BRISTOL CITY COUNCIL

SPECIFICATION

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Section 3 Specification of Services

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SPECIFICATION

1. Introduction

1.1 This document sets out the requirements for maintenance and servicing Fire Alarm and smoke vents systems installed to properties owned or managed by Bristol City Council.

1.2 This document is to be the basis for servicing systems installed within the properties listed under the 'Schedule of Properties' in Schedule 1.

1.3 The Council systems are internally wired with cables either surface mounted or contained within galvanised steel/plastic trunking to all Council owned properties and any replacements are to be like for like.

1.4 Site Visits are a mandatory requirement failure to attend sites will deem your bid non-compliant. The Slots will be scheduled per Contractor sites to include one High rise, one Sheltered Accommodation, acquired block with fire alarm system and one High rise complete with smoke vent system. Please note this will be the only opportunity for site visits and that no other dates will be available. To arrange this contact Ivan.Parker@bristol.gov.uk directly.

2. Terminology

2.1 For the purposes of this specification certain abbreviations are used and these are defined below.

2.2 'System' shall include all associated equipment required to deliver the specified service.

2.3 CR shall mean the Council's Representative or their appointed representative.

2.4 Supervisor shall refer to the full time Supervisor for the project appointed by the Contractor and approved by the Council's Representative.

2.5 Occupant shall mean for the purposes of this specification, the person(s) who resides at any dwelling listed in the Schedule of Properties whether they are occupant or leasehold owner.

3. Site Conditions

It is the responsibility of the Contractor to familiarise themselves with the site and local conditions so as to ensure maximum efficiency of the equipment, systems and safety of employees.

4. Materials

4.1 All materials shall be new and unused and conform to EU and national standards, and to the Codes of Practice issued by relevant industry bodies.

4.2 All replacement parts shall be obtained from the original manufacturer of the particular system being repaired. A price list of these parts is to be provided to the CR at the commencement of the contract, prices to be MRP's and to apply for 12 months.

4.3 An on cost of 15% will be paid on all parts up to the value of £1000.00 or 5% above £1000.00. This is to be itemised separately on each individual notice.

4.4 Note: Dualcom Units will be free issued from the BCC call centre. At present nearly all our fire systems are monitored through a broadband telephone line, which the Council are looking to replace each line with a Dualcom unit grade 4. More details are attached to this tender pack.

5. Mains Supply Failure

5.1 In instances where the cause of the fault is a mains supply failure, the Contractor shall repair if possible i.e. if the fuse in the connection unit has blown. If it is more than this, contact Repairs on telephone number (0117) 9222200 (option one) or out of hours contact Emergency Control on telephone number (0117) 9222050 and request them to call out a BCC Commercial Electrician shall be made. The Contractor shall then be responsible for arranging a resumption/reconnection of services at no charge to the Council regardless of the time of call out. This shall encompass all works necessary including the resetting of all equipment/plant and ensuring safe resumption of services.

6. Addition/Omission of Systems

6.1 Any system listed in Schedule 1 can at any time be omitted from this contract by means of written confirmation of the CR at no cost to the Council.

6.2 New/upgraded sites will be added if requested at the tendered rate (see pricing document).

7. General

The Contractor shall be aware that Housing Services has been decentralised into separately managed areas, although this will have no effect regarding the implementation or administration of this contract the Contractor will be expected to fully liaise with the Citizen Customer Points or formerly known as Customer Service Points (C.S.P) for Housing Delivery with regard to information regarding the fire alarm installations in a particular area and fully inform the office concerned if an installation is likely to be out of service for more than a four hour period, this will include for the engineer to contact the relevant C.S.P. Office for Housing Delivery properties, advising them of the reason for the shutdown and the expected re-instatement time/date, this is an addition to advising the CR. The CR considers full liaison and communication between any interested parties and the Contractor to be a vital and essential role in the provision of these services.

The Contractor shall provide a planned preventative maintenance and safety check service in accordance with manufacturers' recommendations, Health and Safety, British Standards 5839, and all good working practices. In addition the Contractor will be requested to provide and undertake a full and comprehensive 24-hour breakdown and repair service. The Contractor may be requested to extend the Contract and to include service to other properties, or equipment for which the Council is responsible, or other Housing Associations on a pro-rate cost basis. The Contractor shall provide equipment and maintain sufficient telephone service by land line to be answered in person at depot(s) and office(s) location and shall provide one telephone number for receiving all calls and that shall not be a satellite connected phone. The Contractor shall arrange for the receipt of telephone calls and immediate action at all times in conjunction with the Emergency Call Out Repair Service.

The Contractor will also be able to repair or replace equipment covered by this maintenance contract, alarm panels, detectors, call points, door magnets, door closures, smoke vent panels, detectors, call points, actuators, etc. This may include the use of Sub-Contractors, which the Contractor must engage as required, to complete the works, at no additional expense to the Council. All final invoices from the Contractor are to have all Sub-Contractors invoices attached.

The Contractor's office shall be quality assured to the latest ISO 9001 accreditation and proof of the accreditation shall be provided with the Tender. It is a condition of the contract that registration shall be maintained for the full period of the contract.

Where non-employed Sub-Contractors are used, the Contractor shall remain responsible for all works carried out by such Sub-Contractors.
The Contractor, his Personnel, and any non-employed Sub-Contractors will be required to carry identification cards at all times.

The Contractor/Sub-Contractors staff will be dressed in a tidy manner, preferably wearing clothing that identifies them as Employees/Sub-Contractors of the company.

The Contractor shall make provision in his tender and labour rates all the necessary scaffolding, shoring, towers, plant, test equipment, steps, cradles, trestles, safety warning signs, etc and tools including power tools required to safely execute the servicing and minor repair works for this contract.

Bristol City Council will not pay for any equipment hired by the Contractor to execute the servicing and minor repair works for this contract. As this provision shall be included in the submitted tender and labour rates.

7.1 Access Equipment

The Contractor is to provide, erect and maintain all necessary scaffolding, cradles, staging, trestles, steps, shoring and strutting for the proper execution of the service and remove the same when no longer necessary or when directed by the Council's Representative. All must comply with the 1974 Health & Safety Regulations and the relevant codes of practice and be protected against trespass. The Health and Safety Executive Guidance Note G57 'Accidents to children on Construction Sites' must be strictly adhered to. Where scaffolding is required in close proximity to overhead power cables then the supply company must approve safety precautions before the scaffolding is erected. The Contractor will be held responsible for obtaining the supply company's approval.

All reasonable care shall be taken to avoid damage to the fabric and to adjoining property. Any such damage shall be made good at the Contractor's expense. The integrity of the structure of the existing buildings and anchorages for equipment cannot be guaranteed and fixings will be made at the Contractor's risk.

The convenience, security and safety of tenants/client and other users of Properties and dwellings and properties of the Council must be considered in the positioning of scaffolding, cradles, shoring and shuttering.

The Contractor's attention is drawn to the requirements contained in Sections 60 and 61 of the Control of Pollution Act, 1974 or the latest Act. Further advice regarding these provisions may be obtained from the Council's Director of Health and Environmental Services.

The Contractor shall ensure that all measures are taken to control noise levels in accordance with the Control of Pollution Act 1974, the Control of Noise (Code of Practice for Construction Sites) Order 1975 and BS 5228. Compressors, percussion tools and vehicles shall be fitted with effective silencers of a type recommended by the manufacturers of the compressors, tools or vehicles. The use of pneumatic drills and other noisy appliances must have the Council's Representative's consent. The use of radios or other audio equipment will not be permitted.

7.2 Asbestos

No asbestos or materials containing asbestos will be included or allowed within this Contract. If during the execution of works asbestos is found then the CR must immediately be informed.

Asbestos Removal
The Contractor will be solely responsible for notifying the HSE of the intention to remove asbestos for obtaining consent in due time.

Subsequent instructed removal and disposals must only be undertaken by **LICENSED CONTRACTORS** from the Council's approved list, in compliance with Bristol City Council's latest Asbestos Policy and Legal requirements.

The nature and position of asbestos to be removed shall be identified in a Type 2/3 level asbestos report prior to removal, either included in an appendix to this document, or undertaken before any removal is commenced.

Where the Contractor employs any Sub-Contractor for the purpose of demolition, who are not themselves a licensed Contractor, the main Contractor must bring this clause to the attention of his demolition Sub-Contractor.

Any Asbestos materials removed from site must be done so in accordance with Regulation 24 of the Control of Asbestos Regulations 2006. Copies of all Consignment Notes must be forwarded to the Supervising Officer.

Asbestos Training

In accordance with Regulation 10 of the Control of Asbestos Regulations 2012, all operatives on site are to have received Asbestos Awareness Training. It is the responsibility of the Principal Contractor to ensure that the employees of all other Contractors have also to have had received this training.

It is possible that the Contractor will be asked to provide proof of training at the Pre-Start Contract meeting.

7.3 **Use of Council's Physical Resources and Occupant's Services:-**

The Contractor shall ensure that neither he nor his employees shall do any act or thing at any of the Council's premises other than the proper performance of the service and as may be permitted by this contract.

In the event of damage, other than fair wear and tear to the buildings and contents, resulting from any action by the Contractor, his staff or any other person attending the premises for, or on behalf of the Contractor, the cost of restoring the buildings or contents to their former state shall be at the expense of the Contractor.

The Contractors staff will be dressed in a tidy manner, preferably wearing clothing that identifies them as employees of the company.

The use of electricity, telephone, gas and/or water services for the Contractor's purposes will not be permitted unless prior arrangement has been reached with the Occupant of the Affected Property including arranging payment for any electric current, telephone, gas and/or water used when metered. Should a dispute arise over payment for use of any service the matter shall be referred to the Council.

7.4 **Code of Conduct**

The Contractor will ensure that no nuisance of any kind will occur at a Property and any member of staff employed by the contractor or any sub-contractor engaged to deliver the programme of works:

Must:

1. Dress appropriately and take care of personal appearance
2. Make every attempt to turn up at agreed times
3. Identify yourself on arrival and whenever requested
4. Be polite and courteous at all times
5. Work in a safe and secure manner
6. Respect tenants' choice of lifestyle, culture, beliefs or opinions
7. Carry out work to a high standard

8. Use dust sheets, where appropriate
9. Remove all waste and leave the work area in a clean, tidy and liveable condition, at the end of each working day

Must not:

1. Use the tenants' toilet, power, gas and water without seeking their permission. If the tenant's toilet is used, it must be left clean
2. Use offensive language, play music or take part in loud or disorderly behaviour
3. Comment on the tenants, their home or their lifestyle
4. Smoke in tenants' home, consume alcohol or use banned substances
5. Eat food, unless offered, or leave wrappers or empty containers in tenants' home
6. Bring visitors unrelated to the work, animals or pets into tenants' home
7. Interfere with or mistreat animals or pets
8. Block driveways, access paths, parking area or vehicles without seeking permission and for no longer than is necessary
9. Use any part of tenant's home for on-site storage without seeking permission
10. Use tenant's phone, except in the case of an emergency, without seeking permission
11. Leave tenant's home unsecured or subject to damage from the elements

The contractor must arrange an induction session with all staff working on the programme of work, including any staff working for sub-contractors, to go through the code of conduct with them and any other information, as requested by Housing Delivery Team, formerly known as Landlord Services - Planned Programmes Major Projects Team and Performance Improvement Team.

8. Decorative Repair

The Contractor shall make good any decoration that is damaged or disturbed in the course of executing the Contract, to the same level as the surrounding area. At the determination of the Contract the Contractor is responsible for handing back the systems in the same condition as found on the commencement of the Contract, to the satisfaction of the Council. If the Contractor fails to comply with this requirement the Council reserves the right to arrange for such decoration as necessary to be carried out and for the costs of such works to be deducted from the Contractors account.

9. Spares

The Contractor will be required to provide a substantial stock of spare parts and materials to ensure a continual service in all areas of his responsibility, of a value of £20,000.00, which the CR must be able to inspect at any time. This will include day to day breakdown, repairs and programmed maintenance works to installations and equipment described in the specification. Each service vehicle will hold sufficient spare parts to ensure that every breakdown is effectively repaired at the time of the first visit. In exceptional cases where spare parts have to be specially ordered the cost of the return visit will be at the Contractor's expense.

10. Risk Assessment

The Contractor shall be responsible for risk assessment and Health and Safety at work requirements, in the areas of his responsibility. If the Contractor considers that his employees are at risk whilst undertaking specific items of works then the Contractor shall suspend the works and notify the CR in writing immediately.

11. Security

Neighbourhood and Housing Services will issue to the Contractor with limited Master Security keys by for certain secure areas. The Contractor shall be responsible for and sign for all keys issued. If the Contractor should loose these security keys he must advise the CR immediately and pay the £25.00. The issue of replacement key sets may be withheld by the Council. The Contractor must ensure that all secure areas are re-secured during and after works have been

completed. Also return all keys at the end of the contract, failure to return any keys will result in a charge of £25.00 per key and tag not returned

The Contractor shall be responsible for the security of plant rooms, switch rooms, service areas, panels, etc and shall keep locked at all reasonable times. The Contractor shall advise the CR immediately if any other persons, or Contractors or equipment/plant or any other unusual circumstances become apparent in these areas.

At the time of termination of the Contract the Contractor shall return all keys to Neighbourhood and Housing Services, which have been issued. The Contractor will be charged for any key or set of keys not returned and for any replacement locks necessary due to the non-return of keys.

12. Maintenance Works

The maintenance and repair of the fire alarm equipment and the whole of the installation must be kept to a high standard and to a standard, which is acceptable to the CR throughout the terms of this Contract and to any extension of this Contract that may be granted.

The Contractor shall allow for, arrange, and ensure that each fire alarm installation listed in the schedule item is maintained in accordance with British Standards 5839 Section 6 and at the intervals specified. Undertaking of maintenance/inspection and testing shall be divided equally over a one year period with at least four maintenance visits per fire alarm installation carried out in a one year period, and scheduled to ensure an even period of wear and tear between visits for each items of equipment.

The Contractor shall provide a programme schedule for the whole year indicating the exact date when maintenance visits will be undertaken. The Contractor will be required to supply, install and maintain for the duration of this contract and extensions a computerised database for each property i.e. asset register, all tests and inspections, servicing sheets, etc. This is to be updated as required each month after the programmed service visit and amended by the Contractor annually. The Contractor shall provide a statement of all maintenance visits at the end of each month indicating visits undertaken during that month, complete with report sheets detailing the date of the maintenance visits, any breakdown attendances, and calls due to misuse and vandalism. How this is to be achieved is to be described in the Contractor's method statement.

It shall be the Contractor's responsibility to ensure that programming is retained on a hard disc which shall be updated each month and provide a hard disc copy of the maintenance programmed for the Council. All visits shall clearly be recorded on the log book indicating engineers name, date, time and reason for visit. The log books, in conjunction with the engineer's report sheet, shall duly be completed on every service visit and will form the basis of the Contractor's quarterly invoice claim. Claims for payment that cannot be substantiated by a written entry in the appropriate log book may be dismissed.

13. Standard of Workmanship

The Contractor shall at all times employ skilled and competent engineers in the execution of this Contract, they shall be fully qualified and conversant with all types of fire alarm and smoke vent systems/installations and safe working practices. This is to include continual training to keep up to date with all changes in Regulations and equipment. The Contractor, on request, shall inform the Council of the name, qualification and experience of every employee engaged on this Contract. The Council reserves the right to request the removal of any operative(s) who do not comply with this requirement. The Contractor shall provide the continual relevant employee training programmes.

Where an appropriate British Standards Specification or British Standard Code of Practice issued by the British Standards Institution or relevant EC standard is current, all goods used or supplied and all workmanship shall, as a minimum requirement, be in accordance with that

standard, or with any standard of a member state of the European community or an international standard recognised by another such member state which offers equivalent guarantees of safety, reliability and fitness for purpose, but compliance with such standards shall be without prejudice to any higher standard required by the Contract.

The Contractor shall allow for all off-loading and man-handling into position, including placing into and removing from temporary site storage prior to final positioning, all, Plant and Materials and items of Equipment.

The Contractor shall allow for obtaining samples of Plant and Materials as required by the CR. Such samples shall be approved by the CR before use or application in the Property. All Plant and Material subsequently used in the Property shall be of equal quality in all respects to the approved sample.

Manufacturer's recommendations shall mean the manufacturer's recommendations or instructions, printed or in writing current at the Contract Date.

14. Maintenance/Service Visits

The Contractor shall not undertake any planned maintenance/service works at the time of a breakdown call out unless by prior written agreement with the CR.

15. Guidance Notes

The Contractor shall on the first maintenance visit and then any subsequent visit check that all zone charts whether schematic/pictorial, plus any other descriptive requirements, are fully in place, legible and of good order, any charts which are missing or in poor condition are to be replaced at a cost which has been agreed between the Contractor and the Council's Representative "CR". The Contractor shall ensure that there has been no change of use of building, or structural alterations that will require modification/upgrading of the alarm system, should the Contractor find that the alarm system is no longer fit for the purpose then the Contractor shall submit his recommendations along with costs to the CR for his consideration.

The Contractor after the first visit is to provide the CR with a detailed assist requestor, the inventory will allow for the following for each site, list manufacture, type and location on all the following, panel, battery size, zone chart, number and location of detectors, call points, bells/sirens, smoke vents/windows, door magnets/holders, link to ECO (type), time switch, beacons, etc. for the Fire Alarm maintenance and panel, battery size, number and location of detectors, call points, smoke vents/windows, door magnets/holders, hatches, etc for the Smoke Vent Maintenance. This is to be provided as a computerised database in a Microsoft program, which is to be agreed with the CR and is to be provided within the first 6 months of the Contract and is to be updated when required after each site visit, by the Contractor at no cost to the Council.

All additional works over and above this service contract up to the value of £500 per site found to be necessary during any service visit shall be completed at the time of the service and a report/invoice submitted detailing parts/labour. Any parts replaced will be retained by the Contractor for a period of three months for inspection by the Council Representative.

All works in excess of £500 per site found to be necessary during any service visit shall be reported immediately by a report/quotation, detailing parts/labour costs. If acceptable an order number will be supplied to the Contractor for works to proceed.

The Contractor shall ensure that all areas of work are kept in a clean, tidy condition at all times.

The Contractor must ensure that all necessary spare parts and materials are readily and easily available so that the Fire Alarm System and Smoke Vent system is always left operational as a result of any service visit or breakdown.

If the Contractor, at any time during the Contract period considers that renewals or modifications are necessary to any associated equipment which would improve the performance or reliability of the system, etc, he should submit his recommendations with a report/quotation detailing parts/labour to the CR for his consideration.

The Contractor shall provide and deliver to the CR by hand all circuit drawings and plans, for any new works or modifications required to existing systems.

The Contractor is to number all Call Points, Sirens/Bells and Detectors with a label 5mm Black characters engraved on White traffolyte background to each call point, or engrave the device with the required information. Each Detector/Sounder/Door Holder is to be labelled with Dymo tape type labelling as required to the side of each item. Number to be proceeded by a letter, P= Call Point, S= Sounder, D= Detector and DH= Door Holder, in all properties as required. This is to be carried out on the first service visit and as required on further visits, as items are replaced or numbers removed. This is to be at the contractor's expense, there will be no extra charge for doing this.

16. Specialist Sub-Contractors

Where the Contractor does not employ engineers for maintenance and repair of specialised equipment i.e. auto diallers, door closers, mains electrical supplies, etc, the Contractor shall arrange for specialist companies to carry out the required servicing and repair on his behalf, at no additional expense to the Council. Such specialist companies shall be declared at the time of Tender and shall be bound by the same terms and conditions as the Contractor who shall be entirely responsible for the work they carry out on his behalf. Also the Contractor is to allow for all builders, carpenter works that may be required while doing any works. It will be the duty of the Contractor to ensure that his Sub-Contractor is fully aware of the Councils contractual requirements and all local conditions. The Contractor shall ensure that his sub-Contractor is fully supervised at all times.

No variation to such companies will be allowed during the term of the Contract except with the CR written consent.

17. Visit Report Sheets and Log Books

17.1 At the end of each month the Contractor will hand to the CR for Housing Delivery a detailed account of all activities for that month. This is to arrive no later than 7th day of the next month. The report will have an individual serial number and include:

i. Names of all personnel who attended site
ii. Dates of service visits for each property, as programmed
iii. Earth continuity reading
iv. Breakdowns recorded for each property
v. Time the breakdowns were received at the call centre, engineers arrival to site time, reinstatement time, any meal breaks and engineers time leaving site
vi. The condition of the fire alarm on leaving site
vii. Where breakdowns are as a direct result of vandalism, misuse or abuse
viii. Addresses of properties where no access.

Where possible a verification signature from a site representative i.e. Caretaker, Warden, Housing Officer, Occupant, etc should be attained if possible.

The design and layout of the report form is to be agreed with the CR and submitted at the time of Tender and in place before the commencement date of the Contract.

17.2 At the end of each calendar month period, the Contractor will provide the CR with a report detailing all the activity as detailed in Condition 17.1 for the past month. The formats for the monthly reports will be submitted to the CR for approval at the start of this Contract.

For every visit made to site the Contractor shall submit a clearly legible report sheet detailing reason for visit, a full description of works carried out, time arrived on site, time left site, any meal breaks, names of all personnel who attended site and the condition of the fire alarm on leaving site, where possible a verification signature either from a site representative i.e. Caretaker, Warden or Housing Officer should be attained. The logbook should be duly completed and a copy of the report left on site within the ring binder.

A log book and red ring binder shall be provided by the Contractor and identified as being used for this contract, i.e. labelled **Fire Alarm Maintenance Sheets or Smoke Vent Maintenance Sheets**. These are to be left in a safe convenient position on the premises, so that they can be inspected at any time during the contract, i.e. wardens office, switch room, etc. and this location is to be identified at the Fire Alarm Panel, via a label attached to the panel. The log book and red ring binder are to be held within a new red metal holder, large enough to hold the log book, red ring binder and holder labelled **FIRE ALARM or SMOKE VENT**. The Contractor is to supply and fix these holders at no cost to the Council. One to be installed within each property on the first visit, as required and fixed to a wall via 4No zinc coated round head steel screws. The log sheet shall indicate all service visits and breakdowns carried out on the system or part of, the following details shall be recorded in the logbook:

i. Contractors name, address, telephone numbers (both daytime and emergency)
ii. Names of all personnel who attended site
iii. Any relevant indication number
iv. All visits made to site by the Contractor for whatever reason
v. Dates and times of all visits, calls outs defects and/or faults
vi. Dates and times of all maintenance visits and a brief description of works
vii. Dates and time of all disablement of the alarm system
viii. Where breakdowns are as a direct result of vandalism, misuse or abuse
ix. Any modification/alteration to the system
x. Any replacement parts fitted
xi. The condition of the smoke vent system when leaving site.

The log books in conjunction with the engineers report sheet shall duly be completed on every service visit and will form the basis of the Contractors quarterly invoice claim. Claims for payment that cannot be substantiated by a written entry in the appropriate log book may be dismissed.

All log book, service sheets and equipment/materials used by the Contractor in the executive of this contract shall become the property of the Director of Neighbourhood and Housing Delivery.

Samples of the type of visit report sheets, red ring binder, log book and red metal holder intended to be used shall be submitted by the Contractor with his tender offer. The Contractor is to provide a copy of their proposed service sheet, which is to comply with the requirements of this Contract.

18. Reports

The Contractor shall be responsible for completing a report form for each item of plant/equipment/installation maintained. The Contractor shall use the following Condition Code on all reports.

Code

0 - Not applicable
1 - Good Condition
2 - Fair Condition
3 - Poor Condition

4 - Urgent repair/attention required, energy savings

All reports sheets to be completed and dated by the attending engineer at time of visit, and any order numbers required/quoted observations to be submitted within one calendar month of the on-site visit.

These will then be reviewed/actioned by the CR and returned within one month.

Issue an Annual Fire Alarm Certificate or Annual Smoke Vent Certificate to indicate that the system has a 100% test carried out and is fit for purpose.

Regular monthly meetings may be held to monitor progress on all work with particular emphasis on the planned programme. Meetings will be chaired by the CR or his representative at venues to be decided.

All planned programme work must be completed by 31st March in each year. If this date is not met the Council may employ other suitable persons to complete the works and impose any additional costs incurred against the Contractor. These conditions with adjusted dates will apply to any future year that this contract is awarded.

19. Replacement of Equipment

The present condition of all equipment shall be maintained so that it is in a similar condition and acceptable to the Council at the termination of the Contract period.

At the discretion of the Council the cost of complete replacement of major items of equipment such as Panels, cabling, accessories or any other major item of equipment that requires to be replaced or modified by the Council will be borne by the Council. The Contractor will be invited to tender for this work. Other companies may also be invited to tender for this work at the discretion of the Council. The successful tenderer will be required to enter into a separate contract with the Council for the remedial work and the Maintenance Contractor shall provide any reasonable assistance to any other company so appointed.

The Contractor shall clean out and cart away all rubbish, rubble, scrap, batteries, lamps, detectors, etc. at no cost to the Council, as required and such must not be allowed to accumulate. The Contractor must keep and leave the premises in a clean and tidy condition.

The Contractor is to provide all disposal notices with all Invoices & service sheets.

Any item of equipment removed from Property for repair or replacement must be clearly entered on the site logbook stating the date the item was taken, where it was taken and, clearly signed by the person removing such equipment.

20. Fire Alarm Zone Charts

All properties are to have a Zone Chart, which are to be schematic layout drawings of the building showing each floor, A4 or A3 size depending on the size of the building and Zones. The chart is to be encapsulated paper, held within in a dark wood frame with hard back, clear makrolon Grade LF Low flammability front and fixed to the wall with zinc coated steel round head/counter sunk screws, adjacent to the fire alarm panel, repeater panels and all remote indicator panels, where fitted. All properties are to have the above schematic Zone Charts installed before January 2021 and this is to be carried out as part of the maintenance contract and at no extra cost to Bristol City Council. All existing Zone charts are to be updated to the above within the same time period as required as part of the maintenance contract at no extra cost to the Council.

The chart is to indicate the position of the fire alarm panel, internal fire doors, lift, laundry, common rooms, switch rooms, stairs, external doors, flat numbers, zones, your location, etc. within the building.

21. Smoke Vent Circuit Charts

All properties are to have a Circuit Chart, which are to be schematic layout drawings of the building showing each floor, A4 or A3 size depending on the size of the building. The chart is to be encapsulated paper, held within in a dark wood frame with hard back, clear makrolon Grade LF Low flammability front and fixed to the wall with zinc coated steel round head/counter sunk screws, adjacent to the Smoke Vent panel. All properties are to have the above schematic Circuit Charts installed before January 2021 and this is to be carried out as part of the maintenance contract and at no extra cost to Bristol City Council.

22. Warning Notices

The Contractor shall provide all necessary protection and warning notices, for the proper execution of the work. The Contractor shall take all necessary precautions to ensure that no inconvenience or danger is caused to the occupiers and members of the public during the progress of the work.

23. Work to Occupied Properties and Dwellings

Where works are to be carried out to an occupied property or dwelling the Contractor is to employ a person within their local office to deal with all access and disputes with the occupants, there are also to liaise with and co-operate with the occupant so as to cause them the minimum of inconvenience, and provide a high degree of customer service and care. It is deemed the occupant's responsibility to remove carpets, fittings, furniture and furnishings and the Contractor should request removal of such for access to work areas. Where occupants are elderly or infirm or disabled the Contractor is expected to remove and replace the above items and provide due care and consideration. Unless the prior sanction of the CR has been given works are to be carried out between the hours of 8.00 am to 5.00 pm Mondays to Fridays inclusive but excluding Bank Holidays.

The Contractor shall adopt an Appointment System based on a maximum of 14 days notices by letter or phone (if phone number is known) for Maintenance works or works issued to be carried out within an occupied dwelling or property under the Maintenance Contract, Priority FR2 whereby daily appointments may be made during any working day between the hours of 8.00 am and 12.00 noon and between 1.00 pm and 5.00 pm. The Contractor shall keep any appointment so made. Should the occupant fail once to keep the appointment the Contractor shall leave a card to a prescribed format, such notice may be as a tear off slip with counter foil so a written record can be kept of the address, date and time the card was left with a corresponding serial number as that card left at the property or dwelling requesting the occupant makes a further appointment with the Contractor and notify the appropriate Council's Representative, if after two weeks no response is received. The Contractor is to supply the CR with copies of all cards left. There shall be no allowance for abortive calls. The CR may also write to the occupant, if still after leaving a card no response is obtained by the Contractor, advising them to contact the Contractor.

Work, which cannot be completed within the time of the first appointment, shall be continued the next working day, the Contractor making a further appointment with the occupant.

On all works issued for Priorities FR1 which is to be carried out to an occupied property or dwelling where an appointment under above has not been made the Contractor must make every effort to give notice to the occupant of the intended time and date the work is to commence. If the first time is not convenient to the occupant or is otherwise abortive, the Contractor must agree a time and date when work can commence or leave written notice, which may be as a tear off slip notice, such as that above, of such time and date which if subsequently proves abortive the Contractor shall leave at the property or dwelling a pre-paid card (at the Contractor's expense) which must be as a tear off card, which a record of the card can be kept, with the address the card was left at, the time and date. The card is to request

the occupant to arrange with the Contractor within one week a further suitable time and date. The card must also state that if this notification is not given the Contract will request the Council to cancel the order. The Contractor shall notify the appropriate CR of all such cancellations within seven days of expiration of the two-week period and provide all copies of letters, slips and pre-paid cards left. The Contact Administrator may write to the occupant, advising them to contact the Contractor direct to arrange a convenient time and date when the works can take place.

There shall be no allowance for abortive calls as part of this contract for any reasons.

Work, which cannot be completed within the time of the first visit, shall be continued the next working day & day after if required. Residents must be informed of these continuing works via letters & notices.

There shall be no allowance for abortive calls as part of this contract for any reasons.

Note: The Contractor is not to notify any occupant of his intention to start work until he is satisfied that all materials and fittings required for the work are immediately available.

On completion of work to an occupied property or dwelling, the Contractor shall get the occupant to complete a notice to a prescribed form which the Contractor will keep, however must make available to the CR at short Notice, within one working day. This is to allow the occupant to comment on the work carried out. Such notice may be as a tear off slip from the printed instructions issued to the Contractor.

24. Service Frequency

The Contractor shall include for in his tender price at least four maintenance visits per **Fire Alarm** installation per annum, as listed, Schedule of Properties. Each visit shall be scheduled as to ensure an even wear and tear between visits for each item of equipment; there should be at least 11 weeks between each visit. All maintenance visits should be made during normal working hours (i.e. Monday – Friday 0800-1700). The maintenance will be carried out in accordance with the requirements of this Contract as well as the Code of Practice of BS5839 Section 6 (Maintenance). The Contractor shall include for all labour, access equipment, specialist services and adjustments, to carry out maintenance items

The Contractor shall include for in his tender price at least two maintenance visits per **Smoke Vent** installation per annum, as listed in the Schedule of Properties. Each visit shall be scheduled as to ensure an even wear and tear between visits for each item of equipment; there should be at least 25 weeks between each visit. All maintenance visits should be made during normal working hours (i.e. Monday – Friday 0800-1700). The maintenance will be carried out in accordance with the requirements of this Contract as well as the Code of Practice of BS7346:2013 (Maintenance). The Contractor shall include for all labour, access equipment, specialist services and adjustments, to carry out maintenance items

The Contractor shall be aware and make allowance for the provision of a 24-hour a day emergency breakdown attendance; the cost for providing this service shall be included in the Contractor's Tender Price. The Contractor will be required to demonstrate to the satisfaction of the CR that they are capable of meeting all the call of priorities and how they intend to meet all the response times and show how they will obtain spare parts out of hours. Also supply a single call out number, which the Council can contact.

The Contractor is to allow to carry out any service visits on the day and time the property nominally carries out its weekly Test, so to minimise any disruption to the occupants.

There shall be no allowance for abortive calls as part of this contract for any reasons.

25. Service for the Fire Alarm System.

Quarterly – Standard Service Visit

The Contractor is to notify the Occupants of a property 2 weeks prior to the Contractor undertaking maintenance works and once on site the Contractor will ensure that Security, all occupants of the building, emergency call centres are aware of his presence and of the systematic checking of the alarm circuits, so as not to create a false fire alarm/evacuation of the building.

Engineer to check the following:

(a) The Central Control Panel, Auxiliary, Repeater and Indicator Panels shall be checked for the correct operation of the following, where applicable:

(i) AC supply/failure
(ii) DC supply/failure
(iii) Alarm silence/recall function
(iv) Door closing circuit with delay time of 30 seconds (where this delay is fitted). All door entry systems, which incorporate electrical strikes/magnet locks, must be able to be opened in full alarm condition, i.e. fail-safe. Any other opening devices which are subject to the Fire Alarm circuit (i.e. smoke vents/hatches/plant, gas valve, fault warnings, etc) shall be fully tested for operation in alarm condition. (When testing any gas valves, ensure that the Mechanical Maintenance Contractor is on site to reset boilers as required. Any cost for this service is to be paid for as part of the Fire Alarm Maintenance Contract & at no extra cost to the contract.
(v) Internal tone generator and muting function
(vi) Gating circuit with delay times of rejection period of 5/7 seconds and subsequent acceptance period of 20/25 seconds
(vii) Output voltage to detector lines
(vii) Lamp test

(b) The batteries shall be tested and checked for physical and electrical condition. All voltage readings, mains, batteries, charger, etc to be recorded in logbook. All fuses and holders must be checked to ensure good condition and that correct rated fuses are in circuit. Also check all connections are secure, clean, etc and if required lightly smear with petroleum jelly.

(c) The battery charger shall be checked for condition, correct output and operation & recorded.

(d) Lamps, bulbs, neon's, light emitting diodes, etc on all equipment, shall be replaced where necessary, the Contractor shall include in his tender price for the cost of replacement.

(e) The system shall be tested by the activation of the end of line detector (furthest from main panel) on each alarm zone.

(f) The indication of line faults shall be tested by the removal of the end of line detector on each alarm zone.

(g) Detector check condition, connections, mounting, etc, clean as required. Be advised Ionisation detectors emit radiation refer to manufacturers instruction on safe handling and disposal. Number as required.

(h) All break glass contacts shall be checked for correct operation by use of test probe or opening unit. Also check mounting of case and replace if cracked. Number as required.

(i) All internal and external alarm sounders, strobes shall be checked for correct operation, this will involve raising an alarm condition and thus should be restricted to as short a period as possible. Number as required.

(j) All automatic fire alarm interlocks, linked door closers, drop fire curtains, shutters, vent windows, gas valve, fault warnings, interlocks, etc shall be checked for correct operation, mechanical damage and condition. Reset all after test & record.

(k) Check in full alarm mode the link to Emergency Control Centre, Brunel House, etc. Advise alarm centre before tests and once all tests are complete.

(l) Fireman's control for vent plant, check operation and log operation of fans and dampers. Reset all after test.

(m) Visually inspect all wiring and equipment for damage, ingress of moisture and integrity.

(n) Also adjust time switches on door closures.

Final Quarterly Service Visit Per Year

The Service Engineer to check the following:

(o) All items of the 'Standard' service shall be carried out.

(p) The main control panel batteries shall be test discharged for the period of the maintenance visit or one hour whichever is least. Also being replaced every 36 months as part of the Contract at no extra cost to the Council, which must be recorded in the logbook and service sheet.

(q) All automatic detector heads shall be removed and physically cleaned by wiping over with an approved cleaning fluid and blowing the detection chambers clear of dust by used compressed clean dry air. The base of all detectors shall be similarly cleaned, together with checking the wiring connections and degreasing/pulling forward the spring connect contacts.

(r) All detectors shall be checked by use of a calibration tester to ensure their being within the factory tolerances. Where detectors are found to be out of calibration they should be demonstrated to the officer in charge removed from site and replaced with a new unit.

(s) All detectors shall be checked for physical damage. All detectors, which are non-operational and non-refurbishable due to the physical damage or age, shall be replaced, with explanation to the officer in charge, then removed from site for disposal to the WEEE regulation standard, If the detectors contain radioactive material then the Code of Practice BS5839 & FIA (Fire Industry Association) Fact sheet No.0017, which outlines the regulations and/or legislation within the uk. Plus the companies own environmental policy should also cover ionisation detectors carriage/disposal shall be referred to and replaced with a new unit. All detectors, which are physically damaged, but still operational, shall be left in situ having been noted on the service report sheet and reported to the officer in charge. All detectors to be tested in situ.

(t) All detector head indicator lamps found faulty or missing shall be renewed at no extra cost, the Contractor shall allow for replacement in his tender price.

(u) Carry out full inspection resistance test. Prior to test remove all circuitry/equipment that could be damaged by this test. Remove all heads and link out test cables.

(v) Carry out a full earth continuity test of mechanical sheaths of associated alarm wiring and equipment to ensure good earth continuity throughout in accordance with BS7671 Regulations & record in the logbook & service sheet.

(w) Carry out an inspection of 230-volt supply from the fuse board to the local isolation point, then between this point and the fire alarm panel. Check fuse/MCB supplying the Fire Alarm System ensuring correct operation, rating and labelling. Replaced as required if incorrect at no extra cost to the Council.

(x) Visually inspect all wiring and check all wiring connections within the control panel, detectors, terminal boxes, etc and renew as required.

(y) Update Asset Register as required and provide CR with information, with Invoice and in computer format after visit, even if no change.

26. Service for the Smoke Vent System.

The maintenance will be on a twice yearly basis and on each visit the following tasks will need to be carried out. The Contractor is to notify the Caretaker Team of a property 2 weeks prior to the Contractor undertaking maintenance works and once on site the Contractor will ensure that Security of the building

<u>Half Yearly – Standard Service Visit</u>

Engineer to check the following:

(a)

(i) Activate the system and check for correct operation.
(ii) Check all ventilator fixing and weathering.
(iii) Clean off all dirt from internal and external channels and surfaces.
(iv) Check operation of louvres, hatch, flap sand/or dampers
(v) Check bearings and lubricate as necessary.
(vi) Check actuator function, fixings, brackets, alignment, clean and lubricate.
(vii) Check operation of ventilators, replace or report failed, distorted or worn components.
(viii) Check the operation of each control panel and override controls.
(ix) Check all line cards, fuses, the integrity of all internal connections, repair/replace as necessary.
(x) Check any remote sensors or detectors to ensure correct operation.
(xi) Check and record all power supplies.
(xii) Check the batteries shall be tested and checked for physical and electrical condition. All voltage readings, mains, batteries, charger, etc to be recorded in logbook. All fuses and holders must be checked to ensure good condition and that correct rated fuses are in circuit. Also check all connections are secure, clean, etc and if required lightly smear with petroleum jellybatteries and recharging.
(xiii) After service, test the whole system to ensure fire-related and day to day operation.
(xiv) Leave in secure working order.
(xv) Write client's report, recording all repairs/modifications recommended.
(xvii) Lamps, bulbs, neon's, light emitting diodes, etc on all equipment, shall be replaced where necessary, the Contractor shall include in his tender price for the cost of replacement.

The Contractor will aim to provide a service which ensures that the Smoke Ventilation System continues to conform with:

Health and Safety at Work Act 1974
BS7346: 2013
EN12101
BS7671
Fire Officer's Statutory requirements
The Regulatory Reform (Fire Safety) Order 2005

Final Half yearly Service Visit Per Year

The Service Engineer to check the following

(i) All items of the 'Standard' service shall be carried out.

(ii) The main control panel batteries shall be test discharged for the period of the maintenance visit or one hour whichever is least. Also being replaced every 36 months as part of the Contract at no extra cost to the Council, which must be recorded in the log book and service sheet.

(iii) Update Asset Register as required and provide CA with information, in computer format, each year.

27. AUTHORISATION TO UNDERTAKE WORK

The Contractor shall not accept verbal requests from any person for works or additional work to be undertaken at any time unless by prior written agreement with the Council's Representative. If the Contractor should undertake works without an official works or Task Order he will not be reimbursed.

28. EMERGENCY CONTACT

The Contractor must provide and maintain an out of hour's emergency service to avoid danger to the health and safety of occupiers and/or the public, or serious damage to buildings and other structures. The emergency service must be provided 24 hours each day including weekends and during holiday periods. The names, addresses and telephone numbers of suitable competent persons who are employed on this Contract during the day and who may be contacted outside working hours shall be provided and updated by the Contractor to the Council's Representative. The telephone must be manned and NOT an answering machine or answering service or mobile service. Overtime allowances will be in accordance with the provisions laid down in this specification. Where emergency works are extensive then the amount of work on overtime must be kept to the minimum necessary to secure the building from further damage or protect the health and safety of the occupants. Full repairs and reinstatement shall be carried out during normal working hours. The Contractor must note that this service is required to be in operation after midnight on 1st June 2020 TBC. All calls must be logged and sent to the CR by electronic means i.e. email, listing all call outs with date, time, site name and caller by the next working day.

At present the Council has two departments described in the following sections that handle call outs differently.

NEIGHBOURHOOD AND HOUSING DELIVERY CALL OUTS
Bristol City Council operate a 24 hour Emergency Control Centre which is situated at Brunel House, Tel. No. (0117) 9222050 outside normal working hours (this is under review and may alter during the duration on this contract) or (0117) 3525200 during normal working hours. If the Contractor is requested to undertake any works outside of normal working hours, i.e. at night or weekends, etc. it will be relayed via the Control Centre. Similarly if the Contractor experiences any problems and/or requires further direction/ instruction he should contact the Control Centre who will then contact the N&HD duty engineer or responsible officer as appropriate.

For All Emergency out of hours call outs the Contractor shall only respond to requests from staff at the Control Centre who will provide identification, an order number, property address and nature of fault details. The Contractor will not be reimbursed for any works unless the

aforementioned has been complied with in full.

Call out engineer is have on site attendance within 1 Hours of Contractor receiving call**.**

The Contractor shall provide the CR with a list (and update same) of all Supervisors home telephone numbers for emergency contact only.

It is anticipated that at some point during the Service Period the administration and call out practices Neighbourhood and Housing Delivery will be rationalised in order that a common working standard is adopted between the departments.

It may be necessary for the Contractor to participate and modify their working practices in order to achieve the changes in the Council's working procedures.

This should be incorporated in the overheads section of the tender to accommodate for these changes.

DAY TO DAY MAINTENANCE AND EMERGENCY
REPAIR MAINTENANCE: CALL OUT PROCEDURE:

In the event of a breakdown or other defect occurring in the equipment detailed in the task schedule or any part of the installation not specifically mentioned in the servicing tasks but forming part of the services installed within the Properties, the Contractor will be notified by telephone that repair is necessary at a particular property. These calls may be made by Emergency Control or the CR and the Contractor shall not accept instructions from any other persons.

Ninety five percent of all call-outs and repairs to be completed on first site visit.

29. ADMINISTRATION OF THE CONTRACT

The Contractor and The Employer will commence mobilisation talks and agree procedures with effect from the contract commencement date. The objective will be to understand, establish, implement account and communication channels/contacts and agree proactive approach, exit strategy procedures detailing cut off and start times from incumbent to new provider to ensure a smooth transition and minimise disruption to operations, plan short and medium term demand, whilst flexibly accommodating any emergency or short notice, demand in the transition phase.

The Employer shall appoint a Senior Manager to the post of contract manager ("Contract Manager") and also advise Deputy contact details in the event of absence, with responsibility for managing the day to day operations of this contract and as the primary point of contact within The Employer for both parties on all matters relating to the provision of the Works and this contract and shall notify the identity of such person to CR within seven (7) days of the date of this Contract start date.

The parties shall within thirty (30) days of the date hereof establish a Management Review Group ("Management Review Group") consisting of the Contract Manager and up to two other members appointed by each of them. Also at the last Management Review Group of the year a Contractor CEO/Managing Director of the Company is to attend if requested by either party.

Every month the Management Review Group shall meet at an agreed location to review:-

The Contractor's performance of the Maintenance and Works order in the previous month and preceding three (3) months in particular (but without limitation) against the contract;
incidents and problems reported by either party in the preceding month and three (3) months; and,

changes and events expected in the next three (3) months.
The agenda for the Management Review Meetings shall include:-
The Contractor's performance and adherence to the Contract;
explanation of unresolved problems and The Contractor's proposals to resolve them;
explanation of all failures, problems and incidents arising in the preceding three (3) months;
proposed improvements to the Works order; and review of invoices in dispute.

The minutes of the Management Review Meetings shall be prepared by The Contractor and distributed following each meeting. Once agreed the minutes shall be signed by the Contractor Relationship Manager and CR to indicate acceptance of such minutes by the parties.

30. WEEKLY TEST

During the term of this contract, the Contractor will be required to carry out a weekly test of the fire alarm, ensure the panel is working correctly, all sounders are operating correctly, all automatic door closures operate where fitted, smoke vent windows operate where fitted and any connections to a remote Call Centre is operating, within all Housing Delivery, Acquired Properties, Low Rise Blocks and Multi Storey as set out. The tests are to be carried out at a set time and day each week, this is not to change for any reason unless with written approval of all occupants within the property. The test is to be carried out by energizing a call point or detector, not the same one each week. This is then to be recorded within the Log Book on site. The Contractor may be ask to add or remove properties during the term of this contract, as required and no charge will be applied for the removal of any property or the alteration of the prices for the existing alarms to cover the removal.

Four times a year the weekly testing is to be carried out at the same time as the Maintenance Visit and recorded in the log book for the weekly testing as required.

Also within the first year of the contract, the Contractor is to provide a price to upgrade all Fire Alarm Panels to carry out self-tests and the possibility of remote testing as above.

31. Key Performance Indicators:-

Please see Appendix 14.

32. Payment:-

In consideration of the Contractor providing the Service the Council shall pay to the Contractor an hourly rate per call out to a particular location calculated from the appropriate figures in the Pricing Document.

At the end of every completed calendar month the Contractor shall submit to the Council a statement in respect of the invoices issued under this Contract for the Service provided during that month by the 7th day of the following month. Payment of the amount due to the Contractor will normally be made within six weeks from the date of receipt of valid invoices unless there shall be a dispute as to the correctness thereof.

In addition to the Schedule of Rate as set out in Pricing Document Item 3 the Council shall pay to the Contractor such Value Added Tax as may be properly chargeable by the Contractor in connection with the provision of the Services. The Contractor shall issue a tax invoice in respect thereof at the time he/she submits and invoice in respect of amounts due under this Contract for the Services provided during that month.

Within 14 days of receipt of the invoice and necessary supporting documents, the Supervising Engineer shall notify the Contractor, in writing of his disagreement with any of the content of the invoice or supporting documentation. The Supervising Engineer and the Contractor shall then seek to reach agreement on the sum that is properly payable and a revised invoice shall be issued. If agreement cannot be reached within a reasonable time, the Supervising Engineer and the Contractor shall notify the Council who shall make a decision on the issue. The Council's decision shall, in the absence of manifest error, be final and binding.

Disputed items shall be paid within 31 days of the amount due being agreed, resolved or determined (which shall be treated as the due date) and shall bear interest thereafter calculated as above.

All invoices in respect of this Contract shall contain the following information:

(1) Name, address, telephone number of the company
(2) VAT registration number
(3) Clients order number
(4) Contractors internal reference number

Failure by the Contractor to provide any of the above information on its invoice means time for payment of the Contractor's invoice will not start to run. The Council is entitled to delay payment to the Contractor until an amended invoice containing all the required information is submitted. All Maintenance invoices must be submitted by the 7th day of the following month and invoices for repairs within one month of completion of works.

33. Recovery of the Sums Due to the Council:-

Whenever under this Contract any sum of money shall be recoverable from or payable by the Contractor to the Council the same may be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract between the Contractor and the Council.

34. Trade Associations:-

It is a prerequisite for this contract that the Contractor **MUST** hold membership of all the following Associations BAFE and NSI Security Gold. Also NICEIC unless they can prove a Partnership with an Electrical Contractor for the term of this contract, who holds Approved Contractor level within the NICEIC scheme. This **MUST** be in place prior to the commencement of the contract and copies of all the Certificates are to be included within the tender return or if not held at the time, 4 weeks before the contract start date. Failure to do so will result in the removal of the Contractor from the contract and failure to hold these memberships at anytime during the contract will also result in the removal of the Contractor from the contract. It is also preferred that the Contractor has the latest ISO 9001 accreditation.

35. Council Environmental Policy:-

The City Council wishes to demonstrate its commitment to improving the environment. It has developed an Environmental Policy and is actively implementing its aims. Accordingly, it will use its position as an enabler and specifying client to further this commitment through this Contract. The Contractor shall be expected to share this commitment and work towards environmental improvement wherever possible in carrying out this service. The Contractor will be encouraged to promote any policies that they consider are consistent with the Council's view and go beyond the specified requirements.

The Contractor will also be expected to assist the Council in carrying out its implementation of the European Eco-Management and Audit Scheme (EMAS).

The Contractor may be required to provide data from time to time, to enable the Council to compile an Environmental Statement. Periodic reporting of data relating to materials/

chemicals used, fuel, waste and environmental impact may be required in the course of each year.

The Contractor will be expected to seek and initiate measures to:-

i) minimise waste;

ii) reduce consumption of raw materials;

iii) improve environmental practice and performance during the life of the Contract;

iv) Safely dispose of waste by-products.

The Contractor should, as far as possible, ensure all stationery used by or on the Council's behalf to be on recycled paper made from a minimum of 75% post-consumer waste and non-chlorine bleached.

Vehicles used by the Contractor in the performance of this Contract must meet all regulations relating to engine tuning and emissions. Emission levels must be tested and corrected at each stationary inspection and at each service. Vehicles should generally be operated in accordance with the Fuel Management Guide issued by the Freight Transport Association. The Council recommends the use of City diesel or lead free petrol engines fitted with a catalyst, but is keen to encourage the wider use of Liquefied Petroleum Gas (LPG) or Compressed Natural Gas (CNG) vehicles wherever possible. Details of the vehicles and fuels used, and the emissions monitoring record achieved may be required on a regular basis.

The Contractor may be required to demonstrate to the Council that it is implementing the segregation and recycling of packaging materials such as metal, plastics, used in the performance of the Contract and operating a scheme for returning reusable containers and packing.

The Council requires that timber used in the performance of this contract must comply with the Council Timber Policy.

Climate Emergency Action Plan. The City Council has a carbon neutral target and climate resilient city by 2030, The Contractor will be expected to comply with the City Council's Climate Emergency Action Plan, where applicable, and co-operate with the Energy Service in considering any advice or recommendations made to help reduce carbon emissions and their associated costs.
Available at http://www.bristol.gov.uk/page/environment/council-action-climate-change

The Contractor shall report any possible energy or water saving measures/initiatives that arise in the day to day provision of services for the Council, to the Council's Representative. These initiatives either can be acted upon or be considered for funding and implementation by the Council.

Waste and Resource Management strategy: (Zero waste target) requires that it seeks to reduce, re-use, and recycle waste wherever possible to. The Council therefore requires that the Contractor:

i) Identify which materials on the site can be re-used or recycled

ii) Estimate the total quantity and approximate value of the materials that can be re-used or recycled

iii) Estimate the percentage of the materials identified in (ii) that the Contractor intends to re-use or recycle.

36. Exit Management Plan:-

The contractor is required to ensure the orderly transition of the Services from the Contractor to Bristol City Council or any Replacement Contractor in the event of any termination (including partial termination) or expiry of this contract. This Section sets out the principles of the exit and service transition arrangements which are intended to achieve this and upon which the Exit Plan shall be based.

For the avoidance of doubt the Contractor is responsible for the overall management of the exit and Service transfer to Bristol City Council or any Replacement Contractor as required.

Address each and any of the issues required to facilitate the transition of the Services from the Contractor to the Replacement Contractor and/or Bristol City Council and shall ensure that there is no disruption in the supply of the Services and no deterioration in the quality of delivery of the Services.

Detail how the Services will transfer to the Replacement Contractor and/or Bristol City Council including details of the processes, documentation, data transfer, systems migration, security and the segregation of the Customer's technology components from any technology components run by the Contractor or any of its Sub-Contractors (where applicable);

Specify the scope of the Transitional Assistance Services that may be required by Bristol City Council, any charges that would be payable for the provision of Transitional Assistance Services and detail how such services would be provided (if required) during the Termination Period;

Provide a timetable and identify critical issues for carrying out the Transitional Assistance Services; and set out the management structure to be put in place and employed during the Termination Period.

The Contractor and Bristol City Council shall each appoint an exit manager and provide written notification of such appointment to each other within [six months] after the Effective Date. The Supplier's exit manager shall be responsible for ensuring that the Contractor and its employees, agents and Sub-Contractors comply with the exit plan as required. The Contractor shall ensure that its exit manager has the requisite authority to arrange and procure any resources of the Contractor as are reasonably necessary to enable the Contractor to comply with the exist plan. The exit managers shall liaise with one another in relation to all issues relevant to termination or expiry and all matters connected with the exit plan and each party's compliance with it.

During the Term, the Contractor shall:

(a) create and maintain a register of:

(i) all assets, detailing their ownership status as either Exclusive Assets (separately identifying Transferable Assets) or Non-Exclusive Assets and their [Net Book Value **OR** Fair Market Value]; and

(ii) all Sub-Contracts and other agreements (separately identifying Transferable Contracts) required to perform the Services;

(b) create and maintain a database setting out the Contractor's technical infrastructure through which the Services are delivered. Such database shall be capable of allowing staff of the Replacement Contractor and/or Bristol City Council to acquire sufficient technical understanding of how the Contractor provides the Services to ensure the smooth transition of the Services with the minimum of disruption;

(c) at all times keep the Registers up to date and shall maintain copies of any agreements referred to in any Register.

(d) the Contractor will supply all access codes and keys to all equipment as part of this contract which Bristol City Council and/or the Replacement Contractor will require to continue the service.

The parties shall agree the format of the Registers as part of the process of agreeing the first Exit Plan.

At the same time as the Contractor submits a revised Exit Plan, it shall also submit to Bristol City Council up-to-date Registers.

The Contractor shall ensure all Exclusive Assets are clearly marked to identify that they are exclusively used for the provision of the Services under this agreement.

The Contractor shall procure that all licences for Third Party Software entered into with effect from or after the Effective Date and all Sub-Contracts shall be assignable or capable of novation at the request of Bristol City Council to Bristol City Council and/or any Replacement Contractor without restriction (including any need to obtain any consent or approval) or payment by Bristol City Council. If the Contractor cannot procure such rights then Bristol City Council shall consult on whether the rights that can be obtained are nevertheless acceptable to Bristol City Council or whether the Contractor should seek an alternative provider of the goods or services to which the relevant agreement relates.

On reasonable notice, the Contractor shall provide to Bristol City Council and/or to its Replacement Contractor (subject to the Replacement Contractor entering into reasonable written confidentiality undertakings with the existing Contractor), such material and information as Bristol City Council shall [reasonably] require in order to facilitate the preparation by Bristol City Council of any invitation to tender and/or to facilitate any potential Replacement Contractor undertaking due diligence (including in relation to the Services, Assets, Customer's Data, Registers and Transferring Employees).

Bristol City Council shall be entitled to require the provision of Transitional Assistance Services by sending the Contractor a notice to that effect (**Transitional Assistance Notice**) at any time prior to termination or expiry. The Transitional Assistance Notice shall specify:

(a) the date from which Transitional Assistance Services are required;

(b) the nature and extent of the Transitional Assistance Services required; and

(c) the period during which it is anticipated that Transitional Assistance Services will be required (**Transitional Period**) (which shall continue no longer than [1 Month] after the date that the Contractor ceases to provide the Services or, in the event that a Termination Period is specified by Bristol City Council, no longer than the end of the Termination Period).

Bristol City Council shall have an option to extend the Transitional Period beyond the period specified in the Transitional Assistance Notice by written notice to the Contractor provided that such extension shall not extend beyond 3 Months after the expiry of the period referred to above

Bristol City Council shall have the right to terminate its requirement for Transitional Assistance Services by serving not less than [20 days'] notice upon the Supplier to such effect.

The Transitional Assistance Services shall be provided in good faith and in accordance with Best Industry Practice.

The Contractor shall continue to provide the Services (or the relevant part of them) during the Transitional Period in accordance with the Service Levels unless the parties agree otherwise pursuant. Where the Contractor demonstrates to Bristol City Council reasonable satisfaction that transfer of the Services during the Transitional Period will have a material adverse effect on the Contractor's ability to meet a particular Service Level and such adverse effect is not due to a failure by the Contractor to perform this agreement, the parties shall vary the relevant Service to take account of such adverse effect.

During the Transitional Period, the Contractor shall, in addition to providing the Services and the Transitional Assistance Services, provide to Bristol City Council any reasonable assistance requested by Bristol City Council to allow the Services to continue without interruption and to facilitate the orderly transfer of the Services. The Contractor shall use all reasonable endeavours to reallocate resources to provide these services without additional costs. However if this is not possible, any additional reasonable costs incurred by the Contractor in this regard which are not already in the scope of the Transitional Assistance Services or the Exit Plan shall be provided on a time-and-materials basis in accordance with the applicable rates set out in the contract and subject to agreement.

Bristol City Council and the Contractor acknowledge that the transition of the Services to the Replacement Contractor may be phased over a period of time so that certain identified Services are transferred to the Replacement Contractor before others.

Bristol City Council shall, at the Contractor's reasonable request, require the Replacement Contractor and any agent or personnel of the Replacement Contractor, to enter into an appropriate confidentiality undertaking with the Contractor.

The Contractor shall comply with all of its obligations contained in the Exit Plan.

From the date [six months] before expiry or from the service by either party of any Termination Notice (whichever is the earlier) and during any Termination Period, the Contractor shall not terminate or vary in any material respect any Transferable Contract without Bristol City Council prior written consent, such consent not to be unreasonably withheld or delayed.

Upon termination or expiry (as the case may be) or upon expiration of the Termination Period or, provided that it does not have an adverse impact on the ability of the Contractor to provide the Services or the Transitional Assistance Services at any time during the Termination Period (as Bristol City Council shall require):

(a) the Contractor shall cease to use Bristol City Council Data and, at the direction of Bristol City Council either: provide Bristol City Council or Replacement Contractor with a complete and uncorrupted version of Bristol City Council’s Data in electronic form (or such other format as reasonably required by Bristol City Council); or destroy (including removal from any hard disk) or return (at Bristol City Council’s option) all copies of Bristol City Council’s Data [not required to be retained by the Contractor for statutory compliance purposes] and confirm in writing that such destruction has taken place;

(b) the Contractor shall erase from any computers, storage devices and storage media that are to be retained by the Contractor after the end of the Termination Period any software containing the IPRs owned by Bristol City Council;

(c) the Contractor shall return to Bristol City Council such of the following as are in the Contractor's possession or control:

(i) all Customers’ Assets;

(ii) all materials created by the Contractor under this contract, the IPRs in which are owned by Bristol City Council;

(iii) any other equipment which belongs to Bristol City Council;

(iv) all Bristol City Council's access keys; and

(v) any items that have been on-charged to Bristol City Council, such as consumables;

(d) the Contractor shall vacate any Bristol City Council's Premises; and

(e) each party shall return to the other party all Confidential Information of the other party and shall certify that it does not retain the other party's Confidential Information.

The Transitional Assistance Services to be provided by the Contractor shall include (without limitation) such of the following services as Bristol City Council may specify:

(a) stopping all non-critical Software changes (by agreement with Bristol City Council);

(b) providing to Bristol City Council an up-to-date Process Manual;

(c) providing assistance and expertise as necessary to examine all operational and business processes (including all supporting documentation) in place and re-writing and implementing processes and procedures such that they are appropriate for use by Bristol City Council or Replacement Contractor after the end of the Termination Period;

(d) providing details of work volumes including work orders, call outs, repairs and staffing requirements over the preceding 12 months;

(e) analysing and providing information about capacity and performance requirements, processor requirements and bandwidth requirements, and known planned requirements for capacity growth;

(f) generating a computer listing of the Source Code of access codes, software and key codes to equipment or computer programmes as required by Bristol City Council;

(g) transferring all training material and providing appropriate training to those Customer and/or Replacement Contractor staff responsible for internal training in connection with the provision of the Services;

(h) providing for transfer to Bristol City Council and/or the Replacement Contractor of all knowledge reasonably required for the provision of the Services which may, as appropriate, include information, records, documents, fire alarm panel software and answering all reasonable questions from Bristol City Council and/or the Replacement Contractor regarding the Services.

Not less than [six months] prior to expiry or, in the case of termination, as soon as practicable (but in any event not later than [one Month] following delivery of the up-to-date Registers) or in the event of a Termination Period, not later than one Month prior to the date of expiration of the Termination Period, Bristol City Council shall notify the Contractor:

(a) which, if any, of the Transferable Assets Bristol City Council requires to be transferred to it and/or any Replacement Contractor (**Transferring Assets**);

(b) which, if any, of the Exclusive Assets which are not Transferable Assets and which of the Non-Exclusive Assets Bristol City Council and/or the Replacement Contractor requires the continued use of and which Transferable Contracts Bristol City Council requires to be transferred to it and/or to the Replacement Contractor or any other licences of the Contractor's Software or Third Party Software required by Bristol City Council and/or the Replacement Contractor (**Transferring Contracts**),

In order for Bristol City Council or the Replacement Contractor to provide the Replacement Services from the end of the Termination Period. At the request of Bristol City Council the Contractor shall provide such assistance as may be necessary to help Bristol City Council and/or the Replacement Contractor to identify which Assets and which Transferable Contracts are required for the continued provision of the Services and the provision of the Replacement Services.

The Contractor shall sell the Transferring Assets to Bristol City Council or the Replacement Contractor (as determined by Bristol City Council) with effect from the end of the Termination Period and the sale shall take place at such place as Bristol City Council shall specify. Bristol City Council or the Replacement Contractor shall acquire the Transferring Assets at [Net Book Value **OR** Fair Market Value] in accordance with this contract. Risk in such Transferring Assets shall pass to Bristol City Council or the Replacement Contractor (as appropriate) at the end of the Termination Period and title to such Transferring Assets shall pass to Bristol City Council or the Replacement Contractor (as appropriate) on payment for the same.

Where the Contractor is notified in accordance with b above at Bristol City Council and/or the Replacement Contractor requires continued use of any of the Exclusive or Non-Exclusive Assets, the Contractor shall:

(a) procure a non-exclusive, perpetual, royalty-free licence (or licence on such other terms that have been agreed by Bristol City Council) for Bristol City Council and/or the Replacement Contractor to use such assets (with a right of sub-licence or assignment on the same terms); or failing which

(b) procure a suitable alternative to such assets and Bristol City Council or the Replacement Contractor shall bear the reasonable proven costs of procuring the same.

The Contractor shall at Bristol City Council's request and with the co-operation of Bristol City Council procure the novation or assignment to Bristol City Council and/or Replacement Contractor of the Transferring Contracts.

Bristol City Council shall:

(a) accept assignments from the Contractor or join with the Contractor in procuring a novation of each Transferring Contract; and

(b) once a Transferring Contract is novated or re-assigned to Bristol City Council or the Replacement Contractor, Bristol City Council shall carry out, perform and discharge all the obligations and liabilities created by or arising under that Transferring Contract and exercise its rights arising under that Transferring Contract or, as applicable, procure that the Replacement Contractor does the same.

The Contractor shall indemnify Bristol City Council (or the Replacement Contractor, as applicable) against each loss, liability and cost arising out of any claims made by a party to a Transferring Contract which is assigned or novated to Bristol City Council (or Replacement Contractor) pursuant to above in relation to any matters arising prior to the date of such assignment or novation.

Bristol City Council shall notify the Contractor of any obligation under any Transferring Contract which has been or will be novated or assigned under this paragraph which it is unable to carry out or perform without the assistance of the Contractor. The Contractor shall provide all reasonable assistance to Bristol City Council to enable it to comply with that obligation at no extra cost.

The Contractor shall at Bristol City Council's request provide ongoing support of the Contractor's Software and the Third Party Software on its normal commercial terms [at a price

no less favourable than the Contractor's then current standard rates in respect of such support services for as long as it is required.

Subject to below, Bristol City Council shall, or shall procure that the Replacement Contractor shall, pay to the Contractor the price determined in accordance with agreement under this contract. For the Transferring Assets; and/or for the continued use of the Exclusive Assets and Non-Exclusive Assets as referred to above

Any Charges to be paid by Bristol City Council in respect of the Contractor performing its obligations shall be determined in accordance with the contract and the contractor providing all the services required. If for any reasons this is not provided Bristol City Council will withhold any payments until the required services are supplied. The continued provision of the Services shall be paid for in accordance with the Charges relating thereto.

PART B – UPGRADES AND NEW INSTALLATIONS

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1. Fire Alarm and smoke vent systems Equipment

1.1 The Contractor may be asked to supply a price for the above based on the tendered rates if required by the Council's Representative.

1.2 All equipment should be powered by a 230-volt AC supply, where applicable.

1.3 Electrical supplies are to be installed by the Contractor. Only qualified engineers are to install these supplies.

1.4 All equipment shall be new and unused.

1.5 Cable trunking shall be fully connected to the panel as described within the trunking section.

1.6 Panels must be located by main entrance points and must be mounted and be accessible for the Fire Brigade.

1.7 Equipment must be securely mounted and be accessible for maintenance purposes.

2. Cables and Fixings

2.1 All cables shall be manufactured to the relevant parts of BS60702-1 or BS7629 and have BASEC approval.

2.2 Notwithstanding the above requirement, only cables with an outer sheath of a fire resistant composition are to be used at any point within dwellings and communal areas.

2.3 Cables will at all points on the system be contained within galvanised steel trunking or clipped within red UPVC mini-trunking, to all areas of buildings whether accessible to occupants or not, and clipped within UPVC mini-trunking within each dwelling. Clips must be metal type only.

2.4 Cables can be installed through roof spaces only when they are contained within galvanised steel trunking or on galvanised metal MRF cable tray, depending on the mechanical protection required and the route agreed with the CR.

3. Passive Accessories

3.1 All replacement components must be compatible with the Fire Alarm and smoke vents Systems.

3.2 External equipment is to be protected as required from any external damage that may happen.

3.3 If necessary the relevant Programming/Software change, my require the assistance of a specialist Sub-Contractor whose equipment may be installed.

4. Containment System

4.1 Trunking within all areas whether accessible by occupants or not shall be manufactured from prime galvanized steel to BS EN 10346-2009. The gauge of the metal is to be a minimum of 1.00mm for 50x50 to 100x50 and 1.2mm for sizes above, as the FLYTEC System. Lids are to be fixed with torx type security screws, as per the Council's schedule of rates or red plastic trunking depending on mechanical protection required.

4.2 Trunking shall incorporate factory made proprietary fittings for all connection points, junctions and changes of direction.

4.3 The trunking system shall be formed with a smooth interior and no projecting screws. Trunking shall be provided with coupling sleeves and cooper bonding earth links on metal trunking, which shall be tinned and fitted with division plates as required. In vertical runs, barriers shall be provided between floors or at three-meter intervals to prevent air at the top from attaining an excessively high temperature. Covers shall prevent dust from entering the trunking and shall be fixed by Torx round head tamperproof stainless steel screws.

4.4 Trunking diameter shall be measured as is required for each project. Depending on the number of cables used.

4.5 Trunking shall connect to the panel cases by means of appropriate sized glanded connections.

4.6 Metal trunking cut to suit conduit or other connections shall be suitably painted for protection without destroying earth continuity with a cold galvanising solution.

4.7 All trunking shall be provided with the manufacturer's cable retaining clips in sufficient quantities to retain all cables in a satisfactory manner. No other form of retainer is to be used.

4.8 Where the trunking passes through a structure it is to be fixed directly to the wall, with a short piece of lid riveted to the metal trunking or placed on plastic trunking, so as to create a fixed sleeve wherever it passes through solid material, and the lid is to protrude a maximum of 40mm from the structure on each side. A fire barrier is to be fitted once the cables have been installed and a label fixed each side advising of a fire barrier.

4.9 All trunking it to be securely fixed directly to walls or ceilings, run close to ceilings, door frames and internal corners of walls. There is to be no spacing off the walls or ceilings of the trunking.

4.10 Trunking systems shall be placed at a minimum of 150mm from heating and hot water service pipes and equipment. Where run adjacent to gas or piped water services, contact shall be avoided. Where heating pipes are not insulated, the minimum spacing is to be 225mm.

4.11 All internal dimensions of the trunking are to be maintained at all times. No couplers are to be used to connect between trunking sections.

4.12 Under no circumstances will the Council be liable for any costs incurred, or compensation claims from individual properties, occupants for loss of supply of any services, or a reinstatement costs should any damage be occasioned. In the case of any doubt as to the position of any other services, the Contractor is advised to liaise with the appropriate service provider.

4.13 No installation of trunking is to take place without the approval of the CR. All trunking routes are to be fully agreed with the CR prior to installation.

4.14 Core drilling between floors is the responsibility of the Contractor but should be carried out on the Contractor's behalf by a specialist company and no drilling should take place before the floor is CAT to check for buried items.

4.15 Making good is to be carried out by the Contractor to the satisfaction of the CR.

4.16 Plastic trunking can only be used depending on the mechanical protection required and the route agreed with the CR. For example plastic is NOT be used in communal areas high rise blocks.

4.16 Plastic trunking shall be installed within each dwelling to accommodate the cables to the detectors/bells.

4.17 Plastic trunking shall be manufactured from PVC and UPVC and shall not support combustion. It shall be the minimum size required to carry all the cables within the flat and installed in accordance with the manufacturer's recommendations.

4.18 All bends, angles, tees, etc shall be factory made and installed to the manufacturer's recommendations.

4.19 Plastic trunking systems shall be formed with a smooth interior with no protrusions into the wiring space. Covers shall prevent dust entering the trunking.

4.20 Trunking shall be fixed every 0.5 meters and within 20mm of each end of the trunking, even if self-adhesive trunking is used.

4.21 All trunking shall be fixed by way of zinc coated round headed steel screws with plastic raw plugs.

4.22 At points where bends, angles or tees are used the trunking is to be completed under the fitting. No gaps will be allowed.

4.23 Plastic trunking shall be installed where the ambient temperatures are within the range - 10º to 60º. No installation work shall take place when the temperature is below 5º or where the trunking has been in stores within 24 hours of installation in ambient temperature below 5º.

5. Mains Electricity Supplies

5.1 The Contractor is to be responsible for the provision of all mains supplies required for the systems and at least as described below.

5.2 A mains supply from the buildings landlords supply should be provided at each main equipment position on its own individual fuse board, type to be used is a Metal Clad 45A Switch Fuse 1-2 Way Consumer Unit (RED), with correct sized MCB. 2 Way Consumer Unit only to be fitted when Door Magnets on site.

5.3 Adjacent to the Fire Alarm Panel an MK DP Key switch is to be fitted for local isolation of the panel. This shall be mounted as is required depending on the type of other accessories, either Logic Plus or Metal Clad Plus. Fix a label "Fire Alarm" or "Smoke Vent" as required (white characters on red background traffolite) to the switch or with roundhead brass screws to the wall.

5.4 Fixing screws to structure shall be roundhead zinc coated steel cross headed with four fixings per item.

5.5 All items controlled by DP key switches, switched fused connection units and fused connection units are to be connected with three core cable having flexible cores and rate for the item connected.

5.6 The earthing installation shall comply with BS7671 Regulations/British Standards.

5.7 Stranded conductors shall be used for these supplies in all cases with a minimum size of 1.5mm². Fire Proof cables.

5.8 All electrical cables shall be coloured to the requirements of BS7671 Regulations/British Standards with no exceptions. Cables shall be continuously colour identified. Sleeve colour identification will not be accepted except on fixed wiring earth connections.

5.9 All electrical works are to comply with latest BS7671 Regulations and are to be to the satisfaction of the CR & were required a Test Certificate is to be supplied.

6. General Health and Safety

6.1 All systems must be installed to comply with the requirements of all relevant Health and Safety Legislation and the Council's requirements.

6.2 All relevant equipment must be Safety Earth Bonded in compliance with BS7671 and all Amendments, BS EN50083. All equipment connections must be permanently connected to the buildings electrical supply. It is the Contractor's responsibility to ensure compliance with all safety matters and connections.

6.3 A 'Method Statement' and 'Risk Assessment' is required for all items of work. Such statements and assessments will be required prior to commencement of works.

6.4 Where the Contractor's employees are working in areas, there must be barriers to all areas of the works and appropriate signage used.

6.5 When the Contractor's employees are working above ground, then the area below must be cordoned off and signage – 'Caution – Persons Working Overhead'. Hard hats are to be worn at all times in this area.

6.6 Under no circumstances shall any materials be stored on site. The Contractor shall allow for secure storage off site for the duration of the contract.

6.7 All trunking, equipment cases and containments are to have all lids, doors and covers fitted, complete with all TORX fixings screws at the end of each day.

6.8 No works shall commence until all Health and Safety requirements are in place.

6.9 Safety shoes are to be worn at all times on site. No other shoes are to be worn.

6.10 The Contractor's employees are expected to work in an organised manner, create no hazards by incorrect working methods, and to leave the workplace in a clean and orderly condition. If in the CR's opinion this requirement is being ignored, he may at his discretion suspend the works, employ other workmen or cleaners and set off any extra costs to the Contractor.

7. System Testing

7.1 All repairs to be tested and demonstrated on completion to the occupant, responsible person, warden or caretaker, when possible.

8. System Documentation

8.1 System diagrams, NICEIC Electrical Test Certificate, NICEIC Fire Detection and System Modification Certificate and Commissioning Certificate must be left with the CR and a copy left on site within the ring binder.

9. The Contract

9.1 This specification together with the tender form and pricing document shall be construed as part of the Contract. The Contract is to be described in Section 1 of this document.

9.2 The successful tenderer shall be required to enter into a formal agreement. This shall be the Council's Legal Services Form of Agreement as described in Section 1 of the Terms and Conditions of this Contract.

9.3 The Pricing Document is an important section of the whole documentation as any variations whether additions or omissions will be based on the submitted rates.

9.4 The Schedule of Properties is for guidance only. Some properties could be added or some deleted. The Pricing Document would come into effect for such variations.

9.5 It is the Contractor's responsibility to obtain access to individual dwellings and keep a record of all properties which access was not obtained. This is to be reported to the CR at the end of each maintenance period and a record kept for the whole Contract period.

9.6 English law shall apply to this Contract.

10. Schedule of Properties

The Schedule of Properties is listed in Schedule 1.

11. Schedule of Equipment Manufacturers

Material	Manufacturer
Distribution Board	1 Way Red Lewden
Main Sub-Main & Final Circuit Cabling	BICC Pirelli Delta Enfield AEI
Wiring Accessories	MK Logic/Metalclad Plus
Metal Trunking	Fly Tec Ltd
Metal Conduit	Walsall
Plastic Trunking	MK Mita
Detectors/Break Glasses	Apollo Cooper Fire Products (Menvier) Hokichi
Fire Alarm Panel	Cooper Fire Products (Menvier) Multi Alarms Advanced
Door Closures	Briton

Please note that where Manufactures have been specified, a similar supplier with equal or improved quality may be substituted by prior approval with the Council's Representative.
Purchaser reserves the right to accept or not to accept the Contractors offer of alternative equipment.

Appendix E

Eco Impact Checklist

Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes…	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?		-ve +ve	Emissions of climate changing gases will arise through the use of energy, transport fuel and materials during works. Some works have the potential to improve energy efficiency in homes and communal services, reducing the emission of climate changing gases. Major repairs may involve upgrading the building fabric to meeting current Building Regulations.	Wherever possible the chosen providers will: (i)Use the most sustainable construction materials • Use local resources and materials • Reduce the energy used during works • Reduce the travel impacts associated with works BCC will align routine works with renewable or efficient energy schemes, to combine compatible works (e.g. roofing and solar installations), or to specify work to allow for future installations. The chosen providers will report on their progress in this area through KPIs.
Bristol's resilience to the effects of climate change?		+ve	The maintenance and improvement of building fabric and heating systems should improve their resilience	
Consumption of non-renewable resources?		-ve +ve	Fossil fuels and other non-renewable materials and products will be used by using energy, transport and materials in the delivery of the contracts. Works may reduce fossil fuel use by improving fuel	All construction materials covered by the BRE Domestic Green Guide to Specification to be rated B or above unless there are significant technical or financial reasons why this cannot be achieved. Equivalent ranking schemes will be considered. All timber and wood-derived products for supply or use in performance of

Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes…	
			Briefly describe impact	Briefly describe Mitigation measures
			efficiency.	the contract must verified as legal and sustainable as defined by UK Government guidance (CPET) or equivalent
Production, recycling or disposal of waste		-ve +ve	Waste will arise during the delivery of these contracts. Some works may allow enhance waste material separation (such as new kitchens)	Providers will take responsibility for their waste, including adhering to the waste duty of care and waste hierarchy by: • Reducing waste • Reusing waste where legal and practicable • Using products which are readily recyclable. • Recycling as much waste as possible •Improving tenant recycling facilities during the provision of new kitchens. •Preparing and implementing Site Waste Management Plans in an approved format for works over an agreed size. Hazardous wastes will be kept separately and disposed of legally. The chosen providers will report on their progress in this area through KPIs.
The appearance of the city?			Some works may alter the appearance of the city	The appearance of works, in the context of the local neighbourhood will be considered as part of any planning applications.
Pollution to land, water, or air?			Works are likely to involve the use and storage of materials that could contaminate land, watercourses and surface water drains, if accidentally released. Works are likely to create dust and noise and solvent emissions.	8Providers will operate in an environmentally responsible manner e.g. correct storage of chemicals etc. All sites over an agreed size will be registered to the Considerate Constructors Scheme and must be classified as “A very good site”, scoring a minimum of 3 in each section. Equivalent schemes will be considered.

Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes…	
			Briefly describe impact	Briefly describe Mitigation measures
				This scheme considers: • Transport impacts • Water pollution • Noise pollution • Air pollution • Spillages of materials Contractors must work in accordance with guidance issued in all relevant Environment Agency Pollution Prevention Guidelines (PPGs). Contractors must ensure procedures are in place to: • securely store any potentially polluting materials and keep them away from watercourses and surface water drains. • avoid washing out containers of paint and similar materials into drains • correct foul sewer connections will be made, rather than storm drains. • reduce dust • reduce noise pollution Contractors must have sufficient pollution control equipment available to contain any spills.
Wildlife and habitats?		-ve	• The sourcing of materials and the works may have impacts on legally protected, or priority species or habitats. • Impact on priority species or habitats listed in the UK or Bristol Biodiversity Action Plan. • Remove or damage trees.	•Works in sensitive areas will be subject to ecological mitigation plans developed and agreed with BCC's Natural Environment team. Providers will adhere to the contents of such plans.

Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes…	
			Briefly describe impact	Briefly describe Mitigation measures