



# **Fencing Installations, Maintenance, Security and Groundworks**

## **Specification**

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## **1. Introduction**

- 1.1. Harrow has 22 wards and approx. 261,000 residents according to 2021 census information. We are responsible for maintaining around 160-200 parks buildings (including outbuildings), 57 parks and open spaces, around 20 nature reserves around 10 cemeteries, 34 allotment sites, 15 car parks and 1615 roads covering 457 km of highways within the Borough boundaries.
- 1.2. We require contractors to undertake fencing installations & maintenance, parks buildings maintenance, parks & car parks infrastructure works, planned and reactive security, and groundworks to support our environmental and highways service areas within the Place Directorate.
- 1.3. The types of work to be undertaken are varied and include:
- 1.4. All types of new fencing installation, fencing restoration, reactive security welding repairs & maintenance, bespoke welding fabrication, telescopic bollard installations, removal of playground equipment, sign & signpost installation, security door installation and maintenance, masonry and many types of groundwork. Works are undertaken predominantly at Council owned Parks and Open Spaces, Corporate Buildings, Car Parks and boundaries adjacent to Highways.
- 1.5. Work volume is variable with seasonal peaks and troughs in demand or triggered by specific projects and initiatives the Council are working on. The appointed contractor/s would have the ability to react quickly in certain circumstances to secure sites that have been targeted by vandals or thieves. As such this aspect of the work may suit a locally based contractor with readily available resource in the area as opposed to a dedicated to Harrow resource.
- 1.6. Only projects with a max value of £49,999 will be commissioned under this arrangement.

## **2. Work Allocation**

- 2.1. The Contractor is required to work with the in-house Environmental and Highways Teams, to act as a contingency and resilience mechanism for some adhoc / urgent reactive repair work.
- 2.2. Contractors must provide all the staff, material, equipment and resources required to undertake the Works.
- 2.3. To ensure a level playing field when pricing for work and to avoid post award price increases Contractor will in almost all cases be required to attend site at their own cost to carry out a proper survey and price for individual jobs. Post award price increases / extras would only be acceptable in reasonably unforeseen circumstances.
- 2.4. When pricing for work Contractor will be required to breakdown their pricing by labour and materials and state their percentage markup on materials used and the types of materials. Where inferior materials are used this will be taken into account when making a comparison and award. Contractors will be required to provide proof of materials costs upon request. Where there is a demonstrable difference in quality of materials the Council may compare pricing based on the labour costs only and exclude the materials costs.

### **3. Warranty and defects liability**

- 3.1. Contractor will be required to rectify all problems with workmanship which appear within 6 months of completion at no additional cost.
- 3.2. Materials should be guaranteed for 12 months unless there are signs of deliberate damage or misuse.
- 3.3. The appointed Contractor will be required to guarantee workmanship for a period of 1 year post installation sign off by the Authority's Commissioning Officer. The work will be carried out at no additional cost to the Authority.
- 3.4. Manufacturer guarantees will apply to all products installed and the appointed Contractor will be required to liaise with the manufacturer on behalf of the Authority in relation any claims under the guarantee.
- 3.5. A copy of all manufacturers' guarantees, warranties and maintenance agreements (where relevant) shall be provided to the Commissioning Officer.

### **4. Design Liability**

- 4.1. Depending on the requirements of the authority under a specific order, in the event of the design works to be considered, they will be determined and agreed by the parties on an order by order basis.

### **5. Scope of Project Works**

- 5.1. The Authority make no guarantee of an amount of, or any, work being awarded to the Contractor.
- 5.2. The Contractor must also have sufficient resources to react to ad-hoc / urgent works that may arise during the contract term. These will result in very little time for a contractor to mobilise to site and complete the works.
- 5.3. The Specification detailing the scope of works will vary between the Sites and building type on the Sites. In addition, there may be special requirements for particular establishments. Generally, the scope of works will include:
  - Fencing and gates: Timber close board; chainlink, palisade, weldmesh, post and rail, stock fencing.
  - Steelwork fabrication / site welding
  - Ground works: (type 1, concrete, tarmac, topsoil)
  - Other similar / related works that may be required from time to time not covered by the above
- 5.4. Examples of projects / works undertaken historically:
  - Path/access works
  - Drainage works
  - Pond/scrape creation

- Fencing
- Repairs to gates
- Sign post and sign installation
- Car park height and swing barriers
- Alligator teeth and flow plate traffic control
- Galvanising
- Construction brick and block work
- Concreting
- Provision of security locks and measures
- Path/access works – Breedon gravel / Coxwell gravel self-binding gravel paths, tarmac or concrete paving slab paths, cobble stone paths – loose or installed on a foundation. Steps, in various materials.
- Drainage works
- Pond/scrape creation – machine works, ground shaping, excavation
- Fencing – various types of fencing, gates – as well as fabrication of metal gates, fencing, one off making and welding. Very skilled in this area. Restoration of metal fencing ( even historic fencing) and fabrication of bespoke missing parts.
- Construction of bridges, decking, pergolas.
- Repairs to gates – as above
- Sign post installation
- Supply and installation of bollards, posts, interpretation panels (installation only).
- Supply and installation of flagpoles
- Supply and installation of street furniture – eg seats, litter bins, cycle racks, and any other street furniture
- Installation of boulders. (might be supply too)
- One off problem solving projects
- Planting – supply and planting of shrubs, trees and herbaceous plants
- Supply and spread of topsoil in preparation for planting, seeding, grass or wildflower seeding
- Vegetation removal / clearance / machine work / ground scrape
- Moving and locating/ installing heavy items, often carrying by machine over long distances and rough / uneven ground

## **6. Systems, Policies & Procedures**

- 6.1. The Contractor shall implement any systems, process and procedures that are necessary to the development and completion of any project.

- 6.2. The Contractor shall comply with all relevant policies and procedures of the Authority including but not limited to Permits to Work, Confined Spaces, DBS checks, Asbestos Registers, Signing in/out of premises etc. where they apply to the carrying out of Works, copies of which can be made available to the Contractor upon request.

## **7. Reactive Maintenance & Response Times**

- 7.1. The Contractor may be called upon to perform Works under an Emergency Call Out (i.e. secure a parks building) and must have the resources and systems to react promptly to such situations.
- 7.2. The Contractor will be expected to attend within 24 hours upon receipt of an Emergency Call-Out request during normal working hours (Mon – Fri 0700 – 1800 excluding bank holidays).
- 7.3. The Contractor will be expected to attend within 48 hours upon receipt of an out of hours Emergency Call-Out request (1800 – 0700 including weekends and bank holidays).
- 7.4. The majority of Emergency Call Outs will be during normal working hours.
- 7.5. The Contractor may also be required to assist other Authority Contractors. Where this contingency support is commissioned, the Contractor will be required to work in collaboration with the Authority's Contractors.
- 7.6. Where the Contractor does not meet the required reactive maintenance Emergency Call Out response times on more than 3 occasions in any rolling 12 months the Authority reserves the right to appoint an alternative Contractor to carry out this work.
- 7.7. In all instances of Emergency Call-Out, the Contractor shall report to the Authority's Representative giving information of action taken before leaving the Site.

## **8. Asbestos**

- 8.1. The discovery of asbestos will require the Contractor to stop work immediately and notify the Authority's representative. The Contractor will be required to comply with the Asbestos Plan and to sign the register at each site.

## **9. Smoking**

- 9.1. All Sites (internal and external) are 'No Smoking' environments and as such the Contractor should ensure that Employees understand the provision of this requirement and maintain this standard in and around the Sites and access routes.

## **10. Health and Safety**

- 10.1. The Contractor is expected to fully comply with ALL health and safety legislation. All new operatives shall be formally trained in the safe use of all tools and the

Contractor shall ensure that their operatives have the correct equipment including personal protective equipment. Full training and assessment records of all operatives must be kept in an acceptable manner and submitted to the Authority on an annual basis.

- 10.2. The Contractor and all persons (including sub-contractors) employed by him on the work shall comply fully with the Health and Safety at Work Act 1974 and all appropriate enactments which are relevant statutory provisions under that Act and with all other relevant safety requirements and with appropriate codes of practice and Health and Safety Executives Good Practice Guidance Notes.
- 10.3. The Contractor shall submit generic Risk Assessment and Method Statements for general course of works prior to commencement of Contract for approval by the Authority. Risk Assessments and Method statements shall be reviewed at least annually at Contract anniversary and copies submitted to the Authority.
- 10.4. The Contractor shall submit a Risk Assessment and Method Statement for site specific works and services as detailed in the specification for approval by the Authority prior to commencing any project. This is particularly relevant to works in or adjacent to Playgrounds. This should be submitted for approval to the Commissioning Officer. It is the Contractors' responsibility to ensure that, at all times, they have the correct permit for working where applicable.

## **11. Environmental**

- 11.1. The Contractor is expected to comply with the requirements of the Environmental Protection Act 1990 at all times when working in environmentally sensitive areas. It is imperative that the Contractor liaises closely with the Council Officer to ensure all environmental risks are mitigated and compliant with the legislation and best environmental practice.

## **12. Equipment, Tools & Vehicles**

- 12.1. The Contractor shall at its own expense provide all plant, vehicles, equipment and machinery necessary for the execution of the Works.
- 12.2. The Contractor is expected to comply with the requirements of Provision and Use of Work Equipment Regulations 1998 (PUWER) at all times when undertaking work on behalf of the Authority.

## **13. Premises Keys**

- 13.1. The Contractor shall immediately report the loss or misplacement of any keys to the Authority's Authorised Officer.

## **14. Contract Management**

- 14.1. The Contractor is expected to provide details of how each of the projects commissioned by the Authority will be delivered, at the start of each project and when amended and whenever requested with:

- The names of all staff delivering the service
- The name and contact details of the supervisor responsible delivering the service
- The name and contact details of the management staff assigned to the Contract.

## **15. Invoicing**

- 15.1. The Contractor shall invoice the Authority in accordance with the agreed milestones and invoice dates specified for each project. The Authority's payment terms for this contract are 14 days from date of **approved** invoice.
- 15.2. The Contractor should not undertake work / incur any chargeable costs until a valid purchase order to cover the full project value is provided by the Authority. Following this procedure will minimise payment issues and ensure that payments are made on time and in accordance with terms.
- 15.3. Where during the course of a project or work additional costs are identified over and above the issued PO value the Contractor should seek Authority authorisation and an increase to the PO value issued before carrying out that additional work.
- 15.4. For reactive work a call off / drawdown purchase order may be raised by the commissioning officer. In this instance the process for payment will require the Contractor to submit a monthly payment application for approval to the Commissioning Officer prior to submitting an invoice that quotes the purchase order number issued.

## **16. Structure & Resourcing**

- 16.1. The Contractor shall maintain the tendered management structure to supervise the activities and be responsible for the effective working and discipline of the staff involved in delivering the Authority's requirements. Please note that any subsequent changes to the proposed team must involve equivalent personnel to those listed in terms of level of responsibility and accountability within the Contractors organisation.
- 16.2. Where the Contractor proposes to use sub-contractors, the Contractor must obtain the Authority's written approval, which shall not be unreasonably withheld. The Contractor is to provide to the Authority evidence of the sub-contractors accreditations, experience and key personnel for approval prior to sub-contractor work commencement.
- 16.3. All sub-contractors must comply with the provisions of the Contract.

## **17. Complaints**

- 17.1. The Contractor shall work with the Authority to respond to complaints, queries and issues arising from the delivery of specific projects.

## **18. Customer Care**

- 18.1. The Contractor shall ensure that all members, Authority Representatives and other users are (if the need arises) responded to promptly, effectively and courteously at



all times and shall make every effort to meet the user's needs and to take account of personal and special circumstances.

- 18.2. Before completion of work, explain and demonstrate the purpose, function, operation and maintenance of any new installations to relevant end user including in-house team any other nominees.