

UK-Shrewsbury: Sewage plant equipment.

UK-Shrewsbury: Sewage plant equipment.

Section I: Contracting Authority

I.1) Name and addresses

Shropshire Council

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252992, Fax. +44 1743253910, Email: procurement@shropshire.gov.uk

Contact: Procurement

Main Address: www.shropshire.gov.uk

NUTS Code: UKG22

I.2) Joint procurement

The contract involves joint procurement: No.

In the case of joint procurement involving different countries, state applicable national procurement law: Not provided

The contract is awarded by a central purchasing body: No.

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.delta-esourcing.com/tenders/UK-UK-Shrewsbury:-Sewage-plant-equipment/682AG2RW69>

Additional information can be obtained from: the abovementioned address

Tenders or requests to participate must be sent electronically via <http://www.delta-esourcing.com/tenders/UK-title/682AG2RW69> to the abovementioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <http://www.delta-esourcing.com/tenders/UK-title/682AG2RW69>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title: RMCB 027 - Maintenance of Sewage Plant and Equipment

Reference Number: RMCB 027

II.1.2) Main CPV Code:

45252130 - Sewage plant equipment.

II.1.3) Type of contract: SERVICES

II.1.4) Short description: The contract shall comprise the inspection and servicing of sewage plant equipment at various Shropshire Council maintained properties.

There are approximately 78 sewage plants, gully pots and grease traps and the type of properties are primary and secondary schools. Therefore consideration must be given to scheduling work around school holiday times. Other types of property include fire stations, libraries, visitor centres, maintenance depots and gypsy sites.

It shall further comprise of a 24 hour 365 days per year emergency breakdown repair service for sewage plant equipment.

The contract will be for an initial period of 12 months renewable annually for a maximum of up to 4 years commencing on 1st April 2018.

II.1.5) Estimated total value:

Value excluding VAT: 500,000

Currency: GBP

II.1.6) Information about lots:

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV codes:

Not Provided

II.2.3) Place of performance:
UKG22 Shropshire CC

II.2.4) Description of procurement: The contract shall comprise the inspection and servicing of sewage plant equipment at various Shropshire Council maintained properties.

There are approximately 78 sewage plants, gulley pots and grease traps and the type of properties are primary and secondary schools. Therefore consideration must be given to scheduling work around school holiday times. Other types of property include fire stations, libraries, visitor centres, maintenance depots and gypsy sites.

It shall further comprise of a 24 hour 365 days per year emergency breakdown repair service for sewage plant equipment.

The contract will be for an initial period of 12 months renewable annually for a maximum of up to 4 years commencing on 1st April 2018.

II.2.5) Award criteria:

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value:

Value excluding VAT: 500,000

Currency: GBP

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system:

Start: 01/04/2018 / End: 31/03/2022

This contract is subject to renewal: Yes

Description of renewals: 12 months renewable annually for a maximum of up to 4 years

II.2.10) Information about variants:

Variants will be accepted: No

II.2.11) Information about options:

Options: No

Description of options: Not provided

II.2.12) Information about electronic catalogues:

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue: No

II.2.13) Information about European Union funds:

The procurement is related to a project and/or programme financed by European Union funds:
No

Identification of the project: Not provided

II.2.14) Additional information: Not provided

Section III: Legal, Economic, Financial And Technical Information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

See tender documentation.

III.1.2) Economic and financial standing

List and brief description of selection criteria:

See tender documentation.

Minimum level(s) of standards possibly required (if applicable) :

See tender documentation.

III.1.3) Technical and professional ability

List and brief description of selection criteria:

See tender documentation.

Minimum level(s) of standards possibly required (if applicable) :

See tender documentation.

III.1.5) Information about reserved contracts (if applicable)

The contract is reserved to sheltered workshops and economic operators aiming at the social and professional integration of disabled or disadvantaged persons: No

The execution of the contract is restricted to the framework of sheltered employment programmes: No

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision:

See tender documentation.

III.2.2) Contract performance conditions

See tender documentation.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: Yes

Section IV: Procedure

IV.1) Description OPEN

IV.1.1) Type of procedure: Open

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement - NO

In the case of framework agreements justification for any duration exceeding 4 years: Not Provided

IV.1.6) Information about electronic auction:

An electronic auction will be used: No

Additional information about electronic auction: Not provided

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure:

Notice number in the OJ S: Not provided

IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 22/09/2017

IV.2.4) Languages in which tenders or requests to participate may be submitted: English,

IV.2.6) Minimum time frame during which the tenderer must maintain the tender:

Duration in month(s): 3

IV.2.7) Conditions for opening of tenders:

Date: 22/09/2017

Time: 12:00

Place:

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Section VI: Complementary Information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 4 years

VI.2) Information about electronic workflows

Electronic ordering will be used No

Electronic invoicing will be accepted No

Electronic payment will be used No

VI.3) Additional Information: The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Shrewsbury:-Sewage-plant-equipment./682AG2RW69>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/682AG2RW69>

VI.4) Procedures for review

VI.4.1) Review body:

Shropshire Council

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252992, Email: procurement@shropshire.gov.uk

VI.4.2) Body responsible for mediation procedures:

Not provided

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures:

Not Provided

VI.4.4) Service from which information about the lodging of appeals may be obtained:

Shropshire Council

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252992

VI.5) Date Of Dispatch Of This Notice: 22/08/2017

Commissioning & Procurement

Shirehall, Abbey Foregate
Shrewsbury, SY2 6ND



Tel: (01743) 252993

Fax: (01743) 255901

Please ask for: [REDACTED]

22nd August 2017

Email: procurement@shropshire.gov.uk

Dear Bidder

RMCB 027 - MAINTENANCE OF SEWAGE PLANT AND EQUIPMENT SHROPSHIRE COUNCIL

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

1. Instructions for Tendering (for completion and return)
2. Tender Response Document (for completion and return)
3. Appendix A - Sewage Tender Sheet (for completion and return)
4. Specification
5. Draft Contract

Tenders should be made on the enclosed Tender Response Document and Appendix A – Sewage Tender Sheet spreadsheet. Your Tender must be completed, signed and returned together with a signed copy of the 'Instructions for Tendering' through our Delta Tenderbox. 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 22nd September 2017**, any tenders received after this time will not be accepted
- Tenders are to be submitted through Delta, our electronic tender portal
 - Please ensure that you allow yourself at least two hours when responding prior to the closing date and time, especially if you have been asked to upload documents. If you are uploading multiple documents you will have to individually load one document at a time or you can opt to zip all documents in an application like WinZip. Failure to submit by the time and date or by the method requested will not be accepted.
 - Once you upload documentation ensure you follow through to stage three and click the 'response submit' button. Failure to do so, will mean the documents won't be viewable by the Council.

Tenders **cannot** be accepted if:

- Tenders are received by post, facsimile or email
- Tenders are received after **12 noon on the given deadline**

European Requirements

In accordance with the EU Procurement Directive, Shropshire Council will accept equivalent EC member or international standards in relation to safety, suitability and fitness for purpose. Where a particular brand of article or service has been referred to in the tender document, alternatives or equivalents which achieve the same result will be equally acceptable. In these cases Shropshire Council will take into account any evidence the tenderer wishes to propose in support of the claim that the product or service is equivalent to the named types.

All tender documents and any accompanying information must be submitted in English. A Contract Notice in respect of this requirement was dispatched on 22nd August 2017 to appear in the Supplement to the Official Journal of the European Union.

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.

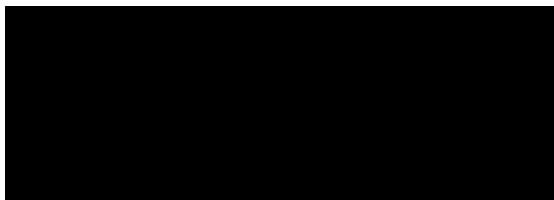
Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement

Please also note that Shropshire Council is committed to achieving Social Value outcomes through maximising the social, economic and/or environmental impact of all its procurement activity. Specific requirements for this contract are set out within the Tender Response Document and in addition for your further information the council's Social Value Framework guidance can be found at www.shropshire.gov.uk/doing-business-with-shropshire-council.

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

Yours faithfully

personal info



Procurement Manager
Commissioning & Procurement
Enc

MAINTENANCE OF SEWAGE PLANT & EQUIPMENT

TENDER SHEET

Property No	Property	Plant	No of Visits	Cost to Empty per visit	No of Visits	Inspection £ per visit	Annual Cost	Property Total
0335	Bicton Primary	Harvesting Tank	1				£0.00	£0.00
	Bicton Lane, Bicton, Shrewsbury, SY3 8EH							
0430	Brockton Primary	Submersible Pump	4		12		£0.00	
	Brockton, Much Wenlock, TF13 6JR	Report & Sample	0		4		£0.00	£0.00
0630	Church Preen Primary	Lowara Submersible	3		16		£0.00	
	Church Preen, Church Stretton, SY6 7LH	Grease Trap	9		0		£0.00	
		Report & Sample	0		4		£0.00	£0.00
0760	Corvedale Primary	Pump Station	3		12		£0.00	
	Corvedale, Diddlebury, SY7 9DH	Grease Trap	9		0		£0.00	£0.00
0825	Brown Clee Primary	Pump Station	1		6		£0.00	£0.00
	Station Road, Ditton Priors, B'Nth, WV16 6SS							
0920	Farlow Primary	Septic Tank	2		0		£0.00	£0.00
	Farlow, Cleobury Mortimer, Kidderminster, DY14 0RQ							
0970	St Thomas & St Anne, Hanwood	Pump Stations	0		12		£0.00	
	Hanwood, Shrewsbury, SY5 8JN	Grease Trap	8		0		£0.00	
		Pump Stations	12		0		£0.00	£0.00
1170	Kinnerley Primary	Pump Station	1		12		£0.00	
	Kinnerley, Oswestry, SY10 8DF	Grease Trap	3		0		£0.00	£0.00
1210	Longnor Primary	Collection Chamber	0		12		£0.00	£0.00
	Frodesley Road, Longnor, S'Bury, SY5 7PP							
1220	Lower Heath Primary	Primary Tank	4		12		£0.00	
	Prees Lower Heath, Whitchurch, SY13 2BT	Grease Trap	2		0		£0.00	£0.00
1240	Ludlow Infants	Grease Trap	12		0		£0.00	
	Sandpits Road, Ludlow, SY8 1HG	Remove Grease Trap Filter	0		1		£0.00	£0.00
1370	Moreton Say Primary	Settlement Tank	3		12		£0.00	
	Moreton Say, Market Drayton, TF9 3RS	Report & Sample	0		2		£0.00	£0.00
1520	Norbury Primary	Settlement Tank	9		0		£0.00	£0.00
	Norbury, Whitchurch, SY9 5EA							
1630	Pontesbury Primary	Grease Trap	12		0		£0.00	£0.00
	Bogey Lane, Pontesbury, Shrewsbury, SY5 0TF							
1705	St John the Baptist Primary	Submersible Pump	2		12		£0.00	£0.00
	Church Street, Ruyton-XI-Towns, Shrewsbury, SY4 1LA							
1840	Crowmoor Primary	Grease Trap	6		0		£0.00	£0.00
	Crowmoor Road, Shrewsbury, SY2 5JJ							
1911	Kingfisher Nursery	Pump Station	1		12		£0.00	£0.00
	Childrens Way, Shrewsbury, SY2 6LE							
1950	Meole Brace Primary	Pump Station	1		3		£0.00	£0.00
	Church Road, Meole Brace, Shrewsbury, SY3 9HG							
1980	Oxon Primary	Pump Station	1		12		£0.00	£0.00
	Racecourse Lane, Bicton Heath, Shrewsbury, SY3 5BJ							
2050	Mereside Primary	Pump Station	2		12		£0.00	£0.00
	Childrens Way, Shrewsbury, SY2 6LE							
2090	Woodfield Infant School	Pump Station	0		6		£0.00	£0.00
	Woodfield Road, Copthorne, Shrewsbury, SY3 8LU							

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Property No	Property	Plant	No of Visits	Cost to Empty per visit	No of Visits	Inspection £ per visit	Annual Cost	Property Total
2840	Welshampton Primary	Cess Tank	36		0		£0.00	£0.00
	Welshampton, Ellesmere, SY12 0PG							
2910C	Whitchurch Infants Childrens Centre	Pumping Station	2		0		£0.00	£0.00
	C/o Whitchurch CE Infant School, Station Road, Whitchurch, SY13 1RJ							
2940	Whixall Primary	Settlement Tank	4		12		£0.00	
	Whixall, Whitchurch, SY13 2SB	Grease Trap	12		0		£0.00	
		Report & Sample	0		4		£0.00	£0.00
2950	Wistanstow Primary	Grease Trap	12		0		£0.00	£0.00
	Wistanstow, Craven Arms, SY7 8DQ							
2990	Worthen Primary	Pumping Station	2		12		£0.00	£0.00
	Worthen, Shrewsbury, SY5 9HT							
3120	Bishops Castle Com College	Mono Pumps	0		12		£0.00	£0.00
	Brampton Road, Bishop Castle, SY9 5AY							
3300	Ludlow School	Submersible Pump	0		12		£0.00	
	Bromfield Road, Burway, Ludlow, SY8 1GJ	Pump Station	0		9		£0.00	
		Grease Trap	6		0		£0.00	£0.00
3320	Grove School	Storm drains	0		2		£0.00	
	Newcastle Road, Market Drayton, TF9 1HF	Grease trap	4		0		£0.00	£0.00
3480	Mary Webb School	Grease Trap	3		0		£0.00	
	Pontesbury, Shrewsbury, SY5 0TG	Gully trap	3		0		£0.00	£0.00
3500	St Martins All Through School	Grease Trap	3		0		£0.00	£0.00
	Oswestry SY10 7BD							
3640	Meole Brace School Main Block	Collection Chamber	0		12		£0.00	
	Longden Road, Shrewsbury, SY3 9DW	Grease Trap	12		0		£0.00	£0.00
3640	Meole Brace School Music Block	No 2 Pump Station	0		12		£0.00	
	Longden Road, Shrewsbury, SY3 9DW	Submersible Pump	0		12		£0.00	£0.00
3650	Meole Brace Caretaker's Bungalow	Gravity Filter System	2		0		£0.00	£0.00
	Longden Road, Shrewsbury, SY3 9DW							
3890	Thomas Adams School - Lowe Hill Road	Grease Trap	3		0		£0.00	£0.00
	Lowe Hill, Wem, Shrewsbury, SY4 5UB							
3900	Thomas Adams School - High Street	Pumping Station	0		12		£0.00	
	Roscoe Centre, Wem SY4 5UB	Grease Trap	12		0		£0.00	£0.00
4200	Woodlands School, Wem	Settlement Tank	1		12		£0.00	
	The Woodlands Centre, Tile Green, Wem	Rainwater Harvester	1		0		£0.00	£0.00
4630	Ludlow Youth Centre	Interceptor Pump	0		12		£0.00	
	Lower Galdeford, Ludlow, Shropshire, SY8	Well	1		0		£0.00	£0.00
4651	The Centre, Oswestry	Rainwater Harvester	1		0		£0.00	£0.00
	Oak Street, Oswestry, SY11 1LW							
4975	Bishops Castle Leisure Centre	Submersible Pump	0		12		£0.00	£0.00
	Brampton Road, Bishop Castle SY9 5AY							
5150	Albrighton Fire Station	Gully Pots	2		0		£0.00	£0.00
	Newport Road, Albrighton WV7 3EW							
5160	Baschurch Fire Station	Gully Pots	2		0		£0.00	£0.00
	Station Road, Baschurch SY4 2BG							
5170	Bishops Castle Fire Station	Gully Pots	2		0		£0.00	£0.00
	Church Lane, Bishops Castle SY9 5AF							
5180	Bridgnorth Fire Station	Gully Pots	2		0		£0.00	£0.00
	Innage Lane, Bridgnorth WV16 4HL							

MAINTENANCE OF SEWAGE PLANT & EQUIPMENT

TENDER SHEET

Property No	Property	Plant	No of Visits	Cost to Empty per visit	No of Visits	Inspection £ per visit	Annual Cost	Property Total
5190	Church Stretton Fire Station	Gully Pots	2		0		£0.00	£0.00
	Sandford Lane, Church Stretton SY6 6AZ							
5200	Cleobury Mortimer Fire Station	Gully Pots	2		0		£0.00	£0.00
	Lower Street, Cleobury Mortimer DY14 8AF							
5210	Clun Fire Station	Gully Pots	2		0		£0.00	£0.00
	High Street, Clun SY7 8JE							
5220	Craven Arms Fire Station	Gully Pots	2		0		£0.00	£0.00
	Ludlow Road, Craven Arms SY7 9QL							
5230	Ellesmere Fire Station	Gully Pots	2		0		£0.00	£0.00
	Grange Road, Ellesmere SY12 0AU							
5240	Hodnet Fire Station	Gully Pots	2		0		£0.00	£0.00
	Station Road, Hodnet TF9 3JB							
5250	Ludlow Fire Station	Gully Pots	2		0		£0.00	£0.00
	Weeping Cross Lane, Ludlow SY8 1JH							
5260	Market Drayton Fire Station	Gully Pots	2		0		£0.00	£0.00
	Maer Lane, Market Drayton TF9 3AL							
5285	Minsterley Fire Station	Gully Pots	2		0		£0.00	£0.00
	Station Road, Minsterley SY5 0BE							
5280	Much Wenlock Fire Station	Gully Pots	2		0		£0.00	£0.00
	Smithfield Road, Much Wenlock TF13 6BD							
5290	Newport Fire Station	Gully Pots	2		0		£0.00	£0.00
	Salters Lane Newport TF10 7LB							
5300	Oswestry Fire Station	Gully Pots	2		0		£0.00	£0.00
	Mount Road, Oswestry SY11 1BB							
5310	Prees Fire Station	Gully Pots	2		0		£0.00	£0.00
	Brades Lane, Prees SY13 2DU							
5320	Shrewsbury Fire Station	Catchment Pits	0		2		£0.00	
	St Michaels Street, Shrewsbury SY1 2HJ	Gully Pots	2		0		£0.00	
		Grease Trap	2		0		£0.00	£0.00
5330	Telford Central Fire Station	3 Catchment Pits	2		0		£0.00	£0.00
	Stafford Park 1, Telford TF3 3BW							
5340	Telford Tweedale Fire Station	Gully Pots	2		0		£0.00	£0.00
	Bridgnorth Road, Madeley TF7 4JD							
5350	Wellington Fire Station	Collection Chamber	4		0		£0.00	
	Haybridge Road, Wellington TF1 2NW	Gully Pots	2		0		£0.00	£0.00
5360	Wem Fire Station	Gully Pots	2		0		£0.00	£0.00
	High Street, Wem SY4 5DR							
5370	Whitchurch Fire Station	Gully Pots	2		0		£0.00	£0.00
	Bridgewater Street, Whitchurch SY13 1QL							
6010	Acton Scott Working Farm	Treatment plant	1		12		£0.00	
	Church Stretton, Shropshire SY6 6QN	Septic tanks	1		0		£0.00	
		Grease traps	7		0		£0.00	
		Manure effluent	1		0		£0.00	£0.00
6064	Ellesmere Cremorne Garden Toilets	Sewage Pumping Station	3		12		£0.00	£0.00
	Cremorne Gardens, Mereside, Ellesmere, Shropshire, SY12 0PA							
6086	Ellesmere Boathouse	Pumping Station	2		12		£0.00	
	Mereside, Ellesmere, Shropshire, SY12 0P	Petrol Interceptor Pump	2		0		£0.00	£0.00
6573	Havenbrook	Septic Tank	4		0		£0.00	£0.00
	Cound, Shrewsbury, Shropshire, SY5 6EP							

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Property No	Property	Plant	No of Visits	Cost to Empty per visit	No of Visits	Inspection £ per visit	Annual Cost	Property Total
6725	Greenacres Farm Training Centre	RBC Unit	4		12		£0.00	£0.00
	Fenemere Lane, Walford Heath, Shropshire, SY4 2JA							
9210	Cross Houses Gypsy Site	Pumping Station	0		12		£0.00	£0.00
	Shrewsbury, SY5 6JR							
9309	Theatre Severn	Grease Trap	12		0		£0.00	
	Frankwell Quay, Shrewsbury, Shropshire, SY2 x Inceptors		2		0		£0.00	£0.00
9511	Alveley Sewage Treatment Works	Settlement Tank	4		0		£0.00	
	Alveley, WV15 6HG	Operational Maintenance	0		12		£0.00	
		Report & Sampling	0		2		£0.00	£0.00
9788	Food Enterprise Centre	12 Grease Traps	12		0		£0.00	
	Vanguard Way, Battlefield Enterprise Park,	Harvesting Tank	2		0		£0.00	
		Interceptor	1		0		£0.00	
		Storm Gullies	1		0		£0.00	£0.00
BDC002	Stanley Lane, Bridgnorth	Drains, gullies & interceptor & alarms	0		0		£0.00	£0.00
	Stanley Lane, B/N WV16 4SF	Petrol Interceptor	2		0		£0.00	£0.00
BDC074	Severn Valley Country Park, Alveley	Septic Tank	52		0		£0.00	£0.00
	WV5 6HG							
BDC076	Severn Valley Country Park, Highley	Septic Tank	2		0		£0.00	£0.00
	Station Road Highley							
NSDC049	Blooming Tails	Mono Pumps	1		12		£0.00	£0.00
	Cheshire Street, Market Drayton, TF9 1PH							
SABC056	Weeping Cross Depot	Wash Down Hold Tank	36		0		£0.00	£0.00
	Shrewsbury SY5 6HT							
SABC072	Raven Meadows Bus Station	Interceptor & Gullies	1		0			£0.00
	Shrewsbury SY1 1PL							
SSDC055	The Aspire Centre, Burford, WR15 8HE	Clean ACO Drains	1		0			£0.00
TOTAL								£0.00

Company Name:

Name:

Date:

DATED: day of 20..

BETWEEN

SHROPSHIRE COUNCIL (1)

$$[\dots] (2)$$

Contract Ref: RMCB 027

Contract for the annual maintenance of sewage plant and equipment at various
Shropshire Council maintained properties



LEGAL AND DEMOCRATIC SERVICES

The Shirehall Abbey Foregate Shrewsbury SY2 6ND
DX 702024 Shrewsbury 2

THIS AGREEMENT is dated day of 20....

BETWEEN:

- (1) **SHROPSHIRE COUNCIL** whose office is at Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND ('the Council')
- (2) **[Insert name of Contractor]**¹ [a company incorporated in England and Wales under company number **[co. number]**² and whose registered office is at **[company address]**³] **or** [whose address is at [insert the home address of the Contractor]⁴ ('the Contractor')

WHEREAS:

- (A) The Council wishes to procure the provision of the inspection and servicing of sewage plant and equipment at various Shropshire Council maintained properties which Services are described in further detail in the Specification
- (B) The Contractor has offered to provide the Services by a Tender dated.....
- (C) The Council has accepted the Contractor's offer to provide the Services in accordance with the terms and conditions of this Agreement

¹ Please complete full name of company providing the services as registered on Companies House or where the Contractor is an individual, please insert full name (including any middle names) of the individual

² Insert company number where applicable. If the Contractor is an individual, the company number and the preceding words " a company registered.....to company address" may be deleted

³ Insert registered office address as shown on Companies House

⁴ Delete from "Or" and subsequent words in square brackets if the Contractor is not an individual

NOW IT IS AGREED as follows:

1. Definitions

1.1 In this Agreement, the following words shall have the following meanings:

Agreed Prices means.....

‘Agreement’ means this Agreement

‘Associated Person’ means in respect of the Council, a person, partnership, limited liability partnership or company (and company shall include a company which is a subsidiary, a holding company or a company that is a subsidiary of the ultimate holding company of that company) in which the Council has a shareholding or other ownership interest; OR any other body that substantially performs any of the functions of the Council that previously had been performed by the Council. .

‘Authorised Officer’ means the representative appointed by the Council to manage the Contract on its behalf

‘Best Practice’ means in accordance with the best practice data within the industry of the Contractor

‘Bribery Act’ the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department

	concerning the legislation.
‘Commencement Date’	1 st April 2018
‘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, however it is conveyed, 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") or which ought reasonably to be considered to be confidential, including all Personal Data and the Commercially Sensitive Information;
‘Contract Documents’	means all of the documents annexed to, contained and referred to within this Agreement
‘Contractor’	means the party named above and includes its employees, servants and

	agents paid or unpaid acting on its behalf
‘Contractor Personnel’	all employees, agents, consultants and contractors of the Contractor and/or of any Sub-contractor paid or unpaid;
‘Contractor’s Representative’	the representative appointed by the Contractor to manage the contract on its behalf
‘Council’	means the party named above and includes its employees, officers, servants and agents acting on its behalf
‘Council Data’	<p>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:</p> <p>(a) supplied to the Contractor by or on behalf of the Council; or</p> <p>which the Contractor is required to generate, process, store or transmit pursuant to this Agreement; or</p> <p>(b) any Personal Data for which the Council is the Data Controller;</p>
‘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 GDPR, 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;

‘DPA’

Means the Data Protection Act 1998

‘EIR’

means the Environmental Information Regulations 2004 (as may be amended from time to time.)

‘Employment Checks’

means the pre-appointment checks that are required by law and applicable guidance, including without limitation, verification of identity checks, right to work checks, registration and qualification checks, employment history and reference checks

‘Estimated Annual Contract Value’

means the estimated annual contract value relating to this Agreement⁵

‘Exempt Information’

means any information or class of

⁵ Delete this definition if there is no estimated annual contract value

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)

‘Expiry Date’

shall be the later of the Initial Expiry Date or the last day of any agreed extension period further to clause 2 below or such other date as this Agreement is terminated in accordance with its terms

‘Fees’

the Agreed Prices as set out in the Tender Response Document and includes all expenses, materials, labour, plant, equipment, handling of materials and plant, tools and appliances, and all other things necessary for the supply of the required services unless where specifically stated otherwise

‘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.
GDPR	Means the General Data Protection Regulation in force in the UK with effect from 25 th May 2018
'Initial Term'	means a period of 12 months commencing on the Commencement Date and expiring on the Initial Expiry Date
'Initial Expiry Date'	means 31 st March 2019
'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
'Option to Extend'	means the Council's option to extend the Initial Term by a period of up to 3 years commencing from and including the date following the Initial Expiry Date
'Parties'	the Contractor and the Council and 'Party' shall mean either one of them
'Personal Data'	shall have the same meaning as set out in the Data Protection Act 1998;

‘Prohibited Act’

the following constitute Prohibited Acts:

(a) to directly or indirectly offer, promise or give any person working for or engaged by the Council a financial or other advantage to:

(i) induce that person to perform improperly a relevant function or activity; or

(ii) reward that person for improper performance of a relevant function or activity;

(b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Agreement;

(c) committing any offence:

(i) under the Bribery Act;

(ii) under legislation creating offences concerning fraudulent acts;

(iii) at common law concerning fraudulent acts relating to this Agreement or any other contract with the Council; or

(d) defrauding, attempting to defraud or conspiring to defraud the Council.

‘Public body’

as defined in the FOIA 2000

‘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;
'Relevant Transfer'	means a relevant transfer for the purposes of TUPE
'Request for Information'	means a written request for information pursuant to the FOIA as defined by Section 8 of the FOIA
'Services'	Means (a) the inspection and servicing of plant equipment at various Shropshire Council maintained properties; and (b) a 24 hour 365 days per year emergency breakdown repair service for sewage plant equipment as described in more detail in the Specification and the Tender Response Document.
'Specification'	The specific description of the Services as set out in the specification annexed to this Agreement at Appendix 1

'Sub-Contract'	any contract or agreement, or proposed contract or agreement between the Contractor and any third party whereby that third party agrees to provide to the Contractor the Services or any part thereof, or facilities or services necessary for the provision of the Services or any part of the Services, or necessary for the management, direction or control of the Services or any part of thereof.
'Sub-Contractor'	the third parties that enter into a Sub-Contract with the Contractor.
'Tender' ⁶	means the tender dated [.....] ⁷ submitted by the Contractor and accepted by the Council annexed to this Agreement in Appendix 2
'Tender Response Document'	means the Contractor's response to the Council's invitation to tender document annexed to this Agreement in Appendix 2
'Term'	means the period commencing on the Commencement Date and expiring on the Expiry Date
'TUPE'	means the Transfer of Undertakings (Protection of Employment) Regulations 2006
'Working Day'	any day other than a Saturday, Sunday

⁶ Delete this definition if there is either no tender or the tender is not being annexed to this Agreement

⁷ Where the tender is being annexed to this Agreement, please insert date of tender

or public holiday in England and Wales.

1.2 Interpretation

In this Agreement unless the context otherwise requires:

- 1.2.1 words importing any gender include every gender
- 1.2.2 words importing the singular number include the plural number and vice versa
- 1.2.3 A person includes an individual, firm, company, corporation, unincorporated body of persons, or any state or any agency of any person.
- 1.2.4 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.2.5 A reference to a holding company or subsidiary means a holding company or subsidiary as defined in section 1159 of the Companies Act 2006.
In the case of a limited liability partnership which is a subsidiary of a company or another limited liability partnership, section 1159 of the Companies Act 2006 shall be amended so that:
 - (i) references in sub-sections 1159(1)(a) and (c) to voting rights are to the members' rights to vote on all or substantially all matters which are decided by a vote of the members of the limited liability partnership; and
 - (ii) the reference in sub-section 1159(1)(b) to the right to appoint or remove a majority of its board of directors is to the right to appoint or remove members holding a majority of the voting rights.
- 1.2.6 references to numbered clauses and schedules are references to the relevant clause in or schedule to this Agreement
- 1.2.7 reference in any schedule to this Agreement to numbered paragraphs relate to the numbered paragraphs of that schedule
- 1.2.8 any obligation on any Party not to do or omit to do anything is to include an obligation not to allow that thing to be done or omitted to be done
- 1.2.9 the headings to the clauses, schedules and paragraphs of this Agreement are not to affect the interpretation
- 1.2.10 A reference to a statute or statutory provision is a reference to it as it is in

force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.

1.2.11 where the word 'including' is used in this Agreement, it shall be understood as meaning 'including without limitation'

1.2.12 Where any statement is qualified by the expression so far as the Contractor is aware or to the Contractor's knowledge or any similar expression, that statement shall be deemed to include an additional statement that it has been made after due and careful enquiry.

1.2.13 A reference to writing or written includes faxes but not e-mail, unless otherwise specifically agreed.

2. Term:

2.1 It is agreed between the Parties that this Agreement will be for the Initial Term commencing on the Commencement Date and ending on the Initial Expiry Date.

2.2 It is further agreed between the Parties that the Council may exercise its Option to Extend this Agreement at the expiry of the Initial Term for further periods of twelve months up to a maximum of three extensions from the Initial Expiry Date

2.3 If the Council decides to exercise its Option to Extend the Initial Term it shall notify the Contractor in writing at least 3 months in advance of the expiry date of the Initial Term. Where the Parties agree an extension of the Initial Term the provisions of this Agreement between the Council and the Contractor shall be the terms to be applied to the extended Agreement period, save for any variations to the terms of the Agreement which may be agreed by the Parties in writing to apply during the extension period.

2.4 If the Council decides that it does not wish to exercise its Option to Extend then this Agreement shall terminate on the Initial Expiry Date and the provisions of clause 32 (Consequences of Termination) shall apply

3. Estimated Annual Contract Value:

3.1 The Estimated Annual Contract value of the Standing Order Arrangement

is [.....]⁸ [(insert figure represented in words)]⁹

- 3.2** The Parties agree that the Council is not bound by the Estimated Annual Contract Value and that there are no maximum or minimum limits to the Orders that may be placed by the Council to the Contractor
- 3.3** The Parties agree that the Council shall not give any guarantee as to the likely values to be seen under the terms of this Agreement

4. Services

- 4.1** The Contractor shall provide the Services to the Council in consideration for the Council paying the Fee(s) to the Contractor, subject to the provisions of this Agreement
- 4.2** The Contractor shall provide the services in such places and locations as set out in the Specification (or as agreed by the Parties from time to time)
- 4.3** The Contractor shall use its best endeavours to complete/deliver the Services by the dates specified in the Specification or dates agreed by the Parties
- 4.4** The Services shall only be performed/delivered by the Contractor unless otherwise agreed in writing between the Parties
- 4.5** The Contractor shall provide the Services:
 - 4.5.1** in accordance with the Specification and the Tender Response Document
 - 4.5.2** with all due skill, care and diligence and in accordance with good industry practice
 - 4.5.3** in accordance with the method statement(s) submitted by the Contractor with the Tender Response Document
- 4.6** The Contractor shall provide the Services in accordance with all current and relevant statutory provisions, regulations or other legislation from time to time in force relating to the provision of the Services
- 4.7** The Contractor shall during the Term ensure that every person employed by the Contractor in the provision of the Services is properly trained and

⁸ Insert sum represented in figures if retaining this sub-clause

⁹ Insert figure represented in words if retaining this sub-clause

- instructed with regard to his/her tasks in relation to the Services
- 4.8** The Contractor shall carry out its own risk assessments relevant to the Services.
- 4.9** The Contractor shall have a written procedure for dealing with complaints about the Services in accordance with clause 30 (Complaints) hereof
- 4.10** before the Contractor engages or employs any person in the provision of the Services, or in any activity related to, or connected with, the provision of the Services, the Contractor must without limitation, complete the Employment Checks

5 Insurance

- 5.1** The Contractor shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover, or in accordance with any legal requirement for the time being in force, in respect of all legal liability which may be incurred by the Contractor, arising out of the Contractor's performance of this Agreement, including death or personal injury, loss of or damage to property or any other loss, and unless otherwise agreed with the Council such policy or policies of Public Liability and Employers Liability insurance shall provide for a minimum indemnity limit of £5,000,000 (FIVE MILLION POUNDS).
- 5.2** The Contractor shall hold and maintain the insurances required under this Agreement for a minimum of 6 years following the expiration or earlier termination of this Agreement
- 5.3** The Contractor warrants that it has complied with this clause 5 and shall provide the Council with certified copies of the relevant policy documents (including any warranties or exclusions) together with receipts or other evidence of payment of the latest premiums due under those policies prior to the commencement of this Agreement and annually thereafter during the Term. If, for whatever reason, the Contractor fails to give effect to and maintain the insurances required under this clause 6, the Council may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Contractor.

- 5.4** The Contractor shall:
- (a) do nothing to invalidate any insurance policy
 - (b) notify the Council if any policy is (or will be) cancelled or its terms are (or will be) subject to any material change
- 5.5** For the avoidance of doubt, the terms of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under this Agreement.
- 5.6** Where the minimum limit of indemnity required in relation to any of the insurances is specified as being "in the aggregate":
- 5.6.1** if a claim or claims which do not relate to this Agreement are notified to the insurers which, given the nature of the allegations and/or the quantum claimed by the third party(ies), is likely to result in a claim or claims being paid by the insurers which could reduce the level of cover available below that minimum, the Contractor shall immediately submit to the Council:
- (i) details of the policy concerned; and
 - (ii) its proposed solution for maintaining the minimum limit of indemnity specified; and
- 5.6.2** if and to the extent that the level of insurance cover available falls below that minimum because a claim or claims which do not relate to this Agreement are paid by insurers, the Contractor shall:
- (i) ensure that the insurance cover is reinstated to maintain at all times the minimum limit of indemnity specified for claims relating to this Agreement; or
 - (ii) if the Contractor is or has reason to believe that it will be unable to ensure that insurance cover is reinstated to maintain at all times the minimum limit of indemnity specified, immediately submit to the Council full details of the policy concerned and its proposed solution for maintaining the minimum limit of indemnity specified.

6 Indemnity

- 6.1** The Contractor shall indemnify the Council against all liabilities, costs, expenses, damages and losses (including any direct, indirect or

consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other reasonable professional costs and expenses) suffered or incurred by the Council arising out of or in connection with:

(a) The performance, defective performance or otherwise of this Agreement by the Contractor or the Contractor Personnel

(b) Any claim made against the Council for actual or alleged infringement of a third party's Intellectual Property Rights arising out of, or in connection with the provision of the Services

(c) Any claim made against the Council by a third party arising out of, or in connection with, the supply of the Services, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of this Agreement by the Contractor or the Contractor Personnel; and

(d) Any claim made against the Council by a third party for death, personal injury or damage to property arising out of, or in connection with the delivery of the Services and performance of this Agreement to the extent that the defective performance is attributable to the acts or omissions of the Contractor or the Contractor Personnel

6.2 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.

6.3 Nothing in this Agreement shall limit or exclude the liability of either Party for:

(a) death or personal injury resulting from negligence; or

(b) fraud or fraudulent misrepresentation; or

(c) the indemnities given in this clause 6

7. Payment

7.1 Payment of the Fee(s) shall be made by the Council to the Contractor within 30 days of receipt of an undisputed invoice in arrears. In the event of late payment, interest thereon shall be charged at the prevailing

statutory rate further to the Late Payment of Commercial Debts (Interest) Act 1998. Such interest shall accrue on a daily basis from the due date until actual payment of the overdue amount, whether before or after Judgment.

- 7.2** The Contractor shall not be entitled to vary the Fee(s) during the existence of this Agreement unless with the prior written consent of the Council.
- 7.3** The Contractor shall not charge, and the Council shall not be liable, for any expenses, charges, costs, fees except the Fee(s) as set out in this Agreement
- 7.4** All amounts stated are exclusive of VAT which will be charged in addition at the rate in force at the time the Council is required to make payment
- 7.5** Unless otherwise agreed in writing by the Council, the Contractor will pay any of its appointed sub-contractors within the time period specified in the Sub-Contract but in any event no later than 30 days from receipt of an undisputed invoice.

8. The Council's Obligations

To enable the Contractor to perform its obligations under this Agreement the Council shall:

- 8.1** Co-operate with the Contractor and ensure that the Council's staff and agents co-operate with and assist the Contractor as is reasonable and appropriate
- 8.2** Provide the Contractor with any information reasonably required by the Contractor;
- 8.3** Comply with such other requirements as may be otherwise agreed between the parties.
- 8.4** Save as provided in this Agreement, no representations, warranties or conditions are given or assumed by the Council in respect of any information which is provided to the Contractor by the Council and any such representations, warranties or conditions are excluded, save to the extent that such exclusion is prohibited by law.

9. Authorised Officer and Contractor Representative:

- 9.1** The Authorised Officer shall be appointed by the Council to act in the name of the Council for the purposes of the contract evidenced by this

- Agreement.
- 9.2** The Contractor shall appoint a Contractor Representative to act in the name of the Contractor for the purposes of the contract evidenced by this Agreement
- 9.3** The Parties shall notify each other in writing of any replacement Authorised Officer or Contractor Representative or if any person ceases to be either the Authorised Officer or Contractor Representative.
- 9.4** The Authorised Officer shall monitor on behalf of the Council, the provision of the Services supplied by the Contractor and act as liaison officer with the Contractor's Representative in respect of the operation of the Services. Any issues raised by the Authorised Officer with regard to the delivery of the Services shall in the first instance be addressed and dealt with by the Contractor's Representative on the Contractor's behalf.

10. Intellectual Property

- 10.1** In the absence of prior written agreement by the Council to the contrary, all Intellectual Property created by the Contractor or any employee, agent or subcontractor of the Contractor:
- 10.1.1** in the course of performing the Services; or
- 10.1.2** exclusively for the purpose of performing the Services,
- shall vest in the Council on creation.
- 10.2** Unless stated expressly in writing in this Agreement, neither Party will acquire any ownership interest in or licence of the other's Intellectual Property by virtue of this Agreement
- 10.3** The Contractor shall indemnify the Council against all claims, demands, actions, costs, expenses (including legal costs and disbursements on a solicitor and client basis), losses and damages arising from or incurred by reason of any infringement or alleged infringement (including the defence of such alleged infringement) of any Intellectual Property Right by the availability of the Services, except to the extent that they have been caused by or contributed to by the Council's acts or omissions.
- 10.4** This provision shall survive the expiration or termination of the Agreement.

11. Confidentiality

11.1 Subject to clause 11.2, the Parties shall keep confidential all matters relating to this Agreement and each Party shall use all reasonable endeavours to prevent their respective staff and Contractor Personnel from making any disclosure to any person of any matters relating hereto.

11.2 Clause 11.1 shall not apply to any disclosure of information:

11.2.1 required by any applicable law, provided that clause 18.1 shall apply to any disclosures required under the FOIA or the Environment Information Regulations;

11.2.2 that is reasonably required by persons engaged by a Party in the performance of such Party's obligations under this agreement;

11.2.3 where a Party can demonstrate that such information is already generally available and in the public domain otherwise than as a result of a breach of clause 11.1;

11.2.4 by the Council of any document to which it is a Party and which the Parties to this agreement have agreed contains no commercially sensitive information;

11.2.5 to enable a determination to be made under clause 24 (Disputes);

11.2.6 which is already lawfully in the possession of the receiving party, prior to its disclosure by the disclosing party;

11.2.7 by the Council to any other department, office or agency of the Government; and

11.2.8 by the Council relating to this Agreement and in respect of which the Contractor has given its prior written consent to disclosure.

11.3 On or before the Expiry Date the Contractor shall ensure that all documents and/or computer records in its possession, custody or control which relate to personal information of the Council's employees, rate-payers or service users, are delivered up to the Council or securely destroyed.

11.4 The provisions of this Clause shall survive the expiration or termination of this Agreement.

12. Agreement and Transparency

- 12.1** Further to the Local Government Transparency Code 2015 the Council is obliged to publish details of expenditure exceeding £500. 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.
- 12.2** 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.
- 12.3** 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.
- 12.4** The Contractor shall assist and cooperate with the Council to enable the Council to publish this Agreement and the Tender Submission.

13. Data Protection Act 1998

- 13.1** The Contractor shall (and shall procure that any of its Contractor Personnel involved in the provision of the Services shall) at all times observe and shall comply with the Data Protection Legislation and shall comply with any notification requirements under the DPA and both Parties shall duly observe all their obligations under the DPA, which arise in connection with this Agreement.
- 13.2** Notwithstanding the general obligation in clause 13.1, where the Contractor is processing Personal Data as a Data Processor for the Council, the Contractor shall ensure that it has in place appropriate technical and contractual measures to ensure the security of the Personal Data (and to guard against unauthorised or unlawful processing of the

Personal Data and against accidental loss or destruction of, or damage to, the Personal Data), as required under the Seventh Data Protection Principle in Schedule 1 to the DPA; and

- (a) provide the Council with such information as the Council may reasonably require to satisfy itself that the Contractor is complying with its obligations under the Data Protection Legislation and DPA;
- (b) promptly notify the Council of any breach of the security measures required to be put in place pursuant to clause 13.2; and
- (c) ensure it does not knowingly or negligently do or omit to do anything which places the Council in breach of the Council's obligations under the Data Protection Legislation and will at all times indemnify fully the Council from and/or against any cause or action which may be brought against the Council consequent to any breach or non-observance of the Data Protection Legislation and DPA by the Contractor, its agents and servants

13.3 The provisions of this clause shall apply during the continuance of the Agreement and indefinitely after its expiry or termination

14. Assignment, Transfer and Sub-contracting

14.1 Neither Party shall be entitled to assign, novate or otherwise dispose of any or all of its rights and obligations under this Agreement without the prior written consent of the other Party PROVIDED that the Council may,

- (a) assign any of its rights under this Agreement; or
- (b) transfer all of its rights or obligations by novation, to another person.

without the Contractor's consent where such assignment, transfer or novation is to an Associated Person of the Council;

14.2 Any consent required under Clause 14.1 must not be unreasonably withheld or delayed and if not expressly refused within five Working Days shall be deemed given.

14.3 The Contractor will not, without the written consent of the Council, sub-contract its right or obligations under this Agreement nor allow Services to

be provided other than through the Contractor Personnel and using its own equipment.

- 14.4** In the event that consent is given by either Party to the other Party to the placing of sub-contracts, copies of each sub-contract and order shall be sent by the sub-contracting Party to the consenting Party immediately it is issued
- 14.5** Subject to clause 14.1, in the event that either Party wishes to assign its rights and obligations under this Agreement, the assignor must obtain a written undertaking from the assignee to the consenting Party that it will be bound by the obligations of the assignor under this Agreement.
- 14.6** Notwithstanding the Contractor's right to sub-contract pursuant to this clause 14, 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 and shall be responsible for the work of the Sub-Contractor whose work shall be undertaken to the same standard as stated in the Specification.

15. Public Interest Disclosure ('Whistleblowing')

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.

16. Prevention of Bribery

16.1 The Contractor:

- a) shall not, and shall procure that all Contractor Personnel shall not, in connection with this Agreement commit a Prohibited Act;
- b) warrants, represents and undertakes that it is not aware of any financial or other advantage being given to any person working for or engaged by the Council, or that an agreement has been reached to that effect, in connection with the execution of this Agreement, excluding any arrangement of which full details have been disclosed in writing to the Council before execution of this Agreement.

16.2 The Contractor shall:

- a) if requested, provide the Council with any reasonable assistance, at the Council's reasonable cost, to enable the Council to perform any activity required by any relevant government or agency in any relevant jurisdiction for the purpose of compliance with the Bribery Act;
- b) the Contractor shall, within 10 Working Days of a request from the Council, certify to the Council in writing (such certification to be signed by an officer of the Contractor) the Contractor's compliance with this clause 16 and provide such supporting evidence of compliance with this clause 16 by the Contractor as the Council may reasonably request.

16.3 If any breach of clause 16.1 is suspected or known, the Contractor must notify the Council immediately.

16.4 If the Contractor notifies the Council that it suspects or knows that there may be a breach of clause 16.1, the Contractor must respond promptly to the Council's enquiries, co-operate with any investigation, and allow the Council to audit books, records and any other relevant documentation. This obligation shall continue for two years following the expiry or termination of this Agreement.

16.5 The Council may terminate this Agreement by written notice with immediate effect, and recover from the Contractor the amount of any loss directly resulting from the cancellation, if the Contractor or Contractor Personnel (in all cases whether or not acting with the Contractor's knowledge) breaches clause 16.1. At the Council's absolute discretion, in determining whether to exercise the right of termination under this clause 16.5, the Council shall give consideration, where appropriate, to action other than termination of this Agreement unless the Prohibited Act is committed by the Contractor or a senior officer of the Contractor or by an employee, Sub-Contractor or supplier not acting independently of the Contractor. The expression "not acting independently of" (when used in relation to the Contractor or a Sub-Contractor) means and shall be construed as acting:

- a) with the Council; or,
- b) with the actual knowledge;

of any one or more of the directors of the Contractor or the Sub-Contractor (as the case may be); or

- c) in circumstances where any one or more of the directors of the Contractor ought reasonably to have had knowledge.

16.6 Any notice of termination under clause 16.5 must specify:

- a) the nature of the Prohibited Act;
- b) the identity of the party whom the Council believes has committed the Prohibited Act; and
- c) the date on which this Agreement will terminate.

16.7 Despite clause 24 (Disputes), any dispute relating to:

- a) the interpretation of this clause 16; or
- b) the amount or value of any gift, consideration or commission, shall be determined by the Council and its decision shall be final and conclusive.

16.8 Any termination under clause 16.5 will be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Council.

17. Warranties, liability and indemnities

The Contractor warrants, represents and undertakes that:

17.1 it will carry out the work by the Expiry Date

17.2 it will perform the Services with all due skill and diligence and in a good and workmanlike manner, and in accordance with the Best Practice within the industry of the Contractor and will have adequate numbers of Contractor Personnel to provide the Service

17.3 its Contractor Personnel will have the necessary skill, professional qualifications and experience to deliver the Services in accordance with the Specification and Best Practice

17.4 it has full capacity and authority to enter into this Agreement

17.5 it has obtained all necessary and required licences, consents and permits to provide the Services

17.6 it shall be responsible for all costs, fees, expenses and charges for training necessary or required for the Contractor Personnel to perform the

Services

- 17.7** The Contractor shall where appropriate take account of the Human Rights Act 1998 and shall not do anything in breach of it.
- 17.8** The Contractor will at all times in providing the Services 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 and:
- 17.8.1** The Contractor shall promptly notify the Council of any health and safety hazards which may arise in connection with the performance of this Agreement.
- 17.8.2** The Contractor shall report all accidents and/or injuries relating to the provision of the Services to the Council immediately.
- 17.8.3** The Contractor shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc. Act 1974) is made available to the Council upon request.
- 17.9** The Contractor warrants that none of its current Directors have been involved in liquidation or receivership or have any criminal convictions.
- 17.10** If the Contractor performs the Services (or any part thereof) negligently or in breach of this Agreement, then if requested by the Council, the Contractor will re-perform the Services or relevant part thereof at no additional cost to the Council. The Council's request must be made within 6 months of the Expiry Date or termination of this Agreement
- 17.11** the Contractor warrants that the signing of this Agreement on its behalf has been validly authorised and the obligations expressed as being assumed by the Contractor under this Agreement constitute valid legal and binding obligations of the Contractor enforceable against the Contractor in accordance with their terms.
- 17.12** The Contractor acknowledges and confirms that:
- 17.12.1** it has had an opportunity to carry out a thorough due diligence exercise in relation to the Services and has asked the Council all the questions it considers to be relevant for the purpose of establishing whether it is able to provide the Services in accordance with the terms of this Agreement;
- 17.12.2** it has received all information requested by it from the

- Council pursuant to sub-clause 17.12.1 to enable it to determine whether it is able to provide the Services in accordance with the terms of this Agreement;
- 17.12.3** it has made and shall make its own enquiries to satisfy itself as to the accuracy and adequacy of any information supplied to it by or on behalf of the Council pursuant to sub-clause 17.12.2;
- 17.12.4** it has raised all relevant due diligence questions with the Council before the Commencement Date; and
- 17.12.5** it has entered into this Agreement in reliance on its own diligence
- 17.12.6** as at the Commencement Date, the Contractor warrants and represents that all information contained in the Tender remains true, accurate and not misleading, save as may have been specifically disclosed in writing to the Council prior to execution of the Agreement AND shall promptly notify the Council in writing if it becomes aware during the performance of this Agreement of any inaccuracies in any information provided to it by the Council during such due diligence which materially and adversely affects its ability to perform the Services
- 17.12.7** The Contractor shall not be entitled to recover any additional costs from the Council which arise from, or be relieved from any of its obligations as a result of, any matters or inaccuracies notified to the Council by the Contractor in accordance with sub-clause 17.12.6 save where such additional costs or adverse effect on performance have been caused by the Contractor having been provided with fundamentally misleading information by or on behalf of the Council and the Contractor could not reasonably have known that the information incorrect or misleading at the time such information was provided.
- 17.13** The Contractor agrees that where requested in writing during

the term of this Agreement it will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council

- 17.14** In performing its obligations under this Agreement, the Contractor shall and shall ensure that each of its sub-contractors shall comply with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015

18. Freedom of Information Act 2000 & Environmental Information Regulations 2004

- 18.1** 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.

- 19.2** 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.

- 18.3** The Contractor shall and shall procure that its Sub-contractors shall:

18.3.1 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;

18.3.2 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

- 18.3.3** 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.
- 18.4** 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.
- 18.5** In no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Council.
- 18.6** The Contractor acknowledges that (notwithstanding the provisions of this Freedom of Information clause) the Council may, acting in accordance with the Department of Constitutional Affairs' 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:
- 18.6.1** in certain circumstances without consulting the Contractor; or
- 18.6.2** following consultation with the Contractor and having taken their views into account;
- provided always that where sub-clause 18.6.1 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.
- 18.7** 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.

- 18.8** 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.

19. Equalities

- 19.1** 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

- a) in the supply and provision of Services under this Agreement, and
- b) in its employment practices.

- 19.2** Without prejudice to the generality of the foregoing, the Contractor shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010 (or other relevant legislation, or any statutory modification or re-enactment thereof).

- 19.3** In addition, the Contractor and any Sub-Contractor or person(s) employed by or under the control of 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

- 19.4** The Contractor and any Sub-Contractor will take all reasonable steps to observe as far as possible the Codes of Practice produced by Equality and Human Rights Commission, which give practical guidance to Councils on the elimination of discrimination.

- 19.5** In the event of any finding of unlawful discrimination being made against

the Contractor and any Sub-Contractor during the contract period, by any court or employment tribunal, or any adverse finding or formal investigation by the Equality and Human Rights Commission over the same period, the Contractor and any Sub-Contractor shall inform the Council of this finding and shall take appropriate steps to prevent repetition of the unlawful discrimination.

- 19.6** 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.

20. Non-compliance

- 20.1.** If the Council identifies areas of the Services which do not comply with the requirements of this Agreement (including any Schedules to this Agreement) it may send the Contractor a non-compliance notice detailing
- (i) the areas of non-compliance;
 - (ii) the action to be taken; and
 - (iii) the date by which the action must be taken (which for the avoidance of doubt must not be a date less than 14 days from the date of the notice).
- 20.2** If the Contractor fails to take any or all of the necessary action by the date given in the non-compliance notice, the Council may send the Contractor a final non-compliance notice detailing
- (i) the areas of non-compliance;
 - (ii) the action to be taken; and
 - (iii) the date by which action must be taken (which for the avoidance of doubt must not be a date less than 14 days from the date of the notice).
- 20.3** If, in the reasonable opinion of the Council, the Contractor fails to undertake all of the remedial actions in the final non-compliance notice by the due date this may be considered a material breach of this Agreement and the Council shall be entitled to take either of the following steps depending on the seriousness of the non-compliance (which in the event of dispute shall be determined in accordance with clause 24 (Disputes):
- (a) to make arrangements to take its own corrective action either

itself or through the appointment of another Contractor and to either:

(i) deduct all costs in connection therewith from any sums due or to become due to the Contractor under the terms of this Agreement;

or

(ii) to recover such sums from the Contractor as a debt;

And/or

(b) to terminate the Agreement in accordance with clause 28 Termination

21. Waiver

The failure by either Party to enforce at any time or for any period any one or more of the 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.

22. Audit, Monitoring and Contract Management

22.1 The Contractor will allow access for the Council and its officers to all relevant information for the purposes of audit and the monitoring of this Agreement.

22.2 The Council shall monitor the Contractor's performance of the Services on a regular basis through the duration of the Term based on time, cost and quality by assessing the customer feedback questionnaires, Contractor's invoices and inspection reports and the Council's surveyor carrying out site visits. The Contractor shall co-operate, and shall procure that its Sub-contractors co-operate with the Council in carrying out the monitoring referred to in this clause at no additional charge to the Council

23. Complaints Procedure

23.1 The Contractor shall operate a complaints procedure in respect of any services or works provided under this Agreement to deal with any complaint received about the standard of services or the manner in which

any services have been supplied or work has been performed or any other matter connected with the performance of the Contractor's obligations under this Agreement ("the Complaints Procedure"). For the avoidance of doubt any complaint or issue that the Council has in respect of the Contractor's performance of this Agreement shall be dealt with in accordance with the remainder of this Agreement.

23.2 The Contractor's Complaints Procedure shall comply with applicable Law and the requirements of any regulatory body to which the Contractor is subject or which are applicable to the service being provided (including any change in such requirements) and shall meet the following minimum standards:

23.2.1 is easy for complainants to access and understand

23.2.2 clearly sets out time limits for responding to complaints and keeping the complainant and the Council informed of progress;

23.2.3 provides confidential record keeping to protect employees under this Agreement and the complainant

23.2.4 provides information to the Contractor's management so that services can be improved

23.2.5 provides effective and suitable remedies

23.2.6 is regularly monitored and audited and which takes account of complainant and Council feedback

23.3 The Contractor shall inform any users of the services or works provided under this Agreement of the existence of the complaints procedure and how to access it and will make its Complaints Procedure available on request.

23.4 The Contractor shall investigate and deal with any complaints it receives about the services or works, whether direct from the public or services users, or referred to it by the Council, in accordance with its published complaints procedure.

23.5 The Contractor shall ensure that:

23.5.1 it promptly, and within a maximum of 10 days of receiving the complaint, notifies the complainant that the Contractor is dealing with the complaint

- 23.5.2** under no circumstances is a complaint investigated by a member of its staff employed under this contract who may be part of the complaint.
- 23.5.3** someone who is independent of the matter complained of carries out the investigation
- 23.5.4** 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
- 23.5.5** it deals with the complaint fully, expeditiously and fairly and shall use its reasonable endeavours to resolve the complaint within [.....]¹⁰ Working Days of receiving the complaint
- 23.5.6** where a complaint is received by the Contractor relating to the policy or decisions of the Council rather than the Contractor's delivery of its obligations under this Agreement, the Contractor shall promptly, and within two Working Days, refer the complaint to the Council for investigation.
- 23.6** The Contractor shall ensure that all its employees and persons employed under this Agreement 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
- 23.7** The Contractor 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 within 5 Working Days of being requested or at 12 monthly intervals in any event.
- 23.8** Where the Council is investigating a complaint the Contractor is required to participate fully in all investigations within the timescales requested by the Council.
- 23.9** The Contractor should note that if a complaint is made to the Council by a third party relating to the services or works provided, the Local Government Ombudsman has the power to investigate such a complaint

¹⁰ Insert number of days

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.

24. Disputes

24.1 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:-

24.1.1 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 endeavours to resolve the dispute

24.1.2 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 and the Contractor or other authorised officer whose details have been notified to the Council, with notice of the dispute and those officers shall then appoint their representative to adjudicate and use their reasonable endeavours to resolve the dispute within 21 days of receipt of such notice

24.1.3 If the dispute cannot be resolved in accordance with the preceding sub-clause then it shall be referred to a single arbitrator to be agreed between the Parties and failing such agreement within 14 days of the request of one Party to the other in writing that the matter be referred to arbitration such reference shall be to a single arbitrator appointed for that purpose on the written request of either Party by the President for the time being of the Law Society of England and Wales and any reference to arbitration under this clause shall be deemed to be a reference to arbitration within the meaning of the relevant Arbitration Acts and it is further agreed that if any matter is referred to arbitration then each Party will bear its own costs of such referral

25. Force Majeure

25.1 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:-

25.1.1 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

25.1.2 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.

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

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

25.2.2 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.

25.3 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):-

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

25.3.2 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.

26. Rights of Third Parties

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 (or any amendment or re-enactment thereof).

27. Notices

27.1 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

27.2 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

28. Termination

28.1 Either Party may terminate this Agreement by giving to the other Party at least 3 months' notice in writing

28.2 Either Party may terminate this Agreement by notice in writing to the other if:

28.2.1 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.

28.2.2 the other Party commits a series of minor breaches which,

- when taken together, amount to a material breach;
- 28.2.3** the other Party commits a material breach of this Agreement which cannot be remedied under any circumstances;
- 28.2.4** The Council may terminate this Agreement forthwith by notice where the Contractor commits a material breach as a result of a failure to comply with a non-compliance notice issued in accordance with clause 20 (Non-Compliance) or a where the Contractor is issued with a Termination Red Notice in accordance with accordance with paragraph 1.4 of the Specification
- 28.2.5** 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;
- 28.2.6** the other Party ceases to carry on its business or substantially the whole of its business; or
- 28.2.7** 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.
- 28.3** Where notice to terminate is given pursuant to this clause 28, this Agreement shall terminate with effect on the date specified in the notice
- 29. Consequences of Termination**
- 29.1** Other than as set out in this Agreement, neither Party shall have any further obligations to the other under this Agreement after its termination
- 29.2** Any provision of this Agreement which expressly or by implication is intended to come into or continue in force on or after termination of this Agreement shall remain in full force and effect
- 29.3** Termination of this Agreement, for any reason, shall not affect the accrued rights, remedies obligations or liabilities of the Parties existing at termination

29.4 Notwithstanding its obligations in this clause 29, if a Party is required by law, regulation, or government or regulatory body to retain any documents or materials containing the other Party's Confidential Information, it shall notify the other Party in writing of such retention, giving details of the documents and/or materials it must retain.

29.5 upon termination of this Agreement for any reason, the Contractor shall, at its own cost, deliver, and require that its employees, agents and sub-contractors deliver, to the Council all information and any other property of the Council which are in the possession or control of the Contractor or the Contractor's employees, agents or Sub-Contractors at the date of termination.

30. Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

The Parties agree that the provisions of Schedule 1 shall apply to any Relevant Transfer of staff under this Agreement

31. Governing Law And Jurisdiction

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 Courts

32. Severance

If any provision of this Agreement prohibited by law or judged by any court of competent jurisdiction to be unlawful, void, invalid or unenforceable, the provision shall, to the extent required, be severed from this Agreement and rendered ineffective as far as possible without modifying the remaining provisions of this Agreement and shall not in any way affect any other circumstances of or the validity or enforcement of this Agreement.

33. Parent Company Guarantee¹¹

¹¹ Delete this clause if no parent company guarantee is required.
Replace text highlighted in green with words "not used"

It is a condition of this Agreement that if the Contractor is a subsidiary company 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.

34. Amendments

This Agreement may only be amended in writing signed by duly authorised representatives of the Parties.

35. Agency, Partnership etc

This Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in this Agreement. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.

36. Conflict of Terms

If there is any ambiguity or inconsistency in or between the Contract Documents the Council shall determine, at its sole discretion, the priority of the documents.

37. Entire Agreement

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.

IN WITNESS of this Agreement

Signed by and on behalf of

Shropshire Council

..... **Head of Legal, Strategy & Democratic
Services**

..... Legal Services Manager ¹²

Signed by and on behalf of

(Contractor)¹³

.....
Signature of authorised signatory	Position in Company

Or

.....
Director	Director/Company Secretary

Print Name (s).....

¹² Insert this signatory page if the contract to be awarded is a major contract under the Council's Contract Procedure Rules, otherwise, contact legal services as to the appropriate attestation clause

¹³ Insert the contractors name

SCHEDULE 1

TUPE CLAUSES

Unless otherwise stated in this Schedule, the following definitions shall apply:

Contractor Personnel: all directors, officers, employees, agents, consultants and contractors of the Contractor and/or Sub-contractor engaged in the performance of the Contractor's obligations under this Agreement;

Contractor's Final Personnel List: a list provided by the Contractor of all Contractor Personnel who will transfer under the Employment Regulations on the Service Transfer Date;

Contractor's Provisional Personnel List: a list prepared and updated by the Contractor of all Contractor Personnel who are engaged in or wholly or mainly assigned to the provision of the Services or any relevant part of the Services which it is envisaged as at the date of such list will no longer be provided by the Contractor and who are expected, if they remain in the employment of the Contractor or of any sub-contractor as the case may be until immediately before the termination date or the expiry date of the (as appropriate), would be Transferring Contractor Employees;

Data Protection Legislation: the Data Protection Act 1998, the 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 (SI 2426/2003) and all applicable laws and regulations relating to the processing of personal data and

privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner.

"Direct Loss" all damage, loss, liabilities, claims, actions, costs, expenses (including the cost of reasonably and necessarily incurred legal or professional services), proceedings, demands and charges whether arising under statute, contract or at common law but, to avoid doubt, excluding Indirect Losses;

Employee Liability Information: the information that a transferor is obliged to notify to a transferee under regulation 11 of the Employment Regulations :

- (a) the identity and age of the employee;
- (b) the employee's written statement of employment particulars (as required under section 1 of the Employment Rights Act 1996);
- (c) information about any disciplinary action taken against the employee and any grievances raised by the employee, where a Code of Practice issued under Part IV of the Trade Union and Labour Relations (Consolidation) Act 1992 relating exclusively or primarily to the resolution of disputes applied, within the previous two years;
- (d) information about any court or tribunal case, claim or action either brought by the employee against the transferor within the previous two years or where the transferor has reasonable grounds to believe that such action may be brought against the Contractor arising out of the employee's employment with the transferor;
- (e) information about any collective agreement that will have effect after the Effective Date or the Service Transfer Date, as the case may be, in relation to the employee under regulation 5(a) of TUPE.

Employee Liabilities: all claims, actions, proceedings, orders, demands, complaints, investigations (save for any claims for personal injury which are covered by insurance) and any award, compensation, damages, tribunal awards, fine, loss, order, penalty, disbursement, payment made by way of settlement and costs, expenses and legal costs reasonably incurred in connection with a claim or investigation related to employment including in relation to the following:

- (a) redundancy payments including contractual or enhanced redundancy costs, termination costs and notice payments;
- (b) unfair, wrongful or constructive dismissal compensation;
- (c) compensation for discrimination on grounds of sex, race, disability, age, religion or belief, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation or claims for equal pay;
- (d) compensation for less favourable treatment of part-time workers or fixed term employees;
- (e) outstanding employment debts and unlawful deduction of wages including any PAYE and national insurance contributions;
- (f) employment claims whether in tort, contract or statute or otherwise;
- (g) any investigation relating to employment matters by the Equality and Human Rights Commission or other enforcement, regulatory or supervisory body and of implementing any requirements which may arise from such investigation;

Employment Regulations: the Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246) as amended or replaced or any other regulations implementing the Acquired Rights Directive

Former Provider: a Contractor supplying services to the Council before the Service Transfer Date that are the same as or substantially similar to the Services (or any part of the Services) and shall include any sub-contractor of such Contractor (or any sub-contractor of any such sub-contractor);

Indirect Losses means loss of profits (other than profits directly and solely attributable to carrying on of the Business), loss of use, loss of production, increased operating costs, loss of business, loss of business opportunity, loss of reputation or goodwill or any other consequential or indirect loss of any nature, whether arising in tort or on any other basis;

Relevant Transfer: a transfer of employment to which the Employment Regulations applies;

Replacement Services: any services which are the same as or substantially similar to the Services and which the Council receives in substitution for any of the Services following the expiry or termination of Partial Termination of this Contract, whether those services are provided by the Council internally and/or by any third party;

Replacement Provider: any third party provider of Replacement Services appointed by the Council from time to time (or where the Council is providing replacement Services for its own account, the Council);

Replacement Sub-contractor: a sub-contractor of the Replacement Provider to whom Transferring Contractor Employees will transfer on a Service Transfer Date (or any sub-contractor of any such Sub-contractor);

Retendering Information: as defined in paragraph 3.10;

Service Transfer: any transfer of the Services (or any part of the Services), for whatever reason, from the Contractor or any Sub-contractor to a Replacement Provider or a Replacement Sub-contractor;

Service Transfer Date: the date on which the Services (or any part of the Services), transfer from the Contractor or Sub-Contractor to the Council or any Replacement Provider giving rise to a Relevant Transfer;

Staffing Information: in relation to all persons identified on the Contractor's Provisional Personnel List or Contractor's Final Personnel List, as the case may be, such information as the Council may reasonably request (subject to all applicable provisions of the Data Protection Legislation, but including in an anonymised format:

(a) their ages, dates of commencement of employment or engagement and gender;

- (b) details of whether they are employed, self employed contractors or consultants, agency workers or otherwise;
- (c) the identity of the employer or relevant contracting Party;
- (d) their relevant contractual notice periods and any other terms relating to termination of employment, including redundancy procedures, and redundancy payments;
- (e) their wages, salaries and profit sharing arrangements as applicable;
- (f) details of other employment-related benefits, including (without limitation) medical insurance, life assurance, pension or other retirement benefit schemes, share option schemes and company car schedules applicable to them;
- (g) any outstanding or potential contractual, statutory or other liabilities in respect of such individuals (including in respect of personal injury claims);
- (h) details of any such individuals on long term sickness absence, parental leave, maternity leave or other authorised long term absence;
- (i) copies of all relevant documents and materials relating to such information, including copies of relevant contracts of employment (or relevant standard contracts if applied generally in respect of such employees); and
- (j) any other Employee Liability Information

Sub-Contractor: the contractors engaged by the Contractor to provide goods, services or works to, for or on behalf of the Contractor for the purposes of providing the Services to the Council.

Transferring Contractor Employees: those employees of the Contractor and/or the Contractor's Sub-contractors wholly or mainly engaged in the provision of the Services as the case may be as immediately before the expiry date or the termination date of the Contract to whom the Employment Regulations will apply on the Service Transfer Date whose contracts of employment transfer with effect from the Service Transfer Date to the Council or a Replacement Service Provider

1. INTERPRETATION

Where a provision in this Schedule imposes an obligation on the Contractor to provide an indemnity, undertaking or warranty, the Contractor shall procure that each of its Sub-contractors shall comply with such obligation and provide such indemnity, undertaking or warranty to the Council, Former Provider, Replacement Provider or Replacement Sub-contractor, as the case may be.

2. PROCUREMENT OBLIGATIONS

Where in this schedule the Council accepts an obligation to procure that a Former Provider does or does not do something, such obligation shall be limited so that it extends only to the extent that the Council's contract with the Former Provider contains a contractual right in that regard which the Council may enforce, or otherwise so that it requires only that the Council must use reasonable endeavours to procure that the Former Provider does or does not act accordingly.

3. RETENDERING AND PRE-SERVICE TRANSFER OBLIGATIONS

3.1 The Contractor agrees that within 20 Working Days of the earliest of:

- (a) receipt of a notification from the Council of a Service Transfer or intended Service Transfer;
- (b) receipt of the giving of notice of early termination or any Partial Termination of this Contract;
- (c) the date which is 12 months before the end of the Term; and
- (d) receipt of a written request of the Council at any time (provided that the Council shall only be entitled to make one such request in any six month period),

it shall provide at no cost to the Council and in a suitably anonymised format so as to comply with the Data Protection Legislation, the Contractor's Provisional Personnel List, together with the Staffing Information in relation to the Contractor's Provisional Personnel List and it shall provide an updated

Contractor's Provisional Personnel List at such intervals as are reasonably requested by the Council.

3.2 At least 28 Working Days prior to the Service Transfer Date, the Contractor shall provide to the Council or at the direction of the Council to any Replacement Provider and/or any Replacement Sub-contractor:

- (a) the Contractor's Final Personnel List, which shall identify which of the Contractor Personnel are Transferring Contractor Employees; and
- (b) the Staffing Information in relation to the Contractor's Final Personnel List (insofar as such information has not previously been provided).

3.3 The Council shall be permitted to use and disclose information provided by the Contractor under clause 3.1 and clause 3.2 for the purpose of informing any prospective Replacement Provider and/or Replacement Sub-contractor.

3.4 The Contractor:

- (a) shall promptly notify the Council forthwith in writing of any material changes to the information provided pursuant to clause 3.1 and clause 3.2 as and when such changes arise; and
- (b) warrants, for the benefit of the Council, any Replacement Provider, and any Replacement Sub-contractor that all information provided pursuant to clause 3.1 and clause 3.2 shall be true and accurate in all material respects at the time of providing the information.

3.5 From the date of the earliest event referred to in clause 3.1(a), clause 3.1(b) and clause 3.1(c), the Contractor agrees, that it shall not, and agrees to procure that each Sub-contractor shall not, assign any person to the provision of the Services who is not listed on the Contractor's Provisional Personnel List and shall not without the approval of the Council (not to be unreasonably withheld or delayed):

- (a) replace or re-deploy any Contractor Personnel listed on the Contractor Provisional Personnel List other than where any replacement is of

equivalent grade, skills, experience and expertise and is employed on the same terms and conditions of employment as the person he/she replaces;

(b) make, promise, propose or permit any material changes to the terms and conditions of employment of the Contractor Personnel (including any payments connected with the termination of employment);

(c) increase the proportion of working time spent on the Services (or the relevant part of the Services) by any of the Contractor Personnel save for fulfilling assignments and projects previously scheduled and agreed;

(d) introduce any new contractual or customary practice concerning the making of any lump sum payment on the termination of employment of any employees listed on the Contractor's Provisional Personnel List;

(e) increase or reduce the total number of employees so engaged, or deploy any other person to perform the Services (or the relevant part of the Services); or

(f) terminate or give notice to terminate the employment or contracts of any persons on the Contractor's Provisional Personnel List save by due disciplinary process, and shall promptly notify, and procure that each Sub-contractor shall promptly notify, the Council or, at the direction of the Council, any Replacement Provider and any Replacement Sub-contractor of any notice to terminate employment given by the Contractor or relevant Sub-contractor or received from any persons listed on the Contractor's Provisional Personnel List regardless of when such notice takes effect.

3.6 During the Term, the Contractor shall provide, and shall procure that each Sub-contractor shall provide, to the Council any information the Council may reasonably require relating to the manner in which the Services are organised, which shall include:

- (a) the numbers of employees engaged in providing the Services;
- (b) the percentage of time spent by each employee engaged in providing the Services; and
- (c) a description of the nature of the work undertaken by each employee by location.

3.7 The Contractor shall provide, and shall procure that each Sub-contractor shall provide, all reasonable cooperation and assistance to the Council, any Replacement Provider and/or any Replacement Sub-contractor to ensure the smooth transfer of the Transferring Contractor Employees on the Service Transfer Date including providing sufficient information in advance of the Service Transfer Date to ensure that all necessary payroll arrangements can be made to enable the Transferring Contractor Employees to be paid as appropriate. Without prejudice to the generality of the foregoing, within 5 Working Days following the Service Transfer Date, the Contractor shall provide, and shall procure that each Sub-contractor shall provide, to the Council or, at the direction of the Council, to any Replacement Provider and/or any Replacement Sub-contractor (as appropriate), in respect of each person on the Contractor's Final Personnel List who is a Transferring Contractor Employee:

- (a) the most recent month's copy pay slip data;
- (b) details of cumulative pay for tax and pension purposes;
- (c) details of cumulative tax paid;
- (d) tax code;
- (e) details of any voluntary deductions from pay; and
- (f) bank/building society account details for payroll purposes.

3.8 The Council regards compliance with this paragraph 3 as fundamental to the Agreement. In particular, failure to comply with paragraphs 3.1 and 3.2 in respect of the provision of accurate information about the Transferring Contractor Employees shall entitle the Council to suspend payment of the Charges until such information is provided, or indefinitely. The maximum sum that may be retained under this paragraph 3.8 shall not exceed an amount equivalent to the Charges that would be payable in the three month period following the Contractor's failure to comply with paragraphs 3.1 or 3.2, as the case may be.

3.9 Any change to the Staffing Information which would increase the total employment costs of the staff in the six months prior to termination of this Agreement shall not (so far as reasonably practicable) take place without the Council's prior written consent, unless such changes are required by law. The

Contractor shall supply to the Council full particulars of such proposed changes and the Council shall be afforded reasonable time to consider them.

3.10 The Contractor shall indemnify and shall keep indemnified in full the Council and at the Council's request any Replacement Provider against all Direct Losses arising from any claim by any party as a result of the Contractor or sub-contractor failing to provide or promptly to provide the Council and/or any Replacement Provider where requested by the Council with any information required under this Clause 3.1 to 3.4 inclusive ("the Retendering Information") and/or Employee Liability Information or to provide full Retendering Information and/or Employee Liability Information or as a result of any material inaccuracy in or omission from the Retendering Information and/or Employee Liability Information provided that this indemnity shall not apply to the extent that such information was originally provided to the Contractor or any sub-contractor by the Council and was materially inaccurate or incomplete when originally provided.

4. EMPLOYMENT REGULATIONS EXIT PROVISIONS

4.1 The Council and the Contractor acknowledge that subsequent to the commencement of the provision of the Services, the identity of the provider of the Services (or any part of the Services) may change (whether as a result of termination or Partial Termination of this Contract or otherwise) resulting in the Services being undertaken by a Replacement Provider and/or a Replacement Sub-contractor. Such change in the identity of the Contractor of such services may constitute a Relevant Transfer to which the Employment Regulations and/or the Acquired Rights Directive will apply. The Council and the Contractor further agree that, as a result of the operation of the Employment Regulations, where a Relevant Transfer occurs, the contracts of employment between the Contractor and the Transferring Contractor Employees (except in relation to any contract terms disapplied through operation of regulation 10(2) of the Employment Regulations) will have effect on and from the Service Transfer Date as if originally made between the Replacement Provider and/or a Replacement Sub-

contractor (as the case may be) and each such Transferring Contractor Employee.

4.2 The Contractor shall, and shall procure that each Sub-contractor shall, comply with all its obligations in respect of the Transferring Contractor Employees arising under the Employment Regulations in respect of the period up to (and including) the Service Transfer Date and shall perform and discharge, and procure that each Sub-contractor shall perform and discharge, all its obligations in respect of all the Transferring Contractor Employees and other employees or former employees of the Contractor or each Sub-contractor (who had been engaged in the provision of the Services) arising in respect of the period up to (and including) the Service Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part to the period ending on (and including) the Service Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between: (i) the Contractor and/or the Sub-contractor (as appropriate); and (ii) the Replacement Provider and/or Replacement Sub-contractor.

4.3 Subject to clause 4.4, the Contractor shall indemnify the Council and/or the Replacement Provider and/or any Replacement Sub-contractor against any Employee Liabilities in respect of any Transferring Contractor Employee (or, where applicable any employee representative as defined in the Employment Regulations) arising from or as a result of:

- (a) any act or omission of the Contractor or any Sub-contractor whether occurring before, on or after the Service Transfer Date;
- (b) the breach or non-observance by the Contractor or any Sub-contractor occurring on or before the Service Transfer Date of:
 - (i) any collective agreement applicable to the Transferring Contractor Employees; and/or

- (ii) any other custom or practice with a trade union or staff association in respect of any Transferring Contractor Employees which the Contractor or any Sub-contractor is contractually bound to honour;
- (c) any claim by any trade union or other body or person representing any Transferring Contractor Employees arising from or connected with any failure by the Contractor or a Sub-contractor to comply with any legal obligation to such trade union, body or person arising on or before the Service Transfer Date;
- (d) any proceeding, claim or demand by HMRC or other statutory Council in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
 - (i) in relation to any Transferring Contractor Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory Council relates to financial obligations arising on and before the Service Transfer Date; and
 - (ii) in relation to any employee who is not a Transferring Contractor Employee, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Contractor to the Council and/or Replacement Provider and/or any Replacement Sub-contractor, to the extent that the proceeding, claim or demand by HMRC or other statutory Council relates to financial obligations arising on or before the Service Transfer Date;
- (e) a failure of the Contractor or any Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Contractor Employees in respect of the period up to (and including) the Service Transfer Date);
- (f) any claim made by or in respect of any person employed or formerly employed by the Contractor or any Sub-contractor other than a Transferring Contractor Employee for whom it is alleged the Council and/or the Replacement Provider and/or any Replacement Sub-contractor

may be liable by virtue of this Contract and/or the Employment Regulations and/or the Acquired Rights Directive; and

(g) any claim made by or in respect of a Transferring Contractor Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Provider Employee relating to any act or omission of the Contractor or any Sub-contractor in relation to its obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the failure by the Council and/or Replacement Provider to comply with regulation 13(4) of the Employment Regulations.

4.4 The indemnities in clause 4.3 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Replacement Provider and/or any Replacement Sub-contractor whether occurring or having its origin before, on or after the Service Transfer Date, including any Employee Liabilities:

(a) arising out of the resignation of any Transferring Contractor Employee before the Service Transfer Date on account of substantial detrimental changes to his/her working conditions proposed by the Replacement Provider and/or any Replacement Sub-contractor to occur in the period on or after the Service Transfer Date); or

(b) arising from the Replacement Provider's failure, and/or Replacement Sub-contractor's failure, to comply with its obligations under the Employment Regulations.

4.5 If any person who is not a Transferring Contractor Employee claims, or it is determined in relation to any person who is not a Transferring Contractor Employee, that his/her contract of employment has been transferred from the Contractor or any Sub-contractor to the Replacement Provider and/or Replacement Sub-contractor pursuant to the Employment Regulations or the Acquired Rights Directive, then:

- (a) the Council shall procure that the Replacement Provider shall, or any Replacement Sub-contractor shall, within five Working Days of becoming aware of that fact, give notice in writing to the Contractor; and
- (b) the Contractor may offer (or may procure that a Sub-contractor may offer) employment to such person within 15 Working Days of the notification by the Replacement Provider and/or any and/or Replacement Sub-contractor or take such other reasonable steps as it considers appropriate to deal with the matter provided always that such steps are in compliance with Law.

4.6 If such offer is accepted, or if the situation has otherwise been resolved by the Contractor or a Sub-contractor, the Council shall procure that the Replacement Provider shall, or procure that the Replacement Sub-contractor shall, immediately release or procure the release of the person from his/her employment or alleged employment.

4.7 If after the 15th Working Day period specified in clause 4.5(b) has elapsed:

- (a) no such offer of employment has been made;
- (b) such offer has been made but not accepted; or
- (c) the situation has not otherwise been resolved

the Council shall advise the Replacement Provider and/or Replacement Sub-contractor, as appropriate that it may within five Working Days give notice to terminate the employment or alleged employment of such person.

4.8 Subject to the Replacement Provider and/or Replacement Sub-contractor acting in accordance with the provisions of clause 4.5 to clause 4.7, and in accordance with all applicable proper employment procedures set out in applicable Law, the Contractor shall indemnify the Replacement Provider and/or Replacement Sub-contractor against all Employee Liabilities arising out of the termination pursuant to the provisions of clause 4.7 provided that the Replacement Provider takes, or shall procure that the Replacement Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.

4.9 The indemnity in clause 4.8:

(a) shall not apply to:

(i) in any case in relation to any alleged act or omission of the Replacement Provider and/or Replacement Sub-contractor, any claim for: (A) discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or (B) equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees; or

(ii) any claim that the termination of employment was unfair because the Replacement Provider and/or Replacement Sub-contractor neglected to follow a fair dismissal procedure; and

(b) shall apply only where the notification referred to in clause 4.5(a) is made by the Replacement Provider and/or Replacement Sub-contractor to the Contractor within six months of the Service Transfer Date.

4.10 If any such person as is described in clause 4.5 is neither re-employed by the Contractor or any Sub-contractor nor dismissed by the Replacement Provider and/or Replacement Sub-contractor within the time scales set out in clause 7.5 to clause 4.7, such person shall be treated as a Transferring Contractor Employee and the Replacement Provider and/or Replacement Sub-contractor shall comply with such obligations as may be imposed upon it under applicable Law.

4.11 Not Used.

4.12 The Contractor shall, and shall procure that each Sub-contractor shall, promptly provide to the Council and any Replacement Provider and/or Replacement Sub-contractor, in writing such information as is necessary to enable the Council, the Replacement Provider and/or Replacement Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations. The Council shall procure that the Replacement Provider and/or Replacement Sub-contractor, shall promptly provide to the Contractor and each Sub-contractor in writing such information as is necessary to

enable the Contractor and each Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations.

4.13 Subject to clause 4.14, the Council shall procure that the Replacement Provider indemnifies the Contractor on its own behalf and on behalf of any Replacement Sub-contractor and its sub-contractors against any Employee Liabilities in respect of each Transferring Contractor Employee (or, where applicable any employee representative (as defined in the Employment Regulations) of any Transferring Contractor Employee) arising from or as a result of:

- (a) any act or omission of the Replacement Provider and/or Replacement Sub-contractor;
- (b) the breach or non-observance by the Replacement Provider and/or Replacement Sub-contractor on or after the Service Transfer Date of:
 - (i) any collective agreement applicable to the Transferring Contractor Employees; and/or
 - (ii) any custom or practice in respect of any Transferring Contractor Employees which the Replacement Provider and/or Replacement Sub-contractor is contractually bound to honour;
- (c) any claim by any trade union or other body or person representing any Transferring Contractor Employees arising from or connected with any failure by the Replacement Provider and/or Replacement Sub-contractor to comply with any legal obligation to such trade union, body or person arising on or after the Service Transfer Date;
- (d) any proposal by the Replacement Provider and/or Replacement Sub-contractor to change the terms and conditions of employment or working conditions of any Transferring Contractor Employees on or after their transfer to the Replacement Provider or Replacement Sub-contractor (as the case may be) on the Relevant Transfer Date, or to change the terms and conditions of employment or working conditions of any person who would have been a Transferring Contractor Employee but for their resignation (or decision to treat their employment as terminated under regulation 4(9) of the

Employment Regulations) before the Service Transfer Date as a result of or for a reason connected to such proposed changes;

(e) any statement communicated to or action undertaken by the Replacement Provider or Replacement Sub-contractor to, or in respect of, any Transferring Contractor Employee on or before the Service Transfer Date regarding the Relevant Transfer which has not been agreed in advance with the Contractor in writing;

(f) any proceeding, claim or demand by HMRC or other statutory Council in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:

(i) in relation to any Transferring Contractor Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory Council relates to financial obligations arising after the Service Transfer Date; and

(ii) in relation to any employee who is not a Transferring Contractor Employee, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Contractor or Sub-contractor, to the Replacement Contractor or Replacement Sub-contractor to the extent that the proceeding, claim or demand by HMRC or other statutory Council relates to financial obligations arising after the Service Transfer Date;

(g) a failure of the Replacement Provider or Replacement Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Contractor Employees in respect of the period from (and including) the Service Transfer Date; and

(h) any claim made by or in respect of a Transferring Contractor Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Contractor Employee relating to any act or omission of the Replacement Provider or Replacement Sub-contractor in relation to obligations under regulation 13 of the Employment Regulations.

4.14 The indemnities in clause 4.13 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Contractor and/or any Sub-contractor (as applicable) whether occurring or having its origin before, on or after the Service Transfer Date, including any Employee Liabilities arising from the failure by the Contractor and/or any Sub-contractor (as applicable) to comply with its obligations under the Employment Regulations.

4.15 The parties shall co-operate to ensure that any requirement to inform and consult with the employees and or employee representatives in relation to any Relevant Transfer to a Replacement Provider will be fulfilled.

4.16 The parties agree that the Contracts (Rights of Third Parties) Act 1999 shall apply to clause 3 and 4, to the extent necessary to ensure that any Replacement Provider shall have the right to enforce the obligations owed to, and indemnities given to, the Replacement Provider by the Contractor or the Council in its own right under section 1(1) of the Contracts (Rights of Third Parties) Act 1999.

4.17 Despite clause 4.16, it is expressly agreed that the parties may by agreement rescind or vary any terms of this Agreement without the consent of any other person who has the right to enforce its terms or the term in question despite that such rescission or variation may extinguish or alter that person's entitlement under that right.

Appendix 1

Specification

Appendix 2

Tender and Tender Response Document

Inspection Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS025078 0335	Bicton CE (Controlled) Primary School	Sewage Plant	Harvesting Tank	OPEN	06	Empty clean annual inspection	28/05/2017	
INS025079 0335	Bicton CE (Controlled) Primary School	Sewage Plant	Harvesting Tank	OPEN	06	Empty clean annual inspection	28/08/2017	
INS025084 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	CLOSED	03	Empty clean three monthly inspection	27/04/2017	16/05/2017
INS025085 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	27/07/2017	
INS025086 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	27/10/2017	
INS025087 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	27/01/2018	
INS025100 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	20/04/2017	27/04/2017
INS025101 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	20/05/2017	16/05/2017
INS025102 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	20/06/2017	01/06/2017
INS025103 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	20/07/2017	05/07/2017
INS025104 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/08/2017	
INS025105 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/09/2017	
INS025106 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/10/2017	
INS025107 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/11/2017	
INS025108 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/12/2017	
INS025109 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/01/2018	
INS025110 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/02/2018	
INS025111 0430	Brockton CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/03/2018	
INS025116 0430	Brockton CE Primary School	Sewage Plant	Report & Sample	CLOSED	17	Report and sample 3 monthly inspection	21/06/2017	28/06/2017
INS025117 0430	Brockton CE Primary School	Sewage Plant	Report & Sample	OPEN	17	Report and sample 3 monthly inspection	21/09/2017	
INS025118 0430	Brockton CE Primary School	Sewage Plant	Report & Sample	OPEN	17	Report and sample 3 monthly inspection	21/12/2017	
INS025119 0430	Brockton CE Primary School	Sewage Plant	Report & Sample	OPEN	17	Report and sample 3 monthly inspection	21/03/2018	
INS025152 0630	Church Preen Primary School	Sewage Plant	Report & Sample	CLOSED	05	Empty clean four monthly inspection	18/05/2017	02/05/2017
INS025153 0630	Church Preen Primary School	Sewage Plant	Report & Sample	OPEN	05	Empty clean four monthly inspection	18/09/2017	
INS025154 0630	Church Preen Primary School	Sewage Plant	Report & Sample	OPEN	05	Empty clean four monthly inspection	18/01/2018	
INS038971 0630	Church Preen Primary School	Sewage Plant	Grease Trap	CLOSED	15	Empty clean nine times a year	26/05/2017	02/05/2017
INS038973 0630	Church Preen Primary School	Sewage Plant	Grease Trap	OPEN	15	Empty clean nine times a year	26/07/2017	
INS025159 0630	Church Preen Primary School			CLOSED	17	Report and sample 3 monthly inspection	22/06/2017	28/06/2017
INS025160 0630	Church Preen Primary School			OPEN	17	Report and sample 3 monthly inspection	22/09/2017	
INS025161 0630	Church Preen Primary School	Sewage Plant	Report & Sample	OPEN	17	Report and sample 3 monthly inspection	22/12/2017	
INS025162 0630	Church Preen Primary School	Sewage Plant	Report & Sample	OPEN	17	Report and sample 3 monthly inspection	22/03/2018	
INS025137 0630	Church Preen Primary School	Treatment Plant		CLOSED	20	Operations maintenance	27/04/2017	04/04/2017
INS025138 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	CLOSED	20	Operations maintenance	27/05/2017	02/05/2017
INS025139 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	CLOSED	20	Operations maintenance	27/06/2017	30/06/2017
INS025140 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	CLOSED	20	Operations maintenance	27/07/2017	12/07/2017
INS025141 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	OPEN	20	Operations maintenance	27/08/2017	
INS025142 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	OPEN	20	Operations maintenance	27/09/2017	
INS025143 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	OPEN	20	Operations maintenance	27/10/2017	
INS025144 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	OPEN	20	Operations maintenance	27/11/2017	
INS025145 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	OPEN	20	Operations maintenance	27/12/2017	
INS025146 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	OPEN	20	Operations maintenance	27/01/2018	
INS025147 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	OPEN	20	Operations maintenance	27/02/2018	
INS025148 0630	Church Preen Primary School	Sewage Plant	Treatment Plant	OPEN	20	Operations maintenance	27/03/2018	
INS025220 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	05	Empty clean four monthly inspection	12/05/2017	22/05/2017
INS025221 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	05	Empty clean four monthly inspection	12/09/2017	
INS025222 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	05	Empty clean four monthly inspection	12/01/2018	
INS025205 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	25/04/2017	21/04/2017
INS025206 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	25/05/2017	22/05/2017
INS025207 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	25/06/2017	26/06/2017
INS025208 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	25/07/2017	04/07/2017
INS025209 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	25/08/2017	
INS025210 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	25/09/2017	
INS025211 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	25/10/2017	

Inspection Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS025212 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	25/11/2017	
INS025213 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	25/12/2017	
INS025214 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	25/01/2018	
INS025215 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	25/02/2018	
INS025216 0760	Corvedale CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	25/03/2018	
INS038974 0760	Corvedale CE Primary School	Sewage Plant	Grease Trap	CLOSED	15	Empty clean nine times a year	26/05/2017	02/05/2017
INS040473 0760	Corvedale CE Primary School	Sewage Plant	Grease Trap	CLOSED	15	Empty clean nine times a year	26/06/2017	26/06/2017
INS041741 0760	Corvedale CE Primary School	Sewage Plant	Grease Trap	CLOSED	15	Empty clean nine times a year	26/07/2017	04/07/2017
INS041742 0760	Corvedale CE Primary School	Sewage Plant	Grease Trap	OPEN	15	Empty clean nine times a year	26/08/2017	
INS025229 0825	Brown Clee CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	08	Pump inspection two monthly inspection	17/05/2017	11/05/2017
INS025230 0825	Brown Clee CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	08	Pump inspection two monthly inspection	17/07/2017	12/07/2017
INS025231 0825	Brown Clee CE Primary School	Sewage Plant	Sewage Pumps	OPEN	08	Pump inspection two monthly inspection	17/09/2017	
INS025232 0825	Brown Clee CE Primary School	Sewage Plant	Sewage Pumps	OPEN	08	Pump inspection two monthly inspection	17/11/2017	
INS025233 0825	Brown Clee CE Primary School	Sewage Plant	Sewage Pumps	OPEN	08	Pump inspection two monthly inspection	17/01/2018	
INS025234 0825	Brown Clee CE Primary School	Sewage Plant	Sewage Pumps	OPEN	08	Pump inspection two monthly inspection	17/03/2018	
INS025239 0920	Farlow CE Primary School			OPEN	03	Empty clean three monthly inspection	25/05/2017	
INS025240 0920	Farlow CE Primary School			OPEN	03	Empty clean three monthly inspection	25/08/2017	
INS025241 0920	Farlow CE Primary School	Sewage Plant	Gravity Septic Tank	OPEN	03	Empty clean three monthly inspection	25/11/2017	
INS025242 0920	Farlow CE Primary School	Sewage Plant	Gravity Septic Tank	OPEN	03	Empty clean three monthly inspection	25/02/2018	
INS025255 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/04/2017	
INS025256 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	21/05/2017	20/05/2017
INS025257 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	21/06/2017	24/06/2017
INS025258 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	21/07/2017	26/07/2017
INS025259 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/08/2017	
INS025260 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/09/2017	
INS025261 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/10/2017	
INS025262 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/11/2017	
INS025263 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/12/2017	
INS025264 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/01/2018	
INS025265 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/02/2018	
INS025266 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	21/03/2018	
INS025282 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	21/04/2017	21/04/2017
INS025283 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	21/05/2017	20/05/2017
INS025284 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	21/06/2017	30/06/2017
INS025285 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	21/07/2017	28/07/2017
INS025286 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	21/08/2017	
INS025287 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	21/09/2017	
INS025288 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	21/10/2017	
INS025289 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	21/11/2017	
INS025290 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	21/12/2017	
INS025291 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	21/01/2018	
INS025292 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	21/02/2018	
INS025293 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	21/03/2018	
INS038975 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Grease Trap	CLOSED	16	Empty clean eight times a year	10/05/2017	20/05/2017
INS038976 0970	St Thomas and St Annes CE Primary School	Sewage Plant	Grease Trap	CLOSED	16	Empty clean eight times a year	10/07/2017	24/06/2017
INS025349 1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	05	Empty clean four monthly inspection	23/05/2017	
INS025350 1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	05	Empty clean four monthly inspection	23/09/2017	
INS025351 1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	05	Empty clean four monthly inspection	23/01/2018	
INS025345 1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	06	Empty clean annual inspection	19/07/2017	
INS025332 1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	26/04/2017	27/04/2017
INS025333 1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	26/05/2017	27/05/2017
INS025334 1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	26/06/2017	30/06/2017
INS025335 1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	26/07/2017	29/07/2017

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS025336	1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	26/08/2017	
INS025337	1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	26/09/2017	
INS025338	1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	26/10/2017	
INS025339	1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	26/11/2017	
INS025340	1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	26/12/2017	
INS025341	1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	26/01/2018	
INS025342	1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	26/02/2018	
INS025343	1170	Kinnerley CE (Controlled) Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	26/03/2018	
INS025364	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	28/04/2017	04/04/2017
INS025365	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	28/05/2017	08/05/2017
INS025366	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	28/06/2017	01/06/2017
INS025367	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	28/07/2017	12/07/2017
INS025368	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/08/2017	
INS025369	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/09/2017	
INS025370	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/10/2017	
INS025371	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/11/2017	
INS025372	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/12/2017	
INS025373	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/01/2018	
INS025374	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/02/2018	
INS025375	1210	Longnor CE Primary School	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/03/2018	
INS025404	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	03	Empty clean three monthly inspection	26/05/2017	11/05/2017
INS025405	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	26/08/2017	
INS025406	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	26/11/2017	
INS025407	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	26/02/2018	
INS025410	1220	Lower Heath CE (Controlled) Primary School			COMPLETE	04	Empty clean six monthly inspection	28/04/2017	28/02/2017
INS025411	1220	Lower Heath CE (Controlled) Primary School			OPEN	04	Empty clean six monthly inspection	28/10/2017	
INS025388	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	20/04/2017	24/04/2017
INS025389	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	20/05/2017	11/05/2017
INS025390	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	20/06/2017	06/06/2017
INS025391	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	20/07/2017	11/07/2017
INS025392	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/08/2017	
INS025393	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/09/2017	
INS025394	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/10/2017	
INS025395	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/11/2017	
INS025396	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/12/2017	
INS025397	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/01/2018	
INS025398	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/02/2018	
INS025399	1220	Lower Heath CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	20/03/2018	
INS025424	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	27/04/2017	20/04/2017
INS025425	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	27/05/2017	31/05/2017
INS025426	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	27/06/2017	24/06/2017
INS025427	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	27/07/2017	26/07/2017
INS025428	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	27/08/2017	
INS025429	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	27/09/2017	
INS025430	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	27/10/2017	
INS025431	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	27/11/2017	
INS025432	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	27/12/2017	
INS025433	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	27/01/2018	
INS025434	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	27/02/2018	
INS025435	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	27/03/2018	
INS025437	1240	Ludlow Infant School and Nursery	Sewage Plant	Grease Trap - Filter	OPEN	12	Pump inspection annual inspection	25/08/2017	
INS025491	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	CLOSED	05	Empty clean four monthly inspection	29/04/2017	24/06/2017
INS025492	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	05	Empty clean four monthly inspection	29/08/2017	

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS025493	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	05	Empty clean four monthly inspection	29/12/2017	
INS025476	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	01/04/2017	12/04/2017
INS025477	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	01/05/2017	09/05/2017
INS025478	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	01/06/2017	24/06/2017
INS025479	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	01/07/2017	11/07/2017
INS025480	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	01/08/2017	
INS025481	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	01/09/2017	
INS025482	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	01/10/2017	
INS025483	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	01/11/2017	
INS025484	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	01/12/2017	
INS025485	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	01/01/2018	
INS025486	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	01/02/2018	
INS025487	1370	Moreton Say CE Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	01/03/2018	
INS025496	1370	Moreton Say CE Primary School	Sewage Plant	Report & Sample	OPEN	18	Report and sample 6 monthly inspection	29/09/2017	
INS025497	1370	Moreton Say CE Primary School	Sewage Plant	Report & Sample	OPEN	18	Report and sample 6 monthly inspection	29/03/2018	
INS036403	1520	Norbury Primary School	Sewage Plant	Septic Tank	CLOSED	04	Empty clean six monthly inspection	16/05/2017	31/05/2017
INS036404	1520	Norbury Primary School	Sewage Plant	Septic Tank	OPEN	04	Empty clean six monthly inspection	16/11/2017	
INS035239	1520	Norbury Primary School	Sewage Plant	Septic Tank	CLOSED	15	Empty clean nine times a year	10/04/2017	01/06/2017
INS025512	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	01/04/2017	19/04/2017
INS025513	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	01/05/2017	20/05/2017
INS025514	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	01/06/2017	24/06/2017
INS025515	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	01/07/2017	26/07/2017
INS025516	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/08/2017	
INS025517	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/09/2017	
INS025518	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/10/2017	
INS025519	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/11/2017	
INS025520	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/12/2017	
INS025521	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/01/2018	
INS025522	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/02/2018	
INS025523	1630	Pontesbury CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/03/2018	
INS025549	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	04	Empty clean six monthly inspection	03/10/2017	
INS025550	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS025535	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	01/04/2017	27/04/2017
INS025536	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	01/05/2017	27/05/2017
INS025537	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	01/06/2017	30/06/2017
INS025538	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	01/07/2017	29/07/2017
INS025539	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/08/2017	
INS025540	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/09/2017	
INS025541	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/10/2017	
INS025542	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/11/2017	
INS025543	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/12/2017	
INS025544	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/01/2018	
INS025545	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/02/2018	
INS025546	1705	St John the Baptist CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/03/2018	
INS025557	1840	Crowmoor Primary School	Sewage Plant	Grease Trap	CLOSED	02	Empty clean two monthly inspection	26/05/2017	17/05/2017
INS025558	1840	Crowmoor Primary School	Sewage Plant	Grease Trap	CLOSED	02	Empty clean two monthly inspection	26/07/2017	19/07/2017
INS025559	1840	Crowmoor Primary School	Sewage Plant	Grease Trap	OPEN	02	Empty clean two monthly inspection	26/09/2017	
INS025560	1840	Crowmoor Primary School	Sewage Plant	Grease Trap	OPEN	02	Empty clean two monthly inspection	26/11/2017	
INS025561	1840	Crowmoor Primary School	Sewage Plant	Grease Trap	OPEN	02	Empty clean two monthly inspection	26/01/2018	
INS025562	1840	Crowmoor Primary School	Sewage Plant	Grease Trap	OPEN	02	Empty clean two monthly inspection	26/03/2018	
INS027457	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	06	Empty clean annual inspection	31/07/2017	
INS027469	1911	Kingfisher Nursery	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	08/04/2017	05/04/2017
INS027470	1911	Kingfisher Nursery	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	08/05/2017	22/05/2017

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS027471	1911	Kingfisher Nursery	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	08/06/2017	16/06/2017
INS027472	1911	Kingfisher Nursery	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	08/07/2017	18/07/2017
INS027473	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	08/08/2017	
INS027474	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	08/09/2017	
INS027475	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	08/10/2017	
INS027476	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	08/11/2017	
INS027477	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	08/12/2017	
INS027478	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	08/01/2018	
INS027479	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	08/02/2018	
INS027480	1911	Kingfisher Nursery	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	08/03/2018	
INS025626	1950	Meole Brace CE Primary and Nursery School	Sewage Plant	Pumping Station	CLOSED	06	Empty clean annual inspection	28/07/2017	11/05/2017
INS025622	1950	Meole Brace CE Primary and Nursery School	Sewage Plant	Pumping Station	CLOSED	11	Pump inspection four montly inspection	27/07/2017	11/05/2017
INS025623	1950	Meole Brace CE Primary and Nursery School	Sewage Plant	Pumping Station	OPEN	11	Pump inspection four montly inspection	27/11/2017	
INS025624	1950	Meole Brace CE Primary and Nursery School	Sewage Plant	Pumping Station	OPEN	11	Pump inspection four montly inspection	27/03/2018	
INS025618	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	06	Empty clean annual inspection	31/08/2017	
INS025605	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	01/04/2017	10/04/2017
INS025606	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	01/05/2017	22/05/2017
INS025607	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	01/06/2017	07/06/2017
INS025608	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	01/07/2017	28/07/2017
INS025609	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/08/2017	
INS025610	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/09/2017	
INS025611	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/10/2017	
INS025612	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/11/2017	
INS025613	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/12/2017	
INS025614	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/01/2018	
INS025615	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/02/2018	
INS025616	1980	Oxon CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	01/03/2018	
INS025653	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	04	Empty clean six monthly inspection	27/07/2017	18/07/2017
INS025654	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	04	Empty clean six monthly inspection	27/01/2018	
INS025639	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	05/04/2017
INS025640	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	30/05/2017
INS025641	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	16/06/2017
INS025642	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/07/2017	
INS025643	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025644	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025645	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025646	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025647	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025648	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025649	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025650	2050	Mereside CE Primary School	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS027399	2090	Woodfield Infant School	Sewage Plant	Pump Station	CLOSED	08	Pump inspection two monthly inspection	15/04/2017	25/04/2017
INS027400	2090	Woodfield Infant School	Sewage Plant	Pump Station	CLOSED	08	Pump inspection two monthly inspection	15/06/2017	07/06/2017
INS027401	2090	Woodfield Infant School	Sewage Plant	Pump Station	OPEN	08	Pump inspection two monthly inspection	15/08/2017	
INS027402	2090	Woodfield Infant School	Sewage Plant	Pump Station	OPEN	08	Pump inspection two monthly inspection	15/10/2017	
INS027403	2090	Woodfield Infant School	Sewage Plant	Pump Station	OPEN	08	Pump inspection two monthly inspection	15/12/2017	
INS027404	2090	Woodfield Infant School	Sewage Plant	Pump Station	OPEN	08	Pump inspection two monthly inspection	15/02/2018	
INS027375	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	CLOSED	01	Empty clean one monthly inspection	01/04/2017	06/04/2017
INS027376	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	CLOSED	01	Empty clean one monthly inspection	01/05/2017	12/05/2017
INS027377	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	CLOSED	01	Empty clean one monthly inspection	01/06/2017	30/06/2017
INS027378	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/07/2017	
INS027379	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/08/2017	
INS027380	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/09/2017	

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS027381	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/10/2017	
INS027382	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/11/2017	
INS027383	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/12/2017	
INS027384	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/01/2018	
INS027385	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/02/2018	
INS027386	2840	Welshampton CE Primary School	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	01/03/2018	
INS025657	2910C	Childrens Centre Services (Whitchurch CE Infant School Nursery Class)	Sewage Plant	Pumping Station	CLOSED	04	Empty clean six monthly inspection	21/04/2017	04/04/2017
INS025658	2910C	Childrens Centre Services (Whitchurch CE Infant School Nursery Class)	Sewage Plant	Pumping Station	OPEN	04	Empty clean six monthly inspection	21/09/2017	
INS025659	2910C	Childrens Centre Services (Whitchurch CE Infant School Nursery Class)	Sewage Plant	Pumping Station	OPEN	04	Empty clean six monthly inspection	21/03/2018	
INS025704	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/04/2017	24/04/2017
INS025705	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/05/2017	17/05/2017
INS025706	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/06/2017	06/06/2017
INS025707	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/07/2017	04/07/2017
INS025708	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/08/2017	
INS025709	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/09/2017	
INS025710	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/10/2017	
INS025711	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/11/2017	
INS025712	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/12/2017	
INS025713	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/01/2018	
INS025714	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/02/2018	
INS025715	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/03/2018	
INS025688	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	03	Empty clean three monthly inspection	26/05/2017	15/05/2017
INS025689	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	26/08/2017	
INS025690	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	26/11/2017	
INS025691	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	03	Empty clean three monthly inspection	26/02/2018	
INS025672	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	04/07/2017
INS025673	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	15/05/2017
INS025674	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	06/06/2017
INS025675	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/07/2017	
INS025676	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025677	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025678	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025679	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025680	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025681	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025682	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025683	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS025720	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Report & Sample	CLOSED	17	Report and sample 3 monthly inspection	29/06/2017	28/06/2017
INS025721	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Report & Sample	OPEN	17	Report and sample 3 monthly inspection	29/09/2017	
INS025722	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Report & Sample	OPEN	17	Report and sample 3 monthly inspection	29/12/2017	
INS025723	2940	Whixall CE (Controlled) Primary School	Sewage Plant	Report & Sample	OPEN	17	Report and sample 3 monthly inspection	29/03/2018	
INS025736	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/04/2017	20/04/2017
INS025737	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/05/2017	31/05/2017
INS025738	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/06/2017	24/06/2017
INS025739	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/07/2017	26/07/2017
INS025740	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/08/2017	
INS025741	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/09/2017	
INS025742	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/10/2017	
INS025743	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/11/2017	
INS025744	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/12/2017	
INS025745	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/01/2018	
INS025746	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/02/2018	
INS025747	2950	Wistanstow CE Primary School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/03/2018	

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS025774	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	CLOSED	04	Empty clean six monthly inspection	27/07/2017	06/07/2017
INS025775	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	04	Empty clean six monthly inspection	27/01/2018	
INS025760	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	26/04/2017
INS025761	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	02/05/2017
INS025762	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	29/06/2017
INS025763	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	06/07/2017
INS025764	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025765	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025766	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025767	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025768	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025769	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025770	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025771	2990	Long Mountain CE Primary School (was Worthen Primary)	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS025788	3120	The Community College	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	04/04/2017
INS025789	3120	The Community College	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	02/05/2017
INS025790	3120	The Community College	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	02/06/2017
INS025791	3120	The Community College	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	03/07/2017
INS025792	3120	The Community College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025793	3120	The Community College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025794	3120	The Community College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025795	3120	The Community College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025796	3120	The Community College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025797	3120	The Community College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025798	3120	The Community College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025799	3120	The Community College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS025812	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	20/04/2017
INS025813	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	20/05/2017
INS025814	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	24/06/2017
INS025815	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	26/07/2017
INS025816	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025817	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025818	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025819	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025820	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025821	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025822	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025823	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Sewage Pumps	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS038978	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Operational Maintenance	CLOSED	15	Empty clean nine times a year	23/05/2017	20/05/2017
INS038979	3300	Ludlow CE School Specialist Technology and Sports College	Sewage Plant	Operational Maintenance	CLOSED	15	Empty clean nine times a year	23/07/2017	24/06/2017
INS040383	3320	Grove School	Sewage Plant	Grease Trap	OPEN	03	Empty clean three monthly inspection	27/07/2017	
INS040384	3320	Grove School	Sewage Plant	Grease Trap	OPEN	03	Empty clean three monthly inspection	27/11/2017	
INS040385	3320	Grove School	Sewage Plant	Grease Trap	OPEN	03	Empty clean three monthly inspection	27/02/2018	
INS040381	3320	Grove School	Sewage Plant	Wash Down Hold Tank	OPEN	04	Empty clean six monthly inspection	28/08/2017	
INS040382	3320	Grove School	Sewage Plant	Wash Down Hold Tank	OPEN	04	Empty clean six monthly inspection	28/01/2018	
INS025828	3480	Mary Webb School and Science College	Sewage Plant	Grease Trap	COMPLETE	05	Empty clean four monthly inspection	26/05/2017	03/07/2017
INS025829	3480	Mary Webb School and Science College	Sewage Plant	Grease Trap	OPEN	05	Empty clean four monthly inspection	26/09/2017	
INS025830	3480	Mary Webb School and Science College	Sewage Plant	Grease Trap	OPEN	05	Empty clean four monthly inspection	26/01/2018	
INS025834	3480	Mary Webb School and Science College	Sewage Plant	Gully Trap	CLOSED	05	Empty clean four monthly inspection	26/05/2017	03/07/2017
INS025835	3480	Mary Webb School and Science College	Sewage Plant	Gully Trap	OPEN	05	Empty clean four monthly inspection	26/09/2017	
INS025836	3480	Mary Webb School and Science College	Sewage Plant	Gully Trap	OPEN	05	Empty clean four monthly inspection	26/01/2018	
INS025840	3500	St Martins School	Sewage Plant	Grease Trap	CLOSED	05	Empty clean four monthly inspection	26/05/2017	17/06/2017
INS025841	3500	St Martins School	Sewage Plant	Grease Trap	OPEN	05	Empty clean four monthly inspection	26/09/2017	

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS025842	3500	St Martins School	Sewage Plant	Grease Trap	OPEN	05	Empty clean four monthly inspection	26/01/2018	
INS025855	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	28/04/2017	21/04/2017
INS025856	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	28/05/2017	20/05/2017
INS025857	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	28/06/2017	24/06/2017
INS025858	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	28/07/2017	26/07/2017
INS025859	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/08/2017	
INS025860	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/09/2017	
INS025861	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/10/2017	
INS025862	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/11/2017	
INS025863	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/12/2017	
INS025864	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/01/2018	
INS025865	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/02/2018	
INS025866	3640	Meole Brace School	Sewage Plant	Main Sewage Pumps	OPEN	01	Empty clean one monthly inspection	28/03/2018	
INS025879	3640	Meole Brace School	Sewage Plant	Grease Trap	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	21/04/2017
INS025880	3640	Meole Brace School	Sewage Plant	Grease Trap	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	20/05/2017
INS025881	3640	Meole Brace School	Sewage Plant	Grease Trap	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	24/06/2017
INS025882	3640	Meole Brace School	Sewage Plant	Grease Trap	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	26/07/2017
INS025883	3640	Meole Brace School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025884	3640	Meole Brace School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025885	3640	Meole Brace School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025886	3640	Meole Brace School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025887	3640	Meole Brace School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025888	3640	Meole Brace School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025889	3640	Meole Brace School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025890	3640	Meole Brace School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS025903	3640	Meole Brace School	Sewage Plant	Music Block Pumps	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	21/04/2017
INS025904	3640	Meole Brace School	Sewage Plant	Music Block Pumps	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	20/05/2017
INS025905	3640	Meole Brace School	Sewage Plant	Music Block Pumps	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	24/06/2017
INS025906	3640	Meole Brace School	Sewage Plant	Music Block Pumps	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	26/07/2017
INS025907	3640	Meole Brace School	Sewage Plant	Music Block Pumps	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025908	3640	Meole Brace School	Sewage Plant	Music Block Pumps	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025909	3640	Meole Brace School	Sewage Plant	Music Block Pumps	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025910	3640	Meole Brace School	Sewage Plant	Music Block Pumps	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025911	3640	Meole Brace School	Sewage Plant	Music Block Pumps	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025912	3640	Meole Brace School	Sewage Plant	Music Block Pumps	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025913	3640	Meole Brace School	Sewage Plant	Music Block Pumps	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025914	3640	Meole Brace School	Sewage Plant	Music Block Pumps	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS025927	3640	Meole Brace School	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	21/04/2017
INS025928	3640	Meole Brace School	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	20/05/2017
INS025929	3640	Meole Brace School	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	24/06/2017
INS025930	3640	Meole Brace School	Sewage Plant	Pump Station	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	26/07/2017
INS025931	3640	Meole Brace School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025932	3640	Meole Brace School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025933	3640	Meole Brace School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025934	3640	Meole Brace School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025935	3640	Meole Brace School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025936	3640	Meole Brace School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025937	3640	Meole Brace School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025938	3640	Meole Brace School	Sewage Plant	Pump Station	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS025941	3650	Meole Brace School (Former Caretakers Bungalow)	Sewage Plant	Septic Tank	OPEN	04	Empty clean six monthly inspection	24/08/2017	
INS025942	3650	Meole Brace School (Former Caretakers Bungalow)	Sewage Plant	Septic Tank	OPEN	04	Empty clean six monthly inspection	24/02/2018	
INS025946	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	05	Empty clean four monthly inspection	26/05/2017	19/05/2017
INS025947	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	05	Empty clean four monthly inspection	26/09/2017	27/07/2017

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS025948	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	05	Empty clean four monthly inspection	26/01/2018	
INS025989	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	11/04/2017
INS025990	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	19/05/2017
INS025991	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	28/06/2017
INS025992	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	27/07/2017
INS025993	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025994	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025995	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025996	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025997	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025998	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025999	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS026000	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS026013	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/04/2017	11/04/2017
INS026014	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/05/2017	19/05/2017
INS026015	3890	Thomas Adams School	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	28/06/2017	28/06/2017
INS026016	3890	Thomas Adams School	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	28/07/2017	27/07/2017
INS026017	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/08/2017	
INS026018	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/09/2017	
INS026019	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/10/2017	
INS026020	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/11/2017	
INS026021	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/12/2017	
INS026022	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/01/2018	
INS026023	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/02/2018	
INS026024	3890	Thomas Adams School	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	28/03/2018	
INS025974	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	06	Empty clean annual inspection	21/06/2017	
INS025975	4200	Woodlands School	Sewage Plant	Harvesting Tank	OPEN	06	Empty clean annual inspection	28/06/2017	
INS025976	4200	Woodlands School	Sewage Plant	Harvesting Tank	OPEN	06	Empty clean annual inspection	28/09/2017	
INS025961	4200	Woodlands School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	24/04/2017
INS025962	4200	Woodlands School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	09/05/2017
INS025963	4200	Woodlands School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	09/06/2017
INS025964	4200	Woodlands School	Sewage Plant	Treatment Plant	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	04/07/2017
INS025965	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS025966	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS025967	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS025968	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS025969	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS025970	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS025971	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS025972	4200	Woodlands School	Sewage Plant	Treatment Plant	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS026052	4630	Ludlow Youth Centre	Sewage Plant	Well	OPEN	06	Empty clean annual inspection	31/08/2017	
INS026039	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	04/04/2017
INS026040	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	05/05/2017
INS026041	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	01/06/2017
INS026042	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	05/07/2017
INS026043	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS026044	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS026045	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS026046	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS026047	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS026048	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS026049	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS026050	4630	Ludlow Youth Centre	Sewage Plant	Interceptor Pump	OPEN	07	Pump inspection one monthly inspection	28/03/2018	

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS029089	4651	The Centre	Sewage Plant	Harvesting Tank	CLOSED	06	Empty clean annual inspection	30/07/2017	14/07/2017
INS026065	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	04/04/2017
INS026066	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	02/05/2017
INS026067	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	02/06/2017
INS026068	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	03/07/2017
INS026069	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS026070	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS026071	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS026072	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS026073	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS026074	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS026075	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS026076	4975	SpArC Lesiure Centre	Sewage Plant	Submersible Pumps	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS040840	5150	Albrighton Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	23/09/2017	
INS040841	5150	Albrighton Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	23/03/2018	
INS026080	5150	Albrighton Fire Station	Sewage Plant	Sewage Pumps	CLOSED	11	Pump inspection four montly inspection	25/05/2017	15/06/2017
INS027019	5160	Baschurch Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	31/08/2017	
INS027020	5160	Baschurch Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	28/02/2018	
INS027023	5170	Bishops Castle Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	31/08/2017	
INS027024	5170	Bishops Castle Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	28/02/2018	
INS027115	5180	Bridgnorth Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027116	5180	Bridgnorth Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027027	5190	Church Stretton Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027028	5190	Church Stretton Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027031	5200	Cleobury Mortimer Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027032	5200	Cleobury Mortimer Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027035	5210	Clun Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027036	5210	Clun Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027039	5220	Craven Arms Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027040	5220	Craven Arms Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027042	5230	Ellesmere Fire Station	Sewage Plant	Gully Trap	CLOSED	04	Empty clean six monthly inspection	03/04/2017	06/04/2017
INS027043	5230	Ellesmere Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027044	5230	Ellesmere Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027047	5240	Hodnet Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027048	5240	Hodnet Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027051	5250	Ludlow Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027052	5250	Ludlow Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027055	5260	Market Drayton Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027056	5260	Market Drayton Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027059	5280	Much Wenlock Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	01/04/2017	
INS027060	5280	Much Wenlock Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	01/10/2017	
INS027063	5285	Minsterley Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027064	5285	Minsterley Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027067	5290	Newport Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027068	5290	Newport Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027071	5300	Oswestry Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	01/08/2017	
INS027072	5300	Oswestry Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	01/12/2017	
INS027075	5310	Prees Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027076	5310	Prees Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS026093	5320	Shrewsbury Fire Complex	Sewage Plant	Grease Trap	OPEN	04	Empty clean six monthly inspection	24/08/2017	
INS026094	5320	Shrewsbury Fire Complex	Sewage Plant	Grease Trap	OPEN	04	Empty clean six monthly inspection	24/02/2018	
INS026085	5320	Shrewsbury Fire Complex	Sewage Plant	Sewage Pumps	OPEN	10	Pump inspection six monthly inspection	24/08/2017	
INS026086	5320	Shrewsbury Fire Complex	Sewage Plant	Sewage Pumps	OPEN	10	Pump inspection six monthly inspection	24/02/2018	

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS026096	5330	Telford Fire Station	Sewage Plant	Sewage Pumps	OPEN	04	Empty clean six monthly inspection	02/05/2017	
INS026097	5330	Telford Fire Station	Sewage Plant	Sewage Pumps	OPEN	04	Empty clean six monthly inspection	02/09/2017	
INS026098	5330	Telford Fire Station	Sewage Plant	Sewage Pumps	OPEN	04	Empty clean six monthly inspection	02/03/2018	
INS027079	5340	Tweeddale Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027080	5340	Tweeddale Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS038890	5350	Wellington Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	23/09/2017	
INS038891	5350	Wellington Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	23/03/2018	
INS026103	5350	Wellington Fire Station	Sewage Plant	Tuke Bell Ejector	MISSED	09	Pump inspection three monthly inspection	23/05/2017	
INS026104	5350	Wellington Fire Station	Sewage Plant	Tuke Bell Ejector	OPEN	09	Pump inspection three monthly inspection	23/08/2017	
INS026105	5350	Wellington Fire Station	Sewage Plant	Tuke Bell Ejector	OPEN	09	Pump inspection three monthly inspection	23/11/2017	
INS026106	5350	Wellington Fire Station	Sewage Plant	Tuke Bell Ejector	OPEN	09	Pump inspection three monthly inspection	23/02/2018	
INS027083	5360	Wem Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027084	5360	Wem Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS027087	5370	Whitchurch Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS027088	5370	Whitchurch Fire Station	Sewage Plant	Gully Trap	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS040098	6010	Acton Scott Historic Working Farm	Sewage Plant	Cess Tank	OPEN	05	Empty clean four monthly inspection	23/08/2017	
INS040099	6010	Acton Scott Historic Working Farm	Sewage Plant	Cess Tank	OPEN	05	Empty clean four monthly inspection	23/10/2017	
INS040088	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	06	Empty clean annual inspection	25/10/2017	
INS040089	6010	Acton Scott Historic Working Farm	Sewage Plant	Septic Tank	OPEN	06	Empty clean annual inspection	25/10/2017	
INS040101	6010	Acton Scott Historic Working Farm	Sewage Plant	Wash Down Hold Tank	OPEN	06	Empty clean annual inspection	25/10/2017	
INS040091	6010	Acton Scott Historic Working Farm	Sewage Plant	Grease Trap	MISSED	16	Empty clean eight times a year	26/06/2017	
INS040092	6010	Acton Scott Historic Working Farm	Sewage Plant	Grease Trap	CLOSED	16	Empty clean eight times a year	26/07/2017	20/07/2017
INS040093	6010	Acton Scott Historic Working Farm	Sewage Plant	Grease Trap	OPEN	16	Empty clean eight times a year	26/08/2017	
INS040094	6010	Acton Scott Historic Working Farm	Sewage Plant	Grease Trap	OPEN	16	Empty clean eight times a year	26/09/2017	
INS040095	6010	Acton Scott Historic Working Farm	Sewage Plant	Grease Trap	OPEN	16	Empty clean eight times a year	26/10/2017	
INS040079	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/07/2017	
INS040080	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/08/2017	
INS040081	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/09/2017	
INS040082	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/10/2017	
INS040083	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/11/2017	
INS040084	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/12/2017	
INS040085	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/01/2018	
INS040086	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/02/2018	
INS040087	6010	Acton Scott Historic Working Farm	Sewage Plant	Sewage Plant	OPEN	20	Operations maintenance	28/03/2018	
INS026134	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	CLOSED	05	Empty clean four monthly inspection	25/05/2017	18/05/2017
INS026135	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	05	Empty clean four monthly inspection	25/09/2017	
INS026136	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	05	Empty clean four monthly inspection	25/01/2018	
INS026119	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	CLOSED	07	Pump inspection one monthly inspection	26/04/2017	06/04/2017
INS026120	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	CLOSED	07	Pump inspection one monthly inspection	26/05/2017	18/05/2017
INS026121	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	CLOSED	07	Pump inspection one monthly inspection	26/06/2017	05/06/2017
INS026122	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	CLOSED	07	Pump inspection one monthly inspection	26/07/2017	04/07/2017
INS026123	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	07	Pump inspection one monthly inspection	26/08/2017	
INS026124	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	07	Pump inspection one monthly inspection	26/09/2017	
INS026125	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	07	Pump inspection one monthly inspection	26/10/2017	
INS026126	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	07	Pump inspection one monthly inspection	26/11/2017	
INS026127	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	07	Pump inspection one monthly inspection	26/12/2017	
INS026128	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	07	Pump inspection one monthly inspection	26/01/2018	
INS026129	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	07	Pump inspection one monthly inspection	26/02/2018	
INS026130	6064	Cremorne Garden Toilets	Sewage Plant	Septic Tank	OPEN	07	Pump inspection one monthly inspection	26/03/2018	
INS026164	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	04	Empty clean six monthly inspection	27/10/2017	
INS026167	6086	Boathouse Restaurant	Sewage Plant	Grease Trap	CLOSED	04	Empty clean six monthly inspection	25/04/2017	06/04/2017
INS026168	6086	Boathouse Restaurant	Sewage Plant	Grease Trap	OPEN	04	Empty clean six monthly inspection	25/10/2017	
INS026149	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	CLOSED	07	Pump inspection one monthly inspection	25/04/2017	06/04/2017

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS026150	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	CLOSED	07	Pump inspection one monthly inspection	25/05/2017	02/05/2017
INS026151	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	CLOSED	07	Pump inspection one monthly inspection	25/06/2017	05/06/2017
INS026152	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	CLOSED	07	Pump inspection one monthly inspection	25/07/2017	04/07/2017
INS026153	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	07	Pump inspection one monthly inspection	25/08/2017	
INS026154	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	07	Pump inspection one monthly inspection	25/09/2017	
INS026155	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	07	Pump inspection one monthly inspection	25/10/2017	
INS026156	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	07	Pump inspection one monthly inspection	25/11/2017	
INS026157	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	07	Pump inspection one monthly inspection	25/12/2017	
INS026158	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	07	Pump inspection one monthly inspection	25/01/2018	
INS026159	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	07	Pump inspection one monthly inspection	25/02/2018	
INS026160	6086	Boathouse Restaurant	Sewage Plant	Petrol Interceptor	OPEN	07	Pump inspection one monthly inspection	25/03/2018	
INS026173	6573	Havenbrook	Sewage Plant	Septic Tank	CLOSED	03	Empty clean three monthly inspection	21/06/2017	09/06/2017
INS026174	6573	Havenbrook	Sewage Plant	Septic Tank	OPEN	03	Empty clean three monthly inspection	21/09/2017	
INS026175	6573	Havenbrook	Sewage Plant	Septic Tank	OPEN	03	Empty clean three monthly inspection	21/12/2017	
INS026176	6573	Havenbrook	Sewage Plant	Septic Tank	OPEN	03	Empty clean three monthly inspection	21/03/2018	
INS026205	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	CLOSED	03	Empty clean three monthly inspection	01/06/2017	11/05/2017
INS026206	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	03	Empty clean three monthly inspection	01/09/2017	
INS026207	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	03	Empty clean three monthly inspection	01/12/2017	
INS026208	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	03	Empty clean three monthly inspection	01/03/2018	
INS026189	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	CLOSED	07	Pump inspection one monthly inspection	26/04/2017	05/04/2017
INS026190	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	CLOSED	07	Pump inspection one monthly inspection	26/05/2017	11/05/2017
INS026191	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	CLOSED	07	Pump inspection one monthly inspection	26/06/2017	28/06/2017
INS026192	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	CLOSED	07	Pump inspection one monthly inspection	26/07/2017	03/07/2017
INS026193	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	07	Pump inspection one monthly inspection	26/08/2017	
INS026194	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	07	Pump inspection one monthly inspection	26/09/2017	
INS026195	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	07	Pump inspection one monthly inspection	26/10/2017	
INS026196	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	07	Pump inspection one monthly inspection	26/11/2017	
INS026197	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	07	Pump inspection one monthly inspection	26/12/2017	
INS026198	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	07	Pump inspection one monthly inspection	26/01/2018	
INS026199	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	07	Pump inspection one monthly inspection	26/02/2018	
INS026200	6725	Greenacres Rural Unit	Sewage Plant	RBC Unit	OPEN	07	Pump inspection one monthly inspection	26/03/2018	
INS026221	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	27/04/2017	07/04/2017
INS026222	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	27/05/2017	08/05/2017
INS026223	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	27/06/2017	05/06/2017
INS026224	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	CLOSED	01	Empty clean one monthly inspection	27/07/2017	03/07/2017
INS026225	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	27/08/2017	
INS026226	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	27/09/2017	
INS026227	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	27/10/2017	
INS026228	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	27/11/2017	
INS026229	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	27/12/2017	
INS026230	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	27/01/2018	
INS026231	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	27/02/2018	
INS026232	9210	Cross Houses Gypsy Site	Sewage Plant	Sewage Pumps	OPEN	01	Empty clean one monthly inspection	27/03/2018	
INS026245	9309	Theatre Severn	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	26/04/2017	28/04/2017
INS026246	9309	Theatre Severn	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	26/05/2017	24/05/2017
INS026247	9309	Theatre Severn	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	26/06/2017	21/06/2017
INS026248	9309	Theatre Severn	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	26/07/2017	19/07/2017
INS026249	9309	Theatre Severn	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	26/08/2017	
INS026250	9309	Theatre Severn	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	26/09/2017	
INS026251	9309	Theatre Severn	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	26/10/2017	
INS026252	9309	Theatre Severn	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	26/11/2017	
INS026253	9309	Theatre Severn	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	26/12/2017	
INS026254	9309	Theatre Severn	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	26/01/2018	

Inspection	Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS026255	9309	Theatre Severn	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	26/02/2018	
INS026256	9309	Theatre Severn	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	26/03/2018	
INS026259	9309	Theatre Severn	Sewage Plant	Sewage Pumps	CLOSED	04	Empty clean six monthly inspection	29/04/2017	24/05/2017
INS026260	9309	Theatre Severn	Sewage Plant	Sewage Pumps	OPEN	04	Empty clean six monthly inspection	29/10/2017	
INS026288	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Settlement Tank	CLOSED	03	Empty clean three monthly inspection	01/06/2017	28/04/2017
INS026289	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Settlement Tank	OPEN	03	Empty clean three monthly inspection	01/09/2017	
INS026290	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Settlement Tank	OPEN	03	Empty clean three monthly inspection	01/12/2017	
INS026291	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Settlement Tank	OPEN	03	Empty clean three monthly inspection	01/03/2018	
INS026272	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	CLOSED	07	Pump inspection one monthly inspection	01/04/2017	28/04/2017
INS026273	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	CLOSED	07	Pump inspection one monthly inspection	01/05/2017	22/05/2017
INS026274	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	CLOSED	07	Pump inspection one monthly inspection	01/06/2017	28/06/2017
INS026275	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	CLOSED	07	Pump inspection one monthly inspection	01/07/2017	27/07/2017
INS026276	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	OPEN	07	Pump inspection one monthly inspection	01/08/2017	
INS026277	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	OPEN	07	Pump inspection one monthly inspection	01/09/2017	
INS026278	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	OPEN	07	Pump inspection one monthly inspection	01/10/2017	
INS026279	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	OPEN	07	Pump inspection one monthly inspection	01/11/2017	
INS026280	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	OPEN	07	Pump inspection one monthly inspection	01/12/2017	
INS026281	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	OPEN	07	Pump inspection one monthly inspection	01/01/2018	
INS026282	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	OPEN	07	Pump inspection one monthly inspection	01/02/2018	
INS026283	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Operational Maintenance	OPEN	07	Pump inspection one monthly inspection	01/03/2018	
INS026294	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Report & Sample	CLOSED	18	Report and sample 6 monthly inspection	28/06/2017	28/06/2017
INS026295	9511	Sewage Treatment Plant at Alveley Industrial Estate	Sewage Plant	Report & Sample	OPEN	18	Report and sample 6 monthly inspection	28/12/2017	
INS018925	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/04/2017	31/03/2016
INS018926	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/05/2017	31/03/2016
INS018927	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/06/2017	31/03/2016
INS018928	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/07/2017	31/03/2016
INS018929	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/08/2017	31/03/2016
INS018930	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/09/2017	31/03/2016
INS018931	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/10/2017	31/03/2016
INS018932	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/11/2017	31/03/2016
INS018933	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/12/2017	31/03/2016
INS018934	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/01/2018	31/03/2016
INS018935	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	COMPLETE	01	Empty clean one monthly inspection	27/02/2018	31/03/2016
INS026307	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	01/04/2017	19/04/2017
INS026308	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	01/05/2017	17/05/2017
INS026309	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	01/06/2017	21/06/2017
INS026310	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	CLOSED	01	Empty clean one monthly inspection	01/07/2017	19/07/2017
INS026311	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/08/2017	
INS026312	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/09/2017	
INS026313	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/10/2017	
INS026314	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/11/2017	
INS026315	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/12/2017	
INS026316	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/01/2018	
INS026317	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/02/2018	
INS026318	9788	Shropshire Food Enterprise Centre	Sewage Plant	Grease Trap	OPEN	01	Empty clean one monthly inspection	01/03/2018	
INS026321	9788	Shropshire Food Enterprise Centre	Sewage Plant	Harvesting Tank	CLOSED	04	Empty clean six monthly inspection	30/09/2017	23/05/2017
INS026322	9788	Shropshire Food Enterprise Centre	Sewage Plant	Harvesting Tank	OPEN	04	Empty clean six monthly inspection	30/03/2018	
INS026328	BDC002	Cantern Brook	Sewage Plant	Petrol Interceptor	OPEN	04	Empty clean six monthly inspection	03/09/2017	
INS026329	BDC002	Cantern Brook	Sewage Plant	Petrol Interceptor	OPEN	04	Empty clean six monthly inspection	03/03/2018	
INS029299	BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/04/2017	
INS029300	BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/05/2017	
INS029301	BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/06/2017	
INS029302	BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/07/2017	

Inspection Site Code	Site Description	Plant Group Description	Plant Sub Group Description	Status	Type	Type Description	Due Date	Completed Date
INS029303 BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/08/2017	
INS029304 BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/09/2017	
INS029305 BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/10/2017	
INS029306 BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/11/2017	
INS029307 BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/12/2017	
INS029308 BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/01/2018	
INS029309 BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/02/2018	
INS029310 BDC074	Severn Valley Country Park	Sewage Plant	Septic Tank	OPEN	01	Empty clean one monthly inspection	24/03/2018	
INS026333 BDC076	Highley Mine	Sewage Plant	Septic Tank	CLOSED	04	Empty clean six monthly inspection	29/05/2017	03/05/2017
INS026334 BDC076	Highley Mine	Sewage Plant	Septic Tank	OPEN	04	Empty clean six monthly inspection	29/09/2017	
INS026335 BDC076	Highley Mine	Sewage Plant	Septic Tank	OPEN	04	Empty clean six monthly inspection	29/03/2018	
INS026361 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	CLOSED	06	Empty clean annual inspection	31/05/2017	11/07/2017
INS026348 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	CLOSED	07	Pump inspection one monthly inspection	28/04/2017	12/04/2017
INS026349 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	CLOSED	07	Pump inspection one monthly inspection	28/05/2017	09/05/2017
INS026350 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	CLOSED	07	Pump inspection one monthly inspection	28/06/2017	22/06/2017
INS026351 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	CLOSED	07	Pump inspection one monthly inspection	28/07/2017	11/07/2017
INS026352 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	OPEN	07	Pump inspection one monthly inspection	28/08/2017	
INS026353 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	OPEN	07	Pump inspection one monthly inspection	28/09/2017	
INS026354 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	OPEN	07	Pump inspection one monthly inspection	28/10/2017	
INS026355 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	OPEN	07	Pump inspection one monthly inspection	28/11/2017	
INS026356 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	OPEN	07	Pump inspection one monthly inspection	28/12/2017	
INS026357 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	OPEN	07	Pump inspection one monthly inspection	28/01/2018	
INS026358 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	OPEN	07	Pump inspection one monthly inspection	28/02/2018	
INS026359 NSDC049	Cheshire Street Shops	Sewage Plant	Mono CD - 40 pumps	OPEN	07	Pump inspection one monthly inspection	28/03/2018	
INS027353 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/04/2017	
INS027354 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/05/2017	
INS027355 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	CLOSED	01	Empty clean one monthly inspection	28/06/2017	16/06/2017
INS027356 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	CLOSED	01	Empty clean one monthly inspection	28/07/2017	27/07/2017
INS027357 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/08/2017	
INS027358 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/09/2017	
INS027359 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/10/2017	
INS027360 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/11/2017	
INS027361 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/12/2017	
INS027362 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/01/2018	
INS027363 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/02/2018	
INS027364 SABC056	Weeping Cross Depot	Sewage Plant	Wash Down Hold Tank	OPEN	01	Empty clean one monthly inspection	28/03/2018	
INS037118 SABC072	Ravens Meadows Bus Station			OPEN	06	Empty clean annual inspection	30/11/2017	
INS038658 SSDC055	The Aspire Centre			OPEN	06	Empty clean annual inspection	31/10/2017	



INSTRUCTIONS FOR TENDERING

RMCB 027 - MAINTENANCE OF SEWAGE PLANT AND EQUIPMENT

Shropshire Council Instructions for tendering

Contract Description/Specification:

The contract shall comprise the inspection and servicing of sewage plant equipment at various Shropshire Council maintained properties.

There are approximately 78 sewage plants, gulley pots and grease traps and the type of properties are primary and secondary schools. Therefore consideration must be given to scheduling work around school holiday times. Other types of property include fire stations, libraries, visitor centres, maintenance depots and gypsy sites.

It shall further comprise of a 24 hour 365 days per year emergency breakdown repair service for sewage plant equipment.

The contract will be for an initial period of 12 months renewable annually for a maximum of up to 4 years commencing on 1st April 2018.

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1.0 Invitation to Tender

- 1.1 You are invited to tender for the maintenance of sewage plant and equipment as detailed in the tender response document.
- 1.2 Tenders are to be submitted in accordance with the draft contract provided 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 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 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.
- 1.8 Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council’s involvement.

2.0 Terms and Conditions

- 2.1 Every Tender received by the Council shall be deemed to have been made subject to the draft contract provided as part of this Invitation to tender 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 if requested to do so by the Council. Where the direct parent company cannot provide an adequate guarantee in the opinion of the Council, the Council will look to another group or associate company, with adequate assets, to be the guarantor. In cases where the contract is with a Joint Venture Company (JVC) or a Special Purpose Vehicle (SPV) company, which may have two or more parent companies and which may not be adequately capitalised or have sufficient financial strength on its own to support the risk and obligations it has under the contract, 'joint and several' guarantees / indemnities from the parent companies of the JVC or SPV may be sought.

3.4 Warranty

The Tenderer warrants that all the information given in their Tender 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. Tenders must be submitted by the deadline of **noon, 22nd September 2017**.

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 If you are unsure of any section and require further clarification, please contact via our Delta Tenderbox.
- 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 **15th September 2017**.

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 and tender documents 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 in breach any Terms and Conditions relating to Bribery and Corruption 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.

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 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.

15.3 The Tenderer shall be prepared to commence the provision of the supply and services on the start date of the contract arrangement being 1st September 2017.

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 Attendance at Committee

The Contractor agrees that where requested in writing during the term of any Agreement for the supply Goods Works or Services it will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council

19.0 Declaration

We, as acknowledged by the signature of our authorised representative, accept these Instructions to Tender as creating a contract between ourselves 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



PART 2 - PARTICULAR SPECIFICATION

THE ANNUAL MAINTENANCE OF SEWAGE PLANT & EQUIPMENT

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PARTICULAR SPECIFICATION MAINTENANCE OF SEWAGE PLANT & EQUIPMENT

1.0 GENERAL CONDITIONS

1.1 SCOPE OF WORK

The contract shall comprise the inspection and servicing of sewage plant equipment at various Shropshire Council maintained properties.

1.2 DURATION OF CONTRACT

In the first instance competitive fixed price tenders are being invited to the period 1st April 2018 – 31st March 2019, thereafter the contract may be extended annually for a further three years subject to satisfactory performance during the contract year and the submission of a mutually agreed adjustment of the tender sum for the ensuing 12 months.

1.3 SAFETY AND WELFARE OF WORKMAN

The Contractors' attention is particularly drawn to the clause relating to the "Safety and Welfare of Workmen" in the General Conditions and Preliminaries; the contractor shall allow in his tender for complying with the clause as necessary on this contract.

1.4 PERFORMANCE

The Client will operate a Performance Monitoring System for the Contractor working under this Contract, to enable the recording of and act on, under performance in respect of performance, price and quality.

The system will be a RAG (Red, Amber, and Green) traffic light system for any works done under the scope of the contract, this is also to include day works. A Contractor who performs adequately and in accordance with our requirements will be recorded as 'Green', all Contractors will start with a Green status by default.

The monitoring areas will generally be, but are not restricted to:

1. Health and Safety/Insurance
2. Quality of Workmanship
3. Programme
4. Cost
5. Attendance

Examples of issues that could lead to an Improvement, Registration of Concern or Warning Notice being raised are repeated instances of:- H & S lapses on sites, Failures to produce timely H & S Plans/Manuals, unacceptable work, poor workmanship, use of non-specified materials without authorisation, inadequate control of sub-contractors, lack of adequate services commissioning, insufficient provision of resources, inadequate programming, failure to adhere to timescales/sectional completions, failure to provide financial information, untimely provision of final accounts.

A rating status can be notified at any time during the project but one will be recorded as a minimum at Practical Completion (if it is an Amber or Red, otherwise a Green will be assumed).

The system process steps are;

1. Improvement Notice - Issue to the Contractor an "Improvement (Amber) Notice" recording the issues and giving the opportunity to improve. Issue of an Improvement Notice will be by email or formal letter.

2. Registration of Concern - Issue to the Contractor a "Registration of (Amber) Concern" recording the issues and any previous Notifications and requiring immediate response to the issues raised and performance improvement. The Contractor may be asked to attend a formal meeting to explain the reasons for poor performance and provide mitigation. Issue of the ROC will be via email or formal letter.

3. Warning Notice - Issue to the Contractor a "Warning (Red) Notice" recording the issues, previous Notifications and requiring immediate improvement under threat of contract termination, with a review period of six months or until improvement can be proven to the satisfaction of Property Services Group, whichever is the shorter period. It may also require the Contractor to attend a formal meeting to explain why no improvement has been made. Issue of Warning will be via email or formal letter.

4. Termination Notice – will be issued in accordance with the terms of the contract.

Under exceptional circumstances an issue may be notified and recorded which would warrant an immediate "Red" notification being issued, similarly two notifications in the same monitoring area can result in the same action.

Notwithstanding the above the recognised options available under the terms of the contract will still be available to the Client.

The above system will form part of the feedback process that will provide input into the Client Satisfaction feedback and Contract Administrator Agent evaluation.

1.5 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.

Asbestos Management Regulation - Contractors shall be aware that there is a mandatory requirement to sign the on site manual 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.

The service work is being undertaken on active 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 is imperative.

1.6 HOURS OF WORK

Normal Daytime Hours are defined as: - 8am to 5pm Monday to Friday excluding Statutory and Bank Holidays. Please note there will be no additional costs applicable to the client

outside of normal working hours for servicing, as some sites may require working outside the normal daytime hours as defined.

1.7 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 Contract Administrator, at any time while the operative is on site. The passes are also to contain the engineers DBS Enhanced number.

1.8 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.

1.9 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 2013
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
Working at Height Regulations 2005
The Control of Asbestos at Work Regulations 2012
Construction (Design and Management) Regulations 2015
The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007

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

1.10 SPECIFIC HEALTH AND SAFETY

The document "Construction and Building Works at Council Premises/Sites" gives specific guidance to the requirements of Shropshire Council.

1.11 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.

1.12 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 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.

1.13 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
- address details of office used as the base for any mileage payments
- sample of service report
- completed staff experience forms

1.14 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 Responsible Officer.

1.15 DISCLOSURE AND BARING SERVICE – DBS

All operatives working under this contracts on the maintenance and breakdown of equipment must be in possession of a current enhanced DBS certificate. Written confirmation of compliance with this must form part of the tender submission.

1.16 DATA PROTECTION

The Contractor shall in relation to the performance of his obligations under this Contract be contractually bound to the Client to act in a way which is consistent with the obligations of a public authority under the Data Protection Act 1998 and in particular the Principles of the Data Protection Act 1998.

- The British Standard for the secure destruction of confidential material (BS 8470:2006) applies to confidential information in all its forms. It requires companies to dispose of confidential information by shredding or disintegration. Confidential materials include paper records, computer hard drives and CDs/DVDs.
- Organisations must ensure that any documents containing confidential contract information must be disposed of in a manner that complies with BS 8470 when transporting, storing and destroying documents.
- The Data Protection Act 1998 introduced a requirement in October 2000 that all organisations that are contracted to provide services to the Client and that services includes processing of personal data are obliged to ensure secure storage of data.
- The Contractor shall at all time during the terms of the Contract implement appropriate technical and organisational measures acceptable by the Council to protect any personal data being accessed or processed by unlawful processing of personal data and against accidental loss or destruction of or damage to personal data held or processed by the Contractor and that the Contractor shall have taken all reasonable steps to ensure reliability of any of their staff which will have access to personal data processed as part of the contract.
- The Contractor shall act only on the Council's instructions in relation to the processing of any personal data provided to the Contractor by the Council or on behalf or by the Council's employees or former employees.
- Upon receipt of at least 7 days' notice the Contractor shall allow access to any relevant premises owned or controlled by the Contractor to inspect procedures described above and will, on the Council's request, prepare a report to the Council as to the Contractor's current technical and organisational measures used to protect any such personal data.

The Contractor shall consider all reasonable suggestions which the Client may put to the Contractor to ensure that the level of protection provided for personal data is in accordance with this document and make changes suggested unless the Contractor can prove to the Client reasonable satisfaction that they are not necessary to ensure on going compliance with the Contractor undertaking in the clauses stated above.

1.17 BUSINESS CONTINUITY

The Contractor is required to have considered Business Continuity arrangements and developed robust Business Continuity Plans which will minimise any effects on this contract should the Contractor's resources or operations be compromised through an unplanned event. The Contractor shall make available upon request for inspection their Business Continuity plans which, as a minimum, shall detail contingencies in the event of loss or reduced Contract Administration staff, office facilities or IT infrastructure and craft operatives and/or sub-contractors in the event of widespread illness i.e. flu pandemic. Additional contract sensitive issues i.e. supply chain management should also be considered.

1.18 SPECIAL TERMS AND CONDITIONS

The Client reserves the right to remove any contractor from the contract if they deviate from the pricing schedule

The Client reserves the right to remove any contractor from the contract for poor performance or any major breach of the specification

The Client also reserves the right to use specialist contractors outside of this contract if required for specialist work such as work to historic buildings and other types of work.

2.0 SCOPE OF SPECIFICATION

2.1 PROGRAMME OF WORK

See the attached specification sheets for the property details, brief description of plant, work and frequency to be carried out. Costs should be provided for civil and engineering works per visit and thereafter total annual cost. All disposal charges are to be included within the costs.

The contractor, where necessary shall give due advance notice to the Head or Manager of each property prior to a service visit or septic tank/collection chamber emptying visit and agree a mutually acceptable date.

It must be noted that not all Heads or Managers of education properties will permit a visit by a tanker during "school hours". Work shall be carried out during the normal working day unless local arrangements are made. However, such arrangements shall not involve the Council in overtime payments.

If when preparing the quotation the contractor requires more information regarding the plant, they shall contact the Contract Administrator for further instructions. The contractor shall have no claim against Shropshire Council as a result of misrepresentation of the works.

If the Contractor fails to request instructions and interprets discrepancies, without prior confirmation from the Contract Administrator, then all such actions and such work shall be liable to rejection by the Contract Administrator, and the whole work re-executed by the contractor at their own expense with no claim against the Council.

Prior to submitting the agreement the Contractor should ascertain all local conditions and restrictions likely to affect the works and to include in the agreement any sums which are deemed necessary. No claims arising from failure to do so will be considered.

Repairs outside the planned maintenance visits for breakdowns, during normal working hours are only to be carried out after obtaining an order number from the premises or the Contract Administrator. Please note that a number of properties may require urgent service outside normal working hours. In such occurrences a retrospective order must be obtained.

'Client' refers to Shropshire Council's Property Services Group Manager or any person appointed by him to act on his behalf.

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

'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 contract. This includes the provision of access equipment and labour.

3.0 GENERAL REQUIREMENTS

The Contractor shall provide the Client with information to allow the Client to assess the competency of the Contractor and individual personnel carrying out the service work. This shall include as a minimum requirement the names of the specific persons who may carry out the work and a copy of their ACS certification. It shall also include details of the quality system operated by the Contractor.

The Contractor will obtain agreement from the Client before substituting alternative personnel before or during the contract.

The Contractor's tender should include a method statement for the work to be undertaken.

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 Contractor shall advise the Head of school and college sites that their engineers may be taking photographs of the boiler/burner or miscellaneous gas appliance as necessary, for inclusion with the formal servicing report.

All planned service 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 maintenance work. Results of the service 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 property is required. It is the Contractor's responsibility to supply all access equipment, including ladders, scaffolding and mobile units, and then gain access to all plant & equipment listed in the Equipment Schedules.

3.2 ADDITIONS / DELETIONS OF PROPERTIES

The Client may, during the period of the contract, wish to add or delete properties from the service schedule. 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.

3.3 ADDITIONS / DELETIONS OF PLANT

The Client may, during the period of the contract, add items of plant to the schedule for maintenance in accordance with the procedures laid down in this Specification. Any such additions shall be in the form of an endorsement at the current contract unit cost.

The Client may, during the period of the contract, delete items of plant from the schedule for maintenance. Any such deletions shall be effected by giving one months notice in writing, without penalty to the Client and be in accordance with the 'Contract Adjustments' clause.

3.4 ON SITE QUANTITIES OF PLANT

The quantity of on site plant may fluctuate between visits, all additional plant found, to be reported to the Contract Administrator, then inspected. If it is apparent that the additional plant is new all problems detected to be reported only, allowing a claim to be made against the installing contractor.

3.5 AUTHORISATION OF WORK

All work to be carried out beyond the scope of the Specification and Service Schedules shall be authorised by the Client before the work is undertaken.

3.6 CONTRACT ADJUSTMENTS

For the purpose of additions and deletions, the total contract sum shall be adjusted by negotiations.

3.7 CONSUMABLES

The Contract shall be deemed to be inclusive of all lubricants, gaskets, washers, shear pins, nuts, bolts, jointing materials, lubricating spray e.g. WD40, or similar and leak detection spray/fluids within the contract charge.

3.8 COSTS

The cost of providing the service shall be on a cost per property basis and will be fixed for the first 12 months of the contract. For subsequent years, annual increases only will be considered, and any annual increase imposed on the anniversary of the commencement of the contract must not exceed the percentage increase in the RPI index during the preceding 12 months (December to December). However, in any event, the Client reserves the right to negotiate with the Contractor any proposed annual increase in rates if in its opinion they are not justified.

3.9 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.

3.10 ELECTRICAL WORK

Any electrical work or work servicing and repairing electrical controls, components and wiring, shall be carried out by a competent tradesmen in a manner to comply with B.S. 7671 Requirements for electrical installations – IEE wiring regulations 2002 seventeenth edition, as amended to date.

3.11 EQUIPMENT SCHEDULE

The Client has included in the tender documents a schedule giving details of properties and previous maintenance dates.

The schedules for the forthcoming year will be submitted to the Contractor prior to 31st March each year. The Contractor shall amend his records and programme of service visits in accordance with the submitted schedules and any subsequent additions or deletions, as authorised by the Client.

See the attached sheets for the description of property location, brief description of plant, work and frequency to be carried out.

The service routines outlined in this document should be read in conjunction with the manufacturer's service documents and are intended to complement them. In no circumstances should they replace manufacturer's instructions to the detriment of the equipment, or the safety of the premise.

Inspection of plant, overall condition, correct system performance and plant functions at high and low levels, to ensure controlled integration is being obtained. Provide any recommendations, comments and report any defects, whether the defect has been corrected or the process necessary to correct the defect.

Advise on remedial action required to comply with the Environment Agency recommendations and standards.

3.12 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 Clients attention.

3.13 INSPECTION OF WORK

The Contractor shall be required from time to time to partially dismantle and re-assemble any items of equipment upon request, as far as is reasonably practicable, to demonstrate the nature of the servicing work carried out and that the work has been completed in accordance with the manufacturers and Client service requirements. This is to include making available any faulty items or items replaced for inspection indicating the nature of the fault.

3.14 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.

3.15 MAINTENANCE OF EXISTING SERVICES

The Contractor shall maintain all drains, water, gas & oil pipelines and electrical mains which may be met with during the progress of the works and make good any damage.

3.16 SITE PROTECTION

The Contractor shall be responsible for the protection of the site, the works and the public against all theft, damage or injury and shall allow for all necessary watching and lighting for the security of the works and the protection of the public. The Contractor shall also erect and maintain any necessary temporary fences and remove on completion. The Contractor shall prevent trespass by his workmen and those of Sub-Contractors or Suppliers upon adjoining lands or premises and will be held responsible for all damage caused by such trespass.

3.17 PAYMENT

Payment will be made monthly following the submission of an individual invoice for each property, complete with all relevant service reports clearly showing the total number of systems and cost elements also the property number must be stated on all documentation.

The contract fee will be paid in arrears, on proof of completion of each service, together with copies of invoices for any parts supplied.

Service invoices are to be submitted to the Contract Administrator within 14 days of the service, together with the service reports (completed as specified above). Invoices shall provide customer details, the property details (including property number), official order number, work carried out, service cost and materials used, suppliers' invoices or manufacturers'/merchants' published price lists, with proof of discount.

Breakdown/Repair invoices shall be submitted separately; however they shall provide details as above.

The unit cost will be fixed for the first 12 months of the contract. For subsequent years, annual increases only will be considered, and any annual increase imposed on the anniversary of the commencement of the contract must not exceed the percentage increase in the RPI index during the preceding 12 months (December to December).

However, in any event, Shropshire Council reserves the right to negotiate with the Contractor any proposed annual increase in rates if in its opinion they are not justified.

3.18 SPARE PARTS AND RENEWALS

The Contractor shall supply and fit all spare parts as required as required up to the financial limit of £250 per property, with the permission of the site representative. For remedial work over the financial limit a quotation must be completed for the whole repair work and forwarded to the appropriate Property Services Mechanical Surveyor. If the works are required as a matter of urgency the quotation shall be forwarded as soon as possible. If the quotation is approved a separate official order number will be issued.

Fitting replacement parts shall be carried out as far as possible during service visits. Service engineers' vans must carry adequate stocks of spare parts to ensure down time are kept to a minimum.

The Contractor shall use only genuine manufacturers' spares except where otherwise directed.

The Contractor may be required to partially dismantle and re-assemble items of equipment upon request as far as is reasonable and practical. This will be to demonstrate the nature of the servicing work carried out and that the work has been carried out in accordance with the manufacturers and Shropshire Council service requirements. This may include making available any faulty items or items replaced for inspection, indicating the nature of the fault etc. The Contract Administrator or any person appointed by him to act on his behalf will carry out these inspections.

3.19 RECALLS

Return service visits within 28 days necessitated in the judgement of the Client by earlier servicing works shall be at the Contractor's expense.

3.20 SERVICE ROUTINES

The service routines outlined in this specification shall be read in conjunction with the manufacturer's service documents and are intended to complement them. In no circumstances should they replace manufacturer's instructions to the detriment of the plant or safety of the premises.

3.21 SITE PROTECTION

The Contractor shall be responsible for the protection of the site, the works and the public against all theft, damage or injury and shall allow for all necessary watching and lighting for the security of the works and protection of the public.

The Contractor shall also erect and maintain any necessary temporary barriers or other means to protect and prevent accidental or unauthorised approach to potentially hazardous areas, such as incomplete plant or partially dismantled work platforms, unfenced drops, treated floor areas, hot or chemical processes etc and remove on completion.

3.22 TRANSPORT

The contract shall be deemed to include all transport cost for work persons performing work within the service contract, but excluding that performed as a result of breakdown call-outs.

3.23 TOOLS, PLANT ETC.

Provide all materials, labour, cartage, carriage, freightage, and packing, hoisting tackle, plant and machinery of all descriptions for the due execution of the works. Provide, erect and maintain good and sufficient staging, scaffolding and ladders.

4.0 SERVICE PROGRAMME

The Contract Administrator may, during the period of the contract, wish to amend the method of service reporting.

A new method of reporting **may be** required and the contractor shall be able to provide proof of Web based reporting should it be required.

5.0 SERVICE REPORTS

A report on each visit to each plant describing the condition of the unit shall be submitted on a form similar to the following, per property per visit and supplied by the Contractor.

Failure to provide service reports with this information may result in delays in payment of invoices.

A copy of such reports shall be returned to this office within 14 days of the service visit.

COMPANY HEADING

**ANNUAL MAINTENANCE OF SEWAGE EQUIPMENT AT VARIOUS
SHROPSHIRE COUNCIL MAINTAINED PROPERTIES**

SERVICE REPORT

Property Number		
Property Address:		
Date of visit(s):		
Plant description, model, serial no. :		
Consent discharge:		
Work carried out:		
Details of defects found and rectified:		
Details of defects found, not rectified & estimate of cost:		
Comments:		
Engineer signature:		Date:
Client signature:		Date:

5.1 – EFFLUENT QUALITY SITE TEST RESULT SUMMARY REPORT

A report should be provided for the sites stated that require 'report and sample'. This report should clearly state the following:

- Property name and address
- Property number
- Date inspected
- Time
- Weather condition
- Determinants – including BOD¹, SS², NH₃³, pH
- Observations
- Summary

6.0 CALL OUTS & EMERGENCY REPAIRS

The contractor must be able to respond to instructions to attend an emergency breakdown by attending site within **twenty four hours** from receiving a call from the Contract Administrator or a person designated to act on their behalf.

The charges for this emergency breakdown i.e. labour rates; material and travelling etc. should be provided on the attached sheet and will be in addition to the service cost.

Details of the company operatives or on call contact numbers for emergency call outs in and out of normal working hours shall be provided to the Contract Administrator at the commencement of the contract. These details shall be updated following revisions.

Repairs outside the planned maintenance visits for breakdowns, during normal working hours are only to be carried out after obtaining an official order number from the premises or the Contract Administrator. Please note that urgent service outside normal working hours may be required. In such occurrences a retrospective order must be obtained.

For breakdowns reported during normal working hours the Contractor will be issued verbally with an order number, followed by an official order, sent via email, within a few days.

For breakdowns reported outside normal working hours the Contractor shall obtain an order number from the Client on the next working day.

The charges and rates for breakdowns and emergency breakdowns i.e. labour rates, materials and travelling rates, together with any special conditions, shall be indicated on the tender form for work not included in the Specification and Schedules. Where the Client considers the charges and special conditions excessive the whole tender may be disqualified.

The Contractor shall provide details of operatives 'on-call' for the out of normal hours breakdown service. Details which shall include names & contact numbers shall be available at the commencement of the contract. These details shall be updated to reflect any revisions immediately following any such revisions. The Contractor shall also re-confirm the contact details prior to each annual extension of the Contract and prior to times of public holidays e.g. Easter, Christmas etc.

The Contractor shall report to the person in charge of the premises if they are unable to complete a repair and inform that person the course of action they are taking i.e. obtaining replacement parts.

In the event of spares/parts not being available from stock or local suppliers the Contractor is to make arrangements for overnight delivery direct from the manufacturer to their agents.

Random checks of replaced parts may be carried out by the Client. The Contractor shall reimburse the Client for any parts that have been changed and subsequently are found to be in working order.

6.1 QUOTATIONS FOLLOWING SERVICE REPORT

All major repair work shown in the service report that is within the capability of the Contractor is to be detailed in a separate quotation, for consideration by the Contract Administrator.

SHROPSHIRE COUNCIL MAINTAINED PROPERTIES

**MAINTENANCE OF SEWAGE PLANT AND EQUIPMENT DURING PERIOD
1st APRIL 2018 TO 31st MARCH 2019 WITH REVIEWS AND EXTENSIONS
UNTIL 31st MARCH 2022**

Rates for any work not included in the specification and schedules. Operative for the period
1st April 2018 to 31st March 2019

Hourly rate during normal 8 hour day

On cost + profit.....%

Total Cost

£ _____

Hourly rate after normal 8 hour day

Monday to Friday

On cost + profit.....%

Total Cost

£ _____

Hourly rate for Saturday working

On cost + profit.....%

Total Cost

£ _____

Hourly rate for Sunday working

On cost + profit.....%

Total Cost

£ _____

Hourly rate for Bank Holiday working

On cost + profit.....%

Total Cost

£ _____

Percentage additions on net cost of
material to cover profit handling, etc.

_____ %

Call Out Unit Cost

£ _____

Any special conditions applicable to
overtime working

Note: mileage to be included in above costs

Company Name:

Signed:

Name:
(please print)

Date:

PLEASE RETURN COMPLETED FORM WITH TENDER DOCUMENTS



Tender Response Document

RMCB 027 - MAINTENANCE OF SEWAGE PLANT AND EQUIPMENT

Name of TENDERING
ORGANISATION
(please insert)

Chris Breeze Ltd.

Please also add your company name to the footer of each page of the returned document

Shropshire Council Tender Response Document

Contract Description/Specification:

The contract shall comprise the inspection and servicing of sewage plant equipment at various Shropshire Council maintained properties.

There are approximately 78 sewage plants, gulley pots and grease traps and the type of properties are primary and secondary schools. Therefore consideration must be given to scheduling work around school holiday times. Other types of property include fire stations, libraries, visitor centres, maintenance depots and gypsy sites.

It shall further comprise of a 24 hour 365 days per year emergency breakdown repair service for sewage plant equipment.

The contract will be for an initial period of 12 months renewable annually for a maximum of up to 4 years commencing on 1st April 2018.

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/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
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 (a). 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 electronic copy of your Tender Response Document.

Contents

Section	Description	Page
A1	Form of Tender	7
A2	Non-Canvassing Certificate	8
A3	Non-Collusive Tendering Certificate	9
A4	Declaration of Connection with Officers or Elected Members of the Council	10

You must sign all 4 certificates in sections A1 to A4		
B Part 1	Supplier Information– For information only	13
B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion	17
B Part 2 Section 3	Grounds for Discretionary Exclusion	19
Section C	Tender and Pricing Schedule	26

Evaluation Criteria

Tenders will be evaluated on the answers provided in this 'Tender Response Document' in the Standard Selection Questionnaire part. The following 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 (Sections B Part 1 – Part 3)

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, 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 Part 1	Supplier Information– For information only
Section B Part 2 Section 2	Grounds for <u>Mandatory</u> Exclusion
Section B Part 3 Section 3	Grounds for Discretionary Exclusion

In relation to discretionary exclusion grounds (section B part 3):-

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.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability 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 40% (400 marks)		
Section C / Q 1	Price (Tender Sheet)	220 max marks
	Price (Day Work Rates)	180 max marks
Total for Price		400 max marks
Quality 60% (600 marks)		
Section C/ Q 2.1	Provision of 24 hour / 365 day per year emergency repair services	Pass / Fail
Section C / Q 2.2	Quality of Risk Assessment	10 / 100 max marks
Section C / Q 2.3	Quality of Service Report	10 / 100 max marks
Section C / Q 2.4	Quality of site test	10 / 100 max marks
Section C / Q 2.5	Methodology to undertake the services	30 / 300 max marks
Total for Quality		60 / 600 max marks

The tender receiving the highest initial mark for Quality Criteria overall will receive the full **600** marks available for Quality. Other tenders will receive a mark that reflects the % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.

Price Evaluation and Scoring

The most competitively priced tender for each lot will receive the maximum mark for price being **400**. **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.

The annual contract price will be evaluated using the rates tendered in Section C. This is split into two parts.

Part 1 Section C Q 1.1.

Tender sheet (Tab 1 in Appendix A) is worth 55% of total price. The total 'Property Total' will be used as the rate to be evaluated. The most competitively priced tender will receive the maximum mark for the maintenance rates section being 220. 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.

Part 2 Section C Q 1.2.

Daywork rates i.e. for repairs and call outs (Tab 2 in Appendix A) is worth 45% of price, maximum 180 marks.

The following volumes will be used for the following rates to arrive at a weighted rate (please note that this is not indicative of future work volumes).

1. Hourly Rate during normal 8 hour day x 4
2. Hourly Rate after normal 8 hour day x 1
3. Hourly Rate for Saturday x 1
4. Hourly Rate for Sunday x 1
5. Hourly Rate for Bank Holiday x 1
7. Call Out Unit Cost x 5

The weighted rates for questions 1,2,3,4,5,7 will be added together and the most competitively priced tender will be awarded 175 max 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.

6. Percentage additions on net cost of material at question 6 to cover profit handling, etc.
– will be evaluated as follows:

≤10% will be awarded 5 marks, ≤15% will be awarded 3 marks, ≤20% will be awarded 2 marks, >20% will be awarded 1 mark

The weighted marks for 1-7 and the marks for 6 will then be added together to reach a final mark for Part 2 Section H Q 1.2

A final evaluation price (out of maximum marks 400) will be arrived at by adding the total marks awarded for Part 1 and Part 2.

Section A:

1. Form of Tender

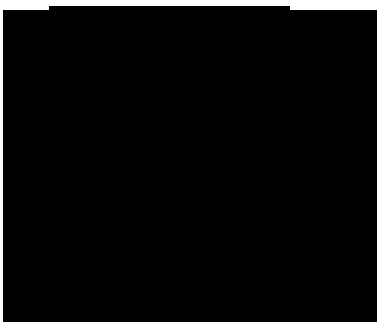
Form of Tender

Shropshire Council

Tender for the Maintenance of Sewage Plant and Equipment

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 Maintenance of Sewage Plant and Equipment at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the draft contract, copies of which we have received.

Signed



Name..........

Status.....**Managing Director**.....

Signed
(as appropriate)

Name..........

Status.....**Finance Manager**.....

Date**20/09/2017**.....

Company.....**Chris Breeze Ltd**.....

Address**The Conifers**.....

.....**Sytch Lane, Waters Upton**.....

.....**Telford** Post Code ...**TF6 6NT**.....

Tel No ...**01952 541597**..... Fax No

E-mail address.....

Web address**www.chrisbreezeltd.co.uk**.....

Section A:
2. Non – Canvassing Certificate

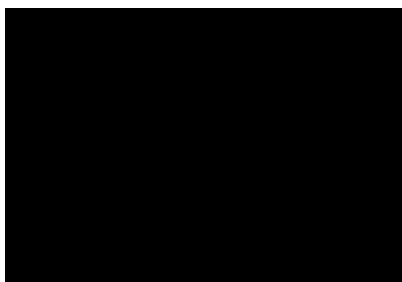
Non-Canvassing Certificate

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 or 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.....**Managing Director**.....

Signed (2)

Status.....**Finance Manager**.....

(For and on behalf of**Chris Breeze Ltd**.....)

Date**20/09/2017**.....

Non-collusive Tendering Certificate

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

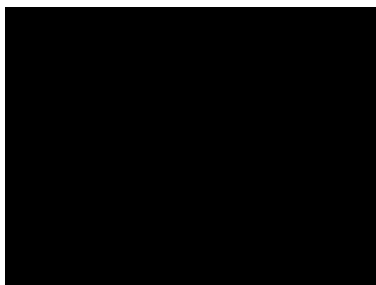
The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

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.....**Managing Director**.....

Signed (2)

Status.....**Finance Manager**.....

(For and on behalf of**Chris Breeze Ltd**.....)

Date**20/09/2017**.....

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

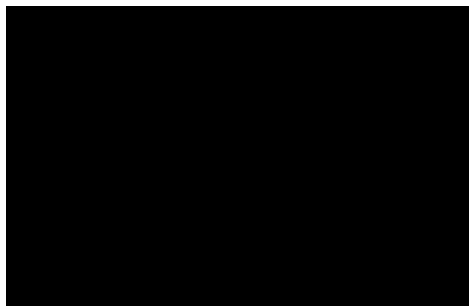
If yes, please give details:

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.....**Managing Director**.....

Signed (2)

Status.....**Finance Manager**.....

(For and on behalf of**Chris Breeze Ltd**.....

Date**20/09/2017**.....

SECTION B

Standard Selection Questionnaire

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion (there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning). For the list of exclusion please see

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3

This document provides instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special

Purpose Vehicle; or other form of entity.

3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

¹ See PCR 2015 regulations 71 (8)-(9)

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	Chris Breeze Ltd.
1.1(b) – (i)	Registered office address (if applicable)	The Conifers Sytych Lane, Waters Upton Telford TF6 6NT
1.1(b) – (ii)	Registered website address (if applicable)	www.chrisbreezeltd.co.uk
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	Limited Company
1.1(d)	Date of registration in country of origin	08/10/2002
1.1(e)	Company registration number (if applicable)	4556898
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	732831396
1.1(h)	Registered VAT number	753 4130 52
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	Constructionline 58545 CHAS 053794
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	<ul style="list-style-type: none"> Environment Agency Waste Carriers Licence CBDU65493 (Certificate attached) Goods Vehicle Operators Licence – under Dale Bros. (Licence attached)

1.1(k)	Trading name(s) that will be used if successful in this procurement.	Chris Breeze Ltd.
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public Service Mutual	No
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ³ - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. (Please enter N/A if not applicable)	N/A
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	N/A
1.1(p)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	N/A

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

² See EU definition of SME - https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

³ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.

Please provide the following information about your approach to this procurement:

Section 1		Bidding Model																																																																
Question number	Question	Response																																																																
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.																																																																
1.2(a) - (ii)	Name of group of economic operators (if applicable)																																																																	
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																																	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (sub-contractors are not utilised on the basis of any contractual arrangements to provide the works &/or key deliverables)																																																																
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.																																																																	
	<table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
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Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question Number	Question	Response
1.3(a)	Contact name	[REDACTED]
1.3(b)	Name of organisation	Chris Breeze Ltd.
1.3(c)	Role in organisation	Finance Manager
1.3(d)	Phone number	01952 541597
1.3(e)	E-mail address	chris.breeze@btconnect.com
1.3(f)	Postal address	The Conifers Sytch Lane Waters Upton Telford TF6 6NT
1.3(g)	Signature (electronic is acceptable)	[REDACTED]
1.3(h)	Date	20/09/2017

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2		
Grounds for mandatory exclusion		
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on the webpage (see link on page 11), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>

2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion	
Question number	Question	Response	
	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on the webpage (see link on page 11), which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>		
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	
3.1(b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	
3.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2	

3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant	N/A
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Part 3: Selection Questions

Section 4	Economic and Financial Standing	
Question number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>

	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation	N/A	
Relationship to the Supplier completing these questions		

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability	
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p>	

	If you cannot provide examples see question 6.3
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	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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6.3	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.	
	N/A	
Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant url to view the statement ... No <input type="checkbox"/> Please provide an explanation

7. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £5 Million</p> <p>Public Liability Insurance = £5 Million</p>

	*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.
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8.2 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

8.2 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

8.3 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	Do you currently hold any external health and safety accreditations, such as CHAS (Contractors Health and Safety Assessment Scheme), or equivalent? Mandatory requirement (please provide certificates)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If YES to 4 please supply the following details as well as a copy of any certificates.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Please tick here if a copy of certificate attached <input checked="" type="checkbox"/></p>	

8.4 Safeguarding of adults and children

1	Do you have a Safeguarding Policy or statement for safeguarding children? (Is this applicable as we are not working directly with children ?)	Enclosed NO
2	For information: our requests for references will include a question relating to your organisation’s record for safeguarding.	
3	<p>As a contractor providing a public service on behalf of a Shropshire Council, we expect that you will be familiar and committed to the local safeguarding procedures as prescribed by Shropshire’s Safeguarding Children Board (SSCB) and http://www.safeguardingshropshireschildren.org.uk/scb/index.html</p> <p>¶We certify that ¶We are familiar with and committed to deliver our service in compliance with local safeguarding processes.</p>	

	Signed [REDACTED] Status.....Finance Manager..... (For and on behalf ofChris Breeze Ltd.....) Date20/09/2017.....	
4	Operatives Disclosure and Baring Service - Certification All operatives working under this contract on the maintenance and breakdown of equipment must be in possession of a current enhanced DBS certificate. Written confirmation of compliance with this must form part of the tender submission. Mandatory requirement All Yes/ No Some Yes/No If yes please enclose reference numbers for all operatives – details attached.	

8.5 It is a requirement within the terms and conditions for this Contract that where requested in writing during the term of the Agreement that the Contractor will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council. Please confirm your acceptance of this term by ticking the box below ☒

SECTION C – TENDER SCHEDULE

1.	Pricing	
1.1	Please complete Appendix A Tab 1 and return with your tender documents. Please note you only need to insert rates in the yellow coloured cells.	220 Max Marks
1.2	Please complete Appendix A Tab 2 and return with your tender docs. Please note you only need to insert rates in the yellow coloured cells.	180 Max Marks

2.	Tender Specification Response	
2.1	<p>Please confirm that you can provide 24 hour / 365 day per year emergency repair services, with a maximum response time to attend a site once notified of 4 hours.</p> <p>Note that this is a mandatory requirement.</p> <p>If yes, please state below how this cover will be resourced and organised. include names, telephone numbers (mobile and fixed) of all individuals to be used.</p> <div style="background-color: black; height: 100px; width: 100%;"></div>	<p>Pass/ Fail</p>
2.2	<p>In order to show how you will deliver the required services to the Council, please provide an example of a real project risk assessment, completed by your Company for the maintenance of sewage plant and equipment services</p> <p>Please tick here to confirm that a risk assessment (x2) is enclosed <input checked="" type="checkbox"/></p> <div style="background-color: black; height: 40px; width: 100%;"></div>	<p>10 / 100 max marks</p>
2.3	<p>In order to show how you will deliver the required services to the Council, please provide an example of a real project service report, completed by your Company for the maintenance of sewage plant and equipment services</p> <p>Please tick here to confirm that a report is attached <input checked="" type="checkbox"/></p>	<p>10 / 100 max marks</p>
2.4	<p>In order to show how you will deliver the required services to the Council, please provide an example of a real project effluent quality site test result summary report</p> <p>Please tick here to confirm that a report is attached <input checked="" type="checkbox"/></p>	<p>10 / 100 max marks</p>

2.5	<p>Illustrate how you would undertake the required maintenance of sewage plant and equipment for the Council meeting the required specification. This should demonstrate the methodology you would employ to undertake the services, how you would plan the work, how you would liaise with the Council and the relevant premises, how the work would be managed and supervised and any other relevant information.</p>	30 / 300 max marks
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[illegible]



personal info

Chris Breeze Ltd
The Conifers
Sytch Lane
Telford
TF6 6NT
FAO [REDACTED]

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND

16th November 2017

Emailed to: Chris.breeze@btinternet.com

Dear Bidder

RMCB 027 - MAINTENANCE OF SEWAGE PLANT AND EQUIPMENT

SHROPSHIRE COUNCIL

SUBJECT TO CONTRACT

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer in relation to the above Contract.

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of your bid. A mandatory "standstill" period is now in force; this period will end at midnight on 27th November 2017.

Subject to Shropshire Council receiving no notice during the standstill period of any intention to legally challenge the award process, the Council aims to conclude the award after the expiry of the standstill period.

This award notification is also subject to you now providing copies of your relevant insurance certificates together with confirmation from your insurance brokers that:-

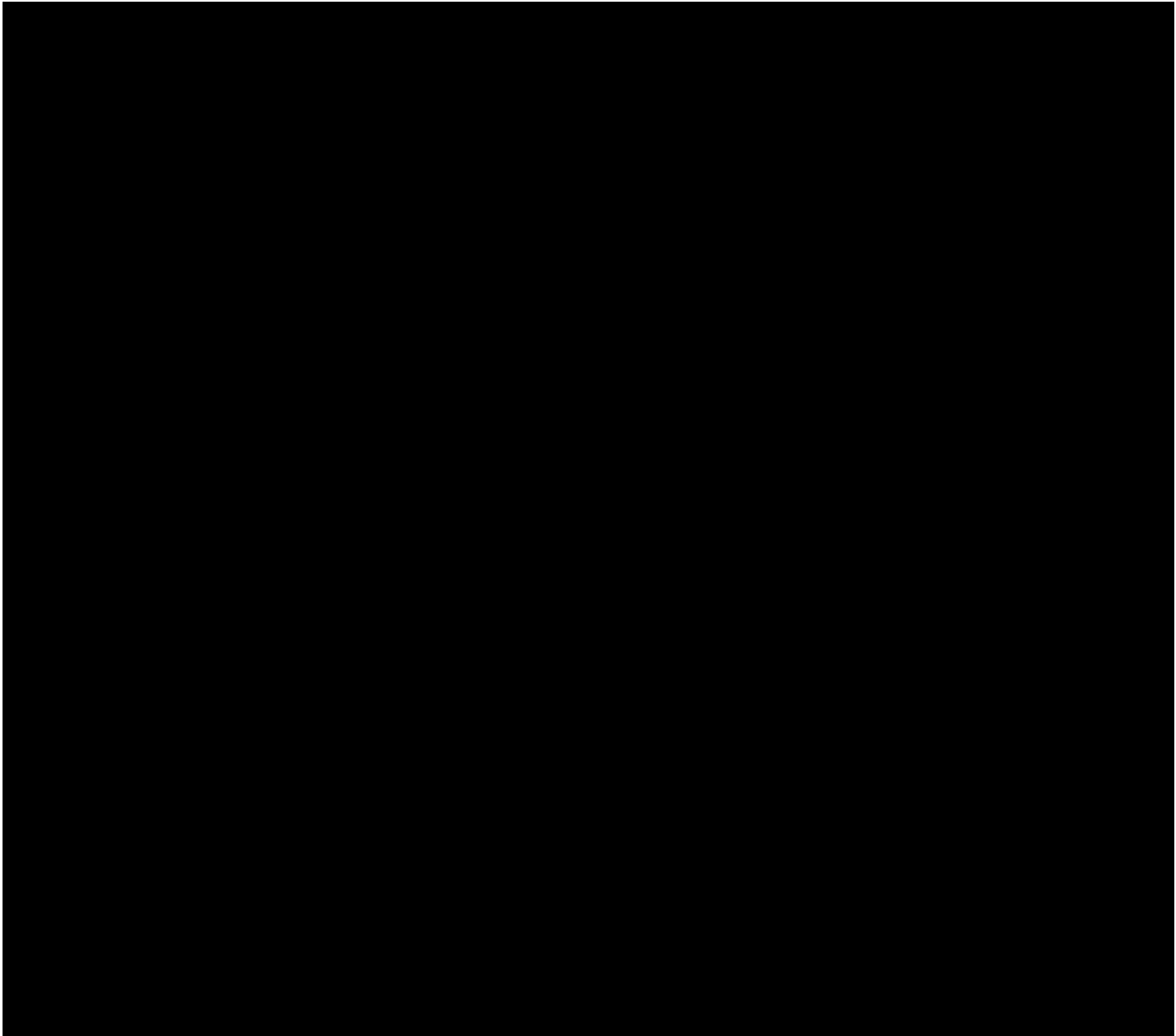
1. The insurance does not contain any exclusions, which would void the policy in relation to this contract.
2. Details within the insurance cover of any warranties, which need to be complied with to ensure that the cover remains in place.
3. Confirmation that there have been no erosion through claims made to the limits of indemnity.
4. Confirmation that all premiums due have been paid together with the date of renewal.

We can confirm that your tender received the following scores and ranking:-

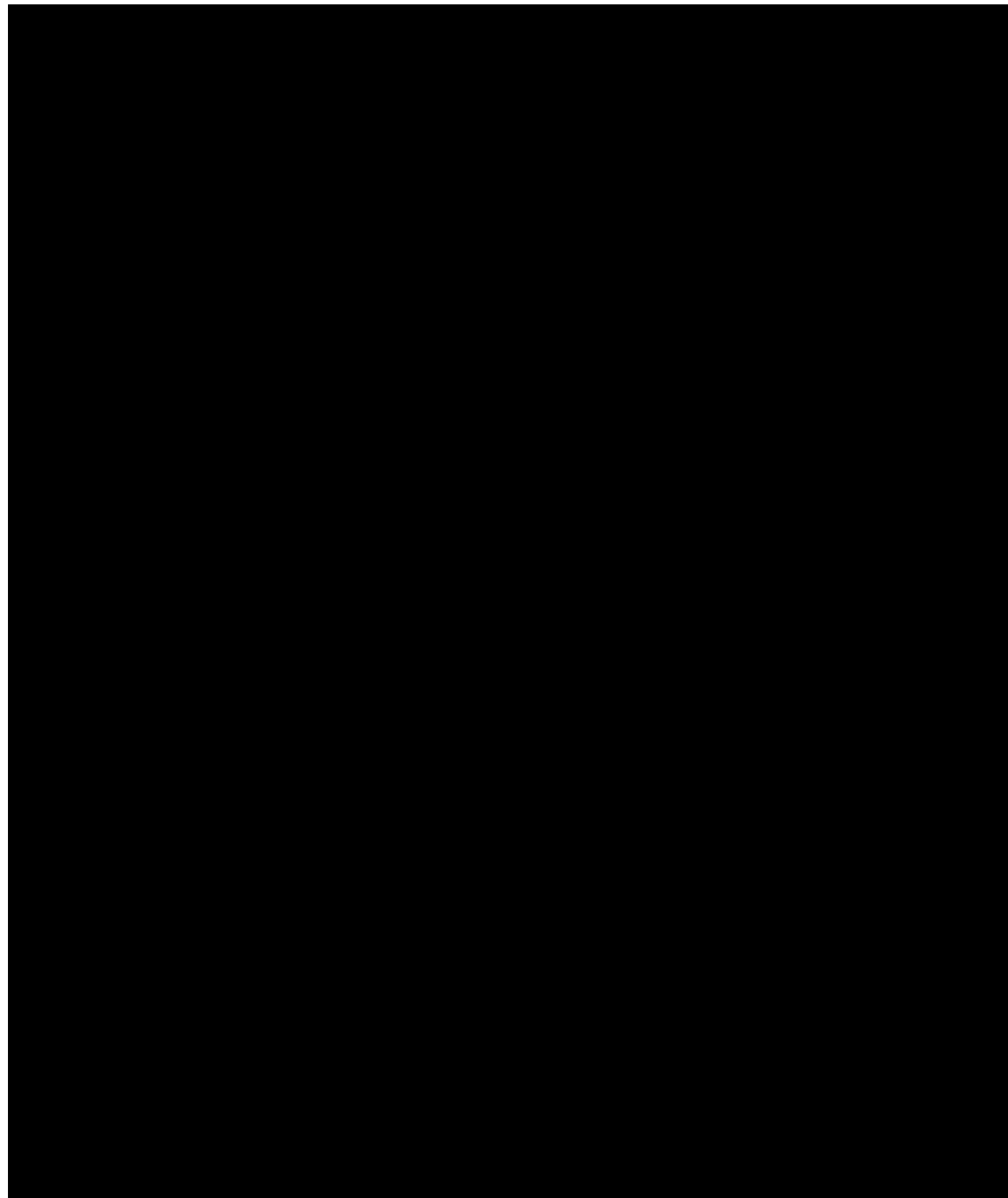
commercial info

Criteria	Your Weighted Score	Winning Tenderer's Total Weighted Marks	Your Rank (out of all 11 tenders received)
Quality	■	■	■
Price	■	■	■
Overall	■	■	■

For your further information we would confirm that your quality submission was scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table overleaf. We have also included some commentary to the marks:



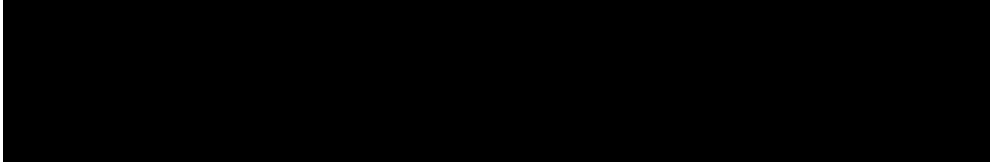
commercial info



personal info

We will be in touch with you again at the end of the standstill period.

Yours faithfully



Premises Services Manager

Senior Mechanical Surveyor