**Draft Specification**

**1. Introduction**

1.1 The Purchaser requires the Contractor to inspect and where necessary replace the fuels, oils, antifreeze, Adblue and waste oil dispensers and pumps throughout the Port site (see paragraph 2 below – Dispensing and Pump Equipment) and also requires similar services for predominately mobile equipment for the Port’s Engineering Department (see paragraph 6 below – Engineering Department’s Requirements) (together, the “Equipment”) which incorporates the provision of a twenty-four hour a day three hundred and sixty-five days a year call out service.

1.2 The Equipment must be maintained in accordance with the Provision and Use of Work Equipment Regulations (‘PUWER’) 1998.

1.3 The Contractor’s staff carrying out the Services at the Port will be required to have the following qualifications/accreditations: Member of British Fluid Power Distributors Association (BFPDA); City and Guilds level 3 (or equivalent) in hose assembly together with minimum three (3) years’ experience inspecting, testing and repairing fuel dispensing equipment.

1.4 The Contractor will be expected to attend a MANDATORY Port Health and Safety induction prior to obtaining an IDACS pass card. No access to secure areas shall be granted without the pass card.

1.5 The Contractor’s performance of the Services will be monitored in accordance with Key Performance Indicators. See Schedule 3 of the Form of Contract.

1.6 Contractors will be required to carry out a site visit and familiarise themselves with the Services required before submitting their quotation.

1.7 It is the responsibility of the Contractor to ensure they are able to provide all of the Services as outlined in this Specification prior to submitting a quotation. Contractor’s attention is drawn to paragraph 11 of the Conditions of Quotation.

1.8 The commencement date of the Agreement will be 1st March 2021.

**2.0 Dispensing and Pump Equipment**

2.1The Contractor will carry out two inspections at six monthly intervals (January and July) of all dispensing and pump equipment at the following station locations on the Port:

|  |
| --- |
| Central Engineering Workshop |
| Central Engineering Stores |
| Dooley Terminal |
| Trinity North Workshop |
| Trinity K Block Operations |
| Orwell Compressor and Tank Building |
| Trelawny House |
| Tank Farm |
| Police Station |
| Fire Station |
| Landguard Engineering |
| Logistics / Carpenters Warehouse |

2.2 Breakdown of Equipment held at each Area:

**Central Engineering Workshop**

2 x 1500 litre steel bunded tanks with pumps and fixed pipe work until it enters the building for: -

* Hydraulic oil
* Transmission oil

2 x3000 litre steel bunded tanks with pumps and fixed pipe work until it enters the building for: -

* Engine oil
* Antifreeze

1 x 3000 litre steel bunded tank with fixed pipe work until it enters the building for waste oil

1 x9000 litre steel bunded tank with pump, pressurization unit and fixed pipe work until it enters the building for diesel heating oil

**Central Engineering Stores**

1 x 1400 litres

Plastic double skin tank

No bunded area

No visible pump

**Dooley Terminal**

4 x1500 litre steel bunded tanks with pumps, fixed pipe work and retractable flexible hose with dispensing nozzles for: -

* Engine Oil
* Transmission Oil
* Hydraulic Oil
* Antifreeze

1 x20,000 litre steel bunded tank but not the integral dispense pump and meter with flexible hose and dispense nozzle for vehicle filling as this is outside the scope of this Agreement and is maintained by the manufacturer, Fueltek.

2 x 1350 litre bunded Adblue tank.

**Trinity North Workshop**

1 x1500 litre steel bunded tank with pump, fixed pipe work until it enters the building, also retractable flexible hose reel with dispensing nozzle in a cabinet for antifreeze.

2 x3000 litre steel bunded tank with pumps, fixed pipe work until it enters the building for: -

* Engine oil
* Hydraulic oil (also has retractable flexible hose reel with dispense nozzle in a cabinet)

1 x3000 litre steel bunded tank with fixed pipe work from the building for waste oil.

1 x 7000 litre steel bunded tank with fixed pipe work to the building for diesel heating oil.

**Trinity K Block Operations**

8 x1500 litre steel bunded tanks with pumps and flexible hose with dispense nozzles for: - (2 on each tank)

* 2 x Engine oil
* 2 x Transmission oil
* 2 x Hydraulic oil
* 2 x Antifreeze

1 x50,000 litre steel bunded tank with four outlets, various valves and four flexible hoses leading up to four Fueltek units with dispense hose and nozzle for vehicle refuelling. These are outside the scope of this Agreement and maintained by the manufacturer Fueltek.

1 x 9000 litre bunded Adblue tank.

 **Orwell Compressor and Tank Building**

1 x6,000 litre double skinned steel tank with pipe work and pump exiting the building to the workshop for

* Diesel heating oil

1 x4,000 litre double skinned steel tank with pipe work and pump for

* Engine oil

3 x 2,800 litre double skinned steel tank with pipe work and pump for

* Transmission oil
* Hydraulic oil
* Antifreeze

**Trelawny House**

1 x  9,000 litre steel bunded tank with flexible pipework to pump house where the main pump and standby pump are located.

**Tank Farm**

(i) Every six months carry out a visual check for leaks and general condition of assets listed below. The condition of each asset must be documented and provided to the Purchaser’s Building Services Manager and Stores and Inventory Manager.

|  |
| --- |
| Gas Oil delivery connection – non-return |
| Gantry Bowser delivery system |
| Valve N2 |
| Valve N3 |
| Valve N5 |
| Valve N6 |
| Valve N7 |
| Valve N8 plus the sample point valve |
| Valve N9 |
| Valve N10 |
| Valve N11 |
| 6 x blanking plates on pipe connections |
| 55 valve plus line 2 x service valves  |
| 56 valve plus line 2 x service valves  |
| 58 valve plus line 2 x service valves  |

**Police Station**

1 x 4000 litres

Metal double skinned tank

No Bunded area

No visible pump

**Fire Station**

1 x 3500 litres

Metal double skinned tank

No bunded area

No visible pump

**Landguard Engineering**

5 x 1500 litre steel bunded tanks with pumps and fixed pipe work until it enters the building for: -

* Engine oil
* Hydraulic oil
* Transmission oil
* Antifreeze

1 x 3000 litre steel bunded tank with fixed pipe work until it enters the building for waste oil.

1 x 4000 litre steel bunded tank with fixed pipe work until it enters the building for gas oil heating.

**Logistics / Carpenters Warehouse**

1 x 1500 litres

Metal double skinned tank

No bunded area

No visible pump

Additionally:

(ii) Replace breather filters on tank top of 55, 56 and 58 tank every six (6) months. The cost of the filters is included in the charges in Appendix 2.

(iii) When tank to tank gas oil transfers take place (normally twice a year) during Normal Working Hours, have 1 x person in attendance to monitor air flow in and out of tanks. This may take approximately eight hours but can vary and therefore this element of the Services will be charged on a rate per hour basis in accordance with Appendix 2.

(iv) Replace breather filters every 3 months on Purchasers gas oil tanks located at Dooley (1 x filter) and in K block Trinity (1 x filter). The cost of the filters is included in the charges in Appendix 2.

(v) The Contractor must rectify faults and replace any defective equipment listed (subject to paragraphs 5.3 and 5.4 below).

(vi) The Contractor will provide a 24/7/365 day call-out service in respect of the tank farm with a guaranteed two hour response time to site. The tank farm is business critical and time to attendance to site and resolution is of the essence.

(vii) At the commencement of the Agreement the Contractor will attend the Port to familiarise itself with the tank farm.

(viii) The Contractor will provide the Purchaser with two (2) x emergency call out contact numbers (see Appendix 3).

2.3 The Contractor will ensure that the Equipment is working to a satisfactory standard, which shall include as a minimum:

* Pumps running with no defects;
* No leaks in the system or any connections;
* All hoses are in good condition with no signs of damage or perishing; and
* All gauges are working correctly.

2.4 The Contractor will undertake all remedial repairs necessary to maintain all stations in good working condition.

2.5 The Contractor shall provide these Services pursuant to paragraph 2 between the hours of 0830 – 1700 hours, Monday to Friday (“Normal Working Hours”) with the exception of call-outs.

2.6 The Contractor will attend site within two (2) hours if requested by the Purchaser.

2.7 The Purchaser reserves the right to audit works undertaken by the Contractor.

A Port plan is provided at Appendix A.

**3.0 Hazards**

3.1 Within the locations detailed above the Contractor may encounter hazardous liquids or situations. Those known to the Purchaser are:

 Hazardous Liquids:

|  |  |  |
| --- | --- | --- |
| **Product** |  | **COSHH Regs. Apply** |
| Waste Oil Contaminates | Unknown elements | Yes |

 The Contractor may request safety data sheets from the Purchaser regarding the diesel, oils and antifreeze element of the hazardous liquids identified.

 Hazardous Situations:

|  |
| --- |
| **Situation** |
| Heavy Plant |

3.2 The Contractor at all times must provide qualified personnel when undertaking duties under the Agreement. The Purchaser shall provide free of charge all MANDATORY on site Health and Safety training to the Contractor’s employees.

**4.0 Exclusions from the Scope of Work**

The Contractor shall not be responsible for the following areas under provision of the Agreement:

* Electrical and air systems; and
* Fueltek dispensing pumps.

**5.0 Attendance and Reports**

5.1 The Contractor must advise the Purchaser’s Building Services Helpdesk by email of visiting, inspection or repair dates prior to attendance at the Port. Additionally the Contractor must report to the Building Services department in person or by telephone upon arrival at and departure from the Port. This requirement will be one of the Key Performance Indicators measured in accordance with Schedule 3 of the Form of Contract.

5.2 Within one week following inspection the Contractor will provide the Purchaser with a report clearly detailing all individual areas of inspection and providing a status report on the workings of the Equipment inspected. The Contractor shall detail within this report any part replacements that are necessary.

5.3 In the event of an emergency repair or part replacement being required the Contractor shall display all appropriate ‘out of service’ signage and contact the Purchaser immediately.

5.4 The Charges for repairs and/or part replacement shall be in accordance with paragraph 4 of Appendix 2. In the event that any parts needing replacement are not covered under the Charges detailed in Appendix 2, the Contractor shall provide the Purchaser with a quotation to provide the parts. The Contractor shall not undertake any repairs or part replacement without the Purchaser’s approval being obtained and in accordance with the Purchaser’s Purchasing Policy thresholds. In accordance with Clause 3.3 of the Form of Contract, the Purchaser shall have the right to acquire Services from any third party.

**6.0 Engineering Department’s Requirements**

6.1 The Purchaser’s Engineering Department requires services for predominately mobile equipment including Ship to Shore Quay Cranes (‘SSQC’), Rail Mounted Gantry Cranes (‘RMG’s’), Rubber Tyred Gantry Cranes (‘RTG’s’), Industrial Tractor Units, Forklift Trucks, Reachstacker Forklifts and light vehicles to include but not be limited to:

* the provision of replacement hydraulic hoses (including under unplanned conditions);
* immediate replacement of pattern hose/fittings and other hydraulic components; and
* the provision of a twenty-four hour a day three hundred and sixty-five days a year call out service.

The Contractor will guarantee a response time to site and provision of replacement parts/resolution **within a maximum of two (2) hours** of a call out during and outside of Normal Working Hours including Bank Holidays. The Purchaser’s preference is for a sixty minute response time to site and the Contractor will use its best endeavours to meet this.

6.2 In order to keep operational downtime to a minimum and to maintain customer service levels to the Operations Department, attendance and resolution time will be of the essence. In the event of a failure to meet the Purchaser’s requirements Clause 13.2 of the Form of Contract may be applied.

**7.0 Non Performance**

The Port of Felixstowe is a twenty-four hour a day, three hundred and sixty five days a year operation. The implications of failing to adhere to the Purchaser’s requirements as set out in this Agreement are severe. In the event of a failure to provide the Services to the required standard Clause 13.3 of the Form of Contract may be applied.

Appendix A - Port Plan

****