

APPENDIX A:

SCOPE OF CONTRACT FOR PROVISION OF TECHNICAL SERVICES

The Scope of this Contract is:

- **The provision of engineering services for policy development, design and implementation, including transportation and traffic engineering, management and control; highway design and management; materials testing; general infrastructure development; property/architectural services and other associated technical services.**

These services being:

- **for the *Employer* and usually within the Site as described.**
- **as commissioned by the *Employer* in accordance with this contract using the model 'Service Orders' and 'Design Briefs' detailed herein.**
- **provided in accordance with the Outcome Specifications.**

AMEY WYE VALLEY CONTRACT EXTRACT

Schedule 3

Works (Programmed Works, Specialist Works)

WORKS INFORMATION

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(PROGRAMMED WORKS, SPECIALIST WORKS)
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1.0 PREAMBLE TO THE WORKS INFORMATION (PROGRAMMED WORK, SPECIALIST WORKS)

For each of the Works 'streams' included for in this agreement, this section the Works Information, gives details of the following:

a) Synopsis

A synopsis of the Works.

b) Content

A summary of the types of activity that the *Contractor* will be required to deliver as part of the Works as described in this Schedule.

c) Baseline Specifications

The Baseline Specifications for each type of activity are identified here. It is intended that these specifications will be the starting point, they're content being developed through the Partnership to meet the Outcome Specification.

Definition of Work types

Programmed Works

Programmed Works are those activities, which may be of the type carried out day in, day out by the *Contractor*, but are targeted to deliver solutions that are beyond the capabilities of routine means. Such Activities are 'discrete Schemes' which are identified in a needs based programme of works, thereby promoting the serviceability and sustainability of the *Site*.

Specialist Works

Specialist Works are those activities, which are not of the type carried out day in, day out by the *Contractor*, but are targeted to deliver solutions that are beyond the capabilities of routine means. Such Activities are 'discrete Schemes' or elements of 'discrete Schemes' which are identified in a needs based programme of works, thereby promoting the serviceability and sustainability of the *Site*.

2.0 THE HIGHWAY SERVICE

a) Synopsis

The Highway Service encompasses:-

Highway Maintenance, Bridge Maintenance, Street Cleansing and Street Scene functions, Minor Improvement works, Street Lighting (set to commence during 2004) upon all Highways maintainable at the Public expense (excluding Motorways and Trunk Roads), for which The County of Herefordshire District Council is The Highway Authority, along with works to the Public Rights of Way network as directed by the Council and associated works in the County of Herefordshire.

b) Baseline Content

The activities that may be undertaken as part of the Highway Service are as follows:

Maintenance including:

- (a) Patching and repair and maintenance of carriageways, footways cycleways and verges as a constituent part of (b).
- (b) All types of carriageway, footway and cycleway Reconstruction, Resurfacing and Surface Treatment.
- (c) Laying or renewing all types of kerbs, edgings, setts, blocks and channels as a constituent part of (b).
- (d) Laying, repairing and renewing of drainage systems.
- (e) Provision or renewal of all types of safety barrier, guard rails and boundary fencing.
- (f) Supply and erection of all types of road signs.
- (g) The repair and minor reconstruction of all types and sizes of highway structures.
- (h) The provision and renewal of all types of road markings and road studs.
- (i) Works upon Public Rights of Way.
- (j) Other Highway works.

Improvement Schemes including:

- (l) Roadmarking and signing schemes.
- (m) Cycle Network schemes
- (n) Bus Priority schemes

- (o) Footway schemes
- (p) Traffic Calming schemes (including 20mph school zones)
- (q) Public Transport Interchange Improvement schemes
- (r) Bus Shelter, Motorcycle & Cycle Parking Provision
- (s) Safer Routes to School Schemes
- (t) Pedestrian Crossing Schemes
- (u) Pedestrian Route & Disabled Access Improvement Schemes
- (v) Safety Improvement Schemes
- (w) New Road Schemes

Street Cleansing including:

- (x) Special Events.

c) Baseline Specifications

The baseline Specifications for the Highway Service are contained in Schedule 03a.

3.0 THE FACILITIES MANAGEMENT SERVICE

a) Synopsis

The Facilities Management Service encompasses:-

Building and Property Maintenance works, Building Cleaning, Grounds Maintenance, Public Convenience Cleansing, Recycling Services, Catering, Printing, Courier and Cemeteries Maintenance Services for which The County of Herefordshire District Council is the 'Client', along with similar works to the corporate estate as directed by the Council and associated works within and around the County of Herefordshire.

b) Content

The activities that may be undertaken as part of the Facilities Management Service are as follows:

Maintenance including:

- (a) Repair to the building fabric, electrics and mechanical installations.
- (b) Planned maintenance work including decoration, roofing, flooring, plastering, re wiring and new heating installations.
- (c) Minor improvements to the building such as shelving, new door openings, etc..
- (d) The planting, establishment of seasonal bedding schemes including carpet-bedding designs.
- (e) Reinstatement of grassed areas, shrubberies, rose beds, flower beds/carpet beds in special circumstances.

Catering including:

- (l) Events Catering

Printing including:

- (aa) Brochures, Maps, Business reports and General print.
- (bb) Loose copies and bound documents in Black and White and/or Colour.

Cemeteries Maintenance:

- (ff) Grave digging, and back-filling to a specified quality standard.
- (gg) Exhumations when required to a specified quality standard.

c) Baseline Specifications

The baseline Specifications for the Facilities Management Service are contained in Schedule 03a.

Schedule 3

Works (Programmed Works, Specialist Works)

Section 3.0 Facilities Management

3.1 Building Services

3.1.1 Transitional

3.1.1.a Preamble

During the Transitional Period the Contractor will provide the activities set out in the following Description of Activities to the Civic Estate as detailed in Schedule 10 and that they can be fulfilled within the capability of the Workforce as set out in Appendix 1 of Schedule 2 in accordance with a monthly workload programme agreed with the Employer.

The Employer has agreed to underwrite the full cost of the Building Service during the Transitional Period, but to the extent that other clients engage the Workforce in this period the staff cost component of the external income will be used to offset the cost to the Employer of underwriting the Building Service.

During the Transitional Period the Employer and the Contractor will agree the specification and price for the Contractor to deliver a comprehensive maintenance service to the Civic Estate to commence on the 1st April 2004.

3.1.1.b Description of Services

(i) Works

- Redecoration
- Minor improvements e.g. shelving, doorways, electrical adaptations or additions, heating extensions.
- Minor tasks of asset replacement e.g. luminaire renewal, boiler replacement

3.1.2 Steady State

3.1.2.a Preamble

During Steady State, which will commence on the 1st April 2004, THE CONTRACTOR will provide a comprehensive* building management and day to day maintenance service as set out in the following Description of Activities in accordance with a monthly workload programme agreed with the The Employer.

During Steady State Phase 1 the The Employer and THE CONTRACTOR will develop a plan for THE CONTRACTOR to extend its role in delivering a wider range of new build and asset replacement works.

3.1.2.b Description of Services

(i) Works

- Redecoration
- Minor improvements e.g. shelving, doorways, electrical adaptations or additions, fabric and M&E extensions
- Minor tasks of asset replacement e.g. luminaire renewal, boiler replacement

Building Cleansing

3.2.1 Transitional

3.2.1.a Preamble

During the Transitional Period the Contractor will provide the activities set out in the following Description of Activities to the Civic Estate.

During the Transitional Period the Employer and the Contractor will agree a revised specification and price to provide a comprehensive Building Cleaning Service to commence on the 1st April 2004.

3.2.1.b Description of Services

Planned Reactive and emergency building cleaning activities to the internal building fabric within the Civic Estate

3.2.1. c Specification

Works Non-Routine

- Planned building cleaning activities to the internal building fabric i.e. Deep Cleaning activities based on frequencies currently provided under existing contractual arrangements with the Courier

3.2.1 Transitional - *Not Used*

3.2.1 Steady State

3.2.2.a Preamble

The Contractor will provide a Courier Service as set out in the following Description of Activities in accordance with a monthly workload programme agreed with the Employer within Hereford City and Herefordshire County.

Description of Services

To provide a routine and adhoc business day courier service between the Employer's premises based on two drivers and two 3 cwt size vans according to an agreed programme of deliveries.

3.2 Catering

3.2.1 Transitional – *Not Used*

3.2.3 Preamble

3.2.4 Steady State

The Contractor will provide the Programmed Works set out in the following Description of Activities to the Civic Estate in accordance with a programme agreed with the Employer.

Description of Services

(i) Works

- Planned and Reactive Catering Service providing selections of nutritious and varied meals and snacks taking into account the cultural, ethnic and specific medical dietary requirements of all customers within the Civic Estate

Description of Services

(i) Works

- Provide a selection of nutritious and varied meals and snacks taking into account the cultural, ethnic and specific medical dietary requirements of all customers building cleaning service including:
 - Finger Buffets
 - Fork Buffets
 - Sandwiches, crisps etc.
 - Sandwiches
 - Sweets
 - Drinks

3.2 Print

3.2.1 Transitional – *Not Used*

3.2.2 Steady State

3.2.3 Preamble

The Contractor will provide the Programmed Works set out in the following Description of Activities to the Civic Estate in accordance with a programme agreed with the Employer.

Works

- Produce all Employer minutes and agendas
- Provide Printing, folding and enveloping of the Employer wage slips
- Produce Loose Copies or reports and publicity material for the Employer.
- Provide a "Drilling and binding of booklets and reports service to the Employer."
- Produce a range of Brochures, Maps and reports in Colour and or Black & White
- Size & Number of Documents
- Confidential shredding facility

4.0 FLEET MANAGEMENT SERVICE

a) Synopsis

The Fleet Management Service encompasses:-

Vehicle provision, maintenance and support to the fleet for which The County of Herefordshire District Council is the 'Client' and associated works.

b) Content

The activities that may be undertaken as part of the Fleet Management Service are as follows:

- (a) A services
- (b) B services
- (c) MOT
- (d) Vehicle inspections
- (e) General repairs

c) Baseline Specifications

The baseline Specifications for the Fleet Management Service are contained in Schedule 03a.