

UK-Shrewsbury: Environmental issues consultancy services.

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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:-Environmental-issues-consultancy-services./9ZRF3329XJ>

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/9ZRF3329XJ> 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/9ZRF3329XJ>

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 026 - Asbestos Consultancy Service

Reference Number: RMCB 026

II.1.2) Main CPV Code:

90713000 - Environmental issues consultancy services.

II.1.3) Type of contract: SERVICES

II.1.4) Short description: Shropshire Council intends to set up an Asbestos Consultancy Services contract.

The fixed price Contract will be for a period of up to 4 years commencing on 1st April 2017.

The Asbestos Consultant shall hold Contractors Health & Safety Assessment Scheme (CHAS) accreditation or EU equivalent scheme.

The Asbestos Consultant shall hold full UKAS accreditation for testing, analysis, 4 stage clearance testing and sampling to ISO 17025 and surveying to ISO 17020 or EU Equivalent.

II.1.5) Estimated total value:

Value excluding VAT: 600,000

Currency: GBP

II.1.6) Information about lots:

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV codes:

90713000 - Environmental issues consultancy services.

II.2.3) Place of performance:

UKG22 Shropshire CC

II.2.4) Description of procurement: Shropshire Council intends to set up an Asbestos Consultancy Services contract.

The contract shall comprise:

- the completion of asbestos management surveys (approx. 300 per year)
- the completion of asbestos refurbishment and demolition surveys (approx. 30 per year)
- the preparation of method statements and asbestos removal abatement specifications
- the provision of re-assurance air tests
- the monitoring of asbestos removal/remedial works by licensed contractors and the issuing of four stage clearance and re-occupancy paperwork (approx. 50 per year)

at approximately 300 premises which the Council has control over, typically schools, libraries, offices, fire stations, workshops, small holdings and care homes, located throughout Shropshire.

- the completion of asbestos management re-inspection surveys (approx. 800 - 1200 per year)
- the completion of asbestos management initial surveys (approx. 50 per year)
- the completion of asbestos refurbishment and demolition surveys (approx. 20 per year)
- the completion of one off bulk sampling to possible asbestos materials
- the provision of re-assurance air tests
- the monitoring of asbestos removal/remedial works by licensed contractors and the issuing of four stage clearance and re-occupancy paperwork (approx. 50 per year)

at approximately 4000 domestic premises, including communal areas and garages, which the Council has control over, all located throughout Shropshire.

It shall further comprise the provision of a 24 hour 365 day a year out of hours service for asbestos sampling and reassurance air testing.

The fixed price Contract will be for a period of up to 4 years commencing on 1st April 2017.

The Asbestos Consultant shall hold Contractors Health & Safety Assessment Scheme (CHAS) accreditation or EU equivalent scheme.

The Asbestos Consultant shall hold full UKAS accreditation for testing, analysis, 4 stage clearance testing and sampling to ISO 17025 and surveying to ISO 17020 or EU Equivalent.

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: 600,000

Currency: GBP

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

Start: 01/04/2017 / End: 31/03/2021

This contract is subject to renewal: Yes

Description of renewals: 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

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: 20/10/2016 Time: 12:00

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: 20/10/2016

Time: 12:00

Place:

Shirehall, Shrewsbury

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:-Environmental-issues-consultancy-services./9ZRF3329XJ>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/9ZRF3329XJ>

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: 15/09/2016

personal info

Commissioning Development & Procurement

Shirehall, Abbey Foregate
Shrewsbury, SY2 6ND



Tel: (01743) 252993

Fax: (01743) 255901

Please ask for: [REDACTED]

Email: procurement@shropshire.gov.uk

15 September 2016

Dear Sirs

RMCB 026 - ASBESTOS CONSULTANCY SERVICE

SHROPSHIRE COUNCIL

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

1. Tender Response Document (for completion and return)
2. Pricing Schedule (for completion and return)
3. Instructions for Tendering (for completion and return)
4. Specification 2017
5. Requirements 2017
6. Example Report and Drawing
7. Example Database
8. Example Database Non ACM

Tenders should be made on the enclosed Tender Response Document and Pricing Schedule spreadsheet. Your Tender must be completed, signed and returned along 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 20th October 2016** 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 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 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 15th September 2016 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. Please raise all clarification questions before the deadline of **13th October 2016**.

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

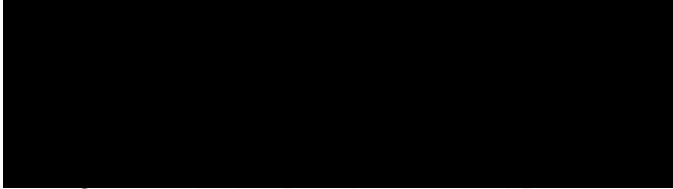
Please also note that Shropshire Council is committed to achieving Social Value outcomes through maximising the social, economic and/or environmental impact of all its procurement

personal info

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 through email: procurement@shropshire.gov.uk.

Yours faithfully



Commissioning Development and Procurement Manager
Procurement & Contracts
Enc

Site Name	ProjectStartDate	Building Name	Floor	Location	Location Description
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 1	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 2	99		
1030 - Hodnet Primary School	08-May-12	Block 1	0 001		Classroom
1030 - Hodnet Primary School	08-May-12	Block 1	0 001		Classroom
1030 - Hodnet Primary School	08-May-12	Block 1	0 001		Classroom
1030 - Hodnet Primary School	08-May-12	Block 1	0 001		Classroom
1030 - Hodnet Primary School	08-May-12	Block 1	0 001		Classroom
1030 - Hodnet Primary School	08-May-12	Block 1	0 001		Classroom
1030 - Hodnet Primary School	08-May-12	Block 1	0 002		Classroom
1030 - Hodnet Primary School	08-May-12	Block 1	0 002		Classroom
1030 - Hodnet Primary School	08-May-12	Block 1	0 002		Classroom

1030 - Hodnet Primary School	08-May-12	Block 1	0	301	Staff Room
1030 - Hodnet Primary School	08-May-12	Block 1	0	301	Staff Room
1030 - Hodnet Primary School	08-May-12	Block 1	0	301	Staff Room
1030 - Hodnet Primary School	08-May-12	Block 1	0	301	Staff Room
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	302	Kitchen
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	303	Chair Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher

1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	304	Head Teacher
1030 - Hodnet Primary School	08-May-12	Block 1	0	307	Cleaner
1030 - Hodnet Primary School	08-May-12	Block 1	0	307	Cleaner
1030 - Hodnet Primary School	08-May-12	Block 1	0	307	Cleaner
1030 - Hodnet Primary School	08-May-12	Block 1	0	307	Cleaner
1030 - Hodnet Primary School	08-May-12	Block 1	0	307	Cleaner
1030 - Hodnet Primary School	08-May-12	Block 1	0	307	Cleaner
1030 - Hodnet Primary School	08-May-12	Block 1	0	307	Cleaner
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	308	Female Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	309	Reception
1030 - Hodnet Primary School	08-May-12	Block 1	0	309	Reception
1030 - Hodnet Primary School	08-May-12	Block 1	0	309	Reception
1030 - Hodnet Primary School	08-May-12	Block 1	0	309	Reception
1030 - Hodnet Primary School	08-May-12	Block 1	0	310	Electrical Plant

1030 - Hodnet Primary School	08-May-12	Block 2	0	335	Boys Toilets
1030 - Hodnet Primary School	08-May-12	Block 2	0	335	Boys Toilets
1030 - Hodnet Primary School	08-May-12	Block 2	0	335	Boys Toilets
1030 - Hodnet Primary School	08-May-12	Block 2	0	335	Boys Toilets
1030 - Hodnet Primary School	08-May-12	Block 2	0	336	Cloaks
1030 - Hodnet Primary School	08-May-12	Block 2	0	336	Cloaks
1030 - Hodnet Primary School	08-May-12	Block 2	0	336	Cloaks
1030 - Hodnet Primary School	08-May-12	Block 2	0	336	Cloaks
1030 - Hodnet Primary School	08-May-12	Block 2	0	336	Cloaks
1030 - Hodnet Primary School	08-May-12	Block 2	0	338	Store
1030 - Hodnet Primary School	08-May-12	Block 2	0	338	Store
1030 - Hodnet Primary School	08-May-12	Block 2	0	338	Store
1030 - Hodnet Primary School	08-May-12	Block 2	0	338	Store
1030 - Hodnet Primary School	08-May-12	Block 2	0	338	Store
1030 - Hodnet Primary School	08-May-12	Block 2	0	339	Store
1030 - Hodnet Primary School	08-May-12	Block 2	0	339	Store
1030 - Hodnet Primary School	08-May-12	Block 2	0	339	Store
1030 - Hodnet Primary School	08-May-12	Block 2	0	340	Playgroup (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	340	Playgroup (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	340	Playgroup (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	340	Playgroup (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	340	Playgroup (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	340	Playgroup (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	340	Playgroup (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	341	Store (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	341	Store (D)

1030 - Hodnet Primary School	08-May-12	Block 2	0	341	Store (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	341	Store (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	341	Store (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	342	Toilet (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	342	Toilet (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	342	Toilet (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	342	Toilet (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	342	Toilet (D)
1030 - Hodnet Primary School	08-May-12	Block 2	0	344	Shed
1030 - Hodnet Primary School	08-May-12	Block 2	0	344	Shed
1030 - Hodnet Primary School	08-May-12	Block 2	0	344	Shed
1030 - Hodnet Primary School	08-May-12	Block 2	0	344	Shed
1030 - Hodnet Primary School	08-May-12	Block 1	0	345	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	345	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	345	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	345	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	345	Store
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1030 - Hodnet Primary School	08-May-12	Block 1	0	345	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	345	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	346	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	346	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	346	Store
1030 - Hodnet Primary School	08-May-12	Block 1	0	347	Male Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	347	Male Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	347	Male Toilet
1030 - Hodnet Primary School	08-May-12	Block 1	0	347	Male Toilet

Item	Material
Covering to flat roof	Roofing Felt
Fascia panels	Timber Products
Rainwater goods	Plastic
Roof tiles	Non Asbestos Material
Soffit boards	Timber Products
Underdrawing to canopies	Timber Products
Verge board	Board
Verge boards	Board
Verge boards, external to classroom 001	Cement Product
Verge boards, external to classroom 003	Cement Product
Verge boards, external to classroom 004	Cement Product
Covering to flat roofs	Roofing Felt
Fascia panels	Timber Products
Rainwater goods	Plastic
Soffit boards	Timber Products
Underdrawing to canopies	Timber Products
Verge boards, external to store 339	Cement Product
Walls	Timber Products
Ceiling	Fixed Ceiling Tiles
Floor	Carpet Floor Covering
Floor adjacent door to practical 321	Vinyl Floor Covering
Floor beneath carpet	Concrete
High level boxing adjacent window	Timber Products
Walls	Brick
Ceiling	Fixed Ceiling Tiles
Ceiling adjacent doorway	Timber Products
Floor	Carpet Floor Covering

Floor adjacent door	Vinyl Floor Covering
Floor beneath carpet	Concrete
Infill panels beneath internal windows	Timber Products
Walls	Brick
Ceiling	Fixed Ceiling Tiles
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Floor beneath carpet adjacent door	Vinyl Floor Covering
High level boxing adjacent windows	Timber Products
Infill panels beneath internal windows	Timber Products
Walls	Brick
Boxing adjacent windows	Timber Products
Ceiling	Suspended Ceiling Tile
Fascia panels	Timber Products
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Infill panel to wall	Timber Products
Infill panels beneath internal windows	Timber Products
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Boxing above external windows	Timber Products
Ceiling	Fixed Ceiling Tiles
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete

Infill panels beneath internal windows	Timber Products
Walls	Brick
Ceiling	Plasterboard
Floor	Carpet Floor Covering
Floor beneath carpet	Timber Products
Walls	Plasterboard
Ceiling	Plasterboard
Floor	Carpet Floor Covering
Floor	Vinyl Floor Covering
Floor beneath carpet	Timber Products
Infill panel to ceiling	Timber Products
Walls	Plasterboard
Ceiling	Roofing Felt
Ceiling	Timber Products
Floor	Concrete
Flue pipes	Metal Products
Pipework insulation	Foam Insulation
Pipework insulation	MMMF Insulation
Pump associated pipework to rear wall	Gasket
To front of boiler no. 1	Gasket
To pipework to rear of calorifier	Gasket
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation

Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Walls	Plasterboard
Beneath the serving table (x3)	Bituminous Products
Beneath the sink (x2)	Bituminous Products
Ceiling	Plasterboard
Floor	Ceramic
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Walls	Ceramic
Boxing	Timber Products
Ceiling	Plasterboard
Floor	Vinyl Floor Covering
Insulation within roof void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Ventilation ducting	Metal Products
Walls	Brick
Water tank	Fibreglass
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Vinyl Floor Covering

Insulation within ceiling void	Blanket Insulation
Pipework insulation	Foam Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Vinyl Floor Covering
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Ceramic
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Toilet cistern	Ceramic
Walls	Brick
Ceiling	Fixed Ceiling Tiles
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Walls	Brick
Ceiling	Suspended Ceiling Tile

Floor tiles (beige)	Thermoplastic Floor Tiles
Infill panel above door	Timber Products
Insulation within ceiling void	Blanket Insulation
Panel to rear of electrics	Timber Products
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Ceiling	Fixed Ceiling Tiles
Floor	Carpet Floor Covering
Floor tiles beneath carpet (beige)	Thermoplastic Floor Tiles
Infill panels above doors	Glass
Infill panels above doors	Timber Products
Walls	Brick
Ceiling	Fixed Ceiling Tiles
Floor	Carpet Floor Covering
Floor tiles beneath carpet (beige)	Thermoplastic Floor Tiles
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Ceiling	Plasterboard

Fascia panels above windows	Timber Products
Floor	Vinyl Floor Covering
High level fascia panels	Timber Products
Roof supports	Metal Products
Walls	Brick
Ceiling	Timber Products
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Walls	Brick
Walls	Plasterboard
Ceiling	Suspended Ceiling Tile
Ceiling	Timber Products
Floor	Vinyl Floor Covering
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Walls	Plasterboard
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick

Ceiling	Suspended Ceiling Tile
Fascia panels	Timber Products
Floor	Carpet Floor Covering
Floor beneath carpet	Vinyl Floor Covering
Insulation within ceiling void	Blanket Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Beneath the sink (x2)	Bituminous Products
Ceiling	Timber Products
Floor	Carpet Floor Covering
Floor	Vinyl Floor Covering
Floor beneath carpet	Vinyl Floor Covering
Infill panels beneath windows	Timber Products
Walls	Brick
Walls	Plasterboard
Ceiling	Suspended Ceiling Tile
Fascia panels	Timber Products
Floor	Carpet Floor Covering
Floor beneath carpet	Vinyl Floor Covering
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Insulation within ceiling void	Blanket Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products

Walls	Brick
Ceiling	Timber Products
Floor	Carpet Floor Covering
Floor beneath carpet	Vinyl Floor Covering
Panels to the rear of heater	Timber Products
Walls	Brick
Ceiling	Suspended Ceiling Tile
Downpipe	Plastic
Floor	Ceramic
Insulation within ceiling void	Blanket Insulation
Partitions	Timber Products
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Toilet cisterns	Ceramic
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Ceramic
Insulation within ceiling void	Blanket Insulation
Partitions	Timber Products
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Toilet cisterns	Ceramic
Walls	Brick
Beneath the sink (x2)	Bituminous Products
Ceiling	Timber Products

Floor	Carpet Floor Covering
Floor	Vinyl Floor Covering
Floor beneath carpet	Vinyl Floor Covering
Infill panels beneath windows	Timber Products
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Insulation within ceiling void	Blanket Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Insulation within ceiling void	Blanket Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick

Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor beneath carpet	Concrete
Insulation within ceiling void	Blanket Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Beneath the sink	Bituminous Products
Ceiling	Plasterboard
Floor	Carpet Floor Covering
Floor	Vinyl Floor Covering
Floor beneath carpet	Timber Products
High level boxing	Timber Products
Infill panel to ceiling	Timber Products
Infill panels beneath plastic windows	Timber Products
Pipework insulation	Foam Insulation
Skylight ceiling	Plastic
Walls	Plasterboard
Walls	Timber Products
Ceiling	Plasterboard
Floor	Vinyl Floor Covering
Infill panel to ceiling	Timber Products
Toilet cisterns	Ceramic
Walls	Plasterboard
Ceiling	Plasterboard
Downpipe	Plastic

Floor	Vinyl Floor Covering
Infill panel to ceiling	Timber Products
Toilet cisterns	Ceramic
Walls	Plasterboard
Floor	Carpet Floor Covering
Floor beneath carpet	Timber Products
High level wall	Timber Products
Skylight ceiling	Plastic
Walls	Plasterboard
Boxing	Thermal Insulation with Paper
Ceiling	Plasterboard
Floor	Carpet Floor Covering
Floor beneath carpet	Timber Products
Walls	Plasterboard
Ceiling	Plasterboard
Floor	Vinyl Floor Covering
Walls	Plasterboard
Beneath the sink	Bituminous Products
Ceiling	Plasterboard
Cladding to beams	Timber Products
Floor	Carpet Floor Covering
Floor	Vinyl Floor Covering
Floor beneath carpet	Timber Products
Infill panel to ceiling	Timber Products
Walls	Plasterboard
Beneath the sink	Bituminous Products
Ceiling	Plasterboard

Floor	Vinyl Floor Covering
Panel to rear of electrics	Timber Products
Walls	Plasterboard
Ceiling	Plasterboard
Floor	Vinyl Floor Covering
Partitions	Timber Products
Toilet cisterns	Ceramic
Walls	Plasterboard
Ceiling	Timber Products
Floor	Timber Products
Roof	Roofing Felt
Walls	Timber Products
Ceiling	Suspended Ceiling Tile
Floor tiles (grey)	Thermoplastic Floor Tiles
Insulation within ceiling void	Blanket Insulation
Pipework insulation	Foam Insulation
Pipework insulation	MMMF Insulation
Pitched roof	Roofing Felt
Pitched roof	Timber Products
Walls	Brick
Ceiling	Timber Products
Floor tiles (beige)	Thermoplastic Floor Tiles
Walls	Brick
Ceiling	Fixed Ceiling Tiles
Ceiling	Suspended Ceiling Tile
Floor	Carpet Floor Covering
Floor	Ceramic

stos Import - Introduction



Purpose

The TF Standard Asbestos import spreadsheet was developed by The Technology Forge to provide TF customers with an asbestos data collection template which is comprehensive and flexible enough to give optimum data quality in tf. facility.

This spreadsheet includes all fields in a format which mirrors the hierarchical data structure in tf. facility. It also includes basic validation and picklists which facilitate quality and effective completion.

It is anticipated that this spreadsheet be setup on first use, before being distributed to Hazard surveyors for completion.

Once completed, the sheet will be processed by the TF Asbestos Import Interface which will load the data into tf. Facility.

Functionality

INTRO

This introduction page.

Survey

Represents a Hazard Survey in tf. Facility. It is the main Hazard record which relates all Asbestos information against a property. Uniquely identified by the 'Hazard Ref'

Survey-NoAccess

Represents a 'No Access' item (e.g. loft space, locked rooms etc.). Related to the Hazard Survey record linked by the 'Survey Ref'.

Survey-NoHazard

Represents a 'No Hazard' item (e.g. confirmation of items which are not hazardous etc.). Related to the Hazard Survey record linked by the 'Survey Ref'.

Survey-Item

Represents a hazard item/sample. Related to the Hazard Survey record linked by the 'Survey Ref'

SurveyItemAssessment

Represents a risk assessment. Related to the Hazard Item/Sample by the 'Hazard ID'

SurveyItemAction

Represents a Hazard Action (e.g. remove, encapsulate etc.). Related to the Hazard item/Sample by the 'Hazard ID'

ANALYSISCODES

For office use only. Used for the initial setup and configuration of the spreadsheet before being locked and distributed to surveyors.

SETTINGS

For office use only. Used for the initial setup and configuration of the spreadsheet before being locked and distributed to surveyors.

Notes

- In order for validation to work effectively, Macros and VBA code should be enabled when using this spreadsheet.
- The ID column in the Survey Item spreadsheet is used uniquely identify a survey item. It is saved in the User Text 5 field of the survey item
- Each Hazard Action record given in the excel sheet will be considered as a new record. The update method (ignore, overwrite excluding blanks, overwrite including blanks) will have no effect on the Hazard action module.



Keeping the Future in Shape

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Staffordshire
ST5 7LB

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Fax: 01782 576599
Web: www.shieldon-siteservices.com

Asbestos Re-inspection
At
0430 - Brockton C.E. Primary School,
Brockton, Much Wenlock, TF13 6JR



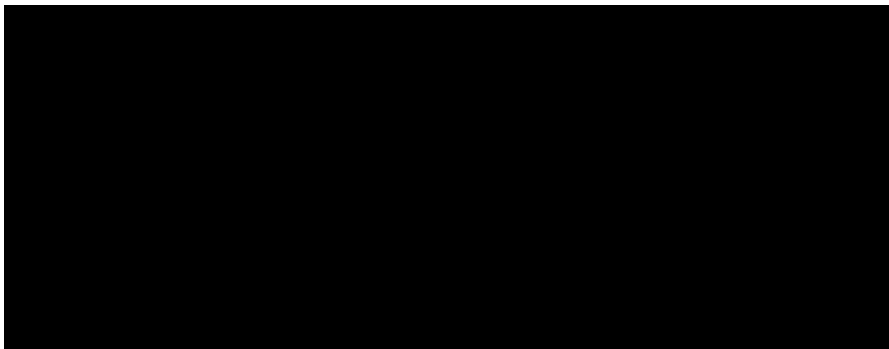
Contact: [REDACTED]

Customer: Shropshire Council

Project No: S16-01132 **Survey Start Date:** 05 July 2016

(This report is a supplement to and must be read in conjunction with S09-04026, S09-04027, S10-02261, S11-03223, S12-02737, S13-02127, S14-01559 and S15-01314)

Customer Order No: CINT00000055 **Report Issue Date:** 26 July 2016



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Report Contents

Section	Description
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3.1	Re-inspection Details
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3.3	Recommendations
4.0	Explanation of Asbestos Assessment Scores and Priorities
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6.0	Survey Results (Survey data sheets)
7.0	Survey Conclusions/Actions

Appendix	Description
Appendix 1	Site Plans

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SITE: 0430 – Brockton C.E. Primary School, Brockton

1.0 Introduction

Acting on the instructions of [REDACTED] of Shropshire Council a re-inspection of the site was undertaken on the 05 July 2016 by [REDACTED] of Shield On-Site Services. Any additional areas surveyed will be undertaken in accordance with HSG264 and HSG227.

Our laboratory is accredited by UKAS to ISO17020 for the surveying and inspection procedure including priority assessments (UKAS Inspection Body No. 0206) and is accredited by UKAS to ISO17025 for bulk sampling and bulk identification (UKAS Testing No. 0642). Any opinions expressed within this report concerning recommendations are not covered by UKAS accreditation.

The asbestos containing materials identified in the former survey were inspected in order to assess any changes to their condition.

2.0 Objectives

The re-inspection has the following objectives:

- To update the “Asbestos Register” including risk assessment scores and priority assessments of the ACM’s
- To, upon instruction of the customer, access any previously inaccessible areas

3.0 Summary of Re-inspection/Desktop Study

The aim of the re-inspection desktop study is to assess the suitability of the present asbestos survey and to identify any problems associated with an update of the register such as:

Example issues considered:

- Is the original survey now outdated
- Is an update required to convert a hard copy to a database format
- Are there excessive caveats

On-Site Health and Safety Risk Assessments

This aspect considers all potential hazards or risks to health and safety that surveyors and other occupants may be exposed to whilst the survey was being undertaken. All such risks were reduced to as low as reasonably practicable.

The surveyor has undertaken the risk assessment before the re-inspection commenced taking into consideration any site-specific hazards identified by the client. The risk assessment does not form part of this report but can be made available on request.

3.1 Re-inspection Details

The re-inspection was carried out at 0430 - Brockton C.E. Primary School as agreed. All previously identified ACM's were inspected; the scope of the inspection included:

Block 1

Block 2

The following Risk Priority Scores were calculated by an addition of the Material Scores and the Priority Scores from the Lead Surveyor **without** input from the Duty Holder.

The Duty Holder has the ultimate responsibility to check and make sure that the estimate of the Risk Priority Score is correct, as he/she has a more detailed knowledge of the site (see section 4.20)

It is the responsibility of the duty holder to inform the surveyors of any ACMs removed or remedial actions taken to improve their condition along with supporting air tests and clearance certification.

Upon completion of the re-inspection and analysis of any additional samples, the updated list of 19 asbestos containing materials on site is detailed in the summaries below.

SITE: 0430 – Brockton C.E. Primary School, Brockton

3.2 ACMs Identified or Presumed**Risk Priority 1 Materials**

No Risk Priority 1 materials were identified in this report

Risk Priority 2 Materials

The following Risk Priority 2 materials were identified in Block 1.

Sample Reference	Room No	Location	Sample Location	Material Assessment	Material Assessment Score	Priority Assessment Score	Total Score	Asbestos Type
S0015	001	Ground Floor Classroom	Window reveal	7	B	5	12	Amosite Chrysotile
S0032	001	Ground Floor Classroom	Door reveal x2	7	B	5	12	Amosite Chrysotile
S0022	002	Ground Floor Classroom	Window reveal to left hand side of door	7	B	5	12	Amosite Chrysotile
S0031	002	Ground Floor Classroom	Door reveal	7	B	5	12	Amosite Chrysotile

Risk Priority 3 Materials

The following Risk Priority 3 materials were identified in Block 1.

Sample Reference	Room No	Location	Sample Location	Material Assessment	Material Assessment Score	Priority Assessment Score	Total Score	Asbestos Type
S0014	001	Ground Floor Classroom	Window reveal	5	C	5	10	Amosite Chrysotile
S0016	001	Ground Floor Classroom	To structural column	3	D	6	9	Chrysotile
S0017	001	Ground Floor Classroom	To structural column	3	D	5	8	Chrysotile
S0020	002	Ground Floor Classroom	To structural column	3	D	5	8	Chrysotile
S0021	002	Ground Floor Classroom	To structural column	3	D	5	8	Chrysotile
S0008	003	Ground Floor Classroom	Floor beneath the carpet	2	D	6	8	Chrysotile
S0009	003	Ground Floor Classroom	Window reveals x2	5	C	5	10	Amosite Chrysotile
S0001	307	Ground Floor Female Toilet	Toilet cistern	3	D	4	7	Amosite
S0003	313	Ground Floor Store	Floor	2	D	3	5	Chrysotile
S0004	317	Ground Floor Circulation	Floor beneath the carpet	2	D	6	8	Chrysotile
S0005	317	Ground Floor Circulation	Floor beneath the carpet	2	D	6	8	Chrysotile
S0006	318	Ground Floor Store	Floor	2	D	4	6	Chrysotile
S0023	322	Ground Floor Class Store	Floor	2	D	4	6	Chrysotile
S0018	323	Ground Floor Class Store	Floor	2	D	4	6	Chrysotile
S0007	325	Ground Floor Circulation	Floor beneath the carpet	2	D	4	6	Chrysotile

3.3 Recommendations

Recommendations / Reservations Concerns

All accessible areas were included in this survey.

GENERAL RECOMMENDATIONS

Various asbestos insulating board window reveals are in a good, sealed condition following recent remedial works, therefore these can be managed by periodic inspection for any damage or exposed material.

Heaters were inspected as far as reasonably practicable, however no obvious asbestos containing materials were identified.

Shed 330 and Shed 331 no longer exist as they have been removed from the site, therefore samples S0028 and S0029 have been removed from within the report and on the plan.

A full refurbishment of the right hand side elevation incorporating Cloaks 324 was carried out in 2010. This area now contains Cloaks 343, Practical 345, Toilet 348 and a new extension containing GP Room 346.

No inspection was undertaken within the electrical switchgear and boilers for safety reasons.

SAMPLE RECOMMENDATIONS

S16-01132/S0015 - Classroom 001 - Small pin holes were identified to the sampled material, therefore encapsulation is recommended.

S16-001132/S0022 - Classroom 002 - Small pin holes were identified to the sampled material, therefore encapsulation is recommended.

S16-01132/S0031 - Classroom 002 - Small pin holes were identified to the sampled material, therefore encapsulation is recommended.

S16-01132/S0032 - Classroom 001 - Small pin holes were identified to the sampled material, therefore encapsulation is recommended.

All personnel who carry out maintenance or refurbishment etc must be made aware of the “Asbestos Register”, and any areas that contain asbestos materials in which they may be working. The aim is to prevent accidental asbestos exposure, and also prevent delays to possible future work schedules in these areas.

4.0 Explanation of Asbestos Assessment Scores and Priorities

In keeping with current HSE Guidance, Shield On-Site Services (Asbestos) has adopted methods of evaluating the various risks associated with ACMs. These are evaluated by considering the total risk factors from adding the scores from two separate scoring systems. First, a “Material Assessment Score” is made, followed by the Duty Holders Priority Assessment Score.

HSG264 Material Assessment Scores

The Material Assessment Score comprises four separate elements, as follows:

- The type of the asbestos material,(Product Type)
- Its condition,(Extent of Damage)
- Its surface treatment and
- The type of asbestos identified

These scores are then evaluated, and given a Material Assessment Category, as follows:

Category A (10 - 12) – regarded as having a high potential to release fibres if disturbed

Category B (07 - 09) – regarded as having medium potential to release fibres if disturbed

Category C (05 - 06) – regarded as having low potential to release fibres if disturbed

Category D (01 - 04) – regarded as having very low potential to release fibres if disturbed

Note: Asbestos debris may be assessed as **Category A**.

HSG227 Estimate of Duty Holder’s Priority Assessment Score

This considers the risk potential by analysing the following:

- Maintenance activity
- Occupant activity
- Likelihood of disturbance
- Human exposure potential

Adding the individual scores from Material Assessment and the Duty Holder’s Priority Assessment results in an overall risk assessment (Total Score) which should be used to establish the priority for ACMs requiring remedial action.

The Shield On-Site Services (Asbestos) surveyor has made an initial assessment of the Material Assessment Score, and then added this to an estimate of The Duty Holder’s Priority Assessment Score, to give a “Total Score”. This “Total Score” was then used to calculate the Risk Priority Code (1, 2 or 3) and the appropriate recommended management action. (See Section 1)

If the priority code is N/A or zero then no asbestos is currently known in that area or room (within the scope of the survey carried out).

However, the Duty Holder has the ultimate responsibility to check and make sure that the estimate of the Duty Holder’s Priority Assessment Score is correct, as he/she has a detailed knowledge of the site rather than the surveyor (i.e. he should check each calculation, and review the scores if corrections are necessary, or when changes occur).

SITE: 0430 – Brockton C.E. Primary School, Brockton

Risk Priority Code 1; risk scores 18 or higher = HIGH RISK

Recommended Action: Consider initial action such as isolation/segregation of the area and air tests. Carry out removal/remedial action to eliminate/reduce the risk in accordance with your asbestos policy and management plan.

Risk Priority Code 2; risk scores 12 to 17 = MEDIUM RISK

Recommended Action: Manage as Priority 1's, but remedial action may be deferred until maintenance regimes change, or demolition or major refurbishment is planned.

Risk Priority Code 3; risk scores 11 or less = LOW RISK

Recommended Action: Manage and consider removal if the item falls within a demolition or major refurbishment area, and works is likely to disturb the material.

The Risk Priority Codes have been calculated for each asbestos element per area or room, and are shown within the "Asbestos Register" in Section 6 of this report.

Any change in property usage, including maintenance activities should prompt a formal re- assessment and update of the "Asbestos Register" (including "Risk Priority Scores" and recommended actions). It is recommended that a review/audit should be carried out at least every 12 months to update the system. A written record must be made of each review and any information about ACM's given to anyone who may be at risk from disturbing them (e.g. maintenance workers).

5.0 References

The following documents contain relevant information on the methods for carrying out asbestos surveys, and the analysis of suspect samples for asbestos identification:

- Control of Asbestos Regulations, 2012 (CAR 2012)
- HSG264 – Asbestos: The survey guide
- HSG248 – The analysts guide for sampling, analysis and clearance testing
- L127 – The Management of Asbestos in Non Domestic Premises
- HSG 227 – Managing Asbestos in Premises
- Shield On-Site Services (Asbestos) UKAS accredited documented “In House” method M002.
- Asbestos and Man Made Mineral Fibres in Buildings - Department of Environment, Transport and the Regions.

SITE: 0430 – Brockton C.E. Primary School, Brockton

6.0 Survey Results (Survey Data Sheets)

The asbestos survey results should be read in conjunction with the main body of the report and associated site plans.

SITE: 0430 – Brockton C.E. Primary School, Brockton

Important Notes:

The data in the attached “Survey Data Sheets” has been compiled by SOSS (Asbestos) in accordance with the Health and Safety Executive’s document HSG 264, and the Control of Asbestos Regulations 2012. It details the known ACMs, and their current status for the building(s) surveyed.

The data contains information collated using UKAS accredited in-house documented methods. Historical data provided by the customer to SOSS (Asbestos) may also be included in the report, but Shield On-Site Services (Asbestos) cannot be held responsible for the accuracy of this data (including the interpretation of any supplied data).

The data in this “Asbestos Report” is provided for the commissioning customer only, and SOSS (Asbestos) cannot accept any responsibility for the interpretation or use of this data by any third party. Prior to carrying out work in any area(s) that may contain or conceal ACMs, always seek professional advice from a competent and resourced organisation or person. For further assistance please contact SOSS (Asbestos) on:

Newcastle under Lyme:
 Email: asbestos@shieldon-siteservices.com
 Tel: 01782 576590

East Kilbride:
 Email: scotlandasbestos@shieldon-siteservices.com
 Tel: 01355-242280

Asbestos Audit Summary:

Under CAR 2012 an inspection should be carried out every 6 or 12 months of ACMs. A written record must be made and should be disseminated to anyone who may be at risk from disturbing ACMs.

Asbestos Audit Record:

2017	2018	2019

Potential Abbreviations used:

- NSMS - No Suspect Material Seen / No ACM’s Visually Identified
- NAD - No Asbestos Detected (in sample)
- AWS / As - Associated With Sample / Presumed Equivalent to / As Sample
- SR - Sample Required
- S - Sample
- P - Presumed (to contain asbestos)
- SP - Strongly Presumed (to contain asbestos)

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0001
Floor Level	Ground Floor
Room No.	307
Room ID	Female Toilet

Item Location	Toilet cistern
Item / Material	Resin
Asbestos Type	Amosite
Extent	1m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 3
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	2	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 4
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	2	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	7	Risk Priority 1, 2 or 3:	3
-------------------------------	---	------------------------------------	---	--------------------------	---



Notes:
The toilet seat is of an identical material to that sampled.
Re-inspection Date: 05/07/2016
REMAINS/CONDITION SAME

Recommendation: Manage

Building ID	Block 1
Sample No.	S0002
Floor Level	Ground Floor
Room No.	311
Room ID	Staffroom

Item Location	Beneath the sink
Item / Material	Bituminous Products
Asbestos Type	No Asbestos Detected
Extent	-

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score: -
	Condition:	-	
	Surface Treatment:	-	
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score: -
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:

Recommendation:

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0003
Floor Level	Ground Floor
Room No.	313
Room ID	Store

Item Location	Floor
Item / Material	Thermoplastic with Adhesive
Asbestos Type	Chrysotile
Extent	1m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 2
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 3
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	2	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	5	Risk Priority 1, 2 or 3:	3
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Notes:
Re-inspection Date: 05/07/2016
REMAINS/CONDITION SAME

Recommendation: Manage

Building ID	Block 1
Sample No.	S0004
Floor Level	Ground Floor
Room No.	317
Room ID	Circulation

Item Location	Floor beneath the carpet
Item / Material	Thermoplastic with Adhesive
Asbestos Type	Chrysotile
Extent	14m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 2
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 6
	Likelihood of Disturbance:	2	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	8	Risk Priority 1, 2 or 3:	3
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.
Re-inspection Date: 05/07/2016
REMAINS/CONDITION SAME

Recommendation: Manage

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0005
Floor Level	Ground Floor
Room No.	317
Room ID	Circulation

Item Location	Floor beneath the carpet
Item / Material	Thermoplastic with Adhesive
Asbestos Type	Chrysotile
Extent	33m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 2
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 6
	Likelihood of Disturbance:	2	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	8	Risk Priority 1, 2 or 3:	3
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

Building ID	Block 1
Sample No.	S0006
Floor Level	Ground Floor
Room No.	318
Room ID	Store

Item Location	Floor
Item / Material	Thermoplastic with Adhesive
Asbestos Type	Chrysotile
Extent	2m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 2
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 4
	Likelihood of Disturbance:	2	
	Potential of Human Exposure:	2	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	6	Risk Priority 1, 2 or 3:	3
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Notes:
Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0007
Floor Level	Ground Floor
Room No.	325
Room ID	Circulation

Item Location	Floor beneath the carpet
Item / Material	Thermoplastic with Adhesive
Asbestos Type	Chrysotile
Extent	7m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 2
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 4
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	2	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	6	Risk Priority 1, 2 or 3:	3
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

Building ID	Block 1
Sample No.	S0008
Floor Level	Ground Floor
Room No.	003
Room ID	Classroom

Item Location	Floor beneath the carpet
Item / Material	Thermoplastic with Adhesive
Asbestos Type	Chrysotile
Extent	45m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 2
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 6
	Likelihood of Disturbance:	2	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	8	Risk Priority 1, 2 or 3:	3
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.
An inspection within the timber boxing to the corner of Classroom 003 revealed a plastic downpipe.

Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0009
Floor Level	Ground Floor
Room No.	003
Room ID	Classroom

Item Location	Window reveals x2
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Item / Material	Board
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Asbestos Type	Amosite Chrysotile
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Extent	1m ²
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HSG 264 Material Assessment Scores:	Product:	2	Total Material Score: 5
	Condition:	0	
	Surface Treatment:	1	
	Asbestos Type:	2	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 5
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	C	Total Score (Material + Priority):	10	Risk Priority 1, 2 or 3:	3
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Notes:
The window reveals are in a good, paint sealed condition and therefore can be managed by periodic inspection for any damage or exposed material.
Window reveals to the double doors entering Cloaks 324 are of timber.

Re-inspection Date: 05/07/2016

The window reveals are of modern fibreboard on the surface, however, the sampled material should be presumed to remain in situ beneath until proven otherwise.

REMAINS/CONDITION SAME

Recommendation: Manage

Building ID	Block 1
Sample No.	S0010
Floor Level	Ground Floor
Room No.	003
Room ID	Classroom

Item Location	Window reveals
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Item / Material	Board
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Asbestos Type	
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Extent	
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HSG 264 Material Assessment Scores:	Product:		Total Material Score: 0
	Condition:		
	Surface Treatment:		
	Asbestos Type:		

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 0
	Likelihood of Disturbance:	0	
	Potential of Human Exposure:	0	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	0	Risk Priority 1, 2 or 3:	0
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Notes:
Re-inspection Date: 24/06/2010

The sampled reveals have been removed, the replacement panels are of timber.

REMOVED

Recommendation:

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0011
Floor Level	Ground Floor
Room No.	345
Room ID	Practical

Item Location	Beneath the sink
Item / Material	Bituminous Products
Asbestos Type	
Extent	

HSG 264 Material Assessment Scores:	Product:		Total Material Score: 0
	Condition:		
	Surface Treatment:		
	Asbestos Type:		

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 0
	Likelihood of Disturbance:	0	
	Potential of Human Exposure:	0	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	0	Risk Priority 1, 2 or 3:	0
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Notes:
Re-inspection Date: 24/06/2010

The sampled bitumen patch has been removed and a modern sink unit has been installed.

REMOVED

Recommendation:

Building ID	Block 1
Sample No.	S0012
Floor Level	Ground Floor
Room No.	316
Room ID	Boys Toilets

Item Location	Window reveal
Item / Material	Board
Asbestos Type	
Extent	

HSG 264 Material Assessment Scores:	Product:		Total Material Score: 0
	Condition:		
	Surface Treatment:		
	Asbestos Type:		

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 0
	Likelihood of Disturbance:	0	
	Potential of Human Exposure:	0	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	0	Risk Priority 1, 2 or 3:	0
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Notes:
The window reveal to the left hand side within the toilet cubicle is of timber.
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 24/06/2011

The window reveal has been removed and replaced with a modern equivalent.

REMOVED

Recommendation:

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0013
Floor Level	Ground Floor
Room No.	315
Room ID	Girls Toilets

Item Location	Window reveal to left hand side of door
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Item / Material	Board
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Asbestos Type	
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Extent	
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HSG 264 Material Assessment Scores:	Product:		Total Material Score: 0
	Condition:		
	Surface Treatment:		
	Asbestos Type:		

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 0
	Likelihood of Disturbance:	0	
	Potential of Human Exposure:	0	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	0	Risk Priority 1, 2 or 3:	0
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 24/06/2011

The window reveal has been removed and replaced with a modern equivalent.

REMOVED

Recommendation:

Building ID	Block 1
Sample No.	S0014
Floor Level	Ground Floor
Room No.	001
Room ID	Classroom

Item Location	Window reveal
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Item / Material	Board
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Asbestos Type	Amosite Chrysotile
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Extent	1m ²
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HSG 264 Material Assessment Scores:	Product:	2	Total Material Score: 5
	Condition:	0	
	Surface Treatment:	1	
	Asbestos Type:	2	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 5
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	C	Total Score (Material + Priority):	10	Risk Priority 1, 2 or 3:	3
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Notes:
The window reveal is in a good, paint sealed condition and therefore can be managed by periodic inspection for any damage or exposed material.

An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0015
Floor Level	Ground Floor
Room No.	001
Room ID	Classroom

Item Location	Window reveal
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Item / Material	Board
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Asbestos Type	Amosite Chrysotile
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Extent	1m ²
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HSG 264 Material Assessment Scores:	Product:	2	Total Material Score:
	Condition:	1	
	Surface Treatment:	2	7
	Asbestos Type:	2	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score:
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	5
	Maintenance Activity:	0	

Material Assessment Category:	B	Total Score (Material + Priority):	12	Risk Priority 1, 2 or 3:	2
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Notes:
 The window reveal is in a good, paint sealed condition and therefore can be managed by periodic inspection for any damage or exposed material.
 The window reveal to the opposite side of the window is of timber.
 Re-inspection Date: 05/07/2016
 Small pin holes were identified to the sampled material, therefore encapsulation is recommended.
REMAINS/CONDITION DETERIORATED
 Recommendation: Remedial work required

Building ID	Block 1
Sample No.	S0016
Floor Level	Ground Floor
Room No.	001
Room ID	Classroom

Item Location	To structural column
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Item / Material	Textured Coating
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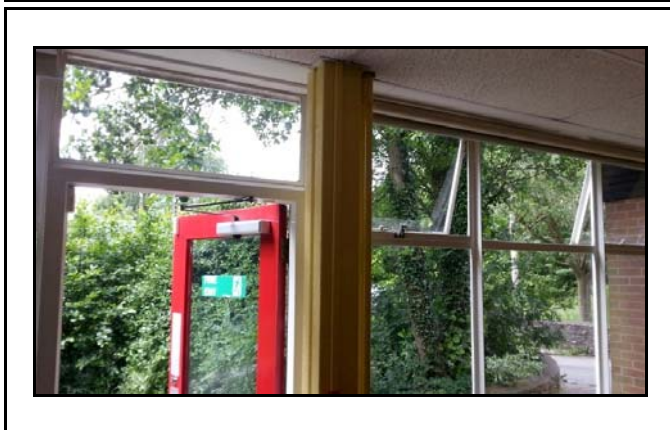
Asbestos Type	Chrysotile
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Extent	1m ²
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HSG 264 Material Assessment Scores:	Product:	1	Total Material Score:
	Condition:	0	
	Surface Treatment:	1	3
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score:
	Likelihood of Disturbance:	2	
	Potential of Human Exposure:	3	6
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	9	Risk Priority 1, 2 or 3:	3
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Notes:
 The damaged areas have been encapsulated.
 Re-inspection Date: 05/07/2016
REMAINS/CONDITION SAME
 Recommendation: Manage

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0017
Floor Level	Ground Floor
Room No.	001
Room ID	Classroom

Item Location	To structural column
Item / Material	Textured Coating
Asbestos Type	Chrysotile
Extent	1m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 3
	Condition:	0	
	Surface Treatment:	1	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 5
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	8	Risk Priority 1, 2 or 3:	3
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

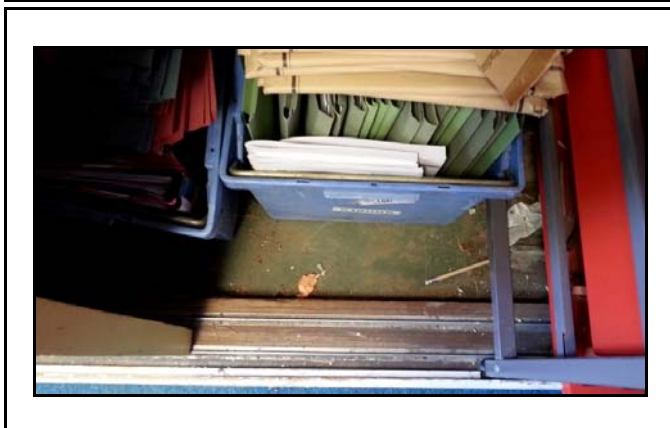
Building ID	Block 1
Sample No.	S0018
Floor Level	Ground Floor
Room No.	323
Room ID	Class Store

Item Location	Floor
Item / Material	Thermoplastic with Adhesive
Asbestos Type	Chrysotile
Extent	3m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 2
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 4
	Likelihood of Disturbance:	2	
	Potential of Human Exposure:	2	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	6	Risk Priority 1, 2 or 3:	3
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Notes:
Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0019
Floor Level	Ground Floor
Room No.	002
Room ID	Classroom

Item Location	Window reveal
Item / Material	Board
Asbestos Type	
Extent	

HSG 264 Material Assessment Scores:	Product:		Total Material Score: 0
	Condition:		
	Surface Treatment:		
	Asbestos Type:		

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 0
	Likelihood of Disturbance:	0	
	Potential of Human Exposure:	0	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	0	Risk Priority 1, 2 or 3:	0
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 24/06/2010

The sampled reveals have been removed and modern windows fitted, the reveal is now of solid construction.

REMOVED

Recommendation:

Building ID	Block 1
Sample No.	S0020
Floor Level	Ground Floor
Room No.	002
Room ID	Classroom

Item Location	To structural column
Item / Material	Textured Coating
Asbestos Type	Chrysotile
Extent	1m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 3
	Condition:	0	
	Surface Treatment:	1	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 5
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	8	Risk Priority 1, 2 or 3:	3
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Notes:
Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0021
Floor Level	Ground Floor
Room No.	002
Room ID	Classroom

Item Location	To structural column
Item / Material	Textured Coating
Asbestos Type	Chrysotile
Extent	1m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 3
	Condition:	0	
	Surface Treatment:	1	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 5
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	8	Risk Priority 1, 2 or 3:	3
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

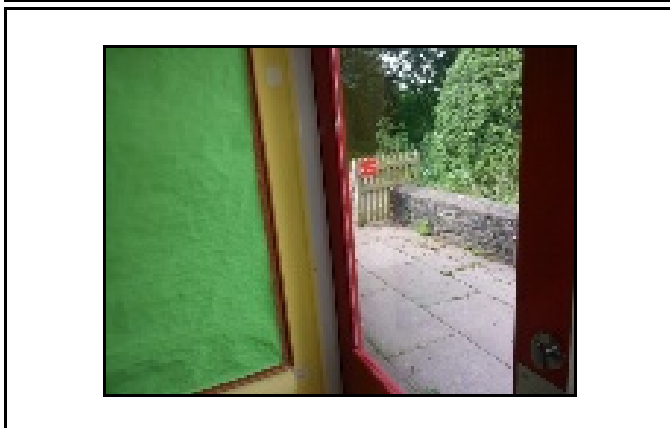
Building ID	Block 1
Sample No.	S0022
Floor Level	Ground Floor
Room No.	002
Room ID	Classroom

Item Location	Window reveal to left hand side of door
Item / Material	Board
Asbestos Type	Amosite Chrysotile
Extent	1m ²

HSG 264 Material Assessment Scores:	Product:	2	Total Material Score: 7
	Condition:	1	
	Surface Treatment:	2	
	Asbestos Type:	2	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score: 5
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	
	Maintenance Activity:	0	

Material Assessment Category:	B	Total Score (Material + Priority):	12	Risk Priority 1, 2 or 3:	2
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Notes:
The window reveal is in a good, paint sealed condition and therefore can be managed by periodic inspection for any damage or exposed material.

Re-inspection Date: 05/07/2016

Small pin holes were identified to the sampled material, therefore encapsulation is recommended.

REMAINS/CONDITION DETERIORATED

Recommendation: Remedial work required

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0023
Floor Level	Ground Floor
Room No.	322
Room ID	Class Store

Item Location	Floor
Item / Material	Thermoplastic with Adhesive
Asbestos Type	Chrysotile
Extent	3m ²

HSG 264 Material Assessment Scores:	Product:	1	Total Material Score: 2
	Condition:	0	
	Surface Treatment:	0	
	Asbestos Type:	1	

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score: 4
	Likelihood of Disturbance:	2	
	Potential of Human Exposure:	2	
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	6	Risk Priority 1, 2 or 3:	3
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Re-inspection Date: 05/07/2016

REMAINS/CONDITION SAME

Recommendation: Manage

Building ID	Block 1
Sample No.	S0024
Floor Level	Ground Floor
Room No.	310
Room ID	Kitchen

Item Location	Beneath the sink
Item / Material	Bituminous Products
Asbestos Type	No Asbestos Detected
Extent	-

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score: -
	Condition:	-	
	Surface Treatment:	-	
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score: -
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:
Re-inspection Date: 09/07/2014

An inspection within this area revealed rubber seals to the oven door.

Recommendation:

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0025
Floor Level	Ground Floor
Room No.	304
Room ID	Boiler Room

Item Location	Redundant panels to floor
Item / Material	Board
Asbestos Type	No Asbestos Detected
Extent	-

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:
Debris from the sampled board is also present to the floor area.

Recommendation:

Building ID	Block 1
Sample No.	S0026
Floor Level	Ground Floor
Room No.	304
Room ID	Boiler Room

Item Location	Gasket to Strebel boiler
Item / Material	Gasket
Asbestos Type	No Asbestos Detected
Extent	-

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:
A metal flue pipe was identified exiting the modern Strebel boiler. No inspection was undertaken within the boiler for safety reasons.

Recommendation:

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0027
Floor Level	Ground Floor
Room No.	304
Room ID	Boiler Room

Item Location	Gasket to pump flange
Item / Material	Gasket
Asbestos Type	No Asbestos Detected
Extent	-

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:

Recommendation:

Building ID	Block 1
Sample No.	S0030
Floor Level	Ground Floor
Room No.	325
Room ID	Circulation

Item Location	Door reveal
Item / Material	Board
Asbestos Type	
Extent	

HSG 264 Material Assessment Scores:	Product:		Total Material Score:
	Condition:		
	Surface Treatment:		0
	Asbestos Type:		

Priority Assessment Scores:	Occupant Activity:	0	Total Priority Score:
	Likelihood of Disturbance:	0	
	Potential of Human Exposure:	0	0
	Maintenance Activity:	0	

Material Assessment Category:	D	Total Score (Material + Priority):	0	Risk Priority 1, 2 or 3:	0
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Notes:

Re-inspection Date: 24/06/2010

The sampled panels have been fully removed and the area is now open plan.

REMOVED

Recommendation:

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	S0031
Floor Level	Ground Floor
Room No.	002
Room ID	Classroom

Item Location	Door reveal
Item / Material	Board
Asbestos Type	Amosite Chrysotile
Extent	<1m ²

HSG 264 Material Assessment Scores:	Product:	2	Total Material Score:
	Condition:	1	
	Surface Treatment:	2	7
	Asbestos Type:	2	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score:
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	5
	Maintenance Activity:	0	

Material Assessment Category:	B	Total Score (Material + Priority):	12	Risk Priority 1, 2 or 3:	2
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Notes:
 The damaged areas have been encapsulated.
 Re-inspection Date: 05/07/2016
 Small pin holes were identified to the sampled material, therefore encapsulation is recommended.
REMAINS/CONDITION DETERIORATED
 Recommendation: Remedial work required

Building ID	Block 1
Sample No.	S0032
Floor Level	Ground Floor
Room No.	001
Room ID	Classroom

Item Location	Door reveal x2
Item / Material	Board
Asbestos Type	Amosite Chrysotile
Extent	<1m ²

HSG 264 Material Assessment Scores:	Product:	2	Total Material Score:
	Condition:	1	
	Surface Treatment:	2	7
	Asbestos Type:	2	

Priority Assessment Scores:	Occupant Activity:	1	Total Priority Score:
	Likelihood of Disturbance:	1	
	Potential of Human Exposure:	3	5
	Maintenance Activity:	0	

Material Assessment Category:	B	Total Score (Material + Priority):	12	Risk Priority 1, 2 or 3:	2
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Notes:
 The window reveals are in a good, paint sealed condition and therefore can be managed by periodic inspection for any damage or exposed material.
 Re-inspection Date: 05/07/2016
 Small pin holes were identified to the sampled material, therefore encapsulation is recommended.
REMAINS/CONDITION DETERIORATED
 Recommendation: Remedial work required

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 2
Sample No.	S0033
Floor Level	External
Room No.	
Room ID	

Item Location	Roof covering to Shed 347
Item / Material	Felt
Asbestos Type	No Asbestos Detected
Extent	-

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:
An inspection to the shed revealed it to be of a timber construction.

Recommendation:

Building ID	Block 1
Sample No.	-
Floor Level	Ground Floor
Room No.	301
Room ID	Female Toilet

Item Location	No Suspect Materials Seen
Item / Material	-
Asbestos Type	-
Extent	-

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	


Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.

Recommendation: -

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1			Item Location	No Suspect Materials Seen		
Sample No.	-			Item / Material	-		
Floor Level	Ground Floor			Asbestos Type	-		
Room No.	302			Extent	-		
Room ID	Male Toilet			HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
				Priority Assessment Scores:	Condition:	-	Total Priority Score:
					Surface Treatment:	-	
					Asbestos Type:	-	
Material Assessment Category:		-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:		-
				Notes:			
				Recommendation: -			

Building ID	Block 1			Item Location	No Suspect Materials Seen		
Sample No.	-			Item / Material	-		
Floor Level	Ground Floor			Asbestos Type	-		
Room No.	306			Extent	-		
Room ID	Disabled Toilet			HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
				Priority Assessment Scores:	Condition:	-	Total Priority Score:
					Surface Treatment:	-	
					Asbestos Type:	-	
Material Assessment Category:		-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:		-
				Notes:			
				Recommendation: -			

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	-
Floor Level	Ground Floor
Room No.	309
Room ID	Cleaner

Item Location	No Suspect Materials Seen
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Item / Material	-
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Asbestos Type	-
---------------	---

Extent	-
--------	---

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:
The electrical switchgear within the cleaners store is of a modern non-asbestos type, however no internal inspection was undertaken for safety reasons.

Recommendation: -

Building ID	Block 1
Sample No.	-
Floor Level	Ground Floor
Room No.	327
Room ID	Circulation

Item Location	No Suspect Materials Seen
---------------	---------------------------

Item / Material	-
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Asbestos Type	-
---------------	---

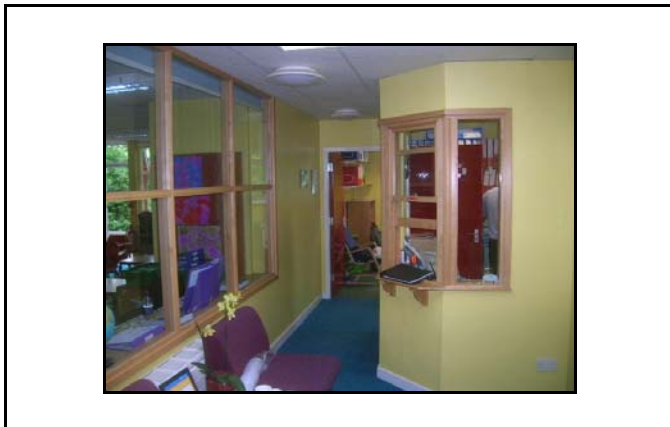
Extent	-
--------	---

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:
The timber vertical boxing within the entrance area contained a plastic downpipe.
An inspection within the ceiling void revealed the top of the metal structural boxing, internal lining panels to the structural columns are of plasterboard and timber.


Recommendation: -


SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1			Item Location	No Suspect Materials Seen			
Sample No.	-			Item / Material	-			
Floor Level	Ground Floor			Asbestos Type	-			
Room No.	328			Extent	-			
Room ID	Office			HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:	
					Condition:	-		
					Surface Treatment:	-		
					Asbestos Type:	-	-	
				Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:	
					Likelihood of Disturbance:	-		
					Potential of Human Exposure:	-		
					Maintenance Activity:	-	-	
Material Assessment Category:		-	Total Score (Material + Priority):		-	Risk Priority 1, 2 or 3:		-
				Notes:				
				Recommendation: -				


Building ID	Block 1			Item Location	No Suspect Materials Seen			
Sample No.	-			Item / Material	-			
Floor Level	Ground Floor			Asbestos Type	-			
Room No.	329			Extent	-			
Room ID	Head Teacher			HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:	
					Condition:	-		
					Surface Treatment:	-		
					Asbestos Type:	-	-	
				Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:	
					Likelihood of Disturbance:	-		
					Potential of Human Exposure:	-		
					Maintenance Activity:	-	-	
Material Assessment Category:		-	Total Score (Material + Priority):		-	Risk Priority 1, 2 or 3:		-
				Notes:				
				Recommendation: -				


SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1			Item Location	No Suspect Materials Seen			
Sample No.	-			Item / Material	-			
Floor Level	Ground Floor			Asbestos Type	-			
Room No.	332			Extent	-			
Room ID	Electrical Plant			HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:	
					Condition:	-		
					Surface Treatment:	-		
					Asbestos Type:	-	-	
				Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:	
					Likelihood of Disturbance:	-		
					Potential of Human Exposure:	-		
					Maintenance Activity:	-	-	
Material Assessment Category:		-	Total Score (Material + Priority):		-	Risk Priority 1, 2 or 3:		-
				Notes:				
				The electrical switchgear within the electrical plant room is of a modern non-asbestos type, however, no internal inspection was undertaken for safety reasons.				
				Recommendation: -				

Building ID	Block 1			Item Location	No Suspect Materials Seen			
Sample No.	-			Item / Material	-			
Floor Level	Ground Floor			Asbestos Type	-			
Room No.	333			Extent	-			
Room ID	Circulation			HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:	
					Condition:	-		
					Surface Treatment:	-		
					Asbestos Type:	-	-	
				Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:	
					Likelihood of Disturbance:	-		
					Potential of Human Exposure:	-		
					Maintenance Activity:	-	-	
Material Assessment Category:		-	Total Score (Material + Priority):		-	Risk Priority 1, 2 or 3:		-
				Notes:				
				Recommendation: -				

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1			Item Location	No Suspect Materials Seen		
Sample No.	-			Item / Material	-		
Floor Level	Ground Floor			Asbestos Type	-		
Room No.	336			Extent	-		
Room ID	Medical Room			HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
					Condition:	-	
					Surface Treatment:	-	-
					Asbestos Type:	-	
Material Assessment Category: -				Total Score (Material + Priority): -		Risk Priority 1, 2 or 3: -	
				Notes:			
				Recommendation: -			

Building ID	Block 1			Item Location	No Suspect Materials Seen		
Sample No.	-			Item / Material	-		
Floor Level	Ground Floor			Asbestos Type	-		
Room No.	337			Extent	-		
Room ID	Hall			HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
					Condition:	-	
					Surface Treatment:	-	-
					Asbestos Type:	-	
Material Assessment Category: -				Total Score (Material + Priority): -		Risk Priority 1, 2 or 3: -	
				Notes:			
				Recommendation: -			

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	-
Floor Level	Ground Floor
Room No.	338
Room ID	Store

Item Location	No Suspect Materials Seen
---------------	---------------------------

Item / Material	-
-----------------	---

Asbestos Type	-
---------------	---

Extent	-
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HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:

Recommendation: -

Building ID	Block 1
Sample No.	-
Floor Level	Ground Floor
Room No.	339
Room ID	Viewing Area

Item Location	No Suspect Materials Seen
---------------	---------------------------

Item / Material	-
-----------------	---

Asbestos Type	-
---------------	---

Extent	-
--------	---

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:

Recommendation: -

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 1
Sample No.	-
Floor Level	Ground Floor
Room No.	340
Room ID	Boiler Room

Item Location	No Suspect Materials Seen
---------------	---------------------------

Item / Material	-
-----------------	---

Asbestos Type	-
---------------	---

Extent	-
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HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
-------------------------------	---	------------------------------------	---	--------------------------	---



Notes:
All plant and electrical equipment within the boiler room are of a modern non-asbestos type. The flue pipe exiting the boiler is of metal.

Recommendation: -

Building ID	Block 1
Sample No.	-
Floor Level	Ground Floor
Room No.	342
Room ID	External PE Store

Item Location	No Suspect Materials Seen
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Item / Material	-
-----------------	---

Asbestos Type	-
---------------	---

Extent	-
--------	---

HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	


Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:

Recommendation: -

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 2			Item Location	No Suspect Materials Seen			
Sample No.	-			Item / Material	-			
Floor Level	External			Asbestos Type	-			
Room No.				Extent	-			
Room ID				Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:	
HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:		Likelihood of Disturbance:	-		
	Condition:	-			Potential of Human Exposure:	-		
	Surface Treatment:	-	-		Maintenance Activity:	-		
Asbestos Type:	-	-						
Material Assessment Category:		-	Total Score (Material + Priority):		-	Risk Priority 1, 2 or 3:		-
				Notes:				
				Recommendation: -				

Building ID	Block 2			Item Location	No Suspect Materials Seen			
Sample No.	-			Item / Material	-			
Floor Level	Ground Floor			Asbestos Type	-			
Room No.	344			Extent	-			
Room ID	Shed			Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:	
HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:		Likelihood of Disturbance:	-		
	Condition:	-			Potential of Human Exposure:	-		
	Surface Treatment:	-	-		Maintenance Activity:	-		
Asbestos Type:	-	-						
Material Assessment Category:		-	Total Score (Material + Priority):		-	Risk Priority 1, 2 or 3:		-
				Notes:				
				An inspection of the shed revealed it to be of timber construction.				
Recommendation: -								

SITE: 0430 – Brockton C.E. Primary School, Brockton

Building ID	Block 2
Sample No.	-
Floor Level	Ground Floor
Room No.	347
Room ID	Shed

Item Location	No Suspect Materials Seen
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Item / Material	-
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Asbestos Type	-
---------------	---

Extent	-
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HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
-------------------------------	---	------------------------------------	---	--------------------------	---



Notes:
An inspection of the shed revealed it to be of timber construction.

Recommendation: -

Building ID	Block 2
Sample No.	-
Floor Level	Ground Floor
Room No.	349
Room ID	Shed

Item Location	No Suspect Materials Seen
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Item / Material	-
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Asbestos Type	-
---------------	---

Extent	-
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HSG 264 Material Assessment Scores:	Product:	-	Total Material Score:
	Condition:	-	
	Surface Treatment:	-	-
	Asbestos Type:	-	

Priority Assessment Scores:	Occupant Activity:	-	Total Priority Score:
	Likelihood of Disturbance:	-	
	Potential of Human Exposure:	-	-
	Maintenance Activity:	-	

Material Assessment Category:	-	Total Score (Material + Priority):	-	Risk Priority 1, 2 or 3:	-
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Notes:
An inspection of the shed revealed it to be of timber construction.

Recommendation: -

SITE: 0430 – Brockton C.E. Primary School, Brockton

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SITE: 0430 – Brockton C.E. Primary School, Brockton

7.0 Survey Conclusions/Actions

The following section details ACM's which were identified during the survey. Each area identified gives the location, type of material, sample reference where applicable, condition and recommendation.

No materials requiring removal/remediation were identified during this survey.

All identified ACM's recommended for remedial works.

Sample Number	Room No.	Room ID	Sample Location	Material Description	Asbestos type
S0015	001	Classroom	Window reveal	Board	Amosite Chrysotile
S0032	001	Classroom	Door reveal x2	Board	Amosite Chrysotile
S0022	002	Classroom	Window reveal to left hand side of door	Board	Amosite Chrysotile
S0031	002	Classroom	Door reveal	Board	Amosite Chrysotile

All identified ACM's recommended for management works.

Sample Number	Room No.	Room ID	Sample Location	Material Description	Asbestos type
S0014	001	Classroom	Window reveal	Board	Amosite Chrysotile
S0016	001	Classroom	To structural column	Textured Coating	Chrysotile
S0017	001	Classroom	To structural column	Textured Coating	Chrysotile
S0020	002	Classroom	To structural column	Textured Coating	Chrysotile
S0021	002	Classroom	To structural column	Textured Coating	Chrysotile
S0008	003	Classroom	Floor beneath the carpet	Thermoplastic with Adhesive	Chrysotile
S0009	003	Classroom	Window reveals x2	Board	Amosite Chrysotile
S0001	307	Female Toilet	Toilet cistern	Resin	Amosite
S0003	313	Store	Floor	Thermoplastic with Adhesive	Chrysotile
S0004	317	Circulation	Floor beneath the carpet	Thermoplastic with Adhesive	Chrysotile
S0005	317	Circulation	Floor beneath the carpet	Thermoplastic with Adhesive	Chrysotile
S0006	318	Store	Floor	Thermoplastic with Adhesive	Chrysotile
S0023	322	Class Store	Floor	Thermoplastic with Adhesive	Chrysotile
S0018	323	Class Store	Floor	Thermoplastic with Adhesive	Chrysotile

SITE: 0430 – Brockton C.E. Primary School, Brockton

All identified ACM's recommended for management works.

Sample Number	Room No.	Room ID	Sample Location	Material Description	Asbestos type
S0007	325	Circulation	Floor beneath the carpet	Thermoplastic with Adhesive	Chrysotile

It is the responsibility of the Duty Holder to review any recommendations in accordance with their Management Plan and any planned works which may disturb any of the ACM's identified. Any work with ACMs should be carried out in accordance with current HSE Guidance and Control of Asbestos Regulations.

SITE: 0430 – Brockton C.E. Primary School, Brockton

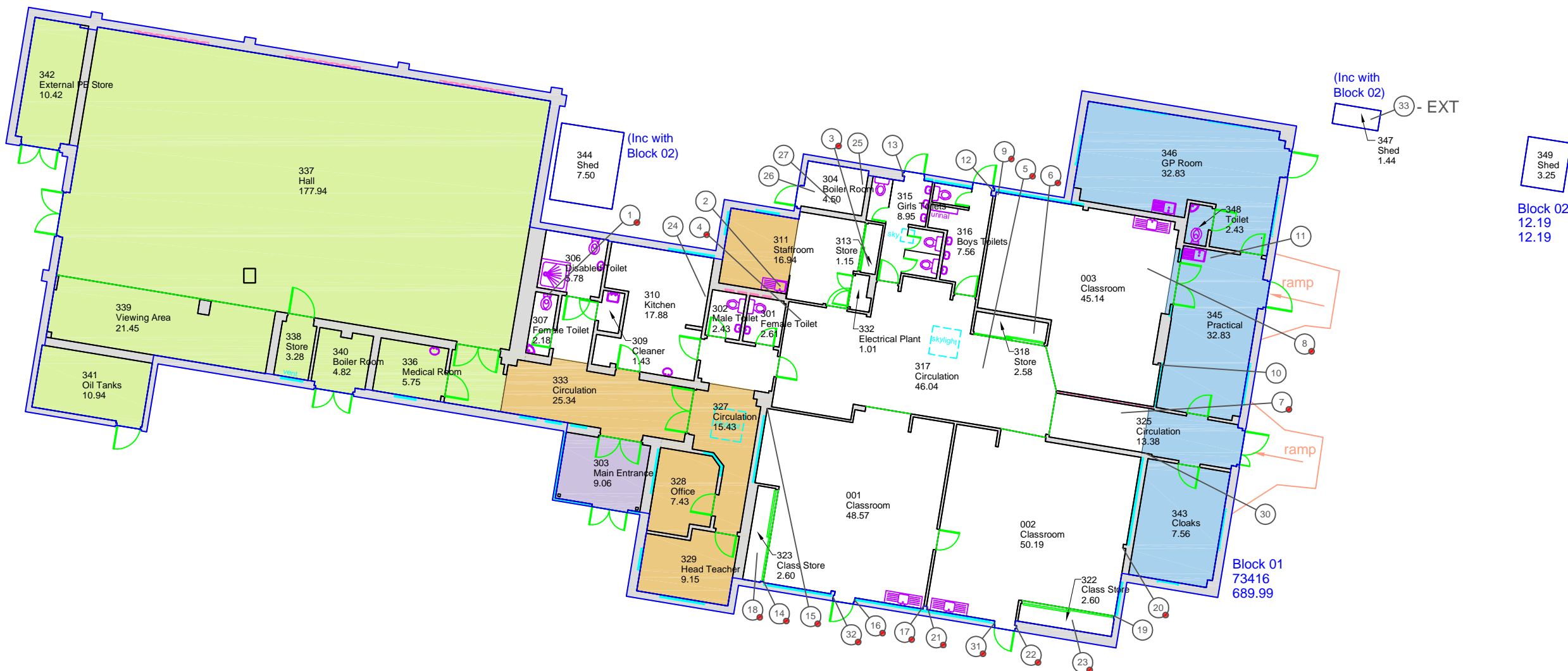
Appendices

Appendix	Description
Appendix 1	Site Plans

Site: 0430 – Brockton C.E. Primary School, Brockton

Appendix 1

Site Plans



The RSM gives details of known asbestos containing materials at the premises. This information was gathered during a non-destructive survey which did not necessarily include all under floor ducts and suspended ceiling voids. Asbestos may also remain undetected within wall cavities, floor voids, boxings, heating appliances etc. The absence of reference to asbestos in the RSM cannot, therefore be relied upon to confirm that an area is totally free from asbestos containing materials.

Surveys and plans annotated by Shield On-Site Services

Legend

- (X) = Sample Location
- (X1) = Referenced Sample Location
- (X) = Asbestos Containing Sample
- (P1) = Presumed Asbestos
- (NA) = No Access

Note: "EXT" suffix indicates the sample refers to the exterior/roof of the building

Construction Year

- 26-04-2002 (58.30m²)
- 08-04-2005 (250.38m²)
- 2010 (83.17m²)
- 2015 (10.81m²)

Block 02
12.19
12.19

Block 01
73416
689.99

Note: all areas are in m²



Commercial Services

www.shropshire.gov.uk 0345 678 9000

Brockton C.E. Primary School
Brockton
Much Wenlock

PROPERTY NO: 0430

**ASBESTOS PLAN
RE-INSPECTION**

DRAWING USED	0430_%3
SURVEY DATE	05-Jul-2016
SCALE	N.T.S. @ A3
DRAWN BY	CMG
DATE DRAWN	25-Jul-2016



INSTRUCTIONS FOR TENDERING

RMCB 026

Asbestos Consultancy Service

Shropshire Council Instructions for tendering

Contract Description:

Shropshire Council intends to set up an Asbestos Consultancy Services contract.

The contract shall comprise:

- the completion of asbestos management surveys (approx. 300 per year)
- the completion of asbestos refurbishment and demolition surveys (approx. 30 per year)
- the preparation of method statements and asbestos removal abatement specifications
- the provision of re-assurance air tests
- the monitoring of asbestos removal/remedial works by licensed contractors and the issuing of four stage clearance and re-occupancy paperwork (approx. 50 per year)

at approximately 300 premises which the Council has control over, typically schools, libraries, offices, fire stations, workshops, small holdings and care homes, located throughout Shropshire.

- the completion of asbestos management re-inspection surveys (approx. 800 - 1200 per year)
- the completion of asbestos management initial surveys (approx. 50 per year)
- the completion of asbestos refurbishment and demolition surveys (approx. 20 per year)
- the completion of one off bulk sampling to possible asbestos materials
- the provision of re-assurance air tests
- the monitoring of asbestos removal/remedial works by licensed contractors and the issuing of four stage clearance and re-occupancy paperwork (approx. 50 per year)

at approximately 4000 domestic premises, including communal areas and garages, which the Council has control over, all located throughout Shropshire.

It shall further comprise the provision of a 24 hour 365 day a year out of hours service for asbestos sampling and reassurance air testing.

The fixed price Contract will be for a period of up to 4 years commencing on 1st April 2017.

The Asbestos Consultant shall hold Contractors Health & Safety Assessment Scheme (CHAS) accreditation or EU equivalent scheme.

The Asbestos Consultant shall hold full UKAS accreditation for testing, analysis, 4 stage clearance testing and sampling to ISO 17025 and surveying to ISO 17020 or EU Equivalent.

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1.0 Invitation to Tender

- 1.1 You are invited to tender for the provision of an Asbestos Consultancy as detailed in the Tender Response Document. The contract will be for an initial period of 4 years commencing on the 1st April 2017 with the option to extend up to the 31st March 2021.
- 1.2 Tenders are to be submitted in accordance with the General Terms and Conditions of Shropshire Council 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 fact that a Tenderer has been invited to submit a tender does not necessarily mean that it has satisfied the Council regarding any matters raised in the pre-tender questionnaire submitted. 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 raised in any pre-tender questionnaire 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 General Terms and Conditions 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 and if applicable their Request to Participate Questionnaire 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, 20th October 2016**.

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 13th October 2016.
- 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 documents and publications 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 of clause 15 of the Council’s General 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 General and Special 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/framework arrangement being 1st April 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

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

RMCB 026 – Asbestos Consultancy Service

Essential Membership – Professional/Trade Organisations

- CHAS – Contractors Health & Safety Scheme
- Full UKAS accreditation for surveying to ISO17020
- Full UKAS accreditation for testing, analysis, 4 stage clearance testing and sampling to ISO17025

Essential Membership – Industry Association

- ATaC Asbestos Testing and Consultancy Association
- ACAD Asbestos Control and Abatement Division
- BOHS British Occupational Hygiene Society
- BSC British Safety Council

Desirable Membership – Professional/Trade Organisations

- CL ConstructionLine
- Safe Contractor
- Quality Systems ISO 9001:2015 & Environmental ISO 14001:2015

Desirable Qualifications of Operatives

- UKATA – Category of training, appropriate to the role
- BOHS – P401, P402, P403, P404, P405, appropriate to the role

Essential Insurance

- Public Liability Insurance £5m
- Employer's Liability Insurance £5m

Contract Period

4 Years

Award Criteria

- Price 50% weighting (Equifax Report)
- Quality 50% weighting

References

Health & Safety Policy

Use of Sub Contractors

Samples of management survey, monitoring & clearance paperwork, removal specification

Provision of a web based portal

Professional/Trade Organisations

Qualifications of Operatives

Staff Experience

Contract Experience & References

Quality Assurance Scheme ISO 9001

Environmental Assurance Scheme ISO 14001

Section F - Pricing Schedule

Work during period 1 April 2017 to 31 March 2021

Property Number	Property Name	Gross Internal Area m ²	Current Survey Date	No. of Asbestos Samples	Annual Management Survey 2017/18 Cost £
0180	St Mary's Primary School	1,272	24 February 2017	27	
0200	Albrighton Primary School	2,106	14 December 2016	52	
0230	Alveley Primary School	1,075	11 March 2017	21	
0260	Baschurch Primary School	824	31 May 2016	10	
0290	Oakmeadow Primary School	2,796	01 July 2016	10	
0300	Beckbury Primary School	353	04 November 2016	1	
0340	Bishop's Castle Primary School	904	28 September 2016	27	
0350	Bitterley Primary School Academy	620	22 November 2016	3	
0360	Bomere Heath Primary School	985	10 May 2016	11	
0380	Castlefields Primary School, Bridgnorth	1,267	24 February 2017	46	
0390	St John's Catholic Primary School	945	05 July 2016	9	
0400	St Leonard's Primary School	2,570	04 November 2016	10	
0410	St Leonards Primary Caretakers Bungalow	79	15 November 2016	3	
0420	St Mary's Bluecoat Primary School Bridgnorth	2,040	18 January 2017	41	
0430	Brockton Primary School	332	05 July 2016	19	
0440	Broseley Primary School	1,727	10 December 2016	56	
0460	John Wilkinson Primary School	1,093	04 November 2016	19	
0470	St. Mary's Primary School Bucknell	532	20 January 2017	23	
0500	Burford Primary School	856	13 December 2016	9	
0570	Cheswardine Primary School	419	06 July 2016	1	
0600	Childs Ercall Primary School House	120	04 March 2017	5	
0610	Chirbury Primary School	519	06 December 2016	1	
0630	Church Preen Primary School	463	06 October 2016	6	
0640	St Lawrence Primary School	1,601	02 August 2016	30	
0642	Church Stretton Swimming Centre	594	03 December 2016	7	
0660	Claverley Primary School	765	08 September 2016	15	
0670	Clee Hill Community Primary School Academy	834	02 March 2017	6	
0680	Cleobury Mortimer Primary School Academy	1,334	21 January 2017	77	
0690	Clive Primary School	349	30 April 2016	2	
0710	St George's School	764	07 September 2016	9	
0730	Cockshutt Primary School	616	14 October 2016	7	
0740	Condover Primary School	658	05 October 2016	20	
0760	Corvedale Primary School	757	07 April 2016	27	
0770	Christ Church Primary School	865	19 July 2016	14	
0830	Dorrington Primary School	367	03 January 2017	1	
0910	Ellesmere Primary School	2,203	19 July 2016	18	
0920	Farlow Primary School	212	13 December 2016	4	
0930	Trinity Primary School	842	18 October 2016	9	
0940	Gobowen Primary School	1,135	02 December 2016	10	
0960	Hadnall Primary School	467	03 September 2016	9	
0970	St Thomas & St Annes Primary School	836	21 October 2016	24	
1010	Highley Primary School	1,480	17 January 2017	67	
1030	Hodnet Primary School	857	07 May 2016	8	
1080	Hope Primary School	438	21 January 2017	21	
1160	Kinlet Primary School	466	12 April 2016	4	
1170	Kinnerley Primary School	785	16 December 2016	56	
1200	Longden CE Primary School	670	02 March 2017	17	
1210	Longnor Primary School	618	06 October 2016	4	
1220	Lower Heath Primary School	606	02 October 2016	1	
1235	St Laurence Primary School - Ludlow	1,170	06 September 2016	2	
1240	Ludlow Infant School	1,423	12 May 2016	7	
1250	Ludlow Junior School	1,681	03 March 2017	51	
1260	Lydbury North Primary School	372	02 July 2016	26	
1300	Longlands Primary School Academy	1,523	27 October 2016	51	
1310	Market Drayton Infant & Nursery School	1,918	05 November 2016	58	
1320	Market Drayton Junior School	2,348	05 November 2016	14	
1350	Minsterley Primary School	990	14 October 2016	30	
1365	Morda Primary School	503	13 April 2016	2	
1370	Moreton Say Primary School	565	10 September 2016	12	
1410	Much Wenlock Primary School	1,063	21 October 2016	37	
1420	Myddle Primary School	758	01 June 2016	18	
1430	St Andrew's Primary School	444	29 November 2016	49	
1440	Newcastle Primary School	274	31 January 2017	13	
1510	Newtown Primary School	604	06 October 2016	8	
1520	Norbury Primary School	396	02 July 2016	2	
1560	Onny Primary School	636	14 June 2016	13	
1580	Holy Trinity School	3,337	20 January 2017	60	

Property Number	Property Name	Gross Internal Area m ²	Current Survey Date	No. of Asbestos Samples	Annual Management Survey 2017/18 Cost £
1600	Woodside Primary School Academy	2,627	28 September 2016	8	
1610	Our Lady & St. Oswald's Catholic Primary School	743	19 January 2017	17	
1615	The Meadows Primary School - Oswestry	1,416	03 September 2016	2	
1620	Bryn Offa Primary School	971	03 September 2016	5	
1630	Pontesbury Primary School	1,187	03 November 2016	29	
1650	Prees Primary School	1,311	10 September 2016	2	
1680	Rushbury Primary School	508	06 October 2016	1	
1730	St Mary's Primary School Shawbury	1,062	14 May 2016	13	
1740	Sheriffhales Primary School	545	06 July 2016	8	
1770	St Andrew's Primary School	1,770	25 October 2016	55	
1780	St Andrew's Primary School Caretaker's Bungalow	96	05 October 2016	9	
1790	Shifnal Primary School	1,896	08 September 2016	39	
1800	Belvidere Primary School	1,321	14 February 2017	25	
1810	Coleham Primary School	1,884	03 September 2016	5	
1840	Crowmoor Primary School	2,056	13 July 2016	40	
1840C	Crowmere Children's Centre Services	442	19 July 2016	7	
1850	Crowmoor Primary School Caretaker's Bungalow	84	14 October 2016	13	
1860	Greenacres Primary School	1,270	01 June 2016	4	
1870	Harlescott Junior School	2,086	17 February 2017	39	
1880	The Grange Primary Academy	2,769	02 March 2017	31	
1950	Meole Brace Primary School	2,641	12 May 2016	35	
1970	Mount Pleasant Primary School	1,677	09 August 2016	18	
1980	Oxon Primary School	1,893	31 August 2016	23	
1995	Radbrook Primary School	1,273	01 September 2016	2	
2000	St George's Junior School	1,527	05 August 2016	25	
2010	St Giles' Primary School	1,602	02 November 2016	54	
2020	St Giles' Primary School Caretaker's Bungalow	84	30 September 2016	6	
2030	Shrewsbury Cathedral Catholic Primary School	1,063	05 November 2016	33	
2050	Mereside CE Primary School	2,797	22 June 2016	44	
2060	Sundorne Infant School	2,138	19 October 2016	34	
2075B	Severdale School Academy	1,222	11 February 2017	24	
2090	Woodfield Infant School	1,492	10 June 2016	29	
2150	Stoke-on-tern Primary School	821	06 September 2016	10	
2800	Trefonen Primary School	850	13 April 2016	4	
2850	St Peter's Primary School	2,528	03 November 2016	85	
2870	St Mary's Primary School	523	01 March 2017	20	
2880	West Felton Primary School	456	13 April 2016	1	
2890	Weston Lullingfields Primary School	266	30 April 2016	2	
2900	Weston Rhyn Primary School	1,082	13 April 2016	13	
2910	Whitchurch Infant School	1,794	28 September 2016	11	
2930	Whittington Primary School	1,256	20 October 2016	23	
2940	Whixall Primary School	748	06 April 2016	4	
2950	Wistanstow Primary School	497	07 September 2016	2	
2980	Worfield Endowed Primary School	1,146	05 July 2016	13	
2990	Worthen Primary School	356	04 October 2016	1	
3070	Bog Visitor Centre	146	14 October 2016	4	
3100	The Corbett School Academy	6,001	29 October 2016	72	
3120	The Community College	5,689	07 December 2016	36	
3140	The Community College Caretaker's Bungalow	84	22 November 2016	3	
3150	Bridgnorth Endowed School Academy	7,759	03 March 2017	136	
3170	Oldbury Wells School Academy	8,862	04 April 2016	99	
3300	Ludlow C.E. School	8,115	01 March 2017	114	
3310	Ludlow School Caretakers Bungalow	88	28 September 2016	6	
3320	The Grove School	10,865	25 October 2016	270	
3330	The Grove School Caretaker's Bungalow	88	19 October 2016	6	
3480	Mary Webb School	4,879	29 November 2016	62	
3480D	Severdale Outreach at Mary Webb	247	03 November 2016	4	
3490	Mary Webb School - Caretaker's Bungalow	84	02 November 2016	4	
3520	Idsall School Academy	9,306	29 March 2017	258	
3580	Belvidere School	6,422	18 January 2017	47	
3610	Sundorne School Academy	5,761	16 February 2017	87	
3620	Grange School Academy	5,835	03 August 2016	75	
3640	Meole Brace School	8,881	15 February 2017	82	
3890	Thomas Adams School - Lowe Hill Road	6,551	17 February 2017	190	
3925	Thomas Adams School Boarding House	1,800	22 July 2016	53	
3930	Sir John Talbot's School Academy	6,376	25 February 2017	50	
3940	Sir John Talbot's School - Caretaker's House	120	25 February 2017	9	
3950A	Unit 1 Whitchurch Business Park	28	30 June 2016	4	
3950C	Unit 3 Whitchurch Business Park	50	02 July 2016	3	
3950D	Unit 4 Whitchurch Business Park	108	02 July 2016	4	
3950E	Unit 5 Whitchurch Business Park	55	30 June 2016	4	

Property Number	Property Name	Gross Internal Area m ²	Current Survey Date	No. of Asbestos Samples	Annual Management Survey 2017/18 Cost £
3950F	Unit 6 Whitchurch Business Park	79	30 June 2016	5	
4200	Woodlands School	1,070	20 October 2016	19	
4220	Woodlands School Bungalow	75	31 May 2016	2	
4260	Bridgnorth Economic Development Units - Toilet Block	209	12 April 2016	11	
4260A	Unit 1 Bridgnorth Economic Development Units	35	12 April 2016	6	
4260C	Unit 2 Bridgnorth Economic Development Units	86	12 April 2016	3	
4260D	Unit 3 Bridgnorth Economic Development Units	70	12 April 2016	3	
4260E	Unit 5 Bridgnorth Economic Development Units	140	12 May 2016	3	
4260F	Unit 7 Bridgnorth Economic Development Units	161	12 April 2016	4	
4260G	Unit 9 Bridgnorth Economic Development Units	59	12 April 2016	10	
4260S	Unit 19 Bridgnorth Economic Development Units	391	12 April 2016	2	
4510	The Gateway Arts & Education Centre	1,494	01 November 2016	5	
4511	Shropshire Music & Arts Centre	354	03 November 2016	1	
4600	Shrewsbury Training & Development Centre	924	05 November 2016	22	
4620	Bridgnorth Youth Centre	387	10 August 2016	17	
4645	Market Drayton Youth Centre	358	31 August 2016	1	
4660	The Hive Music & Media Centre	508	01 November 2016	13	
4670	Sundorne Youth Centre	1,275	10 August 2016	5	
4670B	TMBSS (Hook-a-Gate Office)	1,005	15 September 2016	5	
4780	Whitchurch Centre North East	298	16 June 2016	12	
4859	The Hawthorns CSMT unit	102	31 January 2017	1	
4975	SpArC Leisure Centre	2,238	22 November 2016	1	
4980	Bridgnorth Endowed School Joint Use Academy SLA	3,145	04 March 2017	76	
5000	Lacon Childe - Cleobury Mortimer Joint Use	1,314	08 September 2016	2	
5005	Ellesmere Swimming Pool	541	30 November 2016	1	
5007	Ludlow CE School Joint Use	3,644	20 October 2016	8	
5012	Mary Webb Sports Centre	888	02 November 2016	3	
5020	Ilsall School Joint Use Academy	1,389	02 August 2016	12	
5032	Roman Road Sports Centre	905	16 August 2016	6	
5080	Thomas Adams School Joint Use	820	31 August 2016	1	
5085	Sir John Talbots Sports Centre - Academy	1,916	09 August 2016	4	
5150	Albrighton Fire Station	135	18 August 2016	4	
5160	Baschurch Fire Station	134	30 June 2016	1	
5200	Cleobury Mortimer Fire Station	114	10 August 2016	2	
5210	Clun Fire Station	102	06 September 2016	1	
5250	Ludlow Fire Station	353	06 September 2016	7	
5260	Market Drayton Fire Station	323	05 October 2016	1	
5300	Oswestry Fire Station	367	10 August 2016	7	
5320	Shrewsbury Fire Station	2,832	02 November 2016	4	
5330	Telford Stafford Park Central Fire Station	2,669	06 August 2016	89	
5340	Tweedale Fire Station	662	18 August 2016	11	
5350	Telford Wellington Fire Station	693	18 October 2016	6	
5390	Bridgnorth Learning Disabilities	97	31 January 2017	5	
5640	Bayston Hill The Mary Webb Library	206	05 October 2016	11	
5655	Bishops Castle Library	1777	11 February 2017	50	
5660	Bridgnorth Library	590	04 August 2016	7	
5710	Ellesmere Library	389	01 July 2016	3	
5760	Market Drayton The Clive Library	419	14 September 2016	28	
5790	Oswestry Library	1,523	15 November 2016	7	
5880	Shropshire Youth IAG Office	1,209	02 August 2016	2	
5885	Shropshire Archives	1,330	13 August 2016	1	
5890	Shrewsbury Castle Gates Library	1,571	31 May 2016	10	
5992	Wem Library & Learning Centre (Ground Floor)	460	02 December 2016	6	
6000	Whitchurch Library	355	02 November 2016	3	
6010	Acton Scott Agricultural Museum	2,049	04 August 2016	14	
6030	Acton Scott Historic Working Farm - School House	168	04 August 2016	2	
6035	Ludlow Assembly Rooms	1,749	03 December 2016	2	
6060	Ludlow Training Centre	453	03 December 2016	1	
6075	Ellesmere Boat Houses	99	31 May 2016	1	
6076	Ellesmere Countryside Service Depot	90	31 January 2017	2	
6080	South Shropshire Countryside Depot	698	10 September 2016	12	
6320	Shropshire Council	18,301	10 January 2017	399	
6330	The Shirehall, The Old Vicarage	398	04 January 2017	1	
6350	The Salop UNISON Club	457	22 November 2016	1	
6355	Shrewsbury Crown Court	1,764	06 January 2017	4	
6400	Abdon Burf Wireless Station	60	06 May 2016	3	
6495	The Elms Garages	135	25 January 2017	8	
6573	Havenbrook	331	05 October 2016	1	

Property Number	Property Name	Gross Internal Area m ²	Current Survey Date	No. of Asbestos Samples	Annual Management Survey 2017/18 Cost £
6617	Beulah House	240	02 August 2016	9	
6619	Glenview	365	04 August 2016	4	
6650	Oswestry Learning & Training	678	07 May 2016	61	
6705	Ditton Priors Oak Farm (not the training centre)	361	07 December 2016	2	
6723	Bridgnorth Group Home 14C Sydney Cottage Drive	75	09 May 2014	14	
6725	Greenacres Rural Unit	784	30 April 2016	3	
6726	Bridgnorth Training Centre (day Centre)	219	15 November 2016	3	
6755	5 Lawley Gardens - Shrewsbury	92	31 March 2017	4	
6760	19 Eskdale Road, Shrewsbury	110	11 May 2016	4	
6765	Shrewsbury Group Home - 11 St Georges' Street	99	03 January 2017	2	
6766	Shrewsbury Group Home - 12 Redfern Close	91	01 March 2017	11	
6781	1 Radvalley Rd Shrewsbury	88	06 May 2016	3	
6801	Shrewsbury Group Home 10 The Elms	91	10 March 2017	9	
6811	PATH House	238	04 August 2016	1	
6848	Holbache Road Offices	465	12 October 2016	1	
6882	Shrewsbury Richmond House	739	01 November 2016	18	
6893	Ellesmere Meres Daycare Centre	404	06 May 2016	6	
9477	Trade House	683	07 May 2016	2	
9500	Harlescott Barns	23	01 November 2016	3	
9500B	Unit 1A Harlescott Barns	198	01 November 2016	4	
9500K	Unit 8 Harlescott Barns	72	03 January 2017	2	
9500R	Unit 14 Harlescott Barns	30	04 January 2017	1	
100070060095	36 Walton Road	80	30 December 1900	13	
BDC037	Industrial Premises (Old Carpet Factory - Alveley)	1,615	15 February 2017	24	
BDC037F	Industrial Premises (Lamproom Works - Alveley)	476	27 January 2017	9	
NSDC008	Swimming Centre Whitchurch	755	05 January 2017	6	
NSDC009	Swimming Centre Market Drayton	1,910	04 January 2017	4	
NSDC015	Market Drayton Market Hall	316	05 May 2016	3	
NSDC018	Whitchurch Civic Centre	2,097	14 March 2017	34	
NSDC020	Town Hall & Information Link	645	06 December 2016	5	
NSDC092	Former Mortuary Chapel	31	04 March 2017	2	
OBC001	Castle View	2,406	10 March 2017	9	
OBC030	Old Railway Station	1,014	16 April 2016	3	
OBC302	50/60 Unicorn Road (Laundrette)	96	05 January 2017	11	
S043	Mr Robert Jones @ Ladyhill Farm	685	12 October 2016	25	
S074	Mr Madeley @ Cherry Oaks Farm		04 November 2016	16	
S153	Mr Scott @ Lower Waen		02 December 2016	4	
S268	Mr Probert @ Haypole Farm		14 March 2017	20	
S269	Mr Bennion @ Wheatlea		10 March 2017	9	
S270	Mr Lloyd @ The Firs		20 February 2012	14	
S317	Mr Flowers @ Marton Grange House		03 November 2016	2	
S319	Mr Jones @ Marton Grange Farm		03 November 2016	6	
S322	Mr Graham Garmston @ 6 Marton Grange	339	10 August 2016	20	
S332	Mr Manley @ The Pheasanry	232	26 April 2016	13	
S343	Mr Hardman @ The Clamp		22 July 2016	11	
S370	Mr Davies @ Abbey Farm		06 December 2016	5	
S377	Mr Sudlow @ No.6 Lacon Holdings	689	11 March 2017	16	
S378	Mr David Speake @ No.7 Lacon Holding		11 March 2017	7	
S379	Mrs Chetwood @ Holmleigh Farm	371	06 December 2016	7	
S383	Mr Leighton @ Briar Hill Farm		09 March 2017	20	
S387	Mr Proctor @ The Beeches		09 March 2017	10	
S390	Mr Bradbury @ The Oaks		09 March 2017	28	
SABC007A	Shrewsbury Market Hall	9,100	21 February 2017	50	
SABC007B	Shrewsbury Student Accomodation	2,760	28 February 2017	10	
SABC007L	26 Shoplatch		10 March 2017	1	
SABC017	Bear Steps (Civic Society & Shops)	245	17 August 2016	21	
SABC056	Weeping Cross Depot	4,560	02 November 2016	5	
SABC067	Raven Meadows Multi Storey Car Park	23,384	02 November 2016	12	
SABC068	Raven Meadows Car Park Offices	81	02 November 2016	9	
SABC078	Quarry Swimming Pool	5,239	14 December 2016	28	
SABC081	Meole Brace Golf Club	245	03 January 2017	7	
SABC159	Regimental Museum Shrewsbury Castle	775	30 June 2016	1	
SABC160	Coleham Pumping station	543	26 January 2018	4	
SABC164	Music Hall	3,131	04 January 2017	2	
SABC169	Shrewsbury Cemetry	187	07 March 2017	1	
SABC183	Former Doctors surgery	433	30 November 2016	5	
SABC210	CCTV Centre, 5 Forest Way	145	30 November 2016	26	
SSDC043	Auction Yard Bishops Castle	147	16 February 2017	3	

TOTAL ANNUAL MANAGEMENT SURVEY COST 2017/18

CLASP/SCOLA
construction

Property Number	Property Name	Gross Internal Area m ²	Current Survey Date	No. of Asbestos Samples	Annual Management Survey 2017/18 Cost £
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Asbestos Management Surveys - Initial - Corporate Buildings (non domestic)

Attendance per site	Unit Cost	£
Cost per m ² surveyed	Unit Cost	£

Asbestos Management Surveys - Initial -Domestic Buildings

Attendance per site	Unit Cost	£
Cost per m ² surveyed	Unit Cost	£

Asbestos Management Surveys - Re-Inspection - Corporate Buildings (non domestic)

Attendance per site	Unit Cost	£
Cost per asbestos item	Unit Cost	£
Cost for updating site drawing	Unit Cost	£
Cost per additional referred item	Unit Cost	£

Asbestos Management Surveys - Re-Inspection -Domestic Buildings

Attendance per site	Unit Cost	£
Cost per asbestos item	Unit Cost	£
Cost for updating site drawing	Unit Cost	£
Cost per additional referred item	Unit Cost	£

**Monitoring removal/remedial works by others.
Provision of re-assurance air tests.**

Daywork rate per hour (inclusive of mileage)	Operative	£ per hour
	Supervisor	£ per hour
Overtime rate per hour (inclusive of mileage)	Operative	£ per hour
	Supervisor	£ per hour

**Preparation of Method Statement & Abatement Specifications.
Provision of Refurbishment & Demolition surveys.**

Daywork rate per hour (inclusive of mileage)	Operative	£ per hour
	Supervisor	£ per hour
Overtime rate per hour (inclusive of mileage)	Operative	£ per hour
	Supervisor	£ per hour

Company Name:

Signed:

Date:



Shropshire
Council

RMCB 026

ASBESTOS CONSULTANCY SERVICE

PARTICULAR SPECIFICATION

Prepared by:

Shropshire Council
Asset Management Team
Shirehall
Shrewsbury
SY2 6ND

PARTICULAR SPECIFICATION

ASBESTOS CONSULTANCY SERVICE

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PARTICULAR SPECIFICATION

ASBESTOS CONSULTANCY SERVICE

1.0 GENERAL CONDITIONS

1.1 SCOPE OF WORK

Shropshire Council intends to set up an Asbestos Consultancy Services contract.

The contract shall comprise:

- the completion of asbestos management surveys (approx. 300 per year)
- the completion of asbestos refurbishment and demolition surveys (approx. 30 per year)
- the preparation of method statements and asbestos removal abatement specifications
- the provision of re-assurance air tests
- the monitoring of asbestos removal/remedial works by licensed contractors and the issuing of four stage clearance and re-occupancy paperwork (approx. 50 per year)

at approximately 300 premises which the Council has control over, typically schools, libraries, offices, fire stations, workshops, small holdings and care homes, located throughout Shropshire.

- the completion of asbestos management re-inspection surveys (approx. 800 - 1200 per year)
- the completion of asbestos management initial surveys (approx. 50 per year)
- the completion of asbestos refurbishment and demolition surveys (approx. 20 per year)
- the completion of one off bulk sampling to possible asbestos materials
- the provision of re-assurance air tests
- the monitoring of asbestos removal/remedial works by licensed contractors and the issuing of four stage clearance and re-occupancy paperwork (approx. 50 per year)

at approximately 4000 domestic premises, including communal areas and garages, which the Council has control over, all located throughout Shropshire.

It shall further comprise the provision of a 24 hour 365 day a year out of hours service for asbestos sampling and reassurance air testing.

1.2 IMPORTANT NOTES

Consultants 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 Consultant 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 Consultant or persons servicing the Consultant shall be made good at the Consultant's own expense to the satisfaction of Shropshire Council.

The Consultant shall make good any damage caused to the premises by the Consultant or persons servicing the Consultant during the contract at the Consultant's own expense to the satisfaction of Shropshire Council.

The Consultant 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 on all occasions.

Asbestos Management Regulation - Consultants shall be aware that there is a mandatory requirement to sign the onsite Asbestos Register prior to the commencement of any work.

The Consultant must ensure that all employees working for the Consultant and any persons servicing the Consultant 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.

This project is being undertaken on active Shropshire 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 about any schedule and limitations is imperative.

1.3 IDENTITY PASSES

All employees and persons servicing the Consultant shall, at the Consultant'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 Supervising Officer, at any time while the operative is on site.

1.4 GENERAL HEALTH AND SAFETY

The site shall be maintained as a clean area at all times free of any litter or debris. The Consultant 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 Consultant shall provide suitable first aid facilities on site.

The Consultant shall ensure that all personnel are provided with, and instructed to wear, proprietary respiratory and personal protective equipment (RPE, PPE) where and whenever there is a risk of injury.

If the premises management agree to provide in-house toilet facilities, the Consultant 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.

1.5 LEGISLATION

The Asbestos Consultant shall be fully aware of and comply with the following Health, Safety and Welfare Legislation:

- Fire Precautions Act
- The Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations
- Electricity at Work Regulations
- Construction (Head Protection) Regulations
- Environmental Protection Act
- The Control of pollution Act
- Manual Handling Operations Regulations
- Workplace (Health Safety and Welfare) Regulations
- Personal Protective Equipment at Work Regulations
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations
- Confined Space Regulations
- Lifting Operations & Lifting Equipment Regulations

Provision & Use of Work Equipment Regulations
Management of Health & Safety at Work Regulations
The Fire Precautions (Workplace) (Amendment) Regulations
Control of Substances Hazardous to Health Regulations
Control of Noise at Work Regulations
Working at Height Regulations
Construction and Design Management Regulations
The Control of Asbestos at Work Regulations

HSG264 – Asbestos: The survey guide
HSG268 – Asbestos: The analysts' guide for sampling, analysis and clearance procedures
HSG227 – A comprehensive guide to managing asbestos in premises
HSG53 – Respiratory Protective Equipment at Work
HSG65 – Successful Health and Safety management

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

1.6 RISK ASSESSMENT

The Consultant 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 Consultant 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.

1.7 METHOD STATEMENT

Consultants are reminded that for certain hazardous operations, they will have to prepare a "sufficient and relevant" Method Statement for the work. It is anticipated that such statements will include, where applicable 'the sequence and method of work'.

Shropshire 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.

1.8 INFORMATION TO BE SUBMITTED

The Contractor's tender should include the following information as directed by the Tender Response Document:-

- a generic risk assessment for tasks to be completed
- a method statement for the work to be undertaken
- address details of the office used as the base
- copies of accounts
- Health & safety Policy Statement
- Equal Opportunities Policy
- a sample of a typical Asbestos Management Survey completed by your company for the re-inspection of a system built primary school
- a sample of typical 4 stage clearance paperwork for the removal and encapsulation of ACM's from a school boiler-room
- a sample of a typical Asbestos Abatement Specification completed by your company for the removal of ACM's from a school boiler-room
- experience details for each member of staff, including sub-contractors, involved in the contract
- CHAS certificate
- Industry Association member certificate
- ISO 17020 and ISO 17025 certificates

The successful consultant will be expected to provide the following details upon appointment before the contract commences

- photocopies of Insurance Certificates
- details of DBS checks
- ISO 9001 and ISO 14001 certificates

1.9 DISCLOSURE AND BARRING SERVICE (DBS)

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

DBS Eligibility criteria is strictly regulated by the law and DBS Checks can only be obtained for certain roles. Enhanced disclosures or DBS checks are required for all employees who may undertake monitoring duties at school sites as part of this contract.

2.0 SPECIFIC CONDITIONS

2.1 DURATION OF CONTRACT

Competitive fixed price tenders are being invited for the 4 year period 1st April 2017 – 31st March 2021.

2.2 PROGRAMME OF WORK

The arrangements for inspections are to be made in advance with the head teacher or manager of each property, giving notification that you will require access to all locations that may contain asbestos.

All surveys, inspections and monitoring 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 Shropshire Council in overtime payments to their own or Consultants staff.

2.3 SURVEY SCHEDULE

A schedule giving the property number and name of each property with an indication of the inspection date is included with the tender documents.

2.4 PAYMENT

Payment of invoices will be made in arrears following the submission of the invoice with all the relevant documentation. Invoices must clearly state the relevant property name, number and amount.

2.5 COSTS

The cost of providing the service shall be on a cost per property basis and will be fixed for the 4 year period of the contract.

2.6 DELETION OF PROPERTIES OR PLANT

The Contract Administrator may, during the period of the contract, wish to delete properties or plant from the annual schedule. Any such deletions shall be effected by giving one months' notice in writing and shall be effected without penalty to Shropshire Council.

2.7 ADDITION OF PROPERTIES OR PLANT

The Contract Administrator may, during the period of the contract, wish to add Properties or Plant to the annual schedule. This shall be at the contract unit costs.

2.8 ACCESS TO PLANT AND EQUIPMENT

The Consultant shall supply all access equipment necessary to gain full access up to 5 metres if access is required above 5 metres this will be subject to a variation to the contract.

2.9 TRANSPORT

The contract shall be deemed to include all transport costs for performing work within the contract.

2.10 RECALLS

Return visits within 28 days necessitated in the judgement of the Contract Administrator shall be at the Consultant's expense.

2.11 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 On Site Management and the Contract Administrator's attention by telephone on 01743 253408.

2.12 ASSET MANAGEMENT SYSTEM

Shropshire Council utilise an asset management system to record its Asbestos data, which is presently uploaded by Shropshire Council, via an excel spreadsheet, which will be supplied to the Asbestos Consultant by Shropshire Council. The Asbestos Consultant shall populate this spreadsheet with each Management Survey. A 'non asbestos containing material' spreadsheet shall also be supplied by the consultant.

It is possible that during the 4 year Contract period the supplier of the Asset Management System may change, at which time the Asbestos Consultant may be required to upload the surveys and data directly onto a web based system from their own premises, with no additional cost to Shropshire Council.

2.13 MANAGEMENT SURVEY FORMAT - EXAMPLES

Examples of a Management Survey Report, Drawing and the Databases are provided with the tender documentation. These are provided to show the format that shall be used by the Asbestos Consultant.

2.14 WEB BASED PORTAL

The Asbestos Consultant shall make available a password controlled web based portal, for the duration of the Contract.

It is an essential requirement that all historic and subsequently completed asbestos surveys of the domestic housing stock are held on the web-based portal with password controlled access which can be gained by relevant council staff and authorised contractors. The ability to monitor user access and usage on the web-portal is also a requirement.

The consultant shall provide monthly updates via CSV file to enable updating of Council records pertaining to the domestic housing stock.

The consultant shall provide electronic copies of the management survey reports.

During the Contract period Shropshire Council intend to introduce the use of a shared portal for tasks such as job completion, work orders etc at which time the Asbestos Consultant shall be required to use the system.

3.0 ASBESTOS MANAGEMENT SURVEYS

3.1 SCOPE OF INITIAL SURVEYS

This will be subject to individual work instructions or schedule as and when required complete with property number, property name, property address and gross internal floor area, this area does not take into account voids, roof spaces or ducts which shall be included within the survey.

An AutoCAD plan of the property will also be provided showing individual room numbers if not, the consultant is expected to provide a simple block plan. All test points and referred locations are to be indicated on the drawings if provided in electronic format it is expected that they are returned in electronic format.

A copy of any relevant previous asbestos report will be supplied to the consultant prior to the survey being commenced.

On site staff qualifications to be BOHS P402

UKAS accredited laboratory staff qualifications to be BOHS P401

UKAS accredited laboratory to be ISO17020 for the surveying and inspection procedure

UKAS accredited laboratory to be ISO17025 for the bulk sampling and identification

3.2 PAYMENT

Payment will be in the form of one attendance payment plus a unit cost per square metre of the gross internal floor area.

This will cover all Surveyors time on and off site and all costs for the analysis of samples undertaken.

3.3 SURVEY

The survey shall be as defined in HSG264 & HSG227. All rooms must be inspected and a negative return provided if no suspect materials are identified. Within each room the survey shall include the room structure, plant & equipment, area above suspended ceilings, floor ducts if the room contains an access point and roof space if the room contains an access hatch. If any roof space hatch or floor duct access point has not been inspected a full descriptive reason must be given for inaccessibility and the point recorded as ACM's may be present. It is expected that all survey teams have access to suitable access and lifting equipment.

If the survey of a duct or void is not completed due to the presumed presence of ACM's and this is then subsequently recorded as non asbestos, a return visit to continue the inspection shall be undertaken at no additional cost to Shropshire Council. If the ACM's are confirmed and the duct or void has not been fully inspected this must also be recorded.

Care must be taken to cause as little disruption to the building users as possible and sampling shall be carried out when rooms are unoccupied.

The sampling regime shall be limited to providing generally representative samples rather than high volume, detailed sampling as recommended in the document Asbestos Materials in Buildings. Samples of all suspect material should be taken for identification purposes by a laboratory holding full UKAS accreditation for the identification of Asbestos. Each sample will have a risk assessment carried out to identify the risk it may present to staff, consultants or members of the public with clearly defined fields as detailed below:-

- Sequential sample number actual or referred
- Digital photograph
- Property number
- Block number for external

- Room number for internal
- Position description
- Date of survey

- Product type
- Extent of Damage
- Surface Treatment
- Asbestos Type

- Normal Occupant Activity
 - Main Type of Activity
- Likelihood of Disturbance
 - Location
 - Accessibility
 - Extent/Amount
- Human Exposure Potential
 - Number of Occupants
 - Frequency of use of Area
 - Average time area in use
- Maintenance Activity
 - Type of maintenance activity
 - Frequency of maintenance activity

All samples shall be numbers sequentially from 1 and all items that are referred back to this sample point shall be numbered 1A, 1B etc.

All sample points shall be suitably sealed and marked by a numbered sample sticker.

A digital photograph shall be taken of all materials sampled and all materials recorded as referred locations. The file name for all photographs shall be Property Number – Sample Number.

3.4 REPORT

One paper copy of the report shall be supplied. A 'non ACM' database shall be provided. The report for the property shall provide the following in printed & electronic format. An electronic database format with all fields clearly defined is also required, for loading into Shropshire Councils asset management system.

3.4.1 Front page

- Property name
- Property number
- Photograph of property
- Date of survey
- Name of company undertaking survey

3.4.2 Description room by room.

- Room number
- Room title
- Room number given on site
- Asbestos materials detected, refer to sample details / No asbestos materials detected
- Duct access point present
- Roof access hatch present
- Construction material description
 1. Floor
 2. Walls
 3. Ceiling
 4. Windows

5. Doors
6. Reveals & blind boxes

3.4.3 Description external block by block.

- Block number
- Block title
- Asbestos materials detected, refer to sample details / No asbestos materials detected
- Construction material description
 1. Roofs
 2. Walls
 3. Doors
 4. Windows
 5. Soffits
 6. Fascias
 7. Gutters & down pipes

3.4.4 Sample results two per page

- Sequential sample number actual or referred
- Digital photograph
- Property number
- Block number for external
- Room number for internal
- Position description
- Date of survey

- Product type
- Extent of Damage
- Surface Treatment
- Asbestos Type

- Normal Occupant Activity
 - Main Type of Activity
- Likelihood of Disturbance
 - Location
 - Accessibility
 - Extent/Amount
- Human Exposure Potential
 - Number of Occupants
 - Frequency of use of Area
 - Average time area in use
- Maintenance Activity
 - Type of maintenance activity
 - Frequency of maintenance activity

- Certificate of Analysis

3.4.5 Drawing

- Numbered sample points
- Numbered referred locations
- Extent of material for external locations with numbered sample points

Asbestos sample points & referred locations to be marked by the sample number within a circle with red background.

Non-asbestos sample points & referred locations to be marked by the sample number within a circle with clear background.

When asbestos has been removed the point will be marked by the sample number within a circle with green background.

3.5 DOMESTIC HOUSING PROPERTIES

It is an essential requirement that all historic and subsequently completed asbestos surveys of the domestic housing stock are held on a web-based portal with password controlled access which can be gained by relevant council staff and authorised contractors. The ability to monitor user access and usage on the web-portal is also a requirement.

The consultant shall provide monthly updates via CSV file to enable updating of Council records pertaining to the domestic housing stock.

The consultant shall provide electronic copies of the management survey reports.

4.0 ASBESTOS MANAGEMENT SURVEYS

4.1 SCOPE OF REINSPECTION SURVEYS

The consultant will be provided with a schedule of all properties to be inspected during the year as per the indicative schedule provided with this specification.

The schedule will show the indicative inspection date and the total number of asbestos locations for Reinspection.

At the individual property the Asbestos System Records Manual is to be located. This will show location of all asbestos and the last risk assessment for each item.

On site staff qualifications to be BOHS P402

UKAS accredited laboratory staff qualifications to be BOHS P401

UKAS accredited laboratory to be ISO17020 for the surveying and inspection procedure

UKAS accredited laboratory to be ISO17025 for the bulk sampling and identification

4.2 PAYMENT

Payment will be in the form of one attendance payment then a unit cost for each asbestos location. However, a unit cost for updating the drawing and a unit cost for each additional referred item will be accepted.

4.3 REINSPECTIONS

The surveyor shall inspect, during the month of the last inspection, all asbestos locations and evaluate all elements of risk assessment that may be subject to change:-

- Sample number
- Property number
- Block number if external
- Room number if internal

- Product type
- Extent of Damage
- Surface Treatment
- Asbestos Type

- Normal Occupant Activity
 - Main Type of Activity
- Likelihood of Disturbance
 - Accessibility
 - Extent/Amount
- Human Exposure Potential
 - Number of Occupants
 - Frequency of use of Area
 - Average time area in use
- Maintenance Activity
 - Type of maintenance activity
 - Frequency of maintenance activity

4.4 SITE DRAWING

At the Reinspection an updated site drawing is to be produced on a detailed drawing supplied with the schedule of properties if available this will be in AutoCAD format.

Exact locations of samples are to be marked on the drawing along with all referred locations previously only mentioned in the previous asbestos sample notes.

4.5 REPORT

One paper copy of the report shall be supplied. A 'non ACM' database shall be provided. An electronic database format with all fields clearly defined is also required, for loading into Shropshire Councils asset management system. The report format shall be as paras 2.13 and 3.4 above.

The report shall be attached to the invoice and shall be submitted to this office within 4 weeks of the Reinspection.

4.6 DOMESTIC HOUSING PROPERTIES

It is an essential requirement that all historic and subsequently completed asbestos surveys of the domestic housing stock are held on a web-based portal with password controlled access which can be gained by relevant council staff and authorised contractors. The ability to monitor user access and usage on the web-portal is also a requirement.

The consultant shall provide monthly updates via CSV file to enable updating of Council records pertaining to the domestic housing stock.

The consultant shall provide electronic copies of the management survey reports.

5.0 PREPARATION OF METHOD STATEMENTS, ASBESTOS ABATEMENT SPECIFICATIONS, MONITORING OF ASBESTOS REMOVAL BY OTHERS & AIR TESTING

5.1 SCOPE OF WORK

The consultant will be provided with individual work instructions as and when required for:-

- the production of method statements and asbestos abatement specifications for asbestos removal
- the provision of reassurance air tests
- the monitoring of asbestos removal by licensed asbestos contractors
- the production of air counts during asbestos removal
- the provision of 4 stage clearance documentation
- the provision of re-occupancy documentation

On site staff qualifications to be BOHS P403, P404 & P405

5.2 PAYMENT

Payment will be as the declared Day Work Rates for work on site and travelling time to and from site.

5.3 FOUR STAGE CLEARANCE PAPERWORK

The report shall provide certified quantification of the airborne asbestos fibre concentrations during and after the asbestos removal and shall consist of:-

- Test report sheet prior to start of removal
- Test report sheet during removal
- Enclosure work area clearance certificate report
- Test report sheet after removal work
- Visual inspection report
- Certificate of re-occupation
- Decontamination unit clearance report
- Sample number of asbestos removed
- Statement if total or partial removal. If partial removal a drawing and photographs shall be provided showing the extent of the removal.

6.0 ASBESTOS REFURBISHMENT & DEMOLITION SURVEYS

6.1 SCOPE OF WORK

This will be subject to individual work instructions as and when required complete with property number, property name, property address and plan showing the extent of the required survey.

On site staff qualifications to be BOHS P402

UKAS accredited laboratory staff qualifications to be BOHS P401

UKAS accredited laboratory to be ISO17020 for the surveying and inspection procedure

UKAS accredited laboratory to be ISO17025 for the bulk sampling and identification

6.2 PAYMENT

Payment will be as the declared Day Work Rates for work on site and travelling time to and from site.

6.3 SURVEY

The survey shall be a completed in accordance with HSG264 & HSG227. The entire area as defined on the AutoCAD drawing and/or described on the work instruction must be inspected and a negative return provided if no suspect materials identified.

Samples of all suspect material should be taken for identification purposes by a laboratory holding full UKAS accreditation for the identification of Asbestos. Each sample will have a risk assessment carried out to identify the risk it may present to staff, consultants or members of the public as detailed below:-

- Sequential sample number starting from the last recorded number from previous test samples
- Digital photograph
- Property number
- Block number for external
- Room number for internal
- Position description
- Date of survey

- Product type
- Extent of Damage
- Surface Treatment
- Asbestos Type

- Normal Occupant Activity
 - Main Type of Activity
- Likelihood of Disturbance
 - Location
 - Accessibility
 - Extent/Amount
- Human Exposure Potential
 - Number of Occupants
 - Frequency of use of Area
 - Average time area in use
- Maintenance Activity
 - Type of maintenance activity
 - Frequency of maintenance activity

All samples shall be numbers sequentially from the last recorded number in the on site asbestos register and all items that are referred back to this sample point shall be numbered 9A, 9B etc.

All sample points shall be suitably made good, sealed and marked by a numbered sample sticker.

A digital photograph shall be taken of all materials sampled and all materials recorded as referred locations. The file name for all photographs shall be Property Number – Sample Number.

6.4 REPORT

One paper copy & one electronic copy of the report shall be supplied. The report shall show the property number, property name and date of inspection then address each asbestos location as shown below. A database readable electronic format shall also be provided.

The report shall be attached to the invoice and shall be submitted to this office within 2 weeks of inspection.

6.4.1 Sample results two per page

- Sequential sample number actual or referred
- Digital photograph
- Property number
- Block number for external
- Room number for internal
- Position description

- Product type
- Extent of Damage
- Surface Treatment
- Asbestos Type

- Normal Occupant Activity
 Main Type of Activity
- Likelihood of Disturbance
 Location
 Accessibility
 Extent/Amount
- Human Exposure Potential
 Number of Occupants
 Frequency of use of Area
 Average time area in use
- Maintenance Activity
 Type of maintenance activity
 Frequency of maintenance activity

- Certificate of Analysis

6.4.2 Drawing

- Numbered sample points
- Numbered referred locations
- Extent of material for external locations with numbered sample points

Asbestos sample points & referred locations to be marked by the sample number within a circle with red background.

Non-asbestos sample points & referred locations to be marked by the sample number within a circle with clear background.

When asbestos has been removed the point will be marked by the sample number within a circle with green background.

7.0 RESPONSE TIMES & PERFORMANCE INDICATORS

7.1 RESPONSE TIMES

Work activity	Completion within
1. Start of management initial survey following order	4 weeks
2. Production of initial survey report "3.4" following survey	2 weeks
3. Production of management Re-inspection report "4.5" following allocated month of test.	4 weeks
4. Production of asbestos removal Method Statement or abatement specification following order	2 weeks
5. Production of asbestos removal reports "5.3" following issue of Certificate of re-occupation on site	2 weeks
6. Response for emergency on site attendance for air counts or advice.	4 hours
7. Production of performance indicators month ending Jun, Sep, Dec and Mar.	2 weeks

7.2 PERFORMANCE INDICATORS

At the end of each quarter Jun, Sep, Dec and Mar the following performance indicators shall be provided.

1. Number of management initial survey orders received
2. Number of initial survey's started within response time
3. Number of initial survey's started outside response time
4. Number of initial survey's not started

5. Number of initial survey reports produced within response time
6. Number of initial survey reports produced outside response time
7. Number of initial survey reports not produced

8. Number of management Reinspection reports due within the quarter
9. Number of Reinspection reports produced within the response time
10. Number of Reinspection reports produced outside response time
11. Number of Reinspection reports not produced

12. Number of method statements requested
13. Number of method statements produced within the response time
14. Number of method statements produced outside response time
15. Number of method statements not produced

16. Number of asbestos removal monitoring requests
17. Number of asbestos removal monitoring reports produced within the response time
18. Number of asbestos removal monitoring reports produced outside response time
19. Number of asbestos removal monitoring reports not produced

20. Number of emergency on site attendance requests
21. Number of emergency on site attendance requests within the response time
22. Number of emergency on site attendance requests outside response time
23. Number of emergency on site attendance requests not attended



Tender Response Document

RMCB 026

Asbestos Consultancy Service

Name of TENDERING
ORGANISATION
(please insert)

Shield On-Site Services 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:

Shropshire Council intends to set up an Asbestos Consultancy Services contract.

The contract shall comprise:

- the completion of asbestos management surveys (approx. 300 per year)
- the completion of asbestos refurbishment and demolition surveys (approx. 30 per year)
- the preparation of method statements and asbestos removal abatement specifications
- the provision of re-assurance air tests
- the monitoring of asbestos removal/remedial works by licensed contractors and the issuing of four stage clearance and re-occupancy paperwork (approx. 50 per year)

at approximately 300 premises which the Council has control over, typically schools, libraries, offices, fire stations, workshops, small holdings and care homes, located throughout Shropshire.

- the completion of asbestos management re-inspection surveys (approx. 800 - 1200 per year)
- the completion of asbestos management initial surveys (approx. 50 per year)
- the completion of asbestos refurbishment and demolition surveys (approx. 20 per year)
- the completion of one off bulk sampling to possible asbestos materials
- the provision of re-assurance air tests
- the monitoring of asbestos removal/remedial works by licensed contractors and the issuing of four stage clearance and re-occupancy paperwork (approx. 50 per year)

at approximately 4000 domestic premises, including communal areas and garages, which the Council has control over, all located throughout Shropshire.

It shall further comprise the provision of a 24 hour 365 day a year out of hours service for asbestos sampling and reassurance air testing.

The fixed price Contract will be for a period of up to 4 years commencing on 1st April 2017.

The Asbestos Consultant shall hold Contractors Health & Safety Assessment Scheme (CHAS) accreditation or EU equivalent scheme.

The Asbestos Consultant shall hold full UKAS accreditation for testing, analysis, 4 stage clearance testing and sampling to ISO 17025 and surveying to ISO 17020 or EU Equivalent.

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. 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.

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You must sign all 4 certificates in sections A1 to A4		
B	Supplier Information– For information only	12
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Award Criteria

Tenderers will be evaluated on the answers they provide in the 'Tender Response Document'. The following award 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 to E)

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 competence, 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	Supplier Information– For information only
Section C	Grounds for <u>Mandatory</u> Exclusion
Section D	Grounds for <u>Discretionary</u> Exclusion
Section E	Pass/ Fail Technical and Professional ability

In relation to discretionary exclusion grounds (section D &E):-

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 50% (500 marks)		
Section F / Q 1	Price	50 / 500 max marks
Total for price		50 / 500 max marks
Quality 50% (500 marks)		
Section F / Q 2.1	Response to Technical Specification	For information only
Section F / Q 2.2	Qualifications, Experience and Training History	6 / 60 max marks
Section F / Q 2.3	Asbestos Management Survey	6 / 60 max marks
Section F / Q 2.4	Project Sample	6 / 60 max marks
Section F / Q 2.5	Asbestos Abatement Specification	6 / 60 max marks
Section F / Q 2.6	DBS (Disclosure and Barring Service)	5 / 50 max marks
Section F / Q 2.7	Case Study and Methodology	15 / 150 marks
Section F / Q 2.8	Quality Assurance and Environmental Assurance	6 / 60 marks
Total for quality		50 / 500 max marks

Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
Excellent	10	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	9	
Good	8	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	7	

Acceptable	6	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	5	
Minor Reservations	4	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	3	
Serious Reservations	2	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	1	
Unacceptable	0	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

The tender receiving the highest mark for Quality Criteria overall will receive the full 500 marks available for Quality. Other tenders will receive a % mark that reflects the difference in the marks between those tenders and the tender receiving the highest mark for Quality overall.

Price Evaluation and scoring

The most competitively priced tender will receive the maximum mark for price being 500. 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.

Price will be evaluated by using the 'total annual re-inspection survey' cost tendered in Section F Pricing Schedule, plus the cost of 30 refurbishment and demolition surveys and 50 asbestos removal monitoring tasks in non-domestic properties, plus 825 asbestos re-inspection management surveys and 50 initial management surveys in domestic housing properties, using the 'day work rates' and 'unit costs' also tendered in Section F Pricing Schedule.

The cost of 30 refurbishment and demolition survey will be calculated as below:-

$$30 \times [(9 \times \text{supervisor } \text{£/hr}) + (9 \times \text{operative } \text{£/hr})]$$

The cost of 50 asbestos removal monitoring task will be calculated as below:-

$$50 \times [(5 \times \text{supervisor } \text{£/hr}) + (27 \times \text{operative } \text{£/hr})]$$

The cost of 825 asbestos re-inspection management surveys and 50 initial management survey in domestic housing properties will be calculated using the criteria below:-

Attendance per site
80 m² floor area
20 Asbestos items
Updating site drawing

The cost of 825 asbestos re-inspection management surveys:-

$825 \times [\text{attendance } \pounds + (20 \times \pounds/\text{item}) + (\pounds/\text{drawing update})]$

The cost of 50 initial management surveys:-

$50 \times [\text{attendance } \pounds + (80 \times \pounds/\text{m}^2)]$

Section A: 1. Form of Tender

<u>Form of Tender</u>
<p>Shropshire Council Tender for Asbestos Consultancy Service</p>
<p>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 Asbestos Consultancy Service at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the General Terms and Conditions, copies of which we have received.</p>
<p>Signed ... [REDACTED] . Name... [REDACTED]</p>
<p>Date ...20th October 2016.....</p>
<p>Designation</p>
<p>Company...Shield On-Site Services Ltd.....</p>
<p>Address ...Brindley House, Lowfields Business Park, Elland.....</p> <p>.....</p> <p>.....</p>
<p>..... Post Code ...HX5 9HF.....</p>
<p>Tel No ...01484 545 533..... Fax No ...01484 545 577.....</p>
<p>E-mail address ...bidteam@hsltd.com</p>
<p>Web address ...www.shieldon-siteservices.com.....</p>

Section A:
2. Non-Canvassing Certificate

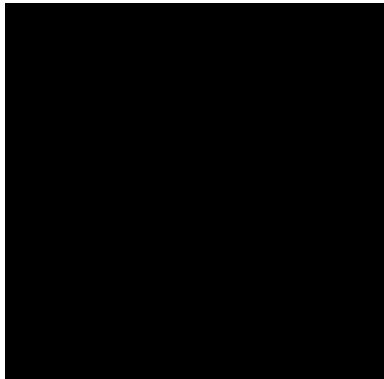
Non-Canvassing Certificate

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 of 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...Financial Director.....

Signed (2)

Status...Company Secretary.....

(For and on behalf of ...Shield On-Site Services Ltd.....)

Date ...20th October 2016.....

Section A:
3. Non-Collusive Tendering Certificate

Non-collusive Tendering Certificate

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

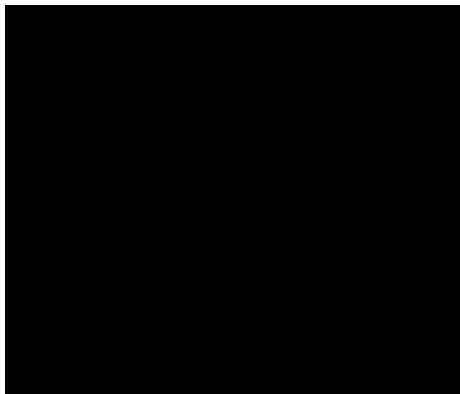
The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

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...Financial Director.....

Signed (2)

Status...Company Secretary.....

(For and on behalf of ...Shield On-Site Services Ltd.....)

Date ...20th October 2016.....

Section A:
4. Declaration of Connection with Officers or Elected Members of the Council

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?

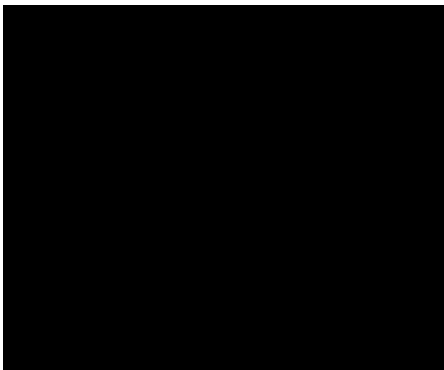
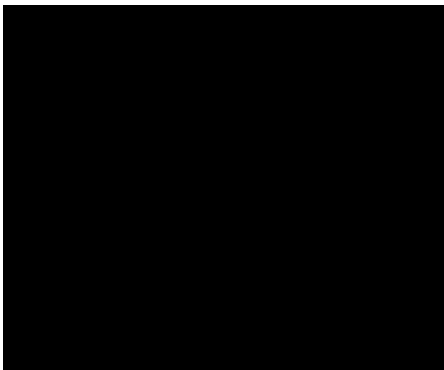
Yes / No

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...Financial Director.....
Signed (2)		Status...Company Secretary.....
(For and on behalf of ...Shield On-Site Services Ltd.....)		
Date ...20 th October 2016.....		

SECTION B

1. Supplier Information

1.1 Supplier details	Answer	
Full name of the Supplier completing the Tender	Shield On-Site Services Ltd	
Registered company address	Alton House Alton Business Park Alton Road Ross-on-Wye Herefordshire HR9 5BP	
Registered company number	7814171	
Registered charity number	N/A	
Registered VAT number	168 4658 63	
Name of immediate parent company	Shield (UK Compliance) Holdings Ltd	
Name of ultimate parent company	ACTA* Holding BV	
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input checked="" type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) ¹	<input checked="" type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes
1.2 Bidding model		

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

Please mark 'X' in the relevant box to indicate whether you are;	
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	<input checked="" type="checkbox"/> Yes
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	<input type="checkbox"/> Yes
c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	<input type="checkbox"/> Yes
d) Bidding as a consortium but not proposing to create a new legal entity. If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.	<input type="checkbox"/> Yes <u>Consortium members</u> <u>Lead member</u>
e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.	<input type="checkbox"/> Yes <u>Consortium members</u> <u>Current lead member</u> <u>Name of Special Purpose Vehicle</u>

1.3 Contact details	
Supplier contact details for enquiries about this tender	
Name	■■■■■■■■■■
Postal address	Brindley House Lowfields Business Park Elland HX5 9HF
Country	UK
Phone	01484 545 533
Mobile	N/A
E-mail	bidteam@hsltd.com

1.4 Licensing and registration (please mark 'X' in the relevant box)		
1.4.1	<p>Registration with a professional body</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide the registration number in this box.</p> <p>Not applicable to Shield On-Site Services</p>
1.4.2	<p>Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.</p>

SECTION C

2. – Grounds for Mandatory Exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking ‘X’ in the relevant box.	
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		X
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		X
(c) the common law offence of bribery;		X
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		X
(e) any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		X
(i) the offence of cheating the Revenue;		X
(ii) the offence of conspiracy to defraud;		X
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		X

(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		X
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		X
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		X
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		X
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		X
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		X
(f) any offence listed—		X
(i) in section 41 of the Counter Terrorism Act 2008; or		X
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		X
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		X
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		X
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		X
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		X
(k) an offence under section 59A of the Sexual Offences Act 2003;		X
(l) an offence under section 71 of the Coroners and Justice		X

Act 2009		
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		X
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		X
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		X
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		X
<p><u>Non-payment of taxes</u></p> <p>2.2 Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		X

SECTION D

3. Grounds for discretionary exclusion - Part 1

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		X
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;		X
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		X
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		X
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		X
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		X
(g) your organisation has 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;		X
(h) your organisation— (i) has been 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; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or		X

(i) your organisation has undertaken to		X
(aa) unduly influence the decision-making process of the contracting authority, or		X
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		X
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		X

Conflicts of interest

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

Taking Account of Bidders' Past Performance

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Supplier that answers 'Yes' to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self cleans" the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and

- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

4. ECONOMIC AND FINANCIAL STANDING

FINANCIAL INFORMATION									
4.1	<p>Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.</p> <table border="1"> <tr> <td>(a) A copy of the audited accounts for the most recent two years</td> <td>X See Section 1</td> </tr> <tr> <td>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</td> <td></td> </tr> <tr> <td>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td></td> </tr> <tr> <td>(d) 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).</td> <td></td> </tr> </table>	(a) A copy of the audited accounts for the most recent two years	X See Section 1	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation		(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position		(d) 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).	
(a) A copy of the audited accounts for the most recent two years	X See Section 1								
(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation									
(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position									
(d) 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).									
4.2	<p>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide the name below:</p> <table border="1"> <tr> <td>Name of the organisation</td> <td>ACTA* Holding BV</td> </tr> <tr> <td>Relationship to the Supplier completing the PQQ</td> <td>Ultimate Parent Company</td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available. If yes, would the Ultimate / parent willing to provide a guarantee if necessary? If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p>	Name of the organisation	ACTA* Holding BV	Relationship to the Supplier completing the PQQ	Ultimate Parent Company				
Name of the organisation	ACTA* Holding BV								
Relationship to the Supplier completing the PQQ	Ultimate Parent Company								

5. TECHNICAL AND PROFESSIONAL ABILITY

5	Relevant experience and contract examples			
<p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the Authority’s requirement. Contracts for services should have been performed during the past <u>three</u> years. VCSEs may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the Authority 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 will 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 principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>				
		Contract 1	Contract 2	Contract 3
5.1	Name of customer organisation	██████████	██████████	██████████
5.2	Point of contact in customer organisation Position in the organisation E-mail address	██████████ ██████████ ██████████ ██████████ ██████████	██████████ ██████████ ██████████ ██████████	██████████ ██████████ ██████████ ██████████
5.3	Contract start date Contract completion date Estimated Contract Value	██████████ ██████████ ██████████	██████████ ██████████ ██████████	██████████ ██████████ ██████████

5.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	Please see Section 3 – Contract Examples	Please see Section 3 – Contract Examples	Please see Section 3 – Contract Examples
5.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.				
Not applicable to Shield On-Site Services				

SECTION E

6 – Project specific questions to assess Technical and Professional Ability

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes.

Further project specific questions relating to the technical and professional ability of the supplier.

6.1 - Insurance

1.	<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:</p> <p>Employer’s (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £5,000,000 Professional Indemnity Insurance = £5,000,000</p> <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.</p>	<p>X Yes</p> <p><input type="checkbox"/> No</p>
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6.2 – Compliance with equality legislation

<p>For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.</p>		
1.	<p>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)?</p>	<p><input type="checkbox"/> Yes</p> <p>X No</p>
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. 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>	<p><input type="checkbox"/> Yes</p> <p>X No</p>

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
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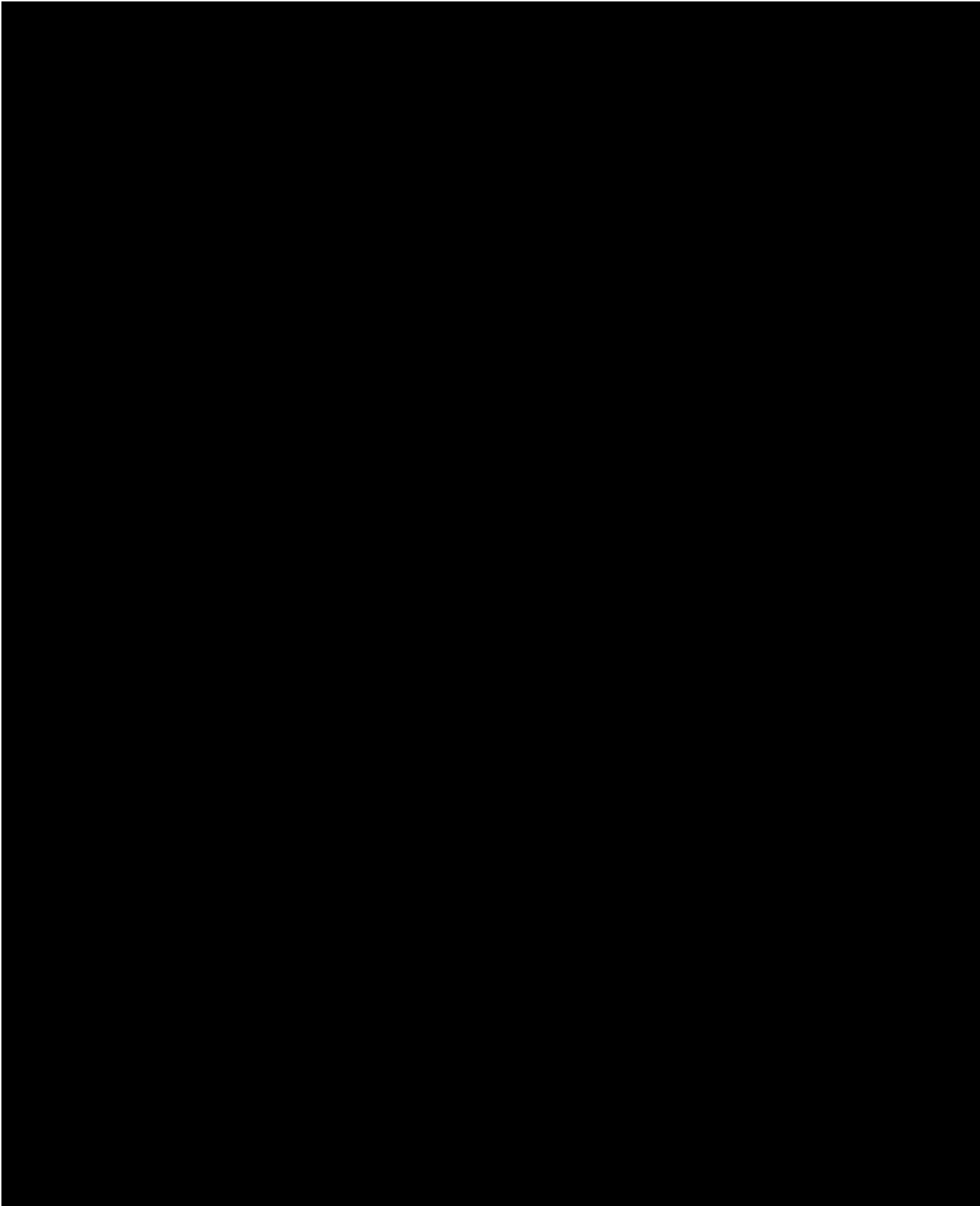
6.3 – Environmental Management

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)? If your answer to 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

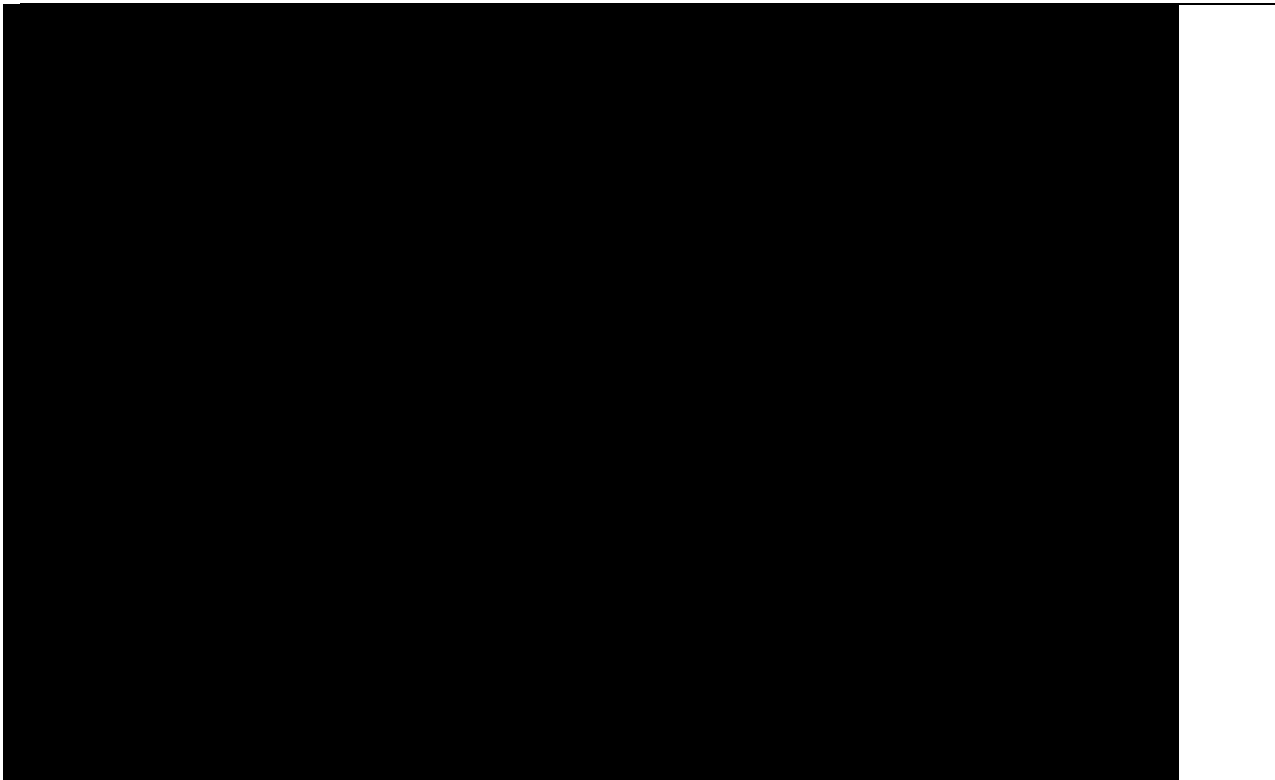
6.4 – Health & Safety

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.	<p>Do you currently have CHAS Accreditation, an external health and safety accreditation, (Contractors Health and Safety Assessment Scheme) OR an equivalent as mutually recognised under SSIP (Safety Schemes in Procurement). Accepted certificates:- NHBC, EXOR, SAFE Contractor, SMAS Worksafe, Altius VA, Eurosafe UK, BSI OHSAS – 18001, Safe-T-Cert, FSG-Facilities Services Group & CHAS Accreditation</p> <p><u>This is Mandatory Requirement</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

5.	<p>If YES to 4 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation: CHAS</p> <p>Reference No: No reference number given</p> <p>Date accreditation expires or is to be renewed: 15th October 2016</p> <p>Please tick here if a copy of certificate attached <input checked="" type="checkbox"/></p>	Certificate included in Section 4						
6.	<p>Please state how many accidents have been reported to your Enforcing Authority under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in the last 2 years?</p> <table border="1" data-bbox="347 654 908 878"><thead><tr><th></th><th>Total</th></tr></thead><tbody><tr><td>No. of accidents reported under RIDDOR last year</td><td>■</td></tr><tr><td>No. of accidents reported under RIDDOR this year</td><td>0</td></tr></tbody></table>		Total	No. of accidents reported under RIDDOR last year	■	No. of accidents reported under RIDDOR this year	0	
	Total							
No. of accidents reported under RIDDOR last year	■							
No. of accidents reported under RIDDOR this year	0							
7.	<p>Does your company consult with employees on health and safety?</p> <p>If YES, please give details below.</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p>	<p>X Yes</p> <p>□ No</p>						
8.	<p>Where do you get your competent health and safety advice?</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p> <p>■ [REDACTED]</p>							














9.	Do you provide Asbestos Training to your employees, appropriate to their role within the Company, which is in accordance with United Kingdom Asbestos Training Association (UKATA) requirements? If so, please provide evidence. This is Mandatory Requirement	
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6.5 – Accreditations and Quality Assurance

1.	<p>Does your organisation hold UKAS accreditation to ISO17020 for surveying and inspection procedures UKAS accreditation to ISO17025 for bulk sampling and identification?</p> <p><u>This is a Mandatory Requirement</u></p> <p>Please tick here if copy enclosed <input checked="" type="checkbox"/></p>	<p>YES/NO</p> <p>Certificates included in Section 5</p>		
2.	<p>Please list any professional or trade organisations by which your company is accredited. You should only list those that are relevant to this contract and which will support your application i.e. ATaC, ACAD, ilac-MRA, UKATA, CL Please state whether the award belongs to the company or an individual.</p> <p>The consultant shall be a member of a relevant Industry Association (i.e. ATaC, ACAD, BOHS, BSC) and that associations' quality audit scheme.</p> <p><u>This is a Mandatory Requirement.</u></p>			
Name of Awarding Organisation/Body		Level of Accreditation	Date Achieved	Date of Expiry/Renewal

	Lloyds Register LRQA Alcumus ISOQAR Safecontractor Constructionline CHAS Achilles	 	 	      
	Please provide copies of the certificates you have given above or other proof of the qualifications. See Section 6 – Membership of Professional Bodies		Enclosed YES/NO	

6.6 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 F – TENDER SCHEDULE

Pricing Schedule (Please complete the attached Section F pricing schedule and return)	
1.1	<p>Price will be evaluated by using the ‘total annual re-inspection survey cost’ tendered in the Pricing Schedule, plus the cost of 30 refurbishment and demolition surveys and 50 asbestos removal monitoring tasks in non-domestic properties, plus 825 asbestos re-inspection management surveys and 50 initial management surveys in domestic housing properties, using the ‘day work rates’ and ‘unit costs’ also tendered in the Pricing Schedule.</p> <p>The cost of 30 refurbishment and demolition surveys will be calculated as below:-</p> $30 \times [(9 \times \text{supervisor } \text{£/hr}) + (9 \times \text{operative } \text{£/hr})]$ <p>The cost of 50 asbestos removal monitoring tasks will be calculated as below:-</p> $50 \times [(5 \times \text{supervisor } \text{£/hr}) + (27 \times \text{operative } \text{£/hr})]$ <p>The cost of 825 asbestos re-inspection management surveys and 50 initial management surveys in domestic housing properties will be calculated using the criteria below:-</p> <ul style="list-style-type: none"> Attendance per site 80 m² floor area 20 Asbestos items Updating site drawing <p>The cost of 825 asbestos re-inspection management surveys:-</p> $825 \times [\text{attendance } \text{£} + (20 \times \text{£/item}) + (\text{£/drawing update})]$ <p>The cost of 50 initial management surveys:-</p> $50 \times [\text{attendance } \text{£} + (80 \times \text{£/ m}^2)]$

Tender Schedule	
2.1	<p>Please set out below why you feel your organisation is well placed to undertake this contract. You should include in your answer a brief history of your organisation and details of any previous similar contracts and experience in order to illustrate proven competency for the required supply.</p> <p>██████████ ██ ██ ██ ██ ██ ██</p>

	<p>[Redacted text block containing multiple paragraphs of blacked-out information]</p>
<p>2.2</p>	<p>Please provide details of all the individuals that <u>will be involved</u> in undertaking the required Asbestos Consultancy services, this should include their relevant qualifications, experience and training history.</p> <p>This questions is worth 60 marks having a weighting of 6</p> <p>Please tick here if details are attached <input checked="" type="checkbox"/></p>

	<p>See Section 7 – SOSS Shropshire Council Team</p>
<p>2.3</p>	<p>In order to show how you will deliver the required Asbestos Consultancy services to the Council, please provide a real project sample of a typical Asbestos Management Survey, completed by your Company, for a re-inspection survey of a system built (CLASP, SCOLA) primary school.</p> <p>This question is worth 60 marks having a weighting of 6</p> <p>Please tick here to confirm that sample is attached <input checked="" type="checkbox"/></p> <p>See Section 8 – Project Sample Report – System Built Primary School</p>
<p>2.4</p>	<p>In order to show how you will deliver the required Asbestos Consultancy services to the Council, please provide a real project sample of typical 4 stage clearance paperwork, completed by your Company, for removal and encapsulation of ACM’s from a school boiler-room.</p> <p>This question is worth 60 marks having a weighting of 6</p> <p>Please tick here to confirm that a sample is attached <input checked="" type="checkbox"/></p> <p>See Section 9 – Project Sample Report – 4SC Boiler Room</p>
<p>2.5</p>	<p>In order to show how you will deliver the required Asbestos Consultancy services to the Council, please provide a real project sample of a typical Asbestos Abatement Specification, completed by your Company, for the removal of ACM’s from a school boiler-room.</p> <p>This question is worth 60 marks having a weighting of 6</p> <p>Please tick here to confirm that a sample is attached <input checked="" type="checkbox"/></p> <p>See Section 10 – Project Sample Report – Asbestos Abatement Specification</p>
<p>2.6</p>	<p>Have all or some members of your Company staff who would be used to undertake the required Asbestos Consultancy services been through the DBS (Disclosure and Baring Service) checking process. Enhanced disclosures or DBS checks are required for all employees who may undertake monitoring or surveying duties at school sites as part of this Contract.</p> <p>This question is worth 50 marks having a weighting of 5. (10 will be scored for ALL employees checked, 6 scored for some checked and 3 scored for none checked).</p> <p>All Yes/No Some Yes/No</p> <p>If yes please enclose details – see attached 2.6 DBS Checks</p> <p>_____</p> <p>_____</p>

	<div style="background-color: black; width: 100%; height: 100%;"></div> <p>Please see Section 12.1 – Blank Risk Assessment and Section 12.2 – M002 Method Statement.</p>															
2.8	<p>Please state any formal Quality Assurance and Environmental Assurance systems, relevant to this contract, which your company operates, i.e. ISO 9001:2015 and ISO 14001:2015 or EU Equivalent.</p> <p>This question is worth a maximum of 60 Marks it has a weighting of 6.</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:35%;">Name of Awarding Organisation/Body</th> <th style="width:20%;">Registration Number</th> <th style="width:30%;">Name of Quality Assurance System</th> <th style="width:10%;">Date Achieved</th> <th style="width:10%;">Date of Expiry/Renewal</th> </tr> </thead> <tbody> <tr> <td style="background-color: black;">██████████ ██████████</td> <td style="background-color: black;">██████████</td> <td style="background-color: black;">██████████</td> <td style="background-color: black;">██/██ ██</td> <td style="background-color: black;">██ ██</td> </tr> <tr> <td style="background-color: black;">██████████ ██████</td> <td style="background-color: black;">██████████ ██</td> <td style="background-color: black;">██████████</td> <td style="background-color: black;">██ ██</td> <td style="background-color: black;">██ ██</td> </tr> </tbody> </table>	Name of Awarding Organisation/Body	Registration Number	Name of Quality Assurance System	Date Achieved	Date of Expiry/Renewal	██████████ ██████████	██████████	██████████	██/██ ██	██ ██	██████████ ██████	██████████ ██	██████████	██ ██	██ ██
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	<p>Please provide copies of the certificates you have given above or other proof of the qualifications. See Section 13 and 14</p>															
	<p>Enclosed YES/NO</p>															



commercial info

Shield On-Site Services Ltd
Brindley House
Lowfields Business Park
Elland
HX5 9HF

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND

Emailed to: bidteam@hsltd.com

6th January 2017

Dear Bidder

**RMCB 026 - ASBESTOS CONSULTANCY SERVICE
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 you onto the framework. A mandatory "standstill" period is now in force; this period will end at midnight on 16th January 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.

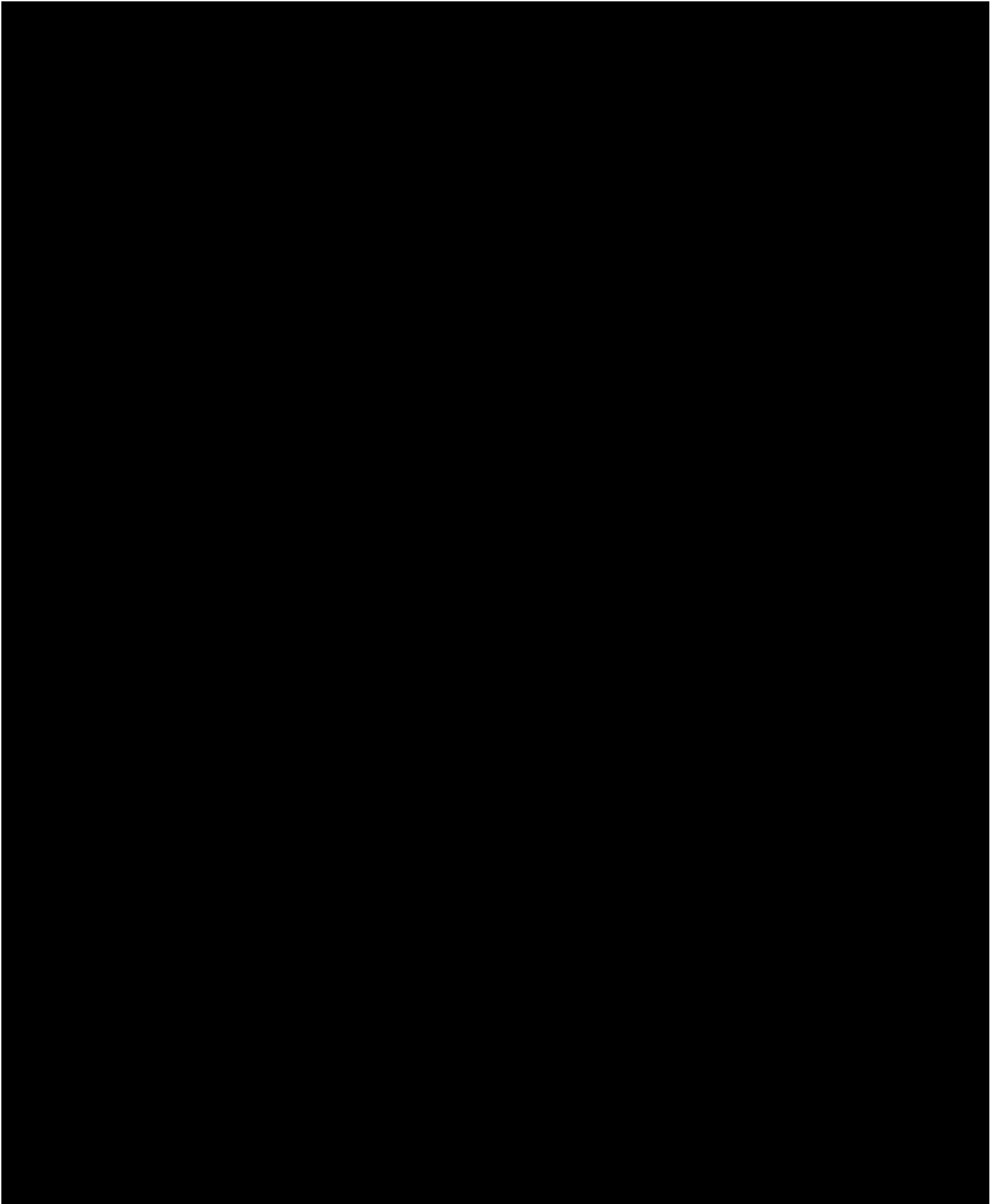
We can confirm that your tender received the following scores and ranking:-

Criteria	Your Weighted Score	Winning Tenderer's Total Weighted Marks	Your Rank (out of all 21 tenders received)
Quality	■	■	■
Price	■	■	■
Overall	■	■	■

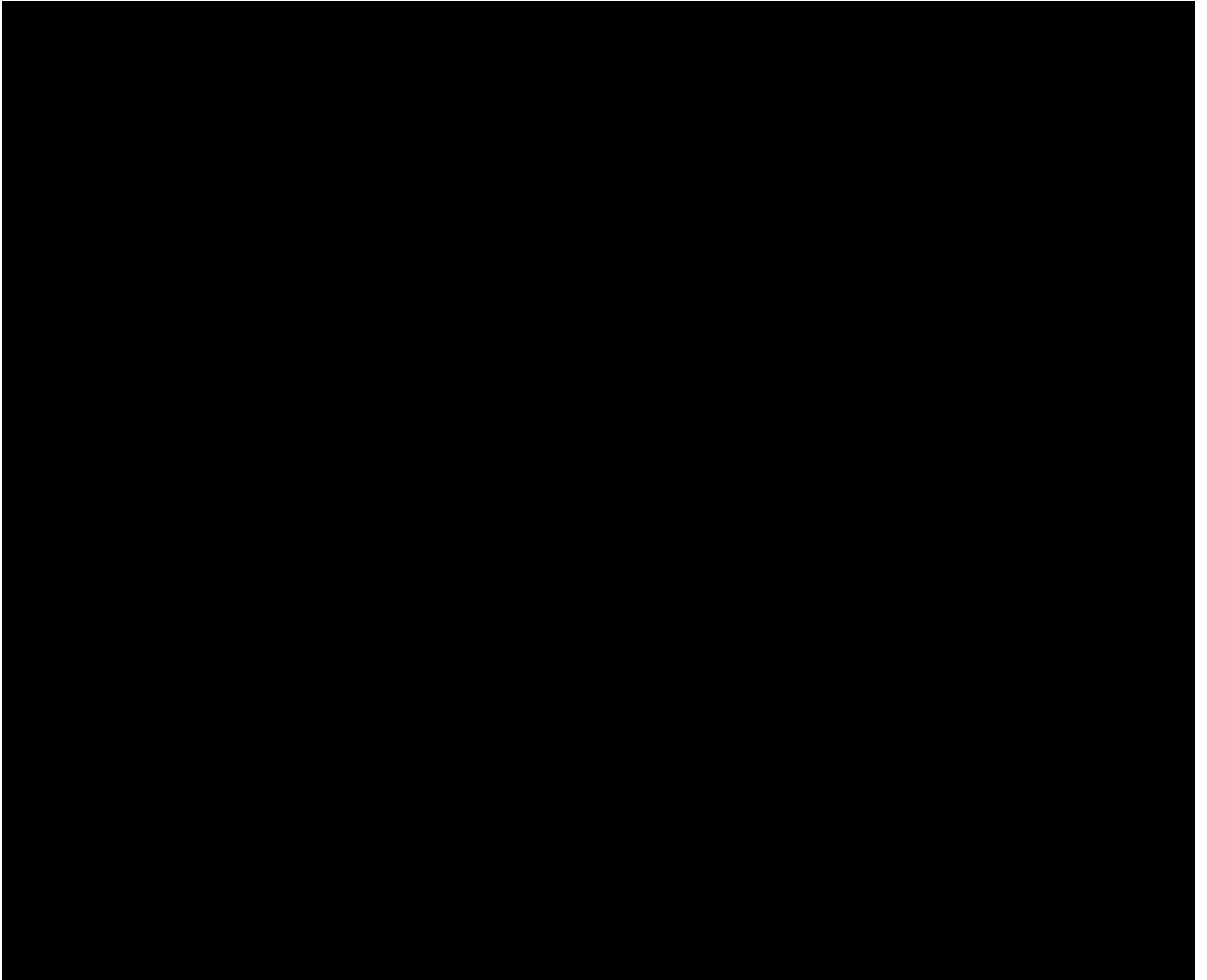
For your further information we would confirm that your quality submission was scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table overleaf. We have also included some commentary to the marks:



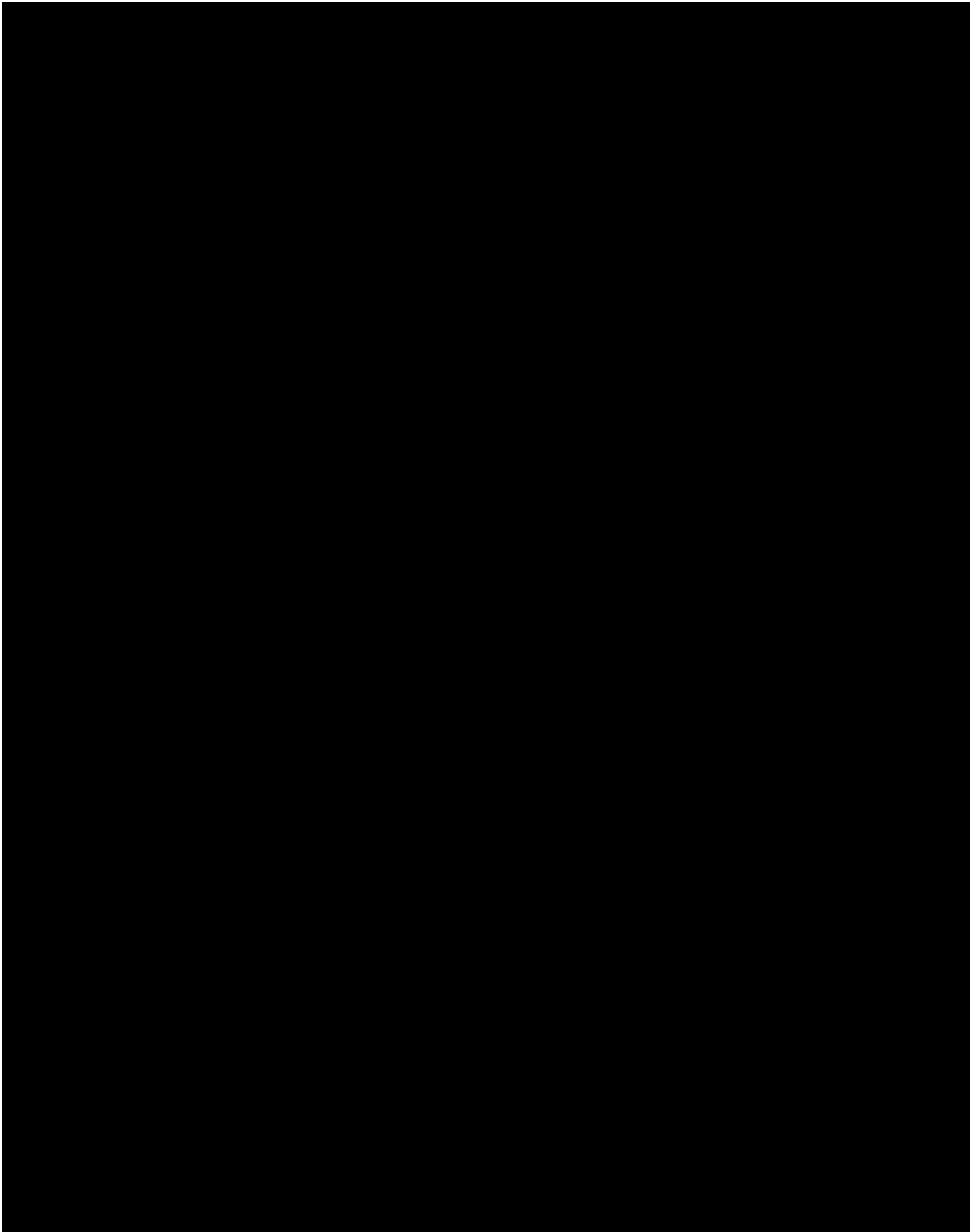
commercial info



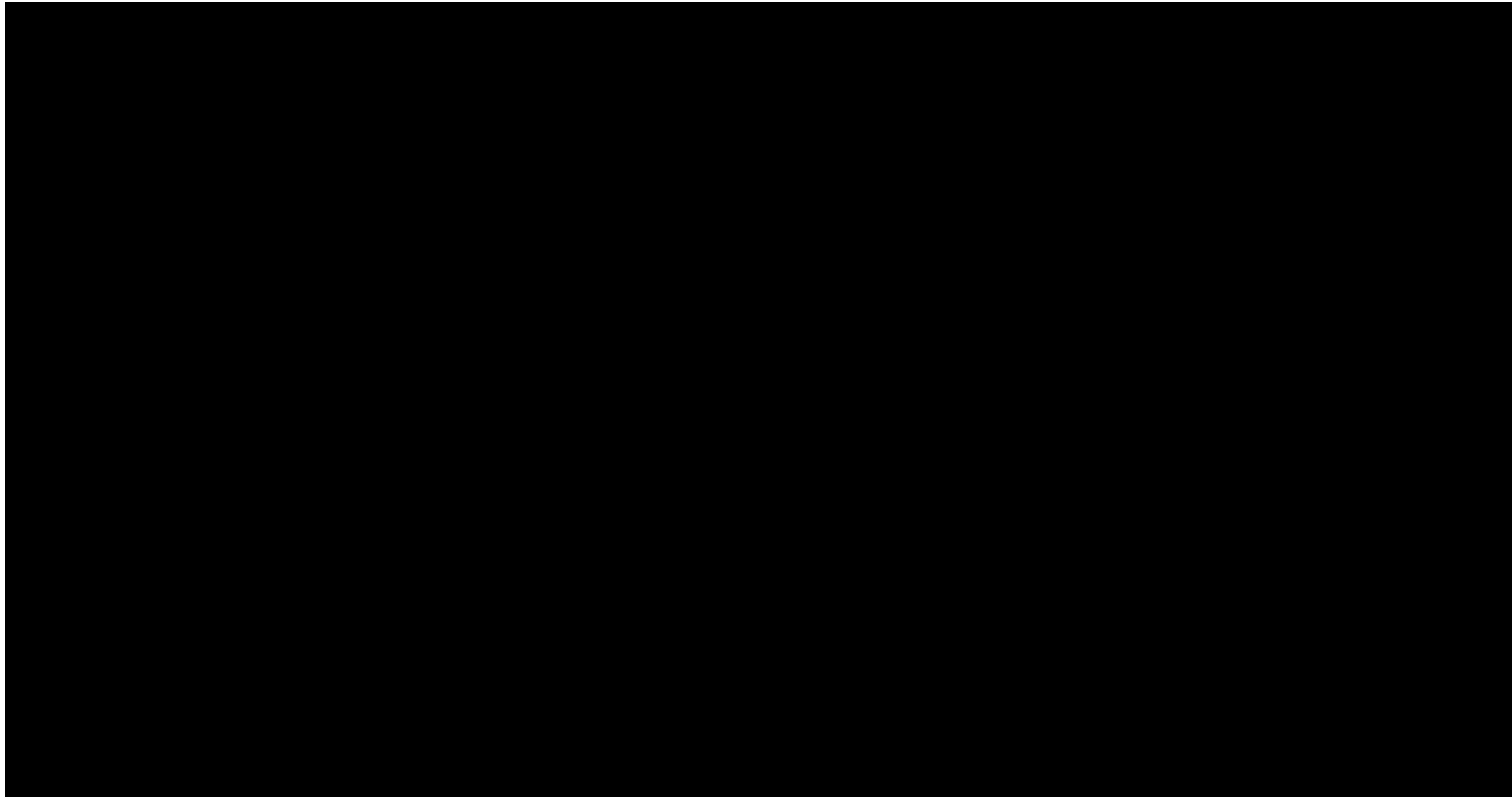
commercial info



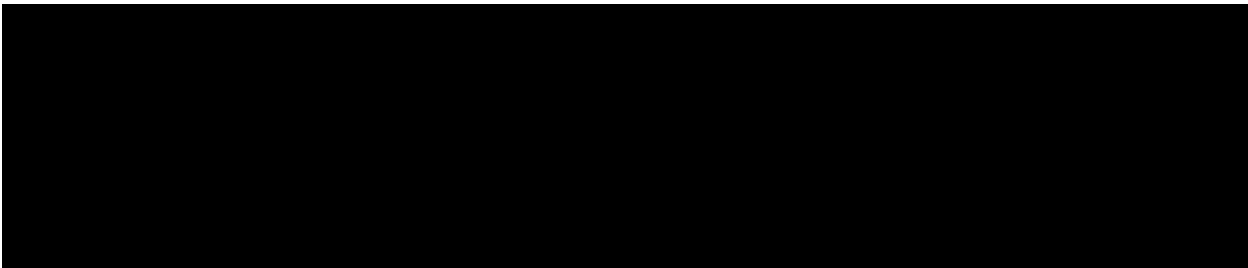
commercial info



commercial & personal info



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



Shropshire Council

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Shropshire Council