

Neighbourhood Environmental Services Installation, Repair and Maintenance of Street Furniture and Park Infrastructure

Volume 3 Specification

Specification

Installation and Maintenance of Litter Bins & Benches

1. Background

- 1.1 The Council's Neighbourhood Environmental Services team are responsible for waste, street cleansing, parks and open spaces, enforcement and bereavement services. In association with these services, a contractor is required to help install, replace, repair, refurbish, retrofit a range of street furniture and park infrastructure such as signage, litter bins, football goals, bollards and benches at locations within Bath and North East.
- 1.2 The Council is therefore seeking to appoint a contractor to carry out this work on its behalf. The Contract will commence on **1st March 2022** and run for a period of three years, with the option to extend the Term on one or more occasions up to **28th February 2027**. This specification seeks to set out the work to be carried out as part of this arrangement.
- 1.3 The Contractor shall carry out a range of duties to assist in the installation, repair and refurbishment and/or removal of a range of street furniture and park infrastructure on behalf of the Neighbourhood Environmental Services team. The following list is indicative of the type of work required:
- 1.3.1 Install new litter bins, benches, football goals, noticeboards and bollards
 - 1.3.2 Replace old litter bins, benches, noticeboards or chainlink fence posts
 - 1.3.3 Repair existing litter bins or benches (e.g., door locks, ash trays, bench slats)
 - 1.3.4 Refurbish existing litter bins or benches (e.g. sanding, painting, varnishing, staining)
 - 1.3.5 Retrofitting of asset plaques/installation of signage
 - 1.3.6 Re-site existing litter bins or benches
 - 1.3.7 Remove existing litter bins or benches
 - 1.3.8 Conduct site assessments as required
- 1.4 Litter bins, benches, football goals, noticeboards, removeable bollards with sockets and concrete fenceposts will be provided free of charge to the Contractor and can be collected from the Council's nominated depot in Keynsham, Bath, or Radstock between the hours of 8am - 5pm, Monday to Friday. Unless otherwise specified, all fixings, concrete etc will be provided by the contractor.
- 1.5 Purchase orders will be raised for each job requested. Any materials required to undertake the work will be detailed on the purchase order, e.g., concrete for a new installation.

2. Installation and Maintenance

- 2.1 All equipment to be installed following manufacturer's instructions. Unless otherwise stated, all materials are to be supplied by the contractor. Please see appendix 5 for all Parks team specific equipment installation and maintenance requirements.

- 2.2 Where appropriate, work shall comply with the current edition of the Specification for Highways Works (see Appendix Two).
- 2.3 Work shall comply with applicable Street Works requirements including, but not limited to licence modules:
- 2.3.1 Signing, Lighting and Guarding
 - 2.3.2 Reinstatement of Modular Surfaces and concrete footways
 - 2.3.3 Location and Avoidance of Underground Apparatus
- 2.4 Prior to commencing work, the Contractor will be responsible for ensuring that there are no underground services (e.g., cables, wires, piping) which could potentially be affected by the Contractors installation / removal works. In the event that underground services are identified, the Contractor shall immediately advise the Council's Supervising Officer and seek further instructions. The Contractor will be responsible for any damage caused to such underground services.
- 2.5 When instructed by the Council's Supervising Officer, the Contractor shall dismantle existing street furniture/park infrastructure and existing foundations. Following the dismantling works the Contractor shall be responsible for making the ground good and ensuring it is safe for public use. The Council will allow the Contractor to bring the removed items to its nominated depot for disposal, all other waste arising from the removal or installation works must be sustainably disposed of at the Contractors expense.
- 2.6 Refer to Appendix Three for typical litter bin installation details.
- 2.7 Bases for litter bins shall comprise on average of width 843mm x Depth of 866mm x 360mm ST2 concrete, complying with the requirements of Clause 2602.2 of the Specifications for Highway Works (see Appendix Two). Concrete bases shall have a U2 surface finish in accordance with Clause 1708.4(ii) of the Specification for Highway Works (see Appendix Two). A minimum of three days shall elapse between concrete placement and the installation of the fixings for the litter bin. Litter bins shall be affixed to the concrete base by means of 10mm x 100mm sleeve anchors with M8 shear bolts. A minimum of one appropriately sized washer shall be inserted between the bolt head and the base of the litter bin.
- 2.8 Installed items (e.g., bin/bench) should be level once installed, including when they are located on sloping pavements or ground. When an installation is required on a sloping pavement or ground the Contractor must ensure the item is level. Bin doors must open and operate correctly. Partial excavation of the pavement or ground, packing of the base, or creating a level plinth may be required.
- 2.9 Following completion of any works the contractor is required to capture the details with 'doForms' using a handheld tablet or smart phone. The Councils Supervising Officer will provide the account details however the contractor is to provide the device.

2.9.1 Details to capture include:

- (a) Image
- (b) GPS details
- (c) Location Details
- (d) Asset Number
- (e) Type
- (f) Date
- (g) Action

2.9.2 The completed form must be submitted to the Council's Supervising Officer via the app (see Appendix Four for an example 'doForm').

- 2.10 Any damage to the items being installed occasioned by the Contractor during installation shall be rectified, in a manner approved by the Council's Supervising Officer, at the Contractor's expense.
- 2.11 Throughout the course of the works, the Contractor shall ensure that the site is maintained in a clean and tidy condition and all arisings are promptly removed from site.
- 2.12 Occasionally the Contractor may be required to conduct work assessments on the Council's behalf prior to the installation work. In such cases the Contractor shall ensure that regular updates are provided to the Council's Supervising Officer.
- 2.13 All vehicles and equipment used in the provision of the Service shall be suitable and maintained in a safe and roadworthy condition and meet all legal requirements.

3. Communication

- 3.1 The Council's Supervising Officer will place Purchase Orders via the telephone or email.
- 3.2 The Contractor shall respond to Purchase Orders within 48 hours to advise the Council's Supervising Officer whether the required work can be completed within 10 days, and to schedule a suitable time for the work.
- 3.3 The Contractor shall be contactable by telephone between the hours of Monday to Friday 08:00 hours to 17:00 hours.
- 3.4 Occasionally the Council's Supervising Officer may notify the Contractor of an item requiring emergency maintenance (e.g., for Health & Safety reasons). If it is deemed Health & Safety critical by the Council, the Contractor will need to complete the work to make it safe as a minimum of the same working day if notified before 12pm (noon), or the following working day if notified after 12pm. A one-off quote for the emergency work may also be required.
- 3.5 The Contractor shall report to the Council's Supervising Officer in person as required to update on the progress of existing Purchase Orders.

- 3.6 If the Contractor encounters any problems / issues arising from undertaking work as part of this Contract, they shall contact the Council's Supervising Officer immediately.
- 3.7 The Contractor shall invoice the Council for services undertaken as part of this Contract on a monthly basis. The invoices must be submitted on the 10th day of each month and include the following information, in a format to be agreed by both parties, for the preceding month in accompaniment to the invoice:
- 3.7.1 The separate number of installations, repairs, refurbishments, replacements, retrofitting of asset plaques/signage installations, re-siting or removals for Neighbourhood Environmental Services.
- 3.7.2 A breakdown of the costs per action taken for the installation, repair, refurbishment, replacement, retrofit of asset plaques, re-siting, removal of street furniture or park infrastructure (as per the pricing schedule in Volume 1 – ITQ). Any mileage costs claimed should be applicable from the Contractor's specified base.
- 3.7.3 A cost breakdown for any additional materials with the specified mark-up (not provided by the Council), required to complete a specific job.
(a) Materials and parts are to be charged at the invoice rate to the Contractor and be subject to a handling charge addition.
(b) Evidence for the charges applied for the supply of parts is to be made available for inspection by the Council's Supervising Officer if required.

4. Health & Safety

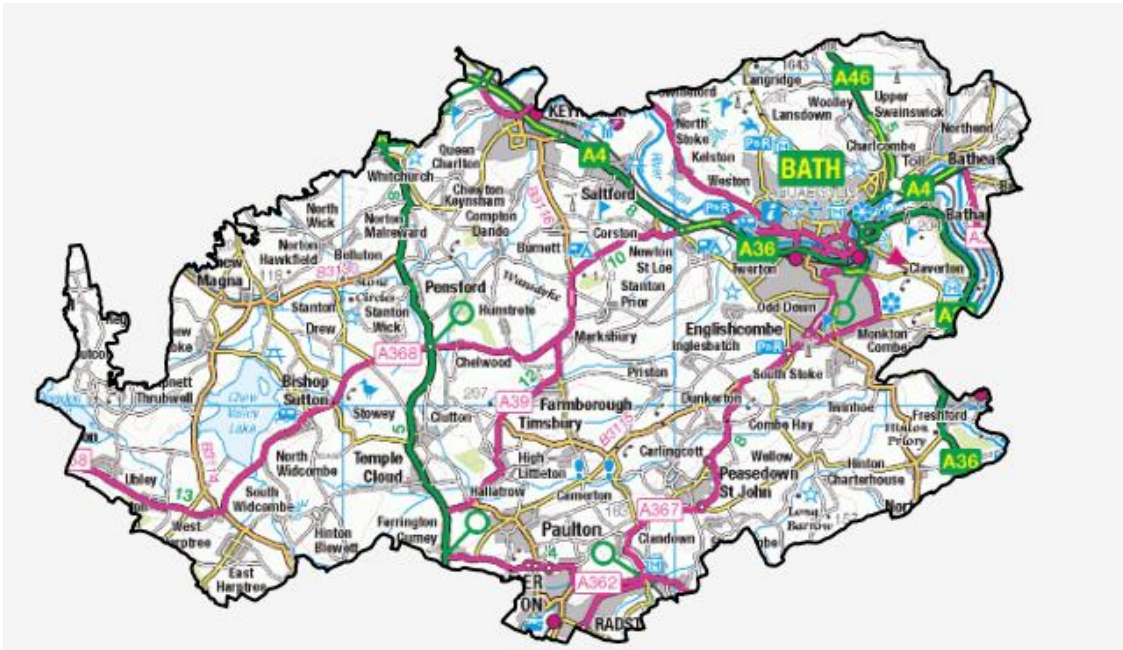
- 4.1 The Contractor must take full note of the requirements of health and safety at work legislation in the United Kingdom and incorporate these into all systems design and operational procedures for the provision of the Service. The Contractor shall take particular account of the Health and Safety at Work, etc., Act 1974 (as amended) and all other applicable regulations. The Contractor and its staff shall adopt safe construction and working practices as laid down in both current and future legislation and working practices that apply to its activities under the Contract.
- 4.2 The Contractor shall make suitable first aid provision as determined by risk assessment commensurate with Health and Safety (First Aid) Regulations 1981 (as amended).
- 4.3 The Contractor shall provide personal protective equipment (“PPE”) and ensure that PPE is utilised in accordance with the Personal Protective Equipment at Work Regulations 1992 (as amended).
- 4.4 The Contractor shall maintain appropriate health and safety training records for its staff to demonstrate on-going competence and legal compliance. These records are to be open for inspection by the Council within five (5) business days of a written request. Copies of these records shall be provided to the Council by the Contractor on request.
- 4.5 The Contractor shall be responsible for carrying out all risk assessments and, where necessary, develop safe working practices for implementing all health and safety

recommendations in the delivery of the Service. The Contractor shall provide the Council with all relevant risk assessments at the time of the successful tender. The risk assessments shall be made available to the Council within five (5) business days of a written request. Copies of these records shall be provided to the Council by the Contractor on request.

- 4.6 If the Contractor's organisation has less than five staff, it will be a requirement to work in accordance with the Council's Health & Safety Policy.

Appendix: One

Map of Bath and North East Somerset Council.



Appendix: Two

Links to Key Specifications and Manuals

Manual of Contract Documents for Highway Works (MCHW)

- [Volume 1 – Specification for Highways Works \(2014\)](#)
 - [\(P.14\) Clause 117 \(May 2014\)](#)
 - [\(P.05\) Clause 2602.2 \(November 2004\)](#)
 - [\(P.07\) Clause 1708.4\(ii\) \(December 2014\)](#)

Appendix: Three

Installation instructions for a typical litter bin



Bin Installation
Instructions - Square

Appendix: Four

Example of a completed ‘doForm’



Example doForm -
Litter-Bin-Completed-

Appendix: Five

Parks department equipment installation and maintenance requirements



Parks Department,
Equipment Installati