



TENDER NOTICE

AOC 001 WATER RISK ASSESSMENTS

Applicants are invited to tender to carry out a review of the existing Water System Risk Assessments, to identify and assess the risk of legionella infection to the Client's employees, contractors and visitors arising from the manner in which the water systems, over which the Client has day to day control, are operated, managed and designed. Upon completion of the review the Contractor shall update and amend the existing Risk Assessment to produce the new water system Risk Assessment.

The Contractor will also be required to undertake surveys and produce new water system Risk Assessments for any additional properties coming under the Client's control during the Contract period.

There are approximately 475 sites that require biennial reviews of the water system risk assessment. Each site shall be reviewed twice during the duration of the contract.

There is no opportunity for additional works arising from the water system Risk Assessments - the completion of remedial works and repairs to the water systems are not included within this contract.

The Contract will be for a period of up to 4 years commencing on 1st April 2012.

If you wish to receive tender documents, please email or write as soon as possible to _____, Procurement Manager, Commissioning & Procurement, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND or procurement@shropshire.gov.uk quoting reference AOC 001.

The deadline for the return of completed tenders is **12 noon on 6 January 2012**

personal info

Shropshire Council
Commissioning & Procurement
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: 18 November 2011

Dear Sirs

AOC 001 – WATER RISK ASSESSMENT

I enclose a copy of a tender notice relating to the above contract.

If you wish to be considered to be invited to tender, please read the notice carefully and send a written request for tender documents as soon as possible to Nigel Denton, Procurement Manager, Commissioning & Procurement, Shropshire Council, Shirehall, Abbey Foregate, SHREWSBURY SY2 6ND (email: procurement@shropshire.gov.uk).

Your completed tender must be sent so that it is received by 12 noon on 6 January 2012 at the latest.

Yours faithfully

Procurement Manager
Commissioning & Procurement
procurement@shropshire.gov.uk
Tel: 01743 252993

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personal info



as per email

Tel: (01743) 252993

Fax: (01743) 255901

Please ask for:

Email: procurement@shropshire.gov.uk

Dear Sirs

AOC 001 – WATER RISK ASSESSMENTS SHROPSHIRE COUNCIL

You have been invited to tender for the above requirement. With this letter please find copies of the following documents:

1. Instructions to Tenderers
2. Shropshire Council General Terms and Conditions
3. Tender Response Document
4. Section H Pricing Schedule of Tender Response Document
5. Particular Specification (including examples of water risk assessment report and water risk assessment schematic)
6. Hazard Identification & Risk Assessment (HAZRA) Sheet
Table 1 – Site Wide Elements
Table 4 – Engineering Services & Systems
7. Return Label

Tenders should be made on the enclosed Tender Specification and Response Document. **One hard copy** and **one CD copy** of your Tender must be completed, signed and returned together with a signed copy of the 'Instructions to Tenderers and Special Terms and Conditions'. You are recommended to keep a copy of all tender documents and supporting documents for your own records.

Please pay particular attention to the points below concerning the returning of tenders.

Returning of Tenders

- The deadline for returning tenders is **noon on 6th January 2012** any tenders received after this time will not be accepted
- Tenders must be returned to the **Democratic Services Manager, Legal and Democratic Services, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND**
- Tenders must be returned in **plain envelope(s)/packaging using the label provided**. Tender packaging must have **no other markings or writing** apart from the label provided
- Tenderers should **not use their company franking machine** and should check if returning their tenders via Royal Mail or a courier to ensure that **no marks identifying you** are placed on the envelope

- Tenders can be delivered any time before the due date, tenders are kept in a secure place and are not opened until after the designated time for receipt
- Tenders can be delivered by hand to the North Entrance Reception at the address given above prior to the deadline

Tenders **cannot** be accepted if:

- Tenders are received by facsimile or email
- Tenders are received after **12 noon on the given deadline**
- Tenders bear any marks identifying the tenderer

Freedom of Information

Under the provisions of the Freedom of Information Act 2000 from 1 January 2005, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. Information about your organisation, which Shropshire Council may receive from you may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.

Therefore if you provide any information to Shropshire Council in the expectation that it will be held in confidence, you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

Other Details

Please note that if supplementary questions are raised by any tenderer prior to the closing of tenders and Shropshire Council decides that the answers help to explain or clarify the information given in the Tender Documents, then both the questions and the answers will be circulated to all enterprises invited to submit a tender.

As part of its sustainability policy, Shropshire Council encourages tenderers to minimise packaging, particularly presentational or retail packaging.

If you have any queries relating to this invitation to tender, please contact me on telephone number 01743 252993.

Yours faithfully

,

Procurement Manager
Commissioning & Procurement
procurement@shropshire.gov.uk
Tel: 01743 252993
Enc



INSTRUCTIONS FOR TENDERING

AOC001 Water Risk Assessments - Instructions to Tenderers

Shropshire Council Instructions for tendering

Applicants are invited to tender to carry out a review of the existing Water System Risk Assessments, to identify and assess the risk of legionella infection to the Client's employees, contractors and visitors arising from the manner in which the water systems, over which the Client has day to day control, are operated, managed and designed. Upon completion of the review the Contractor shall update and amend the existing Risk Assessment to produce the new water system Risk Assessment.

The Contractor will also be required to undertake surveys and produce new water system Risk Assessments for any additional properties coming under the Client's control during the Contract period.

There are approximately 475 sites that require biennial reviews of the water system risk assessment. Each site shall be reviewed twice during the duration of the contract.

There is no opportunity for additional works arising from the water system Risk Assessments - the completion of remedial works and repairs to the water systems are not included within this contract.

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1.0 Invitation to Tender

- 1.1** You are invited to tender to carry out a review of existing Water System Risk Assessment as detailed in the Tender Response Document. The contract will be for an initial period of **2 years** commencing on the **1st April 2012** with the option to extend for a further 2 years up to the **31st March 2016**
- 1.2** Tenders are to be submitted in accordance with the General Terms and Conditions of Shropshire Council and the instructions outlined within this document.
- 1.3** Tenders must be submitted in accordance with the following instructions. Tenders not complying in any particular way may be rejected by Shropshire Council (the Council) whose decision in the matter shall be final. Persons proposing to submit a Tender are advised to read the Invitation to Tender documentation carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.
- 1.4** The Invitation to Tender documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Invitation to tender document other than on an “in confidence” basis to those who have a legitimate need to know or who they need to consult for the purpose of preparing the tender as further detailed in these Instructions for Tendering.
- 1.5** Tenderers shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium without the prior consent of the Council.
- 1.6** The fact that a Tenderer has been invited to submit a tender does not necessarily mean that it has satisfied the Council regarding any matters raised in the pre-tender questionnaire submitted. The Council makes no representations regarding the Tenderer's financial stability, technical competence or ability in any way to carry out the required services. The right to return to any matter raised in any pre-tender questionnaire submitted as part of the formal tender evaluation is hereby reserved by the Council.
- 1.7** The Invitation to Tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a tenderer to submit a tender or enter into a Contract or any other contractual agreement.

2.2 Terms and Conditions

- 2.1** Every Tender received by the Council shall be deemed to have been made subject to the General Terms and Conditions and these Instructions for Tendering unless the Council shall previously have expressly agreed in writing to the contrary.
- 2.2** The Tenderer is advised that in the event of their Tender being accepted by the Council, they will be required to undertake the required services

3.0 Preparation of Tenders

3.1 Completing the Tender Response Document

3.1.1 Tenders should be submitted using the 'Tender Response Document' following the instructions given at the front of the document. The Tenderer's attention is specifically drawn to the date and time for receipt of Tenders and that no submission received after the closing time will be considered.

3.1.2 All documents requiring a signature must be signed;

- a) Where the Tenderer is an individual, by that individual;
- b) Where the Tenderer is a partnership, by two duly authorised partners;
- c) Where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.

3.1.3 The Invitation to Tender Documents are and shall remain the property and copyright of the Council.

3.2 Tender Preparation and Costs

3.2.1 It shall be the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their Tender. No claim arising out of want of knowledge will be accepted. Any information supplied by the Council (whether in the Tender Documentation or otherwise) is supplied only for general guidance in the preparation of tenders.

3.2.2 Any Tenderer considering making the decision to enter into a contractual relationship with the Council must make an independent assessment of the Tender opportunity after making such investigation and taking such professional advice as it deems necessary.

3.2.3 Tenderers will be deemed for all purposes connected with their Tender submission where appropriate to have visited and inspected the Council, its assets, all the locations in respect of the delivery of the services/supplies/works and to have satisfied themselves sufficiently as to the nature, extent and character of the services supplies/works sought, and the human resources, materials, software, equipment, machinery, and other liabilities and other matters which will be required to perform the contract.

3.2.4 The Council will not be liable for any costs incurred by Tenderers in the preparation or presentation of their tenders.

3.2.5 Tenderers are required to complete all pricing schedules in the Invitation to tender documents. The terms "Nil" and "included" are not to be used but a zero or figures must be inserted against each item. Unit rates and prices must be quoted in pounds sterling and whole new pence.

3.2.6 It shall be the Tenderer's responsibility to ensure that all calculations and prices in the Tender documentation are correct at the time of submission.

- 3.2.7** The Tenderer is deemed to have made him/herself acquainted with the Council's requirements and tender accordingly. Should the Tenderer be in any doubt regarding the true meaning and intent of any element of the specification he is invited to have these fully resolved before submitting his Tender. No extras will be allowed for any loss or expense involved through any misunderstanding arising from his/her failure to comply with this requirement.
- 3.2.8** Any Tender error or discrepancy identified by the Council shall be drawn to the attention of the Tenderer who will be given the opportunity to correct, confirm or withdraw the Tender.
- 3.2.9** The Tender Documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Tender document other than on an In Confidence basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

3.3 Parent Company Guarantee

It is a condition of contract that if the tendering company is a subsidiary then its Ultimate Group/Holding Company must guarantee the performance of this contract and provide a letter to that effect signed by a duly authorised signatory of the Ultimate Group/Holding Company.

3.4 Warranty

The Tenderer warrants that all the information given in their Tender and if applicable their Request to Participate Questionnaire is true and accurate. The information provided will be deemed to form part of any contract formed under this contract.

The Tenderer warrants that none of their current Directors have been involved in liquidation or receivership or have any criminal convictions

4.0 Tender Submission

- 4.1** Tenders must be submitted strictly in accordance with the letter of instruction accompanying this Invitation to Tender using the label provided. Tenders must be submitted by the deadline of **noon, 6th January 2012. One hard copy and one CD copy of your Tender Response Document must be returned.**
- 4.2** No unauthorised alteration or addition should be made to the Specification and Tender Response Document, or to any other component of the Tender document. If any such alteration is made, or if these instructions are not fully complied with, the Tender may be rejected.
- 4.3** Qualified tenders may be submitted, but the Council reserves the right not to accept any such tender. The Council's decision on whether or not a Tender is acceptable will be final.
- 4.4** Tenderers should note that their Tender must remain open and valid and capable of acceptance for a period of at least 90 days.

4.5 Tenderers should note that Tenders and supporting documents must be written in English and that any subsequent contract, which may or may not be entered into, its formation, interpretation and performance, shall be subject to and in accordance with the laws of England and subject to the jurisdiction of the Courts of England and Wales.

4.6 Where Tender submissions are incomplete the Council reserves the right not to accept them.

5.0 Variant Bids

5.1 The Council is interested in alternative solutions which would provide and develop opportunities for savings in service costs, service improvement or other financial benefits. In particular, the Council wishes to encourage solutions which also deliver benefits and added value to the local economy, residents and the business community.

5.2 Tenderers may submit, at their discretion, a Tender offering a different approach to the project as a "Variant Bid". However, to permit comparability, at least one bid must be submitted strictly in accordance with the Invitation to Tender Documents(the "Compliant Tender") . Any Tender variant proposed must clearly state how it varies from the requirements of the Compliant Tender Documents, and be explicit in demonstrating the benefits that will accrue to the Council from adopting this approach. Tenderers will be required to identify which submission, in their view, demonstrates best value to the Council.

5.3 Variant Bids must contain sufficient financial and operational detail to allow any Variant Bid to be compared with the standard Tender, permitting its considerations in written form.

6.0 Tender Evaluation

6.1 The Tenderers may be called for interview to seek clarification of their tender or additional or supplemental information in relation to their tender. The presentations will not carry any weighting to the final score achieved by Tenderers, but will be used to clarify and moderate issues raised in the Tenderer's submissions. Any areas of discrepancy between submissions and information gained from the presentations will be reviewed and scores previously awarded will be amended if necessary.

6.2 If the Council suspects that there has been an error in the pricing of a Tender, the Council reserves the right to seek such clarification, as it considers necessary from the Tenderer in question.

7.0 Clarifications

7.1 Tenderers are responsible for clarifying any aspects of the tendering process and/or the Invitation to Tender documents in the manner described below.

7.2 Any queries arising in relation to this invitation to tender should be raised in writing with _____, Procurement Manager, Commissioning and Procurement,

Shropshire Council, Shirehall, Abbey Foregate, SHREWSBURY SY2 6ND (tel: 01743 252993) (fax: 01743 255901) (email: procurement@shropshire.gov.uk) quoting the contract reference and title.

- 7.3** Where appropriate, the Authorised Officer named above may direct the Tenderer to other officers to deal with the matter.
- 7.4** All queries should be raised as soon as possible (in writing), in any event not later than 23rd December 2011.
- 7.5** All information or responses that clarify or enhance the tendering process will be supplied to all Tenderers on a uniform basis (unless expressly stated otherwise). These responses shall have the full force of this Instruction and where appropriate the Conditions of Contract. If a Tenderer wishes the Council to treat a question as confidential this must be expressly stated. The Council will consider such requests and will seek to act fairly between the Tenderers, whilst meeting its public law and procurement duties in making its decision.
- 7.6** Except as directed in writing by the Authorised Officer, and confirmed in writing to a Tenderer, no agent or officer or elected Member (Councillor) of the Council has any express or implied authority to make any representation or give any explanation to Tenderers as to the meaning of any of the Tender Documents, or as to anything to be done or not to be done by a Tenderer or to give any warranties additional to those (if any) contained in the ITT or as to any other matter or thing so as to bind the Council in any way howsoever.

8.0 Continuation of the Procurement Process

8.1 The Council shall not be committed to any course of action as a result of:

- i) issuing this Invitation to Tender;
- ii) communicating with a Tenderer, a Tenderer's representative or agent in respect of this procurement exercise;
- iii) any other communication between the Council (whether directly or through its agents or representatives) and any other party.

8.2 The Council reserves the right at its absolute discretion to amend, add to or withdraw all, or any part of this Invitation to Tender at any time during the tendering stage of this procurement exercise.

8.3 At any time before the deadline for receipt of tender returns the Council may modify the Invitation to Tender by amendment. Any such amendment shall be numbered and dated and issued by the Council to all participating tenderers. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing its Tender return, the Council may in its sole discretion, extend the deadline for submission of the tender returns. The Council reserves the right to amend, withdraw, terminate or suspend all or any part of this procurement process at any time at its sole discretion.

9.0 Confidentiality

9.1 All information supplied by the Council in connection with or in these Tender Documents shall be regarded as confidential to the Council unless the information is already within the public domain or subject to the provisions of the Freedom of Information Act 2000.

9.2 The Contract documents and publications are and shall remain the property of the Council and must be returned upon demand.

9.3 Tenderers shall ensure that each and every sub-contractor, consortium member and/or professional advisor to whom it discloses these papers complies with the terms and conditions of this ITT.

9.4 The contents of this Invitation to Tender are being made available by the Council on condition that:

9.4.1 Tenderers shall at all times treat the contents of the Invitation to tender and any related documents as confidential, save in so far as they are already in the public domain and Tenderers shall not, subject to the provisions relating to professional advisors, sub-contractors or other persons detailed below, disclose, copy, reproduce, distribute or pass any of the contents of the Invitation to tender to any other person at any time or allow any of these things to happen;

9.4.2 Tenderers shall not use any of the information contained in this Invitation to tender for any purpose other than for the purposes of submitting (or deciding whether to submit) the tender; and

- 9.4.3** Tenderers shall not undertake any publicity activity within any section of the media.
- 9.5** Tenderers may disclose, distribute or pass this Invitation to tender to their professional advisors, sub-contractors or to another person provided that:
- 9.5.1** this is done for the sole purpose of enabling an Invitation to tender to be submitted and the person receiving the Information undertakes in writing to keep the Invitation to Tender confidential on the same terms as if that person were the Tenderer; or
- 9.5.2** the Tenderer obtains the prior written consent of the Council in relation to such disclosure, distribution or passing of the Invitation to Tender; or
- 9.5.3** the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract(s) which may arise from it; or
- 9.5.4** the Tenderer is legally required to make such a disclosure.
- 9.6** The Council may disclose detailed information relating to the Invitation to Tender to its officers, employees, agents, professional advisors or Governmental organisations and the Council may make any of the Contracts and procurement documents available for private inspection by its officers, employees, agents, professional advisors, contracting authorities or Governmental organisations.

9.7 Transparency of Expenditure

Further to its obligations regarding transparency of expenditure, the Council may be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

10.0 Freedom of Information

- 10.1** Please note that from 1 January 2005 under the provisions of the Freedom of Information Act 2000, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. One of the consequences of those new statutory responsibilities is that information about your organisation, which Shropshire Council may receive from you during this tendering process may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.
- 10.2** In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the Act, Shropshire Council may consider it appropriate to ask you for your views as to the release of any information before we make a decision as to how to respond to a request. In dealing with requests for information under the Act, Shropshire Council has to comply with a strict timetable and it would therefore expect a timely response to any such consultation within five working days.

- 10.3** If, at any stage of this tendering process, you provide any information to Shropshire Council in the expectation that it will be held in confidence, then you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.
- 10.4** Shropshire Council will not be able to accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.
- 10.5** In certain circumstances where information has not been provided in confidence, Shropshire Council may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to Shropshire Council.

For guidance on this issue see: <http://www.ico.gov.uk>

11.0 Disqualification

- 11.1** The Council reserves the right to reject or disqualify a Tenderer's Tender submission where:
- 11.1.1** The tenderer fails to comply fully with the requirements of this Invitation to tender or is guilty of a serious or intentional or reckless misrepresentation in supplying any information required; or
- 11.1.2** The tenderer is guilty of serious or intentional or reckless misrepresentation in relation to its tender return and/or the procurement process.
- 11.1.3** The tenderer directly or indirectly canvasses any member, official or agent of the Council concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such person concerning any other Tender or proposed Tender for the services. The Canvassing Certificate must be completed and returned as instructed.
- 11.1.4** The Tenderer :
- a) Fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
 - b) Communicates to any person other than the Council the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for preparation of the Tender for insurance purposes); or
 - c) Enters into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or

- d) Offers or agrees to pay or give or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any Tender or proposed Tender for the services any act or omission; or

11.2 Any disqualification will be without prejudice to any other civil remedies available to the Council and without prejudice to any criminal liability which such conduct by a Tenderer may attract. The Non-Collusive Tendering Certificate must be completed and returned as instructed.

11.3 The Council reserves the right to disqualify an Applicant from further participating in this procurement process where there is a change in the control or financial stability of the Tenderer at any point in the process up to award of a contract and such change of control or financial stability has a materially adverse effect on the Tenderer's financial viability or ability to otherwise meet the requirements of the procurement process.

12.0 E-Procurement

As part of its procurement strategy Shropshire Council is committed to the use of technology that can improve the efficiency of procurement. Successful Tenderers may be required to send or receive documents electronically. This may include purchase orders, acknowledgements, invoices, payment advices, or other procurement documentation. These will normally be in the Council's standard formats, but may be varied under some circumstances so as not to disadvantage small and medium suppliers.

13.0 Award of Contract

13.1 Award Criteria

The Award Criteria has been set out within the Tender Response Document accompanying this invitation to tender. The Council is not bound to accept the lowest or any Tender.

13.2 Award Notice

The Council will publish the name and addresses of the successful Tenderers in the Official Journal of the European Union (OJEU) where appropriate. The Contracting Authority reserves the right to pass all information regarding the outcome of the Tendering process to the Office of Fair Trading to assist in the discharge of its duties. Additionally, the Council will adhere to the requirements of the Freedom of Information Act 2000 and Tenderers should note this statutory obligation.

13.3 Transparency of Expenditure

Further to its obligations regarding transparency of expenditure, the Council may also be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined

at the absolute discretion of the Council.

14.0 Value of Contract

Shropshire Council cannot give any guarantee in relation to the value of this contract.

15.0 Acceptance

15.1 Tenders must be submitted strictly in accordance with the terms of the Council's Invitation to Tender documentation and acceptance of the tender shall be conditional on compliance with this Tender Condition.

15.2 The Tender documentation including, the General and Special Terms and Conditions of Contract, the Tender Response document, these Instructions to Tender, together with the formal written acceptance by the Council will form a binding agreement between the Contractor and the Council.

16.0 Payment Terms

Tenderers should particularly note that the principles governing public procurement require that, as far as is reasonably possible, payments for Goods, Works or Services are made after the provision. Therefore any indication of a pricing strategy within a Tender which provides for substantial payments at the outset of the Contract will be examined carefully to decide whether or not a Tender in such form can be accepted. If in the opinion of the Council such substantial payments appear excessive in relation to the requirements of the Contract the Council reserves, without prejudice to any other right to reject any Tender it may have, the right to require the Tenderer to spread such proportion of the costs as are considered excessive over the duration of the Contract.

17.0 Liability of Council

17.1 The Council does not bind himself to accept the lowest or any tender.

17.2 The Council does not accept any responsibility for any pre-tender representations made by or on its behalf or for any other assumptions that Tenderers may have drawn or will draw from any pre-tender discussions.

17.3 The Council shall not be liable to pay for any preparatory work or other work undertaken by the Tenderer for the purposes of, in connection with or incidental to this Invitation to Tender, or submission of its Tender response or any other communication between the Council and any other party as a consequence of the issue of this Invitation to Tender.

17.4 The Council shall not be liable for any costs or expenses incurred by any Tenderer in connection with the preparation of a Tender return for this procurement exercise, its participation in this procurement whether this procurement is completed, abandoned or suspended.

17.5 Whilst the Tender Documents have been prepared in good faith, they do not purport to be comprehensive nor to have been formally verified. Neither the Council nor any of its staff, agents, elected Members, or advisers accepts any liability or responsibility for the adequacy, accuracy or completeness of any information given, nor do they make any representation or given any warranty, express or implied, with respect to the Tender Documents or any matter on which either of these is based (including, without limitation, any financial details contained within the Specification and Contract Documentation). Any liability is hereby expressly disclaimed save in the event of fraud, or in the event of specific warranties provided within the Contract Documentation.

18.0 Declaration

We, as acknowledged by the signature of your authorised representative, accept these Instructions to Tender as creating a binding contract between yourself and the Council. We hereby acknowledge that any departure from the Instructions to Tender may cause financial loss to the Council.

Signed (1) Status.....

Signed (2) Status.....

(For and on behalf of)

Date

SHROPSHIRE COUNCIL

GENERAL TERMS AND CONDITIONS

FOR THE SUPPLY OF GOODS SERVICES AND WORKS

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41. COMPLAINTS PROCEDURE
42. DISPUTES
43. STAFFING SECURITY [where used]
44. SECURITY REQUIREMENTS [where used]

These General Terms and Conditions are incorporated in contracts **of all values and types** made between Shropshire Council and a Contractor for the supply of Goods and Services (as defined below).

Only those Terms and Conditions denoted with the suffix **“W” (Property Services contracts)** or **“Z” (Highways contracts)** will be incorporated into those agreements where a standard form contract is being used to provide Works (as defined below)

1. **DEFINITIONS**

1.1 In this document the following words shall have the following meanings:

'Agreement'	means the Agreement between the Council and the Contractor consisting of the Purchase Order or Form of Agreement, these General Terms and Conditions and any other documents (or parts thereof) specified in the Purchase Order or Form of Agreement.
“Council Data”	the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, and which are: (a) supplied to the Contractor by or on behalf of the Council; or which the Contractor is required to generate, process, store or transmit pursuant to this Agreement; or (b) any Personal Data for which the Council is the Data Controller;
"Council Software"	software which is owned by or licensed to the Council, including software which is or will be used by the Contractor for the purposes of providing the Services but excluding the Contractor Software;
"Council System"	the Council's computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by the Council or the Contractor in connection with this Agreement which is owned by or licensed to the Council by a third party and which interfaces with the Contractor System or which is necessary for the Council to receive the Services;
“Council Representative”	the representative appointed by the Council
"Council"	means Shropshire Council
“Commercially Sensitive Information”	comprises the information of a commercially sensitive nature relating to the Contractor, its Intellectual Property Rights or its business which the Contractor has indicated to the Council in writing that, if disclosed by the Council, would cause the Contractor significant commercial disadvantage or material financial loss;

"Confidential Information"	any information, which has been designated as confidential by either Party in writing or that ought reasonably to be considered as confidential however it is conveyed, including information that relates to the business, affairs, developments, trade secrets, know-how, personnel and suppliers of the Council or the Contractor, including Intellectual Property Rights, together with all information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as "confidential") ;
"Contractor"	means the person, firm or company or any other organisation specified in the Agreement contracting with the Council.
"Contractor Equipment"	the hardware, computer and telecoms devices and equipment supplied by the Contractor or its Sub contractors (but not hired, leased or loaned from the Council) for the provision of the Services;
"Contractor Software"	software which is proprietary to the Contractor, including software which is or will be used by the Contractor for the purposes of providing the Services;
"Contractor System"	the information and communications technology system used by the Contractor in performing the Services including the Software, the Contractor Equipment and related cabling (but excluding the Council System);
"Contractor Personnel"	all employees, agents, consultants and contractors of the Contractor and/or of any Sub-contractor;
"Data Controller"	shall have the same meaning as set out in the Data Protection Act 1998
"Data Processor"	shall have the same meaning as set out in the Data Protection Act 1998
"Data Protection Legislation"	the Data Protection Act 1998, the EU Data Protection Directive 95/46/EC, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner;
"Data Subject"	shall have the same meaning as set out in the Data Protection Act 1998;
"EIR"	means the Environmental Information Regulations 2004 (as may be amended from time to time.)
"Exempt Information"	means any information or class of information (including but not limited to any document, report, Agreement or other material containing information) relating to this Agreement or otherwise relating to the parties to this Agreement which potentially falls within an exemption to FOIA (as set out therein)

“FOIA”	means the Freedom of Information Act 2000 and all subsequent regulations made under this or any superseding or amending enactment and regulations; any words and expressions defined in the FOIA shall have the same meaning in this clause
“FOIA notice”	means a decision notice, enforcement notice and/or an information notice issued by the Information Commissioner
“Form Agreement” of	means the contract document (other than a Purchase Order) to which these General Terms and Conditions are attached or referred to
“Goods”	means all goods specified in the Agreement.
“Hazardous Goods”	means any solid, liquid, or gas that can cause harm to humans and other living organisms due to being radioactive, flammable or explosive, irritating or damaging the skin or lungs, interfering with oxygen intake and absorption (asphyxiants), or causing allergic reactions (allergens).
“Information”	has the meaning given under section 84 of the Freedom of Information Act 2000;
"Intellectual Property Rights"	means all patents, registered and unregistered designs, copyright, trade marks, know-how and all other forms of intellectual property wherever in the world enforceable
“Law”	any applicable law, statute, bye-law, regulation, order, regulatory policy, guidance or industry code, rule of court or directives or requirements of any Regulatory Body, delegated or subordinate legislation or notice of any Regulatory Body;
“Malicious Software”	any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence;
“Packages”	includes bags, cases, cylinders, drums, pallets and other containers
"Personal Data"	shall have the same meaning as set out in the Data Protection Act 1998;
“Price”	means the price of the Goods and/or charge for the Services or Works being provided by the Contractor
“Public body”	as defined in the FOIA 2000
'Purchase Order'	means the Council's official order which encompasses orders written or electronically generated via any of the Council's ordering systems and to which these General Terms and Conditions are attached or referred to
“Receiving Party”	means a party to this Agreement to whom a Request for Information is made under FOIA, and who thereafter has overall conduct of the request and any response

“Regulatory Bodies”	those government departments and regulatory, statutory and other entities, committees and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in this Agreement or any other affairs of the Council and "Regulatory Body" shall be construed accordingly;
“Request for Information”	means a written request for information pursuant to the FOIA as defined by Section 8 of the FOIA
"Security Policy"	the Council's security policy as updated from time to time;
“Services”	means any and all of the services to be provided by the Contractor under this Agreement including those set out in any schedules or service descriptions.
'Software"	Specially Written Software, Contractor Software and Third Party Software;
'Specially Written Software"	any software created by the Contractor (or by a third party on behalf of the Contractor) specifically for the purposes of this Agreement;
"Third Party Software"	software which is proprietary to any third party which is or will be used by the Contractor for the purposes of providing the Services
“Working Day”	any day other than a Saturday, Sunday or public holiday in England and Wales.
“Works”	means all civil engineering and building works of whatever nature to be provided by the Contractor to the Council
‘Writing’	includes facsimile transmission and electronic mail, providing that the electronic mail is acknowledged and confirmed as being received.

2. GENERAL

- 2.1 When requested, the Contractor shall specify the Goods, Services or Works to be provided at the price payable.
- 2.2 No variation of these General Terms and Conditions shall be binding unless agreed expressly in Writing by both the Council and the Contractor.
- 2.3 These General Terms and Conditions shall apply to the exclusion of any other terms or conditions submitted, proposed or stipulated by the Contractor, whether in Writing or orally, and any such other term or condition is hereby expressly excluded or waived.
- 2.4 The Contractor shall complete the Works or Services or supply the Goods within the agreed times but time shall not be of the essence in the performance of any services unless expressly stated in Writing by the Council.

3. SPECIFICATION AND QUALITY OF THE GOODS, SERVICES AND WORKS

- 3.1 The quantity, quality and description of the Goods or Services shall comply in all respects with any quoted British Standards and the specification or illustration contained in any product pamphlet or other sales or marketing literature of the Contractor or drawings, samples and patterns specified in the Agreement or any modifications thereof that may be agreed by the Council in Writing.
- 3.2 All Goods will be of good construction, sound materials, and of adequate strength, shall be free of defects in design materials and workmanship, and shall comply with the requirements of the Sale of Goods Act 1979 and the Supply of Goods and Services Act 1982, as applicable to this Agreement and as amended by any related statutes, and any statutory re-enactment(s) or modification(s) thereof.

4. ALTERATIONS TO THE SPECIFICATION OF GOODS AND SERVICES

- 4.1 The parties may at any time mutually agree upon and execute alterations in the scope of Goods, Works or Services to be provided under this Agreement
- 4.2 On receipt of a request from the Council for alterations the Contractor shall, within 5 working days or such other period as may be agreed between the parties, advise the Council by notice in Writing of the effect of such alterations, if any, on the price and any other terms already agreed between the parties
- 4.3 Where the Contractor gives written notice to the Council agreeing to perform any alterations on terms different to those already agreed between the parties, the Council shall, within 5 working days of receipt of such notice or such other period as may be agreed between the parties, advise the Contractor by notice in Writing whether or not it wishes the alterations to proceed thereafter the Contractor shall perform this Agreement upon the basis of such amended terms

5. PRICE AND PAYMENT

- 5.1 The price for the supply of Goods and Services are as set out in the Agreement and the Contractor shall invoice the Council at the time the Goods are despatched or the Services are provided.
- 5.2 The Price, which shall include all charges for delivery to the Council, packaging, insurance and carriage, shall be exclusive of VAT and shall be a fixed price for the duration of the Agreement and shall not be varied without prior written consent of the Council.
- 5.3 The Council reserves the right to set off against the price of the Goods or Services any sums owed or becoming due to the Council from the Contractor.

- 5.4 Provided that a nominated employee or authorised signatory of the Council has signed for Goods or Services the Council will make payment to the Contractor by BACS (Bank Automated Clearing System) within 45 days following of receipt of the relevant undisputed invoice or acceptance of the relevant Goods or Services. No other method of payment shall be acceptable and the Contractor shall ensure that their bank account details are provided to the Council at least 45 days prior to payment becoming due to enable the payment to be made. The Council shall not be liable for any late payment charges where the Contractor fails to provide the Council with their correct bank account details in accordance with this clause.
- 5.5 VAT, where applicable, shall be shown separately on all invoices as a strictly net extra; the Invoice must comply with VAT rules and regulations. The correct Purchase Order number must be quoted on all invoices, and the Council will accept no liability whatsoever for invoices, delivery notes or other communications which do not bear such Purchase Order numbers.
- 5.6 The Council reserves the right to refuse payment of sums invoiced in excess of the prices stated in the Agreement.
- 5.7 Unless otherwise agreed in Writing by the Council the Contractor will pay any of its appointed sub-contractors within 30 days from receipt of an undisputed invoice.

6. DELIVERY

- 6.1 The Agreement will specify the quantity of Goods and the nature of the Services required and the date or dates and place of delivery of the Goods or provision of the Service or Services. The Contractor shall provide such programmes of manufacture and delivery as the Council may require. Each delivery or consignment shall have a packing note quoting the reference number of the Purchase Order (where applicable) prominently displayed, and the Council may reject quantities delivered in excess of those stated on the Agreement.
- 6.2 If Goods are in any respect incorrectly delivered the Contractor shall immediately affect correct delivery and shall be responsible for any additional costs or expenses incurred by both parties in so doing.
- 6.3 If Services are provided by the Contractor otherwise than in accordance with the terms of the Agreement, the Contractor shall immediately affect correct provision of the Services and shall be responsible for any additional costs or expenses incurred by the Council or the Contractor in so doing.
- 6.4 The Council may reject any Goods which are not in accordance with the Agreement and the Council shall not be treated as having accepted any Goods until the Council has had a reasonable time to inspect them following delivery or, if later, within a reasonable time after a latent defect in the Goods has become apparent.

- 6.5 The Contractor shall comply with all applicable regulations or other legal requirements as regards the manufacture, packaging, labelling, and delivery of the Goods. The Contractor shall deliver the Goods properly and securely packed and supply the Services during the Council's usual business hours (8:45 to 17:00 Monday to Thursday and 8:45 to 16:00 Friday) or in accordance with the instructions shown on the Agreement.
- 6.6 Where Goods are delivered by road vehicle, available empty Packages may be returned by the same vehicle.
- 6.7 Where the Council has an option to return Packages and does so, the Council will return such Packages empty and in good order and condition (consigned 'carriage paid' unless otherwise agreed) to the Contractor's supplying works or depot indicated by the Contractor, and will advise the Contractor of the date of despatch.
- 6.8 Packages and containers of all kinds are supplied free by the Contractor and are non-returnable unless otherwise clearly stated, in the first instance, on quotations and subsequently on all Packages, advice notes and delivery notes.

7. LOSS OR DAMAGE IN TRANSIT

- 7.1 The Contractor shall promptly make good, free of charge to the Council, any loss in transit of the Goods if notified within 21 days of delivery or any damage to or defect in the Goods if notified within 10 days of delivery.

8. INSPECTION

- 8.1 The Contractor shall be responsible for the inspection and testing of the Goods and shall ensure that they comply with the Agreement prior to delivery to the Council. The Council shall have the right to inspect the Goods at the Contractor's works and those of its Sub-Contractors at all reasonable times and to reject any part thereof that does not comply with the terms of the Agreement.
- 8.2 The Contractor shall ensure that rights of access, inspection and rejection at premises of any sub-Contractor of the Contractor are given to the Council in sub-agreements between the Contractor and the Contractor's Sub-Contractors. Any inspection, checking, approval or acceptance given on behalf of the Council shall not relieve the Contractor or its Sub-Contractors from any obligations or liabilities set forth in this Agreement.

9. REJECTION

- 9.1 The Council shall have the right to reject any Goods or Services which do not comply with the Agreement, and are, without limitation, not of a stipulated quality or quantity or measurement, unfit for the purpose for which they are required or non-compliant with a description or specification or sample, and the Council may return such rejected Goods to the Contractor at the Contractor's cost and expense.

- 9.2 If the Contractor is unable to supply acceptable replacement Goods or Services within the time specified in the Agreement, or within any extension of such time as the Council may grant, the Council will be entitled to purchase elsewhere other Goods or Services, as near as is practicable to the same Agreement specifications as circumstances shall permit, but without prejudice to any other right which the Council may have against the Contractor including, but not limited to, payment by the Contractor of any excess costs incurred by the Council in doing so.
- 9.3 The making of such payment shall not prejudice the Council's right of rejection and the Contractor shall immediately reimburse the Council with an amount equal to that paid by the Council in respect of the Goods or Services and any applicable taxes. Before exercising the said right elsewhere the Council shall give the Contractor reasonable opportunity to replace rejected Goods or Services with Goods or Services that conform to the Agreement.
- 9.4 The Council is under no obligation to test or inspect the Goods before or on delivery.

10. TITLE - PASSING PROPERTY

- 10.1 Property and risk in the Goods will remain with the Contractor until the Goods are delivered to the place specified in the Agreement and a nominated employee of the Council has signed a delivery note for them, whereupon title will pass to the Council, without any limitation, constraint or encumbrance.
- 10.2 If payment for the Goods is made prior to delivery, property in the Goods shall pass to the Council once payment has been made and the Goods have been unconditionally appropriated by the Council.
- 10.3 In these circumstances the Contractor will set aside the Goods and store them separately from similar Goods held at the Contractors premises specified in the Agreement and ensure that they are securely, clearly and visibly marked with the wording "Property of Shropshire Council" so as to identify those Goods as having been unconditionally appropriated by the Council to whose order they are held
- 10.4 The Contractor will allow a named representative of the Council reasonable accompanied access to its premises specified in the Agreement to verify compliance with clause 10.3 herein and will immediately rectify any non-compliance as identified by the Council's named representative
- 10.5 The Contractor will indemnify the Council for any loss of or damage to the Goods until delivered on-site.
- 10.6 Without prejudice to this indemnity the Contractor will have appropriate and adequate insurance cover against any such loss or damage with a reputable insurer from the time that title in the materials or Goods passes to the Council until they are delivered on-site and the Contractor shall provide the Council with certified copies of the relevant policy upon request.

- 10.7 The Contractor agrees that the Council has the right to enter the Contractor's premises specified in the Agreement where Goods are being held in order to recover the said materials or Goods in the event of the Contractors' insolvency

11. THE COUNCIL'S OBLIGATIONS

- 11.1 To enable the Contractor to perform its obligations under this Agreement the Council shall:
- a) co-operate with the Contractor;
 - b) provide the Contractor with any information reasonably required by the Contractor;
 - c) obtain all necessary permissions and consents which may be required before the commencement of the Services or the supply of Goods; and
 - d) comply with such other requirements as may be otherwise agreed between the parties.
- 11.2 Without prejudice to any other rights to which the Contractor may be entitled, in the event that the Council unlawfully terminates or cancels the Goods or Services agreed to in the Agreement the Council shall be required to pay to the Contractor as agreed damages and not as a penalty the full amount of any third party costs to which the Contractor has reasonably committed and in respect of cancellations on less than five working days' written notice the full amount of the Goods and Services.

12. WARRANTIES

- 12.1 The Contractor warrants that as from the date of delivery for a minimum period of 12 months the Goods and all their component parts, where applicable, are free from any defects in design, workmanship, construction or materials. Where certain Goods carry warranties for longer periods the Contractor will notify the Council of these from time to time as appropriate.
- 12.2 The Contractor warrants that the Services performed under this Agreement shall be performed using reasonable skill and care, and of a quality conforming to generally accepted industry standards and practices.

13 INDEMNIFICATION

- 13.1 The Council shall indemnify the Contractor against all reasonable claims, costs and expenses which the Contractor may incur and which arise, directly from the Council's breach of any of its obligations under this Agreement.

- 13.2 The Contractor shall indemnify the Council against all reasonable damage, liability, costs, claims, actions and proceedings arising out of the performance, defective performance or otherwise of this Agreement by the Contractor, its employees, servants or agents

14. TERMINATION AND CANCELLATION

- 14.1 The Council upon giving the Contractor notice in Writing may cancel any Agreement at any time. A fair and reasonable price will be paid for all work in progress at the time of the cancellation, providing all such work is delivered to, and/or performed for the Council and is accepted as described in Clauses 6 to 9 herein. The Council's liability is strictly limited to work in progress and no further loss or liability will accrue.
- 14.2 Either party may terminate this Agreement forthwith by notice in Writing to the other if:
- a) the other party commits a material breach of this Agreement and, in the case of a breach capable of being remedied, fails to remedy it within 14 calendar days of being given notice in Writing setting out the breach and indicating that failure to remedy the breach may result in termination of this Agreement.
 - b) the other party commits a material breach of this Agreement which cannot be remedied under any circumstances;
 - c) the other party passes a resolution for winding up (other than for the purpose of solvent amalgamation or reconstruction), or a court of competent jurisdiction makes an order to that effect;
 - d) the other party ceases to carry on its business or substantially the whole of its business; or
 - e) the other party is declared insolvent, or convenes a meeting of or makes or proposes to make any arrangement or composition with its creditors; or a liquidator, receiver, administrative receiver, manager, trustee or similar officer is appointed over any of its assets.

15. ANTI-BRIBERY AND CORRUPTION (W) (Z)

- 15.1 The Council may cancel the Agreement by way of a written notice with immediate effect and recover from the Contractor the amount of any loss resulting from the cancellation if at any time it becomes known to the Council that the Contractor or any person employed by the Contractor or acting on his behalf whether with or without the knowledge of the Contractor has:
- a) offered, paid or given or agreed to give directly or indirectly any gift in money or any other form or any financial or other advantage to any member employee or agent of the Council as an inducement or reward in relation to the obtaining or execution of the Agreement or any other Agreement with the Council; or

- b) favoured or discriminated against any person in relation to this or any other Agreement with the Council; or
- c) committed an offence in relation to any Agreement with the Council under the Prevention of Corruption Acts 1906 to 1916 or the Bribery Act 2010 or Section 117(2) Local Government Act 1972 (as amended).

16. INTELLECTUAL PROPERTY RIGHTS

- 16.1 Any specification, drawing, sample and pattern supplied by the Council to the Contractor, or specifically produced by the Contractor for the Council in connection with this Agreement, together with the copyright, design rights or any other intellectual property rights thereto shall be the exclusive property of the Council. On payment of the price and for no further consideration the Contractor assigns to the Council with full title guarantee all such copyright, design and other intellectual property rights.
- 16.2 The Contractor shall not disclose to any third party (except sub-contractors accepting a like obligation of secrecy, and then only to the extent necessary for the performance of the sub-agreement) or provide any such specification, drawing, sample or pattern to any third party or use the same except to the extent that it is or becomes public knowledge through no fault of the Contractor, or as is required for the purposes of the Agreement.
- 16.3 This provision shall survive the expiration or termination of the Agreement.

17. INDEPENDENT CONTRACTORS

- 17.1 The Contractor and the Council are independent of each other, and neither has the authority to bind the other to any third party or act in any way as the representative of the other, unless otherwise expressly agreed to in Writing by both parties.

18. SEVERABILITY

- 18.1 If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any Court of competent jurisdiction such provision shall be severed and the remainder of the provisions herein shall continue in full force and effect as if this Agreement had been agreed with the invalid illegal or unenforceable provision eliminated.

19. ASSIGNING AND SUB-CONTRACTING

- 19.1 The Contractor will not, without the written consent of the Council, assign or sub-contract its right or duties under this Agreement nor allow Services to be provided other than through his own employees and using his own equipment.

- 19.2 In the event that the Council has consented to the placing of sub-contracts, copies of each sub-contract and order shall be sent by the Contractor to the Council immediately it is issued.
- 19.3 Notwithstanding the Contractor's right to sub-contract pursuant to this clause 19, the Contractor shall remain responsible for all acts and omissions of its Sub-contractors and the acts and omissions of those employed or engaged by the Sub-contractors as if they were its own. An obligation on the Contractor to do, or to refrain from doing, any act or thing shall include an obligation upon the Contractor to procure that its employees, staff, agents and Sub-contractors' employees, staff and agents also do, or refrain from doing, such act or thing.

20. WAIVER

- 20.1 The failure by either party to enforce at any time or for any period any one or more of these General Terms and Conditions herein shall not be a waiver of them or of the right at any time subsequently to enforce all the terms and conditions of this Agreement.

21. HAZARDOUS GOODS

- 21.1 Hazardous Goods must be marked by the Contractor with International Danger Symbol(s) and display the name of the material in English. Transport and other documents must include declaration of the hazard and name of the material in English. Goods must be accompanied by emergency information in English in the form of written instructions, labels or markings. The Contractor shall observe the requirements of UK and international laws, regulations and agreements relating to the packing, labelling and carriage of hazardous Goods.
- 21.2 All information known, held by, or reasonably available to, the Contractor regarding any potential hazards known or believed to exist in transport, handling or use of the Goods supplied shall be promptly communicated to the Council.

22. NOTICES

- 22.1 Unless otherwise communicated to the party in Writing any notice to be given by either party to the other may be served by email, fax, personal service or by post to the address of the other party that is the registered office or main place of business of the Contractor or if the Council, the Shirehall, Abbey Foregate, Shrewsbury. SY2 6ND
- 22.2 A Notice sent by email shall be deemed to be received providing receipt is acknowledged and confirmed, Notice sent by fax shall be deemed to be served on receipt of an error free transmission report, Notice given by letter shall be deemed to have been served at the time at which the letter was delivered personally or if sent by second class post shall be deemed to have been delivered in the ordinary course of post and if by first class post shall be deemed to have been delivered 48 hours after posting and acknowledged
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23. CONFIDENTIALITY (W) (Z)

- 23.1 All plans, drawings, designs or specifications supplied by the Council to the Contractor shall remain the exclusive property of, and shall be returned to the Council on completion of the Agreement and shall not be copied, and no information relating to the Goods or the Services shall be disclosed to any third party, except as required for the purpose of this Agreement.
- 23.2 No photographs of any of the Council's equipment, installations or property shall be taken without the Council's prior consent in Writing. The Contractor shall keep secret and shall not divulge to any third party (except sub-contractors accepting a like obligation of secrecy, and then only to the extent necessary for the performance of the sub-agreement) all information given by the Council in connection with the Agreement or which becomes known to the Contractor through his performance of the Agreement or use the same other than for the purpose of executing the Agreement.
- 23.3 The Contractor shall not mention the Council's name in connection with the Agreement or disclose the existence of the Agreement in any publicity material or other similar communication to third parties without the Council's prior consent in Writing.
- 23.4 The Contractor will keep confidential any information it becomes aware of by reason of the operation of this Agreement.
- 23.5 Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Agreement, each party shall:
- 23.5.1 treat the other party's Confidential Information as confidential; and
- 23.5.2 not disclose the other party's Confidential Information to any other person without the owner's prior written consent
- 23.6 Clause 23.5 shall not apply to the extent that:
- 23.6.1 such disclosure is a requirement of Law placed upon the party making the disclosure, including any requirements for disclosure under the Audit Commission Act 1998 or under the FOIA or the Environmental Information Regulations pursuant to the above clause regarding Freedom of Information;
- 23.6.2 such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
- 23.6.3 such information was obtained from a third party without obligation of confidentiality;
- 23.6.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Agreement; or
- 23.6.5 it is independently developed without access to the other party's Confidential Information.

- 23.7 The Contractor may only disclose the Council's Confidential Information to the Contractor Personnel who are directly involved in the provision of the Services and who need to know the information, and shall ensure that such Contractor Personnel are aware of and shall comply with these obligations as to confidentiality.
- 23.8 The Contractor shall not, and shall procure that the Contractor Personnel do not, use any of the Council's Confidential Information received otherwise than for the purposes of this Agreement
- 23.9 Nothing in this Agreement shall prevent the Council from disclosing the Contractor's Confidential Information:
- 23.9.1 to any consultant, contractor or other person engaged by the Council;
- 23.9.2 for the purpose of the examination and certification of the Council's accounts or any other form of audit of the Council;
- 23.10 The Council shall use all reasonable endeavours to ensure that any government department, employee, third party or Sub-contractor to whom the Contractor's Confidential Information is disclosed pursuant to this Agreement is made aware of the Council's obligations of confidentiality.
- 23.11 Nothing in this clause shall prevent either party from using any techniques, ideas or know-how gained during the performance of the Agreement in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of Intellectual Property Rights.
- 23.12 The provisions of this Clause shall survive the expiration or termination of this Agreement.

23A AGREEMENT STATUS AND TRANSPARENCY (W) (Z)

- 23A.1 The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Agreement and any associated tender documentation provided by the Contractor (the Tender Submission) is not Confidential Information. The Council shall be responsible for determining in its absolute discretion whether any of the content of the Agreement or the Tender Submission is exempt from disclosure in accordance with the provisions of the FOIA.
- 23A.2 Notwithstanding any other term of this Agreement, the Contractor hereby gives his consent for the Council to publish this Agreement and the Tender Submission in its entirety, including from time to time agreed changes to the Agreement, to the general public.
- 23A.3 The Council may consult with the Contractor to inform its decision regarding any exemptions but the Council shall have the final decision in its absolute discretion.

- 23A.4 The Contractor shall assist and cooperate with the Council to enable the Council to publish this Agreement and the Tender Submission.

24. COUNCIL DATA

- 24.1 The Contractor shall not delete or remove any copyright or proprietary notices contained within or relating to the Council Data.
- 24.2 The Contractor shall not store, copy, disclose, or use the Council Data except as necessary for the performance by the Contractor of its obligations under this Agreement or as otherwise expressly authorised in writing by the Council and in particular the Contractor shall not store any Council Data, which the Council has notified the Contractor requires storage in an encrypted format, on any portable device or media unless that device is encrypted.
- 24.3 To the extent that Council Data is held and/or processed by the Contractor, the Contractor shall supply that Council Data to the Council as requested by the Council in any format specified in this Agreement or if none specified in any format reasonably requested by the Council.
- 24.4 The Contractor shall take responsibility for preserving the integrity of Council Data and preventing the corruption or loss of Council Data and shall take such back up copies of the Council Data at regular intervals appropriate to the frequency of the revision of the Council Data.
- 24.5 The Contractor shall ensure that any system on which the Contractor holds any Council Data, including back-up data, is a secure system that complies with the Security Policy to include, but not limited to, the following requirements in the Security Policy:
- a) Access to the system is restricted to Contractor Personnel with a legitimate need to access the Council Data; and
 - b) The system is kept up to date with the latest versions of operating system and anti-virus updates; and
 - c) Transfer of data to and from the system is conducted in a secure manner.
- 24.6 If the Council Data is corrupted, lost or sufficiently degraded as a result of the Contractor's Default so as to be unusable, the Council may:
- 24.6.1 require the Contractor (at the Contractor's expense) to restore or procure the restoration of Council Data as soon as practicable; and/or
 - 24.6.2 itself restore or procure the restoration of Council Data, and shall be repaid by the Contractor any reasonable expenses incurred in doing so including the restoration of the Council.

- 24.7 If at any time the Contractor suspects or has reason to believe that Council Data has or may become corrupted, lost or sufficiently degraded in any way for any reason, then the Contractor shall notify the Council via the Council's ICT Helpdesk immediately and inform the Council of the remedial action the Contractor proposes to take.
- 24.8 The Contractor shall check for and delete Malicious Software and if Malicious Software is found, the parties shall co-operate to reduce the effect of the Malicious Software and, particularly if Malicious Software causes loss of operational efficiency or loss or corruption of Council Data, assist each other to mitigate any losses and to restore the Services to their desired operating efficiency.
- 24.9 Any cost arising out of the actions of the parties taken in compliance with the provisions of sub-clause .8 above shall be borne by the parties as follows:
- 24.9.1 by the Contractor where the Malicious Software originates from the Contractor Software, the Third Party Software or the Council Data (whilst the Council Data was under the control of the Contractor); and
- 24.9.2 by the Council if the Malicious Software originates from the Council Software or the Council Data (whilst the Council Data was under the control of the Council).

25. PROTECTION OF PERSONAL DATA

- 25.1 With respect to the parties' rights and obligations under this Agreement, the parties agree that the Council is the Data Controller and that the Contractor is the Data Processor.
- 25.2 The Contractor shall:
- 25.2.1 Process the Personal Data only in accordance with instructions from the Council (which may be specific instructions or instructions of a general nature as set out in this Agreement or as otherwise notified by the Council to the Contractor during the term of this Agreement);
- 25.2.2 Process the Personal Data only to the extent, and in such manner, as is necessary for the provision of the Services or as is required by Law or any Regulatory Body;
- 25.2.3 implement appropriate technical and organisational measures, including but not limited to ensuring that Personal Data is not stored on any portable equipment or storage device or media unless encrypted, to protect the Personal Data against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;

- 25.2.4 take reasonable steps to ensure the reliability of any Contractor Personnel who have access to the Personal Data;
- 25.2.5 obtain prior written consent from the Council in order to transfer the Personal Data to any Sub-contractors or Affiliates for the provision of the Services;
- 25.2.6 ensure that all Contractor Personnel required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this Protection of Personal Data clause ;
- 25.2.7 ensure that no Contractor Personnel publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Council;
- 25.2.8 notify the Council (within five Working Days) if it receives:
 - a) a request from a Data Subject to have access to that person's Personal Data; or
 - b) a complaint or request relating to the Council's obligations under the Data Protection Legislation;
- 25.2.9 provide the Council with full cooperation and assistance in relation to any complaint or request made, including by:
 - a) providing the Council with full details of the complaint or request;
 - b) complying with a data access request within the relevant timescales set out in the Data Protection Legislation and in accordance with the Council's instructions;
 - c) providing the Council with any Personal Data it holds in relation to a Data Subject (within the timescales required by the Council); and
 - d) providing the Council with any information requested by the Council;
- 25.2.10 permit the Council or the Council Representative (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit, in accordance with the Audit clause, the Contractor's data Processing activities (and/or those of its agents, subsidiaries and Sub-contractors) and comply with all reasonable requests or directions by the Council to enable the Council to verify and/or procure that the Contractor is in full compliance with its obligations under this Agreement;
- 25.2.11 provide a written description of the technical and organisational methods employed by the Contractor for processing Personal Data (within the timescales required by the Council); and

- 25.2.12 not process Personal Data outside the United Kingdom without the prior written consent of the Council and, where the Council consents to a transfer, to comply with:
- a) the obligations of a Data Controller under the Eighth Data Protection Principle set out in Schedule 1 of the Data Protection Act 1998 by providing an adequate level of protection to any Personal Data that is transferred; and
 - b) any reasonable instructions notified to it by the Council
- 25.2.13 The Contractor shall comply at all times with the Data Protection Legislation and shall not perform its obligations under this Agreement in such a way as to cause the Council to breach any of its applicable obligations under the Data Protection Legislation.
- 25.2.14 The Contractor shall ensure that its employees and agents are aware of and comply with this clause and shall indemnify the Council against any loss or damage sustained or incurred as a result of any breach of this clause.

26 COUNCIL DATA AND PERSONAL INFORMATION AUDITS

- 26.1 Except where an audit is imposed on the Council by a Regulatory body, the Council may, acting reasonably, conduct an audit for the following purposes:
- 26.1.1 to review the integrity, confidentiality and security of the Council Data;
 - 26.1.2 to review the Contractor's compliance with the Data Protection Act 1998, the Freedom of Information Act 2000 in accordance with the Protection of Personal Data and Freedom of Information clauses and any other legislation applicable to the Services;
- 26.2 The Council shall use its reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Contractor or delay the provision of the Services.
- 26.3 Subject to the Council's obligations of confidentiality, the Contractor shall on demand provide the Council (and/or its agents or representatives) with all reasonable co-operation and assistance in relation to each audit, including:
- 26.3.1 all information requested by the Council within the permitted scope of the audit;
 - 26.3.2 reasonable access to any Sites controlled by the Contractor and to any equipment used (whether exclusively or non-exclusively) in the performance of the Services;
 - 26.3.3 access to Contractor Personnel

- 26.4 The Contractor shall implement all measurement and monitoring tools and procedures necessary to measure and report on the Contractor's performance of the Services.
- 26.5 The Council shall endeavour to (but is not obliged to) provide at least 5 Working Days notice of its intention to conduct an audit.
- 26.6 The parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this clause.
- 26.7 This clause shall not apply to any audit or inspection regarding the provision of the Services specified in the Service Specification or elsewhere in this Agreement which may be conducted as specified in this Agreement.

27. PUBLIC INTEREST DISCLOSURE ('WHISTLE BLOWING') (W)(Z)

- 27.1 The Contractor will ensure that his employees and agents are made aware of the Council's policy "Speaking Up About Wrongdoing" and that the details of this policy are fully explained to them and shall provide the Council with evidence of doing so upon request.

28. INSURANCE

- 28.1 The Contractor shall maintain a comprehensive policy of Public Liability and Employers Liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (FIVE MILLION POUNDS). Cover In respect of death or personal injury due to negligence will be unlimited.
- 28.2 If appropriate and requested in Writing, the Contractor may also be required to provide Product Liability insurance of at least £2,000,000 (TWO MILLION POUNDS) and Professional Indemnity insurance of at least £1,000,000 (ONE MILLION POUNDS) cover for any one claim and the Contractor shall provide the Council with certified copies of the relevant policies upon request.

29. EQUALITIES (W) (Z)

- 29.1 The Contractor and any Sub-Contractor employed by the Contractor shall not unlawfully discriminate either directly or indirectly on such grounds as race or ethnic origin, disability, gender, sexual orientation, religion or belief, or age in the supply and provision of Goods, Services or Works under this Agreement, or in its employment practices.
- 29.2 Without prejudice to the generality of the foregoing, the Contractor and any Sub-Contractor employed by the Contractor shall not unlawfully discriminate within the meaning and scope of the Equalities Act 2010 or other relevant legislation, or any statutory modification or re-enactment thereof.

- 29.3 In addition, the Contractor and any Sub-Contractor employed by the Contractor in providing services to the Council will comply with the general duty imposed on local authorities by Section 149 of the Equality Act 2010 to eliminate discrimination, harassment and victimisation and promote equality of opportunity between persons who share a protected characteristic and those who do not share it and to foster good relations between persons who share a protected characteristic and those who do not share it .
- 29.4 The Contractor and any Sub-Contractor employed by the Contractor will take all reasonable steps to observe as far as possible the Codes of Practice produced by the Equalities and Human Rights Commission, which give practical guidance to employers on the elimination of discrimination.
- 29.5 In the event of any finding of unlawful discrimination being made against the Contractor or any Sub-Contractor employed by the Contractor during the contract period, by any court or employment tribunal, or any adverse finding or formal investigation by the Equalities and Human Rights Commission over the same period, the Contractor shall inform the Council of this finding and shall take appropriate steps to prevent repetition of the unlawful discrimination.
- 29.6 The Contractor and any Sub-Contractor employed by the Contractor will provide a copy of its policies to the Council at any time upon request. In addition, the Council may reasonably request other information from time to time for the purpose of assessing the Contractor's compliance with the above conditions.

30. HUMAN RIGHTS (W) (Z)

- 30.1 The Contractor shall where appropriate take account of the Human Rights Act 1998 and shall not do anything in breach of it.

31 HEALTH AND SAFETY AT WORK (Z)

- 31.1 The Contractor will at all times in providing Goods, Services or Works to the Council comply with the provisions of the Health and Safety at work Act 1974 and provide evidence of doing so to the Council at any time upon request.

32. FREEDOM OF INFORMATION ACT 2000 (FOIA) AND ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) (W) (Z)

- 32.1 The Contractor acknowledges that the Council is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations.
- 32.2 The Contractor shall notify the Council of any Commercially Sensitive Information provided to the Council together with details of the reasons for its sensitivity and the Contractor acknowledges that any lists or schedules of Commercially Sensitive Information so provided are of indicative value only and that the Council may be obliged to disclose such information.

- 32.3 The Contractor shall and shall procure that its Sub-contractors shall:
- 32.3.1 transfer to the Council all Requests for Information that it receives as soon as practicable and in any event within two Working Days of receiving a Request for Information;
 - 32.3.2 provide the Council, at the Contractor's expense, with a copy of all Information in its possession, or power in the form that the Council requires within five Working Days (or such other period as the Council may specify) of the Council's request; and
 - 32.3.3 provide, at the Contractor's expense, all necessary assistance as reasonably requested by the Council to enable the Council to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.
- 32.4 The Council shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations and in considering any response to a Request for Information the Council may consult with the Contractor prior to making any decision or considering any exemption.
- 32.5 In no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Council.
- 32.6 The Contractor acknowledges that (notwithstanding the provisions of this Freedom of Information clause) the Council may, acting in accordance with the Ministry of Justice's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("the Code"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Contractor or the Services:
- 32.6.1 in certain circumstances without consulting the Contractor; or
 - 32.6.2 following consultation with the Contractor and having taken their views into account; provided always that where sub-clause 32.6.1 above applies the Council shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Contractor advanced notice, or failing that, to draw the disclosure to the Contractor's attention after any such disclosure.
- 32.7 The Contractor shall ensure that all Information required to be produced or maintained under the terms of this Agreement, or by Law or professional practice or in relation to the Agreement is retained for disclosure for at least the duration of the Agreement plus one year together with such other time period as required by the Agreement, law or practice and shall permit the Council to inspect such records as requested from time to time.

- 32.8 The Council shall in no event be liable for any loss, damage, harm, or detriment, howsoever caused, arising from or in connection with the reasonable disclosure under FOIA, or any other Law, of any information (including Exempt Information) whether relating to this Agreement or otherwise relating to any other party.
- 32.9 Where the Contractor is a Public Body the parties acknowledges that such obligations and duties of the Council as set out above are reciprocal to the Contractor. The Council and the Contractor acknowledge and agree that:
- 32.9.1 as Public Bodies they are subject to legal duties under the FOIA and EIR which may require either party to disclose on request information relating to this Agreement or otherwise relating to the other party;
- 32.9.2 they are required by law to consider each and every Request for Information made under FOIA;
- 32.9.3 that all decisions made by the other pursuant to a request under the FOIA are solely a matter for the Receiving Party and at the discretion of the Receiving Party.
- 32.9.4 Notwithstanding anything in this Agreement to the contrary (including but without limitation any obligations or confidentiality), the Receiving Party shall be entitled to disclose information in whatever form pursuant to a request made under FOIA, save that in relation to any information that is Exempt Information the Receiving Party shall consult the other party before making any such decision and shall not:
- a) confirm or deny that information is held by the other party, or
- b) disclose information required to the extent that in the Receiving Party's opinion the information is eligible in the circumstances for an exemption and therefore the Receiving Party may lawfully refrain from doing either of the things described in part (a) and (b) of this clause.
- 32.9.5 each party shall bear its own costs of:
- a) assessing the application of any exemption under FOIA and/or
- b) responding to any FOIA notice and/or
- c) lodging any appeal against a decision of the Information Commissioner in relation to disclosure
- 32.9.6 the Receiving Party shall in no circumstances be liable for any loss, damage, harm, or detriment, howsoever caused, arising from or in connection with the reasonable disclosure under FOIA of any Exempt Information or other information whether relating to this Agreement or otherwise relating to the other party.

- 32.9.7 the other party shall assist the Receiving Party with the request as reasonably necessary to enable the Receiving Party to comply with its obligations under FOIA.

33. SAFEGUARDING(W) (Z)

- 33.1 Where the work being undertaken in this Agreement allows access to premises locations or activities where there is a likelihood of coming into contact with children or vulnerable adults the Contractor must ensure that it follows the guidance of the Independent Safeguarding Council and the regulations relating to the Vetting and Barring Scheme to determine whether a Criminal Record Bureau check is required for employees or any person sub-contracted to carry out the work on behalf of the Contractor. If in any doubt the Contractor should discuss the matter further with the officer of the Council awarding the Contract and raise any concerns arising from disclosures.
- 33.2 Where the service requirement, specification or Purchase Order determines that a CRB check should be carried out the Contractor shall undertake CRB checks prior to the relevant employees or persons commencing work on the Services to be provided to the Council.

34 SUSTAINABILITY

- 34.1 Contractors should at all times demonstrate how they contribute to the achievement of the Council's Sustainability Policy

35 EXPIRY

- 35.1 The Contractor will on the expiry or termination of the Agreement and, at its own cost, return (or at the request of the Council destroy) all information obtained in undertaking the performance of the Agreement.

36 AUDIT AND MONITORING) (W) (Z)

- 36.1 The Contractor will allow access for the Council's officers to all relevant information for the purposes of audit and the monitoring of the Agreement.

37. RIGHTS OF THIRD PARTIES

- 37.1 The parties to this Agreement do not intend that any of its terms will be enforceable by any person not a party to it by virtue of the Contracts (Rights of Third Parties) Act 1999.

38. ENTIRE AGREEMENT

- 38.1 This Agreement contains the entire agreement between the parties relating to the subject matter and supersedes any previous agreements, arrangements, undertakings or proposals, oral or written.

39. FORCE MAJEURE

- 39.1 Neither the Council nor the Contractor shall be in breach of this Agreement nor liable for any failure or delay in performing their obligations under this Agreement where it is directly caused, arising from or attributable to acts, events, omissions or accidents beyond its reasonable control ("Force Majeure Event"), provided that:-

39.1.1 any delay by a sub-contractor or supplier of the Party who is delayed will not relieve that Party from liability for delay except where the delay is beyond the reasonable control of the sub-contractor or supplier concerned; and

39.1.2 staff or material shortages or strikes or industrial action affecting only the Party who is delayed will not relieve that Party from liability for delay.

- 39.2 If the Party is subject to a Force Majeure Event it shall not be in breach of this Agreement provided that:-

39.2.1 it promptly notified the Council in writing of the nature and extent of the Force Majeure Event causing its failure or delay in performance; and

39.2.2 it has used its reasonable endeavours to mitigate the effect of the Force Majeure Event, to carry out its obligations under this Agreement in any way that is reasonably practicable and to resume the performance of its obligations as soon as reasonably possible in which case the performance of that Party's obligations will be suspended during the period that those circumstances persist and that Party will be granted a reasonable extension of time for performance up to a maximum equivalent to the period of the delay.

- 39.3 Save where that delay is caused by the act or failure to act of the other Party (in which event the rights, remedies and liabilities of the Parties will be those conferred by the other terms of this Agreement and by law):-

39.3.1 any costs arising from that delay will be borne by the Party incurring the same; and

- 39.3.2 either Party may, if that delay continues for more than 5 weeks, terminate this Agreement immediately on giving notice in writing to the other. Such termination shall be without prejudice to the rights of the parties in respect of any breach of this Agreement occurring prior to such termination.

40. GOVERNING LAW AND JURISDICTION (W)

- 40.1 It is the responsibility of the Contractor to comply with all relevant European and English legislation. This Agreement shall be governed by and construed in accordance with English Law and the parties agree to submit to the exclusive jurisdiction of the English and Welsh Courts

41. COMPLAINTS PROCEDURE (W) (Z)

- 41.1 The Contractor shall operate a complaints procedure in respect of any goods, services or works provided under these terms & conditions, to the entire satisfaction of the Council, and comply with the requirements of any regulatory body to which the Contractor is subject (including any change in such requirements) and ensure that its complaints procedure meets the following minimum standards:

- 41.1.1 is easy to access and understand
- 41.1.2 clearly sets out time limits for responding to complaints and keeping the complainant and the Council informed of progress;
- 41.1.3 provides confidential record keeping to protect employees under this contract and the complainant
- 41.1.4 provides information to management so that services can be improved
- 41.1.5 provides effective and suitable remedies
- 41.1.6 is regularly monitored and audited and which takes account of complainant and Council feedback.

- 41.2 The Contractor shall ensure that:

- 41.2.1 under no circumstances is a complaint investigated by a member of its staff employed under this contract who may be part of the complaint.
- 41.2.2 someone who is independent of the matter complained of carries out the investigation
- 41.2.3 the complainant is made aware that they are entitled to have the complaint investigated by the Council if they are not satisfied with either the process of investigation or finding of the Contractor's investigations

- 41.2.4 the Contactor will ensure that it responds to the complainant within a max of 10 days of receiving the complaint
- 41.3 The Contactor will make its complaints procedure available on request
- 41.4 The Contactor shall ensure that all its employees and persons employed under this contract are made aware of its complaints procedure and shall designate one employee (who shall be identified to the Council) to whom a complaint may be referred should the complainant not be satisfied with the initial response to their complaint
- 41.5 The Contactor shall keep accurate and complete written records of all complaints received and the responses to them and shall make these records available to the Council on request or at 12 monthly intervals in any event.
- 41.6 Where the Council is investigating a complaint the Contactor is required to participate fully in all investigations within the timescales requested by the Council
- 41.7 The Contractor should note that if a complaint is made to the Council by a third party relating to the goods, services or works provided, the Local Government Ombudsman has the power to investigate such a complaint and the Council requires the Contractor to fully to co-operate in such investigation. If the Council is found guilty of maladministration or injustice by the Local Government Ombudsman because of the act or default of the Contractor the Contractor shall indemnify the Council in respect of the costs arising from such maladministration or injustice.

42 DISPUTES

- 42.1 If any dispute or difference shall arise between the parties as to the construction of this Agreement or any matter or thing of whatever nature arising under this Agreement or in connection with it then the same shall be dealt with as follows:-
- 42.1.1 In the first instance a special meeting of both the Parties shall be arranged on 14 days written notice to the other party and the matter shall be discussed and the representatives shall use their reasonable endeavors to resolve the dispute
- 42.1.2 If the dispute cannot be resolved in accordance with the preceding sub-clause then either one of the Parties may serve the Council's Chief Executive or the Contractor's senior officer or such other authorised officer of either party whose details have been notified to the other party, with notice of the dispute and those officers shall then appoint their representative to adjudicate and use their reasonable endeavors to resolve the dispute within 21 days of receipt of such notice

Additional definitions for clauses 43 and 44	
"Security Plan"	the Contractor's security plan prepared pursuant [to paragraph 3 of schedule 2.5 (<i>Security Requirements and Plan</i>) an outline of which is set out in Appendix of schedule 2.5 (<i>Security Requirements</i>)];
"Staff Vetting Procedures"	the Council's procedures and policies for the vetting of personnel whose role will involve the handling of information of a sensitive or confidential nature or the handling of information which is subject to any relevant security measures.

43 STAFFING SECURITY

- 43.1 The Contractor shall comply with the Staff Vetting Procedures in respect of all Contractor Personnel employed or engaged in the provision of the Services. The Contractor confirms that all Contractor Personnel employed or engaged by the Contractor at the commencement of this agreement were vetted and recruited on a basis that is equivalent to and no less strict than the Staff Vetting Procedures.
- 43.2 The Contractor shall provide training on a continuing basis for all Contractor Personnel employed or engaged in the provision of the Services in compliance with the Security Policy and Security Plan

44 SECURITY REQUIREMENTS

- 44.1 The Contractor shall comply, and shall procure the compliance of the Contractor Personnel, with the Security Policy and the Security Plan and the Contractor shall ensure that the Security Plan produced by the Contractor fully complies with the Security Policy.
- 44.2 The Council shall notify the Contractor of any changes or proposed changes to the Security Policy.
- 44.3 If the Contractor believes that a change or proposed change to the Security Policy will have a material and unavoidable cost implication to the Services it may submit a request for the Agreement to be varied in respect of any charges or fees payable under the Agreement. In doing so, the Contractor must support its request by providing evidence of the cause of any increased costs and the steps that it has taken to mitigate those costs.
- 44.4 Until and/or unless a change to the charges or costs is agreed by the Council pursuant to this clause the Contractor shall continue to perform the Services in accordance with its existing obligations

**Risk Assessment for the Control of Legionellosis and Water Hygiene Report for
Shropshire Council, St. Thomas & St. Anne Primary School**

Client Name:	Shropshire Council
Site/Building Surveyed:	St. Thomas & St. Annes Primary School, Hanwood, Shrewsbury, SY5 8JN
Property Number:	
Report Reference:	
Survey Date:	28 th April 2011
Review Date:	27 th April 2013 (Systems must also be Re-Risk Assessed if there are significant changes to the building or occupants).
Responsible Person:	Technical Support Manager
Previous Risk Assessment Details:	
Risk Assessment Undertaken By:	
Position:	Surveyor

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1.0**Aim**

It is important for the Management and Control of Legionellosis as laid out in the APPROVED CODE OF PRACTICE & GUIDANCE (L8), an employer, self employed persons or persons who are in control of a premises as a workplace as a tenant or landlord is required to:

- a) Undertake a Legionella Risk Assessment of all water systems controlled by the above.
- b) Prepare a scheme of precautions for managing and controlling the assessed and foreseeable risks and implement and manage the scheme of precautions.
- c) Maintain records for the purposes of inspection, assessment and analysis for a period of no less than 5 years.
- d) To appoint, in writing, a suitably trained and experienced person to the position of Responsible Person with details of appointment and responsibilities laid out in writing.

In the first instance, the aim of undertaking this risk assessment is to survey all items of plant located on the site/building and determine an associated risk score and a potential for bacterial contamination including Legionella bacteria for each item surveyed and to present an overall risk score for the site and building included in the scope of the report.

In addition, we have designed this Risk Assessment to comply fully with the statutory requirement set out in the APPROVED CODE OF PRACTICE & GUIDANCE (L8) and is presented to allow the Responsible Person to consider the associated risk and appropriately manage the identified risks by the introduction of; or amendment to a Pre Planned Maintenance Programme.

This assessment will consider the Management Policies and Procedures manuals and Logbook systems and include such items in the risk valuation system. A copy of this report should be placed into the sites log book system.

2.0**Disclaimer**

This Survey was carried out on parts of the systems which were made accessible to the surveyor. Any water systems found in any part of the site, that were not made available for whatever reason, may not be included in this Report and exclusion of these systems does not indicate absence.

A representative percentage of the site and services were surveyed therefore items of equipment that maybe present may not be included in this report.

However, the plant and services surveyed are considered representative of the system as a whole and any remedial action should be considered for all plant.

Whilst every endeavour is made in order to ascertain the correct information regarding the Site layout and system plant information, the surveyor must rely on site staff knowledge and any available system drawings and information. Lack of such knowledge or information and incorrect available information may lead to assumptions on the part of the surveyor.

We will however, endeavour to ensure that all information gathered is accurate and current to allow for accurate Risk Assessment to be undertaken.

3.0**Site / Building Description and Information**

St Thomas and St Annes Primary School is a single storey property utilised solely as a primary school.

Facilities on this site include male, female and disabled toilets, a kitchen, a staff room and classroom practical areas.



Mains Cold Water enters the building at ground level and branches off to supply all Mains Cold Water outlets in the building it also branches off to supply two Cold Water Storage Tanks (CWST 1 and 2) located in the boiler house roof space. CWST 1 supplies the Down Cold Water Services to the building whilst CWST 2 supplies a Calorifier (CAL 1) located below in the boiler house itself. CAL 1 supplies all of the Hot Water Services (HWS) throughout the building. Additional HWS in the demountable are supplied by a low volume electric point of use Water Heater (WH 1).

Also identified on site were several Thermostatic Mixer Valves (TMV 'S) these have the purpose of reducing the hot water outlet temperature therefore eliminating the risk of scalding.

Domestic water facilities on this site do not include showers.

4.0**Summary & Risk Assessment Rating****SUMMARY & RISK ASSESSMENT RATING**

The Risk score has been determined by adding up the individual Risk scores from Section 5 to show an overall site Risk which is shown as elements of the survey.

The Risk score is based on the results of the data recorded and the scoring system as detailed below. The Risk Assessment Score Scale is dependent on plant located on the site.

Report Section	Risk Score
Building Occupancy/Exposure	5
Management System	5
PPM & Records	4
Water Heaters	3
Calorifiers	26
Cold Water Storage Tanks	15
Distribution System (including showers)	17
Air Handling Plant & Humidification	0
Other Plant Items and Treatment	0
Bacterial Analysis Results	0
Risk Assessment Score Scale	Low = 41 – 82
	Moderate = 83 – 205
	High = 206 – 369

Overall Property Score (See Risk Classification Below)	75
Overall Site Risk Rating	Low

Please see the Risk Assessment Rating sheet located on the following page for a detailed summary of the risk scores provided above. These scores provide us with the Risk Assessment scoring system and allow the reader to understand where elements of the systems installed into the property have an increased risk and resulted in the above Risk Rating.

Risk Assessment Scoring System			
Element	Rating	Classification	Description
Likelihood	3	HIGH	Urgent problems identified that represent a serious risk to health. Remedial actions required IMMEDIATELY . Element has failed or will fail within 1 month. Serious and multiple breaches of legal obligations.
	2	MODERATE	Problems identified. Remedial actions required within 1 Month. Element likely to fail within 3 months or has already failed. Breach of legal obligation.
	1	LOW	Elements located on site. Some actions may be necessary within 6 months.
	0	N/A	Element not located on this site. No Risk score allocated.
Consequence	3	HIGH	Serious harm, major injury or death certain to occur. Multiple breaches of legal obligations. Remedial action required IMMEDIATELY .
	2	MODERATE	Harm, minor injury and lost time likely to occur. Remedial actions must be implemented within 3 months. Breach of legal obligations.
	1	LOW	Harm is unlikely to occur under normal operation.
	0	N/A	Element not located on this site. No Risk score allocated.
Risk Classification	7 – 9	HIGH	Urgent attention required. Risk reduction measures MUST be implemented IMMEDIATELY .
	4 – 6	MODERATE	Risk reduction measures must be implemented within 3 months to reduce or control the risk.
	1 – 3	LOW	Maintain system operation, complete any remedial actions.
	0	N/A	Element not located on this site. No Risk score allocated.

5.0

Risk Assessment Summary Classification

The following table represents the identified faults of the site and provides a Likelihood (L), Consequence (C) and Risk Rating (R) for each report section element.

The Risk Rating has been calculated using the following formula: $L \times C = R$

The Total Risk Rating is calculated by adding up all of the Risk Rating Totals. It is important to note that although a Total Risk Rating may be LOW, certain elements may have a higher score in an individual basis. It is therefore IMPORTANT to ensure all of the report and its recommendations are considered. It is also important to consider the data in Sections 6, 7 & 8 to ensure full understanding of the faults identified and remedial actions required.

Report Section	Section Element	Risk Assessment			
		Risk Present Y/N	Likelihood	Consequence	Risk Rating
Building Occupancy/Exposure	Presence of Susceptible Individuals	No	1	1	1
	Aerosol Generation	Yes	2	2	4
Risk Assessment Rating Total:					5
Management System	Management Policy	No	1	1	1
	Responsible Persons Appointed	No	1	1	1
	Lines of Communication Established	No	1	1	1
	Procedures Present Including Emergency Procedures	No	1	1	1
	Previous Risk Assessment Present	No	1	1	1
Risk Assessment Rating Total:					5
Pre Planned Maintenance	Logbook Satisfactory	No	1	1	1
	Maintenance Programme Satisfactory	No	1	1	1
	All Checks Completed	No	1	1	1
	Records Fully Maintained	No	1	1	1
Risk Assessment Rating Total:					4
Water Heaters / Cistern Water Heaters / XPHEs	Storage & Flow At $\geq 60^{\circ}\text{C}$ (>30 litres)	No	1	1	1
	Thermostat Set At $\geq 60^{\circ}\text{C}$ (>30 litres)	No	1	1	1
	Header Section Clean	N/A	0	0	0
	Services Well Used	No	1	1	1
Risk Assessment Rating Total:					3
Calorifiers	Storage & Flow At $\geq 60^{\circ}\text{C}$	No	1	1	1
	Thermostat Set At $\geq 60^{\circ}\text{C}$	No	1	1	1
	Return At $\geq 50^{\circ}\text{C}$	No	1	1	1
	Base At $\geq 50^{\circ}\text{C}$	Yes	3	3	9
	Thermal Stratification Present	Yes	3	3	9
	Drain Point Present	No	1	1	1
	Drain Flushed	No	1	1	1
	Sediment/Scale Deposition Present In Initial Drain Flush	No	1	1	1
	Insulation Complete	No	1	1	1
	Water Excessively Turbid	No	1	1	1
Risk Assessment Rating Total:					26

Report Section	Section Element	Risk Assessment			
		Risk Present Y/N	Likelihood	Consequence	Risk Rating
Cold Water Storage Tanks	CWST Accessible	No	1	1	1
	Suitable Vented Lid Fitted	No	1	1	1
	Rodent Screen Present	No	1	1	1
	CWST Compliant To The WS(WF)R1999	Yes	2	2	4
	Unsuitable Materials	No	1	1	1
	Bio-fouling Present	No	1	1	1
	Excessive Sediment Present	Yes	2	1	2
	Excessive Corrosion Present	Yes	2	1	2
	Stagnation Present	No	1	1	1
	Temperature <20°C	No	1	1	1
Risk Assessment Rating Total:					15
Distribution Systems	CWS <20°C (2 Mins)	No	1	1	1
	HWS ≥50°C (1 Min)	No	1	1	1
	Dead Legs	Yes	3	2	6
	Low Use	Yes	2	1	2
	Showers Present	N/A	0	0	0
	Shower Heads Clean	N/A	0	0	0
	Shower Frequently Used	N/A	0	0	0
	TMVs Present	Yes	2	1	2
	Common Blended Pipework >2 M	Yes	2	2	4
	WRC Approved Materials/Suitable Supply	No	1	1	1
Risk Assessment Rating Total:					17
Air Handling Units & Humidifiers	Intake Protected Against Rain Water Ingress	N/A	0	0	0
	Internal Surfaces Condition	N/A	0	0	0
	Unit Condition	N/A	0	0	0
	Humidification Present	N/A	0	0	0
	Pond <20°C & Clean	N/A	0	0	0
	Water Pooling	N/A	0	0	0
	Water Treatment	N/A	0	0	0
Risk Assessment Rating Total:					0
Water Softeners	Brine Tank Filled With Salt	N/A	0	0	0
	Brine Tank Clean	N/A	0	0	0
	Unit Serviced	N/A	0	0	0
	Unit Online	N/A	0	0	0
Risk Assessment Rating Total:					0
Bacterial Analysis	Legionella Bacteria Present	N/A	0	0	0
	Elevated TVC	N/A	0	0	0
	Elevated E.Coli/Coliforms	N/A	0	0	0
Risk Assessment Rating Total:					0
Risk Assessment Rating Total:					75
Risk Rating:					Low

*Water Supply (Water Fittings) Regulations 1999

6.0

Faults Identified & Recommendations**Shropshire Council****Block:** St. Thomas & St. Anne Primary School**Date of Survey:** 28th April 2011

<u>Asset</u>	<u>Location</u>	<u>Fault Identified</u>	<u>Recommendation</u>	<u>Sign Off</u>
Building Occupancy	N/A	None	No persons at increased risk identified. No further action required.	
Management System	Lines of Communication	A complete set of contact details for the management team was not present in the log book.	The contact details for Mr Tim Othen are detailed in the site log book and all correspondence is expected to go through Mr Othen's department. It is important to ensure that the log book is fully up to date with contact details and providing a single point of contact is acceptable providing procedures are in place for emergency circumstances.	
Pre Planned Maintenance	PPM Programme as a whole.	All of the PPM for all of the Shropshire Council Properties is included in a contracted out monitoring system.	Data reporting system appears complete and fully in use. Consideration must be given to inserting the details of the PPM programme into the site logbook confirming the locations visited as part of the computerised system to ensure an auditable trail of documentation is present.	
Calorifiers	CAL 1	The base temperature recorded from this unit was <50°C. The unit is suffering thermal stratification.	The thermal stratification observed within the unit should be eliminated by the installation of a de-stratification pump. This will ensure that sufficient mixing of the entire contents of the unit will achieve the requirements of thermal disinfection. De-stratification pumps are advised to be installed to operate for at least 1 hour in every 24 hour period and 1 hour prior to the first daily usage, setting the de-stratification on a timer will reduce the potential for excessively reduced temperatures during periods of higher than normal usage.	
Calorifiers	CAL 1	No inspection hatch fitted to the unit.	Due to the lack of an inspection hatch ease of access to the internal parts is restricted. The use of chemical dispersants to internally clean the units may be necessary, flushing the drain of the units with the cold feeds closed will indicate the internal condition of the units with the presence of sediments and identify when cleaning is necessary.	

<u>Asset</u>	<u>Location</u>	<u>Fault Identified</u>	<u>Recommendation</u>	<u>Sign Off</u>
Calorifiers	CAL 1	Te secondary recirculation pump has been installed in reverse, the HWS flow out is now being pumped from the secondary return port.	Please ensure the pump is change to its correct flow direction and that the HWS are taken from the outlet at the top of the unit and returned via the secondary port.	
Water Heaters	WH 1	No fault identified	None at present	
Cold Water Storage Tanks	CWST 1 and 2	No warning pipe was fitted to these units.	In order to comply with the 'Water Supply (water fittings) Regulations 1999', it is important to fit a suitable warning pipe to tanks >1000 litres in capacity, that terminates were persons may be made aware that there may a problem with the unit.	
Cold Water Storage Tanks	CWST 1 and 2	The inlet and outlets were located on the same side of the unit.	In order to comply with the 'Water Supply (water fittings) Regulations 1999' and to ensure a suitable throughput of fresh water throughout the entire body of water within the unit, the installation of an internal sparge pipe to the outlet is recommended.	
Cold Water Storage Tanks	CWST 2	The HWS expansion pipe was directed into the CWST.	Although not a requirement of the Water Supply (water fittings) Regulations 1999, we would advocate that the HWS expansion pipe be redirected to a suitable drain point via a tundish. This will reduce the potential for increased proliferation as a result of increased temperatures from the HWS system.	
Cold Water Storage Tanks	CWST 1 and 2	Light sediment deposits noted in each tank and slight corrosion in CWST 1	Although deemed to be negligible in its effect on Legionellosis the internal condition of these tanks should be monitored on at least an annual basis and if sedimentation/corrosion is found to increase it should be arranged for these tanks to be drained, cleaned, all corrosion deposits removed and affected areas treated using a WRAS approved product before the tanks are chlorinated in accordance with BS6700.	
Outlets general throughout	Kitchen toilet WHB.	The outlet at this location was noted to be dirty/scaled.	It is important to ensure that the outlets be maintained in as clean a condition as possible as part of a regular cleaning regime.	
HWS Outlets	General HWS throughout	No fault identified	All of the unblended HWS outlets recorded temperatures above the recommended >50°C within 1 minute if flushing and were noted as being suitably clean, no further actions are required.	

<u>Asset</u>	<u>Location</u>	<u>Fault Identified</u>	<u>Recommendation</u>	<u>Sign Off</u>
CWS Outlets	Class 2	The cold water delivered from the sink in this area was found to be in excess of 20°C within two minutes of flushing.	In this instance this is believed to be due to infrequent use and it is important to ensure that all disused and low use services are identified and placed onto a weekly flushing programme to prevent stagnated products building up in the system. Where a service is no longer required, consideration should be made as to its disconnection from the main system as the source.	
Thermostatic Mixing Valves	General throughout	The TMV/s recorded temperatures outside that considered necessary to promote sufficient usage and offer scald protection for the service user.	We would advocate that all TMV/s are set to achieve a minimum of 41°C to attract sufficient usage and offer optimum scald protection to the service users. The supply to the TMV must be within the recommended limits for thermal disinfection <20°C for the CWS and ≥50°C for the HWS. Due to this premises not being a healthcare facility, a degree to leeway may be allowed in the temperature but no more than a +2°C. TMVs must be included in a PPM programme.	
Thermostatic Mixing Valves	Girls/Boys toilets	A number of the outlets supplied from TMVs had an excessive amount of blended pipework.	It is important to ensure that either individual mixing valves be installed to ensure that blended pipework be kept to a maximum of 2 meters or that the outlets be confirmed as used on a regular basis, at least twice weekly.	
Showers	None on site			
Dead Legs and Low Use	Sink in corridor	Tap is not working or has been isolated at an unknown point. Associated pipework is now considered a deadleg.	The isolated tap needs to be either repaired or replaced to ensure regular usage of the outlet and pipework. If the outlet is no longer required the pipework should be cut back to within 350mm of the source pipework.	

7.0 Pre Planned Maintenance Programme Analysis

The following table contains the details of the Pre Planned Maintenance Programme (if any) and recommends the frequency set out in the APPROVED CODE OF PRACTICE L8 or that determined necessary by the surveyor.

Item Of Plant	Task Required	Current Frequency					Recommended Frequency
		Weekly/As Required	Monthly	Quarterly	6 – Monthly	Annual	
Cold Water Storage Tanks	Temperature Monitoring				X		6 – Monthly
	General Inspections					X	Annual
	Clean and Disinfection	X					As Required
	Biological Monitoring	X					Directed by PPM Programme
Distribution System	Sentinel Outlets (Hot and Cold)		X				Monthly
	All Outlets Temperatures					X	Annual
	Clean and Disinfection	X					As Required
	Biological Monitoring	X					As Required
	Low Use Flushing	X					As Required
X – Plate Heat Exchanger/Angellery Water Heaters	Temperature Monitoring		X				Monthly
	General Inspections			X			Quarterly
	Clean and Disinfection	X					As Required
	Biological Monitoring	X					As Required
Direct and Indirect Water Storage Calorifiers	Temperature Monitoring		X				Monthly
	General Inspections			X			Quarterly
	Clean and Disinfection	X					As Required
	Biological Monitoring	X					As Required
Cistern Type Water Heaters	Temperature Monitoring		X				Monthly
	General Inspections			X			Quarterly
	Clean and Disinfection	X					As Required
	Biological Monitoring	X					As Required
Water Heaters/Combi	Temperature Monitoring				X		6 – Monthly
	General Inspections					X	Annual
Showers – Electric/Mixer	Temperature Monitoring		X				Monthly
	General Inspections			X			Quarterly
	Clean and Disinfection			X			Quarterly
	Biological Monitoring	X					As Required

Pre Planned Maintenance Analysis Continued:


Item Of Plant	Task Required	Current Frequency					Recommended Frequency
		Weekly/As Required	Monthly	Quarterly	6 – Monthly	Annual	
Thermostatic Mixing Valves	Temperature Monitoring		X				Monthly
	General Inspections			X			Quarterly
	Clean and Disinfection			X			Quarterly
	Biological Monitoring	X					As Required
Water Softeners	Hardness Test	X					Weekly
	Operational Check		X				Monthly
	Regeneration	X					Automated
Water Features	Treatment	X					Daily
	Inspections		X				Monthly
	Clean and Disinfection	X					As Required
Vending Machines	Cleaning and Disinfection	X					Weekly
	General Inspection		X				Monthly
Vehicle Washers	Treatment	X					Weekly
	General Inspections			X			Quarterly
	Biological Monitoring	X					As Required
	Clean and Disinfection	X					As Required
Non Ducted Air Conditioning	General Maintenance				X		6 – Monthly
Ducted Air Conditioning Plant	General Inspections			X			Quarterly
	Clean and Disinfection (inc. Traps)			X			Quarterly

8.0 Survey Data and Results

Shropshire Council

Block: St. Thomas & St. Anne Primary School


Date of Survey: 28th April 2011

Building Occupancy/Exposure	
	
Building Occupants?	Primary School – The occupants are children 4-8 and adults of varied age and health
Period of Building Use?	The property is utilised at least on a Monday to Friday basis from 07:00 to 18:00 approximately
Is an aerosol generated within this building?	Yes – Water services present

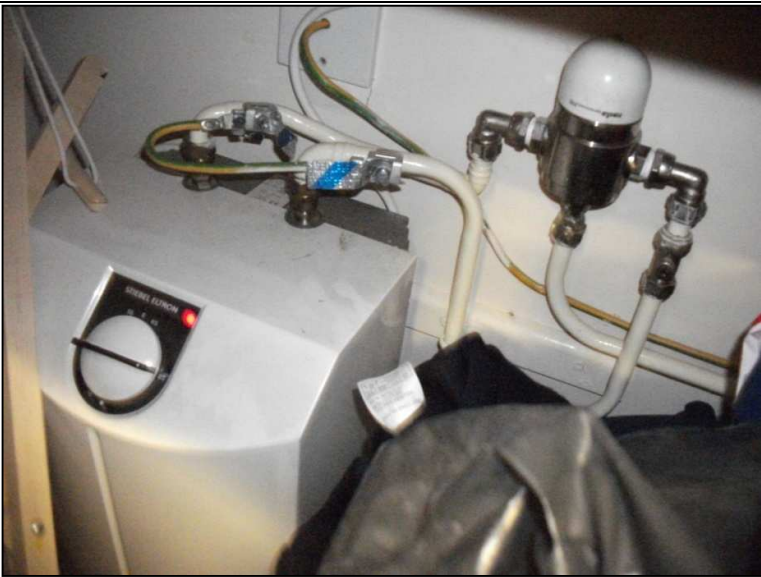
Management System	
Is there a Management Policy for the Control of Legionella?	Yes
Is the Management Policy sufficient?	Yes – The Shropshire Council Policy and Procedures for the Management & Control of Legionella Risks document was considered satisfactory
Are all persons involved trained and certificates issued?	Yes – copies of training certificates are held at Shirehall by
Is there a Pre Planned Maintenance Programme undertaken?	Yes
Is the PPM Programme sufficient?	Yes – The PPM programme is undertaken by Water Chem on their compass monitoring system. The system


	incorporates a handheld device with all of the PPM items preloaded. The Shropshire Council part of the system is a default reporting module to allow Shropshire Council to view and complete the remedial actions of faults. The system appears to be robust and has been set up to include all sites
Are lines of communication clearly established and recorded?	Yes – is the single point of reference
Has a Responsible Person been nominated in writing?	Yes – responsible persons appointed as part of their job description.
Are the responsibilities of all persons clearly established and recorded?	Yes – Details of responsibilities for positions clearly stated in the Logbook
Is the Previous Risk Assessment Present?	Yes
Previous Risk Assessment Reference & completed by?	
Previous Risk Assessment date?	16 th July 2009
Elevated results procedure present in the Logbook?	Yes

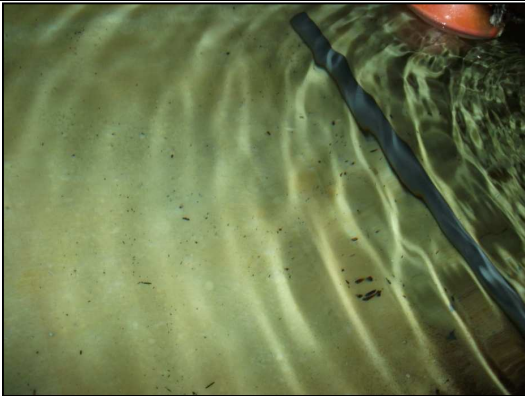
Site Incoming Main Details	
Mains size and materials?	Plastic Approx. 32mm
Location?	Boiler Room
Water meter size and manufacturer?	None fitted
Daily average consumption?	Not known
Sample point present?	Yes
Temperature checked twice yearly and recorded?	Not known
Incoming mains sampled?	No


Calorifiers	
Calorifiers: CAL 1	
	
Location of access:	External access
Type and size of access:	Standard door
Is the Calorifier online and period of operation:	Yes – Constant
Calorifier supplies:	All HWS to building
Unit supplied from:	CWST 1
Flow temperature:	60°C
Return temperature:	62°C
Base temperature:	25°C
Cold feed temperature:	17°C
Thermostat set temperature:	65°C
Stratification present: (For units >150 litres)	Yes
Construction type and materials:	Copper – Vertical
Unit linked to other Calorifiers:	No
Dimensions and capacity:	0.7 x 1400 @ 538 litres


Is the Calorifier safely accessible:	Yes
Method of heating:	Primary
Drain position:	Base
Drain size:	22mm
Drain flushed: State turbidity.	Yes – clear
Isolation valves present: (including on pumps)	Yes
Is a Non-return valve fitted to the cold feed:	Yes
Cold feed size:	44mm Copper
Is the recirculation pump operating and installed correctly:	No – installed in reverse
Dual circulation pumps fitted switched:	N/A
Return pipework size:	22mm
Is the Calorifier and pipework adequately insulated:	Yes
Nearest drain:	<5m
Nearest power supply:	<5m
Is the unit labelled:	No
Is there an inspection hatch: (For units >150 litres)	No


Water Heaters	
Water Heaters: WH 1 – Class (De-mountable)	
	
Location:	Class De-mountable
Make & Model:	Seibel Eltron
Is the unit accessible:	Yes
Is the unit in good condition:	Yes
Hot water capacity:	15 litres
No. of outlets served:	3
Thermostat set temperature:	85°C
Highest water temperature:	33°C (60°C pre TMV)
Comments	
Outlet via a Rada TMV	

Cold Water Storage Tanks (Domestic)	
Cold Water Storage Tanks: CWST 1	
	
Location of access:	Boiler House roof space
Type and size of access:	Hatch 400 x 400mm
State what the unit supplies:	DCWS
Make up temperature:	17°C
Storage temperature:	17°C
Dimensions and capacity:	1.2 x 1.7 x .90m @ 1836 Nominal
Material of construction:	GRP – Moulded
Is a tight fitting lid fitted: (Note any holes and condition)	Yes
Is the lid vented:	Yes
Material of lid:	Steel
Type of level control:	Ballvalve
Overflow size and construction:	Copper 44mm
Warning pipe size and construction: (For units >1000 litres)	N/A
Rodent Screens fitted:	Yes
Inlets and outlets opposed? (For units >1000 litres)	No

Number of outlets: Material and size:	1 x Copper 44mm
Linked to any other Tanks:	No
Are sufficient valves fitted:	No
Supply pipework size and material:	1" Copper
Drain size and location:	None
Corrosion levels:	Corrosion to supporting bars
Sediment levels:	Light
	
Stagnation present:	No
Biofilm present:	No
Unit accessible/headroom:	Yes
Sufficient insulation present on tank and pipework:	Yes
Nearest drain:	<5m
Nearest power:	<5m
Does the HWS system expansion pipe expand away from the tank:	Yes
Is the unit labelled:	Yes
Does the unit comply? (Water Supply (water fittings) Regulations 1999)	No – No warning pipe

Cold Water Storage Tanks (Domestic)	
Cold Water Storage Tanks: CWST 2	
	
Location of access:	Boiler House roof space
Type and size of access:	Hatch 400 x 400mm
State what the unit supplies:	Cal 1
Make up temperature:	15°C
Storage temperature:	18°C
Dimensions and capacity:	1.2 x 1.7 x .90m @ 1836 Nominal
Material of construction:	GRP – Moulded
Is a tight fitting lid fitted: (Note any holes and condition)	Yes
Is the lid vented:	Yes
Material of lid:	Steel
Type of level control:	Ballvalve
Overflow size and construction:	Copper 44mm
Warning pipe size and construction: (For units >1000 litres)	N/A
Rodent Screens fitted:	Yes
Inlets and outlets opposed? (For units >1000 litres)	No

Number of outlets: Material and size:	1 x Copper 44mm
Linked to any other Tanks:	No
Are sufficient valves fitted:	Yes
Supply pipework size and material:	28mm Copper
Drain size and location:	None fitted
Corrosion levels:	None
Sediment levels:	Light
	
Stagnation present:	No
Biofilm present:	No
Unit accessible/headroom:	Yes
Sufficient insulation present on tank and pipework:	Yes
Nearest drain:	<5m
Nearest power:	<5m
Does the HWS system expansion pipe expand away from the tank:	No
Is the unit labelled:	Yes
Does the unit comply? (Water Supply (water fittings) Regulations 1999)	No – No warning pipe

Distribution Systems	
General Throughout The Site	
Are all CWS outlets <20°C within 2 mins? (Tanked)	Yes
Are all MCW outlets <20°C within 2 mins?	Yes
Are all HWS outlets >50°C within 1 minute? (Unblended only)	Yes
Are all outlets clean?	No
Are there low use areas?	None noted
Are there any dead legs? > 350 mm	Yes – sink in corridor
Are the showers well used?	N/A
Are shower heads clean?	N/A
Are TMV blended pipework distances <2 meters?	No
	
Do the TMVs record temperatures of 41°C?	No
Are TMVs included in the PPM Programme?	Yes
Are all materials WRC approved?	Yes

Distribution Systems Data

Location	Outlet ID	HWS °C	TCWS °C	MCW °C	TMV No	TMV Make	Water Heaters	Outlets Scaled?	Low Use / Deadleg	Comments (to inc. Drinking Water + Scald Labels)
Staff room	1 x DWB								Deadleg	
	1 x Sink	60		15						
Unisex Staff Toilet	1 x WC									
	1 x WHB	60	16							
Accessbile Toilet	1 x WC									
	2x WHB	39	16		1	Intamix				
Girls Toilet	2 x WC									
	2 x WHB	26			2	RADA				Push button mixer tap. Excessive blended pipework
Boys Toilet	2 x WC									
	2 x WHB	36			3	RADA				Push button mixer tap
	1 x U									
Class 1	1 x Sink		17							Cold only
Nursery	1 x Sink		17							Cold only
Class 2	1 x Sink		23							
Toilet Lobby	1 x DWT									
Boys Toilet	2 x WC									
	1 x UR									Excessive blended pipework
	3 x WHB	32	17		4	RADA				
Girls Toilet	4 x WC									
	3 x WHB	39	17		5	RADA				Excessive blended pipeowrk
Corridor	1 x Sink		17						Deadleg	Faulty tap no flow
Class 3	1 x Sink		16							Cold only
Kitchen	2 x STZ									
	1 x Sink	✓	18							
	1 x PP									
	1 x Steamer									
	2 x Sink	61		15						
	1 x WHB	61		15						
Kitchen Toilet	1 x WC									
	1 x WHB	61	17					Yes		
Demountable										
Male Toilet	1 x WC									

Property Number: 0970

Location	Outlet ID	HWS °C	TCWS °C	MCW °C	TMV No	TMV Make	Water Heaters	Outlets Scaled?	Low Use / Deadleg	Comments (to inc. Drinking Water + Scald Labels)
	1 x WHB	33		16	6	RADA	From WH1			
Female Toilet	1 x WC									
	1 x WHB	133		16	7	RADA	From WH1			
Class	1 x Sink			15						Cold only

Outlet Totals:	
Sinks + WHB	27
TMVs	7
Showers	0
CWST	2
Cals	1
Water Heaters	1

9.0 Schematic Plan

10.0 Legionnaires Disease History and Information

Legionnaires' disease was first identified following a large outbreak of pneumonia among people who attended an American Legion Convention in Philadelphia in 1976. A previously unrecognised bacterium was isolated from lung tissue samples which were subsequently named *Legionella pneumophila*.

Legionnaires' disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppression, smoking etc. It is caused by the bacterium *Legionella pneumophila* and related bacteria. *Legionella* bacteria can also cause less serious illnesses which are not fatal or permanently debilitating. The collective term used to cover the group of diseases caused by *Legionella* bacteria is Legionellosis.

It is normally contracted by inhaling *Legionella* bacteria, either in tiny droplets of water (aerosols), or in droplet nuclei (the particles left after the water has evaporated) contaminated with *Legionella*, deep into the lungs. There is evidence that the disease may also be contracted by inhaling *Legionella* bacteria following ingestion of contaminated water by susceptible individuals. Person-to-person spread of the disease has not been documented. Initial symptoms of Legionnaires' disease include high fever, chills, headache and muscle pain. Patients may develop a dry cough and most suffer difficulty with breathing. About one third of patients infected also develop diarrhoea or vomiting and about half become confused or delirious. Legionnaires' disease can be treated effectively with appropriate antibiotics.

The incubation period is between 2-10 days (usually 3-6 days). Not everyone exposed will develop symptoms of the disease and those that do not develop the 'full blown' disease may only present with a mild flu-like infection.

Infection with *Legionella* bacteria can be fatal in approximately 12% of reported cases. This rate can be higher in a more susceptible population; for example, immunosuppressed patients, or those with other underlying-disease. Certain groups of people are known to be at higher risk of contracting Legionnaires' disease; for example, men appear more susceptible than women, as do those over 45 years of age, smokers, alcoholics, diabetics and those with cancer or chronic respiratory or kidney disease.

The disease is usually diagnosed by a combination of tests. The organism may be cultured from the patient's sputum, bronchial washings or lung tissue. Alternatively, tests are used to measure the presence of antibodies in the blood and, increasingly, tests are available to measure specific antigens in the patient's urine.

L. pneumophila is also responsible for a short feverish form of the illness without pneumonia, known as Pontiac fever. Its incubation period is typically between 2-3 days. Another species of *Legionella*, *L. micdadei*, is responsible for a similar form of the illness without pneumonia called Lochgoilhead fever after an outbreak in Lochgoilhead, Scotland. The incubation period can be up to 9 days. A high percentage of those exposed to this agent tend to be affected. However, there have been no recorded deaths associated with either Pontiac or Lochgoilhead fevers.

To date, approximately 40 species of the *Legionella* bacterium have been identified. *L. pneumophila* causes about 90% of cases. Sixteen different serogroups of *L. pneumophila* have been described; however, *L. pneumophila* serogroup 1 is most commonly associated with cases of Legionnaires' disease in the UK.

L. pneumophila serogroup 1 can be further sub-divided to distinguish between strains most commonly associated with Legionnaires' disease. Additionally, 'genetic fingerprinting' methods such as Restriction Fragment Length Polymorphism (RFLP) and Amplified Fragment Length Polymorphism (AFLP) can be valuable tools in the investigation of outbreaks. Such methods of typing can sometimes provide a means of linking the organisms isolated from patients to the sources of cases of outbreaks.

Cases of Legionnaires' disease have occurred among staff in the workplace (factories, offices, shops and hospitals); visitors (delivery drivers) and members of the public (patients, hotel guests or passers-by).

Natural History of the Legionella Bacterium

Legionella bacteria are common and can be found naturally in environmental water sources such as rivers, lakes and reservoirs, usually in low numbers. Legionella bacteria can survive under a wide variety of environmental conditions and have been found in water at temperatures between 6°C and 60°C. Water temperatures in the range 20°C to 45°C seem to favour growth. The organisms do not appear to multiply below 20°C and will not survive above 60°C. They may, however remain dormant in cool water and multiply only when water temperatures reach a suitable level. Temperatures may also influence virulence; Legionella bacteria held at 37°C have greater virulence than the same Legionella bacteria kept at a temperature below 25°C.

Legionella bacteria also require a supply of nutrients to multiply. Sources can include, for example, commonly encountered organisms within the water system itself such as algae, amoebae and other bacteria. The presence of sediment, sludge, scale and other material within the system, together with biofilms, are also thought to play an important role in harbouring and providing favourable conditions in which the Legionella bacteria may grow.

A biofilm is a thin layer of micro-organisms which may form a slime on the surfaces in contact with water. Such biofilms, sludge and scale can protect Legionella bacteria from temperatures and concentrations of biocide that would otherwise kill or inhibit these organisms if they were freely suspended in the water.

As Legionella bacteria are commonly encountered in environmental sources they may eventually colonise manufactured water systems and can be found in cooling tower systems, hot and cold water systems and other plant which use or store water. To reduce the possibility of creating conditions in which the risk from exposure to Legionella bacteria is increased, it is important to control the risk by introducing measures which:

- (a) Do not allow proliferation of the organisms in the water system; and
- (b) Reduce, so far as is reasonably practicable, exposure to water droplets and aerosol.

11.0 Control of Legionellosis – Legislation (ACoP L8)

Duties under the HSWA extend to risks from Legionella bacteria which may arise from work activities. The MHSWR (Management of Health and Safety at Work Regulations) provide a broad framework for controlling health and safety at work. As well as requiring risk assessments, they also require employers to have access to competent help in applying the provisions of health and safety law; to establish procedures to be followed by any worker if situations presenting serious and imminent danger were to arise; and for co-operation and co-ordination where two or more employers or self-employed persons share a workplace.

Only the courts can give an authoritative interpretation of law in considering the application of the ACoP L8 to people working under another's direction, the following should be considered: if people working under the control and direction of others are treated as self employed for tax and national insurance purposes they may nevertheless be treated as their employees for health and safety purposes. It may therefore be necessary to take appropriate action to protect them. If any doubt exists about who is responsible for the health and safety of a worker this could be clarified and included in the terms of a contract. However, it should be remembered that a legal duty under section 3 of HSWA (Health and Safety at Work Act) cannot be passed on by means of a contract and there will still be duties towards others under section 3 of HSWA. If such workers are employed on the basis that they are responsible for their own health and safety, legal advice should be sought before doing so.

ACOP

More specifically the COSHH Regulations-provide a framework of actions designed to control the risk from a range of hazardous substances including biological agents. The essential elements of COSHH are:

- (a) Risk Assessment;
- (b) Prevention of exposure or substitution with a less hazardous substance if this is possible, or substitution of a process or method with a less hazardous one;
- (c) Control of exposure where prevention or substitution is not reasonably practicable;
- (d) Maintenance, examination and testing of control measures, e.g. automatic dosing equipment for delivery of biocides and other treatment chemicals;
- (e) Provision of information, instruction and training for employees; and
- (f) Health surveillance of employees (where appropriate, and if there are valid techniques for detecting indications of disease) where exposure may result in an identifiable disease or adverse health effect.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require employers and others, e.g. the person who has control of work premises, to report to HSE, accidents and some diseases that arise out of or in connection with work. Cases of Legionellosis are reportable under RIDDOR if a doctor notifies the employer and if the employee's current job involves work on or near cooling systems that use water or hot water service systems in the workplace.

Those who have, to any extent, control of premises, have a duty under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992 to notify the local authority in writing with details of 'notifiable devices'. These consist of cooling towers and evaporative condensers, except when they contain water that is not exposed to the air and the water and electricity supply are not connected. Although the requirement is to notify the local authority, the Regulations are enforced by

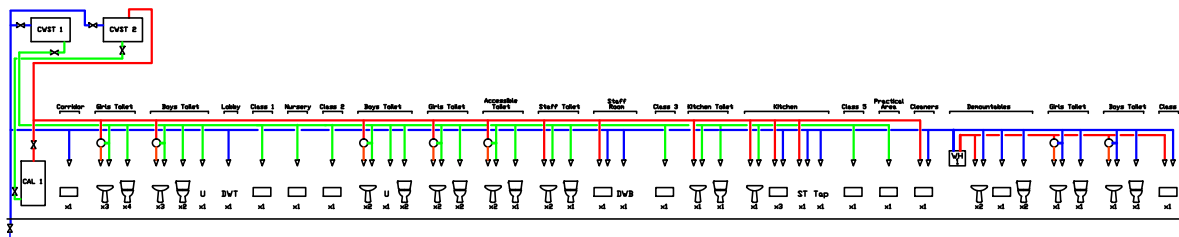
the relevant authority for the premises concerned. If a tower becomes redundant and is de commissioned or dismantled, this should also be notified. The main purpose of these Regulations is to help in the investigation of outbreaks.

The Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult trade union safety representatives, other employee representatives, or employees where there are no representatives, about health and safety matters. This includes changes to the work that may affect their health and safety at work, arrangements for getting competent help, information on the risks and controls, and the planning of health and safety training.

The above sections 10 and 11 are extracts from:



Legionnaires' Disease
The Control of Legionella Bacteria in Water Systems
APPROVED CODE OF PRACTICE AND GUIDANCE L8



LEGEND	
BA	BATH
BI	BIDET
CAL	CALORIFIER
CWH	CISTERN WATER HEATER
CWS	COLD WATER SERVICE
CWST	COLD WATER STORAGE TANK
DF	DRINKING FOUNTAIN
DW	DISH WASHER
DWT	DRINKING WATER TAP/UNIT
DWB	DRINKING WATER BOILER
FC	FUME CUPBOARD
FW	FOOT WASH
HUT	HOSE UNION TAP
MWS	MAINS WATER SERVICE
PP	POTATO PEELER
STZ	STERILISER
STM	STEAMER
U	URINAL
VM	VENDING MACHINE
WD	WASTE DISPOSAL UNIT
WH	WATER HEATER
WMc	WASHING MACHINE
Δ	WATER OUTLET
⋈	ISOLATION VALVE
DK	VALVE NORMALLY CLOSED
⋈	NON-RETURN VALVE
⊗	PRESSURE REDUCING VALVE
⊙	EXPANSION VESSEL
⊙	TMV or SHOWER MIXER
⊙	PUMP
⊙	WATER METER
⊙	SOLENOID
⊙	FILTER
⊙	TOILET
⊙	SINK
⊙	WASH HAND BASIN
⊙	SHOWER
—	MAINS WATER SERVICE
—	CWST WATER SERVICE
—	HOT WATER SERVICE
—	MIXED WATER FLOW

CLIENT: SHROPSHIRE COUNCIL
 PROPERTY: ST. THOMAS & ST. ANNE
 PRIMARY SCHOOL
 PROPERTY NUMBER: 0970
 SURVEY DATE: 28 APRIL 2011

the OAKLEAF GROUP
MANAGED SOLUTIONS GROUP

7 Brookfield - Moulton Park
 Northampton - NN3 6WL
 Tel: 0845 293 7571 Fax: 0845 293 7572
 email: info@theoakleafgroup.co.uk

HAZARD IDENTIFICATION & RISK ASSESSMENT (HAZRA)

Table 4 - Engineering Services and Systems

Client	Property Services Manager	HAZRA Rev. No:		Date:	Aug-11
Project:	Provision of water Risk Assessments	Revised by:		Copied to:	
Tender No.	AOC 001				

Activity/Element	Potential Hazard	Population @ Risk	Risk Level	Action Required / Remarks	Actioned by/date	Residual Risk Level
Engineering services - installation - commissioning - testing - electrical power - lighting - gas - heating - water supply - hot water - ventilation - cooling - air conditioning - refrigeration - telecoms - plant & equipment	Access	Contractors personnel & supervising personnel	Low	Safe route to work areas to be identified and used at all times. Use of signage. Operatives to refer to the existing Water Risk Assessment held in the on-site Waterchem Logbook.	Start of contract	Low
	Falls from height	Contractors personnel & supervising personnel	Medium	Scaffold tower and access platform to be provided as required. Operatives to refer to the existing Water Risk Assessment.	Start of contract	Low
	Live services - Overhead or internal/underground Electrocutation/ asphyxiation/etc Fire/explosion	Contractors personnel and supervising officers	Low	Safe working practices to be employed. Method Statements to be followed.	Start of contract	Low
	Heavy lifting	Contractors personnel	Low	Appropriate lifting techniques to be used and mechanical handling equipment to be used for heavy items.	Start of contract	Low
	Contact with moving vehicle / plant	Contractors personnel	Low	Safe working practices to be employed. Method Statements to be followed.	Start of contract	Low
	Manual handling / musculo-skeletal injuries	Contractors personnel	Low	Appropriate lifting techniques to be used and mechanical handling equipment to be used for heavy items	Start of contract	Low
	Confined spaces Unavoidable entry into drainage systems/basements	Contractors personnel & supervising personnel	Medium	Safe route to work area to be selected. Permit to enter system to be used.	Low	N/A
	Fire / explosion	Contractors personnel & supervising personnel	Low	Site evacuation procedures to be followed.	Start of contract	Low

Activity/Element	Potential Hazard	Population @ Risk	Risk Level	Action Required / Remarks	Actioned by/date	Residual Risk Level
	Harm from potentially hazardous products, including dusts, fumes and vapours	Contractors personnel	Low	Appropriate personnel protection to be used i.e. masks goggles barrier creams	Start of contract	Low
	Bacteriological Biological Chemical contamination	Contractors personnel	Low	Appropriate personnel protection to be used as recommended by manufactures & COSHH data sheets	Start of contract	Low
Mechanical handling Transportation systems - lifts - hoists - escalators - conveyors	Access	N/A	N/A	N/A	N/A	N/A
	Heavy lifting	N/A	N/A	N/A	N/A	N/A
	Manual handling / musculo-skeletal injuries	N/A	N/A	N/A	N/A	N/A
	Contact with moving plant	N/A	N/A	N/A	N/A	N/A
Other						

PARTICULAR SPECIFICATION

REVIEW OF WATER SYSTEM RISK ASSESSMENTS

CONTRACT REFERENCE: AOC001

Prepared by:
Shropshire Council
Property Services
August 2011

PARTICULAR SPECIFICATION REVIEW OF WATER SYSTEM RISK ASSESSMENTS

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PARTICULAR SPECIFICATION

REVIEW OF WATER SYSTEM RISK ASSESSMENTS

1.0 GENERAL CONDITIONS

1.1 SCOPE OF WORK

The work consists of carrying out a review of the existing water system Risk Assessments, to identify and assess the risk of legionella infection to the Client's employees, contractors and visitors arising from the manner in which the water systems, over which the Client has day to day control, are operated, managed and designed. Upon completion of the review the Contractor shall update and amend the existing Risk Assessment to produce the new water system Risk Assessment.

The Contractor will also be required to undertake surveys and produce new water system Risk Assessments for any additional properties coming under the Client's control during the Contract period.

There are approximately 475 sites that require biennial reviews of the water system risk assessment. Each site shall be reviewed twice during the duration of the contract.

There is no opportunity for additional works arising from the Risk Assessments - the completion of remedial works and repairs to the water systems are not included within this contract.

1.2 DURATION OF CONTRACT

Competitive fixed price tenders are being invited to the period 1st April 2012 – 31st March 2016. This is a 4 year contract, subject to satisfactory performance.

1.3 IMPORTANT NOTES

- Contractors shall be responsible for visiting the site(s) to take all their own measurements, site surveys, necessary particulars and should make arrangements with the establishment for gaining access to the relevant areas.
- The Contractor shall familiarise himself with the site and in particular to the problems of gaining access to the site. Damage caused to any property in gaining access to the site by the Contractor or persons servicing the Contractor shall be made good at the Contractor's own expense to the satisfaction of Shropshire Council.
- The Contractor shall make good any damage caused to the premises by the Contractor or persons servicing the Contractor during the contract at the Contractor's own expense to the satisfaction of Shropshire Council.
- The Contractor and his employees must report to the premises office or reception whenever they are visiting site to 'book-in', and ensure they 'book-out' when leaving site on all occasions.
- Asbestos Management Regulation - Contractors shall be aware that there is a mandatory requirement to read and sign the on site Asbestos Register prior to the commencement of any work.
- The Contractor must ensure that all employees working for the Contractor and any persons servicing the Contractor behave in a responsible and respectful manner to all

employees of the premises or any persons attending the premises, to include the wearing of suitable, respectable clothing and identity passes.

- This project is being undertaken on active Shropshire Council sites and as such the normal operation of the site(s) shall not be interfered with. Co-operation and liaison with the site manager about any schedule and limitations is imperative.

1.4 IDENTITY PASSES

All employees and persons servicing the Contractor shall, at the Contractor's expense, be provided with identification passes which meet the minimum acceptable standards of Shropshire Council. The passes shall contain a current photograph of the recipient together with his/her name, also the name of the company by which they are employed and having an authorisation signature, provided by a senior manager/director of that company. The passes should be encapsulated for protection and be available for inspection by premises staff or representatives of the Supervising Officer, at any time while the operative is on site.

1.5 GENERAL HEALTH AND SAFETY

The site shall be maintained as a clean area at all times free of any litter or debris. The Contractor shall ensure that all public areas and pathways are left clear and free of hazards at all times and leave the premises clean and tidy on completion of the work.

The Contractor shall provide suitable first aid facilities on site.

The Contractor shall ensure that all personnel are provided with, and instructed to wear, proprietary personal protective equipment (PPE) where and whenever there is a risk of injury.

If the premises management agree to provide in-house toilet facilities, the Contractor shall ensure that such facilities and access to and from them, are maintained with all due care and 'left as found' on completion of the contract.

1.6 LEGISLATION

The Contractor's attention is drawn to the following Health, Safety and Welfare Legislation:

- Fire Precautions Act 1971
- The Health and Safety at Work etc Act 1974
- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Construction (Head Protection) Regulations 1989
- Environmental Protection Act 1989
- The Control of pollution Act 1990
- Manual Handling Operations Regulations 1992
- Workplace (Health Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
- The Confined Space Regulations 1997
- Lifting Operations & Lifting Equipment Regulations 1998
- Provision & Use of Work Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999
- The Fire Precautions (Workplace) (Amendment) Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Control of Noise at Work Regulations 2005
- The Work at Height Regulations 2005
- The Hazardous Waste Regulations 2005
- The Control of Asbestos Regulations 2006

This is not a complete list of the relevant legislation and is presented only as a guide to assist the Contractor.

1.7 RISK ASSESSMENT

The Contractor shall carry out a detailed and recorded "Risk Assessment" for the works and submit two copies with the completed tender documents.

General Principle of Risk Assessment

The risk assessment shall identify what measures the Contractor needs to take to comply with the requirements and prohibitions imposed on him by or under the "relevant statutory provisions". This phrase covers the general duties in the Health and Safety at Work Act etc. 1974 and more specific duties in the various Acts and Regulations (including the Management of Health and Safety at Work Regulations) 1999 associated with Health and Safety at Work.

1.8 METHOD STATEMENT

Contractors are reminded that for certain hazardous operations, they will have to prepare a method statement for the work. It is anticipated that such statements will include, where applicable 'the sequence and method of work'.

The County Council will always require a method statement for the following types of work:-

- a) demolition
- b) steel erection
- c) entry into confined spaces
- d) handling and removal of asbestos
- e) use of explosives (including cartridge tools)
- f) roof works and other overhead work
- g) contaminated sites or buildings
- h) other high risk activities may also require a Permit to Work

In many instances method statements can form the control measures required by risk assessment and the document can be accepted as such.

1.9 INFORMATION TO BE SUBMITTED WITH THE TENDER

The Contractor's tender should include the following information:-

- a generic risk assessment for tasks to be completed
- a method statement for the work to be undertaken
- the company health & safety policy
- the names of sub-contractors
- membership or registration details of relevant professional & trade organisations e.g. CHAS, LCA, WMS
- insurance details
- details of staff experience
- details of the quality system operated by the Contractor

1.10 INDEPENDENT SAFEGUARDING AUTHORITY – ISA

When the ISA (Independent Safeguarding Authority) is fully operational the Contractor must ensure that all members of staff are registered through the ISA. Written confirmation must be supplied to the Contract Administrator.

2.0 SCOPE OF SPECIFICATION

This part of the specification provides the basis for a review of water system Risk Assessments contract between the Client and the Contractor.

The scope of the specification includes the identification and assessment of risks to people due to the quality of water and the manner in which it is used. Those risks may include, but are not limited to legionella and other pathogens as well as the consequential risks arising from control measures.

The objective of the contract is for the Contractor to review the existing water system Risk Assessments providing an assessment of the risks arising from water systems so that the Client may manage and minimise those risks. The Contractor will also be required to undertake surveys and produce new water system Risk Assessments for any additional properties coming under the Client's control during the Contract period.

This specification includes the identification of ALL "at risk" systems by visual inspection followed by detailed assessment of selected risks and/or systems.

The water system Risk Assessment is intended to demonstrate compliance with:

1. **HSE Approved Code of Practice L8 (rev)** The control of legionella bacteria in water systems
2. **BS 6700:2006+A1:2009** Specification for Design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages
3. **The Control of Substances Hazardous to Health Regulations 1999**
4. **The Water Supply (Water Fittings) Regulations 1999**, Statutory Instrument
5. **CIBSE TM13:2002** Minimising the risk of legionnaires' disease
6. **The Health and Safety at Work etc. Act 1974**
7. **The Workplace (Health, Safety and Welfare) Regulations 1992**
8. **BS 8580:2010 Water quality – Risk assessments for Legionella control – Code of practice**

This specification does not include assessment of the specific risks posed by mechanical failure of pressure systems such as unvented hot water systems.

'Client' refers to Shropshire Council's Property Maintenance Manager.

'Contractor' refers to the company or organisation contracted to provide the services specified.

'Assessor' refers to the person(s), employed by the company or organisation, carrying out the review of the water system Risk Assessments.

'ACOP' refers to the Approved Code of Practice L8 (rev) The control of legionella bacteria in water systems.

The specification must be read in conjunction with, and may be modified by, other documents comprising the full tender documentation.

Unless otherwise specified the work shall comprise all labour, transport and materials necessary to complete the Risk Assessment. This includes the provision of access equipment and labour to significantly dismantle major items of plant. The completion of remedial works and repairs to the water systems are not included with this contract.

3.0 GENERAL REQUIREMENTS

The Contractor's insurance arrangements must comply with the tender requirements and be in force before work is allowed to commence. The Contractor should make copies of the policies available for approval.

All work and procedures must adhere to relevant regulations, statutes and codes of practice.

The Contractor must comply with the Client's Health & Safety Policy. Failure to do so may result in immediate expulsion of Contractor personnel from the site.

All hazardous or inflammable materials brought onto site must be notified to the Client in compliance with the *Control of Substances Hazardous to Health Regulations, 1999*. All hazardous waste generated during sampling must be removed from site by the Contractor in compliance with the *Health and Safety at Work etc Act 1974*.

All work and procedures shall be undertaken with due care to avoid damage to the contents and fabric of the building.

The Client has included in the tender documents a schedule giving details of locations and floor areas.

The Contractor shall advise the Head of school and college sites that Assessors will be taking photographs of the water systems and plant as necessary, for inclusion with the Risk Assessment report.

All work referred to in this Specification shall be carried out during the normal working day unless local arrangements are made. Such local arrangements shall not involve the Client in overtime payments to their own or the Contractor's staff.

The Contractor is expected to exercise politeness, confidentiality and discretion during the course of the survey. Results of the Risk Assessment review may only be divulged to the Client's representative and other persons nominated by the Client.

3.1 ACCESS

The Contractor shall make access arrangements 48 hours in advance with the Head or Manager of each property, giving notification that access to the full area of the property is required and that all the hot water heaters must be switched on prior to and during the assessment. It is the Contractor's responsibility to supply all access equipment, including ladders and mobile units, then gain access to all tanks and plant by arrangement with the Property.

3.2 ADDITIONS/DELETIONS OF PROPERTIES

The Client may, during the period of the contract, wish to add or delete properties from the schedule of assessments. Any such additions or deletions shall be effected by giving the Contractor one months' notice in writing and shall be effected without penalty to the Client. The floor area given may also alter due to building or demolitions.

3.3 COSTS

The cost of reviewing the existing and also providing any new water Risk Assessments shall be on a cost per property per Risk Assessment basis and will be fixed for the Contract period.

Each property shall be reviewed biennially.

3.4 DELEGATION

The Contractor shall not delegate performance of the whole or any part of this contract to any person or company unless he has obtained the written permission of the Client.

Where permitted delegation shall only be to another contractor on the Client's approved list and may only be on a short term basis and in no circumstances shall it constitute more than 10% of the total scheduled contract works.

3.5 PAYMENT

Payment of invoices will be made in arrears following the submission of the water Risk Assessments. Invoices must clearly state the relevant property name, number and amount.

3.6 TRANSPORT

The contract shall be deemed to include all transport costs for work persons performing work within the contract.

3.7 RECALLS

Return visits within 28 days necessitated in the judgement of the Contract Administrator by earlier assessment works shall be at the Contractor's expense.

3.8 HAZARDOUS SITUATIONS

Should a hazardous situation to the buildings' occupants become apparent, the appropriate service should be isolated and the situation drawn immediately to the Contract Administrator's attention by telephone on 01743 253406.

3.9 LIABILITY FOR ACCIDENTS & DAMAGE

The Contractor shall exercise reasonable care in carrying out its obligations and agrees to indemnify the Client in respect of all damage to property and injury to persons to the extent that such damage or injury arises directly from the Contractor's negligence, but the liability of the Contractor in respect of such damage shall be limited to a maximum of five million pounds in any one event.

4.0 RISK ASSESSMENT REVIEW PROCEDURE

The review of the water services Risk Assessment shall be carried out according to the provisions of the ACOP and BS 8580:2010. The Contractor shall use data gathered during site visits to identify, assess and report on the risks associated with the site water systems to enable the Client to discharge his duties under the ACOP and the *Health and Safety at Work etc Act 1974*.

The Client will provide the Contractor with the existing water services Risk Assessments in electronic format. The Contractor shall read the existing Risk Assessments thoroughly to gain a full understanding of the water services at the property. At the same time, details of remedial works undertaken to the water systems, since the last Risk Assessments were produced, shall be considered and incorporated into the new Risk Assessment.

The Contractor shall evaluate and comment upon the sufficiency and completeness of records required by the ACOP, including the following documents held at each site:-

- The Waterchem water hygiene and domestic services logbook
- The existing water systems Risk Assessment report
- The existing Remedial Action sheets held in the Waterchem logbook

The Contractor shall carry out a comprehensive visual inspection of the site and water related systems. A summary listing of the systems found and inspected shall be provided in the formal written report. Particular attention shall be paid to the following:-

- Confirmation of assets present
- Confirmation of remedial works
- Changes to asset details
- Temperature measurements
- The accuracy of the schematic drawing
- Changes to the property Risk Classification
- Recommendations for remedial actions

The Contractor will identify and consider all water related systems which could potentially create a risk to health.

The Contractor shall comment on aspects of the system design and installation which affect the legionellosis and health risk with reference to the ACOP and BS6700, 1997 *Specification for the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages*. This is to include general layout of pipework and components, quality of installation, storage, segregation, backflow prevention devices, labelling of outlets, avoidance of dead legs & dead ends etc.

The Contractor shall comment on the use of materials which affect the legionellosis and health risk. In particular the Contractor shall highlight the use of non-approved materials in domestic and drinking water systems.

The Contractor shall comment on all aspects of the water systems insofar as they affect the legionellosis and health risk with reference to the ACOP. This should include routine operation, controls, maintenance, cleaning, water treatment and periodic disinfection as well as provisions for extended plant shutdown and restart.

The Contractor shall investigate and comment on all aspects of water usage insofar as they affect the legionellosis and health risk. This should include the relationship between stored volumes of water and usage patterns, frequency of use of outlets, effective dead legs & dead ends etc.

Temperature measurement shall be carried out on cold water supply, cold water storage and hot & cold water service systems throughout the site to assess water flow patterns throughout the building and, where no other water hygiene regime exists, compliance with the ACOP. All relevant parameter measurement points shall be marked on schematic drawings. All measurements shall be carried out using instruments and sensors with UKAS certified calibration.

Upon completion of the review the Contractor shall update and amend the existing Risk Assessment to produce the new Risk Assessment that shall contain the following:

- ✓ A header page dated and signed by the Assessor.
- ✓ A brief description of the site, its activities and structure.
- ✓ A summary sheet listing all systems found and inspected for legionellosis risk. To include the numerical assessment of the risks associated with each system, using a two factor 'likelihood' and 'severity' rating system, summated to determine the Total Risk Rating and the Property Risk Classification.
- ✓ The results of all inspections, temperature measurements and other tests undertaken including the time and date of measurements or sampling.
- ✓ Survey Sheets as below:
 - Cold water storage tank survey – domestic
 - Cold water storage tank survey – non domestic
 - Calorifier survey
 - Electric water heater survey
 - Domestic water services temperature survey (incorporating showers and TMV's)
 - Ducted air handling units (incorporating humidifiers)
 - Spa bath / Hydrotherapy Pool survey
 - Drinking water survey
 - Incoming mains cold water survey
- ✓ Photographs should be included to highlight specific points.
- ✓ Photographs should be included of the plant on the Survey Sheets.
- ✓ Schematic drawings of the water systems.
- ✓ A general evaluation of management procedures and compliance with the ACOP.
- ✓ A specific evaluation of the existing written scheme for minimising the risk of legionellosis including recommendations for additional provisions.
- ✓ A prioritised list of faults found and detailed recommended remedial works.

Two paper copies of the Risk Assessment report shall reach the Client within one calendar month of the conclusion of the survey. An electronic version of the report shall also reach the Client within one calendar month of the conclusion of the survey; the format shall be Microsoft Word document (*.DOC), AutoCad 2010 (*.DWG) or .pdf submitted on disk.

The Contractor will also be required to undertake surveys and produce new water system Risk Assessments for any additional properties coming under the Client's control during the Contract period. The format, layout and level of detail of the new Risk Assessment shall be as above and as the example provided.

An example of an existing water system Risk Assessment and schematic drawing is provided as an appendix.

5.0 APPENDICES

- Example Risk Assessment and schematic drawing, showing the format, layout and level of detail required.



Tender Response Document

AOC 001 - Review of Water System Risk Assessments

Name of TENDERING
ORGANISATION
(please insert)

Shropshire Council Tender Response Document

Contract Description:

The work consists of carrying out a review of the existing Water System Risk Assessments, to identify and assess the risk of legionella infection to the Client's employees, contractors and visitors arising from the manner in which the water systems, over which the Client has day to day control, are operated, managed and designed. Upon completion of the review the Contractor shall update and amend the existing Risk Assessment to produce the new water system Risk Assessment.

The Contractor will also be required to undertake surveys and produce new water system Risk Assessments for any additional properties coming under the Client's control during the Contract period.

There are approximately 475 sites that require biennial reviews of the water system risk assessment. Each site shall be reviewed twice during the duration of the contract.

The completion of remedial works and repairs to the water systems are not included within this contract.

Instructions for the completion of this document

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section and require further clarification, please contact: Procurement Manager. Commissioning & Procurement, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND via email quoting the contract reference to procurement@shropshire.gov.uk
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
 - a) Where the tenderer is an individual, by that individual;
 - b) Where the tenderer is a partnership, by two duly authorised partners;
 - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Question 1.1. All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany the **hard copy** of your Tender Response Document.

Contents

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A2	Non-Canvassing Certificate	6
A3	Non-Collusive Tendering Certificate	7
A4	Declaration of Connection with Officers or Elected Members of the Council	8
You must sign all 4 certificates in sections A1 to A4		
B	Applicant Organisation Details	9
C	Financial & Insurance Information	11
D	Outstanding Claims & Contract Terminations	13
E	Health & Safety and Equal Opportunities	14
F	Contract Experience and References	21
G	Accreditations and Skills Level	25
H	Tender Schedule – Pricing Schedule (please see appendix 1)	

Award Criteria

Tenderers will be evaluated on the answers they provide in the 'Tender Response Document'. The following award criteria is made up of 'pass/fail' (selection) questions and 'weighted marked' (award) questions and shows how each section is to be marked.

Selection Criteria - Pass/Fail Questions

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Tenderers must comply with these issues to demonstrate their proven competence, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B / Q 1 & 2	Applicant details – For information only
Section C / Q 1 & 2	Adequate Financial Stability & Insurance (questions 1.1 & 1.2 are mandatory requirements)
Section D / Q1 & 2	Outstanding Claims / County Court Judgements
Section E / Q 1 & 2	Adequate Health & Safety (question 1.2 is a mandatory requirement) and Equal Opportunities

Section C Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

Section D Outcome of previous contracts: If in the opinion of the Contracting Authority the nature and level of outstanding claims and previous contract early terminations casts serious doubt on the Applicant's ability to perform this contract, they may be excluded.

Section E Health & Safety and Equalities: If in the opinion of the Contracting Authority the responses in this section are sufficiently poor as to cast serious doubt on the Applicant's abilities to perform this contract safely or to perform this contract with due regard for equalities, they may be excluded.

Section F Experience and References & G Accreditations and Skills Level: If, in the opinion of the Contracting Authority the responses in this section are sufficiently poor as to cast serious doubt on the Applicant's abilities to perform this contract they may be excluded.

Award Criteria – Weighted Marked Questions

Tenders will be evaluated on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Price' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available
Price 60% (300 marks)		
Section H	Price	60% / 300 max marks
Total for price		60% / 300 max marks
Quality 40% (200 marks)		
Section C (question 2.2)	Proportion of business in this supply	5% / 10 max marks
Section F (questions 1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 & 2.7)	Contract Experience/References/Qualifications of Individual/Proven Competency	85% / 170 max marks
Section G (question 1.1 & 1.2)	Accreditations & Skills Level	10% / 20 max marks
Total for quality		40% / 200 max marks

Details of total marks available for the individual questions mentioned above are set out in the relevant question of the Tender Response Document.

Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be evaluated using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
Excellent	10	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	9	

Good	8	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	7	
Acceptable	6	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	5	
Minor Reservations	4	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	3	
Serious Reservations	2	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	1	
Unacceptable	0	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

The tender receiving the highest mark will receive the full % available. Other tenders will receive a % that reflects the difference in the marks between those tenders and the tender receiving the highest mark.

Price Evaluation and scoring

The most competitively priced tender will receive the maximum mark for price being 300.

Price makes up 60% of the total marks available. Price will be evaluated by the total price provided in Appendix 1 Pricing Schedule attached to the Tender Response Document.

The most competitive tender which meets the specification in each area will receive the full marks. Less competitive tenders will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.

Section A:
1. Form of Tender

Form of Tender

Shropshire Council - RMC095 (1) Water Risk Assessment Service

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the provision of a Water Risk Assessment Service at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the General Terms and Conditions, copies of which we have received.

Signed Name.....

Date

Designation

Company.....

Address

.....

..... Post Code

Tel No Fax No

E-mail address

Web address

Section A:
2. Non-Canvassing Certificate

Non-Canvassing Certificate

To: Shropshire Council (hereinafter called “the Council”)

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender of any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1) Status.....

Signed (2) Status.....

(For and on behalf of)

Date

Section A:
3. Non-Collusive Tendering Certificate

Non-collusive Tendering Certificate

To: Shropshire Council (hereinafter called “the Council”)

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the Services any act or omission.

Signed (1) Status.....

Signed (2) Status.....

(For and on behalf of)

Date

Section A:
4. Declaration of Connection with Officers or Elected Members of the Council

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

Yes / No

If yes, please give details:

Name	Relationship

Please note:

This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.

Signed (1)

Status.....

Signed (2)

Status.....

(For and on behalf of)

Date

Section B: **Applicant Organisation Details**

1.	Applicant Details	
1.1	Name of contracting Company/Organisation: Address: Postcode: Tel: Email:	
1.2	Registered name (if different from above): Registered Office Address: Postcode: Company registration number:	
1.3	Details of the individual completing this application and to which we may correspond: Name: Job title: Correspondence Address: Postcode: Tel: Email:	
1.4	Type of Organisation (please <u>tick</u> all those appropriate):	
(a)	Sole trader	<input type="checkbox"/>
(b)	Partnership	<input type="checkbox"/>
(c)	Private Limited Company	<input type="checkbox"/>
(d)	Public Limited Company	<input type="checkbox"/>
(e)	Charity/Social enterprise	<input type="checkbox"/>
(f)	Franchise	<input type="checkbox"/>

(g)	Public Sector Organisation	
1.5	<p>Are you a Small or Medium Sized Enterprise (SME) <i>*An SME can be defined as an enterprise which employs fewer than 250 people</i></p> <p>If No, Please confirm you are an enterprise which employs more than 250 people</p>	<p>YES/NO</p> <p>YES/NO</p>

1.6	<p>Please provide address details of the office to be used as the base for Contract Administration:-</p> <p>Address:</p> <p>Postcode:</p> <p>Tel:</p> <p>Email:</p>
-----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2.	Company History/Background	
2.1	Date Company established:	
2.2	Is the applicant a subsidiary of another company as defined by the Companies Act 1985?	YES/NO
2.3	<p>If YES to 2.2 give the following details of the Holding/Parent Company:</p> <p>Registered Name:</p> <p>Registered Address:</p> <p>Postcode:</p> <p>Registration Number:</p>	

Section C: **Financial & Insurance Information**

1.	Insurance Details	
*	<p><i>Why do we need to know this?</i></p> <p><i>We need to ensure that all of our suppliers have adequate insurance. The Council has set minimum insurance requirements which all companies working with the Council must adhere to.</i></p> <p><i>Please note that on some limited occasions the council may agree to vary these levels dependant on the nature of the contract.</i></p>	
1.1 (a)	Please Confirm that you hold a minimum of £5,000,000 Public Liability Insurance (this is a mandatory requirement)	YES/NO
(b)	<p>Please detail the relevant policy information and state if any conditions or exceptions apply to the policy.</p> <p>Name of Insurance Company</p> <p>Date policy taken out</p> <p>Expiry date of the policy</p> <p>Policy number/reference</p> <p>Conditions/Exceptions</p> <p>.....</p> <p>.....</p>	
1.2 (a)	Please confirm that you hold a minimum of £5,000,000 Employer's Liability Insurance (this is a mandatory requirement)	YES/NO
(b)	<p>Please detail the relevant policy information and state if any conditions or exceptions apply to the policy.</p> <p>Name of Insurance Company</p> <p>Date policy taken out</p> <p>Expiry date of the policy</p> <p>Policy number/reference</p> <p>Conditions/Exceptions</p> <p>.....</p> <p>.....</p>	
1.3	Please enclose photocopies of your Certificates of Insurance duly signed as authentic copies of the originals	Enclosed YES/NO

2.	Financial Details																				
*	<p><i>Why do we need to know this?</i></p> <p><i>Financial details are required in order to check that your company has sufficient financial resources to undertake the contract. This information will also ensure that your company is in a stable position and is likely to fulfil the contract for the period required.</i></p> <p><i>How the Council evaluates this information will vary given the nature of the contract to be awarded.</i></p>																				
2.1	<p>Please provide a brief summary of your annual turnover and profit in the last 3 years. (Please insert figures – do not refer to attached accounts) Also provide copies of your last 3 years audited accounts. If audited accounts are not available please provide copies of your management accounts</p> <table border="1"> <tr> <th colspan="3"><u>Company</u></th><th>Accounts Enclosed</th></tr> <tr> <th><u>Year</u></th><th><u>Turnover</u></th><th><u>Profit(Loss)</u></th><th></th></tr> <tr> <td>2008/09</td><td>£.....</td><td>£.....</td><td>YES/NO</td></tr> <tr> <td>2009/10</td><td>£.....</td><td>£.....</td><td>YES/NO</td></tr> <tr> <td>2010/11</td><td>£.....</td><td>£.....</td><td>YES/NO</td></tr> </table> <p>(If exact figures are not available please provide your best estimate of the figures required)</p>	<u>Company</u>			Accounts Enclosed	<u>Year</u>	<u>Turnover</u>	<u>Profit(Loss)</u>		2008/09	£.....	£.....	YES/NO	2009/10	£.....	£.....	YES/NO	2010/11	£.....	£.....	YES/NO
<u>Company</u>			Accounts Enclosed																		
<u>Year</u>	<u>Turnover</u>	<u>Profit(Loss)</u>																			
2008/09	£.....	£.....	YES/NO																		
2009/10	£.....	£.....	YES/NO																		
2010/11	£.....	£.....	YES/NO																		
2.2	<p>Please show below your company's turnover in the provision of Water Risk Assessment, in the last three financial years. (Please insert figures – do not refer to attached accounts)</p> <p>(10 marks available for this question, you will be awarded the full 10 marks if your turnover is at least 25% in the provision of Water Risk Assessments; 20% = 8, 15% = 6, 10% = 4, 5% = 2 & 0% = 0 marks).</p> <table border="1"> <tr> <th><u>Year</u></th><th>Turnover in relation to Water Risk Assessment</th></tr> <tr> <td>2008/09</td><td>£.....</td></tr> <tr> <td>2009/10</td><td>£.....</td></tr> <tr> <td>2010/11</td><td>£.....</td></tr> </table> <p>(If exact figures are not available please provide your best estimate of the figures required)</p>	<u>Year</u>	Turnover in relation to Water Risk Assessment	2008/09	£.....	2009/10	£.....	2010/11	£.....												
<u>Year</u>	Turnover in relation to Water Risk Assessment																				
2008/09	£.....																				
2009/10	£.....																				
2010/11	£.....																				

Section D:

Outstanding Claims and Contract Terminations

1.	Outstanding Claims / County Court Judgements	
1.1	Do you have any outstanding claims, litigations or judgements against your organisation?	YES/NO
1.2	If YES to 1.1 please provide further details.	

2.	Contract Terminations/Deductions	
2.1	Please give details of all contracts in the last 3 years which have been terminated early giving the name of the client company/authority, the date of termination and the reasons for termination.	
2.2	Please give details of all fines, penalties or deductions incurred in the last 3 years as a result of non-performance under any contract.	

Section E: **Health & Safety and Equal Opportunities**

1.	Health & Safety at Work	
*	<p><i>Why do we need to know this?</i></p> <p><i>We need to ensure that all companies that work with Shropshire Council are able to operate safely. We assess this by asking questions about arrangements at the contract stage and continue to monitor ongoing performance with all companies working on our behalf.</i></p> <p><i>Health & safety measures do not have to be expensive, time consuming or complicated – especially for smaller companies. In fact, safer and more efficient working practices can save money and greatly improve working conditions for employees. Shropshire Council is committed to promoting safe and proportionate working practices to companies as it recognises the benefits this can bring for companies competing for business both for local authority contracts and elsewhere.</i></p> <p><i>Information to help small companies is available on the Health and Safety Executive's (HSE) website.</i></p> <p><i>Health and Safety Executive's website: http://www.hse.gov.uk/</i></p> <p><i>Looking after your Business: http://www.hse.gov.uk/business/</i></p> <p><i>Getting Started Step-by-step: http://www.hse.gov.uk/business/must-do.htm</i></p>	
1.1	<p>Does your organisation have a formal health and safety policy or statement?</p> <p>*(if you employ 5 or more employees you are required to produce a Health and Safety Policy/Statement under the Health & Safety at Work Act 1974)</p> <p>Please tick here if copy enclosed <input type="checkbox"/></p>	YES/NO
1.2	<p>Do you currently have CHAS Accreditation, and external health and safety accreditation, (Contractors Health and Safety Assessment Scheme) OR and equivalent as mutually recognised under SSIP (Safety Schemes in Procurement)? Accepted certificates:- NHBC, EXOR, SAFE Contractor, SMAS Worksafe, Altius VA, Eurosafe UK, BSI OHSAS – 18001, Safe-T-Cert, FSG-Facilities Services Group & CHAS Accreditation</p> <p><u>This is Mandatory Requirement</u></p>	YES/NO
1.3	<p>If YES to 1.2 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation:</p> <p>Reference No:</p> <p>Date accreditation expires or is to be renewed:</p>	

	Please tick here if a copy of certificate attached <input type="checkbox"/>	
1.4	Has your company been served with an enforcement notice or been prosecuted in the past 3 years for breaches of health and safety legislation?	YES/NO
1.5	If YES to 1.4 please give details of the prosecution or notice (and what measures you have taken to ensure the issue(s) will not re-occur).	
1.6	Do you routinely carry out Risk Assessments?	YES/NO
1.7	If YES to 1.6 please state what has been assessed and provide an example. (At certain times, the Council may request copies of risk assessments, safe working procedure, or safety method statements.) Please tick here if an example is attached <input type="checkbox"/>	
1.8	Do you have a health and safety training programme for employees?	YES/NO
1.9	If YES to 1.8 please state what training has been given.	
1.10	Does your company monitor: (a) Accidents (b) Ill health caused by work (c) Health & Safety Performance	YES/NO YES/NO YES/NO
1.11	Does your company have a recognised health & safety management system? Please give details below:	YES/NO

1.12	<p>Please state how many accidents have been reported to your Enforcing Authority under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in the last 2 years?</p> <table border="1" data-bbox="434 257 1015 454"> <tr> <td data-bbox="434 293 820 371"></td><td data-bbox="820 257 1015 293" style="text-align: center;">Total</td></tr> <tr> <td data-bbox="434 371 820 405">No. of accidents reported under RIDDOR last year</td><td data-bbox="820 371 1015 405"></td></tr> <tr> <td data-bbox="434 405 820 454">No. of accidents reported under RIDDOR this year</td><td data-bbox="820 405 1015 454"></td></tr> </table>			Total	No. of accidents reported under RIDDOR last year		No. of accidents reported under RIDDOR this year	
	Total							
No. of accidents reported under RIDDOR last year								
No. of accidents reported under RIDDOR this year								
1.13	<p>Does your company consult with employees on health and safety?</p> <p>If YES, please give details below.</p>	YES/NO						
1.14	Will you be using any sub contractors as part of this contract?	YES/NO						
1.15	If YES to 1.14 please give details of who your sub contractors are.							
1.16	If YES to 1.14 how do you ensure they are competent?							
1.17	<p>Where do you get your competent health and safety advice?</p> <p>To meet your legal responsibilities in 'The Management of Health and Safety at Work Regulations 1999' you must appoint one or more competent people to help you comply with your duties under health and safety law so you can prevent accidents and ill health at work. In practice, you can be that competent person as long as you know enough about what you have to do. If the risks are complex and you do not have access to competent advice in-house, you may want to appoint a safety consultant to help you.</p>							

1.18	<p>Do you provide Asbestos Awareness Training to your employees, appropriate to their role within the Company, which is in accordance with United Kingdom Asbestos Training Association (UKATA) Category 3 requirements?</p> <p>If so, please provide evidence</p>

2.	Equal Opportunities	
*	<p><i>Why do we need to know this?</i></p> <p><i>The equality duties placed on public authorities requires the Council to have due regard to the need to eliminate unlawful discrimination.</i></p> <p><i>We need to ensure all companies that work with Shropshire Council comply with both UK and EU regulations regarding equal opportunities and discrimination law. The Council actively promotes equal opportunities in procurement and partnership.</i></p> <p><i>The Council also needs to ensure that there are no outstanding claims against your organisation regarding discrimination.</i></p> <p><i>Information to help small companies is available at:</i></p> <p><i>Equality and Human Rights Commission -</i> http://www.equalityhumanrights.com/advice-and-guidance/here-for-business/</p> <p><i>Useful links for guidance & Information -</i> http://www.equalityhumanrights.com/advice-and-guidance/here-for-business/guidance-for-small-and-medium-size-businesses/related-links/</p>	
2.1	<p>Do you have an Equal Opportunities Policy or statement which complies with your statutory obligation under UK/EU equalities and discrimination legislation (or equivalent legislation and regulations in the countries in which you employ staff) and, accordingly, your practice not to treat one group of people less favourably than another.</p> <p>UK/EU equalities and discrimination legislation includes:-</p>	Enclosed YES/NO

	<ul style="list-style-type: none"> - Employment Equality (Religion or Belief) Regulations 2003 - Employment Equality (Sexual Orientation) Regulations 2003 - Human Rights Act 1998 - Equality Act 2010 	
2.2	<p>As a contractor providing a public service on behalf of a local authority, you have a duty to comply with the General Duties of the Disability Equality Duty, Gender Equality Duty and Race Equality Duty as outlined below.</p> <ul style="list-style-type: none"> - Promote equality of opportunity between disabled persons and other persons - Eliminate unlawful harassment and discrimination - Promote positive attitudes towards all people - Encourage participation by disabled people - Take steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than other people (recognising that equality of opportunity cannot be achieved simply by treating people with or without disabilities alike). - Take active steps to promote equality of opportunity between men and women when carrying out their functions and activities - To promote good race relations <p>How do you promote disability equality, gender equality and race equality towards both users and employees as part of your operations?</p>	
2.3	In the last 3 years, has any claim or finding of unlawful discrimination been made against your organisation by any court?	YES/NO
2.4	If YES to 2.3, please give details.	
2.5	In the last 3 years, has your organisation been the subject of formal investigation by the Equality and Human Rights Commission (or Commission for Racial Equality, the Equality Opportunities Commission and/or the Disability Rights Commission prior to October 2007) on grounds of alleged unlawful discrimination?	YES/NO
2.6	If YES to 2.5, please give details.	

2.7	<p>(NB Organisations with less than 5 employees are not required to respond to questions 2.7, 2.8 and 2.9)</p> <p>Is your policy on equality and diversity set out?</p> <p>(a) In instructions to those concerned with recruitment, training and promotion?</p> <p>(b) In documents available to employees, recognised trade unions or other representative groups or employees</p> <p>(c) In recruitment advertisements or other literature?</p> <p>Please supply relevant examples of the instructions, documents, recruitment advertisements or other literature.</p> <p>Please tick here if enclosed <input type="checkbox"/></p>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>
2.8	<p>Do you endeavour to both eliminate discrimination amongst your workforce, and also promote the diversity of your workforce e.g. do you take steps to encourage people from under-represented groups to apply for jobs or take up training opportunities?</p> <p>Provide evidence of the above.</p>	
2.9	<p>Is it your policy as part of your grievance process to include in that grievance process all complaints relating to race or ethnic origin, disability, gender, sexual orientation, religion or belief, or age? Furthermore, do you include in your grievance process any complaints related to being victimised or harassed as a consequence of bringing a grievance?</p> <p>Provide evidence of the above.</p>	

2.10	<p>Organisation with less than 5 employees must confirm below that they will meet the requirements set out in questions 2.7, 2.8 and 2.9 if they increase their number of staff above 5.</p> <p style="text-align: right;">Confirmed</p>	YES/NO
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Section F:

Contract Experience and References

1.	Contract Experience and References (50 marks available for this question)				
1.1	<p>Please list below up to a maximum of 10 similar Water System Risk Assessment contracts undertaken by your company in the past 3 years or currently being handled. Current contracts for Local Government Buildings e.g. schools, libraries, fire stations, public sector offices will score more highly than non Government contracts.</p> <p>Similar public sector contracts for the same value will be worth 5 marks</p> <p>Similar non public sector contracts for the same value will be worth 3 marks</p> <p>Similar public sector and non public sector of a lower value will be worth 1 mark</p>				
	Name of Organisation/Company	Contact Name & Address	Value of Contract (£)	Nature of work undertaken	Contract Dates (From – To)
1					
2					
3					
4					
5					
6					
7					
8					

9					
10					

2.		
2.1	Please set out below why you feel your organisation is well placed to undertake this contract. You should include in your answer a brief history of your organisation and details of any previous similar contracts and experience in order to illustrate proven competency for the required works.	10 marks
2.2	How many years has your Company been providing Water Risk Assessment?	10 marks
2.3	Please provide details of ALL the individuals who will be involved in undertaking this supply, this should include their relevant qualifications and experience	10 marks

2.4	<p>Have all or some members of your Company staff been through the CRB (Criminal Records Bureau) checking process</p> <p>All Yes/No Some Yes/No</p> <p>If yes please enclose details</p>	10 marks
2.5	<p>Total number of employees:</p> <p>Total number of employees engaged solely in the provision of Water Risk Assessment:</p>	10 marks
2.6	<p>Please provide a sample of Water Risk Assessment completed by your Company</p> <p>Please tick here if a sample is attached <input type="checkbox"/></p>	60 marks
2.7	<p>Please provide a method statement showing the sequence and method of work for the provision of a Water System Risk Assessment</p> <p>Please tick here if a method statement is attached <input type="checkbox"/></p>	10 marks

Section G: **Accreditations and Skills Level**

1.	Accreditations														
1.1	<p>Please list any professional or trade organisations by which your company is accredited. You should only list those that are relevant to this contract and which will support your application i.e. Legionella Control Association, Water Management Society, Chartered Institute of Plumbing & Heating Engineering, Construction Line, Heating & Ventilating Contractors Association or EU Equivalent.</p> <p>Please state whether the award belongs to the company or an individual.</p> <p>(This is worth a maximum 10 marks; you will be awarded 2 marks for each relevant accreditation up to a maximum of 10 marks).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;">Name of Awarding Organisation/Body</th> <th style="width: 30%;">Level of Accreditation</th> <th style="width: 15%;">Date Achieved</th> <th style="width: 20%;">Date of Expiry/Renewal</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Name of Awarding Organisation/Body	Level of Accreditation	Date Achieved	Date of Expiry/Renewal						
Name of Awarding Organisation/Body	Level of Accreditation	Date Achieved	Date of Expiry/Renewal												
	Please provide copies of the certificates you have given above or other proof of the qualifications.				Enclosed YES/NO										
1.2	<p>Please state any formal Quality Assurance and Environmental Assurance systems, relevant to this contract, which your company operates, i.e. ISO 9001:2008 and ISO 14001:2004 or EU Equivalent.</p> <p>(this is worth a maximum of 10 marks; up to 5 marks will be awarded for quality assurance systems and up to 5 marks for environmental assurance systems – ISO systems score 5 marks, in-house or alternative systems score 3 marks)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Name of Awarding Organisation/Body</th> <th style="width: 15%;">Registration Number</th> <th style="width: 25%;">Name of Quality Assurance System</th> <th style="width: 15%;">Date Achieved</th> <th style="width: 20%;">Date of Expiry/Renewal</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Name of Awarding Organisation/Body	Registration Number	Name of Quality Assurance System	Date Achieved	Date of Expiry/Renewal					
Name of Awarding Organisation/Body	Registration Number	Name of Quality Assurance System	Date Achieved	Date of Expiry/Renewal											

	Please provide copies of the certificates you have given above or other proof of the qualifications.				Enclosed YES/NO

Section H:

Tender Schedule – Quotation Sheet

See attached sheet

Appendix 1 - AOC 001 - 2012 - Shropshire Council - Water Risk Assessment

SECTION H - PRICING SCHEDULE

Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
0050	Sure Start	Gittin Street	Woodside	Oswestry	SY11 1DT	177	2012	
0170	Adderley C.E. Primary School		Adderley	Market Drayton	TF9 3TF	429	2012	
0180	St Mary's C.E. (Controlled) Primary School	Shaw Lane	Albrighton	Wolverhampton	WV7 3QS	1323	2012	
0200	Albrighton Primary School (formerly Junior)	Newhouse Lane	Albrighton	Wolverhampton	WV7 3QS	2204	2013	
0230	Alveley Primary School	Daddlebrook Road	Alveley	Bridgnorth	WV15 6JT	1141	2013	
0240	Ashford Carbonell C.E. Primary School		Ashford Carbonell	Ludlow	SY8 4BX	359	2013	
0250	Barrow C.E. Primary School	Barrow	Broseley	Telford	TF12 5BW	448	2013	
0260	Baschurch C.E. (Aided) Primary School	Eyton Lane	Baschurch	Shrewsbury	SY4 2AU	1064	2013	
0270	Oakland Primary School	Glebe Road	Bayston Hill	Shrewsbury	SY3 0EG	1017	2013	
0290	Longmeadow C.E. (Controlled) Primary School	Long Meadow	Bayston Hill	Shrewsbury	SY3 0NU	2318	2013	
0300	Beckbury C.E. (Controlled) Primary School	Badger Lane	Beckbury	Shifnal	TF11 9DQ	459	2012	
0335	Bicton C.E. Primary School	Bicton Lane		Shrewsbury	SY3 8EH	1564	2013	
0340	Bishop's Castle Primary School	Oak Meadow		Bishops Castle	SY9 5AY	817	2013	
0350	Bitterley C.E. Primary School		Bitterley	Ludlow	SY8 3HF	667	2013	
0360	Bomere Heath C.E. (Controlled) Primary School	The Crescent	Bomere Heath	Shrewsbury	SY4 3PQ	957	2013	
0370	St Leonard's C.E. Primary School (former Cty Inf)	Innage Lane		Bridgnorth	WV16 4HL	1218	2013	
0380	Castlefields Primary School		Castlefields	Bridgnorth	WV16 5DQ	1096	2013	
0390	St John's Catholic Primary School	Innage Gardens		Bridgnorth	WV16 4HW	1029	2013	
0400	St Leonard's C.E. Primary School	Innage Lane		Bridgnorth	WV16 4HL	1385	2013	
0410	St Leonard's C.E. Primary School Caretaker's Bungalow	Innage Lane		Bridgnorth	WV16 4HL	88	2013	
0420	St Mary's Bluecoat C.E. Primary School	The Grove		Bridgnorth	WV15 5EQ	2161	2013	
0430	Brockton C.E. Primary School		Brockton	Much Wenlock	TF13 6JR	648	2012	
0440	Broseley C.E. Primary School	Dark Lane	Broseley	Telford	TF12 5LW	1616	2013	
0460	John Wilkinson Primary School	Coalport Road	Broseley	Telford	TF12 5AN	1083	2013	
0470	St. Mary's C.E. (Aided) Primary School		Bucknell	Ludlow	SY7 0AA	526	2012	
0480	Buildwas Primary School		Buildwas	Telford	TF8 7DA	480	2013	
0490	Buntingsdale Infant School	Buntingsdale Park	Tern Hill	Market Drayton	TF9 2HB	486	2013	
0500	Burford C.E. Primary School	Forresters Road	Burford	Tenbury Wells	WR15 8AT	803	2012	
0520	Caynham C.E. Primary School		Caynham	Ludlow	SY8 3BJ	279	2013	
0570	Cheswardine Primary School		Cheswardine	Market Drayton	TF9 2RN	532	2013	
0610	Chirbury C.E. (Voluntary Controlled) Primary School		Chirbury	Montgomery	SY15 6BN	538	2012	
0630	Church Preen Primary School		Church Preen	Church Stretton	SY6 7LH	485	2012	
0640	St Lawrence C.E. Primary School	Shrewsbury Road		Church Stretton	SY6 6EX	1629	2013	
0642	St Lawrence C.E. Primary School Swimming Pool	Shrewsbury Road		Church Stretton	SY6 6EX	604	2013	
0650	St Lawrence C.E. Primary School Caretaker's Bungalow	Shrewsbury Road		Church Stretton	SY6 6EX	85	2013	
0660	Claverley C.E. Primary School			Claverley	WV5 7DT	706	2012	
0670	Clee Hill Community Primary School		Clee Hill	Ludlow	SY8 3JG	738	2013	
0680	Cleobury Mortimer Primary School	Langland Road		Cleobury Mortimer	DY14 8PE	1186	2013	
0690	Clive C.E. (Controlled) Primary School	The Hill	Grinshill	Shrewsbury	SY4 3LF	349	2012	
0710	St George's C.E. School	School Road	Clun	Craven Arms	SY7 8JQ	710	2013	
0720	Clunbury C.E. Primary School		Clunbury	Craven Arms	SY7 0HE	372	2013	
0730	Cockshutt C.E. (Controlled) Primary School		Cockshutt	Ellesmere	SY12 0JE	608	2013	
0740	Condover C.E. Primary School		Condover	Shrewsbury	SY5 7AA	749	2012	
0760	Corvedale C.E. Primary School		Diddlebury	Craven Arms	SY7 9DH	747	2013	
0770	Christ Church C.E. Primary School	Sheinton Road	Cressage	Shrewsbury	SY5 6DH	878	2013	
0780	Criffts C.E. (Controlled) Primary School	Duddleston Heath		Ellesmere	SY12 9LT	443	2013	
0825	Brown Clee C.E. Primary School	Station Road	Ditton Priors	Bridgnorth	WV16 6SS	800	2013	
0830	Dorrington C.E. Primary School	Church Road	Dorrington	Shrewsbury	SY5 7JL	385	2013	
0910	Ellesmere Primary School	Elson Road		Ellesmere	SY12 0BE	2351	2012	
0920	Farlow C.E. Primary School		Farlow	Cleobury Mortimer	DY14 0RQ	252	2012	
0930	Trinity C.E. Primary School		Ford	Shrewsbury	SY5 9LG	842	2013	
0940	Gobowen Primary School	School Lane	Gobowen	Oswestry	SY11 3LD	1150	2013	
0960	Hadnall C.E. (Controlled) Primary School	Astley Lane	Hadnall	Shrewsbury	SY4 4BE	422	2012	
0970	St Thomas & St Annes C.E. Primary School		Hanwood	Shrewsbury	SY5 8JN	853	2013	
1010	Highley Primary School	Grassmere Drive	Highley	Bridgnorth	WB16 6EH	1540	2013	
1020	Hinstock Primary School		Hinstock	Market Drayton	TF9 2TE	614	2012	
1030	Hodnet Primary School	Shrewsbury Street	Hodnet	Market Drayton	TF9 3NS	885	2013	
1080	Hope C.E. Primary School		Hope	Minsterley	SY5 0JB	475	2012	
1110	Hopton Wafers C.E. (Controlled) Primary School		Hopton Wafers	Cleobury Mortimer	DY14 0NA	278	2012	
1120	Ifton Heath Primary School	Overton Road	St Martins	Oswestry	SY11 3DH	1732	2013	
1130	Ifton Heath Primary School House	Overton Road	St Martins	Oswestry	SY11 3DH	128	2013	
1160	Kinlet C.E. Primary School		Kinlet	Bewdley	DY12 3BG	452	2012	

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
1170	Kinnerley C.E. (Controlled) Primary School		Kinnerley	Oswestry	SY10 8DF	656	2013	
1200	Longden C.E. Primary School	Plealey Road	Longden	Shrewsbury	SY5 8EX	750	2013	
1210	Longnor C.E. Primary School	Frodesley Road	Longnor	Shrewsbury	SY5 7PP	609	2012	
1220	Lower Heath C.E. (Controlled) Primary School		Lower Heath	Prees	SY13 2BT	627	2013	
1235	St Laurence C.E. Primary School		Jockey Fields	Ludlow	SY8 1TP	1101	2013	
1240	Ludlow Infant School	Sandpits Road		Ludlow	SY8 1HG	1483	2013	
1250	Ludlow Junior School		Clee View	Ludlow	SY8 1HX	1752	2013	
1260	Lydbury North C.E. Primary School		Lydbury North	Bishops Castle	SY7 8AU	401	2012	
1290	Maesbury Primary School		Maesbury	Oswestry	SY10 8HD	376	2013	
1300	Longlands Primary School	Linden Way	Fairfields	Market Drayton	TF9 1QU	1364	2013	
1310	Market Drayton Infant And Nursery School	Longslow Road		Market Drayton	TF9 3BA	1896	2013	
1320	Market Drayton Junior School	Alexandra Road		Market Drayton	TF9 3HU	2070	2013	
1350	Minsterley Primary School		Minsterley	Shrewsbury	SY5 0BE	871	2013	
1365	Morda C.E. (Voluntary Controlled) School		Morda	Oswestry	SY10 9NR	548	2013	
1370	Moreton Say C.E. (Controlled) Primary School		Moreton Say	Market Drayton	TF9 3RS	443	2012	
1390	Morville C.E. Primary School		Morville	Bridgnorth	WV16 4RL	426	2013	
1410	Much Wenlock Primary School	Racecourse Lane		Much Wenlock	TF13 6JG	1056	2013	
1420	Myddle C.E. Primary School		Myddle	Shrewsbury	SY4 3RP	646	2012	
1430	St Andrew's C.E. (Voluntary Controlled) Primary School		Nesscliffe	Shrewsbury	SY4 1DB	423	2013	
1440	Newcastle C.E. Primary School		Newcastle	Craven Arms	SY7 8QL	356	2012	
1510	Newtown C.E. Primary School		Newtown	Wem	SY4 5NU	655	2012	
1520	Norbury Primary School		Norbury	Bishops Castle	SY9 5EA	413	2013	
1540	Norton-in-hales C.E. (Voluntary Controlled) Primary School		Norton-in-Hales	Market Drayton	TF9 4AT	532	2013	
1560	Onny C.E. Primary School		Onibury	Craven Arms	SY7 9AW	652	2013	
1580	Beechgrove C.E. (voluntary Controlled) Junior Sch		Beech Grove	Oswestry	SY11 2PU	1662	2013	
1590	Oswestry Infant School	Middleton Road		Oswestry	SY11 2LF	1504	2013	
1600	Woodside Primary School	Gittin Street	Woodside	Oswestry	SY11 1DT	2582	2013	
1610	Our Lady & St. Oswald's Catholic Primary School	Upper Brook Street		Oswestry	SY11 2TG	856	2013	
1615	The Meadows Primary School	Harlech Road		Oswestry	SY11 2EA	1363	2013	
1620	Bryn Offa C.E. (Controlled) Primary School	Rockwell Lane	Pant	Oswestry	SY10 8QR	941	2013	
1630	Pontesbury C.E. Primary School	Bogey Lane	Pontesbury	Shrewsbury	SY5 0TF	1181	2013	
1650	Prees C.E. (Controlled) Primary School	Cross End	Prees	Whitchurch	SY13 2ER	1181	2013	
1680	Rushbury C.E. Primary School		Rushbury	Church Stretton	SY6 7EB	508	2013	
1705	St John The Baptist C.E. Primary School	Church Street	Ruyton Xi Towns	Shrewsbury		782	2013	
1710	Selattyn C.E. Primary School		Selattyn	Oswestry	SY10 7DH	637	2013	
1720	St Mary's C.E. Primary School		Dawsons Rough	Shawbury	SY4 4PF	887	2013	
1730	Shawbury Primary School	Church Road		Shawbury	SY4 4JR	1055	2013	
1740	Sheriffhales Primary School		Sheriffhales	Shifnal	TF11 8RA	528	2013	
1770	St Andrew's C.E. Primary School	Park Lane		Shifnal	TF11 9HD	1750	2013	
1780	St Andrew's C.E. Primary School Caretaker's Bungalow	Park Lane		Shifnal	TF11 9HD	100	2013	
1790	Shifnal Primary School	Currier's Lane		Shifnal	TF11 8EJ	1965	2013	
1800	Belvidere Primary School	Tenbury Drive	Telford Estate	Shrewsbury	SY2 5YB	1181	2013	
1805	The Martin Wilson School	New Park Road	Castlefields	Shrewsbury	SY1 2SP	1606	2013	
1810	Coleham Primary School	Greyfriars Road		Shrewsbury	SY3 7EN	1862	2013	
1840	Crowmoor Primary School	Crowmere Road		Shrewsbury	SY2 5JJ	2416	2013	
1850	Crowmoor Primary School Caretaker's Bungalow	Crowmere Road		Shrewsbury	SY2 5JJ	71	2013	
1860	Greenacres Primary School	Rutland	Harlescott Grange	Shrewsbury	SY1 3QG	1670	2013	
1865	Greenfields Primary School	Hemsworth Way	Ellesmere Road	Shrewsbury	SY1 2AH	1452	2013	
1870	Harlescott Junior School	Featherbed Lane		Shrewsbury	SY1 4QN	2082	2013	
1871	Harlescott Tuition, Medical & Behaviour Support Service	Featherbed Lane		Shrewsbury	SY1 4QN	300	2012	
1880	The Grange Infant & Nursery School	Bainbridge Green		Shrewsbury	SY1 3QR	1098	2013	
1890	Grange Junior School	Bainbridge Green		Shrewsbury	SY1 3QR	1422	2013	
1910	Holy Cross C.E. Junior School	Wenlock Road		Shrewsbury	SY2 6LE	1836	2013	
1940	Meole Brace C.E. Infant School	Church Road	Meole Brace	Shrewsbury	SY3 9HG	1168	2013	
1950	Meole Brace Junior School	Church Road	Meole Brace	Shrewsbury	SY3 9HG	1427	2013	
1960	Mount Pleasant Infant School	Bagley Drive		Shrewsbury	SY1 3BX	1073	2013	
1970	Mount Pleasant Junior School	Whitemere Road		Shrewsbury	SY1 3BY	1249	2013	
1980	Oxon C.E. Primary School	Racecourse Lane	Bigton Heath	Shrewsbury	SY3 5BJ	2068	2013	
1995	Radbrook Primary School	Bank Farm Road		Shrewsbury	SY3 6DU	1311	2012	
2000	St George's Junior School	Woodfield Road	Copthorne	Shrewsbury	SY3 8LU	1527	2013	
2010	St Giles' C.E. Primary School	Portland Crescent		Shrewsbury	SY2 5NJ	1576	2012	
2020	St Giles' C.E. Primary School Caretaker's Bungalow	Portland Crescent		Shrewsbury	SY2 5NJ	93	2012	
2030	St Mary's Catholic Primary School	New Park Road	Castlefields	Shrewsbury	SY1 2SP	1093	2012	

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
2050	Springfield Infant School	Mereside	Wenlock Road	Shrewsbury	SY2 6LE	1209	2013	
2060	Sundome Infant School	Corndon Crescent		Shrewsbury	SY1 4LE	2138	2012	
2075A	The Wilfred Owen School	Woodcote Way		Shrewsbury	SY2 5SH	1308	2012	
2075B	Severdale School	Woodcote Way		Shrewsbury	SY2 5SH	4428	2013	
2080	The Wilfred Owen School Caretaker's Bungalow	Hearne Way		Shrewsbury	SY2 5SL	93	2013	
2090	Woodfield Infant School	Woodfield Road	Copthorne	Shrewsbury	SY3 8LU	1534	2013	
2100	Stiperstones C.E. Primary School		Snailbeach	Shrewsbury	SY5 0LZ	337	2012	
2140	Stokesay Primary School	Market Street		Craven Arms	SY7 9NW	1038	2013	
2145	Stokesay Primary School	Old Newton		Craven Arms	SY7 9NA	506	2013	
2150	Stoke-on-tern Primary School	Rosehill Road	Stoke Heath	Market Drayton	TF9 2LF	929	2013	
2170	Stottesdon C.E. Primary School		Stottesdon	Cleobury Mortimer	DY14 8UE	432	2012	
2790	Tilstock C.E. (Controlled) Primary School		Tilstock	Whitchurch	SY13 3JL	362	2012	
2800	Trefonen C.E. (Controlled) Primary School		Trefonen	Oswestry	SY10 9DY	772	2013	
2810	St Lucia's C.E. (Controlled) Primary School		Upton Magna	Shrewsbury	SY4 4TZ	658	2013	
2840	Welshampton C.E. Primary School	Stocks Lane	Welshampton	Ellesmere	SY12 0PG	296	2013	
2850	St Peter's C.E. (Controlled) Primary School	Shrubbery Gardens		Wem	SY4 5BX	2457	2013	
2870	St Mary's C.E. Primary School		Westbury	Shrewsbury	SY5 9QX	505	2013	
2880	West Felton C.E. (Controlled) Primary School		West Felton	Oswestry	SY11 4JR	554	2013	
2890	Weston Lullingfields C.E. (Controlled) Primary School		Weston Lullingfields	Shrewsbury	SY4 2AW	221	2013	
2900	Weston Rhyn Primary School		Weston Rhyn	Oswestry	SY10 7SR	1145	2013	
2910	Whitchurch C.E. Infant School	Station Road		Whitchurch	SY13 1RJ	1674	2013	
2920	Whitchurch C.E. (Controlled) Junior School	Salisbury Road		Whitchurch	SY13 1RX	2308	2013	
2930	Whittington C.E. (Aided) Primary School	Station Road	Whittington	Oswestry	SY11 4DA	1262	2013	
2940	Whixall C.E. (Controlled) Primary School		Whixall	Whitchurch	SY13 2SB	793	2013	
2950	Wistanstow C.E. Primary School		Wistanstow	Craven Arms	SY7 8DQ	386	2013	
2960	Woore Primary School	London Road		Woore	CW3 9SQ	450	2013	
2980	Worfield Endowed C.E. Primary School	Main Street	Worfield	Bridgnorth	WV15 5LF	1195	2013	
2990	Worthen C.E. Primary School		Worthen	Shrewsbury	SY5 9HT	471	2012	
3070	Bog Visitor Centre		Stiperstones	Minsterley	SY5 0NG	156	2012	
3100	The Corbet School	Eyton Lane	Baschurch	Shrewsbury	SY4 2AX	6001	2013	
3110	The Corbet School Caretaker's House	Eyton Lane	Baschurch	Shrewsbury	SY4 2AX	95	2013	
3120	The Community College	Brampton Road		Bishops Castle	SY9 5AY	5733	2013	
3140	The Community College Caretaker's Bungalow	Brampton Road		Bishops Castle	SY9 5AY	62	2013	
3150	Bridgnorth Endowed School	Northgate		Bridgnorth	WV16 4ER	7473	2013	
3170	Oldbury Wells School (East)		Oldbury Wells	Bridgnorth	WV16 5JD	4935	2013	
3190	Oldbury Wells School (West)		Oldbury Wells	Bridgnorth	WB16 5JD	4392	2013	
3210	Church Stretton School	Shrewsbury Road		Church Stretton	SY6 6EX	5882	2013	
3220	Lacon Child School	Love Lane		Cleobury Mortimer	DY14 8PE	5288	2012	
3230	Lacon Child School Caretaker's House	5 Love Lane		Cleobury Mortimer	DY14 8PE	88	2012	
3250	Lakelands School & Sports College	Oswestry Road		Ellesmere	SY12 0EA	4130	2013	
3300	Ludlow C.E. School	Bromfield Road		Ludlow	SY8 1GJ	7050	2013	
3310	Ludlow C.E. School Caretaker's Bungalow	Bromfield Road		Ludlow	SY8 1GJ	77	2013	
3320	The Grove School	Newcastle Road		Market Drayton	TF9 1HF	11571	2013	
3330	The Grove School Caretaker's Bungalow	Newcastle Road		Market Drayton	TF9 1HF	98	2012	
3355	William Brookes School	Farley Road		Much Wenlock	TF13 6NB	10532	2012	
3480	Mary Webb School & Science College		Pontesbury	Shrewsbury	SY5 0TG	6301	2013	
3490	Mary Webb School & Science College Caretaker's Bungalow		Pontesbury	Shrewsbury	SY5 0TG	88	2013	
3500	Rhyn Park School and Performance Arts College		St Martins	Oswestry	SY10 7BD	5823	2013	
3510	Rhyn Park School and Performance Arts College Caretaker's Bungalow		St Martins	Oswestry	SY10 7BD	75	2012	
3520	Idalsall School	Coppice Green Lane		Shifnal	TF11 8PD	9712	2013	
3530	Shrewsbury Sixth Form College	Priory Road		Shrewsbury	SY1 1RX	6010	2013	
3533	Shrewsbury Sixth Form Library And Information Centre	St Austins Street		Shrewsbury		1625	2013	
3537	Shrewsbury Sixth Form College Priory Lodge	Priory Road		Shrewsbury	SY1 1RU	275	2013	
3540	Shrewsbury Sixth Form College	London Road		Shrewsbury	SY2 6PR	78	2013	
3550	The Priory School, a Business and Enterprise College	Longden Road		Shrewsbury	SY3 9EE	7489	2013	
3560	The Wakeman School	Abbey Foregate		Shrewsbury	SY2 6AA	9036	2013	
3580	Belvidere School	Crowmere Road		Shrewsbury	SY2 5LA	6334	2013	
3610	Sundome School and Sports College	Corndon Crescent		Shrewsbury	SY1 4LL	5679	2013	
3620	Grange School and Arts College	Worcester Road	Harlescott	Shrewsbury	SY1 3LP	5367	2013	
3640	Meole Brace School Science College	Longden Road	Meole Brace	Shrewsbury	SY3 9DW	8881	2013	
3650	Meole Brace School Science College (Former Caretakers Bungalow)	Longden Road	Meole Brace	Shrewsbury	SY3 9DW	70	2013	
3840	New College	King Street	Wellington	Telford	TF1 1NY	8876	2013	
3890	Thomas Adams School	Lowe Hill Road		Wem	SY4 5UB	6551	2013	

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
3900	Thomas Adams School	Noble Street		Wern	SY4 5UB	2909	2013	
3910	Thomas Adams School - St Peter's Annexe	Noble Street		Wern	SY4 5UB	460	2013	
3920	Thomas Adams School Caretaker's Bungalow	Lowe Hill Road		Wern	SY4 5UB	90	2013	
3925	Thomas Adams School Boarding House	Noble Street		Wern	SY4 5UB	2750	2013	
3930	Sir John Talbot's Technology College	Heath Road		Whitchurch	SY13 2BY	6846	2013	
3940	Sir John Talbot's Technology College Caretaker's House	Heath Road		Whitchurch	SY13 2BY	106	2012	
4040	Shrewsbury Sure Start	Kendal Road		Shrewsbury	SY1 4ES	675	2012	
4110	Radbrook Office Complex - Owen House	Radbrook Road		Shrewsbury	SY3 9BL	336	2012	
4200	Woodlands School	Tilley Green		Wern	SY4 5PJ	2413	2013	
4220	Woodlands School Bungalow	Tilley Green		Wern	SY4 5PJ	75	2013	
4260A	Stanley Lane Starter Units	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	0	2013	
4260C	Starter Factory Unit - Unit 2	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	87	2013	
4260D	Starter Factory Unit - Unit 3	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	70	2013	
4260E	Starter Factory Unit - Unit 5	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	140	2013	
4260F	Starter Factory Unit - Unit 7	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	161	2013	
4260G	Starter Factory Unit - Unit 9	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	59	2013	
4260H	Starter Factory Unit - Unit 10	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	27	2013	
4260J	Starter Factory Unit - Unit 11	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	27	2013	
4260K	Starter Factory Unit - Unit 12	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	26	2013	
4260L	Starter Factory Unit - Unit 13	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	25	2013	
4260N	Starter Factory Unit - Unit 15	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	37	2013	
4260P	Starter Factory Unit - Unit 16	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	29	2013	
4260Q	Starter Factory Unit - Unit 17	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	29	2013	
4260R	Starter Factory Unit - Unit 18	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	120	2013	
4260S	Starter Factory Unit - Unit 19	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	391	2013	
4260T	Starter Factory Unit - Unit 20	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	166	2013	
4420	T.C.A.T.	Haybridge Road	Wellington	Telford	TF1 2NP	25000	2013	
4510	Shrewsbury The Gateway Arts & Education Centre	Chester Street		Shrewsbury	SY1 1NB	1493	2012	
4511	Shropshire Music And Arts Centre	Long Meadow	Bayston Hill	Shrewsbury	SY3 0NU	337	2012	
4513	Radbrook Office Complex - Bourne House	Radbrook Road		Shrewsbury	SY3 9BL	1734	2012	
4535	Shrewsbury Hook-a-Gate Education Centre	The Old School	Hook-a-gate	Shrewsbury	SY5 8BE	152	2012	
4590	Radbrook Office Complex - Walker House	Radbrook Road		Shrewsbury	SY3 9BJ	491	2012	
4600	Shrewsbury Centre	Racecourse Crescent	Monkmoor	Shrewsbury	SY2 5BP	816	2012	
4620	Bridgnorth Youth Centre	45 Innage Lane		Bridgnorth	WV16 4HL	317	2012	
4630	Ludlow Youth Centre		Lower Galdeford	Ludlow	SY8 1RT	386	2012	
4645	Market Drayton Youth Centre	Drayton Grove		Market Drayton	TF9 3AD	358	2013	
4650	Centre North West - Temporary Building	Holbach Road		Oswestry	SY11 1RH	351	2012	
4670	Sundome Youth Centre	Sundome Road		Shrewsbury	SY1 4RG	1364	2012	
4670A	Sundome Tuition, Medical & Behaviour Support Service	Sundome Road		Shrewsbury	SY1 4RG	431	2012	
4671	Harlescott Grange Youth Centre	Mount Pleasant Road		Shrewsbury	SY1 3SW	356	2013	
4676	The Monkmoor Lodge Youth Centre	Upton Lane		Shrewsbury	SY2 5QZ	124	2013	
4770	Telford Wellington T.C.A.T. (Former Youth Centre)	Bennetts Bank	Wellington	Telford	TF1 4AA	1401	2013	
4780	Whitchurch Centre North East	Bridgewater Street		Whitchurch	SY13 1QL	253	2013	
4856	Pontesbury Youth Centre	Bogey Lane		Pontesbury	SY5 0TG	71	2012	
4857	Ludlow Childrens Centre	Bromfield Road		Ludlow	SY8 1GJ	56	2012	
4903	Market Drayton Connexions Branch	11a High Street		Market Drayton	TF9 1PY	134	2012	
4910	Oswestry Connexions Branch	32 Upper Brook Street		Oswestry	SY11 2TB	138	2013	
4925	Shrewsbury Connexions Branch	Victoria House	Victoria Quay	Shrewsbury	SY1 1HH	654	2013	
4975	The Community College Joint Use - SPARC	Brampton Road		Bishops Castle	SY9 5AY	858	2012	
4980	Bridgnorth Endowed School Joint Use		Northgate	Bridgnorth	WV16 4ER	3273	2013	
4990	Claverley C.E. Primary School Joint Use			Claverley	WV5 7DT	67	2012	
5000	Lacon Childe Joint Use	Love Lane		Cleobury Mortimer	DY14 8PE	676	2012	
5005	Ellesmere Swimming Pool	Elson Road		Ellesmere	SY12 0BE	563	2013	
5006	Lakelands Sports Centre	Oswestry Road		Ellesmere	SY12 0EA	1620	2013	
5012	Mary Webb Sports Centre			Pontesbury	SY5 0TG	916	2013	
5015	Rhyn Park Sports Hall		St Martins	Oswestry	SY10 7BD	791	2013	
5020	Idsall School Joint Use	Coppice Green Lane		Shifnal	TF11 8PD	1443	2013	
5031	Shrewsbury The Grange Sports Centre	Worcester Road		Shrewsbury	SY1 3LP	850	2013	
5032	Roman Road Sports Centre	Longden Road	Meole Brace	Shrewsbury	SY3 9DW	906	2013	
5080	Thomas Adams School Joint Use	Lowe Hill Road		Wern	SY4 5UB	850	2013	
5085	Sir John Talbot's Technology College Sports Hall	Heath Road		Whitchurch	SY13 2BY	2008	2013	
5150	Albrighton Fire Station	Newport Road		Albrighton	WV7 3EW	134	2012	
5160	Baschurch Fire Station	Station Road	Baschurch	Shrewsbury	SY4 2BB	133	2012	

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SECTION H - PRICING SCHEDULE

Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
5170	Bishops Castle Fire Station	Church Lane		Bishops Castle	SY9 5AF	132	2013	
5180	Bridgnorth Fire Station	Innage Lane		Bridgnorth	WV14 4HL	369	2012	
5190	Church Stretton Fire Station	Sandford Avenue		Church Stretton	SY6 6AZ	152	2012	
5200	Cleobury Mortimer Fire Station		Pinkham	Cleobury Mortimer	DY14 8QE	115	2012	
5210	Clun Fire Station	Craven Arms Road		Clun	SY7 8JB	102	2012	
5220	Craven Arms Fire Station	Ludlow Road		Craven Arms	SY11 9QL	113	2012	
5230	Ellesmere Fire Station	Grange Road		Ellesmere	SY12 0AU	122	2012	
5240	Hodnet Fire Station	Station Road	Hodnet	Market Drayton	TF9 3JD	134	2012	
5250	Ludlow Fire Station	Weeping Cross Lane		Ludlow	SY8 1JH	481	2012	
5260	Market Drayton Fire Station	Maer Lane		Market Drayton	TF9 2BQ	315	2012	
5280	Much Wenlock Fire Station	Smithfield Road		Much Wenlock	TF13 6NJ	115	2012	
5285	Minsterley Fire Station	Station Road		Minsterley	SY5 0BG	134	2012	
5290	Newport Fire Station	Salter's Lane		Newport	TF10 7LB	253	2012	
5300	Oswestry Fire Station	Mount Road		Oswestry	SY11 1BB	474	2012	
5310	Prees Fire Station	Brades Lane	Prees	Whitchurch	SY13 2DX	224	2012	
5320	Shrewsbury Fire Complex	St Michael's Street		Shrewsbury	SY1 2HJ	4142	2012	
5330	Telford Stafford Park Central Fire Station	Stafford Park		Telford	TF3 3BW	2641	2012	
5340	Telford Tweedale Fire Station	Bridgnorth Road	Tweedale	Telford	TF7 4HT	669	2012	
5350	Telford Wellington Fire Station	Haybridge Road	Wellington	Telford	TF1 2NW	693	2012	
5360	Wem Fire Station	High Street		Wem	SY4 5LR	152	2012	
5370	Whitchurch Fire Station	Bridgewater Street		Whitchurch	SY13 1QL	231	2012	
5400	Ludlow Education Centre For Adults	4 Sandpits Road		Ludlow	SY8 1HQ	80	2012	
5630	Albrighton Library	Station Road		Albrighton	WV7 3QH	216	2012	
5640	Bayston Hill The Mary Webb Library	Lythwood Road	Bayston Hill	Shrewsbury	SY3 0NA	203	2012	
5660	Bridgnorth Library	Listley Street		Bridgnorth	WV16 4AW	539	2012	
5670	Broseley Library	Bridgnorth Road		Broseley	TF12 5EL	179	2012	
5680	Church Stretton Library	Church Street		Church Stretton	SY6 6DQ	265	2012	
5700	Extended Services Area Base - South	Market Street		Craven Arms	SY7 9NW	135	2012	
5710	Ellesmere Library	Victoria Street		Ellesmere	SY12 0AA	154	2013	
5720	Gobowen Library	St Martin's Road	Gobowen	Oswestry	SY11 3NP	130	2012	
5741	Ludlow Library and Museum Resource Centre	7/9 Parkway		Ludlow	SY8 2PG	2925	2012	
5760	Market Drayton The Olive Library	Chester Street		Market Drayton	TF9 1PH	354	2012	
5770	Much Wenlock Library	High Street		Much Wenlock	TF13 6AE	63	2012	
5790	Oswestry Library	Arthur Street		Oswestry	SY11 1JN	645	2012	
5800	Pontesbury Library	Bogey Lane		Pontesbury	SY5 0TD	65	2012	
5820	Shifnal Library	Idsall Court	Broadway	Shifnal	TF11 8AZ	176	2012	
5880	Shropshire Reference & Information Service	1a Castle Gates		Shrewsbury	SY1 1PL	1376	2012	
5885	Shropshire Archives	Castle Gates		Shrewsbury	SY1 2AQ	1300	2013	
5890	Shrewsbury Castle Gates Library	Castle Gates		Shrewsbury	SY1 1PL	1548	2013	
5992	Wem Library and Learning Centre	High Street		Wem	SY4 5AA	431	2012	
6000	Whitchurch Library	The Caldecott	High Street	Whitchurch	SY13 1EE	351	2012	
6010	Acton Scott Agricultural Museum			Acton Scott	SY6 6QW	2191	2012	
6030	Acton Scott School Houses	1 & 2 School House		Acton Scott	SY6 6QW	209	2012	
6033	Children & Young Peoples Services Store	Atcham Ind Estate		Shrewsbury	SY4 4UG	566	2013	
6060	Ludlow Learning Centre	Old Street		Ludlow	SY8 1NW	655	2013	
6060A	Ludlow Tuition, Medical & Behaviour Support Service	Old Street		Ludlow	SY8 1NW	195	2013	
6064	Ellesmere Cremorne Garden Toilets	Cremorne Gardens	Mereside	Ellesmere	SY12 0PA	28	2013	
6070	Much Wenlock Museum	The Square		Much Wenlock	TF13 6LX	245	2012	
6074	Ellesmere Mere Cottage		Mereside	Ellesmere	SY12 0PA	60	2013	
6076	Ellesmere Countryside Service Depot	Swan Hill		Ellesmere	SY12 0DQ	153	2012	
6080	South Shropshire Countryside Depot	Old Nills Quarry	Pontesbury Hill	Pontesbury	SY5 0YN	630	2012	
6086	Ellesmere Boathouse Restaurant		Mereside	Ellesmere	SY12 0PA	319	2012	
6087	Nesscliffe Hill Farm			Nesscliffe	SY4 1DQ	0	2013	
6320	The Shirehall	Abbey Foregate		Shrewsbury	SY2 6ND	19399	2012	
6330	The Old Vicarage	Abbey Foregate		Shrewsbury	SY2 6ND	358	2012	
6340	UNISON Office	Abbey Foregate		Shrewsbury	SY2 6ND	79	2012	
6355	Shrewsbury Crown Court	Abbey Foregate		Shrewsbury	SY2 6LU	1301	2012	
6370	Customer Service Centre	Abbey Lawn	Abbey Foregate	Shrewsbury	SY2 5DE	1052	2012	
6534	Shrewsbury Little Oxon Farm		Bicton Heath	Shrewsbury	SY3 8DH	168	2012	
6555	West Mercia Supplies Holsworth Park	Oxon Business Park	Bicton Heath	Shrewsbury	SY3 5HJ	5100	2012	
6572	Chelmaren	Shrewsbury Road	Bomere Heath	Shrewsbury	SY4 3NT	399	2012	
6582	Shrewsbury Bradbury House	Frith Close	Monkmoor	Shrewsbury	SY2 5XW	0	2012	
6585	The Rowans Community Home	46 Upper Road	Meole Brace	Shrewsbury	SY3 9JQ	170	2012	

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SECTION H - PRICING SCHEDULE

Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
6597	Community Home	39 Riverdale Road		Shrewsbury	SY2 5TD	89	2012	
6650	Oswestry Learning & Training	Victoria Road		Oswestry	SY11 2HT	655	2012	
6652	Oswestry Maesbury Metals	Maesbury Road		Oswestry	SY10 8HA	186	2012	
6655	Avalon Court	Victoria Road		Oswestry	SY11 2JE	264	2012	
6665	Day Centre for Adults with Learning Disabilities	Sabrina Court	Longden Coleham	Shrewsbury		178	2012	
6675	Albert Road Day Centre	Albert Road	Harlescott	Shrewsbury		280	2012	
6705	Ditton Priors Training Centre	Station Road		Ditton Priors	WV16 6SS	619	2012	
6725	Greenacres Rural Unit	Fenemere Lane		Baschurch	SY4 2JA	145	2012	
6726	Bridgnorth Training Centre (day Centre)	2 Innage Lane		Bridgnorth	WV16 4HL	101	2012	
6755	5 Lawley Gardens (group Home)		Belvidere	Shrewsbury	SY2 5RQ	87	2012	
6765	Group Home - 11 St Georges Street	11 St Georges Street		Shrewsbury	SY3 8QA	101	2012	
6766	Group Home - 12 Redfern Close	12 Redfern Close	Belle Vue	Shrewsbury	SY3 7QH	53	2013	
6770	Kempsfield Hostel	Primrose Drive	Sutton Park	Shrewsbury	SY3 7TP	715	2012	
6771	Aquamira	Primrose Drive	Sutton Park	Shrewsbury	SY3 7TP	559	2012	
6800	The Elms House Hostel	Belvidere Avenue		Shrewsbury	SY2 5PE	1007	2012	
6800A	The Chippings	Belvidere Avenue		Shrewsbury	SY2 5PE	140	2012	
6801	Group Home - 10 Belvidere Avenue	10 Belvidere Avenue		Shrewsbury	SY2 5PE	87	2012	
6809	Mental Health Respite House	Racecourse Crescent		Shrewsbury	SY3 5BJ	0	2013	
6811	PATH House		Lower Galdeford	Ludlow	SY8 1SD	238	2012	
6882	Richmond House	Rutland	Harlescott Grange	Shrewsbury	SY1 3GG	792	2012	
6884	The Haven Day Centre	Monkmoor Road		Shrewsbury	SY2 5ST	357	2012	
6893	Ellesmere Meres Daycare Centre	Ellesmere Cottage Hospital		Ellesmere	SY12 0AE	404	2012	
7140	Crowmoor House Eph	Frith Close	Monkmoor	Shrewsbury	SY2 5XW	2283	2012	
7211	Bradbury Day Centre	Community Hospital	Claypit Street	Whitchurch	SY13 1NT	687	2012	
7212	Bradbury Lodge Respite Care Home	Alport Road		Whitchurch	SY13 1NT	0	2013	
9200	Craven Arms Gypsy Site	Long Lane		Craven Arms	SY7 8DU	115	2012	
9210	Cross Houses Gypsy Site		Acton Burnell Turn	Cross Houses	SY5 6JR	7	2013	
9220	Oswestry Gypsy Site		Park Hall	Oswestry	SY11 4AS	143	2013	
9240	Prees Gypsy Site	Manor House Lane		Prees	SY13 2HS	204	2012	
9307	Secret Hills Discovery Centre	School Road		Craven Arms	SY7 9RS	1129	2012	
9309	Theatre Severn	Frankwell Quay		Shrewsbury	SY3 8FT	7026	2013	
9421	Shrewsbury Learning & Training	Sutton Road		Shrewsbury	SY2 6DL	897	2012	
9430	Radbrook Office Complex - Winston Churchill Building	Radbrook Road		Shrewsbury	SY3 9BJ	1249	2012	
9477	Learning & Training Industrial Centre	Hortonwood 8		Telford	TF1 7GR	420	2012	
9483	Hairdressing Training Salon	New Street	Wellington	Telford	TF1 1NE	124	2012	
9512	Ellesmere Business Park	Oswestry Road		Ellesmere		0	2013	
9515	Civic Green Industrial Units	Waymills		Whitchurch		747	2013	
9520	Netherton Workshops		Highley	Bridgnorth		0	2013	
9520A	Workshop - Unit 6		Highley	Bridgnorth		259	2013	
9520B	Workshop - Unit 7		Highley	Bridgnorth		108	2013	
9520C	Workshop - Unit 8		Highley	Bridgnorth		94	2013	
9520D	Workshop - Unit 9		Highley	Bridgnorth		186	2013	
9525B	Plarmigan	Sitka Drive	Shrewsbury Business	Shrewsbury	SY2 6LG	0	2012	
9527	Mount McKinley	Anchorage Avenue	Shrewsbury Business	Shrewsbury	SY2 6FG	0	2012	
9617	Highways Maintenance Group	16 Stokewood Road	Craven Arms Business	Craven Arms	SY7 8NR	625	2012	
9788	Shropshire Food Enterprise Centre	Vanguard Way	Shropshire Food Enterprise	Shrewsbury	SY1 3TG	3807	2012	
9910	Longden Road Depot	107 Longden Road		Shrewsbury	SY3 9DS	6789	2012	
9920	Highways Maintenance Group - Bridgnorth	Stourbridge Road		Bridgnorth	WV15 6AN	630	2012	
9930	Highways Maintenance Group - Hodnet	Hearne Lane	Hodnet	Market Drayton	TF9 3NG	560	2012	
BDC001	Westgate Council Office		Westgate	Bridgnorth	WV16 5AA	2546	2013	
BDC002	Canter Brook Depot & Offices	Stanley Lane		Bridgnorth	WV16 4SF	987	2013	
BDC004	Store - Albrighton	Ash Grove		Albrighton		0	2012	
BDC005	Westgate Garage		Westgate	Bridgnorth		0	2013	
BDC008	Public Conveniences - Albrighton	High Street		Albrighton		0	2012	
BDC009	Public Conveniences - Highley	Orchard Street		Highley		0	2012	
BDC010	Public Conveniences - Bridgnorth	St John's Street		Bridgnorth		0	2012	
BDC012	Public Conveniences - Much Wenlock	King Street		Much Wenlock		30	2013	
BDC013	Public Conveniences - Shifnal	Market Place		Shifnal		0	2012	
BDC014	Public Conveniences - Listley Street, Bridgnorth	Listley Street		Bridgnorth		0	2012	
BDC015	Public Conveniences Much Wenlock	St Mary's Lane		Much Wenlock		30	2013	
BDC016	Public Conveniences - Broseley	Dark Lane		Broseley		0	2012	
BDC017	Public Conveniences - Innage Lane, Bridgnorth	Innage Lane		Bridgnorth		0	2012	
BDC037A	Bay 2 and 4 (Building 1) - Alveley			Alveley		0	2013	

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
BDC037B	Bay 1 - Old Carpet Store - Alveley			Alveley		0	2013	
BDC037C	Bay 1 - Office 1A - Alveley			Alveley		0	2013	
BDC037D	Offices 1C, 1D and 1E - Alveley			Alveley		0	2012	
BDC037E	Bay 6 and 7 - Building 1 - Alveley			Alveley		0	2013	
BDC039	Starter Units - Alveley			Alveley		0	2013	
BDC074	Severn Valley Country Park & Toilets	Severn Valley Country Park		Alveley	WV15 6NN	294	2013	
BDC076	Highley Mine (Severn Valley Country Park)	Station Road	Highley	Bridgnorth	WV16 6NW	33	2013	
NSDC001	Public Convenience - Cross Street, Ellesmere	Cross Street		Ellesmere	SY12 0AR	52	2012	
NSDC003	Public Convenience - Towers Lawn, Market Drayton	Towers Lawn		Market Drayton	TF9 3AA	94	2012	
NSDC004	Public Convenience - Prees Heath			Prees Heath	SY13 2PE	26	2012	
NSDC006	Public Convenience - Brownlow Street, Whitchurch	Brownlow Street		Whitchurch	SY13 1AG	38	2012	
NSDC007	Public Convenience - White Lion Meadow, Whitchurch	White Lion Meadow		Whitchurch	SY13 1AF	71	2012	
NSDC008	Whitchurch Swimming Centre	White Lion Meadow	Off Bridgewater Street	Whitchurch	SY13 1BA	755	2012	
NSDC009	Market Drayton Swimming Centre		Newtown	Market Drayton	TF9 1JT	1860	2012	
NSDC016	Ellesmere Sports and Market Hall	Scotland Street		Ellesmere	SY12 0EG	715	2012	
NSDC019	Town Hall Library, Whitchurch	High Street		Whitchurch	SY13 1AX	0	2013	
NSDC020	Wem Town Hall and Information Link	High Street		Wem	SY4 5DG	900	2012	
NSDC047	Edinburgh House	New Street		Wem	SY4 5DB	3454	2012	
NSDC057	Fullwood House	Victoria Street		Ellesmere	SY12 0AA	0	2013	
NSDC084	Unit 4 Ploughmans Court			Ellesmere	SY12 0EJ	64	2013	
OBC001	Oswestry Council Offices	Castle View		Oswestry	SY11 1JR	2532	2013	
OBC002	Castle View Annexe	Arthur Street		Oswestry	SY11 1JR	358	2013	
OBC005	Castle Court			Oswestry		0	2013	
OBC009	Tourist Information Centre	Mile End		Oswestry	SY11 4JA	166	2013	
OBC010	Gatacre Pavilion	Off Gatacre Avenue		Oswestry		156	2012	
OBC011	York Street/Upper Ash Road	Ash Road		Oswestry	SY11 1LZ	1659	2012	
OBC306	Oswestry Leisure Centre & Sports Hall	College Road		Oswestry	SY11 2SA	2500	2012	
S003	The Willows	Long Lane	Sibdon Carwood	Craven Arms	SY7 8DU	0	2012	
S029	Higher House Farm		Whixall	Whitchurch	SY13 2NQ	0	2013	
S043	Ladyhill Farm, Holding No.43		West Felton	Oswestry	SY11 4JZ	0	2013	
S074	Cherry Oaks Farm , Holding No.74	Lower Monkhall		Bridgnorth	WV16 6XF	0	2013	
S106	Severn View		Emstrey	Shrewsbury	SY5 6QS	0	2013	
S111	The Elms, Emstrey		Emstrey	Shrewsbury	SY5 6QS	0	2013	
S115	Lower Farm		Emstrey	Shrewsbury	SY5 6QR	0	2013	
S153	Lower Waen	Maesbury Marsh		Oswestry	SY10 8JA	0	2013	
S184	No.2 The Farm			Leebotwood	SY6 6NA	0	2013	
S268	Haypole Farm	Frodesley Lane	Longnor	Shrewsbury	SY5 7QQ	0	2013	
S269	Wheatlea	Frodesley Lane	Longnor	Shrewsbury	SY5 7QQ	0	2013	
S270	The Firs	Frodesley Lane	Longnor	Shrewsbury	SY5 7QQ	0	2012	
S317	Marton Grange House	Marton Grange	Myddle	Shrewsbury	SY4 3SA	0	2013	
S319	Marton Grange Farm	Marton Grange	Myddle	Shrewsbury	SY4 3SA	0	2013	
S322	6 Marton Grange	Myddlewood	Myddle	Shrewsbury	SY4 3SA	0	2013	
S332	The Pheasantry	Petton	Burlton	Shrewsbury	SY4 45TH	0	2013	
S343	The Clamp	Shrawardine	Montford	Shrewsbury	SY4 1AH	0	2013	
S353	The Poplars	Asterley		Minsterley	SY5 0AP	0	2012	
S369	Hillside	Haughmond	Uffington	Shrewsbury	SY4 4RW	0	2013	
S370	Abbey Farm	Haughmond	Uffington	Shrewsbury	SY4 4RW	0	2012	
S377	No.6 Lacon Holdings	Soulton Road		Wem	SY5 5RR	0	2013	
S378	No.7 Lacon Holding	Soulton Road		Wem	SY4 5RR	0	2013	
S379	Holmleigh Farm	Soulton Road		Wem	SY4 5RR	0	2013	
S383	Briar Hill Farm	Dairy House	Ightfield	Whitchurch	SY13 4BL	0	2013	
S387	The Beeches	Dairy House	Ightfield	Whitchurch	SY13 4BL	0	2012	
S390	The Oaks	Dairy House	Ightfield	Whitchurch	SY13 4BL	0	2013	
SABC021	Bear Steps - Civic Society	Fish Street		Shrewsbury	SY1 1UU	0	2013	
SABC022	16 Grafton Mews			Shrewsbury	SY1 3NW	0	2013	
SABC024	18 Grafton Mews			Shrewsbury	SY1 3NW	0	2013	
SABC028	Guildhall	Frankwell Quay		Shrewsbury	SY3 8HQ	8967	2012	
SABC045	Public Convenience - Longden Road Cemetery	Longden Road		Shrewsbury		0	2013	
SABC048	Public Convenience - Bus Station, Raven Meadows	Raven Meadows		Shrewsbury	SY1 1PL	62	2013	
SABC056	Weeping Cross Depot			Shrewsbury	SY5 6HY	4560	2013	
SABC068	Raven Meadows Car Park (Offices)	Raven Meadows		Shrewsbury	SY1 1PL	0	2012	
SABC078	Shrewsbury Swimming Baths			Shrewsbury	SY1 1RU	5238	2012	
SABC081	Meole Brace Golf Club	Oteley Road		Shrewsbury		245	2013	

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
SABC085	The Sports Village	Sundorne Road		Shrewsbury	SY1 4RQ	4303	2013	
SABC086	Indoor Bowling Centre	Sundorne Road		Shrewsbury	SY1 4RQ	0	2013	
SABC087	Monkmoor Outdoor Recreation Centre	Monkmoor Road		Shrewsbury	SY2 5AY	0	2013	
SABC090	Sundorne Lodge	Sundorne Road		Shrewsbury	SY1 4RQ	0	2013	
SABC091	Monkmoor Lodge	140 Monkmoor Road		Shrewsbury		0	2013	
SABC159	The Regimental Museum	Castle Gates		Shrewsbury	SY1 2AT	813	2013	
SABC160	Coleham Pumping Station	Longden	Coleham	Shrewsbury	SY3 7DN	0	2013	
SABC161	Rowleys House	Barker Street		Shrewsbury	SY1 1QH	0	2013	
SABC163	Old Market Hall	The Square		Shrewsbury	SY1 1LH	278	2013	
SABC164	Music Hall	The Square		Shrewsbury	SY1 1LH	0	2010	
SABC169	Longden Road Cemetery	Longden Road		Shrewsbury	SY3 7HG	157	2013	
SABC210	CCTV Monitoring Centre	Forest Way		Shrewsbury		0	2013	
SABC227	Grafton Centre - Former Grafton Primary School		Grafton	Shrewsbury	SY4 1HF	698	2012	
SABC774	Shelton Cricket Club	Off Racecourse Lane		Shrewsbury		0	2012	
SSDC001	Council Offices	Corve Street		Ludlow	SY8 1DG	1753	2013	
SSDC003	Coder Road Depot	Coder Road		Ludlow	SY8 1XE	1030	2013	
SSDC015	Public Convenience - Smithfield, Ludlow		Smithfield	Ludlow		28	2012	
SSDC044	Block A, Craven Arms			Craven Arms		0	2012	
SSDC049	Rockspring Centre	Sandford Road		Ludlow	SY8 1SX	0	2013	
SSDC051	Enterprise House, Bishops Castle			Bishops Castle		1541	2013	
SSDC055	Aspire Centre and Workshops, Units 1 to 8			Burford	WR15 8HE	0	2013	
SSDC057	Challenge Court			Bishops Castle		2287	2013	
SSDC108	Bio-Digester, Coder Road	Coder Road		Ludlow		797	2013	

Company Name:

£0.00

Signature:

Name:

Date:

463 properties correct as at 08/11/11 - JCT



Tender Response Document

AOC 001 - Review of Water System Risk Assessments

Name of TENDERING
ORGANISATION
(please insert)

Integrated Water Services Ltd

Shropshire Council Tender Response Document

Contract Description:

The work consists of carrying out a review of the existing Water System Risk Assessments, to identify and assess the risk of legionella infection to the Client's employees, contractors and visitors arising from the manner in which the water systems, over which the Client has day to day control, are operated, managed and designed. Upon completion of the review the Contractor shall update and amend the existing Risk Assessment to produce the new water system Risk Assessment.

The Contractor will also be required to undertake surveys and produce new water system Risk Assessments for any additional properties coming under the Client's control during the Contract period.

There are approximately 475 sites that require biennial reviews of the water system risk assessment. Each site shall be reviewed twice during the duration of the contract.

The completion of remedial works and repairs to the water systems are not included within this contract.

Instructions for the completion of this document

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section and require further clarification, please contact: Procurement Manager. Commissioning & Procurement, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND via email quoting the contract reference to procurement@shropshire.gov.uk
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
 - a) Where the tenderer is an individual, by that individual;
 - b) Where the tenderer is a partnership, by two duly authorised partners;
 - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Question 1.1. All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany the **hard copy** of your Tender Response Document.

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A2	Non-Canvassing Certificate	6
A3	Non-Collusive Tendering Certificate	7
A4	Declaration of Connection with Officers or Elected Members of the Council	8
You must sign all 4 certificates in sections A1 to A4		
B	Applicant Organisation Details	9
C	Financial & Insurance Information	11
D	Outstanding Claims & Contract Terminations	13
E	Health & Safety and Equal Opportunities	14
F	Contract Experience and References	21
G	Accreditations and Skills Level	25
H	Tender Schedule – Pricing Schedule (please see appendix 1)	

Award Criteria

Tenderers will be evaluated on the answers they provide in the 'Tender Response Document'. The following award criteria is made up of 'pass/fail' (selection) questions and 'weighted marked' (award) questions and shows how each section is to be marked.

Selection Criteria - Pass/Fail Questions

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Tenderers must comply with these issues to demonstrate their proven competence, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B / Q 1 & 2	Applicant details – For information only
Section C / Q 1 & 2	Adequate Financial Stability & Insurance (questions 1.1 & 1.2 are mandatory requirements)
Section D / Q1 & 2	Outstanding Claims / County Court Judgements
Section E / Q 1 & 2	Adequate Health & Safety (question 1.2 is a mandatory requirement) and Equal Opportunities

Section C Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

Section D Outcome of previous contracts: If in the opinion of the Contracting Authority the nature and level of outstanding claims and previous contract early terminations casts serious doubt on the Applicant's ability to perform this contract, they may be excluded.

Section E Health & Safety and Equalities: If in the opinion of the Contracting Authority the responses in this section are sufficiently poor as to cast serious doubt on the Applicant's abilities to perform this contract safely or to perform this contract with due regard for equalities, they may be excluded.

Section F Experience and References & G Accreditations and Skills Level: If, in the opinion of the Contracting Authority the responses in this section are sufficiently poor as to cast serious doubt on the Applicant's abilities to perform this contract they may be excluded.

Award Criteria – Weighted Marked Questions

Tenders will be evaluated on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Price' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available
Price 60% (300 marks)		
Section H	Price	60% / 300 max marks
Total for price		60% / 300 max marks
Quality 40% (200 marks)		
Section C (question 2.2)	Proportion of business in this supply	5% / 10 max marks
Section F (questions 1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 & 2.7)	Contract Experience/References/Qualifications of Individual/Proven Competency	85% / 170 max marks
Section G (question 1.1 & 1.2)	Accreditations & Skills Level	10% / 20 max marks
Total for quality		40% / 200 max marks

Details of total marks available for the individual questions mentioned above are set out in the relevant question of the Tender Response Document.

Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be evaluated using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
-------------------	-------------	-----------------------

Excellent	10	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	9	
Good	8	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	7	
Acceptable	6	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	5	
Minor Reservations	4	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	3	
Serious Reservations	2	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	1	
Unacceptable	0	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

The tender receiving the highest mark will receive the full % available. Other tenders will receive a % that reflects the difference in the marks between those tenders and the tender receiving the highest mark.

Price Evaluation and scoring

The most competitively priced tender will receive the maximum mark for price being 300.

Price makes up 60% of the total marks available. Price will be evaluated by the total price provided in Appendix 1 Pricing Schedule attached to the Tender Response Document.

The most competitive tender which meets the specification in each area will receive the full marks. Less competitive tenders will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.

Section A:

1. Form of Tender

Form of Tender

Shropshire Council - RMC095 (1) Water Risk Assessment Service

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the provision of a Water Risk Assessment Service at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the General Terms and Conditions, copies of which we have received.

Signed

Name

Date 23/12/2011.....

Designation Managing Director

Company Integrated Water Services Ltd

Address Wood End Lane,
Fradley Park Industrial Estate
Fradley
Lichfield

Post Code WS13 8NF

Tel No 01543445700

Fax No 01543445717

E-mail address

Web address www.integrated-water.co.uk

Section A:
2. Non-Canvassing Certificate

Non-Canvassing Certificate

To: Shropshire Council (hereinafter called “the Council”)

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender of any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1)

Status

Signed (2)

Status

(For and on behalf of **Integrated Water Services Ltd**)

Date ...**23/12/2011**.....

Section A:
3. Non-Collusive Tendering Certificate

Non-collusive Tendering Certificate

To: Shropshire Council (hereinafter called “the Council”)

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the Services any act or omission.

Signed (1)

Status

Signed (2)

Status

(For and on behalf of **Integrated Water Services Ltd**)

Date ...**23/12/2011**.....

Section A:

4. Declaration of Connection with Officers or Elected Members of the Council

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

No

If yes, please give details:

[illegible]

Please note:

This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.

Signed (Status
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Signed (2)	Status
------------	--------

(For and on behalf of **Integrated Water Services Ltd**)

Date ...23/12/2011.....

Section B:

Applicant Organisation Details

1.	Applicant Details	
1.1	<p>Name of contracting Company/Organisation: Integrated Water Services Ltd</p> <p>Address: Integrated Water Services Wood End Lane Fradley Lichfield Staffordshire</p> <p>Postcode: WS13 8NF</p> <p>Tel: 01543 445700</p> <p>Email:</p>	
1.2	<p>Registered name (if different from above):</p> <p>Registered Office Address: Integrated Water Services Green Lane Walsall</p> <p>Postcode: WS2 7PD</p> <p>Company registration number:</p>	
1.3	<p>Details of the individual completing this application and to which we may correspond:</p> <p>Name:</p> <p>Job title:</p> <p>Correspondence Address: Integrated Water Services Wood End Lane Fradley Lichfield Staffordshire</p> <p>Postcode: WS13 8NF</p> <p>Tel: 01543 445700</p> <p>Email:</p>	
1.4	Type of Organisation (please <u>tick</u> all those appropriate):	
(a)	Sole trader	

(b)	Partnership	
(c)	Private Limited Company	✓
(d)	Public Limited Company	
(e)	Charity/Social enterprise	
(f)	Franchise	
(g)	Public Sector Organisation	
1.5	<p>Are you a Small or Medium Sized Enterprise (SME) <i>*An SME can be defined as an enterprise which employs fewer than 250 people</i></p> <p>If No, Please confirm you are an enterprise which employs more than 250 people</p>	<p>NO</p> <p>YES</p>

1.6	<p>Please provide address details of the office to be used as the base for Contract Administration:-</p> <p>Name:</p> <p>Job title:</p> <p>Correspondence Address: Integrated Water Services Wood End Lane Fradley Lichfield Staffordshire</p> <p>Postcode: WS13 8NF</p> <p>Tel: 01543 445700</p> <p>Email:</p>
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2.	Company History/Background	
2.1	Date Company established: 10/11/2004	
2.2	Is the applicant a subsidiary of another company as defined by the Companies Act 1985?	YES

2.3	<p>If YES to 2.2 give the following details of the Holding/Parent Company:</p> <p>Registered Name: South Staffordshire Water Holdings Ltd</p> <p>Registered Address: South Staffordshire PLC Green Lane Walsall</p> <p>Postcode: WS2 7PD</p> <p>Registration Number:</p>
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Section C:

Financial & Insurance Information

1.	Insurance Details	
*	<p><i>Why do we need to know this?</i></p> <p><i>We need to ensure that all of our suppliers have adequate insurance. The Council has set minimum insurance requirements which all companies working with the Council must adhere to.</i></p> <p><i>Please note that on some limited occasions the council may agree to vary these levels dependant on the nature of the contract.</i></p>	
1.1 (a)	Please Confirm that you hold a minimum of £5,000,000 Public Liability Insurance (this is a mandatory requirement)	YES
(b)	<p>Please detail the relevant policy information and state if any conditions or exceptions apply to the policy.</p> <p>Name of Insurance Company Brit Insurance Ltd</p> <p>Date policy taken out 31 March 2011</p> <p>Expiry date of the policy 30th March 2012</p> <p>Policy number/reference</p> <p>Conditions/Exceptions</p> <p>.</p>	
1.2 (a)	Please confirm that you hold a minimum of £5,000,000 Employer's Liability Insurance (this is a mandatory requirement)	YES
(b)	<p>Please detail the relevant policy information and state if any conditions or exceptions apply to the policy.</p> <p>Name of Insurance Company Brit Insurance Ltd</p> <p>Date policy taken out 31 March 2011</p> <p>Expiry date of the policy 30th March 2012</p> <p>Policy number/reference</p> <p>Conditions/Exceptions</p> <p>.</p>	

1.3	Please enclose photocopies of your Certificates of Insurance duly signed as authentic copies of the originals		Enclosed YES																
2.	Financial Details																		
*	<p><i>Why do we need to know this?</i></p> <p><i>Financial details are required in order to check that your company has sufficient financial resources to undertake the contract. This information will also ensure that your company is in a stable position and is likely to fulfil the contract for the period required.</i></p> <p><i>How the Council evaluates this information will vary given the nature of the contract to be awarded.</i></p>																		
2.1	<p>Please provide a brief summary of your annual turnover and profit in the last 3 years. (Please insert figures – do not refer to attached accounts)</p> <p>Also provide copies of your last 3 years audited accounts.</p> <p>If audited accounts are not available please provide copies of your management accounts</p> <p>IWS are one company with two distinct divisions. Water Hygiene (WH) and Mechanical & Electrical (M&E). Included in the table below are the turnover figures for both departments and the total for IWS.</p> <table border="1"> <thead> <tr> <th colspan="3"><u>Company</u></th> <th>Accounts Enclosed</th> </tr> <tr> <th><u>Year</u></th> <th><u>Turnover</u></th> <th><u>Profit(Loss)</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>2008/09</td> <td></td> <td></td> <td>YES</td> </tr> <tr> <td>2009/10</td> <td></td> <td></td> <td>YES</td> </tr> </tbody> </table>			<u>Company</u>			Accounts Enclosed	<u>Year</u>	<u>Turnover</u>	<u>Profit(Loss)</u>		2008/09			YES	2009/10			YES
<u>Company</u>			Accounts Enclosed																
<u>Year</u>	<u>Turnover</u>	<u>Profit(Loss)</u>																	
2008/09			YES																
2009/10			YES																

	<table border="1"> <tr> <td>2010/11</td><td></td><td></td><td></td><td>YES</td></tr> </table> <p>(If exact figures are not available please provide your best estimate of the figures required)</p>	2010/11				YES			
2010/11				YES					
2.2	<p>Please show below your company's turnover in the provision of Water Risk Assessment, in the last three financial years. (Please insert figures – do not refer to attached accounts)</p> <p>(10 marks available for this question, you will be awarded the full 10 marks if your turnover is at least 25% in the provision of Water Risk Assessments; 20% = 8, 15% = 6, 10% = 4, 5% = 2 & 0% = 0 marks).</p> <p>IWS complete over 500 Risk Assessments each month. This is alongside involvement in all aspects of Water Hygiene Services and Legionella Prevention, including monitoring, maintenance, cleaning and disinfection. To this end IWS complete over 5000 service visit each month.</p> <table border="1"> <thead> <tr> <th><u>Year</u></th><th>Turnover in relation to Water Risk Assessment</th></tr> </thead> <tbody> <tr> <td>2008/09</td><td></td></tr> <tr> <td>2009/10</td><td></td></tr> <tr> <td>2010/11</td><td></td></tr> </tbody> </table> <p>(If exact figures are not available please provide your best estimate of the figures required)</p>	<u>Year</u>	Turnover in relation to Water Risk Assessment	2008/09		2009/10		2010/11	
<u>Year</u>	Turnover in relation to Water Risk Assessment								
2008/09									
2009/10									
2010/11									

Section D:

Outstanding Claims and Contract Terminations

1.	Outstanding Claims / County Court Judgements	
1.1	Do you have any outstanding claims, litigations or judgements against your organisation?	NO
1.2	If YES to 1.1 please provide further details.	

2.	Contract Terminations/Deductions	
2.1	Please give details of all contracts in the last 3 years which have been terminated early giving the name of the client company/authority, the date of termination and the reasons for termination. N/A	
2.2	Please give details of all fines, penalties or deductions incurred in the last 3 years as a result of non-performance under any contract. N/A	

Section E: **Health & Safety and Equal Opportunities**

1.	Health & Safety at Work	
*	<p><i>Why do we need to know this?</i></p> <p><i>We need to ensure that all companies that work with Shropshire Council are able to operate safely. We assess this by asking questions about arrangements at the contract stage and continue to monitor ongoing performance with all companies working on our behalf.</i></p> <p><i>Health & safety measures do not have to be expensive, time consuming or complicated – especially for smaller companies. In fact, safer and more efficient working practices can save money and greatly improve working conditions for employees. Shropshire Council is committed to promoting safe and proportionate working practices to companies as it recognises the benefits this can bring for companies competing for business both for local authority contracts and elsewhere.</i></p> <p><i>Information to help small companies is available on the Health and Safety Executive's (HSE) website.</i></p> <p><i>Health and Safety Executive's website: http://www.hse.gov.uk/</i></p> <p><i>Looking after your Business: http://www.hse.gov.uk/business/</i></p> <p><i>Getting Started Step-by-step: http://www.hse.gov.uk/business/must-do.htm</i></p>	
1.1	<p>Does your organisation have a formal health and safety policy or statement?</p> <p>*(if you employ 5 or more employees you are required to produce a Health and Safety Policy/Statement under the Health & Safety at Work Act 1974)</p> <p>Please tick here if copy enclosed <input checked="" type="checkbox"/></p>	YES
1.2	<p>Do you currently have CHAS Accreditation, and external health and safety accreditation, (Contractors Health and Safety Assessment Scheme) OR and equivalent as mutually recognised under SSIP (Safety Schemes in Procurement)? Accepted certificates:- NHBC, EXOR, SAFE Contractor, SMAS Worksafe, Altius VA, Eurosafe UK, BSI OHSAS – 18001, Safe-T-Cert, FSG-Facilities Services Group & CHAS Accreditation</p> <p><u>This is Mandatory Requirement</u></p>	YES
1.3	<p>If YES to 1.2 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation: - CHAS</p> <p>Reference No: Certified No Registration Number</p> <p>Date accreditation expires or is to be renewed: 07/08/2012</p>	

	Please tick here if a copy of certificate attached <input checked="" type="checkbox"/>	
1.3	<p>If YES to 1.2 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation: British Safety Council</p> <p>Reference No:</p> <p>Date accreditation expires or is to be renewed: 31/01/2012</p> <p>Please tick here if a copy of certificate attached <input checked="" type="checkbox"/></p>	
1.3	<p>If YES to 1.2 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation: Achilles Verify</p> <p>Reference No:</p> <p>Date accreditation expires or is to be renewed: 24/03/2012</p> <p>Please tick here if a copy of certificate attached <input checked="" type="checkbox"/></p>	
1.3	<p>If YES to 1.2 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation: Constructionline</p> <p>Reference No:</p> <p>Date accreditation expires or is to be renewed: 01/10/12</p> <p>Please tick here if a copy of certificate attached <input checked="" type="checkbox"/></p>	
1.3	<p>If YES to 1.2 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation: BSI OHSAS 18001</p> <p>Reference No:</p> <p>Date accreditation expires or is to be renewed: 20/05/14</p> <p>Please tick here if a copy of certificate attached <input checked="" type="checkbox"/></p>	
1.3	<p>If YES to 1.2 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation: EXOR – Gold Accreditation</p>	

	<p>Reference No: I</p> <p>Date accreditation expires or is to be renewed: 1.11.2011 – currently awaiting new certificate</p> <p>Please tick here if a copy of certificate attached <input checked="" type="checkbox"/></p>	
1.4	Has your company been served with an enforcement notice or been prosecuted in the past 3 years for breaches of health and safety legislation?	NO
1.5	<p>If YES to 1.4 please give details of the prosecution or notice (and what measures you have taken to ensure the issue(s) will not re-occur).</p> <p>N/A</p>	
1.6	Do you routinely carry out Risk Assessments?	YES
1.7	<p>If YES to 1.6 please state what has been assessed and provide an example. (At certain times, the Council may request copies of risk assessments, safe working procedure, or safety method statements.)</p>	

	Please tick here if an example is attached <input checked="checked" type="checkbox"/>	
1.8	Do you have a health and safety training programme for employees?	YES
1.9	If YES to 1.8 please state what training has been given.	

1.10	Does your company monitor: (a) Accidents (b) Ill health caused by work (c) Health & Safety Performance	YES YES YES						
1.11	Does your company have a recognised health & safety management system? Please give details below:	YES						
1.12	Please state how many accidents have been reported to your Enforcing Authority under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in the last 2 years? <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th colspan="2">Total</th></tr> <tr> <td>No. of accidents reported under RIDDOR last year</td><td></td></tr> <tr> <td>No. of accidents reported under RIDDOR this year</td><td></td></tr> </table>		Total		No. of accidents reported under RIDDOR last year		No. of accidents reported under RIDDOR this year	
Total								
No. of accidents reported under RIDDOR last year								
No. of accidents reported under RIDDOR this year								
1.13	Does your company consult with employees on health and safety? If YES, please give details below.	YES						

1.14	Will you be using any sub contractors as part of this contract?	NO
1.15	If YES to 1.14 please give details of who your sub contractors are. N/A	
1.16	If YES to 1.14 how do you ensure they are competent? N/A	
1.17	Where do you get your competent health and safety advice? To meet your legal responsibilities in 'The Management of Health and Safety at Work Regulations 1999' you must appoint one or more competent people to help you comply with your duties under health and safety law so you can prevent accidents and ill health at work. In practice, you can be that competent person as long as you know enough about what you have to do. If the risks are complex and you do not have access to competent advice in-house, you may want to appoint a safety consultant to help you.	

1.18	<p>Do you provide Asbestos Awareness Training to your employees, appropriate to their role within the Company, which is in accordance with United Kingdom Asbestos Training Association (UKATA) Category 3 requirements?</p> <p>If so, please provide evidence</p>

2.	Equal Opportunities	
*	<p><i>Why do we need to know this?</i></p> <p><i>The equality duties placed on public authorities requires the Council to have due regard to the need to eliminate unlawful discrimination.</i></p> <p><i>We need to ensure all companies that work with Shropshire Council comply with both UK and EU regulations regarding equal opportunities and discrimination law. The Council actively promotes equal opportunities in procurement and partnership.</i></p> <p><i>The Council also needs to ensure that there are no outstanding claims against your organisation regarding discrimination.</i></p> <p><i>Information to help small companies is available at:</i></p> <p><i>Equality and Human Rights Commission -</i> http://www.equalityhumanrights.com/advice-and-guidance/here-for-business/ </p>	

	<p><i>Useful links for guidance & Information -</i> http://www.equalityhumanrights.com/advice-and-guidance/here-for-business/guidance-for-small-and-medium-size-businesses/related-links/</p>	
2.1	<p>Do you have an Equal Opportunities Policy or statement which complies with your statutory obligation under UK/EU equalities and discrimination legislation (or equivalent legislation and regulations in the countries in which you employ staff) and, accordingly, your practice not to treat one group of people less favourably than another.</p> <p>UK/EU equalities and discrimination legislation includes:-</p> <ul style="list-style-type: none"> - Employment Equality (Religion or Belief) Regulations 2003 - Employment Equality (Sexual Orientation) Regulations 2003 - Human Rights Act 1998 - Equality Act 2010 	Enclosed YES
2.2	<p>As a contractor providing a public service on behalf of a local authority, you have a duty to comply with the General Duties of the Disability Equality Duty, Gender Equality Duty and Race Equality Duty as outlined below.</p> <ul style="list-style-type: none"> - Promote equality of opportunity between disable persons and other persons - Eliminate unlawful harassment and discrimination - Promote positive attitudes towards all people - Encourage participation by disabled people - Take steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than other people (recognising that equality of opportunity cannot be achieved simply by treating people with or without disabilities alike). - Take active steps to promote equality of opportunity between men and women when carrying out their functions and activities - To promote good race relations <p>How do you promote disability equality, gender equality and race equality towards both users and employees as part of your operations?</p>	

2.3	In the last 3 years, has any claim or finding of unlawful discrimination been made against your organisation by any court?	NO
2.4	If YES to 2.3, please give details. N/A	
2.5	In the last 3 years, has your organisation been the subject of formal investigation by the Equality and Human Rights Commission (or Commission for Racial Equality, the Equality Opportunities Commission and/or the Disability Rights Commission prior to October 2007) on grounds of alleged unlawful discrimination?	NO
2.6	If YES to 2.5, please give details.	

	N/A	
2.7	<p>(NB Organisations with less than 5 employees are not required to respond to questions 2.7, 2.8 and 2.9)</p> <p>Is your policy on equality and diversity set out?</p> <p>(a) In instructions to those concerned with recruitment, training and promotion?</p> <p>(b) In documents available to employees, recognised trade unions or other representative groups or employees</p> <p>(c) In recruitment advertisements or other literature?</p> <p>Please supply relevant examples of the instructions, documents, recruitment advertisements or other literature.</p> <p>Please tick here if enclosed <input checked="" type="checkbox"/></p>	<p>YES</p> <p>YES</p> <p>YES</p>
2.8	<p>Do you endeavour to both eliminate discrimination amongst your workforce, and also promote the diversity of your workforce e.g. do you take steps to encourage people from under-represented groups to apply for jobs or take up training opportunities?</p> <p>Provide evidence of the above.</p>	

2.9	<p>Is it your policy as part of your grievance process to include in that grievance process all complaints relating to race or ethnic origin, disability, gender, sexual orientation, religion or belief, or age? Furthermore, do you include in your grievance process any complaints related to being victimised or harassed as a consequence of bringing a grievance?</p> <p>Provide evidence of the above.</p> <p>The process from above are detailed in Appendix E.2.9 – Grievance Procedure</p>	
2.10	<p>Organisation with less than 5 employees must confirm below that they will meet the requirements set out in questions 2.7, 2.8 and 2.9 if they increase their number of staff above 5.</p> <p>Confirmed</p>	N/A

Section F:

Contract Experience and References

1.	Contract Experience and References (50 marks available for this question)				
1.1	<p>Please list below up to a maximum of 10 similar Water System Risk Assessment contracts undertaken by your company in the past 3 years or currently being handled. Current contracts for Local Government Buildings e.g. schools, libraries, fire stations, public sector offices will score more highly than non Government contracts.</p> <p>Similar public sector contracts for the same value will be worth 5 marks</p> <p>Similar non public sector contracts for the same value will be worth 3 marks</p> <p>Similar public sector and non public sector of a lower value will be worth 1 mark</p>				
	Name of Organisation/Company	Contact Name & Address	Value of Contract (£)	Nature of work undertaken	Contract Dates (From – To)
1				Water hygiene surveys (Legionella Risk Assessment). Rehabilitation/replacement of water storage cisterns. Clean & chlorination of water storage and distribution systems. Water hygiene maintenance to 1400 properties	2002 - Ongoing
2				Water hygiene surveys (Legionella Risk Assessment). Legionella maintenance. Clean & chlorination of water storage and distribution systems. Planned preventative maintenance.	May 2009 – Apr 2013
3				Water hygiene surveys (Legionella Risk Assessment). Clean & chlorination of water storage and distribution systems. Remedial works to the water systems. Maintenance/monitoring and	Ongoing since Jun 2004

				remedial works contract.	
4			r	Water hygiene surveys (Legionella Risk Assessment). Rehabilitation of water storage cisterns. Clean & chlorination of water storage and distribution systems. Remedial Works. Maintenance and monitoring of water features. Annual Maintenance	
5			r	Water hygiene risk assessments, monitoring and remedial works.	Ongoing since Oct 2004
6				Monitoring & inspection. Water Sampling. Legionella Risk Assessment. Cleaning & Disinfection of water systems	. Apr 2010 - Mar 2014
7				Legionella Risk Assessments	2010 - 2012 + 2 years
8				Legionella Risk Assessments, Routine Maintenance within all council buildings.	July 2010 – June 2013 & 2 years

commercial info

9				Water hygiene surveys (Legionella Risk Assessment). Legionella Maintenance. Clean & chlorination of water storage and distribution systems. Planned preventative maintenance. Training of site personnel.	Ongoing since Sep 2007
10				Water Hygiene Legionella Risk Assessments	Apr 2010 - Mar 2015

2.		
2.1	<p>Please set out below why you feel your organisation is well placed to undertake this contract. You should include in your answer a brief history of your organisation and details of any previous similar contracts and experience in order to illustrate proven competency for the required works.</p> <hr/>	10 marks

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2.2	How many years has your Company been providing Water Risk Assessment?	10 marks
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2.3	<p data-bbox="263 181 1246 282">Please provide details of ALL the individuals who will be involved in undertaking this supply, this should include their relevant qualifications and experience</p> <div data-bbox="504 772 940 779" style="border: 1px solid black; height: 15px; width: 273px; margin: 100px auto;"></div>	10 marks
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commercial info

[illegible]

[illegible]

[illegible]

commercial info

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2.4	<p>Have all or some members of your Company staff been through the CRB (Criminal Records Bureau) checking process</p> <p>All Yes</p> <p>If yes please enclose details</p>	10 marks
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2.5	Total number of employees:		10 marks
	Role	Number	
	Director		
	Area Business Managers		
	Operations Managers		
	Supervisors		
	Operatives/Technicians/Engineers/Assessors		
	Administrators		
	Total number of employees engaged solely in the provision of Water Risk Assessment:		
	Role	Number	
	Director		
	Area Business Managers		
	Operations Managers		
	Supervisors		
	Risk Assessors		
	Administrators		

2.6	<p>Please provide a sample of Water Risk Assessment completed by your Company</p> <p>Please tick here if a sample is attached <input checked="" type="checkbox"/></p> <p>Include are the following</p> <ul style="list-style-type: none"> F.2.6.1 - Sample Risk Assessment F.2.6.2 - Sample Risk Assessment schematic 	60 marks
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2.7	<p>Please provide a method statement showing the sequence and method of work for the provision of a Water System Risk Assessment</p> <p>Please tick here if a method statement is attached <input checked="" type="checkbox"/></p>	10 marks
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Section G:

Accreditations and Skills Level

1.	Accreditations																								
1.1	<p>Please list any professional or trade organisations by which your company is accredited. You should only list those that are relevant to this contract and which will support your application i.e. Legionella Control Association, Water Management Society, Chartered Institute of Plumbing & Heating Engineering, Construction Line, Heating & Ventilating Contractors Association or EU Equivalent.</p> <p>Please state whether the award belongs to the company or an individual.</p> <p>(This is worth a maximum 10 marks; you will be awarded 2 marks for each relevant accreditation up to a maximum of 10 marks).</p>																								
	Name of Awarding Organisation/Body	Level of Accreditation	<table border="1"> <thead> <tr> <th style="text-align: center;">Date Achieved</th> <th style="text-align: center;">Date of Expiry/Renewal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">-N/A</td> <td style="text-align: center;">August 2012</td> </tr> <tr> <td style="text-align: center;">-N/A</td> <td style="text-align: center;">October 2012</td> </tr> <tr> <td style="text-align: center;">N/A</td> <td style="text-align: center;">March 2012</td> </tr> <tr> <td style="text-align: center;">N/A</td> <td style="text-align: center;">November 2011 – awaiting current certificate</td> </tr> <tr> <td style="text-align: center;">16 May 2003</td> <td style="text-align: center;">Refreshed every 3 years</td> </tr> <tr> <td style="text-align: center;">16 May 2003</td> <td style="text-align: center;">Refreshed every 3 years</td> </tr> <tr> <td style="text-align: center;">1 February 2008</td> <td style="text-align: center;">Refreshed every 3 years</td> </tr> <tr> <td style="text-align: center;">10 November 2008</td> <td style="text-align: center;">Refreshed every 3 years</td> </tr> <tr> <td style="text-align: center;">14 June 2000</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;">4 August 2005</td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table>	Date Achieved	Date of Expiry/Renewal	-N/A	August 2012	-N/A	October 2012	N/A	March 2012	N/A	November 2011 – awaiting current certificate	16 May 2003	Refreshed every 3 years	16 May 2003	Refreshed every 3 years	1 February 2008	Refreshed every 3 years	10 November 2008	Refreshed every 3 years	14 June 2000	N/A	4 August 2005	N/A
Date Achieved	Date of Expiry/Renewal																								
-N/A	August 2012																								
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10 November 2008	Refreshed every 3 years																								
14 June 2000	N/A																								
4 August 2005	N/A																								

			27 June 2002	N/A
			N/A	N/A
			10 May 2010	N/A
	-		n/a	01/02/201 2
	-		n/a	04/01/201 3
			n/a	30/08/201 3
	-		n/a	24/08/201 4
	Please provide copies of the certificates you have given above or other proof of the qualifications.			Enclosed YES

1.2	Please state any formal Quality Assurance and Environmental Assurance systems, relevant to this contract, which your company operates, i.e. ISO 9001:2008 and ISO 14001:2004 or EU Equivalent. (this is worth a maximum of 10 marks; up to 5 marks will be awarded for quality assurance systems and up to 5 marks for environmental assurance systems – ISO systems score 5 marks, in-house or alternative systems score 3 marks)				
	Name of Awarding Organisation/Body	Registration Number	Name of Quality Assurance System	Date Achieved	Date of Expiry/Renewal
			Covering: Energy Management Consultancy, Diagnostics, maintenance and overhaul of pumping plant and associated equipment, Water Hygiene Services, Water Treatment and Mechanical and Electrical Projects.	04/07/2000	01/01/13
			Covering: Diagnostic, maintenance and overhaul of pumping plant and associated equipment, water hygiene services, water treatment, mechanical and electrical projects	11/03/2011	11/03/14
	Please provide copies of the certificates you have given above or other proof of the qualifications.				Enclosed YES

Section H:

Tender Schedule – Quotation Sheet

See attached sheet

Appendix 1 - AOC 001 - 2012 - Shropshire Council - Water Risk Assessment

SECTION H - PRICING SCHEDULE

Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
0050	Sure Start	Gittin Street	Woodside	Oswestry	SY11 1DT	177	2012	£
0170	Adderley C.E. Primary School		Adderley	Market Drayton	TF9 3TF	429	2012	£
0180	St Mary's C.E. (Controlled) Primary School	Shaw Lane	Albrighton	Wolverhampton	WV7 3QS	1323	2012	£
0200	Albrighton Primary School (formerly Junior)	Newhouse Lane	Albrighton	Wolverhampton	WV7 3QS	2204	2013	£
0230	Alveley Primary School	Daddlebrook Road	Alveley	Bridgnorth	WV15 6JT	1141	2013	£
0240	Ashford Carbonell C.E. Primary School		Ashford Carbonell	Ludlow	SY8 4BX	359	2013	£
0250	Barrow C.E. Primary School	Barrow	Broseley	Telford	TF12 5BW	448	2013	£
0260	Baschurch C.E. (Aided) Primary School	Eyton Lane	Baschurch	Shrewsbury	SY4 2AU	1064	2013	£
0270	Oakland Primary School	Glebe Road	Bayston Hill	Shrewsbury	SY3 0EG	1017	2013	£
0290	Longmeadow C.E. (Controlled) Primary School	Long Meadow	Bayston Hill	Shrewsbury	SY3 0NU	2318	2013	£
0300	Beckbury C.E. (Controlled) Primary School	Badger Lane	Beckbury	Shifnal	TF11 9DQ	459	2012	£
0335	Bicton C.E. Primary School	Bicton Lane		Shrewsbury	SY3 8EH	1564	2013	0
0340	Bishop's Castle Primary School	Oak Meadow		Bishops Castle	SY9 5AY	817	2013	£
0350	Bitterley C.E. Primary School		Bitterley	Ludlow	SY8 3HF	667	2013	£
0360	Bomere Heath C.E. (Controlled) Primary School	The Crescent	Bomere Heath	Shrewsbury	SY4 3PQ	957	2013	£
0370	St Leonard's C.E. Primary School (former Cty Inf)	Innage Lane		Bridgnorth	WV16 4HL	1218	2013	£
0380	Castlefields Primary School		Castlefields	Bridgnorth	WV16 5DQ	1096	2013	£
0390	St John's Catholic Primary School	Innage Gardens		Bridgnorth	WV16 4HW	1029	2013	£
0400	St Leonard's C.E. Primary School	Innage Lane		Bridgnorth	WV16 4HL	1385	2013	£
0410	St Leonard's C.E. Primary School Caretaker's Bungalow	Innage Lane		Bridgnorth	WV16 4HL	88	2013	£
0420	St Mary's Bluecoat C.E. Primary School	The Grove		Bridgnorth	WV15 5EQ	2161	2013	£
0430	Brockton C.E. Primary School		Brockton	Much Wenlock	TF13 6JR	648	2012	£
0440	Broseley C.E. Primary School	Dark Lane	Broseley	Telford	TF12 5LW	1616	2013	£
0460	John Wilkinson Primary School	Coalport Road	Broseley	Telford	TF12 5AN	1083	2013	£
0470	St. Mary's C.E. (Aided) Primary School		Bucknell	Ludlow	SY7 0AA	526	2012	£
0480	Buildwas Primary School		Buildwas	Telford	TF8 7DA	480	2013	£
0490	Buntingsdale Infant School	Buntingsdale Park	Tern Hill	Market Drayton	TF9 2HB	486	2013	£
0500	Burford C.E. Primary School	Forresters Road	Burford	Tenbury Wells	WR15 8AT	803	2012	£
0520	Caynham C.E. Primary School		Caynham	Ludlow	SY8 3BJ	279	2013	£
0570	Cheswardine Primary School		Cheswardine	Market Drayton	TF9 2RN	532	2013	£
0610	Chirbury C.E. (Voluntary Controlled) Primary School		Chirbury	Montgomery	SY15 6BN	538	2012	£
0630	Church Preen Primary School		Church Preen	Church Stretton	SY6 7LH	485	2012	£
0640	St Lawrence C.E. Primary School	Shrewsbury Road		Church Stretton	SY6 6EX	1629	2013	£
0642	St Lawrence C.E. Primary School Swimming Pool	Shrewsbury Road		Church Stretton	SY6 6EX	604	2013	£
0650	St Lawrence C.E. Primary School Caretaker's Bungalow	Shrewsbury Road		Church Stretton	SY6 6EX	85	2013	£
0660	Claverley C.E. Primary School			Claverley	WV5 7DT	706	2012	£
0670	Clee Hill Community Primary School		Clee Hill	Ludlow	SY8 3JG	738	2013	£
0680	Cleobury Mortimer Primary School	Langland Road		Cleobury Mortimer	DY14 8PE	1186	2013	£
0690	Clive C.E. (Controlled) Primary School	The Hill	Grinshill	Shrewsbury	SY4 3LF	349	2012	£
0710	St George's C.E. School	School Road	Clun	Craven Arms	SY7 8JQ	710	2013	£
0720	Clunbury C.E. Primary School		Clunbury	Craven Arms	SY7 0HE	372	2013	£
0730	Cockshutt C.E. (Controlled) Primary School		Cockshutt	Ellesmere	SY12 0JE	608	2013	£
0740	Condover C.E. Primary School		Condover	Shrewsbury	SY5 7AA	749	2012	£
0760	Corvedale C.E. Primary School		Diddlebury	Craven Arms	SY7 9DH	747	2013	£
0770	Christ Church C.E. Primary School	Sheinton Road	Cressage	Shrewsbury	SY5 6DH	878	2013	£
0780	Crittins C.E. (Controlled) Primary School	Duddleston Heath		Ellesmere	SY12 9LT	443	2013	£
0825	Brown Clee C.E. Primary School	Station Road	Ditton Priors	Bridgnorth	WV16 6SS	800	2013	£
0830	Dorrington C.E. Primary School	Church Road	Dorrington	Shrewsbury	SY5 7JL	385	2013	£
0910	Ellesmere Primary School	Elson Road		Ellesmere	SY12 0BE	2351	2012	£
0920	Farlow C.E. Primary School		Farlow	Cleobury Mortimer	DY14 0RQ	252	2012	£
0930	Trinity C.E. Primary School		Ford	Shrewsbury	SY5 9LG	842	2013	£
0940	Gobowen Primary School	School Lane	Gobowen	Oswestry	SY11 3LD	1150	2013	£
0960	Hadnall C.E. (Controlled) Primary School	Astley Lane	Hadnall	Shrewsbury	SY4 4BE	422	2012	£
0970	St Thomas & St Annes C.E. Primary School		Hanwood	Shrewsbury	SY5 8JN	853	2013	£
1010	Highley Primary School	Grassmere Drive	Highley	Bridgnorth	WB16 6EH	1540	2013	£
1020	Hinstock Primary School		Hinstock	Market Drayton	TF9 2TE	614	2012	£
1030	Hodnet Primary School	Shrewsbury Street	Hodnet	Market Drayton	TF9 3NS	885	2013	£
1080	Hope C.E. Primary School		Hope	Minsterley	SY5 0JB	475	2012	£
1110	Hopton Wafers C.E. (Controlled) Primary School		Hopton Wafers	Cleobury Mortimer	DY14 0NA	278	2012	£

Appendix 1 - AOC 001 - 2012 - Shropshire Council - Water Risk Assessment

SECTION H - PRICING SCHEDULE

Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
1120	Ifon Heath Primary School	Overton Road	St Martins	Oswestry	SY11 3DH	1732	2013	£
1130	Ifon Heath Primary School House	Overton Road	St Martins	Oswestry	SY11 3DH	128	2013	£
1160	Kinlet C.E. Primary School		Kinlet	Bewdley	DY12 3BG	452	2012	£
1170	Kinnerley C.E. (Controlled) Primary School		Kinnerley	Oswestry	SY10 8DF	656	2013	£
1200	Longden C.E. Primary School	Plealey Road	Longden	Shrewsbury	SY5 8EX	750	2013	£
1210	Longnor C.E. Primary School	Frodesley Road	Longnor	Shrewsbury	SY5 7PP	609	2012	£
1220	Lower Heath C.E. (Controlled) Primary School		Lower Heath	Prees	SY13 2BT	627	2013	£
1235	St Laurence C.E. Primary School		Jockey Fields	Ludlow	SY8 1TP	1101	2013	£
1240	Ludlow Infant School	Sandpits Road		Ludlow	SY8 1HG	1483	2013	£
1250	Ludlow Junior School		Clee View	Ludlow	SY8 1HX	1752	2013	£
1260	Lydbury North C.E. Primary School		Lydbury North	Bishops Castle	SY7 8AU	401	2012	£
1290	Maesbury Primary School		Maesbury	Oswestry	SY10 8HD	376	2013	£
1300	Longlands Primary School	Linden Way	Fairfields	Market Drayton	TF9 1QU	1364	2013	£
1310	Market Drayton Infant And Nursery School	Longslow Road		Market Drayton	TF9 3BA	1896	2013	£
1320	Market Drayton Junior School	Alexandra Road		Market Drayton	TF9 3HU	2070	2013	£
1350	Minsterley Primary School		Minsterley	Shrewsbury	SY5 0BE	871	2013	£
1365	Morda C.E. (Voluntary Controlled) School		Morda	Oswestry	SY10 9NR	548	2013	£
1370	Moreton Say C.E. (Controlled) Primary School		Moreton Say	Market Drayton	TF9 3RS	443	2012	£
1390	Morville C.E. Primary School		Morville	Bridgnorth	WV16 4RL	426	2013	£
1410	Much Wenlock Primary School	Racecourse Lane		Much Wenlock	TF13 6JG	1056	2013	£
1420	Myddle C.E. Primary School		Myddle	Shrewsbury	SY4 3RP	646	2012	£
1430	St Andrew's C.E. (Voluntary Controlled) Primary School		Nesscliffe	Shrewsbury	SY4 1DB	423	2013	£
1440	Newcastle C.E. Primary School		Newcastle	Craven Arms	SY7 8QL	356	2012	£
1510	Newtown C.E. Primary School		Newtown	Wem	SY4 5NU	655	2012	£
1520	Norbury Primary School		Norbury	Bishops Castle	SY9 5EA	413	2013	£
1540	Norton-in-hales C.E. (Voluntary Controlled) Primary School		Norton-in-Hales	Market Drayton	TF9 4AT	532	2013	£
1560	Onny C.E. Primary School		Onibury	Craven Arms	SY7 9AW	652	2013	£
1580	Beechgrove C.E. (voluntary Controlled) Junior Sch		Beech Grove	Oswestry	SY11 2PU	1662	2013	£
1590	Oswestry Infant School	Middleton Road		Oswestry	SY11 2LF	1504	2013	£
1600	Woodside Primary School	Gittin Street	Woodside	Oswestry	SY11 1DT	2582	2013	£
1610	Our Lady & St. Oswald's Catholic Primary School	Upper Brook Street		Oswestry	SY11 2TG	856	2013	£
1615	The Meadows Primary School	Harlech Road		Oswestry	SY11 2EA	1363	2013	£
1620	Bryn Offa C.E. (Controlled) Primary School	Rockwell Lane	Pant	Oswestry	SY10 8QR	941	2013	£
1630	Pontesbury C.E. Primary School	Bogey Lane	Pontesbury	Shrewsbury	SY5 0TF	1181	2013	£
1650	Prees C.E. (Controlled) Primary School	Cross End	Prees	Whitchurch	SY13 2ER	1181	2013	£
1680	Rushbury C.E. Primary School		Rushbury	Church Stretton	SY6 7EB	508	2013	£
1705	St John The Baptist C.E. Primary School	Church Street	Ruyton Xi Towns	Shrewsbury		782	2013	£
1710	Selattyn C.E. Primary School		Selattyn	Oswestry	SY10 7DH	637	2013	£
1720	St Mary's C.E. Primary School		Dawsons Rough	Shawbury	SY4 4PF	887	2013	£
1730	Shawbury Primary School	Church Road		Shawbury	SY4 4JR	1055	2013	£
1740	Sheriffhales Primary School		Sheriffhales	Shifnal	TF11 8RA	528	2013	£
1770	St Andrew's C.E. Primary School	Park Lane		Shifnal	TF11 9HD	1750	2013	£
1780	St Andrew's C.E. Primary School Caretaker's Bungalow	Park Lane		Shifnal	TF11 9HD	100	2013	£
1790	Shifnal Primary School	Currier's Lane		Shifnal	TF11 8EJ	1965	2013	£
1800	Belvidere Primary School	Tenbury Drive	Telford Estate	Shrewsbury	SY2 5YB	1181	2013	£
1805	The Martin Wilson School	New Park Road	Castlefields	Shrewsbury	SY1 2SP	1606	2013	£
1810	Coleham Primary School	Greyfriars Road		Shrewsbury	SY3 7EN	1862	2013	£
1840	Crowmoor Primary School	Crowmere Road		Shrewsbury	SY2 5JJ	2416	2013	£
1850	Crowmoor Primary School Caretaker's Bungalow	Crowmere Road		Shrewsbury	SY2 5JJ	71	2013	£
1860	Greenacres Primary School	Rutland	Harlescott Grange	Shrewsbury	SY1 3QG	1670	2013	£
1865	Greenfields Primary School	Hemsworth Way	Ellesmere Road	Shrewsbury	SY1 2AH	1452	2013	£
1870	Harlescott Junior School	Featherbed Lane		Shrewsbury	SY1 4QN	2082	2013	£
1871	Harlescott Tuition, Medical & Behaviour Support Service	Featherbed Lane		Shrewsbury	SY1 4QN	300	2012	£
1880	The Grange Infant & Nursery School	Bainbridge Green		Shrewsbury	SY1 3QR	1098	2013	£
1890	Grange Junior School	Bainbridge Green		Shrewsbury	SY1 3QR	1422	2013	£
1910	Holy Cross C.E. Junior School	Wenlock Road		Shrewsbury	SY2 6LE	1836	2013	£
1940	Meole Brace C.E. Infant School	Church Road	Meole Brace	Shrewsbury	SY3 9HG	1168	2013	£
1950	Meole Brace Junior School	Church Road	Meole Brace	Shrewsbury	SY3 9HG	1427	2013	£
1960	Mount Pleasant Infant School	Bagley Drive		Shrewsbury	SY1 3BX	1073	2013	£
1970	Mount Pleasant Junior School	Whitemere Road		Shrewsbury	SY1 3BY	1249	2013	£

Appendix 1 - AOC 001 - 2012 - Shropshire Council - Water Risk Assessment

SECTION H - PRICING SCHEDULE

Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
1980	Oxon C.E. Primary School	Racecourse Lane	Bigton Heath	Shrewsbury	SY3 5BJ	2068	2013	£
1995	Radbrook Primary School	Bank Farm Road		Shrewsbury	SY3 6DU	1311	2012	£
2000	St George's Junior School	Woodfield Road	Cophorne	Shrewsbury	SY3 8LU	1527	2013	£
2010	St Giles' C.E. Primary School	Portland Crescent		Shrewsbury	SY2 5NJ	1576	2012	£
2020	St Giles' C.E. Primary School Caretaker's Bungalow	Portland Crescent		Shrewsbury	SY2 5NJ	93	2012	£
2030	St Mary's Catholic Primary School	New Park Road	Castlefields	Shrewsbury	SY1 2SP	1093	2012	£
2050	Springfield Infant School	Mereside	Wenlock Road	Shrewsbury	SY2 6LE	1209	2013	£
2060	Sundorne Infant School	Corndon Crescent		Shrewsbury	SY1 4LE	2138	2012	£
2075A	The Wilfred Owen School	Woodcote Way		Shrewsbury	SY2 5SH	1308	2012	£
2075B	Severdale School	Woodcote Way		Shrewsbury	SY2 5SH	4428	2013	£
2080	The Wilfred Owen School Caretaker's Bungalow	Hearne Way		Shrewsbury	SY2 5SL	93	2013	£
2090	Woodfield Infant School	Woodfield Road	Cophorne	Shrewsbury	SY3 8LU	1534	2013	£
2100	Stiperstones C.E. Primary School		Snailbeach	Shrewsbury	SY5 0LZ	337	2012	£
2140	Stokesay Primary School	Market Street		Craven Arms	SY7 9NW	1038	2013	£
2145	Stokesay Primary School	Old Newton		Craven Arms	SY7 9NA	506	2013	£
2150	Stoke-on-Tern Primary School	Rosehill Road	Stoke Heath	Market Drayton	TF9 2LF	929	2013	£
2170	Stottesdon C.E. Primary School		Stottesdon	Cleobury Mortimer	DY14 8UE	432	2012	£
2790	Tilstock C.E. (Controlled) Primary School		Tilstock	Whitchurch	SY13 3JL	362	2012	£
2800	Trefonen C.E. (Controlled) Primary School		Trefonen	Oswestry	SY10 9DY	772	2013	£
2810	St Lucia's C.E. (Controlled) Primary School		Upton Magna	Shrewsbury	SY4 4TZ	658	2013	£
2840	Welshampton C.E. Primary School	Stocks Lane	Welshampton	Ellesmere	SY12 0PG	296	2013	£
2850	St Peter's C.E. (Controlled) Primary School	Shrubbery Gardens		Wem	SY4 5BX	2457	2013	£
2870	St Mary's C.E. Primary School		Westbury	Shrewsbury	SY5 9QX	505	2013	£
2880	West Felton C.E. (Controlled) Primary School		West Felton	Oswestry	SY11 4JR	554	2013	£
2890	Weston Lullingfields C.E. (Controlled) Primary School		Weston Lullingfields	Shrewsbury	SY4 2AW	221	2013	£
2900	Weston Rhyn Primary School		Weston Rhyn	Oswestry	SY10 7SR	1145	2013	£
2910	Whitchurch C.E. Infant School	Station Road		Whitchurch	SY13 1RJ	1674	2013	£
2920	Whitchurch C.E. (Controlled) Junior School	Salisbury Road		Whitchurch	SY13 1RX	2308	2013	£
2930	Whittington C.E. (Aided) Primary School	Station Road	Whittington	Oswestry	SY11 4DA	1262	2013	£
2940	Whixall C.E. (Controlled) Primary School		Whixall	Whitchurch	SY13 2SB	793	2013	£
2950	Wistanstow C.E. Primary School		Wistanstow	Craven Arms	SY7 8DQ	386	2013	£
2960	Woore Primary School	London Road		Woore	CW3 9SQ	450	2013	£
2980	Worfield Endowed C.E. Primary School	Main Street	Worfield	Bridgnorth	WV15 5LF	1195	2013	£
2990	Worthen C.E. Primary School		Worthen	Shrewsbury	SY5 9HT	471	2012	£
3070	Bog Visitor Centre		Stiperstones	Minsterley	SY5 0NG	156	2012	£
3100	The Corbet School	Eyton Lane	Baschurch	Shrewsbury	SY4 2AX	6001	2013	£
3110	The Corbet School Caretaker's House	Eyton Lane	Baschurch	Shrewsbury	SY4 2AX	95	2013	£
3120	The Community College	Brampton Road		Bishops Castle	SY9 5AY	5733	2013	£
3140	The Community College Caretaker's Bungalow	Brampton Road		Bishops Castle	SY9 5AY	62	2013	£
3150	Bridgnorth Endowed School	Northgate		Bridgnorth	WV16 4ER	7473	2013	£
3170	Oldbury Wells School (East)		Oldbury Wells	Bridgnorth	WV16 5JD	4935	2013	£
3190	Oldbury Wells School (West)		Oldbury Wells	Bridgnorth	WB16 5JD	4392	2013	£
3210	Church Stretton School	Shrewsbury Road		Church Stretton	SY6 6EX	5882	2013	£
3220	Lacon Childe School	Love Lane		Cleobury Mortimer	DY14 8PE	5288	2012	£
3230	Lacon Childe School Caretaker's House	5 Love Lane		Cleobury Mortimer	DY14 8PE	88	2012	£
3250	Lakelands School & Sports College	Oswestry Road		Ellesmere	SY12 0EA	4130	2013	£
3300	Ludlow C.E. School	Bromfield Road		Ludlow	SY8 1GJ	7050	2013	£
3310	Ludlow C.E. School Caretaker's Bungalow	Bromfield Road		Ludlow	SY8 1GJ	77	2013	£
3320	The Grove School	Newcastle Road		Market Drayton	TF9 1HF	11571	2013	£
3330	The Grove School Caretaker's Bungalow	Newcastle Road		Market Drayton	TF9 1HF	98	2012	£
3355	William Brookes School	Farley Road		Much Wenlock	TF13 6NB	10532	2012	£
3480	Mary Webb School & Science College		Pontesbury	Shrewsbury	SY5 0TG	6301	2013	£
3490	Mary Webb School & Science College Caretaker's Bungalow		Pontesbury	Shrewsbury	SY5 0TG	88	2013	£
3500	Rhyn Park School and Performance Arts College		St Martins	Oswestry	SY10 7BD	5823	2013	£
3510	Rhyn Park School and Performance Arts College Caretaker's Bungalow		St Martins	Oswestry	SY10 7BD	75	2012	£
3520	Idalsall School	Coppice Green Lane		Shifnal	TF11 8PD	9712	2013	£
3530	Shrewsbury Sixth Form College	Priory Road		Shrewsbury	SY1 1RX	6010	2013	£
3533	Shrewsbury Sixth Form Library And Information Centre	St Austins Street		Shrewsbury		1625	2013	£
3537	Shrewsbury Sixth Form College Priory Lodge	Priory Road		Shrewsbury	SY1 1RU	275	2013	£
3540	Shrewsbury Sixth Form College	London Road		Shrewsbury	SY2 6PR	78	2013	£

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
3550	The Priory School, a Business and Enterprise College	Longden Road		Shrewsbury	SY3 9EE	7489	2013	£
3560	The Wakeman School	Abbey Foregate		Shrewsbury	SY2 6AA	9036	2013	£
3580	Belvidere School	Crowmere Road		Shrewsbury	SY2 5LA	6334	2013	£
3610	Sundorne School and Sports College	Corndon Crescent		Shrewsbury	SY1 4LL	5679	2013	£
3620	Grange School and Arts College	Worcester Road	Harlescott	Shrewsbury	SY1 3LP	5367	2013	£
3640	Meole Brace School Science College	Longden Road	Meole Brace	Shrewsbury	SY3 9DW	8881	2013	£
3650	Meole Brace School Science College (Former Caretakers Bungalow)	Longden Road	Meole Brace	Shrewsbury	SY3 9DW	70	2013	£
3840	New College	King Street	Wellington	Telford	TF1 1NY	8876	2013	£
3890	Thomas Adams School	Lowe Hill Road		Wem	SY4 5UB	6551	2013	£
3900	Thomas Adams School	Noble Street		Wem	SY4 5UB	2909	2013	£
3910	Thomas Adams School - St Peter's Annexe	Noble Street		Wem	SY4 5UB	460	2013	£
3920	Thomas Adams School Caretaker's Bungalow	Lowe Hill Road		Wem	SY4 5UB	90	2013	£
3925	Thomas Adams School Boarding House	Noble Street		Wem	SY4 5UB	2750	2013	£
3930	Sir John Talbot's Technology College	Heath Road		Whitchurch	SY13 2BY	6846	2013	£
3940	Sir John Talbot's Technology College Caretaker's House	Heath Road		Whitchurch	SY13 2BY	106	2012	£
4040	Shrewsbury Sure Start	Kendal Road		Shrewsbury	SY1 4ES	675	2012	£
4110	Radbrook Office Complex - Owen House	Radbrook Road		Shrewsbury	SY3 9BL	336	2012	£
4200	Woodlands School	Tilley Green		Wem	SY4 5PJ	2413	2013	£
4220	Woodlands School Bungalow	Tilley Green		Wem	SY4 5PJ	75	2013	£
4260A	Stanley Lane Starter Units	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	0	2013	£
4260C	Starter Factory Unit - Unit 2	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	87	2013	£
4260D	Starter Factory Unit - Unit 3	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	70	2013	£
4260E	Starter Factory Unit - Unit 5	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	140	2013	£
4260F	Starter Factory Unit - Unit 7	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	161	2013	£
4260G	Starter Factory Unit - Unit 9	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	59	2013	£
4260H	Starter Factory Unit - Unit 10	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	27	2013	
4260J	Starter Factory Unit -Unit 11	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	27	2013	
4260K	Starter Factory Unit - Unit 12	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	26	2013	
4260L	Starter Factory Unit - Unit 13	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	25	2013	
4260N	Starter Factory Unit - Unit 15	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	37	2013	
4260P	Starter Factory Unit - Unit 16	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	29	2013	
4260Q	Starter Factory Unit - Unit 17	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	29	2013	
4260R	Starter Factory Unit -Unit 18	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	120	2013	
4260S	Starter Factory Unit - Unit 19	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	391	2013	
4260T	Starter Factory Unit - Unit 20	Stanley Lane Industrial Estate		Bridgnorth	WV16 4SF	166	2013	
4420	T.C.A.T.	Haybridge Road	Wellington	Telford	TF1 2NP	25000	2013	
4510	Shrewsbury The Gateway Arts & Education Centre	Chester Street		Shrewsbury	SY1 1NB	1493	2012	
4511	Shropshire Music And Arts Centre	Long Meadow	Bayston Hill	Shrewsbury	SY3 0NU	337	2012	
4513	Radbrook Office Complex - Bourne House	Radbrook Road		Shrewsbury	SY3 9BL	1734	2012	
4535	Shrewsbury Hook-a-Gate Education Centre	The Old School	Hook-a-gate	Shrewsbury	SY5 8BE	152	2012	
4590	Radbrook Office Complex - Walker House	Radbrook Road		Shrewsbury	SY3 9BJ	491	2012	
4600	Shrewsbury Centre	Racecourse Crescent	Monkmoor	Shrewsbury	SY2 5BP	816	2012	
4620	Bridgnorth Youth Centre	45 Innage Lane		Bridgnorth	WV16 4HL	317	2012	
4630	Ludlow Youth Centre		Lower Galdeford	Ludlow	SY8 1RT	386	2012	
4645	Market Drayton Youth Centre	Drayton Grove		Market Drayton	TF9 3AD	358	2013	
4650	Centre North West - Temporary Building	Holbache Road		Oswestry	SY11 1RH	351	2012	
4670	Sundorne Youth Centre	Sundorne Road		Shrewsbury	SY1 4RG	1364	2012	
4670A	Sundorne Tuition, Medical & Behaviour Support Service	Sundorne Road		Shrewsbury	SY1 4RG	431	2012	
4671	Harlescott Grange Youth Centre	Mount Pleasant Road		Shrewsbury	SY1 3SW	356	2013	
4676	The Monkmoor Lodge Youth Centre	Upton Lane		Shrewsbury	SY2 5QZ	124	2013	
4770	Telford Wellington T.C.A.T. (Former Youth Centre)	Bennetts Bank	Wellington	Telford	TF1 4AA	1401	2013	
4780	Whitchurch Centre North East	Bridgewater Street		Whitchurch	SY13 1QL	253	2013	
4856	Pontesbury Youth Centre	Bogey Lane		Pontesbury	SY5 0TG	71	2012	
4857	Ludlow Childrens Centre	Bromfield Road		Ludlow	SY8 1GJ	56	2012	
4903	Market Drayton Connexions Branch	11a High Street		Market Drayton	TF9 1PY	134	2012	
4910	Oswestry Connexions Branch	32 Upper Brook Street		Oswestry	SY11 2TB	138	2013	
4925	Shrewsbury Connexions Branch	Victoria House	Victoria Quay	Shrewsbury	SY1 1HH	654	2013	
4975	The Community College Joint Use - SPARC	Brampton Road		Bishops Castle	SY9 5AY	858	2012	
4980	Bridgnorth Endowed School Joint Use		Northgate	Bridgnorth	WV16 4ER	3273	2013	
4990	Claverley C.E. Primary School Joint Use			Claverley	WV5 7DT	67	2012	

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
5000	Lacon Childe Joint Use	Love Lane		Cleobury Mortimer	DY14 8PE	676	2012	
5005	Ellesmere Swimming Pool	Elson Road		Ellesmere	SY12 0BE	563	2013	
5006	Lakelands Sports Centre	Oswestry Road		Ellesmere	SY12 0EA	1620	2013	
5012	Mary Webb Sports Centre			Pontesbury	SY5 0TG	916	2013	
5015	Rhyn Park Sports Hall		St Martins	Oswestry	SY10 7BD	791	2013	
5020	Idsall School Joint Use	Coppice Green Lane		Shifnal	TF11 8PD	1443	2013	
5031	Shrewsbury The Grange Sports Centre	Worcester Road		Shrewsbury	SY1 3LP	850	2013	
5032	Roman Road Sports Centre	Longden Road	Meole Brace	Shrewsbury	SY3 9DW	906	2013	
5080	Thomas Adams School Joint Use	Lowe Hill Road		Wem	SY4 5UB	850	2013	
5085	Sir John Talbot's Technology College Sports Hall	Heath Road		Whitchurch	SY13 2BY	2008	2013	
5150	Albrighton Fire Station	Newport Road		Albrighton	WV7 3EW	134	2012	
5160	Baschurch Fire Station	Station Road	Baschurch	Shrewsbury	SY4 2BB	133	2012	
5170	Bishops Castle Fire Station	Church Lane		Bishops Castle	SY9 5AF	132	2013	
5180	Bridgnorth Fire Station	Innage Lane		Bridgnorth	WV14 4HL	369	2012	
5190	Church Stretton Fire Station	Sandford Avenue		Church Stretton	SY6 6AZ	152	2012	
5200	Cleobury Mortimer Fire Station		Pinkham	Cleobury Mortimer	DY14 8QE	115	2012	
5210	Clun Fire Station	Craven Arms Road		Clun	SY7 8JB	102	2012	
5220	Craven Arms Fire Station	Ludlow Road		Craven Arms	SY11 9QL	113	2012	
5230	Ellesmere Fire Station	Grange Road		Ellesmere	SY12 0AU	122	2012	
5240	Hodnet Fire Station	Station Road	Hodnet	Market Drayton	TF9 3JD	134	2012	
5250	Ludlow Fire Station	Weeping Cross Lane		Ludlow	SY8 1JH	481	2012	
5260	Market Drayton Fire Station	Maer Lane		Market Drayton	TF9 2BQ	315	2012	
5280	Much Wenlock Fire Station	Smithfield Road		Much Wenlock	TF13 6NJ	115	2012	
5285	Minsterley Fire Station	Station Road		Minsterley	SY5 0BG	134	2012	
5290	Newport Fire Station	Salter's Lane		Newport	TF10 7LB	253	2012	
5300	Oswestry Fire Station	Mount Road		Oswestry	SY11 1BB	474	2012	
5310	Prees Fire Station	Brades Lane	Prees	Whitchurch	SY13 2DX	224	2012	
5320	Shrewsbury Fire Complex	St Michael's Street		Shrewsbury	SY1 2HJ	4142	2012	
5330	Telford Stafford Park Central Fire Station	Stafford Park		Telford	TF3 3BW	2641	2012	
5340	Telford Tweedale Fire Station	Bridgnorth Road	Tweedale	Telford	TF7 4HT	669	2012	
5350	Telford Wellington Fire Station	Haybridge Road	Wellington	Telford	TF1 2NW	693	2012	
5360	Wem Fire Station	High Street		Wem	SY4 5LR	152	2012	
5370	Whitchurch Fire Station	Bridgewater Street		Whitchurch	SY13 1QL	231	2012	
5400	Ludlow Education Centre For Adults	4 Sandpits Road		Ludlow	SY8 1HQ	80	2012	
5630	Albrighton Library	Station Road		Albrighton	WV7 3QH	216	2012	
5640	Bayston Hill The Mary Webb Library	Lythwood Road	Bayston Hill	Shrewsbury	SY3 0NA	203	2012	
5660	Bridgnorth Library	Listley Street		Bridgnorth	WV16 4AW	539	2012	
5670	Broseley Library	Bridgnorth Road		Broseley	TF12 5EL	179	2012	
5680	Church Stretton Library	Church Street		Church Stretton	SY6 6DQ	265	2012	
5700	Extended Services Area Base - South	Market Street		Craven Arms	SY7 9NW	135	2012	
5710	Ellesmere Library	Victoria Street		Ellesmere	SY12 0AA	154	2013	
5720	Gobowen Library	St Martin's Road	Gobowen	Oswestry	SY11 3NP	130	2012	
5741	Ludlow Library and Museum Resource Centre	7/9 Parkway		Ludlow	SY8 2PG	2925	2012	
5760	Market Drayton The Clive Library	Chester Street		Market Drayton	TF9 1PH	354	2012	
5770	Much Wenlock Library	High Street		Much Wenlock	TF13 6AE	63	2012	
5790	Oswestry Library	Arthur Street		Oswestry	SY11 1JN	645	2012	
5800	Pontesbury Library	Bogey Lane		Pontesbury	SY5 0TD	65	2012	
5820	Shifnal Library	Idsall Court	Broadway	Shifnal	TF11 8AZ	176	2012	
5880	Shropshire Reference & Information Service	1a Castle Gates		Shrewsbury	SY1 1PL	1376	2012	
5885	Shropshire Archives	Castle Gates		Shrewsbury	SY1 2AQ	1300	2013	
5890	Shrewsbury Castle Gates Library	Castle Gates		Shrewsbury	SY1 1PL	1548	2013	
5992	Wem Library and Learning Centre	High Street		Wem	SY4 5AA	431	2012	
6000	Whitchurch Library	The Caldecott	High Street	Whitchurch	SY13 1EE	351	2012	
6010	Acton Scott Agricultural Museum			Acton Scott	SY6 6QW	2191	2012	
6030	Acton Scott School Houses	1 & 2 School House		Acton Scott	SY6 6QW	209	2012	
6033	Children & Young Peoples Services Store	Alcham Ind Estate		Shrewsbury	SY4 4UG	566	2013	
6060	Ludlow Learning Centre	Old Street		Ludlow	SY8 1NW	655	2013	
6060A	Ludlow Tuition, Medical & Behaviour Support Service	Old Street		Ludlow	SY8 1NW	195	2013	
6064	Ellesmere Cremorne Garden Toilets	Cremorne Gardens	Mereside	Ellesmere	SY12 0PA	28	2013	
6070	Much Wenlock Museum	The Square		Much Wenlock	TF13 6LX	245	2012	

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
6074	Ellesmere Mere Cottage		Mereside	Ellesmere	SY12 0PA	60	2013	
6076	Ellesmere Countryside Service Depot	Swan Hill		Ellesmere	SY12 0DQ	153	2012	
6080	South Shropshire Countryside Depot	Old Nills Quarry	Pontesbury Hill	Pontesbury	SY5 0YN	630	2012	
6086	Ellesmere Boathouse Restaurant		Mereside	Ellesmere	SY12 0PA	319	2012	
6087	Nesscliffe Hill Farm			Nesscliffe	SY4 1DQ	0	2013	
6320	The Shirehall	Abbey Foregate		Shrewsbury	SY2 6ND	19399	2012	
6330	The Old Vicarage	Abbey Foregate		Shrewsbury	SY2 6ND	358	2012	
6340	UNISON Office	Abbey Foregate		Shrewsbury	SY2 6ND	79	2012	
6355	Shrewsbury Crown Court	Abbey Foregate		Shrewsbury	SY2 6LU	1301	2012	
6370	Customer Service Centre	Abbey Lawn	Abbey Foregate	Shrewsbury	SY2 5DE	1052	2012	
6534	Shrewsbury Little Oxon Farm		Bicton Heath	Shrewsbury	SY3 8DH	168	2012	
6555	West Mercia Supplies Holsworth Park	Oxon Business Park	Bicton Heath	Shrewsbury	SY3 5HJ	5100	2012	
6572	Chelmaren	Shrewsbury Road	Bomere Heath	Shrewsbury	SY4 3NT	399	2012	
6582	Shrewsbury Bradbury House	Frith Close	Monkmoor	Shrewsbury	SY2 5XW	0	2012	
6585	The Rowans Community Home	46 Upper Road	Meole Brace	Shrewsbury	SY3 9JQ	170	2012	
6597	Community Home	39 Riverdale Road		Shrewsbury	SY2 5TD	89	2012	
6650	Oswestry Learning & Training	Victoria Road		Oswestry	SY11 2HT	655	2012	
6652	Oswestry Maesbury Metals	Maesbury Road		Oswestry	SY10 8HA	186	2012	
6655	Avalon Court	Victoria Road		Oswestry	SY11 2JE	264	2012	
6665	Day Centre for Adults with Learning Disabilities	Sabrina Court	Longden Coleham	Shrewsbury		178	2012	
6675	Albert Road Day Centre	Albert Road	Harlescott	Shrewsbury		280	2012	
6705	Ditton Priors Training Centre	Station Road		Ditton Priors	WV16 6SS	619	2012	
6725	Greenacres Rural Unit	Fenemere Lane		Baschurch	SY4 2JA	145	2012	
6726	Bridgnorth Training Centre (day Centre)	2 Innage Lane		Bridgnorth	WV16 4HL	101	2012	
6755	5 Lawley Gardens (group Home)		Belvidere	Shrewsbury	SY2 5RQ	87	2012	
6765	Group Home - 11 St Georges Street	11 St Georges Street		Shrewsbury	SY3 8QA	101	2012	
6766	Group Home - 12 Redfern Close	12 Redfern Close	Belle Vue	Shrewsbury	SY3 7QH	53	2013	
6770	Kempfield Hostel	Primrose Drive	Sutton Park	Shrewsbury	SY3 7TP	715	2012	
6771	Aquamira	Primrose Drive	Sutton Park	Shrewsbury	SY3 7TP	559	2012	
6800	The Elms House Hostel	Belvidere Avenue		Shrewsbury	SY2 5PE	1007	2012	
6800A	The Chippings	Belvidere Avenue		Shrewsbury	SY2 5PE	140	2012	
6801	Group Home - 10 Belvidere Avenue	10 Belvidere Avenue		Shrewsbury	SY2 5PE	87	2012	
6809	Mental Health Respite House	Racecourse Crescent		Shrewsbury	SY3 5BJ	0	2013	
6811	PATH House		Lower Galdeford	Ludlow	SY8 1SD	238	2012	
6882	Richmond House	Rutland	Harlescott Grange	Shrewsbury	SY1 3GG	792	2012	
6884	The Haven Day Centre	Monkmoor Road		Shrewsbury	SY2 5ST	357	2012	
6893	Ellesmere Meres Daycare Centre	Ellesmere Cottage Hospital		Ellesmere	SY12 0AE	404	2012	
7140	Crowmoor House Eph	Frith Close	Monkmoor	Shrewsbury	SY2 5XW	2283	2012	
7211	Bradbury Day Centre	Community Hospital	Claypit Street	Whitchurch	SY13 1NT	687	2012	
7212	Bradbury Lodge Respite Care Home	Alport Road		Whitchurch	SY13 1NT	0	2013	
9200	Craven Arms Gypsy Site	Long Lane		Craven Arms	SY7 8DU	115	2012	
9210	Cross Houses Gypsy Site		Acton Burnell Turn	Cross Houses	SY5 6JR	7	2013	
9220	Oswestry Gypsy Site		Park Hall	Oswestry	SY11 4AS	143	2013	
9240	Prees Gypsy Site	Manor House Lane		Prees	SY13 2HS	204	2012	
9307	Secret Hills Discovery Centre	School Road		Craven Arms	SY7 9RS	1129	2012	
9309	Theatre Severn	Frankwell Quay		Shrewsbury	SY3 8FT	7026	2013	
9421	Shrewsbury Learning & Training	Sutton Road		Shrewsbury	SY2 6DL	897	2012	
9430	Radbrook Office Complex - Winston Churchill Building	Radbrook Road		Shrewsbury	SY3 9BJ	1249	2012	
9477	Learning & Training Industrial Centre	Hortonwood 8		Telford	TF1 7GR	420	2012	
9483	Hairdressing Training Salon	New Street	Wellington	Telford	TF1 1NE	124	2012	
9512	Ellesmere Business Park	Oswestry Road		Ellesmere		0	2013	
9515	Civic Green Industrial Units	Waymills		Whitchurch		747	2013	
9520	Netherton Workshops		Highley	Bridgnorth		0	2013	
9520A	Workshop - Unit 6		Highley	Bridgnorth		259	2013	
9520B	Workshop - Unit 7		Highley	Bridgnorth		108	2013	
9520C	Workshop - Unit 8		Highley	Bridgnorth		94	2013	
9520D	Workshop - Unit 9		Highley	Bridgnorth		186	2013	
9525B	Ptarmigan	Sitka Drive	Shrewsbury Business	Shrewsbury	SY2 6LG	0	2012	
9527	Mount McKinley	Anchorage Avenue	Shrewsbury Business	Shrewsbury	SY2 6FG	0	2012	
9617	Highways Maintenance Group	16 Stokewood Road	Craven Arms Business	Craven Arms	SY7 8NR	625	2012	

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Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
9788	Shropshire Food Enterprise Centre	Vanguard Way	Shropshire Food Enterprise	Shrewsbury	SY1 3TG	3807	2012	
9910	Longden Road Depot	107 Longden Road		Shrewsbury	SY3 9DS	6789	2012	
9920	Highways Maintenance Group - Bridgnorth	Stourbridge Road		Bridgnorth	WV15 6AN	630	2012	
9930	Highways Maintenance Group - Hodnet	Hearne Lane	Hodnet	Market Drayton	TF9 3NG	560	2012	
BDC001	Westgate Council Office		Westgate	Bridgnorth	WV16 5AA	2546	2013	
BDC002	Canter Brook Depot & Offices	Stanley Lane		Bridgnorth	WV16 4SF	987	2013	
BDC004	Store - Albrighton	Ash Grove		Albrighton		0	2012	
BDC005	Westgate Garage		Westgate	Bridgnorth		0	2013	
BDC008	Public Conveniences - Albrighton	High Street		Albrighton		0	2012	
BDC009	Public Conveniences - Highley	Orchard Street		Highley		0	2012	
BDC010	Public Conveniences - Bridgnorth	St John's Street		Bridgnorth		0	2012	
BDC012	Public Conveniences - Much Wenlock	King Street		Much Wenlock		30	2013	
BDC013	Public Conveniences - Shifnal	Market Place		Shifnal		0	2012	
BDC014	Public Conveniences - Listley Street, Bridgnorth	Listley Street		Bridgnorth		0	2012	
BDC015	Public Conveniences Much Wenlock	St Mary's Lane		Much Wenlock		30	2013	
BDC016	Public Conveniences - Broseley	Dark Lane		Broseley		0	2012	
BDC017	Public Conveniences - Innage Lane, Bridgnorth	Innage Lane		Bridgnorth		0	2012	
BDC037A	Bay 2 and 4 (Building 1) - Alveley			Alveley		0	2013	
BDC037B	Bay 1 - Old Carpet Store - Alveley			Alveley		0	2013	
BDC037C	Bay 1 - Office 1A - Alveley			Alveley		0	2013	
BDC037D	Offices 1C, 1D and 1E - Alveley			Alveley		0	2012	
BDC037E	Bay 6 and 7 - Building 1 - Alveley			Alveley		0	2013	
BDC039	Starter Units - Alveley			Alveley		0	2013	
BDC074	Severn Valley Country Park & Toilets	Severn Valley Country Park		Alveley	WV15 6NN	294	2013	
BDC076	Highley Mine (Severn Valley Country Park)	Station Road	Highley	Bridgnorth	WV16 6NW	33	2013	
NSDC001	Public Convenience - Cross Street, Ellesmere	Cross Street		Ellesmere	SY12 0AR	52	2012	
NSDC003	Public Convenience - Towers Lawn, Market Drayton	Towers Lawn		Market Drayton	TF9 3AA	94	2012	
NSDC004	Public Convenience - Prees Heath			Prees Heath	SY13 2PE	26	2012	
NSDC006	Public Convenience - Brownlow Street, Whitchurch	Brownlow Street		Whitchurch	SY13 1AG	38	2012	
NSDC007	Public Convenience - White Lion Meadow, Whitchurch	White Lion Meadow		Whitchurch	SY13 1AF	71	2012	
NSDC008	Whitchurch Swimming Centre	White Lion Meadow	Off Bridgewater Street	Whitchurch	SY13 1BA	755	2012	
NSDC009	Market Drayton Swimming Centre		Newtown	Market Drayton	TF9 1JT	1860	2012	
NSDC016	Ellesmere Sports and Market Hall	Scotland Street		Ellesmere	SY12 0EG	715	2012	
NSDC019	Town Hall Library, Whitchurch	High Street		Whitchurch	SY13 1AX	0	2013	
NSDC020	Wem Town Hall and Information Link	High Street		Wem	SY4 5DG	900	2012	
NSDC047	Edinburgh House	New Street		Wem	SY4 5DB	3454	2012	
NSDC057	Fullwood House	Victoria Street		Ellesmere	SY12 0AA	0	2013	
NSDC084	Unit 4 Ploughmans Court			Ellesmere	SY12 0EJ	64	2013	
OBC001	Oswestry Council Offices	Castle View		Oswestry	SY11 1JR	2532	2013	
OBC002	Castle View Annexe	Arthur Street		Oswestry	SY11 1JR	358	2013	
OBC005	Castle Court			Oswestry		0	2013	
OBC009	Tourist Information Centre	Mile End		Oswestry	SY11 4JA	166	2013	
OBC010	Gatacre Pavilion	Off Gatacre Avenue		Oswestry		156	2012	
OBC011	York Street/Upper Ash Road	Ash Road		Oswestry	SY11 1LZ	1659	2012	
OBC306	Oswestry Leisure Centre & Sports Hall	College Road		Oswestry	SY11 2SA	2500	2012	
S003	The Willows	Long Lane	Sibdon Carwood	Craven Arms	SY7 8DU	0	2012	
S029	Higher House Farm		Whixall	Whitchurch	SY13 2NQ	0	2013	
S043	Ladyhill Farm, Holding No.43		West Felton	Oswestry	SY11 4JZ	0	2013	
S074	Cherry Oaks Farm , Holding No.74	Lower Monkhall		Bridgnorth	WV16 6XF	0	2013	
S106	Severn View		Emstrey	Shrewsbury	SY5 6QS	0	2013	
S111	The Elms, Emstrey		Emstrey	Shrewsbury	SY5 6QS	0	2013	
S115	Lower Farm		Emstrey	Shrewsbury	SY5 6QR	0	2013	
S153	Lower Waen	Maesbury Marsh		Oswestry	SY10 8JA	0	2013	
S184	No.2 The Farm			Leebotwood	SY6 6NA	0	2013	
S268	Haypole Farm	Frodesley Lane	Longnor	Shrewsbury	SY5 7QQ	0	2013	
S269	Wheatlea	Frodesley Lane	Longnor	Shrewsbury	SY5 7QQ	0	2013	
S270	The Firs	Frodesley Lane	Longnor	Shrewsbury	SY5 7QQ	0	2012	
S317	Marton Grange House	Marton Grange	Myddle	Shrewsbury	SY4 3SA	0	2013	
S319	Marton Grange Farm	Marton Grange	Myddle	Shrewsbury	SY4 3SA	0	2013	
S322	6 Marton Grange	Myddlewood	Myddle	Shrewsbury	SY4 3SA	0	2013	

SECTION H - PRICING SCHEDULE

Prop No	Property	Address 1	Address 2	Address 3	Postcode	Floor Area M ²	Year Of Next Assessment	Cost Per Risk Assessment
S332	The Pheasantry	Petton	Burlton	Shrewsbury	SY4 45TH	0	2013	
S343	The Clamp	Shrawardine	Montford	Shrewsbury	SY4 1AH	0	2013	
S353	The Poplars	Asterley		Minsterley	SY5 0AP	0	2012	
S369	Hillside	Haughmond	Uffington	Shrewsbury	SY4 4RW	0	2013	
S370	Abbey Farm	Haughmond	Uffington	Shrewsbury	SY4 4RW	0	2012	
S377	No.6 Lacon Holdings	Soulton Road		Wem	SY5 5RR	0	2013	
S378	No.7 Lacon Holding	Soulton Road		Wem	SY4 5RR	0	2013	
S379	Holmleigh Farm	Soulton Road		Wem	SY4 5RR	0	2013	
S383	Briar Hill Farm	Dairy House	Ightfield	Whitchurch	SY13 4BL	0	2013	
S387	The Beeches	Dairy House	Ightfield	Whitchurch	SY13 4BL	0	2012	
S390	The Oaks	Dairy House	Ightfield	Whitchurch	SY13 4BL	0	2013	
SABC021	Bear Steps - Civic Society	Fish Street		Shrewsbury	SY1 1UU	0	2013	
SABC022	16 Grafton Mews			Shrewsbury	SY1 3NW	0	2013	
SABC024	18 Grafton Mews			Shrewsbury	SY1 3NW	0	2013	
SABC028	Guildhall	Frankwell Quay		Shrewsbury	SY3 8HQ	8967	2012	
SABC045	Public Convenience - Longden Road Cemetery	Longden Road		Shrewsbury		0	2013	
SABC048	Public Convenience - Bus Station, Raven Meadows	Raven Meadows		Shrewsbury	SY1 1PL	62	2013	
SABC056	Weeping Cross Depot			Shrewsbury	SY5 6HY	4560	2013	
SABC068	Raven Meadows Car Park (Offices)	Raven Meadows		Shrewsbury	SY1 1PL	0	2012	
SABC078	Shrewsbury Swimming Baths			Shrewsbury	SY1 1RU	5238	2012	
SABC081	Meole Brace Golf Club	Oteley Road		Shrewsbury		245	2013	
SABC085	The Sports Village	Sundorne Road		Shrewsbury	SY1 4RQ	4303	2013	
SABC086	Indoor Bowling Centre	Sundorne Road		Shrewsbury	SY1 4RQ	0	2013	
SABC087	Monkmoor Outdoor Recreation Centre	Monkmoor Road		Shrewsbury	SY2 5AY	0	2013	
SABC090	Sundorne Lodge	Sundorne Road		Shrewsbury	SY1 4RQ	0	2013	
SABC091	Monkmoor Lodge	140 Monkmoor Road		Shrewsbury		0	2013	
SABC159	The Regimental Museum	Castle Gates		Shrewsbury	SY1 2AT	813	2013	
SABC160	Coleham Pumping Station	Longden	Coleham	Shrewsbury	SY3 7DN	0	2013	
SABC161	Rowleys House	Barker Street		Shrewsbury	SY1 1QH	0	2013	
SABC163	Old Market Hall	The Square		Shrewsbury	SY1 1LH	278	2013	
SABC164	Music Hall	The Square		Shrewsbury	SY1 1LH	0	2010	
SABC169	Longden Road Cemetery	Longden Road		Shrewsbury	SY3 7HG	157	2013	
SABC210	CCTV Monitoring Centre	Forest Way		Shrewsbury		0	2013	
SABC227	Grafton Centre - Former Grafton Primary School		Grafton	Shrewsbury	SY4 1HF	698	2012	
SABC774	Shelton Cricket Club	Off Racecourse Lane		Shrewsbury		0	2012	
SSDC001	Council Offices	Corve Street		Ludlow	SY8 1DG	1753	2013	
SSDC003	Coder Road Depot	Coder Road		Ludlow	SY8 1XE	1030	2013	
SSDC015	Public Convenience - Smithfield, Ludlow		Smithfield	Ludlow		28	2012	
SSDC044	Block A, Craven Arms			Craven Arms		0	2012	
SSDC049	Rockspring Centre	Sandford Road		Ludlow	SY8 1SX	0	2013	
SSDC051	Enterprise House, Bishops Castle			Bishops Castle		1541	2013	
SSDC055	Aspire Centre and Workshops, Units 1 to 8			Burford	WR15 8HE	0	2013	
SSDC057	Challenge Court			Bishops Castle		2287	2013	
SSDC108	Bio-Digester, Coder Road	Coder Road		Ludlow		797	2013	

Company Name: Integrated Water Services

Signature:

Name:

Date: 23/12/2011

463 properties correct as at 08/11/11 - JCT

personal info
commercial info

Integrated Water Services
Wood End Lane
Fradley
LICHFIELD
Staffordshire
WS13 8NF

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: 24th February 2012
My ref: AOC 001

Dear

AOC 001 – REVIEW OF WATER SYSTEM RISK ASSESSMENTS

I am pleased to inform you that, following the evaluation process, your tender for the above requirement has been accepted.

The award criteria for this contract was set out in full in Invitation to Tender with price accounting for 60% and quality for 40% of the total marks.

We received 29 tenders for this contract and I can confirm that your tender received the following scores against the above criteria:

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Please also find details of the marks allocated to you for Quality:

The information provided by the invitation to tender documentation and your tender response will form the basis of this contract. This contract is subject to the General Terms and Conditions of Shropshire Council together with our invitation to tender documentation, copies of which you have already received and your tender response.

The contract will be for the period 1st April 2012 – 31st March 2016. This is a four year contract, subject to satisfactory performance.

Your point of contact for this contract will be _____, Property Services, Shropshire Council (tel. no 01743 253408).

Should you have any questions relating to this letter, please contact the Procurement Manager, _____ (tel. no 01743 252993).

Additionally, please find enclosed a tenderer's feedback questionnaire for you to complete and return.

Yours faithfully

Building Services Manager

Senior Technical Support Engineer