**Appendix BB**

**The Provision of the Manufacturing and Installation of Alley Gates**

**Service Specification**

**2023**

**DN656531**

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# Introduction

### What is alley gating

Alleyways at the rear of terraced homes can serve a really useful purpose. They allow residents to put bins out at the rear and mean that many items and materials can be brought to the rear of the house rather than being brought through the front. Unfortunately, alleyways can also provide easy access to criminals who often approach from the rear of the house without the risk of being seen. Alleyways also often attract anti-social behaviour including fly tipping, dog fouling and graffiti etc.

In the case of terraced properties backing onto alleyways, a straightforward way of making rear access far more difficult for the burglar or those who would cause nuisance to residents is to install lockable steel gates at the end of each alleyway.

#### Our Requirement

Blackpool Waste Services Ltd (trading as ENVECO NW) wishes to appoint a Contractor to manufacture and install Steel Alley Gates (Gates) in back streets throughout Blackpool Borough, as and when instructed by ENVECO NW to addresses specified on official orders issued and, in accordance with the Specification detailed in this Invitation to Tender documentation.

The successful Contractor will enter into a contract with ENVECO NW. It is intended that the contract will run from 1st May 2023 to 30th April 2025 with an option to extend the contract by up to 24 months. The contract will be administered by ENVECO NW.

The total estimated value of the contract is approximately £18,000 per annum. This is based on present circumstances and is given as a guide only. ENVECO NW does not guarantee that the actual quantities/values ordered will be restricted to this amount and reserves the right to vary the actual number of gates ordered up or down.

The total requirement of gates will usually be spread over 3 monthly periods to facilitate ENVECO NW’S obligations to seek public consultation and carry out the required advertising process and to assist the contractor in scheduling the manufacture of gates, but circumstances may dictate otherwise and any successful applicant must have the capacity to cope with this peak of demand.

The actual quantity ordered will be subject to the finance being available and this will be reviewed at the start of each financial year (March / April).

Any materials purchased or staff employed by the contractor in advance of any official written purchase orders is entirely at the contractors risk. ENVECO NW will not be accountable for stockpiles of unused materials or downtime of staff.

#### Fixed prices

Prices tendered should remain fixed for orders placed within 12 months from the commencement date.

Tenders will be required for the manufacturing and installation of gates and panels as well as supply only of individual items.

**Gate widths may vary by plus or minus 100mm in width and pricing should reflect this.**

When calculating the costs, contractors should bear in mind that the largest gates can weigh in excess of 160kg and therefore may require at least 4 able persons to install the gate. In addition the larger hinge posts weigh 100kg each and may require at least two persons to install.

**Insurance**

**Insurance Levels (required at the contract Commencement Date)**

* Employer's liability insurance with a limit of indemnity of not less than £5 million or in accordance with any legal requirement for the time being in force in relation to any one claim or series of claims;
* Product liability insurance with a limit of indemnity of not less than £5 million in relation to any one claim or series of claims;
* Public liability insurance with a limit of indemnity of not less than £5 million in relation to any one claim or series of claims;
* Professional indemnity insurance with a limit of indemnity of not less than £1 million in relation to any one claim or series of claims and shall ensure that all professional consultants or Sub-contractors involved in the provision of the Services hold and maintain appropriate cover.

# Specification

#### Basic requirements: -

1. All gates must be constructed with no centrally located horizontal bars or anything that can give the potential criminal a foothold.
2. Gates must effectively restrict access to the rear of people’s properties.
3. Be robust, long lasting and resilient to vandalism.
4. Be of low maintenance.
5. Be easy to operate by residents.
6. Give value for money.
7. Be aesthetically acceptable to residents and visitors.
8. The gate should be constructed in such a way that it gives a clear line of sight down the alleyway.
9. The gate must be treated against rusting.
10. Gates can be no more than 2 metres high from the ground.
11. Gates must open inwards.
12. Unless otherwise specified all sections of metal must be at least 3.2 mm thick.
13. All edges and corners of metal work to be rounded off to prevent injury.
14. Signage provided by ENVECO NW must be able to be attached to the gate if required.
15. Contractor must be open to minor specification changes if necessary.

# Construction

### Pedestrian gates with a span of up to 1.6 metres: -

* All gates will be single span.

#### Posts

* The support for these gates will be constructed of 50mm x 50mm box section 3.2mm thick constructed so that when installed it forms an inverted U shape.
* When installed the frame must be no more than 2.2 metres from the ground.
* Consideration should be given to services possibly being close to the surface of the highway and thereby interfering with normal installation.
* The frame must be set into a hole at least 500mm x 500mm into the ground on both sides and filled with a suitable mix of cement.
* The concrete finish must be level with the road surface in order to ensure no trip hazards. - Slump of 70mm with Aggregate size to be 20mm.

#### Gates

* Gates will have an outer frame constructed of 50mm square box section mild steel.
* Vertical bars will form the main part of the gate and will be spaced at a distance of between 95mm and 105 mm to suit the gate size. Bars will be of a solid circular cross section constructed of 16mm mild steel.
* The top horizontal bar will be finished with decorative railheads. (North Valley Forge – 48/2b 16mm.) **See Appendix M & N**
* Each gate must be fitted with a device, which is capable of holding the gate open to allow vehicles to enter the alleyway, whilst preventing the gate slamming against private property. This will be constructed of 30mm solid circular bar with a 40mm ball welded to the top. The length of bar above ground will be specific to the gate.
* The hold back bar will be set 300mm into the ground into a hole no less than 300mm square and set in a suitable cement. The gate will be hold onto the bar by means of mild steel housed rubber device namely ‘Church Door Closer’ which is to be pre galvanized and welded to the gate. Any welds are to be treated with a cold galvanize paint to prevent corrosion (Commercial Body Fittings) **See Appendix D & E**
* Keep open devices must be fitted so that they are on the inside of the secure area near to the side of the alleyway minimising any trip hazard.
* Where necessary and within each gate will be a suitable area where steel letters can be welded depicting the street name in which the gate will eventually be installed. (North Valley Forge 45\5 100mm x 4mm thick).

* Below the letters will be a horizontal 50mm x 10mm steel bar which the vertical bars will pass through.

#### Hinges

* Hinges are to be at least 20mm diameter thread **See appendices A-C.**
* When the gate is installed there must be additional adjustment left on the hinges but this must be no more than 60mm, again this is to minimise “gate bounce”.
* Where hinges pass through the 50mm box section this is to be reinforced with steel tube and a min. 50mm x 50mm x 10mm plate on each side, this will help prevent bounce on the gates. **See Appendix C & O**

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### Pedestrian gates with a span of between 1.6 metres & 2.6 metres

* All gates will be single span.

#### Posts

* Hinged posts are to be constructed of 120mm x 120mm x 8mm box section mild steel.
* Latch posts are to be constructed of a minimum 100mm x 100mm x 5mm box section mild steel with a ‘Latch Plate’ welded to the post to prevent the gates opening outwards. The ‘Latch Plate’ dimensions are 150mm x 50mm x 8mm mild steel. These plates will have 6mm thick rubber anti-vibration strip attached to them with Evo-stik Trade Contact Adhesive 528 or equivalent.
* Gateposts will have the top closed from the elements and the top will have a 90mm diameter ornamental ball welded on top.
* Gateposts must be designed so that when concreted in the ground they are capable of supporting the weight of the gate. Consideration should be given to services possibly being close to the surface of the highway and thereby interfering with normal installation.
* Gate hinge posts must be installed in a hole no less than 600mm deep by 500mm square and filled with a suitable mix of cement. The finish must be level with the road surface in order to ensure no trip hazards. - Slump of 70mm with Aggregate size to be 20mm.
* Latch posts must be installed in a hole no less than 500mm deep by 500mm square and filled with a suitable mix of cement. The finish must be level with the road surface in order to ensure no trip hazards. - Slump of 70mm with Aggregate size to be 20mm.

#### Gates

* Gates will have an outer frame constructed of 50mm x 50mm x 3.2mm box section mild steel.
* Vertical bars will form the main part of the gate and will be spaced at a distance of between 95mm and 105 mm to suit the gate size.
* Bars will be of a solid circular cross section in 16mm mild steel.
* Above the top horizontal bar will be finished with decorative weldable railheads. (North Valley Forge – 48/2b 16mm.) **See Appendix M & N.**
* Where the hinge adjusters pass through the 50mm box section this is to be reinforced with steel tube 3.2mm thick and of a suitable diameter to allow the 20mm hinge adjuster to pass through.
* Each gate must be fitted with a device, which is capable of holding the gate open to allow vehicles to enter the alleyway, whilst preventing the gate slamming against private property. This will be constructed of 30mm solid circular bar with a 40mm ball on the top. The length of bar above ground will be suitable for the specific gate. The hold back bar will be set 300mm into the ground in suitable cement. The gate will be attached to the bar by means of mild steel housed rubber hold device ‘Church Door Closer’ (Commercial Body Fittings) **See Appendix D & E**
* Keep open devices must be fitted so that they are on the inside of the secure area.
* Within each gate will be a suitable area where steel letters can be welded depicting the street name in which the gate will eventually be installed. (North Valley Forge 45\5 100mm x 4mm thick).
* Below the letters will be a horizontal 50mm x 10mm steel bar which the vertical bars will pass through.

#### Hinges

* Hinges are to be at least 20mm diameter thread.
* When the gate is installed there must be additional adjustment left on the hinges but this must be no more than 60mm, again this is to minimise “gate bounce”.

#### Support feet

* In order to reduce any downward pressure on the lock mechanism a support foot will be installed on the latch post. This foot will be constructed such that it facilitates ease of closure whilst providing support when the gate is closed. **See Appendix I & J**

The foot must be attached to the latch post.

### Gates with a span of between 2.6 metres and 3.7 metres

* All gates will be single span.

#### Posts

* Hinged posts are to be constructed of 120mm x 120mm x 10mm box section mild steel.
* Latch posts are to be constructed of a minimum 100mm x 100mm x 5mm box section mild steel with a ‘Latch Plate welded to the post to prevent the gates opening outwards. The ‘Latch Plate’ dimensions are 150mm x 50mm x 5mm mild steel. These plates will have 6mm thick rubber anti-vibration strip attached to them with Evo-stik Trade Contact Adhesive 528.
* Gateposts will have the top closed from the elements and the top will have a 80mm diameter ornamental ball welded on top.
* Gateposts must be designed so that when concreted in the ground they are capable of supporting the weight of the gate. Consideration should be given to services possibly being close to the surface of the highway and thereby interfering with normal installation.
* Gate hinge posts must be installed in a hole no less than 800mm deep by 800mm square and filled with a suitable mix of cement (slump of 70mm with Aggregate size to be 20mm). The finish must be level with the road surface in order to ensure no trip hazards.
* Latch posts must be installed in a hole no less than 500mm deep by 500mm square and filled with a suitable mix of cement (slump of 70mm with Aggregate size to be 20mm). The finish must be level with the road surface in order to ensure no trip hazards. -

#### Gates

* Gates will have an outer frame constructed of 50mm square box section mild steel.
* Vertical bars will form the main part of the gate and will be spaced at a distance between 95mm and 105 mm to suit the gate size. Bars will be of a solid circular cross section in 16mm mild steel.
* Above the top horizontal bar will be finished with decorative weldable railheads. (North Valley Forge – 48/2b 16mm.) **See Appendix M**
* Where the hinge adjusters pass through the 50mm box section this is to be reinforced with steel tube 3.2mm thick and of a suitable diameter to allow the 20mm hinge adjuster to pass through. **See Appendix H & O**
* A 150mm x 150mm x 10mm mild steel plate is to be welded on the inner and outer faces so that when the two adjuster nuts are tightened they do not have a crushing effect on the box section. The additional rigidity will also help reduce gate bounce. **See Appendix C & 0**
* Each gate must be fitted with a device, which is capable of holding the gate open to allow vehicles to enter the alleyway, whilst preventing the gate slamming against private property. This will be constructed of 30mm solid circular bar with a 40mm ball on the top. The length of bar above ground will be suitable for the specific gate. The hold back bar will be set 300mm into the ground in suitable cement. The gate will be attached to the bar by means of mild steel housed rubber hold device ‘Church Door Closer’ (Commercial Body Fittings) **See Appendix D & E**
* Keep open devices must be fitted so that they are on the inside of the secure area.
* Within each gate will be a suitable area where steel letters can be welded depicting the street name in which the gate will eventually be installed. (North Valley Forge 45\5 100mm x 4mm thick)
* Below the letters will be a horizontal 50mm x 10mm steel bar which the vertical bars will pass through.

#### Hinges

* Hinges are to be at least 24mm diameter thread.
* When the gate is installed there must be additional adjustment left on the hinges but this must be no more than 60mm, again this is to minimise “gate bounce”.
* Where hinges pass through the 50mm box section this is to be reinforced with steel tube at least 3.2mm thick and a minimum 10mm x 50mm x 150mm plate welded on each side, this will help prevent bounce on the gates. **See Appendix C & O**

#### Support feet

* In order to reduce any downward pressure on the lock mechanism a support foot will be installed on the latch post. This foot will be constructed such that it facilitates ease of closure whilst providing support when the gate is closed. **See Appendix I & J**
* The foot must be attached to the latch post.

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### Gates with a span in excess of 3.7 metres

If the width of an alley is more than 3.7 metres then a gate as above (up to 3.7 metres) will be used. Fixed side panels to make up the difference will be fitted as agreed with the ENVECO NW representative.

### Fixed Panel Specification: -

* Panels will have an outer frame constructed of 50mm square box section mild steel.
* Vertical bars will form the main part of the frame and will be spaced at a distance between 95mm and 105 mm to match the gate. Bars will be of a solid circular cross section in 16mm mild steel.
* Above the top horizontal bar will be finished with decorative weldable railheads. (North Valley Forge – 48/2b 16mm.) **See Appendix M**
* The fixed panel will be attached to either the hinge post or latch post by means of welding or other secure attachment preferable by tapping and bolting through a bracket.
* The other end of the panel will be designed so that the box section extends to a sufficient length to be set into the ground to a depth of 300mm by 300 mm square filled with a suitable mix of cement (slump of 70mm with Aggregate size to be 20mm). The finish must be level with the road surface in order to ensure no trip hazards
* The fixed panel is to be hung so that all bars and railheads run in line with the attached gates.

**Security Strips**

All gates are required to be fitted with a single security strip which runs top to bottom and covers the full length of the gate including the lock plate. The security strip must be 30mm x 30mm x 5mm and made from galvanised steel. The security strip is used to prevent the gate being opened by crow bar or other unauthorised means. **See Appendix Q**

## Locks

* Locks supplied by the project are to be installed into the gates 50mm frame so that when the lock facia plate is fitted the lock is flush with the gate frame. **See Appendix F**
* Locks must be fitted to the gate neatly and must not stand proud thereby causing chaffing on the post.
* The contractor will be supplied with, Viro locks or similar specification. The gates must be manufactured to ensure any of these locks will fit. **See Appendix G**
* Torx head countersunk screws are to be used to affix the lock into the gate frame.
* The lock profile is to be finished with an anti-vandal circular trim constructed of stainless steel which will be supplied by ENVECO NW. **See Appendix F**
* The lock facia plates to be secured by an M4 6-lobe / resistorx stainless steel security screw of a size to be agreed.

**ENVECO NW will supply the locks for this work. It is the contractor’s responsibility to fit the locks.**

See appendices for gate designs and railheads that can be selected

(Appendix M, N &P).

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# Finishes

* All components to be Hot Dipped galvanised and fettled prior to assembly. Hot Dipped galvanising to be carried in accordance with **EN ISO 1461.** Where anywelding takes place on site the area to be cold galvanised to prevent corrosion.
* Plastic reflectors are to be fastened to the exterior of the gate in 3 locations at a suitable level so that in darkness cars headlights will catch them in its beam. **See Appendix K**
* Reflectors are to be fastened to outside of both latch and hinge post and one to the centre of the lower horizontal rail. They are to be affixed using M4 x 20mm torx head stainless steel security screws and the gate and posts are to be drilled and tapped to allow this.

# Installation

* All gates installed are to open inwards whenever possible.
* Gatepost locations will be ascertained through a joint site visit where road surfaces will be marked with a suitable spray paint. This visit will take into account possible locations of services access to residential properties etc. and decisions on which way gates will open will be made then. The site visit will also identify any issues concerning uneven cambers or essential preparatory groundwork by a separate contractor.
* No gate is to be affixed to private households, unless used as a temporary measure whilst concrete footings set. It is the contractor responsibility to seek permission from the owner of the property to carry this out and to ensure any holes drilled or damage caused is made good.
* All gates and panels must be freestanding on their own two posts. No installation should involve permanent attachments to any private property.
* Plans can be supplied if required by the local authority where possible indicating the location of underground services however it is felt that contractors should always assume services are below where they are excavating and use the appropriate equipment to detect underground services.
* The installer / manufacturer of the gates will be held liable for any costs incurred as a result of any damage caused whilst delivering or installing gates.
* Once installed a joint quality inspection will take place and any manufacturing defects will be rectified at the suppliers cost before any invoices are paid.
* Gates must be installed so as those gaps beneath the gate are no more than 150mm.
* Where the maximum of 150mm cannot be achieved due to road surface cambers then the ENVECO NW representative should be notified and arrangements will be made for a tarmac / concrete hump to be laid as soon as the gate has been installed.
* Gateposts must be set at the same height and be level vertically in all directions.
* Any additional panels fitted must be set in line with the gates.
* When holes are dug prior to the installation of the posts they must be covered with a suitable plate to prevent pedestrians or vehicles falling into the hole. It must also be marked by a cone or similar. The holes should only remain for a maximum of 48 hours and must not extend into a weekend or public holiday.
* The contractor must remove any spoil produced during installation from site as soon as practicable.

# All road works must be carried out in accordance with New Roads and Street Works Act Chapter 8 Traffic Safety Measures and signs for road works and temporary situations relating to adequate signing. Supervisors and operatives who are involved in the installation of alley gates must hold the New Roads and Street Works Act (NRSWA) 1991: accreditation.

# Gate Identification

Each gate will have a metal plate attached provided by the gate manufacturer free of charge. Upon this plate will be the manufacturer’s details plus a unique number for the gate. This will have the following format.

Gate numbers will be supplied to the contractor along with maps to avoid error.

Refers to the master key (Geographic area)

Refers to the sub master key (ward)

Unique number for Gate

**C TB 1**

A further plate will be provided by ENVECO NW and will include emergency contact numbers and other similar information.

# Quality Control

* Once the contractor has completed a particular order he shall notify the ENVECO NW representative and arrangements will be made to conduct a joint inspection. The purpose of this is to check that gates have been installed correctly as per the specification.
* An inspection report will be completed on site for each gate and should any evidence of faulty workmanship be found the inspection report will be completed and a suitable timescale agreed for rectification at the contractor’s expense.
* If within the 12 months following the handover of the gates a fault develops which can be attributed to faulty workmanship the contractor will be expected to repair at his own expense.

## Sub - contracting / capacity

* Any interested parties should be such as are able to carry out all aspects of the work required from manufacture to installation and any subsequent remedial or repair work.
* An audit may be conducted of contractor’s premises etc. to determine suitability / capacity and verify any claims made before any contracts are awarded.
* The working capacity of any applicant must be capable of manufacturing and hot dip galvanising up to eight gates ready for installation within a four week turn round.

# Maintenance

ENVECO NW will provide basic maintenance for the locks and gates, however certain circumstances will dictate that the contractor will need to attend and rectify certain faults / damage. These may include road collisions where posts have been compromised or where vandalism has rendered certain elements dangerous.

In order to ensure quick response to such repairs where danger to life, injury to individuals or damage to other property is concerned the successful applicant must be able to respond under these circumstances within **4 hours** of being notified.

It is expected that more minor repairs can be carried out within 48 hours and these will generally be the subject of some negotiation.

ENVECO NW reserves the right to discuss out of hours arrangements but reserves the right not to take up this element of the contract.

# Health and Safety

It will be the responsibility of the contractor to produce a Health and Safety Plan prior to the commencement of work taking into account all issues involved in the project and propose suitable methods for managing the work. This should be considered in submitting a price for the work.

The successful contractor will be charged with developing a Health and Safety Plan to respond to specific issues raised and also to incorporate the approach to be used for managing Health and Safety on site during the construction phase. The development of the Plan will be required to be carried out by the contractor and any revised plan accepted and agreed with ENVECO NW.

# Site Element

The execution of the proposed works entails the following potential hazards which should not be considered to form an exhaustive list: - Gas, electric, water, sewerage and telecommunications.

No other contract will be in force and the only persons on site will be those employed by the Contractor

Drawings indicating the location of public utility mains are supplied for guidance only and up dated versions are available from the utilities concerned.

The contractor shall maintain barriers to designated work areas from none work areas and ensure that pedestrian access from the street into properties is safe.

# Site Rules

The contractor shall confine their working hours from 0800 hrs to 1700 hrs during the normal working week to minimise disturbance to residential areas.

The contractor is to be responsible for general site clearance around storage areas, skip locations roads and footpaths generally.

# Site Visits

# It is recommended that any interested parties make arrangements to visit the site of existing gates.

# Hazard identification and risk assessment

**Risks to the contractor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE OF HAZARD** | YES/NO | **PARTICULAR HAZARD** | RISK**H/M/L** | **HOW TO REDUCE RISK** |
| Overhead, underground, hidden services – gas, water, electric etc. | Yes | Possibility | H | Cat scan and care to avoid gullies. Underground utility plans provided  |
| Trips, slips and minor falls | Yes | Possibility | M | Guard excavation |
| Strains from heavy loads | Yes | Possibility | M | Safe lifting procedures |
| Noise | Yes | Possibility | L | Ear defenders |
| Welding and cutting | Yes | Possibility | H  | General applicable safety guidelines |

**Risks to the users or public/access during the works:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE OF HAZARD** | YES/NO | **PARTICULAR HAZARD** | RISK**H/M/L** | **HOW TO REDUCE RISK** |
| Trips, slips and minor falls | Yes | Possibility | M | Guard excavations |
| Welding and cutting | Yes | Possibility | H | General applicable safety guidelines |

**The above risks are indicative. The contractor must carry out a specific site based risk assessment to ensure the Health and Safety of anybody coming into contact with the alley gate during transportation and installation is protected. Appropriate control measures must be taken by the contractor when the risk assessment determines the need.**

**The contractor shall create and maintain an up to date register of all gates installed, including information about keys.**

**Invoicing / Charges / Payment**

Once the contractor has completed a particular order he shall notify the ENVECO NW representative and arrangements will be made to conduct a joint inspection.

Payment will be made 28 days in arrears only after satisfactory inspection by ENVECO NW.

The successful tendered will be provided with an email address where the invoices must be submitted for payment. The invoice must include an appropriate ENVECO NW order number to ensure the invoice is paid.