

# 1 Introduction

## 1.1 Background

- 1.1.1 **Bracknell Forest Borough Council (BFBC or the Council)** is located in central Berkshire, and was designated a New Town in 1949 but became a Unitary authority in April 1998. The Council's services are divided between four directories, Corporate Services, Adult Social Care and Health, Environment, Culture and Communities and Children, Young People and Learning.
- 1.1.2 This Invitation to Tender (ITT) has been completed on behalf of the Corporate Services, Construction and Maintenance Team and sets out how your organisation can submit a tender for the Asbestos Surveys Service at Bracknell Forest Council Sites.

## 1.2 Outline Requirement

- 1.2.1 In order to meet its legal responsibilities under the Control of Asbestos Regulations 2012, Bracknell Forest Council wishes to procure the services of a specialist contractor to assist in the management and control of asbestos within Council properties, including schools.
- 1.2.2 The contract duration will be for a maximum of 5 years, covering an initial period of 3 years (3+1+1 = 5) and is anticipated to start on
- 1.2.3

## 1.3 Project Schedule

- 1.3.1 The following is the proposed timetable for the procurement and implementation is:

Publish OJEU Contract Notice & advert in South East Business Portal			
Issue Invitation to Tender			
Supplier Visits to Council Sites			
Last Questions from Tenderers			
Issue Final Question & Answer Summary			
Receive Response from Tenderers			
Supplier Interviews			
Contract Award			
Contract Start Date			

## 2 Instructions to Tenderers

### 2.1 General Instructions

- 2.1.1 If you intend to tender for the provision of an Asbestos Surveys Service to the Council, please read the following instructions carefully and prepare your tender accordingly.
- 2.1.2 The Council will not be responsible for any costs or expenses you incur in preparing or delivering or in the evaluation of the tender, nor with any costs or expenses incurred with the formation of a contract should you be successful.
- 2.1.3 You are deemed to have obtained at your own expense, all information necessary for the preparation of your tender.
- 2.1.4 Prior to the date for return of tenders, the Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by the Council to every contractor and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is the subject of such an instruction. You should promptly acknowledge receipt of such instructions.
- 2.1.5 Clarifications of the invitation to tender documents must be made by email to the following:
  - 2.1.6 As soon as practical after receipt of any request for clarification, the Council will respond in writing to all tenderers except where the clarification has been identified by the tenderer, and subsequently agreed by the Council, as being commercially sensitive. The Council will not be bound to respond to any request for clarification of the Invitation to Tender which is received later than Wednesday the 3<sup>rd</sup> of December 2014.
  - 2.1.7 Only clarifications made in writing by the Council will form part of the Invitation to Tender documents.
  - 2.1.8 All questions submitted to the Council in writing and answers, will be logged, summarised and issued to all tenderers.
  - 2.1.9 All information contained in the invitation to tender shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your tender.
  - 2.1.10 It may be possible for you to view a sample of the Council sites before tender submission. Please contact the following to arrange this:

Name and Title:

## 2.2 Tender Response

2.2.1 Please submit your quotation by email to Emails larger than 30Mb will be held by ICT pending manual release and emails above 50Mb will be rejected. For this reason, we recommended that you split into separate emails below 30Mb, clearly marked as 1 of 3, 2 of 3, etc., in the subject. Most business file types are acceptable; however any file containing code, password protection or seemingly inappropriate images will be automatically rejected. We are unable to accept quotations on USB stick.

2.2.2 Your tender must be divided into two sections and contain the information called for in each section below:

The **technical** section should include:

- Service Delivery Questions (Schedule 1) – questions detailing the means of meeting the requirements of the Specification and covering in particular (though not exclusively) the following:
  - Service delivery
  - Health and Safety
  - Minimising disruption
- Specification Compliance Statement (Schedule 2)

**No pricing should be included in the technical section.**

The **commercial** section should include:-

- Firm prices in sterling for the Goods/Services must be entered on the Pricing Schedule - 2 documents (Schedule 3)
- The completed Schedule of Reserved Information - see guidance attached at Appendix D (Schedule 4)
- Conditions of Contract Compliance Statement (Schedule 5 )
- The Form of Tender statement (Schedule 6) completed, signed and dated.
- Tender Checklist (Schedule 7) should be completed and comments added if required.

2.2.3 Respond to all sections in the Schedules. Alternatively, you may submit a separate document providing the tender cross references the section and paragraph numbers of this invitation to tender.

**All sections must be responded to even if simply “Understood” or “Agreed”.**

2.2.4 The Council may have indicated a maximum number of words against some questions. The number indicated includes words in any charts, appendices and diagrams which are incorporated into the tenderer's response unless otherwise clearly indicated. In the event that the number of words is exceeded, the Council will only consider the first part of the tenderer's response up to the maximum allowed.

2.2.5 Where any external reference material, such as brochures, specifications and system descriptions, is used to support your tender, any statements within the reference material which may allow change to obligations or reduce liability, such as

"specifications subject to change without notice", or other disclaimers will be regarded as void and shall not form part of the contract in the event that the tender is accepted.

2.2.6 Where a particular section of the tender response relates to information given in another section or in external reference material, then you must ensure that the response is clearly cross-referenced.

2.2.7 All pricing should be stated exclusive of VAT.

Tenders shall remain open for an initial acceptance for a minimum of 120 calendar days, although the Council may ask you to extend of the period of validity.

### 2.3 Submission of Tenders

2.3.1 The original, signed, tender must be returned by no later than

2.3.2 Please address to:

; ensure that you include "Asbestos Surveys Service" in the subject of the e-mail.

**Please do not include any other information such as your company name in the title. Tenders received after the tender submission date/time may be rejected.**

### 2.4 Tender Decline

If you decide not to respond to this ITT, please let the contact in Section 2.1.5 know by email as soon as possible, giving a brief reason.

## 2.5 Evaluation of Tenders

- 2.5.1 The contract will be awarded on the basis of the most economically advantageous offer having regard to:
- 2.5.2 The **Total Cost** of service, [incorporating price, running costs and estimated effort required by the Council] (50% of the total score)
- 2.5.3 The **Quality** of the solution in terms of functionality and infrastructure (50% of the total score) takes into account issues such as; quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, cost effectiveness, after sales service, technical assistance, delivery date and delivery period and period of completion.
- 2.5.4 The **Total Cost** score is out of 100 marks and will be awarded based on a mathematical formula taking into account the overall weighting allocated to this particular section. In this instance, it is calculated by taking the lowest Total Cost divided by the next lowest Total Cost and multiplied by 100. As a result, the lowest Total Cost (subject to the provisions of regulation 30(6) of the Public Contracts Regulations 2006) will be awarded a score of 100 for price alone, with tenderers thereafter being allocated a relative score. This will be combined with quality, to give an overall score for each tenderer.
- 2.5.5 The headline **Quality** evaluation criteria are as follows:-

Criteria	Weighting	Applicable Document(s) & Section(s)
Q1. Sound Management Structure	12.5	All schedule 1
Q.2 CVs Key Staff	12.5	" "
Q.3 Council Programme	12.5	" "
Q.4 Survey Information	12.5	" "
Q.5 Sample Reports	12.5	" "
Q.6 Auditable Process	12.5	" "
Q.7 Health & Safety	12.5	" "
Q.8 Added Value	12.5	" "
<b>Total</b>	<b>100</b>	

- 2.5.6 The evaluation spreadsheet which details any **sub-criteria** and formulae used is attached as Appendix E of this ITT.
- 2.5.7 The Council shall be under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.
- 2.5.8 You may be required to answer any Council queries on your proposal and to attend formal meetings with the Council during the tender evaluation period. Additionally the Council may wish to visit tenderers' premises to view the facilities and systems that may be used to deliver the service. If a formal meeting is required, further details will be sent on receipt of your completed ITT.

**2.6 Alternative Offers**

2.6.1 Alternative offers will not be considered.

**2.7 Canvassing**

Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

**2.8 Whistle blowing policy**

Your attention is drawn to the Council's whistle blowing policy which can be found on the Procurement website at: [www.bracknell-forest.gov.uk/procurement](http://www.bracknell-forest.gov.uk/procurement)

## **APPENDIX A - TECHNICAL SPECIFICATION**

### **1 DESCRIPTION OF THE SERVICES TO BE PROVIDED**

- 1.1 The Contractor is required to provide Management and Refurbishment and Demolition asbestos surveys, 4-stage clearance testing and other asbestos management services to Bracknell Forest Council at the Council's properties.
- 1.2 Services shall include but not be limited to the following:
- Surveying
  - Provision of survey reports
  - Monitoring and associated record keeping
  - Clearance testing
  - Reactive testing as required
  - Provision of estimates for any required asbestos removals or encapsulation
  - Inputting asbestos reports, plans and data onto Bracknell's property database (Frontline – web based system) Contact details for Frontline: Mike Goulding Tel 0207 3540919
- 1.3 The Contractor is required to plan and programme services in line with the Council's requirements.
- 1.4 At all times, the parties to the agreement will operate in the spirit of mutual trust and co-operation as described in the Council's requirements. This may at times lead to parties being requested to undertake tasks outside of the drafted scope of services on the understanding that payments/allowances will be made in accordance with the conditions
- 1.5 **Mobilisation Period**  
A Mobilisation Period will be agreed for the Contractor to familiarise himself with the Council's properties and the client's policies, standards and procedures.
- 1.6 **Affected Property Portfolio**  
The Council reserves the right to add or delete parts or entire properties within the portfolio and does not guarantee the value or volume of orders – total or individual to be passed through the Contract during its duration.
- 1.7 **Orders**  
On receipt of a written or verbal order – the Contractor shall execute all services (or supply all labour and/or materials) described in the order. Verbal orders will always be confirmed in writing. All orders will state a commencement date and a reasonable time for completion and the Contractor shall complete each order by such time.

**1.8 Sub-Contractors**

The Contractor will be responsible for managing any domestically appointed sub-contractors and will act as Lead Contractor whilst at the Council's premises.

**1.9 Return of Documents**

All documents and drawings and copies thereof or extracts therefrom issued in connection with any order shall, if required, be returned to the Service Manager upon agreement of the final cost of the Task Order.

**2 ARRIVAL AT PROPERTY INSTRUCTIONS**

2.1 Before any services are undertaken, the contractor must contact the premises' head of establishment/responsible person and make arrangements for the task to be carried out.

2.2 All operatives and/or managers must report their arrival to the reception desk or person in charge of the Council's property. Identification shall then be produced as detailed under the code of conduct. The visitor's log must be signed before proceeding into the property to carry out any work. The Contractor's operatives must also ask for and inspect all registers available on the premises which may have a bearing on health & safety before commencing the services. If in doubt about any aspect of the services as a result of inspecting the registers, the Contractor's operatives should seek further instructions before proceeding.

2.3 If an operative or his manager when visiting a council property notices a hazard not included on the registers mentioned above, the observed hazard shall be brought to the attention of the receptionist or head of establishment/responsible person on signing out or leaving the property. The matter should also be reported to the Council's Contract Administrator.

2.4 A Council property must not be used for any purpose other than carrying out the contracted services. Advertisements must not be displayed without prior approval.

2.5 Any problems relating to access to a Council property that cannot be resolved with the Head of Establishment/responsible person and which may affect the programme of services must be referred to the Council's Contract Administrator.

**3 CODE OF CONDUCT**

3.1 Whilst on duty at the Council's Affected Properties the Contractors' staff shall comply with the following policy:

All operatives to be presentable and to wear at all times:



- ID badge with photograph of operative
- Suitable and appropriate clothing
- Personal protective equipment as required

3.2 Operatives shall not attend any property whilst under the influence of alcohol or drugs. The consumption of alcohol at any property shall be strictly prohibited. All operatives shall be courteous at all times and shall not use vulgar language in any areas. The Council reserves the absolute right to refuse entry to a property of any person without prior notice and similarly to request the removal of any person from the property. Smoking is not permitted on any of the Council's properties

#### **4 PROVISION OF MATERIALS**

- 4.1 The Contractor shall provide all materials necessary for the execution of the services unless the order for the services specifically requires the Contractor to use materials supplied by the Council.
- 4.2 Materials supplied by the Council shall remain the property of the Council and shall be used by the Contractor for the execution of the services and for no other purpose. The Contractor shall be responsible for the safe custody of such materials. Any such materials not required for the execution of the services shall be delivered up in good condition on completion of the services or shall be disposed of or dispatched by the Contractor as directed by the Council.

#### **5 SECURITY/ SAFETY/ PROTECTION**

- 5.1 All services shall be undertaken in accordance with current Health and Safety legislation and the particular requirements of the Council.
- 5.2 Strict security, health & safety and housekeeping procedures are enforced within each Council property. The Contractor must familiarise itself and its staff with such procedures and ensure strict compliance.

- 5.3 The Contractor shall include for setting up a safe system of work specific for the Contract, incorporating the procedures of the Council, and the Contractor. The system of work must incorporate the following steps:
- assessment of tasks
  - hazard identification and risk assessment
  - identification of safe methods
  - implementing the system
  - monitoring the system
- 5.4 The formal procedure which results shall be a systematic examination of tasks in order to identify hazards and assess the risks in order to identify safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised.
- 5.5 The Contractor shall comply with the Council's Regulations and Health and Safety Policy, and shall take all other measures necessary for the safe execution of the services.

## **6 PRECAUTIONS AGAINST FIRE AND OTHER RISKS**

- 6.1 The Contractor shall take all reasonable steps and precautions (including any steps and precautions expressly required under or by virtue of this Contract) to prevent and to minimise the extent of any loss or damage to the services, temporary services, materials and any items and articles for incorporation in the Council's property (including items and articles provided by the Council) arising from any cause whatsoever.
- 6.2 The Contractor shall comply with the Council's Standard Fire Precautions for Contractors and all permit systems.
- 6.3 The Contractor shall provide and maintain a COSHH manual with COSHH sheets for identification and emergency/precautionary procedures for all cleaning fluids, water treatments and fuels etc. utilised by the Contractor.
- 6.4 The Contractor shall provide safe working method statements and generic risk assessments for all services to be provided under the Contract.

- 6.5 The Contractor must use and provide clean dust sheets to cover all counters, desks, rack and displays in the immediate vicinity of the area where services are being undertaken. All dust/dirt caused by the Contractors operations shall be cleaned prior to leaving a property. During the course of all services accumulated debris shall be kept to a min

## **7 GENERAL QUALITY OF WORKMANSHIP**

- 7.1 Operatives must be appropriately skilled and experienced for the type and quality of service being provided.
- 7.2 If out of hours working is required, the Contractor must give the Council not less than seven days' notice, specifying times, types and locations of services to be undertaken.
- 7.3 The Contractor must establish and maintain procedures to ensure that the services, including the activities of all sub-Contractors, comply with specified requirements. The Contractor must maintain full records and keep copies of relevant documentation at the property for inspection by the Council and submit copies of particular parts of the records on request.
- 7.4 During the Mobilisation Period described in the Contract Data, the Contractor shall submit to the Council's Contract Administrator for discussion and approval, his proposals to monitor and control quality.
- 7.5 Following completion of the services, the Contractor must
- Make good all damage consequent upon the services.
  - On completion clean the working area so that it is ready for occupation to the satisfaction of the Council. In occupied properties keep the working area and any affected areas clean during the services.
  - Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
  - Make good finishes and paint around work, paint new work to match existing.
  - Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges

## 8 ASBESTOS SURVEYS

- **Management Survey**
- **Refurbishment and Demolition Survey**

8.1 The surveys are to include all buildings at a Council property including outbuildings, greenhouses, cycle sheds etc. During the course of the survey all reasonable efforts must be made to inspect all reasonably accessible areas, including those typically accessed by service contractors, to identify any materials suspected of containing asbestos fibre. The only exclusions to these requirements will be those identified in Clause 8.22 below.

8.2 Areas that can be accessed using the existing permanent access routes or a surveyor's steps or ladder (up to 4 metres high) should be inspected. In Management Surveys suspected asbestos materials which would require specialist access equipment to inspect can be recorded as 'presumed asbestos'. Such materials that are 'presumed asbestos' and are in need of attention must be clearly identified.

8.3 The Contractor must clearly identify on the asbestos survey record sheets any areas of the building that were not accessible for the asbestos survey with explanations as to why.

8.4 Where a particular part of the property is inaccessible, the contractor must make arrangements if required by the Council, to revisit the property with the appropriate access equipment necessary to complete the survey.

8.5 The level and standard of surveys shall be in accordance with **the Health and Safety Executive Guidance HSG264 Asbestos: The survey guide** and is as follows:

8.6 **Management Survey** is the standard survey. All Asbestos Containing Materials (ACMs) should be identified so far as is reasonably practicable. The areas inspected should include:

- Underfloor coverings, above false ceilings, (ceiling voids) lofts, inside risers, service shafts, service ducts and lift shafts, basements, cellars, underground rooms , undercrofts (this list is not exhaustive)

**Refurbishment surveys** will be required for all works that disturb the fabric of the building where the management survey has not been intrusive.

#### **Information required for a Management Survey**

- Asbestos product type(s)
- Location of the material(s)
- Extent (or Quantity) of the material(s)
- Asbestos Type(s)
- Accessibility and /or vulnerability of the material(s)
- Amount of damage or deterioration
- Surface treatment (if any)
- Material assessment algorithm

- 8.7 **Refurbishment and Demolition Surveys** will be required before any refurbishment or demolition works are carried out. The survey will locate and describe so far as is reasonably practicable, all ACMs in the area where the refurbishment works will take place or in the whole of the building if demolition is planned. The survey will be fully intrusive and may involve destructive inspections, as necessary to gain access to all areas including those difficult to reach

A full sampling programme must be undertaken to identify possible asbestos containing materials ACM's and estimates of the volume, length or surface are to be provided.

It is designed to be used as a basis for tendering the removal of ACM's prior to demolition or refurbishment works and as such all reasonable efforts must be made to inspect all reasonably accessible areas to identify any materials suspected of containing ACMs. Where access is not possible due to health and safety reasons, these must be identified by the contractor in his report and it must be presumed that asbestos is present within these areas.

- 8.8 **Information required for a refurbishment or demolition survey**

- Asbestos product type(s)
- Location of the material(s)
- Extent or quantity of the material(s)
- Asbestos type(s)

## 8.9 Re-inspections

### Procedure to follow when undertaking re-inspections of sites for ACMs

- Review and update the floor plans (to the whole property). Where significant change (i.e. major refurbishment or oversight) has taken place, escalate to the Council.
- Assess the whole property to determine if the previous survey information has included all the relevant areas.
- Inspect existing known ACMs and update material and priority risk assessments.
- Provide suggested management actions where necessary
- Sample, where possible, previously strongly presumed items.
- Survey areas previously recorded as not accessed
- Escalate any instances of damaged high risk products and debris to the Council for immediate action.

Surveyors are expected to be aware of the existing report content and to use their own knowledge/experience to judge if the original surveys are adequate whilst they are checking the validity of the site plans. Where the existing site reports are inadequate and deficiencies are present then they must be escalated to the Council so they may decide on the most appropriate course of action.

## 8.10 Technical Competence

The organisation appointed to undertake asbestos surveying and sampling works must be technically competent through accreditation to the United Kingdom Accreditation Service (UKAS) ISO/IEC 17020.

Individual surveyors must have a minimum of 6 months of full time relevant, practical field experience on asbestos surveys whilst under the supervision of experienced and suitably qualified personnel. They must be able to demonstrate technical competence by holding personal accreditation by UKAS ISO/IEC 17024 and or hold the British Occupational Hygiene Society (BOHS) Proficiently module P402 Building Surveys & Bulk Sampling for Asbestos

- 8.11 The Council will warn heads of establishments/responsible persons that surveys are to be undertaken. Any Council property that will be occupied at the time of the survey must be contacted by the Contractor and agree when the surveys are to take place and in particular when samples can be taken. This will be during normal hours (8am to 17.00) Monday to Friday excluding statutory holidays. The Contractor must co-operate with the head of establishment/responsible person and, if requested arrange alternative times as necessary.
- 8.12 Generic risk assessment statements for carrying out the surveys and the taking of samples must be agreed with the Council initially. Site specific risk assessments must be agreed with the head of establishment/responsible person or their representative prior to the survey taking place.
- 8.13 If in the case of schools, the survey coincides with a school holiday period then the Contractor must make arrangements with the school for the buildings to be accessible for the surveys.

- 8.14 The Contractor must ensure that at least 7 working days' notice is given to the heads of establishment/responsible persons of the dates and times when they will attend at any Council property.
- 8.15 During the course of the surveys, any areas that, in the opinion of the Contractor require urgent attention, must be dealt with accordingly to make the area/ location safe by the Contractor and also notified to the Council's Contract Administrator.
- 8.16 A copy of any existing records will be provided for each Council property where available. It is the Contractor's responsibility to assess the accuracy of any records and documentation provided by the Council
- 8.17 Details of any asbestos materials on any available existing records must be included within the survey details.
- 8.18 Analysis of samples must be carried out using polarised light and dispersion staining techniques in accordance with HSG248 Asbestos: The Analysts Guide for Sampling, Analysis and Clearance Procedures by laboratories who have UKAS Accreditation to ISO 17025. Evidence of accreditation will be required. The price for analysis of samples must be included within the overall price submitted in the pricing schedules.
- 8.19 The Contractors' operatives carrying out sampling must ensure that minimum damage is caused to the suspected asbestos materials but still meet the requirements of HSG 264. All damage must be repaired to a satisfactory standard following the taking of samples. The position of sampling points should be clearly labelled in plant rooms, storerooms etc. but discreetly repaired in occupied areas such as classrooms, libraries, offices etc.
- 8.20 Survey reports must include the following contents:
- Names and addresses of survey location, client, surveyor, laboratory etc.
  - Introduction, including survey date, Type etc.
  - Site outline, description of site, building, type of construction, inaccessible areas etc.
  - Purpose and scope of survey; type of survey, for specific remit etc.
  - Survey procedures, including any specific exclusions, sample analysis etc.
  - Survey caveats
  - Specific notes relating to the survey
  - Recommendations, based on priority assessment
  - Sample list
  - Inspection sheets
  - Drawings - for record purposes the Contractor must mark all areas of asbestos identified on drawings. These should be colour coded and clearly marked and referenced and provided in hard copy for inclusion in the survey report.

- Analytical certificates, one hard copy of the analyst's sample reports to be included in the survey report
- Indicate any areas of asbestos materials that are currently labelled. Further labelling is not included as part of this contract.

8.21 Due to the non-intrusive nature of the Management Surveys exact assessment of the quantities of all asbestos materials will/may not be possible. However, where exact measurement are not possible every effort should be made to assess approximate quantities to allow for pricing necessary repairs or future removal prices to be estimated.

#### 8.22 Exclusions from Management Surveys

The following areas or materials are exclusions and as such are not to be inspected or assessed during the management asbestos survey:

- Plant rooms, lift shafts, sub-stations or similar areas which would require the presence of a specialist engineer to isolate equipment.
- Cavity wall voids or concealed spaces in the fabric of the building, where access is not readily available. Asbestos materials must not be removed to provide access to ceiling voids, roof voids etc.
- Areas or surfaces that would require the removal of fixed furniture, fixtures, fittings and non-asbestos floor coverings to access.
- Manhole covers that are believed to be part of the drainage system.
- Underground and vertical service ducts that are not readily accessible. Asbestos materials must not be removed to provide access to service ducts.
- Sub-surface material: To minimise damage to the fabric of the building sub-surface examination of permanently fixed non-asbestos materials forming walls, floors and ceilings.
- Fixed electrical / gas equipment must not be dismantled for inspection. Sampling of suspect asbestos materials associated with such equipment should only be carried out if it can be done safely. In all other cases suspected asbestos materials should be 'presumed asbestos'. Electrical fuse boxes must not be opened.
- Fixed heating and power plant: Sampling of rope seals or gaskets and other associated components suspected of containing asbestos materials should be 'presumed asbestos'.
- Fire doors may contain an inner sandwich layer of asbestos. Only doors that are damaged, exposing possible asbestos and doors that have been upgraded using external panels should be included in the survey.
- Re-insulated pipework and services: Complete removal of non-asbestos pipework insulation is not included as part of the survey. Spot checks should be made at accessible points to determine if residual asbestos is present.
- Only obvious areas of residual asbestos residue are to be included in the survey.
- Loose equipment is not included as part of the survey programme.
- The management asbestos survey is not to include the following materials:
  - Damp proof courses.
  - Paints.
  - Mastics.
  - Sealants and putties.



### 8.23 Asbestos Monitoring

On an annual basis or as advised by the surveyor responsible for completing the Management Survey, carry out an inspection of the areas of a property where monitoring of ACMs is recommended in the Management Survey. Include for:

- Preparing inspection reports with further recommendations if appropriate
- Updating the onsite asbestos register
- Updating the Council's property database (Frontline)

## 9.0 LABORATORY SERVICES

9.1 The Council seeks the undertaking of asbestos related laboratory services for projects involving asbestos including; asbestos removal and remedial works. The scope of services shall be 4-stage clearance monitoring (including reoccupation certification), leak, background and reassurance air testing. The Contractor is appointed to conduct clearance testing in accordance with HSG248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures and fibre counting are UKAS accredited to BS EN ISO 17025. Analysts must be experienced and qualified to BOHS S301 and P401 – 405.

9.2 The projects identified which will require laboratory services will be set by the Council.

9.3 The Contractor will be expected to name an appropriately qualified and experienced project management team as the single point of contact for this contract.

9.4 The laboratory service will comprise sampling and analysis of airborne fibre concentrations and site assessment for reoccupation, including;

- Compliance monitoring
- Background sampling
- Leak (enclosure check) sampling
- Clearance Indicator sampling
- Reassurance sampling
- Assessment of the suitability of respirator protection

9.5 The Contractor will be responsible for completing site clearance certification for the works area, and for issuing a certificate of reoccupation.

9.6 The Contractor shall, on behalf of the Council, act as an independent party to be involved in resolving any problems that arise during the clearance process.