**DRAFT SPECIFICATION SUBJECT TO CHANGE**

**BOILER AND PLUMBING MAINTENANCE SERVICES**

 **INTRODUCTION**

 The Purchaser requires the provision of Maintenance Services and Associated Services as set out below under the headings of Maintenance Services and Associated Services. In summary the services include:

* the maintenance of all boiler plant and hot water systems (excluding zip boilers maintained by others) that are owned and maintained by the Purchaser. A building list is provided at Appendix B detailing the heating plant;
* the detection and monitoring of the development of defects so that essential maintenance can be planned and undertaken prior to a failure occurring;
* assisting the Purchaser with a preventative maintenance programme;
* the collection of information relating to equipment condition over the period of the Agreement in order to facilitate the development of a policy to ensure safe and cost effective maintenance, but above all to ensure the safety of all personnel, as far as is reasonably practicable;
* liaising with the Purchaser on the condition of the plant to ensure that the replacement programme is effective. Report and carry out upgrades to more energy efficient systems and/or improvements to existing systems when requested by the Purchaser. The Contractor is to inform the Purchaser of any new technologies on the market it considers may be of benefit to the Purchaser;
* if required by the Purchaser undertaking new installation works that may require design and appropriate drawings, these will include the installation of boilers and associated plant and all plumbing items subject to the Purchaser’s current purchasing threshold of TBC and as annually amended. Any works or services which reach or exceed this threshold will be tendered separately; and
* attending to all fault reports during and outside of normal working hours including equipment breakdown, blocked toilets, urinals, sinks, water leaks and other plumbing issues.

 All services are required as a minimum to meet the Purchaser’s statutory duties under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, The Work at Height Regulations 2005, Construction (Design and Management) Regulations 2015 (“CDM Regulations”) and Gas Safety (Installation and Use) Regulations 1998.

 The Contractor is advised that there may be an element of non-structural design services required. The design for such services shall be at the Contractor’s risk, the Contractor shall comply with the CDM Regulations as applicable.

 **MAINTENANCE SERVICES**

 The Contractor shall maintain full records and communicate the results of routine service checks to the Purchaser within ten working days of completing the service check. The Contractor shall maintain an ‘Action Log Book’ that details the type of works, the person undertaking the task, time spent, materials used and the asset being worked on. The details must appear on invoicing and will be subject to audit by the Purchaser on a regular basis. Only the Building Services Helpdesk, Building Services Works Inspector or the Building Services Manager shall be authorised to issue works instructions. Any defects in equipment or works needing to be carried out that are found by the Contractor or reported by any other person must be reported prior to undertaking any works.

 The Maintenance Services that are required under this Agreement are as set out below:

 **Annual pre-season maintenance** and efficiency checks of heating plant in the relevant premises to include flue gas analysis. The Maintenance Services set out below shall be conducted during the months of August and September each year:

* completion of mandatory log books/Service sheets;
* change of nozzles on oil fired plant;
* all temperature regulating valves to be checked and serviced;
* change of thermocouples on gas fired plant; and
* service pressure vessels where fitted.

 **Minor Service** to be undertaken in January to include:

* visual checks of flues, fans, pumps and belts;
* check and clean burners and check electrodes; and
* gas analysis check.

 **Annual check of all un-vented water heating systems** to be undertaken in October each year:

* test pressure relief valve;
* test temperature relief valve;
* test expansion vessel for correct setting;
* test immersion heaters;
* visual inspection (level of corrosion);
* replace anodes where fitted; and
* all heaters to conform to the OFTEC and Gas Safe standards.

 **Weekly Toilet/Urinal Inspections** to be undertaken each Friday:

To minimize the number of weekend call-outs that may be required the Contractor will, every Friday, carry out toilet and urinal inspections at specified high problem areas to ensure there are no blocked toilets or other faults requiring urgent attention. A list of these areas is provided below but is subject to change and areas may be added or deducted as required.

|  |  |  |
| --- | --- | --- |
| High Problem Areas identified for Friday inspections | Number of Toilets | Number of Urinals |
| Trimley House | 4  | 4 |
| North Quay Office | 3  | 4 |
| Centenary House | 6  | 2 |
| Merlin House | 9 | 2 |
| North Engineering | 4 | 6 |
| South Engineering | 1 | 2 |

 **Work Bank**

As part of the reporting process the Contractor shall produce a list of future requirements that may be undertaken as part of this Agreement or as distinct work packages to be tendered for separately in accordance with the Purchaser’s Purchasing Policy. In the report the Contractor will categorise the work in accordance with the following priorities:

|  |  |
| --- | --- |
| High Priority | within one hour |
| Medium Priority  | within three working days |
| Low Priority | date to be agreed with the Purchaser |
| Monitor | no action required at present. Continuous monitoring on a regular basis or more often as advised by the Purchaser |

 **ASSOCIATED SERVICES**

 The Contractor shall undertake general plumbing related maintenance at the Purchaser’s request. Associated Services will generally be required during normal working hours of 08.30 to 17.00 Monday to Friday but on occasion may be required out of normal working hours including weekends and bank holidays. The Associated Services will include the attendance to all faults reported including equipment breakdown, blocked toilets, urinals and sinks and water leaks and other plumbing issues. The Purchaser may require digital photographs as evidence of any suspected malicious damage.

 All calls to the Contractor by the Purchaser must be returned within thirty minutes. The Contractor will attend site within one hour during normal working hours and within two hours out of normal working hours. Where a qualified boiler engineer is required to attend site in the event of a call-out the boiler engineer shall attend site within two hours inside and outside of normal working hours. Time is of the essence.

 The Contractor must only accept job requests directly from the Building Services Department via the Helpdesk, Works Inspector or Building Services Manager. All jobs are to be logged by both the Contractor and Building Services Department and are used for audit purposes. If the Contractor encounters jobs by either observation or reports by other persons the Contractor must seek Building Services permission prior to undertaking the works, this will generally be a phone call direct to the Building Services Helpdesk.

 The Purchaser cannot guarantee the level of Associated Services required.

**APPENDIX B**

**BUILDINGS LIST**

The buildings list, type of heating plant and maintenance frequency is detailed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building** | **Heating plant** | **Type kW Rating Serial No** | **Annual pre-season Inspection/Service and Maintenance** | **Annual Inspection/Service and Maintenance** |
| **(Major)** | **(Minor)** |
| Trelawny House | Oil Fired Water Boiler | Strebel RU1S-8 | N/A | N/A |
|  460kW |
|  82165-03 |
| Trelawny House | Oil Fired Water Boiler | Strebel RU1S-8 | N/A | N/A |
| 460kW |
| 82165-03 |
| Police Station | Oil Fired Water Boiler | Streble  | Sept | Jan |
| Ecoflam |
| 85kW |
| Not Visable |
| Fire Station | Oil Fired Boiler | Eurostar 50/60 BH  | Sept | Jan |
| 19kW |
| 224703460017 |
| Fire Station | Oil Fired Space Heater | Powrmatic CPO 300  | Sept | Jan |
| 87.9kW |
| H3BA090 |
| Building Services | Oil Fired Space Heater | Combat 60 POP 221kW | Sept | Jan |
| 181239 |
| Trinity North Engineering | Oil Fired Water Boiler | 1 x Triance TRO 20/25kW | Sept | Jan |
| 850381144 |
| Trinity North Engineering | Oil Fired Space Heater |  Powrmatic CPO 500 XUF | Sept | Jan |
| 174kW |
| H513K094 |
| Trinity North Engineering | Oil Fired Space Heater | Powrmatic CPO 500 | Sept | Jan |
| 146.5kW |
| 5YC17 |
| Trinity North Engineering | Oil Fired Space Heater | Powrmatic CPXO 150X | Sept | Jan |
| 159.5kW |
| H15019A454645 |
| Orwell Engineering | Oil Fired Water Boiler | Worcester Greenstar Danes | Sept | Jan |
| 50kW |
| 5572658000071 |
|  |
| Orwell Engineering  | Oil Fired Space Heater | Powrmatic CPO300  | Sept | Jan |
| 87.9kW |
| H3GJ070 |
| Orwell Engineering | Oil Fired Space Heater | Powermatic CPO300 | Sept | Jan |
|   |
| H3GJ068 |
| Orwell Engineering | Oil Fired Space Heater | Powermatic CPO300  | Sept | Jan |
| 87.9kW |
| H3GJ069 |
| Orwell Engineering  | Oil Fired Space Heater | Powrmatic CPXO 90UF  | Sept | Jan |
| 97.8kW |
| H9016A260143 |
| Tyre Fitters Shop | Oil Fired Space Heater | Combat Ecoflam MAZ15  | Sept | Jan |
| 162kW |
| 2130341 |
| Central Engineering  | Oil Fired Space Heater | Combat 40 POP | Sept | Jan |
| 146kW |
| 160596 |
| Central Engineering | Oil Fired Space Heater | Combat 40 POP | Sept | Jan |
| 146kW |
| 160600 |
| Central Engineering | Oil Fired Space Heater | Combat 40 POP | Sept | Jan |
| 146kW |
| 160396 |
| Central Engineering | Oil Fired Space Heater | Powrmatic CPXO 300UF | Sept | Jan |
| 326kW |
| H30017C337793 |
| Central Engineering | Oil Fired Space Heater | Combat 30 POP | Sept | Jan |
| 146kW |
| 160599 |
| Central Engineering  | Oil Fired Space Heater | Combat Elite Oil 185 | Sept | Jan |
| 208kW |
| 7180051 |
| Central Engineering | Oil Fired Space Heater | Combat 040 POP ECA | Sept | Jan |
| 129kW |
| 2120141 |
| Landguard Engineering | Oil Fired Space Heater | Powrmatic CPO 300 | Sept | Jan |
| 87.9kW |
| H3BJ014 |
| Landguard Engineering | Oil Fired Space Heater | Powrmatic CA 300  | Sept | Jan |
| 110kW |
| 3840339 |
| Landguard Engineering | Oil Fired Space Heater | Powrmatic CPO 300 XUF | Sept | Jan |
| 110kW |
| H310E045 |
| Landguard Engineering | Oil Fired Space Heater | Powrmatic CPO 300 XUF | Sept | Jan |
| 110kW |
| H311B116 |
| Landguard Engineering | Oil Fired Space Heater | Powrmatic CPO 300 XUF | Sept | Jan |
| 110kW |
| H310C037 |
| Landguard Engineering | Oil Fired Space Heater | Benson AH200 73.2kW | Sept | Jan |
| Small Vehicle Workshop | 400137 |
| Tomline House | Gas Fired Boiler | Hoval ST 3200 940kW | Sept | Jan |
| K27208 |
| Wickenden House | Gas Fired Boiler | 1 x Ideal Concord x 132kW | Aug/Sept | Jan |
|  |
| Purchasing Stores | Oil Fired Space Heater | Combat Elite Oil 185 | Sept | Jan |  |
| 208kW |  |
| 7180181 |  |
| Purchasing Stores | Oil Fired Space Heater | Combat Elite Oil 185 | Sept | Jan |  |
| 208kW |  |
| 7180182 |  |
| Wickenden House | New Boilers | Baxi THC204570017AC, Baxi 204570013AC | Sept | Jan |  |

|  |
| --- |
| **Unvented Tanks/Systems** |
| Location | Type | Size (Litres) | Inspection/Service and Maintenance Date |
| (Annual) |
| Cerdic House | Ariston | 15 | Oct |
| Ashley House Cleaning Cupboard | Heatrea Sadia Multipoint | 15 | Oct |
| Ashley House outside meter cupboard | Ariston | 10 | Oct |
| Ashley House 1st floor ladies | Ariston  | 10 | Oct |
| TCEF | Santon Aquaheat | 300 | Oct |
| 70 Shed | Turbine Cylinder | 300 |   |
| 70 Shed | Turbine Cylinder | 300 | Oct |
| 70 Shed | New Cylinder |   | Oct |
| 94 Shed | Ariston | 10 | Oct |
| Fitness Suite |   | 10 | Oct |
| 75 Park Training Centre | Ariston | 15 | Oct |
| Procurement/Sores | Premier Plus | 210 | Oct |
| Trinity North Engineering | Tribune HE 300L Direct Cylinder | 300 | Oct |
| Trinity North Engineering |   | 250 | Oct |
| North Quay Office | ACEL AC 6030 | 10 | Oct |
| (Ground Floor) |
| Orwell Engineering | Gledhill | 400 | Oct |
| Tomline House | 4th floor HSM 30 | 50 | Oct |
| Walton House | Electric Boiler | Ascari | Oct |
| Walton House | Electric Boiler |   | Oct |
| Trinity Outgate (Ladies WC) | Santon  | 10 | Oct |
| Trinity Outgate UKBF | Heatrae Sadia Hotflo10 |   |   |
| Trelawny House | Heatrae Sadia | 50 | Oct |
| (1st Floor) |
| Trelawny House | Heatrae Sadia | 50 | Oct |
| First Floor Kitchen |
| Trelawny House | Multipoint | 50 | Oct |
| Second floor |
| Trelawny House Second Floor | Heatrae Sadia Multipoint | 50 |   |
| Trelawny House Third Floor | Heatrae Sadia Multipoint | 50 |   |
| Trelawny House Third Floor | Heatrae Sadia Multipoint | 50 |   |
| Trelawny House Ground floor Cleaning Cupboard | Heatrae Sadia Multipoint | 50 | Oct |
| Trelawny House 4th floor | Heatrae Sadia Multipoint | 50 |   |
| Trelawney House Fifth Floor | Heatrae Sadia |   | Oct |
| Landguard Amenity | Albeon Ultrasteel | 300 | Oct |
| Centenary House | Flowmaster Direct | 150 | Oct |
| North Rail Terminal Building |   |   |   |
| Central Engineering |   |   |   |
| Centenary House | Ascari x 2 |   |   |