

Technical Specification

For the Provision of Maintenance Services Issued by

Worcestershire Acute Hospitals NHS Trust

Tender Reference Number: LGM35811

Maintenance Contract

Portable Appliance and Emergency Light Testing

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Introduction

This document provides full details of the Client's requirements for the provision of testing portable appliances and emergency lighting.

You are required to complete all sections in the accompanying Invitation to Tender response document (ITT), and provide pricing in the accompanying Pricing Schedule.

All equipment is to be maintained in line with the following Specification.

Please note any bids received that deviate from any aspect of this Technical Specification will be classed as variant bids, and bidders may be excluded from the procurement process.

Contract overview

Worcestershire Hospitals is seeking to contract for the provision of a service to ensure their equipment is kept in a safe and reliable working order and operating with optimum efficiency.

The Client reserves the right to add or remove equipment if required during the contract term.

Lots

This contract will be awarded in a single lot.

Contract period

The contract will be for three years with the option to extend for two further one year periods, to a maximum of five years, commencing on 01/04/2024

Location and sites

Name and address of sites where the contract will be carried out:

Portable Appliance Testing:

1. Kidderminster Hospital and Treatment Centre - next test required April 2025
2. Alexander Hospital – Redditch - next test required April 2025
3. Breast Screening Vans – Mobile - next test required April 2025
4. Malvern Community Hospital – Sunshine Childrens Centre - next test required April 2025

Emergency Lighting Testing:

1. Kidderminster Hospital and Treatment Centre - next test required March 2024
2. Alexander Hospital – Redditch - next test required February 2024

Working hours

Normal working hours are 08.30 and 17.30, Monday to Friday.

Contract Requirements and Level of Cover

Subject to legislation change - the following standards apply for all testing of portable appliances:

The Client requires testing in line with BS7671, and in accordance with the IET's Code of Practice for In-service Inspection and Testing of Electrical Equipment, 5th Edition.

All works are to comply with **The Health and Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999, The Provision and Use of Work Equipment Regulations 1998, and The Electricity at Work Regulations 1989.**

The following standards apply for all testing of emergency lighting:

BS 5266-1: 2016 Emergency lighting Part 1: Code of practice for the emergency lighting of premises,
BS 1838: 2013 Lighting applications - Emergency lighting and BS EN 50172: 2004 / BS 5266-8: 2004
Emergency escape lighting systems

Portable Appliance Testing

The following quantities are an approximate number and are subject to change:

13,000 portable appliances to be tested at Alexander Hospital, Worcester

3,000 portable appliances to be tested at Kidderminster Hospital

71 portable appliances to be tested across five Breast Screening Vans

31 portable appliances to be tested across the Sunshine Children's Centre

Emergency Lighting Testing

138 emergency lighting systems to be tested at Kidderminster Hospital

50 emergency lighting systems at Alexandra Hospital - Please note, the majority of the Alexandra site is on a self-reporting system

The above schedule of results is to be completed within two weeks following the visit and a contractor representative shall provide a copy of the results in an unlocked Excel spreadsheet to the Estates Officer/Manager and discuss the test/inspection frequencies and advise if adjustments are required.

Equipment not found

Equipment that cannot be found shall be recorded and reported to the Estates Manager.

Equipment without a current sticker (new equipment)

Any items of equipment that do not appear on the spread sheet or have a test sticker should be taken out of service and reported to the Estates Manager. It may be necessary to go back to these items at a later date.

Contractor Responsibilities

While on site the Contractor and its staff must comply with the requirements of the Health and Safety at Work Act 1974 and other relevant legislation, including regulations and codes of practice issued and with the Clients own policies and procedures.

All new Contractors attending site for the first time must go through a Maintenance Site Induction.

All Contractors must report to the Estates Office and sign in before commencing work during normal working hours. For out of hours call outs, the Contractor should report to the location of the unit where they will be met by an Estates Officer.

It is imperative all Contractors sign out before leaving site.

Visits to the locations are not permitted without the consent of the authorised officer.

All Contractors' employees who attend site shall be DBS checked by the Contractor.

Arrangements for parking will be made by Estates.

The Contractor shall provide its staff with a form of identification acceptable to the Client. This must always be displayed whilst on site.

Following the Client's site induction, the Contractor's staff will be provided with identification which must be worn while on site.

Contractor's Tools and Equipment

The Contractor shall provide all necessary transport and equipment, including but not limited to; tools, instruments, test kits, PPE, access equipment, temporary barriers and signage, and first aid equipment necessary to carry out the work safely and as detailed in the Control of Contractors documents.

Documents

An annual certificate of compliance for the emergency light testing is required. This must be provided to the Client after inspection work is complete.

Reviews

The Client requires an implementation meeting with the winning Contractor to be carried out at the start of the contract. This will include a site visit and induction.

The Client reserves the right to request ad-hoc review meetings. The schedule should be agreed at the initial implementation meeting and the contractor is responsible for contacting the Client to make the arrangements.

These will typically cover:

- Planned visit completion review
- Response and resolution times for un-planned work.

- Review and agreement of the value of any additional works

Invoicing and Payment Terms

The Client will raise an upfront order for the full contract duration and require invoicing after works.

Invoices must be clearly marked with the current purchase order number together with the name, area and location of the equipment/area worked on.

Any authorised repairs undertaken should be clearly marked as such on invoices with a full cost breakdown.

Reporting

A detailed report outlining all equipment must be completed after every service. Details must include all work carried out including any parts replaced and any recommendations. Any safety or quality issues should be immediately highlighted.

Hard copy reports and certificates (where available) should be left with the Client with an electronic copy emailed to the named Estates Officers within one week. Details of who needs to be sent an electronic copy will be provided at the site induction.

Assets

Equipment schedule subject to change.

Terms and Conditions

Bidders should be aware any contracts arising from this procurement process shall be subject to the NHS Conditions for the Provision of Services with Maintenance Schedule. A copy can be obtained from:

[nhs-maint-aug-2022-schedule5.pdf](#)