

SCOPE OF WORKS & APPOINTMENT OF MECHANICAL SERVICES AND ASSOCIATED WORKS CONTRACTOR

Westmeath County Council

INTRODUCTION

Westmeath County Council wishes to appoint a mechanical services contractor for a 2 year term or €2million expenditure whichever comes first to maintain its housing stock. Westmeath County Council has circa 2500+ housing units including leased units throughout the county, see attached map showing the locations of houses. There are approximately 60 additional buildings throughout the county, under the control of Westmeath County Council. These buildings consist of:

- Fire stations,
- Community buildings,
- Crèches,
- Council offices,
- Libraries, etc.
- Enterprise units
- Historic council buildings eg Belvedere, Market House in Kilbeggan, Mullingar, Courthouses
- Amenity Centres eg Lilliput
- Swimming Pools

The council has a mixture of single storey, two storey and three storey houses and apartments with 1, 2, 3 & 4 bed accommodations. The houses are predominantly semi-detached or terraced and mainly located in the towns of Athlone and Mullingar. There are a number of rural bungalows/cottages. Many of the houses particularly the older stock have had extensions added. These extensions are mainly single storey flat roof structures.

The houses date from 1930s to the present day. The breakdown is as follows:

Pre 1950	= 250 units
1950 – 1990	= 400 units
Post 1990	= 1850 units

The contractor shall be asked to submit rates to include all preliminaries and overhead costs for Westmeath County.

The Council housing stock has a variety of mechanical services:

- Hot and Cold Water Supply with standard hot water cylinder fitted with electrical immersion heater with open or closed pressurized water supply.
- Central Heating Systems (often dual systems):
 - Solid Fuel Appliances with back boilers
 - Oil and Gas Fired boilers
 - Underfloor heating systems
 - Air to Water Heat Pumps

- Gas Hybrid Air to Water Heat Pumps
- Wood Pellet boilers
- Circulating pumps, motorized valves, PRVs, TRVs,
- Building Energy Management Systems
- Solar Panel Water Heating
- Mechanical ventilation systems to wet rooms and whole house
- Waste and storm water drainage systems
- Connection to public water supply or wells
- Connection to public sewer or sewage treatment system
- Energy efficiency programmes

For pricing purposes the County has been divided up into 2 lot areas as shown in Volume A.2 – Housing Lots Map.

Lot details are as follows:

LOT 1:	Mullingar Town and Areas North & South	1540 dwellings including 1 Traveler Halting Site
LOT 2:	Athlone Town and Area West	960 dwellings including 1 Traveler Halting Site
(See Volume A.2_Lots Map)		

The tenderer may bid for one or both lots.

SCOPE OF WORKS

The works awarded will be dependent on what arises over the contract period but will generally consist as follows:

- Domestic plumbing in local authority housing/buildings e.g. leaking taps, leaking stopcock, broken toilets, burst pipes, etc.
- Repairs, servicing and installing central heating systems in local authority housing/buildings.
- Registered with Sustainable Energy Authority of Ireland for the specific work activities tendered.
- Install standard and off standard connections to the public watermain network
- General mechanical services in water and waste-water treatment plants.
- Repairs/Replacement of ranges, stoves, sanitary ware, copper cylinders, storage tanks, pipework, stopcocks, pressure reduction valves, circulating pumps, repairs to control heating systems.
- **Reporting requirements under the +AddJust Maintenance Module.**

The contractor is referred to the Conditions of Contract where the procedure for task orders is explained. The contractor will be required to respond to an urgent or emergency call out within **2 hours and works completed within 24hrs**. He will be contacted by the Housing Inspector who will issue this order. Other categories are Urgent (respond and works completed within 5 days) and routine (respond and works completed within 1 month). The council also has a planned maintenance programme for servicing of heating systems.

In addition to the Schedule of Rates to be submitted, the contractor will be asked to price work prior to the task order being issued based on the rates submitted.

Many of the houses requiring work will be occupied by tenants. The tenderer must allow for liaising with the tenant to execute the works. From time to time the successful contractor will be required to liaise with neighbouring property owners where there are common boundaries or where access through a neighbouring property is required.

The contractor is expected to work with other trades on site and where necessary take instructions from the General Contractor who could be appointed PSCS for the overall works.

The contractor is expected to liaise with utility companies and other agencies with regard to location of existing services, application for new connections and diversion of existing services.

The tenderer should also be aware that no works will be allowed in dwellings where only minors are present. The tenderer will be obliged to conform to the Westmeath County Council Child Protection Policy.

Westmeath County Council has in place a number of term maintenance contractors for General Repairs, Electrical Repairs, and Windows & Doors Repairs. The successful contractor may be asked to work with these nominated contractors from time to time.

The tenderer, to be successful, must be approved by Westmeath County Council Safety Officer to perform the duties of PSCS under the Health, Safety and Welfare Act 2005 and its regulations. The tenderer must complete a Pre-Qualification Questionnaire and submit all requested documentation as part of his tender submission.

All works to comply with the Building Regulations and the specification contained in Volume A.

Where required the successful contractor must certify that the works performed comply with the Building Control Regulations and pay all costs associated with this certification.

The contractor will be required to guarantee all the works for a minimum of 2 years.

Conditions of contract shall be the Public Works Term Maintenance Contract PW CF11 as shown in the Construction Procurement Reform website: <http://constructionprocurement.gov.ie/>

REPORTING REQUIREMENTS

The successful tenderers will be required to submit reports via the +AddJust Maintenance Module when rolled out. Full training on this reporting module will be provided to the successful tender free of charge.

RELEVANT EXPERIENCE

The tenderer shall indicate the recent relevant experience in delivering this type of public works contract. Referee contact addresses and phone numbers shall be included. A suitability declaration will be required to be made by the successful contractor. The contractor will be asked to submit staff qualifications that are to be assigned to this project.

RESOURCES

The proposal shall include machinery, plant, staff resources, office backup etc.

INSURANCES/TAX CLEARANCES

The consultant shall confirm compliance with the insurance and tax clearance requirements as set out by Dept of Public Expenditure and Reform.

QUALIFICATIONS

The successful contractor must be registered under the Building Control Act 2007 and its subsequent regulations in particular the Building Control (Amendment) Regulations 2013.

Be registered with the following organizations:

- RGII for work on gas operated appliances,
- SEAI for work on energy systems e.g. Solar Heating Panels
- FGas for work on solar panels and air-to-water heat pumps.

The contractor to be registered to work oil operated appliances.

The contractor will be asked to submit staff qualifications that are to be assigned to this project. Technical staff to have the necessary trade qualifications and to have undergone necessary training with various companies supplying heating appliance e.g. solid fuel stoves, ranges, oil & gas boilers, heat pumps, solar heating systems etc.

Installation of boilers must be carried out by suitably qualified contractors who hold a Level 6 National Craft Certificate in Plumbing or an equivalent qualification by City & Guilds, London. They must also have completed

Item	Description LOT 2	Unit	Qty.	Unit Price	Total LOT 1
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an electrical module during their training in order to carry out 'minor' electrical works involved in specific control measures.

If controlled works, as defined by the Commission for Energy Regulation (CER) document entitled Definition of the scope of controlled works, are required, then a certification of completion must be issued by a registered electrical contractor.

PAYMENT

The successful contractor will be required prior to the submission of invoice for payment, to submit to the appropriate Westmeath County Council Clerk of Works, a Bill of Quantities type spreadsheet in Microsoft Excel format based on the Contract Bill of Quantities for the Clerk of Works to approve. The spreadsheet will take the form below e.g.:

No.				(€)	(€)
1	Boiler Servicing				
1.1	Fixed price to service a domestic <u>gas</u> fired central heating boiler and system	Item	150	XXXX	XXXX
1.2	Fixed price to service a domestic <u>oil</u> fired central heating boiler and system	Item	150	XXXX	XXXX
	Additional Items				
	Works not covered by BOQ	1	1	XXXX	XXXX

When the works presented in the spreadsheet has been approved by the Clerks of Works, the successful contractor shall submit for payment an invoice in a similar format.