Helios RAGAGA (Right/Ahead) | 0.04 | 4 | 0.16 |
|   | Helios RAGGA 'LT' | 0.04 | 7 | 0.28 |
|   | Helios RAGGA 'RT' INLINE | 0.04 | 8 | 0.32 |
|   | Helios RMGM | 0.02 | 42 | 0.84 |
|   | HGV Warning VAS | 0.2 | 1 | 0.20 |
|   | Microsense RAG | 0.03 | 2 | 0.06 |
|   | Microsense RAGA (Left) | 0.03 | 1 | 0.03 |
|   | Microsense RAGA (Right) | 0.03 | 4 | 0.12 |
|   | Microsense RMGM | 0.02 | 6 | 0.12 |
|   | Near Side Puffin Aspect Siemens | 0.02 | 210 | 4.20 |
|   | Page RAG | 0.03 | 26 | 0.78 |
|   | Page RAGA (Ahead) | 0.03 | 3 | 0.09 |
|   | Page RAGA (Right) | 0.03 | 1 | 0.03 |
|   | Page RAGAGA (Left/Ahead) | 0.04 | 1 | 0.04 |
|   | Page RAGAGA (Right/Ahead) | 0.04 | 3 | 0.12 |
|  | Page RMGM | 0.02 | 18 | 0.36 |
|   | Peek Elite RAG | 0.03 | 24 | 0.72 |
|   | PEEK FS TOUCAN 200mm | 0.03 | 12 | 0.36 |
|   | Plessey RAG | 0.03 | 249 | 7.47 |
|   | Plessey RAGA (Ahead) 300mm | 0.03 | 54 | 1.62 |
|   | Plessey RAGA (Left) 300mm | 0.03 | 20 | 0.60 |
|   | Plessey RAGA (Right) 300mm | 0.03 | 45 | 1.35 |
|   | Plessey RAGAGA (Left/Ahead) 300mm | 0.04 | 11 | 0.44 |
|   | Plessey RAGGA (Ahead) 300m | 0.04 | 2 | 0.08 |
|   | Plessey RAGGA (Left) 300mm | 0.04 | 16 | 0.64 |
|   | Plessey RAGGA (Right) 300mm | 0.04 | 13 | 0.52 |
|   | Plessey RMGM | 0.02 | 186 | 3.72 |
|   | Queue Warning VAS | 0.2 | 1 | 0.10 |
|  | RMGM Puffin Combined | 0.03 | 2 | 0.06 |
|  | RMGM Toucan Combined | 0.03 | 2 | 0.06 |
|  | Siemens ELV WigWag Blue + Amber | 0.04 | 3 | 0.12 |
|  | Siemens ELV WigWag Red + Amber | 0.04 | 4 | 0.16 |
|   | Siemens ELV LED RAG | 0.03 | 691 | 20.73 |
|  | Siemens ELV LED RAGA (Ahead) | 0.03 | 59 | 1.77 |
|  | Siemens ELV LED RAGA (Left) | 0.03 | 38 | 1.14 |
|  | Siemens ELV LED RAGA (Right) | 0.03 | 36 | 1.08 |
|  | Siemens ELV LED RAGAGA (LT/RT) | 0.04 | 9 | 0.36 |
|   | Siemens ELV LED RAGGA (Ahead / Left) | 0.04 | 12 | 0.48 |
|   | Siemens ELV LED RAGGA (Ahead / left) 4-I-L | 0.04 | 7 | 0.28 |
|  | Siemens ELV LED RAGGA(Right) | 0.03 | 1 | 0.03 |
|   | Siemens RAG | 0.03 | 142 | 4.26 |
|   | Siemens RAG CLS | 0.03 | 44 | 1.32 |
|   | Siemens RAGA (Ahead) 300mm | 0.03 | 2 | 0.06 |
|   | Siemens RAGA (Left) 300mm | 0.03 | 7 | 0.21 |
|  Head (Cont'd) | Siemens RAGA (Right) 300mm | 0.03 | 4 | 0.12 |
|   | Siemens RAGAGA (Left/Ahead) 300mm | 0.04 | 5 | 0.20 |
|   | Siemens RAGGA (Right) 300mm | 0.04 | 2 | 0.08 |
|  | Siemens Retro RAG | 0.03 | 4 | 0.12 |
|  | Siemens Retro RAGA (Ahead) | 0.03 | 2 | 0.06 |
|  | Siemens Retro RAGA (Right) | 0.03 | 2 | 0.06 |
|  | Siemens Retro RAGGA (Left) | 0.04 | 2 | 0.08 |
|   | Siemens RMGM | 0.02 | 51 | 1.02 |
|   | Solar Cell |  0.002 | 272 | 0.544 |
|   | SWARCO Eletronic Display | 0.2 | 22 | 4.4 |
|  | Thermoter Bend Warning VAS | 0.2 | 2 | 0.4 |
|  | Westcotec VAS 30mph | 0.2 | 6 | 1.2 |
|  | Westcotec VAS 20mpb | 0.2 | 3 | 0.6 |
|  | Westcotec Slow Down | 0.2 | 1 | 0.2 |
| **Head Total** |  |  | **3431** | **96.404** |
| Mova | Siemens Mova | 0.1 | 66 | 6.6 |
| **Mova Total** | **66** | **6.60** |
| OMU  | Siemens 3U OMU | 0.2 | 60 | 12.00 |
|   | Siemens Gemini 2 OMU (3U) | 0.2 | 94 | 18.80 |
|   | Siemens Gemini OMU | 0.2 | 29 | 5.80 |
|   | Siemens OMU (19") | 0.2 | 13 | 2.60 |
| **OMU Total** |  |  |  **196** | **39.20** |
| On Pole Detection | AGD 200 'MVD' | 0.005 | 140 | 0.70 |
|   | AGD 206 "MVD" | 0.005 | 28 | 0.14 |
|   | AGD 220 'OC' | 0.005 | 381 | 1.905 |
|   | AGD 226 'OC' | 0.005 | 76 | 0.38 |
|  | AGD 318 ‘Multi’ | 0.05 | 15 | 0.75 |
|   | AGD 400 'SL' | 0.005 | 1 | 0.01 |
|   | AGD 420 'KS' | 0.005 | 89 | 0.445 |
|   | AGD 620 'KS' | 0.05 | 201 | 10.05 |
|   | AGD 625 'KS' | 0.05 | 65 | 3.25 |
|   | AGD 640 'KS' Digital Vision | 0.05 | 70 | 3.5 |
|   | Microsense MVD | 0.005 | 7 | 0.035 |
|   | MVD | 0.005 | 26 | 0.13 |
|  | Radio Detectors (Key Fob activated) | 0.005 | 5 | 0.025 |
|  | Siemens Heimdall KBS | 0.05 | 346 | 17.3 |
|  | Siemens Heimdall ONC | 0.005 | 209 | 1.54 |
|  | Siemens Heimdall SLD | 0.05 | 16 | 0.8 |
|  | Siemens Heimdal MVD | 0.005 | 70 | 0.35 |
|   | Visilog Visipad KS | 0.05 | 29 | 1.45 |
|   | Visilog Visipad OC | 0.05 | 5 | 0.25 |
| **On Pole Detection Total** |  | **1779** | **43.01** |
|  OTU | Siemens UTMC OTU Gemini 2 | 0.2 | 101 | 20.20 |
| **OTU Total** | **101** | **20.20** |
| Pole  | 10m Galvanised Pole Wide base | 0.004 | 2 | 0.008 |
|  | 5m Straight | 0.002 | 17 | 0.034 |
|   | 6m Straight | 0.003 | 35 | 0.105 |
|   | 6m wide-based pole | 0.01 | 34 | 0.34 |
|  | 6m Straight Low Level Access | 0.01 | 24 | 0.24 |
|  | ALC Hinged Pole for BLE | 0.004 | 2 | 0.008 |
|   | Cabinet Base CCTV Pole (Black) | 0.05 | 6 | 0.30 |
|  | Fixed Mast (15m) for CCTV | 0.1 | 1 | 0.1 |
|  | Hinged 6m SAPA Pole | 0.004 | 9 | 0.036 |
|   | Mast Arm | 0.1 | 18 | 1.8 |
|  | Mast Arm – Cantilever (VMS) | 0.1 | 1 | 0.1 |
|   | Wind Down Mast (15m) for CCTV | 0.1 | 9 | 0.9 |
| **Pole Total** |  |  | **158** | **3.971** |
| Push Button Unit | AGD 921 NS Seperate PBU | 0.005 | 64 | 0.32 |
|   | AGD 924 Pelican FAR LED Wait Ind + Button | 0.005 | 2 | 0.01 |
|   | AGD 924 Toucan FAR LED Wait Ind + Button | 0.005 | 8 | 0.04 |
|   | AGD 941 Seperate PBU | 0.005 | 28 | 0.14 |
|  | AGD 946 Puffin Combined | 0.03 | 2 | 0.06 |
|  | AGD 947 Toucan Combined | 0.03 | 2 | 0.06 |
|   | ELV Nearside PBU | 0.025 | 226 | 5.65 |
|   | Far Side Toucan PBU | 0.005 | 68 | 0.34 |
|   | Junction PBU | 0.005 | 262 | 1.31 |
|   | Near Side PBU | 0.025 | 585 | 14.625 |
|  | Nearside Pegasus Combined PBU | 0.03 | 4 | 0.12 |
|  | Nearside Puffin Combined PBU | 0.03 | 80 | 2.40 |
|  | Nearside Toucan Combined PBU | 0.03 | 170 | 5.10 |
|   | Pelican PBU | 0.005 | 112 | 0.56 |
|  | Puffin Display Repeater Unit | 0.03 | 10 | 0.3 |
|  | Siemens ELV WigWag PBU Box | 0.005 | 6 | 0.030 |
|  | Siemens Greenwave PBU Box  | 0.005 | 2 | 0.010 |
|  | Toucan Display Repeater Unit | 0.03 | 141 | 4.23 |
|   | Warden Box | 0.005 | 2 | 0.01 |
| **Push Button Unit Total** |  |  | **1774** | **35.315** |
| Regulatory Sign | AO | 0.01 | 27 | 0.27 |
|   | Left Turn | 0.01 | 6 | 0.06 |
|   | NLT | 0.01 | 39 | 0.39 |
|   | No Entry | 0.01 | 1 | 0.01 |
|   | NRT | 0.01 | 55 | 0.55 |
|   | NUT | 0.01 | 55 | 0.55 |
|   | Right Turn | 0.01 | 6 | 0.06 |
|  | Siemens ELV Reg Sign AO | 0.01 | 4 | 0.04 |
|   | Siemens ELV Reg Sign NUT | 0.01 | 20 | 0.2 |
| **Regulatory Sign Total** |  |  | **213** | **2.13** |
| Tactile Device | Radix tactile device | 0.01 | 1069 | 10.69 |
|   | Radix Tactile Device Monitored ELV | 0.01 | 392 | 3.92 |
| **Tactile Device Total** |  |  | **1461** | **14.61** |
|  | RTEM Bluetooth Unit | 0.02 | 8 | 0.16 |
| RTEM Eurocard - Counts | 0.02 | 14 | 0.28 |
| RTEM Modem | 0.02 | 10 | 0.20 |
| **Traffic Data Equipment Total** | **28** | **0.64** |
|  |  |  |  |  |
| **Grand Total** |  |  | **10680** | **433.77** |

**Appendix 22 SCHEDULE OF PRIVATE COMMUNICATION CABLES**

1. The private cables run along the following routes: -

|  |
| --- |
| **BC01 Bridgwater Route** |
| 101s | Eastover/Monmouth St | Back Haul |
| 103S | St John St/ Cranleigh Gardens | WIFI Panel |
| 144P | St John St Toucan | WIFI Panel |
|  |
| **BC02 Bridgwater Route** |
| 165P | Quantock Way |  |
| 164P | A39 (Homberg Way) |  |
| 135S | Homberg Way/Wembdon Rise | Back Haul |
| 142P | Western Way/Church Path |  |
| 141P | Western Way Trinity Way |  |
| 136S | Distributor Rd/Chilton St |  |
| 137S | Distributor Rd/Wylds Rd |  |
| 143S | Bristol Rd/Drove |  |
|  |
| **BC03 Bridgwater Route** |
| 113S | Northgate /The Clink |  |
| 114S | East Quay/The Clink | Back Haul |
| 124S | The Leggar/The Clink |  |
|  |
| **BC04 Bridgwater Route** |
| 149S | RRBC | Back Haul |
| 159S | A38 Gateway |  |
| 160S | Huntworth Roundabout |  |
| 158P | Marsh Lane |  |
|  |
| **BC05 Bridgwater Route** |
| 128S | Broadway/ Morrison Access | Back Haul |
| 127S | Broadway/A38 Taunton Rd (Lido) |  |
| 117S | Salmon Parade |  |
|  |

|  |
| --- |
| **TC01 Taunton Route** |
|  | County Hall | Back Haul |
| 405P | Upper High St/Park Gates |  |
| 407S | Mary St/Paul St |  |
| 425S | Hurdle Way/Mansfield Rd |  |
| 427S | Hurdle Way/Silver St |  |
| 4008C | Hurdle Way CCTV Camera |  |
| 426S | East Reach/East St |  |
| 429S | East Reach/South St |  |
| 430S | East Reach/Haydon Rd |  |
| 431S | East Reach/Victoria Gate |  |
| 423S | East Reach/Lisieux Way |  |
| 4007C | East Reach CCTV Camera |  |
|  |
| **TC01/1 Taunton Route** |
| 426S | East Reach/East St | Spur |
| 428P | East St Puffin |  |
|  |
| **TC02 Taunton Route** |
| 411P | North St/Fore St | Back Haul |
| 412P | North St/The Bridge | WIFI Panel |
| 409P | Fore St | WIFI Panel |
| 410P | Fore St/Corporation |  |
|  |
| **TC03 Taunton Route** |
|  | County Hall | Back Haul |
| 418S | Wellington Rd/Parkfield |  |
| 424S | Wellington Rd/Castle St |  |
| 446S | Wellington Rd/SCAT |  |
| 476S | Wellington Rd/Musgrove Park Hospital |  |
| 477P | Wellington Rd New Rd |  |
| 478P | Silk Mills Puffin |  |
|  |
| **TC03/1 Taunton Route** |
| 476S | Wellington Rd/Musgrove Park Hospital | Spur |
| 480S | Silk Mills/Bishops Hull |  |
| 481S | Park & Ride West |  |
| 482S | Silk Mills / Bindon Road |  |
| 486P | Langford Mead Toucan |  |
|  |
| **TC04 Taunton Route** |
| 424S | Wellington Rd/Castle St | Spur  |
| 4009C | Wellington Rd/Castle St CCTV |  |
| 489S | Castle Street / Tangier |  |
| 488S | Wood St/Castle St |  |
| 487P | Wood St Toucan |  |
| 416S | Wood St / Bridge St |  |
| 415S | Station Rd / Staplegrove Rd |  |
| 413P | Belvedere Rd / Station Rd |  |
| 417S | Station Rd/Priory Bridge Rd |  |
| 453S | Priory Bridge Rd | WIFI Panel |
| 414S | TEGY |  |
| 483P | Rowbarton Pelicans |  |
| 442S | Cheddon Rd / Priorswood Rd |  |
| 443S | St Andrews |  |
| 444S | Kingston Rd / Greenway Rd |  |
|  |
| **TC05 Taunton Route** |
| 414S | TEGY | Spur |
| 603S | NIDR/Station Approach |  |
| 604P | Trenchard Way/Keeper Close |  |
| 605P | Tenchard Way/Barnes House |  |
| 606P | Trenchard Way/Abbey Close |  |
|  |
| **TC05/1 Taunton Route** |
| 603S | NIDR/Station Approach | Spur |
| 602P | Staplegrove Rd North |  |
| 601P | Staplegrove Rd South |  |
| 451S | Staplegrove Rd/Weirfield Green |  |
|  |

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| --- |
| **YC01 Yeovil Route** |
| 530P | Reckleford/Goldcroft | Back Haul |
| 553S | Reckleford Ambulance & Fire Station |  |
| 557S | Reckleford/Wyndham St |  |
| 549S | Sherborne Rd/Middle St/Wyndham St |  |
| 555S | Middle St/Central Rd |  |
| 556P | Old Station Rd |  |
| 554S | Old Station Rd/Stars Lane |  |
|  |
| **YC01/1 Yeovil Route** |
| 549S | Sherborne Rd/Middle St/Wyndham St | Spur |
| 548P | Sherborne Rd/Southville |  |
|  |
| **YC02 Yeovil Route** |
|  | South Somerset Council Building | Back Haul |
| 573S | Lysander Rd/Watercombe Ln |  |
| 574S | A3088 Cartgate Link/Bunford Ln |  |
| 575S | Bluebell Rd/Bunford Ln Rbt |  |
| 576S | Preston Rd/Western Ave |  |
| 525S | Preston Rd/Asda |  |
| 578P | Stourton Way North |  |
| 568P | Stourton Way Sth |  |
| 524P | Western Ave Toucan |  |
| 579P | Western Ave Meade Link |  |
| 577S | Western Ave Copse Road |  |
| 580P | Lufton Way Toucan |  |
|  |
| **YC03 Yeovil Route** |
| 520S | Brunswick Street | Back Haul |
| 539P | Hendford Hill |  |
| 526P | Lysander Road |  |
|  |
| **YC04 Yeovil Route** |
| 538S | Lysander Rd/Forest Hill |  |
| 537S | Lysander Rd/Pine Tree | Back Haul |
| 5015C | Lysander Rd CCTV |  |
| 523S | Lysander Rd/West Hendford |  |
|  |

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| --- |
| **WC01 Wells Route** |
| 237S | Strawberry Way/Portway | Back Haul |
| 234S | Portway/Wookey Hole |  |
| 240S | New St/Mountery Rd |  |
| 239P | Relief Rd (Milton Ln) |  |
|  |

**Appendix 23 PERIODIC INSPECTION REQUIREMENTS**

ITEM DESCRIPTION

1. Mode of operation.
2. Operation of all signal lamps and Regulatory signs.
3. Detector Fault Monitoring running in accordance with the configuration (enabled/disabled for each channel).
4. Operation of Pushbuttons and other manual inputs.
5. Illumination of all ‘wait’ and other indicator lamps.
6. Operation of audible and tactile signals.
7. No gross misalignment of Signals or Above Ground Detectors and no obvious deterioration in optical performance of signals.
8. Physical condition of push button units and detector housings.
9. Physical condition of poles, signal heads, support brackets and backing boards (including any white edge tapes etc.).
10. Ensure Poles are not moving within retention sockets
11. Physical condition of regulatory and variable message signs.
12. Obscuration of signs, signals or Above Ground Detectors by lamp columns, signs, vegetation, etc.
13. Operation of red lamp monitor circuit.
14. Operation of all user selected and fall-back modes.
15. Maximum Green, Minimum Green, Intergreen and Pedestrian Blackout times.
16. Lamp Dimming and Fault Log Contents.
17. Reversion to Fallback Mode of Operation.
18. Correct operation of all detectors
19. Operation of all Manual Panel facilities.
20. Illumination of all Manual Panel indicators.
21. Operation of cable-less linking.
22. Operation of local links to other apparatus.
23. All equipment clock times to be checked including advanced and retard times.
24. Illumination and operation of variable message signs and vehicle activated signs.
25. Operation of Speed Assessment or Speed Discrimination Equipment (SA/DE).
26. Operation of ancillary equipment e.g. Outstation Monitoring Unit (OMU), Outstation Transmission Unit (OTU), etc.
27. Condition of earth connections, wiring, pole cap assemblies and mechanical support of cables, including all earth loop impedance test readings.
28. Condition of cabinet, compression bolts, door seals, locks and hinges.
29. Service/lubricate/repair all locks, hinges and compression bolts.
30. Condition of cabinet base sealing, gas plinth ventilation as applicable and cabinet bases with grommets (including any missing grommets).
31. Accessibility of equipment cabinet.
32. Data sheets, Log Books and Drawings present in cabinet.
33. Condition of earth connections and wiring to poles.
34. Condition and effectiveness of all bonding and earthing.
35. Physical condition of loop and feeder slots and their sealing.
36. Condition of road markings, studs and tactile paving.
37. Controller serial number, type, EPROM number and issue number.
38. RAM battery to be checked in the controller and LGD battery in OMU and replaced if necessary.
39. All current site equipment to be noted including make and model of Signal Heads, Above Ground Detectors and Detector Packs.
40. Schematic cable diagram.
41. Electricity Meter Reading with date and time where applicable.
42. Lubrication of locks and hinges of housing on VAS, VMS, LED Information signs (including Parking signs) and Prism
43. Clean external and internal housing for VAS, VMS, LED Information signs (including Parking signs) and Prism**.**
44. Miscellaneous comments.

**Appendix 24 EQUALITIES**

**Introduction**

1. Somerset County Council (‘the Council’) as a public authority is bound by more equalities legislation than the private sector. Public authorities also have to consider equal opportunities in their contracts. As a Contractor you have to meet these additional requirements and when you sign the contract to provide services for the Council you are signing to say that you understand your responsibilities in terms of equalities.
2. This Appendix provides an explanation to assist the Contractor in their understanding of the Council’s aims and objectives regarding equalities.
3. Somerset has a rich diversity of people and the Council believes that everyone has a right to be treated fairly, with respect, dignity, and understanding, by anyone working for the Council or working on behalf of the Council.

**Legislation**

1. The Council works within the framework of the Equality Act 2010. This places regulations on the public, private and voluntary sector around discrimination in service delivery and employment. The Equality Act sets out nine ‘protected characteristics’ which are: -
	1. Age;
	2. Disability;
	3. Gender Reassignment;
	4. Marriage and Civil Partnership;
	5. Pregnancy and Maternity;
	6. Race - includes ethnic or national origins, colour and nationality;
	7. Religion and Belief;
	8. Sex;
	9. Sexual Orientation.
2. The public sector also has the following additional duties placed upon it which the private sector does not. These duties are proactive and mean that public authorities and those organisations carrying out public functions on behalf of a public authority have to take steps to: -
3. eliminate any potential discrimination, harassment and victimisation;
4. advance equality of opportunity between people from different groups;
5. foster good relations between people from different groups.
6. The Council is committed to taking these steps in the provision of its services including those provided on its behalf by the Contractor. The Council considers that everyone should expect to be treated fairly, with respect and dignity, irrespective of who they are, whether they have one or more of the ‘protected characteristics’ shown above, and whatever their background.

**What the Council expects of its Contractor**

1. The Council expects that its values will be upheld by the Contractor. The Council considers that the people of Somerset have a right to expect that the money spent on goods and services should promote equality and fairness, not discrimination.
2. Contractors shall when carrying out work on behalf of the Council: -

:

1. comply with all relevant legislation in employment and service delivery that applies to the public sector as well as the private sector;
2. uphold and support the Council’s values – *customer focus, collaboration, care and respect, ‘can do’ attitude;*
3. promote equality by considering and taking account of the needs of those with ‘protected characteristics’. This means contractors should, where proportionate and relevant, do what they can to eliminate any potential discrimination, advance equality of opportunity between people from different groups and foster good relations between people from different groups amongst service users as well as employees and Subcontractors;
4. treat all service users fairly, with respect, dignity and understanding;
5. use language and images which are positive, free from stereotypes, discrimination and jargon;
6. provide encouragement, help and support as appropriate .

**What the Contractor can expect**:

1. The Council will: -
2. give Contractor support, understanding and feedback where they have concerns;
3. periodically consult with service users;
4. investigate complaints about unfairness, discrimination or harassment and rectify the situation where possible;

**Appendix 25 LIVERY**

**1. Livery**

* + 1. Vehicles used by the Contractor in connection with the execution of the works shall display logos and wording in a prominent position on both sides of the vehicle, wording and logos to be determined by mutual agreement.
		2. The Service Manager will provide the Contractor with electronic versions of the graphic content of Somerset County Council generated logos prior to the starting date of this contract.
		3. Operatives engaged in the service for periods of one week or more shall wear personal protective clothing (PPE) displaying suitable logos and wording to be determined by the Service Manager.
		4. Along with the appropriate Chapter 8 markings / beacons, etc., this will provide clear indication that the operative and vehicle are on ‘official business’.

**Appendix 26 Variable Message & Vehicle Actuated Signs – Site list**

**1.** A location of current signs to be maintained by the Contractor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site Ref | Road | Town | Easting | Northing | Postcode | District |
| 1000V | Cuck Hill | Shipham | 344266 | 157237 | BS25 1RD | Sedgemoor |
| 1001V | New Street | Shipham | 344435 | 157973 | BS25 1SA | Sedgemoor |
| 1002V | A38 Tarnock Junction Warning Sign | Badgworth | 337998 | 152672 | BS26 2SA | Sedgemoor |
| 1007V | B3141 Church Road | Bason Bridge | 334675 | 146078 | TA9 4RG | Sedgemoor |
| 1008V | A38 near JCT A371 | Cross | 341854 | 154769 | BA26 | Sedgemoor |
| 1009V | A38 Bristol Rd | Rooksbridge | 338098 | 152691 |   | Sedgemoor |
| 1010V |  Dunball Roundabout East VMS | Bridgwater | 331088 | 141134 | TA6 4TP | Sedgemoor |
| 1011V |  Dunball Roundabout North VMS | Bridgwater | 330780 | 141381 | TA6 4TW | Sedgemoor |
| 1012V | Bawdrip VMS (Nr Knowle Inn) | Knowle | 333440 | 139902 | TA7 8PJ | Sedgemoor |
| 1013V | Huntworth roundabout East VMS | Bridgwater | 330304 | 134247 | TA6 6TS | Sedgemoor |
| 1014V | Huntworth roundabout South VMS | Bridgwater | 329964 | 134035 | TA6 6PP | Sedgemoor |
| 1016V | Cattle crossing - Cannington Bypass | Cannington | 324946 | 139341 |   | Sedgemoor |
| 1017V |  Westonzoyland Road A372 | Bridgwater | 331358 | 136609 |   | Sedgemoor |
| 1018V | Bristol Rd A38 VMS | Bridgwater | 330820 | 139169 |   | Sedgemoor |
| 1019V | Bath Rd A38 VMS | Bridgwater | 331613 | 138371 |   | Sedgemoor |
| 1020V | Huntworth Roundabout North VMS | North Petherton | 330513 | 134944 |   | Sedgemoor |
| 1021V | Wick Moor Drove (EDF Sth Plaza) | Bridgwater | 320741 | 144909 |   | Sedgemoor |
| 1022V | A39 New Rd Eastbound | Bridgwater | 326937 | 138196 |   | Sedgemoor |
| 1023V | A39 New Rd Westbound | Bridgwater | 326928 | 138184 |   | Sedgemoor |
|   |
| 2000V | Walbridge Road Frome (ASDA) | Frome | 378680 | 147790 | BA11 5JY | Mendip |
| 2003V | A37 / B3139 | Downside |   |   |   | Mendip |
| 2005V | B3139 | Chilcompton |   |   |   | Mendip |
|   |
| 3001V | VMS Washford Cross | Washford Cross | 305795 | 140842 | TA23 OQB | West Somerset |
|   |
| 4000V | A38 Blackbirds Bends | Wellington | 316741 | 121454 | TA21 9HX | Taunton Deane |
| 4002V | A361 | Burrowbridge | 335882 | 130616 | TA7 0RB | Taunton Deane |
| 4003V | A38 | Walford Cross | 327651 | 128266 | TA2 8QP | Taunton Deane |
| 4005V | A358 Combe Florey | Combe Florey | 315312 | 131542 | TA4 3HY | Taunton Deane |
| 4006V | A38 Blackbird Bends Chelston | Wellington | 316256 | 121376 | TA21 9HY | Taunton Deane |
| 4021V | Priorswood Road VMS | Taunton | 323737 | 125961 |   | Taunton Deane |
| 4022V | Toneway A358 | Taunton | 323882 | 125319 |   | Taunton Deane |
| 4023V | Cross Keys A358 | Taunton | 320448 | 126347 |   | Taunton Deane |
| 4024V | Wellington New Road - Silk Mills A38 | Taunton | 320471 | 124097 |   | Taunton Deane |
| 4025V | A358 Gateway P&R | Taunton | 326144 | 124577 |   | Taunton Deane |
| 4026V | A38 East Reach | Taunton | 323520 | 124608 |   | Taunton Deane |
| 4027V | A38 Wellington New Road - Castle Street | Taunton | 322004 | 124492 |   | Taunton Deane |
| 4028V | A3027 Staplegrove Road - Chip Lane | Taunton | 322033 | 125563 |   | Taunton Deane |
| 4029V | Gateway P&R Carpark IN counter | Taunton | 325897 | 124670 |   | Taunton Deane |
| 4030V | Gateway P&R Carpark OUT counter | Taunton | 325897 | 124670 |   | Taunton Deane |
| 4031V | Silk Mills P&R Carpark IN counter | Taunton | 320813 | 125484 |   | Taunton Deane |
| 4032V | Silk Mills P&R Carpark OUT counter | Taunton | 320813 | 125484 |   | Taunton Deane |
|   |
| 5000V | B3168 | Puckington | 337583 | 118064 | TA19 9JA | South Somerset |
| 5001V | B3168 | Hambridge | 339332 | 121154 | TA10 0BA | South Somerset |
| 5002V | B3168 | Hambridge | 339757 | 121975 | TA10 0AL | South Somerset |
| 5003V | Main Road | Ash | 347328 | 120755 | TA12 6NS | South Somerset |
| 5004V | B3153 Main Road | Ash | 347998 | 120373 | TA12 6PB | South Somerset |
| 5005V | A378 | Langport | 341676 | 126688 | TA10 9PS | South Somerset |
| 5006V | A378 | Langport | 342114 | 126957 | TA10 9RL | South Somerset |
| 5007V | O/S 19 Head Street | Tintinhull | 349725 | 119351 | BA22 8QQ | South Somerset |
| 5008V | Tintinhull Road | Chilthorne Domer | 352238 | 118692 | BA22 8QX | South Somerset |
| 5009V | Tintinhull Road | Chilthorne Domer | 352457 | 118590 | BA22 8RA | South Somerset |
| 5010V | A356 | Misterton | 345908 | 108027 | TA18 8NR | South Somerset |
| 5011V | A356 | Misterton | 345716 | 108155 | TA18 8LZ | South Somerset |
| 5013V | A30 West bound | West Coker | 352126 | 113782 | BA22 9AG | South Somerset |
| 5014V | A30 East bound | West Coker | 351361 | 113582 | BA22 9AT | South Somerset |
| 5023V | A30 | Haselbury Plucknett |   |   |   | South Somerset |
| 5024V | A30 | Haselbury Plucknett |   |   |   | South Somerset |
| 5025V | A30 | Haselbury Plucknett |   |   |   | South Somerset |

**Appendix 27 Risk Register**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Note: Shaded rows indicate that the EW is resolved |  |
|  |  |  |  | **Early Warning Possible Effect** |  |  |  |  |
| **Early Warning Number** | **Date Raised** | **Raised by SCC / xxx** | **Brief Description** | **Increase total of Prices** | **Interfere with timing** | **Impair Service** | **Change Accepted Plan** | **Delay Task Completion** | **Conflict with contract** | **Risk Reduction Meeting Requested?** | **Compensation Event No** | **Issues** | **Proposed Action** | **EW Closed** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 001 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 002 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 003 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 004 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 005 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 006 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 007 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 008 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 009 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 010 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 011 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 012 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 013 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 014 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 015 |   |   |   |   |   |   |   |   |   |   |   |   |   |  |

**Appendix 28 Payment Schedule**

|  |
| --- |
| **CONTRACT YEAR 01** |
| **01 APRIL 2022 TO 31 MARCH 2028** |
| The dates provided below are considered to be "target dates" and are provided to assist with payment administration only. |
|  |  |  |  |  |  |  |
| Application Number | Contractor Submits Application for Payment | Service Manager Issues Payment Certificate | Parties discuss Parity Charges, Low Service Damages and Delay Damages | Contractor submits Invoice | Payment made to Contractor |
|  | *Assessment Interval - Monthly* | *within 5 days of Due Date* | *Month* | *Date of Assessment* | *Not later than 3 days after receipt of Certificate* | *30 days from the later of Due Date or receipt of invoice.* |
|  | **Application** | **Certification** | **Assessment**  | **Invoice** | **Payment** |
| **1** | 29/04/2022 | 20/05/2022 | Apr | 13/05/2022 | 20/05/2022 | 20/06/2022 |
| **2** | 31/05/2022 | 21/06/2022 | May | 14/06/2022 | 21/06/2022 | 21/07/2022 |
| **3** | 30/06/2022 | 21/07/2022 | Jun | 14/07/2022 | 21/07/2022 | 22/08/2022 |
| **4** | 29/07/2022 | 19/08/2022 | Jul | 12/08/2022 | 19/08/2022 | 19/09/2022 |
| **5** | 31/08/2022 | 21/09/2022 | Aug | 14/09/2022 | 21/09/2022 | 21/10/2022 |
| **6** | 30/09/2022 | 21/10/2022 | Sep | 14/10/2022 | 21/10/2022 | 21/11/2022 |
| **7** | 31/10/2022 | 21/11/2022 | Oct | 14/11/2022 | 21/11/2022 | 21/12/2022 |
| **8** | 30/11/2022 | 21/12/2022 | Nov | 14/12/2022 | 21/12/2022 | 20/01/2023 |
| **9** | 30/12/2022 | 20/01/2023 | Dec | 13/01/2023 | 20/01/2023 | 20/02/2023 |
| **10** | 31/01/2023 | 21/02/2023 | Jan | 14/02/2023 | 21/02/2023 | 23/03/2023 |
| **11** | 28/02/2023 | 21/03/2023 | Feb | 14/03/2023 | 21/03/2023 | 20/04/2023 |
| **12** | 31/03/2023 | 21/04/2023 | Mar | 14/04/2023 | 21/04/2023 | 22/05/2023 |
|  |   |   |  |  |   |  |
| *Note: Assessment of Parity Charges, Low Service Damages and Delay Damages assessed on a cumulative basis to enable retrospective adjustment* |  |

**Appendix 29 Useful Document links**

Somerset County Council Social Value Policy

<http://www.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=124646>

Somerset County Council Corporate Social Responsibility Policy

<http://www.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=103996>

STAN 11/17 Specification & Guidelines for the Design, Installation and Maintenance of Traffic Signals in Somerset

[https://somersetcc.sharepoint.com/:b:/s/SCCPublic/ERBi1IiOG0JKs8MjlJhn\_VgBLm9-dgOgZLSEOZdzjEBUcA?e=QSxl2s](https://somersetcc.sharepoint.com/%3Ab%3A/s/SCCPublic/ERBi1IiOG0JKs8MjlJhn_VgBLm9-dgOgZLSEOZdzjEBUcA?e=QSxl2s)