

# **TENDER SPECIFICATION**

## **INSTALLATION OF MOBILITY SCOOTER STORAGE**

### **PROJECT OBJECTIVES**

Folkestone & Hythe District Council (FHDC) wishes to select and appoint a Contractor to install Scooter Stores at various Sheltered Locations within the Folkestone & Hythe district

### **BACKGROUND**

FHDC is looking to appoint suitable contractor for the full scooter store install at some of the F&HDC sheltered properties, including groundwork & electrics. Exact works requirements are detailed in the specification section below.

The properties are in situated in Cheriton, Dymchurch, Folkestone and Hythe, exact location of properties are provided in Appendix F – Priority Programme.

### **COMMUNICATION**

Communication with residents would be an important aspect of the project, i.e., ensuring that that residents and most especially vulnerable resident have the information of the project prior and during the project delivery.

For the purpose of this contract, the council will not be providing the contractor with residents' personal data.

The council will be responsible for relaying all information to the Independent Living Manager of each scheme, who will then also notify the residents.

The contractor shall communicate directly with the council's personnel on all project-related matters.

The contractor would be required to advise the council of all start dates per scheme, as well as erect correct signage, notices, post/hand deliver letters/fliers to all tenants regarding project commencement start dates, access issues and all other relevant information, as required.

## **SPECIFICATION**

### **Groundwork**

Concrete Pad Required to suit required sized units - Excavate 300mm below required finished level, remove waste and debris, level and compact bottoms of excavations and fill, 150mm hardcore bed, blinded and 150mm concrete tampered including dishing to gullies and the like and all formwork including reinforce pad & damp proof membrane, remove waste and debris. Level and compact bottoms of excavations and fill, blinded and 115mm reinforced concrete with A142 steel mesh set 50mm from top of concrete, brushed and trowelled including falls for drainage, raising and relaying inspection covers, expansion joints, clear site of all formwork upon completion and reinstatement of grass as required. Ensure concrete level is finished at least 15mm above existing ground level Additional Concrete as required to include access path, retaining walls, Slab-on-Edge, Aco drainage and soakaways, Installation of electrical cable duct

### **Drainage**

Aco Drainage with soakaways - Install precast concrete channel drainage with grated gully, including all preparation works, fixings and lining.

Install plastic drainage bottle gully, connected to rainwater goods and drainage to soak away.

New underground drainage pipes. Excavate to necessary levels and compact bottom of excavation, 100mm thick bed of gravel and lay 110mm diameter PVCu pipe and backfill 210mm with selected granular materials, compacted by hand and backfill, remove waste and debris, including all bends, fittings, connections etc, Test all connections.

Install soakaway. Perform percolation test as per BS6297 to ensure effectiveness of soakaway. Soakaway to be a minimum of 1m<sup>3</sup> with drainage inlet 600mm below ground level. Overall depth of hole to be a minimum of 1600mm from ground level. Soakaway to be precast plastic with concrete foundation. Fill around soakaway with 150mm granular backfill and use a suitable cover.

### **Electrics**

A competent person will design and certify a new electrical installation from the communal supply in the main building electric cupboard, trenched installed to the proposed scooter stores, including isolation within the existing electrical cupboard - New Electrics to be Run & be Connected to Scooter Stores for Charging Points & Lights

### **LED PIR Flood Lights**

Carry out electrical testing of all new electrical installations and provide certificates to CA upon completion.

### **Scooter Stores**

MetroSTOR Scooter storage (including gutters, downpipes & drainage) (provide 2no. Keys Per Pod & Number Pods) - Product metroSTOR PSM. Class 1,2 or 3 mobility scooters

External Cladding, ForestPanel TGV FR, Frame Finish, HD Galvanised Included, Door Configuration Hinged Included, Access Control Latch + Eurocylinder Lock (supplied with 2no keys) Included, Compartment Dividers, Internal Handrail Included



# **KEY PERFORMANCE INDICATOR (KPI) FRAMEWORK**

**INSTALLATION OF SCOOTER STORES**

# **KPI FRAMEWORK**

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2. Remedial Plan

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- KPI 2     Contractor Health & Safety

## **KPI FRAMEWORK**

### **PART 1: INTRODUCTION**

#### **1. Purpose of the KPIs**

In this Contract key performance indicators (“KPIs”) are used for the following purposes:

- to monitor performance of the Contract, with a view to both the Client and Service Provider having data which they will review at progress and other meetings so that each of them can bring forward suggestions for the improvement of the performance of the Contract and the delivery of the Works;
- to identify performance below the performance target which, if continued for 3 monthly Measurement Periods, or applying to 3 or more KPIs, leads to a requirement for the Service Provider to produce a Remedial Plan; and

#### **2. Remedial Plan**

The Contract Conditions require the production of a Remedial Plan if the Service Provider fails to achieve the Performance Target(s) for:

- 3 or more KPIs in relation to any Measurement Period; or
- the same KPI for 3 or more monthly Measurement Periods or one quarterly Measurement Period.

The Remedial Plan is subject to the approval of the Client and if the Service Provider provides 3 drafts of the Remedial Plan without one being acceptable to the Client, this will be Service Provider Default.

The Service Provider must implement the Remedial Plan and a failure to do so will be a breach of this Contract.

## KPI FRAMEWORK

Defect numbers at post-inspection	
<b>Purpose</b>	To determine the quality of completed works at post-inspection by the client.
<b>Definition</b>	<p>The total number of properties inspected where no defects were found.</p> <p>Once the contractor hands over a completed property it is expected that no defects or snagging items will be found. If any defects or snagging items are found this property will fail.</p> <p>If a contractor attends to correct the defect, this will not change the calculation.</p>
<b>Method</b>	<p>Determine all works on all properties post-inspected in a month, and the number with zero-defects.</p> <p>The calculation is on number of properties not number of defects at one property.</p> <p><math display="block">\frac{\text{Number of properties with zero-defects}}{\text{Number of properties post-inspected}} \times 100</math></p> <p>For example:</p> <p><math display="block">\frac{2 \text{ defective property inspections}}{50 \text{ properties}} \times 100 = 4 = 96\%</math></p>
<b>Method of Measure</b>	Monthly monitoring
<b>Data Source</b>	Contract Administrators post-inspections.
<b>Target</b>	95%

## KPI FRAMEWORK

Contractor Health & Safety Reporting	
<b>Purpose</b>	To determine the level of reportable accidents, incidents and near misses, with a view to implementing remedial action to avoid reoccurrences for all stakeholders and 3 <sup>rd</sup> parties.
<b>Definition</b>	To measure safety performance and ensure an effective safety of the working environment.
<b>Method</b>	<p>To include directly employed staff/operatives and regular sub-contracting operatives. Customer and site-based administration should be included where directly employed or sub-contracting employees work between sites – in these instances an average should be applied. It is permissible to exclude short-term contracting arrangements such as delivery drivers and catering, etc.</p> <p><b>Types of reportable injury:</b></p> <ul style="list-style-type: none"> <li>• Deaths</li> <li>• Major injuries</li> <li>• Over seven-day injuries</li> </ul> <p><b>Reportable major injuries include but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Fractures, other than fingers, thumbs and toes</li> <li>• Amputation</li> <li>• Dislocation of the shoulder, hip, knee or spine</li> <li>• Loss of sight (temporary or permanent)</li> <li>• Chemical or hot metal burn to the eye or penetrating injury to the eye</li> <li>• Injury relating to electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours</li> <li>• Any other injury leading to hyperthermia, heat-induced illness or unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours</li> <li>• Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent</li> <li>• Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.</li> <li>• Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to biological agent or its toxins or affected material</li> </ul> <p><b>Over seven-day injuries</b></p> <p>Include for reporting of injuries that lead an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be makes within 15 days of the accident.</p>



## KPI FRAMEWORK

	<b>Over three-day injuries</b>  You must still keep a record of the accident of the worker has been incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payment) Regulations 1979, that record will be enough.
<b>Method of Measure</b>	Monthly monitoring
<b>Data Source</b>	Contractor Data
<b>Target</b>	100%



## **Pre-Construction Information** **for the Health & Safety Plan**

*Installation of Mobility Scooter Storage at Walmsley House, Philippa House, Stockham Court, Middelburg House, Mackeson Court, Halliday Court & Romney Marsh House*

# CONTENTS

1. Description of the project
2. Client's considerations and management requirements
3. Environmental restrictions and existing on site risks
4. Significant design and construction hazards
5. The health and safety file
6. General construction health and safety issues

# Pre-construction information

In this pre-construction health and safety plan, each of the following topics has been considered and information has been included where the topic is relevant to the work proposed. This plan will provide information for those planning or bidding for the work and for the development of the construction phase plan. **The level of detail in this plan is proportionate to the risks involved in this project.**

## *1. Description of the project*

a) Project description and programme details including any key details.

- PROJECT DESCRIPTION.  
**INSTALLATION OF MOBILITY SCOOTER STORAGE**
- PROJECT LOCATION:  
**Walmsley House, Philippa House, Stockham Court, Middelburg House, Mackeson Court, Halliday Court & Romney Marsh House**
- PROJECT START DATE:  
**January 2024**
- CONTRACT PERIOD:  
**12 WEEKS – 64 WEEKS**
- STATE MINIMUM TIME ALLOWED BETWEEN APPOINTMENT OF PRINCIPAL CONTRACTOR AND WORK COMMENCEMENT DATE:  
**2 WEEKS**

b) Details of Client, Principal Designer, CA, Principal Contractor and other consultants

• Client	Folkestone & Hythe District Council
• CA	
• Principal Designer	East Kent Housing C/O Folkestone & Hythe District Council Civic Centre Castle Hill Avenue Folkestone Kent CT20 2QY
• <b>Principal Contractor</b>	

c) The proposed works are to be domestic properties and therefore will not be used as a future workplace.

d) Extent and location of existing records and plans relevant to the project

Folkestone & Hythe District Council do not have any plans of the site or location of underground services.

Planning Permission has been obtained for this project which may be viewed on Folkestone & Hythe District Council website, planning portal. Application number **.....**

## 2. Client's considerations and management requirements

### a) Management structure and responsibilities.

(insert site/contract manager) will take on the role of site/contract manager and will be the first point of contact on site. Who will be the site based contact for the proposed works? (insert name)

### b) Planning and managing the construction works and health and safety goals for the project

- To carry out the specified works without placing risk on site users and operatives
- To minimise the risk to occupants of the domestic properties
- Health and safety is constantly monitored and any issues arising on site to be relayed back to the Contract Manager straight away, in order to review the health and safety procedures in place
- Minimise risk by obtaining risk assessments from the contractor and method statements stating how the works will be carried out.
- Ensure health and safety procedures and risk assessments are reviewed regularly to improve systems of work and minimise risks.
- Ensure there is a procedure in place for accident reporting
- Ensure the health and safety file is always available and kept up to date.

### c) Communication and liason between Client and others

Communication between all parties will be carried out by:

- Telephone calls
- Emails
- Site meetings
- Site inspections
- Informal meetings
- Formal meetings
- Site instruction notepads

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d) Security of site

- Ensure all materials are stored securely and in the correct manner
- Ensure all tools are taken away from site at the end of each working day
- Ensure all skips are fenced off and protected from the general public
- Ensure properties are left in a secure way before leaving the premises

e) Welfare provision

- The principal contractor should provide welfare facilities on site as the proposed works are on a domestic property.

f) Requirements relating to the health and safety of client's employees, customers and others involved in the project

Site hoarding requirements	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
Site transportation arrangements or vehicle movement restrictions	<ul style="list-style-type: none"> <li>• The roads are very narrow to site in some places and deliveries will have to be carefully planned.</li> </ul>
Fire precautions	<ul style="list-style-type: none"> <li>• Programme any work to ensure everyone understands the need to reduce the outbreak of a fire.</li> <li>• Ensure everyone can be alerted and escape in the event of a fire and there is adequate means of calling the Fire Brigade in an emergency.</li> <li>• Reduce the use of materials and methods of working which is a fire risk.</li> <li>• Keep flammable liquids in suitable closed</li> </ul>

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	<p>containers; keep the quantity at the workplace to a minimum.</p> <ul style="list-style-type: none"> <li>Remove rubbish regularly and at the end of the working day, place solvent soaked rags or other flammable waste in closed fire-resisting containers.</li> </ul>
Emergency procedures and means of escape	<ul style="list-style-type: none"> <li>Ensure emergency procedures are in place and included in training and any tool box talks</li> <li>Ensure the correct line of communication is used in an emergency</li> <li>As work is for domestic properties use fastest means of escape such as windows or doors and ensure these are clear of rubbish and debris where reasonably practicable</li> </ul>
'no-go' areas	<ul style="list-style-type: none"> <li>Access is not required to the main building, except for access to the communal electrical cupboard.</li> <li>Communal facilities in the main building should not be accessed/used (e.g. kitchen, toilet, shower, etc)</li> </ul>
Confined spaces	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
Excavations	<ul style="list-style-type: none"> <li>Excavations should be protected at all times, and fully enclosed in the working area.</li> </ul>
Smoking and parking restrictions	<ul style="list-style-type: none"> <li>No smoking on site, only in a separate designated area away from flammable liquids or materials.</li> <li>Ensure driveways, car parks, roads and paths are not blocked</li> </ul>

### 3. Environmental restrictions and existing on site risks

a) Safety hazards including:

Boundaries and access	<ul style="list-style-type: none"> <li>Caution should be taken using these roads for access.</li> </ul>
Restrictions on deliveries and waste or	<ul style="list-style-type: none"> <li>Materials to be stored in an appropriate</li> </ul>

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storage	<p>manner. An area for compound to be agreed.</p> <ul style="list-style-type: none"> <li>• Deliveries to be planned ahead to reduce traffic issues and access problems</li> </ul>
Adjacent land uses	<ul style="list-style-type: none"> <li>• Care to be taken throughout the works ensuring consideration of neighbouring properties</li> <li>• Consider footpaths and make sure these are accessible for the general public and site users</li> <li>• Allow for all necessary Pedestrian and Traffic Control Measures</li> </ul>
Existing storage for hazardous materials	<ul style="list-style-type: none"> <li>• Not provided as work is for domestic properties</li> </ul>
Location of existing services	<ul style="list-style-type: none"> <li>• Contractor to inspect site before commencement of work and inform the CA of any issues that may arise from existing services</li> </ul>
Ground conditions	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
Existing structures	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
Previous structural modifications	<ul style="list-style-type: none"> <li>• CA to be informed of any modifications which will adversely affect the proposed works</li> </ul>
Fire damage, shrinkage, or poor maintenance which may have affected the structure	<ul style="list-style-type: none"> <li>• Fire damage not applicable</li> <li>• If there are maintenance issues then the CA should be contacted so that these issues can be dealt with appropriately</li> </ul>
Difficulties relating to plant and equipment	<ul style="list-style-type: none"> <li>• Any hired equipment should request maintenance inspection records from hire companies/sub contractors etc when they arrive on site</li> <li>• Ensure regular maintenance inspections are undertaken.</li> </ul>
Health and safety information contained in design or construction	<ul style="list-style-type: none"> <li>• Please see section 6 for health and safety information relating to proposed works.</li> </ul>

b) health hazards including:

Asbestos	<ul style="list-style-type: none"> <li>• If asbestos is found on site then the CA should be notified immediately and works</li> </ul>
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	<p>should be stopped.</p> <ul style="list-style-type: none"> <li>• The suspected asbestos will be tested and if the removal is not licensed activity then it can be removed by the contractor and disposed of in the correct way</li> <li>• If the suspect asbestos material does require a license for removal this will be organised by the designer who will appoint an appropriate contractor to remove the material</li> </ul>
Existing storage of hazardous materials	<ul style="list-style-type: none"> <li>• Not applicable as these are domestic properties</li> </ul>
Contaminated land	Not applicable
Existing structures containing hazardous materials	<ul style="list-style-type: none"> <li>• If there are existing structures containing hazardous materials that are linked to the proposed works, the CA should be notified immediately to attend a site visit and propose a suitable way of resolving the problem</li> </ul>
Health risks from client's activities	<ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Noise and vibration</li> <li>• Exposure to UV radiation from the sun</li> </ul>

#### 4. Significant design and construction hazards

Significant risk identified in design	No further significant hazards have been identified that are not included in section 2, 3 and 6.
Arrangements for co-ordination of ongoing design work and handling design changes	<ul style="list-style-type: none"> <li>• Contractor to inform CA of any significant changes to the proposed works</li> <li>• CA to inform contractor of any significant changes to the proposed works</li> <li>• Any variations to be cleared between all parties before carrying out the works</li> <li>• Ensure regular site visits are organised to make sure communication is clear between all parties</li> </ul>

Information on significant risks identified during design	• Not applicable
Materials requiring particular precautions	• Not applicable

## 5. *The Health and Safety File*

- The health and safety file format and layout will be the responsibility of the CDM Co-Ordinator.

## 6. *General Construction Health and Safety Issues*

### Working at Heights

In accordance with the Working at Height Regulations 2005, all work at height must be properly planned, supervised and carried out safely. Ensure risks from WAH are assessed and appropriate work equipment used. In accordance with HSE guidance:

Avoid working at heights where possible.

Where work at height cannot be avoided, use work equipment or other measures to prevent falls (e.g. scaffold).

Issues to consider if work at height is necessary will include:-

- Scaffold erection/dismantling by trained competent operatives. No modification to be made by unauthorised personnel.
- Provision of safe ladder access. Ensure ladders are secured and use restricted to access provision and works of short duration.
- Specific consideration must be given to excavations.

### Lifting Operations

Lifting operations must be planned, supervised and carried out by trained, competent persons. 'Lifting plans' should be prepared taking into account issues such as weight/shape of load, ground conditions, adjacent structures, etc. Loads must not be lifted or suspended above operatives.

### Slips, Trips and fall's

The sites should be kept in good order-clean, tidy and well organised. Pedestrian routes and workplaces should be kept free of obstruction and materials should be stored in a safe and accessible manner. Waste should be removed from the work areas as work proceeds and at the end of the working day.

### Working in the Sun

Ultraviolet rays in sunlight cause sunburn, skin blistering and may lead to skin cancer. Wear suitable clothing including head protection and use sunscreens on exposed areas. Skin

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should be checked regularly and medical advice sought regarding any skin changes or abnormalities.

## Noise

In accordance with the Control of Noise at Work Regulations 2005, the new action level at which noise controls are determined are:

- Lower Exposure Action Value
- Daily or weekly exposure 80dB
- Peak sound pressure 135dB
  
- Upper Exposure Action Value
- Daily or weekly exposure 85dB
- Peak sound pressure 137dB
  
- Exposure Limit Value (these must not be exceeded)
- Daily or weekly exposure 87dB
- Peak sound pressure 140dB

You must estimate the level of noise employees are exposed to. Where the assessment shows that an employee is subject to more than 80dB(A), see actions below:

Daily Exposure Level – dB(A)	Action Required
<80	Low level risk-reduce noise as far as Reasonably practicable
Between 80 and 85	Make ear defenders available to all operatives
Above 85	Enforce use of correct ear defenders Provide information and training to employees

Any equipment that exceeds peak sound pressure of 135dB (lower exposure value) 137dB (upper exposure value) and 140dB (exposure limit) will require the use of hearing protection even though the average daily exposure level may not be exceeded.

## Dust

Dust will be created during the construction works which, as well as being harmful to operatives may create environmental nuisance to local residents. Risk assessment should be undertaken in accordance with COSHH regulations and suitable PPE and RPE provided to operatives to avoid inhalation. Damping-down will mitigate dust generation.

## Hand-Arm Vibration

Avoid use of vibrating equipment where possible eg hand-held breakers, angle grinders, etc. Where use cannot be avoided manufacturer's guidance should be followed with regards to

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permissible usage times, vibration damper tools should be used and job rotation implemented whenever possible. Concrete breaking should be undertaken with suitable plant.

### Manual Handling

Where possible, avoid manual handling of heavy or awkwardly shaped objects and utilise mechanical lifting methods. Where it is not practicable to avoid use of objects over 20kg, provision should be made for mechanical handling or for handling by two operatives. All operatives should be trained in basic manual handling techniques and, following risk assessment, information on any residual risk should be conveyed to operatives and reinforced with toolbox talks.

### Working with Cement

To prevent dermatitis and cement burns, suitable PPE must be worn when handling wet cement and adequate welfare facilities provided on site including provision of hot and cold running water, basins in which forearms can be immersed, soap and towels. Operatives should be encouraged to report any occurrence of dermatitis and a competent person should carry out regular skin inspections where there is residual risk.