**DRAFT SPECIFICATION SUBJECT TO CHANGE**

**GENERAL BUILDING MAINTENANCE AND PROJECT WORKS**

 **SCOPE OF SERVICES**

 Routine Maintenance Services

 Some Port buildings have restrictions on access with security doors positioned at strategic points, where personnel require a security card for access. These are known as IDACS cards. Appendix A details the locations of the doors that require Routine Maintenance Services. The external metal rotating gates are excluded from this Agreement.

 The Contractor shall be required to inspect and maintain these doors every six (6) months. During this inspection the Contractor shall undertake maintenance of the doors including oiling of hinges and ensuring that the door closers are fully adjusted and functioning to ensure the doors can close smoothly to the locked position.

 Routine Maintenance Services shall be undertaken in February and August of each year.

 The Contractor is not required to perform maintenance work on the card readers or door locking mechanisms as part of the Routine Maintenance Services.

 The Contractor shall provide electronic reports detailing the routine door maintenance undertaken to the Purchaser within fourteen (14) days of having carried out the maintenance.

 Reactive Maintenance Services

 The Contractor shall carry out from time to time a variety of internal and external general building maintenance and repairs associated with the Purchaser’s estate. Generally, these will be day to day janitorial type maintenance, and repairs requiring a rapid response by the Contractor. These may include duties that require working at height. The Contractor shall only provide trained and competent personnel for these services.

 The Contractor shall provide the Reactive Maintenance Services, when required, Monday to Friday between 0830 to 1700 hours, however there may be occasions where weekend and out of office hours work will be required.

 The Purchaser operates a helpdesk system within its Building Services Department where maintenance requirements are reported by employees or third parties. A request for Reactive Maintenance Services will be recorded by the Purchaser and then issued to the Contractor in the form of a work order. The Contractor will also log the service required, the asset, time and materials allocated to the job and the name of the person carrying out the works. Prior to commencement of the Agreement the Contractor shall provide a contact number for a manned office or alternatively an answer phone service where messages can be left. All calls to the Contractor by the Purchaser must be returned within one (1) hour. The Contractor will attend site within one hour during and outside of normal office hours. Time is of the essence.

 The Contractor must only accept job requests directly from the Building Services Department via the Helpdesk, Works Inspectors 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 permission from the Building Services Department prior to undertaking the works, this will generally be a phone call direct to the Building Services Helpdesk.

Reactive Maintenance Services may include, but shall not be limited to:

* Roofing – all types;
* Guttering and downpipes;
* Minor repairs to sheeting/cladding;
* Windows and doors;
* Masonry – brickwork, blockwork, floor screeds etc;
* Partitioning, insulation, ceilings;
* General decorating;
* Finishes including tiling, floor and wall coverings;
* Drains;
* Seagull control. Although the Purchaser has a pest control contract there are occasions where the Contractor may be called upon to assist. Appropriate licences must be in place and controls must be in abeyance with legislation.

 There may be a number of unskilled labour jobs such as:

* Clearing of internal (old carpets, files etc) and external (old guard rails, signs etc) areas, this may also involve some cleaning (washing of walls) and sweeping duties;
* moving of furniture and other fixtures and fittings to and from various buildings throughout the Port. Rearranging furniture in meeting rooms and office areas; and
* janitorial duties inside and outside of mess-rooms, offices and other buildings areas.

 All Reactive Maintenance Services shall be priced in accordance with the Schedule of Day-work Rates.

 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.

 The Purchaser cannot make any guarantee as to the level of Reactive Maintenance Services required.

 Project Works

The Contractor will undertake from time to time Project Works relating to the internal and external refurbishment of buildings. Project Works are pre-planned and generally are of a larger scale than Reactive Maintenance Services. The projects will likely relate to the Reactive Maintenance Services and could be works such as office refurbishments, flat roof replacement, gutter replacement or cladding replacement. A price for any such works shall be agreed by the parties with reference to the Schedule of Rates for Building Project Works at Appendix 2 and a Purchase Order given prior to commencement, subject to the Purchaser’s current purchasing threshold of TBC as annually amended. The Purchaser reserves the right to separately tender any works or services which reach or exceed this threshold.

 Specification for Project Works

 Demolition and Clearance

Arisings from all demolition works shall be segregated into separate materials for re-cycling and disposed of in the Port’s re-cycling skips for disposal.

In the event that detailed structural drawings and information have not been issued, any demolition involving any structural alterations shall be referred to the Port’s Civil Engineering Department, via the Building Services Manager or Works Inspector, before proceeding.

In compliance with the CDM Regulations the Contract Administrator who is the Purchaser’s Building Services Manager or other person so authorized by the Purchaser, shall provide information for the Demolition Phase Plan and/or risk assessments and method statements for the demolition works. The Contract Administrator will also advise that Demolition and Refurbishment asbestos surveys have taken place and prior to any works advise that the area is asbestos free. These documents shall be made available before work commences. The Contract Administrator shall also notify the Health and Safety Executive (“HSE”) via a form F10 if required.

Prior to commencement of any demolition works the Contractor shall ensure that a full survey of existing services is undertaken and any live services are disconnected and made safe. The Contract Administrator shall be advised when this has taken place so that he can inspect the work prior to demolition taking place.

The Contract Administrator will notify the Contractor of all known hazards and will agree suitable controls before any works are undertaken. When working close to occupied offices or premises measures shall be taken to minimize noise and dust by providing suitable screens/dust sheets etc.

Disposal of arisings from demolition work at height shall be controlled via nesting chutes held together with chains or wire ropes discharging directly into skips.

 Brickwork and Masonry

All bricks and block incorporated in the works shall be free of flaws and cracks. Bricks and blocks shall comply with CEN Standard Specification, BS EN 771–1 and BS EN 771-3.

Where internal walls are to be constructed in masonry they shall be constructed of 100mm or 140mm thick dense concrete blockwork. Where these walls form compartmental fire walls they shall be extended above ceilings up to the underside of the structural element of roof or floors to ensure adequate fire resistance and smoke stop.

Blockwork walls shall generally be finished in render and plaster skim coat, but where they are to be painted, they shall be finished in fair faced pointing.

External cavity walls shall be constructed in fair faced facing bricks to match existing with internal skin of dense concrete blockwork. Ties shall be stainless steel and cavity wall insulation installed as work proceeds.

Where brickwork is to be provided to close up openings where doors or windows have been removed, or where brickwork has been damaged, the new brickwork shall be carefully tied into the existing brickwork maintaining the bond at the outer edges. The mortar type and pointing shall match the existing brickwork.

Where new openings are formed in existing fair faced brickwork the brickwork at the reveals shall be altered to ensure the bond is maintained with new lintel above. Where the opening is formed in cavity walls the cavity at the reveals is to be closed and vertical dpc installed.

 Carpentry and Joinery

Joinery shall be free from defects, moisture, knots and shakes and comply with BS EN 942:1996.

All timber when delivered to site shall be stored inside or protected from the weather.

Where hardwood or veneered timber is required, all materials supplied shall be from the same batch so that materials are of matching type.

Studwork partitions shall be constructed from 100x50mm softwood with intermediate brace between studs. All partitions shall be fully insulated and faced both sides with 15mm thick plasterboard. All partitions shall extend above ceiling level to the underside of structural floor or roof.

Internal doors shall be provided in single leaves or 1.5 leaves finished in real oak veneer, and where vision panels are provided, they shall be fitted with real oak glazing beads. All doors shall be as manufactured by Premdor.

Single doors shall be fitted with ironmongery as supplied by Lloyd Worrall, Bury St Edmunds in the following sets:-

Ironmongery set type 1 Ref

1½ pairs MK ball bearing butt hinges 102x76mm SSS 775103

2-5 overhead door closer BC semi-rad cover SNP CW flat bar 772833

300x19mm SSS pull handle bolt through fixings 770805

350x75x1.2mm SSS push plate radius corners csk screws 796811

140mm high x1.2mm SSS kick plate, width to suit door

Ironmongery set type 2 Ref

1½ pairs MK ball bearing butt hinges 102x76mm SSS 775103

2-5 overhead door closer BC semi-rad cover SNP CW flat bar 772833

76mm SSS oval profile sash lock 48.5mm ctrs 782963

Set SSS oval profile lever lock 88.5mm ctrs P393

70mm SC oval cylinder & turn UMK 770555

140mm high x1.2mm SSS kick plate, width to suit door

Single FIRE doors shall be fitted with ironmongery as supplied by Lloyd Worrall, Bury St Edmunds in the following sets:-

Ironmongery set type 3 Ref

1½ pairs MK ball bearing butt hinges 102x76mm SSS 775103

2-5 overhead door closer BC semi-rad cover SNP CW flat bar 772833

300x19mm SSS pull handle bolt through fixings 770805

350x75x1.2mm SSS push plate radius corners csk screws 796811

140mm high x1.2mm SSS kick plate, width to suit door

Intumescent fire and smoke seals

Pair 76mm dia SSS fire door keep shut signs blue background

white lettering 777115

Ironmongery set type 4 Ref

1½ pairs MK ball bearing butt hinges 102x76mm SSS 775103

2-5 overhead door closer BC semi-rad cover SNP CW flat bar 772833

76mm SSS oval profile sash lock 48.5mm ctrs 782963

Set SSS oval profile lever lock 88.5mm ctrs P393

70mm SC oval cylinder & turn UMK 770555

140mm high x1.2mm SSS kick plate, width to suit door

Intumescent fire and smoke seals

Pair 76mm dia SSS fire door keep shut sign blue background

white lettering 777115

1½ FIRE door set shall be fitted with ironmongery as supplied by Lloyd Worrall, Bury St Edmunds as follows:-

Ironmongery set type 5 Ref

2x1½ pairs MK ball bearing butt hinges 102x76mm SSS 775103

2-5 overhead door closer BC semi-rad cover SNP CW flat bar 772833

300x19mm SSS pull handle bolt through fixings 770805

350x75x1.2mm SSS push plate radius corners csk screws 796811

140mm high x1.2mm SSS kick plate, width to suit doors

Intumescent fire and smoke seals

2xpair 76mm dia SSS fire door keep shut sign blue background

white lettering 777115

CCZ lever action flush bolt 150x19mm 777441

 Finishes

Floors

Carpet tiles shall be 500x500mm Heuga Saturn colour True Blue.

Safety flooring shall be Altro Classic 25 flooring or Altro Walkway 20 installed in accordance with the manufacturer’s instructions.

All joints shall be hot welded with Altro Weldrod using a hot air welding gun fitted with a 5mm high speed welding nozzle. Toilet areas shall be fitted with “sit on“ skirtings where the flooring shall be coved to form a skirting at all edges. Mitre joints shall be formed on the skirting at changes in direction and hot welded.

Suspended Ceilings

Suspended ceilings shall be 600 x 600mm grid Armstrong Dune Tegular ceiling tiles.

Where additional sound insulation is required Armstrong Dune Tegula Db tiles shall be used with noise reduction bags above light fittings.

Walls

In toilet areas - Altro Whiterock Illusions 2.5 mm thick pvc wall cladding

Plastered or plasterboard – painted with Glidden acrylic eggshell.

**APPENDIX A**

**ROUTINE MAINTENANCE SERVICES - LOCATION OF DOORS**

**NOTE: Doors identified as inactive are not included in the Routine Maintenance Services**

|  |  |  |
| --- | --- | --- |
| **BUILDING** | **Active / Inactive** | **No. of Doors** |
| Tomline House: |   |   |
| Main entrance ground floor double doors | A | 1 |
| Reception/post room | A | 1 |
| Remote control office ground floor (old payroll) | A | 2 |
| ISD back door fire exit (quayside) | A | 1 |
| ISD corridor 1st floor | A | 1 |
| ISD computer room 1st floor | A | 1 |
| ISD/HR back main entrance 1st floor (by gym) | A | 1 |
| ISD systems ground floor (by gym) | A | 1 |
| HR 1st floor (from HR/ISD entrance) | A | 1 |
| HR 1st floor internal door (from Tomline House) | A | 1 |
| Claims 2nd floor (rear wing) | A | 1 |
| Finance 2nd floor | A | 1 |
| Finance management 2nd floor (LNG side) | A | 1 |
| Exec suite 4th floor (rear wing) | A | 1 |
| 4th floor (LNG side) | A | 1 |
| Ashley House: |   |   |
| Main entrance ground floor | A | 1 |
| Health and Safety ground floor | A | 1 |
| Engineering main entrance 2nd floor | A | 1 |
| Engineering planning 2nd floor | A | 1 |
| Engineering tech support 2nd floor | A | 1 |
| Cerdic House: |   |   |
| OST room ground floor | A | 1 |
| Training 1st floor | A | 1 |
| Landguard Amenity: |   |   |
| Port Ops/Dooley entrance ground floor | A | 1 |
| Occ Health main entrance | I | 1 |
| Norfolk House: |   |   |
| Port Ops mess room main entrance | A | 1 |
| Centenary House: |   |   |
| Main entrance 1st floor | A | 1 |
| Management suite 1st floor | A | 1 |
| PAXB room in Management suite 1st floor | A | 1 |
| Comms room in Ops suite 1st floor (car park side) | A | 1 |
| 70 Shed: |   |   |
| Port Health main entrance | A | 1 |
| Port Health side entrance (old BIP door) | A | 1 |
| Port Health internal door ground floor | A | 1 |
| TCEF main entrance ground floor | A | 1 |
| Central Stores: |   |   |
| Main entrance ground floor | A | 1 |
| Internal doors | A | 2 |
| Fire Station: |   |   |
| Main entrance ground floor | A | 1 |
| Orwell Engineering: |   |   |
| Tyre Fitters mess room ground floor (old tool store) | A | 1 |
| Equipment tech dept. 1st floor | A | 1 |
| Dunlin House: |   |   |
| Comms room  | A | 1 |
| Trelawny House: |   |   |
| Archive wing (Dock Road side) 2nd floor | A | 1 |
| Walton House: |   |   |
| Main entrance to Emergency comms room ground floor | A | 1 |
| internal door to Emergency comms room ground floor | A | 1 |
| Central Rail Building: |   |   |
| Panel room 1st floor | I | 1 |
| Security Office Trelawny roundabout: |   |   |
| Main entrance ground floor | A | 1 |
| Police Station: |   |   |
| Main Reception ground floor | A | 1 |
| Side entrance main station ground floor | A | 1 |
| Side entrance ground floor rail side | A | 1 |
| Computer suite ground floor rail side | A | 1 |
| 1st floor office entrance (old immigration) | A | 1 |
| Pass office ground floor main and side door | A | 2 |
| **TOTAL** |  | **53** |