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**Contract notice**  
(Directive 2004/18/EC)

## Section I : Contracting authority

### I.1) Name, addresses and contact point(s):

Official name: [Shropshire Council](#)

National ID: *(if known)*

Postal address: [Shirehall, Abbey Foregate](#)

Town: [SHREWSBURY](#)

Postal code: [SY2 6ND](#)

Country: [United Kingdom \(UK\)](#)

Contact point(s):

Telephone: [+44 1743252993](#)

For the attention of: [Nigel Denton, Procurement Manager](#)

E-mail: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)

Fax: [+44 1743253910](#)

**Internet address(es):** *(if applicable)*

General address of the contracting authority/entity: *(URL)* [www.Shropshire.gov.uk](http://www.Shropshire.gov.uk)

Address of the buyer profile: *(URL)*

Electronic access to information: *(URL)*

Electronic submission of tenders and requests to participate: *(URL)*

**Further information can be obtained from**

- The above mentioned contact point(s)  Other (please complete Annex A.I)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from**

- The above mentioned contact point(s)  Other (please complete Annex A.II)

**Tenders or requests to participate must be sent to**

- The above mentioned contact point(s)  Other (please complete Annex A.III)

### I.2) Type of the contracting authority

- Ministry or any other national or federal authority, including their regional or local sub-divisions
- National or federal agency/office
- Regional or local authority
- Regional or local agency/office
- Body governed by public law
- European institution/agency or international organisation
- Other: *(please specify)*

### I.3) Main activity

- General public services
- Defence

- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other: *(please specify)*

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities:

yes  no

*information on those contracting authorities can be provided in Annex A*

## Section II : Object of the contract

### II.1) Description :

#### II.1.1) Title attributed to the contract by the contracting authority :

[IMC 052 - The maintenance of fire fighting equipment](#)

#### II.1.2) Type of contract and location of works, place of delivery or of performance :

*choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)*

- |   |   |  |
|---|---|--|
| <input type="radio"/> Works   | <input type="radio"/> Supplies                  | <input checked="" type="radio"/> Services  |
| <input type="checkbox"/> Execution  | <input type="checkbox"/> Purchase               | Service category No: <a href="#">1</a>     |
| <input type="checkbox"/> Design and execution   | <input type="checkbox"/> Lease                  | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="checkbox"/> Rental                 |  |
|   | <input type="checkbox"/> Hire purchase          |  |
|   | <input type="checkbox"/> A combination of these |  |

Main site or location of works, place of delivery or of performance :

[Shropshire](#)

NUTS code: [UKG22](#)

#### II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS):

- The notice involves a public contract
- The notice involves the establishment of a framework agreement
- The notice involves the setting up of a dynamic purchasing system (DPS)

#### II.1.4) Information on framework agreement : *(if applicable)*

- Framework agreement with several operators       Framework agreement with a single operator

Number :

*or*

*(if applicable)* maximum number :                      of participants to the framework agreement envisaged

#### Duration of the framework agreement

Duration in years :                      or                      in months :

Justification for a framework agreement, the duration of which exceeds four years :

#### Estimated total value of purchases for the entire duration of the framework agreement *(if applicable, give figures only)*

Estimated value excluding VAT :                      Currency :

*or*

Range: between :                      : and :                      :                      Currency :

Frequency and value of the contracts to be awarded : *(if known)*

#### II.1.5) Short description of the contract or purchase(s) :

The work consists of carrying out the annual inspection, service, test and repair/replacement of portable fire extinguishers, fire blankets, fire hose reels and fire hydrants in premises owned or maintained by Shropshire Council.

The maintenance contract shall be in the format of mobile periodic maintenance, including consumables, specialist labour plus emergency call-outs, spares and specified replacement parts.

There are approximately 361 properties on the fire extinguisher contract, 18 properties on the fire hose reel contract and 7 properties on the fire hydrant contract. The maintenance contract consists of one visit per year. In the first instance competitive fixed price tenders are being invited to the period 1st April 2013 – 31st March 2014, thereafter the contract may be extended annually for a further three years subject to satisfactory performance during the contract year.

"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"

#### II.1.6) Common procurement vocabulary (CPV) :

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	35111000	

#### II.1.7) Information about Government Procurement Agreement (GPA) :

The contract is covered by the Government Procurement Agreement (GPA) :  yes  no

#### II.1.8) Lots: (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots:  yes  no

(if yes) Tenders may be submitted for

one lot only

one or more lots

all lots

#### II.1.9) Information about variants:

Variants will be accepted :  yes  no

#### II.2) Quantity or scope of the contract :

II.2.1) Total quantity or scope : (including all lots, renewals and options, if applicable)  
[see tender documents](#)

(if applicable, give figures only)

Estimated value excluding VAT : 208800.00 Currency : GBP

or

Range: between : : and : : Currency :

#### II.2.2) Information about options : (if applicable)

Options :  yes  no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :

in months : or in days : (from the award of the contract)

#### II.2.3) Information about renewals : (if applicable)

This contract is subject to renewal:  yes  no

Number of possible renewals: *(if known)* or Range: between : and:

*(if known)* In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: or in days: (from the award of the contract)

**II.3) Duration of the contract or time limit for completion:**

Duration in months : or in days: (from the award of the contract)

or

Starting: 01/04/2013 (dd/mm/yyyy)

Completion: 31/03/2017 (dd/mm/yyyy)

## Section III : Legal, economic, financial and technical information

### III.1) Conditions relating to the contract:

**III.1.1) Deposits and guarantees required:** *(if applicable)*  
[see tender documentation](#)

**III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**  
[see tender documentation](#)

**III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:** *(if applicable)*  
[Joint and severable liability](#)

**III.1.4) Other particular conditions:** *(if applicable)*  
The performance of the contract is subject to particular conditions :  yes  no  
*(if yes) Description of particular conditions:*

### III.2) Conditions for participation:

**III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**  
Information and formalities necessary for evaluating if the requirements are met:  
[see tender documentation](#)

**III.2.2) Economic and financial ability:**  
Information and formalities necessary for evaluating if the requirements are met: [see tender documentation](#) Minimum level(s) of standards possibly required: *(if applicable)*

**III.2.3) Technical capacity:**  
Information and formalities necessary for evaluating if the requirements are met: [see tender documentation](#) Minimum level(s) of standards possibly required: *(if applicable)*

**III.2.4) Information about reserved contracts:** *(if applicable)*  
 The contract is restricted to sheltered workshops  
 The execution of the contract is restricted to the framework of sheltered employment programmes

### III.3) Conditions specific to services contracts:

**III.3.1) Information about a particular profession:**  
Execution of the service is reserved to a particular profession:  yes  no  
*(if yes) Reference to the relevant law, regulation or administrative provision :*

**III.3.2) Staff responsible for the execution of the service:**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:  yes  no

## Section IV : Procedure

### IV.1) Type of procedure:

#### IV.1.1) Type of procedure:

- Open  
 Restricted  
 Accelerated restricted      Justification for the choice of accelerated procedure:

- Negotiated      Some candidates have already been selected (if appropriate under certain types of negotiated procedures) :  yes  no  
 (if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)

- Accelerated negotiated      Justification for the choice of accelerated procedure:

- Competitive dialogue

#### IV.1.2) Limitations on the number of operators who will be invited to tender or to participate: (restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators:

or

Envisaged minimum number:      and (if applicable) maximum number

Objective criteria for choosing the limited number of candidates:

#### IV.1.3) Reduction of the number of operators during the negotiation or dialogue: (negotiated procedure, competitive dialogue)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated :  yes  no

### IV.2) Award criteria

#### IV.2.1) Award criteria (please tick the relevant box(es))

- Lowest price

or

- The most economically advantageous tender in terms of

the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	

Criteria	Weighting	Criteria	Weighting
5.		10.	

#### IV.2.2) Information about electronic auction

An electronic auction will be used  yes  no

(if yes, if appropriate) Additional information about electronic auction:

#### IV.3) Administrative information:

**IV.3.1) File reference number attributed by the contracting authority:** (if applicable)

IMC 052

**IV.3.2) Previous publication(s) concerning the same contract:**

yes  no

(if yes)

Prior information notice  Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

Other previous publications(if applicable)

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:** (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date: 01/03/2013 Time:

Payable documents  yes  no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

**IV.3.4) Time limit for receipt of tenders or requests to participate:**

Date: 04/03/2013 Time:

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:** (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

Date:

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:**

Any EU official language

Official EU language(s):

EN

Other:

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender:**

until: :

or

Duration in months :                      or in days :                      (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening of tenders:**

Date :                      (dd/mm/yyyy)    Time

*(if applicable)* Place:

Persons authorised to be present at the opening of tenders *(if applicable)* :

yes     no

*(if yes)* Additional information about authorised persons and opening procedure:

## Section VI: Complementary information

### VI.1) Information about recurrence: *(if applicable)*

This is a recurrent procurement :  yes  no

*(if yes)* Estimated timing for further notices to be published:

### VI.2) Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds :  yes  no

*(if yes)* Estimated timing for further notices to be published:

### VI.3) Additional information: *(if applicable)*

The contracting authority reserves the right not to award a contract or to award any option(s) it so wishes. Closing date for receipt of tenders is 12 noon, 4 March 2013. Applicants wishing to tender for this requirement should request a tender pack in writing or by email to [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk) as set out in para 1.1 above.

### VI.4) Procedures for appeal:

#### VI.4.1) Body responsible for appeal procedures:

Official name: [See VI.4.2. below](#)

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: *(URL)*

#### Body responsible for mediation procedures *(if applicable)*

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: *(URL)*

#### VI.4.2) Lodging of appeals: *(please fill in heading VI.4.2 or if need be, heading VI.4.3)*

The Contracting Authorities will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Additional information should be requested from the contact in Section 1.1. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (S1 2006 No 5) provide for aggrieved parties who

have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England and Wales).

**VI.4.3) Service from which information about the lodging of appeals may be obtained:**

Official name: [See VI.4.2 above](#)

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: (*URL*)

**VI.5) Date of dispatch of this notice:**

[08/01/2013](#) (*dd/mm/yyyy*) - ID:2013-003068

**Annex A**  
**Additional addresses and contact points**

**I) Addresses and contact points from which further information can be obtained**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**II) Addresses and contact points from which specifications and additional documents can be obtained**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**III) Addresses and contact points to which tenders/requests to participate must be sent**

Official name: [Democratic Services Manager, Shropshire Council](#) National ID: *(if known)*  
Postal address: [Shirehall, Abbey Foregate](#)  
Town: [Shrewsbury](#) Postal code: [SY2 6ND](#) Country: [United Kingdom \(UK\)](#)  
Contact point(s): Telephone: [+44 1743252993](#)  
For the attention of: [Democratic Services Manager, Legal & Democratic Services](#)  
E-mail: Fax: [+44 1743253910](#)  
Internet address: *(URL)*

**IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing**

Official name [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.](#) National ID ( if known ):  
Postal address: [Shirehall, Abbey Foregate,](#)  
Town [Shrewsbury](#) Postal code [SY2 6ND](#)  
Country [United Kingdom \(UK\)](#)

----- (Use Annex A Section IV as many times as needed) -----

**Annex B**  
**Information about lots**

**Title attributed to the contract by the contracting authority**

**Lot No :**                      **Lot title :**

**1) Short description:**

**2) Common procurement vocabulary (CPV):**

Main vocabulary:

**3) Quantity or scope:**

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between :

and:

Currency:

**4) Indication about different date for duration of contract or starting/completion: (if applicable)**

Duration in months :                      or in days :                      (from the award of the contract)

or

Starting:                      (dd/mm/yyyy)

Completion:                      (dd/mm/yyyy)

**5) Additional information about lots:**

**Annex C1 – General procurement**  
**Service categories referred to in Section II: Object of the contract**  
**Directive 2004/18/EC**

<b>Category No [1]</b>	<b>Subject</b>
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
<b>Category No [7]</b>	<b>Subject</b>
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.

- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.

## Commissioning & Procurement

Shirehall, Abbey Foregate  
Shrewsbury, SY2 6ND



date as email

**Tel:** (01743) 252993

**Fax:** (01743) 255901

Please ask for: **Mr N Denton**

Email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk)

Dear Sirs

### **IMC 052 – MAINTENANCE OF FIRE FIGHTING EQUIPMENT SHROPSHIRE COUNCIL**

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

1. Instructions for Tendering
2. Shropshire Council General Terms and Conditions
3. Specification
4. Fire Extinguishers Schedule
5. Fire Hose Reels Schedule
6. Fire Hydrants Risers Schedule
7. Tender Response Document
8. Return Label

Tenders should be made on the enclosed Tender Response Document. **One hard copy** and **one CD copy** of your Tender must be completed, signed and returned together with a signed copy of the 'Instructions for Tendering'. 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 4 March 2013**, any tenders received after this time will not be accepted
- Tenders must be returned to the **Democratic Services Manager, Legal and Democratic Services, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND**
- Tenders must be returned in **plain envelope(s)/packaging using the label provided**. Tender packaging must have **no other markings or writing** apart from the label provided
- Tenderers should **not use their company franking machine** and should check if returning their tenders via Royal Mail or a courier to ensure that **no marks identifying you** are placed on the envelope
- Tenders can be delivered any time before the due date, tenders are kept in a secure place and are not opened until after the designated time for receipt

- Tenders can be delivered by hand to the North Entrance Reception at the address given above prior to the deadline

Tenders **cannot** be accepted if:

- Tenders are received by facsimile or email
- Tenders are received after **12 noon on the given deadline**
- Tenders bear any marks identifying the tenderer

### 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 brand of article or 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 product or 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 8 January 2013 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.

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

If you have any queries relating to this invitation to tender, please contact me on telephone number 01743 252993.

Yours faithfully



Nigel Denton  
Procurement Manager  
Commissioning & Procurement  
Enc



# **INSTRUCTIONS FOR TENDERING**

***IMC 052 – Maintenance of Fire  
Fighting Equipment***

## Shropshire Council Instructions for tendering

### **Contract Description:**

The work consists of carrying out the annual inspection, service, test and repair/replacement of portable fire extinguishers, fire blankets, fire hose reels and fire hydrants in premises owned or maintained by Shropshire Council.

The maintenance contract shall be in the format of mobile periodic maintenance, including consumables, specialist labour plus emergency call-outs, spares and specified replacement parts.

There are approximately 361 properties on the fire extinguisher contract, 18 properties on the fire hose reel contract and 7 properties on the fire hydrant contract. The maintenance contract consists of one visit per year.

In the first instance competitive fixed price tenders are being invited to the period 1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014, thereafter the contract may be extended annually for a further three years subject to satisfactory performance during the contract year and the submission of a mutually agreed adjustment of the tender sum for the ensuing 12 months.

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## **1.0 Invitation to Tender**

- 1.1 You are invited to tender for the provision of the maintenance of fire fighting equipment as detailed in the Tender Response Document. The contract/framework will be for an initial period of one year commencing on the 01<sup>st</sup> April 2013 with the option to extend up to the 31<sup>st</sup> March 2017
- 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.

### **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 using the label provided. Tenders must be submitted by the deadline of **noon, Monday 04<sup>th</sup> March. One hard copy and one CD copy of your Tender Response Document must be returned.**
- 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** Any queries arising in relation to this invitation to tender should be raised in writing with **Nigel Denton, Procurement Manager, Commissioning and Procurement, Shropshire Council, Shirehall, Abbey Foregate, SHREWSBURY SY2 6ND (tel: 01743 252993) (fax: 01743 255901) (email: [procurement@shropshire.gov.uk](mailto:procurement@shropshire.gov.uk))** quoting the contract reference and title.
- 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 **Monday 25<sup>th</sup> February**.
- 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.

#### **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 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 .....

# **SHROPSHIRE COUNCIL**

## **GENERAL TERMS AND CONDITIONS**

### **FOR THE SUPPLY OF**

### **GOODS SERVICES AND WORKS**

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These General Terms and Conditions are incorporated in contracts **of all values and types** made between Shropshire Council and a Contractor for the supply of Goods and Services (as defined below).

Only those Terms and Conditions denoted with the suffix **“W” (Property Services contracts)** or **“Z” (Highways contracts)** will be incorporated into those agreements where a standard form contract is being used to provide Works (as defined below)

## 1. **DEFINITIONS**

1.1 In this document the following words shall have the following meanings:

<b>'Agreement'</b>	means the Agreement between the Council and the Contractor consisting of the Purchase Order or Form of Agreement, these General Terms and Conditions and any other documents (or parts thereof) specified in the Purchase Order or Form of Agreement.
<b>“Council Data”</b>	the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, and which are: (a) supplied to the Contractor by or on behalf of the Council; or which the Contractor is required to generate, process, store or transmit pursuant to this Agreement; or (b) any Personal Data for which the Council is the Data Controller;
<b>"Council Software"</b>	software which is owned by or licensed to the Council, including software which is or will be used by the Contractor for the purposes of providing the Services but excluding the Contractor Software;
<b>"Council System"</b>	the Council's computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by the Council or the Contractor in connection with this Agreement which is owned by or licensed to the Council by a third party and which interfaces with the Contractor System or which is necessary for the Council to receive the Services;
<b>“Council Representative”</b>	the representative appointed by the Council
<b>"Council"</b>	means Shropshire Council
<b>“Commercially Sensitive Information”</b>	comprises the information of a commercially sensitive nature relating to the Contractor, its Intellectual Property Rights or its business which the Contractor has indicated to the Council in writing that, if disclosed by the Council, would cause the Contractor significant commercial disadvantage or material financial loss;

<b>"Confidential Information"</b>	any information, which has been designated as confidential by either Party in writing or that ought reasonably to be considered as confidential however it is conveyed, including information that relates to the business, affairs, developments, trade secrets, know-how, personnel and suppliers of the Council or the Contractor, including Intellectual Property Rights, together with all information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as "confidential") ;
<b>"Contractor"</b>	means the person, firm or company or any other organisation specified in the Agreement contracting with the Council.
<b>"Contractor Equipment"</b>	the hardware, computer and telecoms devices and equipment supplied by the Contractor or its Sub contractors (but not hired, leased or loaned from the Council) for the provision of the Services;
<b>"Contractor Software"</b>	software which is proprietary to the Contractor, including software which is or will be used by the Contractor for the purposes of providing the Services;
<b>"Contractor System"</b>	the information and communications technology system used by the Contractor in performing the Services including the Software, the Contractor Equipment and related cabling (but excluding the Council System);
<b>"Contractor Personnel"</b>	all employees, agents, consultants and contractors of the Contractor and/or of any Sub-contractor;
<b>"Data Controller"</b>	shall have the same meaning as set out in the Data Protection Act 1998
<b>"Data Processor"</b>	shall have the same meaning as set out in the Data Protection Act 1998
<b>"Data Protection Legislation"</b>	the Data Protection Act 1998, the EU Data Protection Directive 95/46/EC, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner;
<b>"Data Subject"</b>	shall have the same meaning as set out in the Data Protection Act 1998;
<b>"EIR"</b>	means the Environmental Information Regulations 2004 (as may be amended from time to time.)
<b>"Exempt Information"</b>	means any information or class of information (including but not limited to any document, report, Agreement or other material containing information) relating to this Agreement or otherwise relating to the parties to this Agreement which potentially falls within an exemption to FOIA (as set out therein)

<b>“FOIA”</b>	means the Freedom of Information Act 2000 and all subsequent regulations made under this or any superseding or amending enactment and regulations; any words and expressions defined in the FOIA shall have the same meaning in this clause
<b>“FOIA notice”</b>	means a decision notice, enforcement notice and/or an information notice issued by the Information Commissioner
<b>“Form Agreement”</b> of	means the contract document (other than a Purchase Order) to which these General Terms and Conditions are attached or referred to
<b>“Goods”</b>	means all goods specified in the Agreement.
<b>“Hazardous Goods”</b>	means any solid, liquid, or gas that can cause harm to humans and other living organisms due to being radioactive, flammable or explosive, irritating or damaging the skin or lungs, interfering with oxygen intake and absorption (asphyxiants), or causing allergic reactions (allergens).
<b>“Information”</b>	has the meaning given under section 84 of the Freedom of Information Act 2000;
<b>"Intellectual Property Rights"</b>	means all patents, registered and unregistered designs, copyright, trade marks, know-how and all other forms of intellectual property wherever in the world enforceable
<b>“Law”</b>	any applicable law, statute, bye-law, regulation, order, regulatory policy, guidance or industry code, rule of court or directives or requirements of any Regulatory Body, delegated or subordinate legislation or notice of any Regulatory Body;
<b>“Malicious Software”</b>	any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence;
<b>“Packages”</b>	includes bags, cases, cylinders, drums, pallets and other containers
<b>"Personal Data"</b>	shall have the same meaning as set out in the Data Protection Act 1998;
<b>“Price”</b>	means the price of the Goods and/or charge for the Services or Works being provided by the Contractor
<b>“Public body”</b>	as defined in the FOIA 2000
<b>'Purchase Order'</b>	means the Council's official order which encompasses orders written or electronically generated via any of the Council's ordering systems and to which these General Terms and Conditions are attached or referred to
<b>“Receiving Party”</b>	means a party to this Agreement to whom a Request for Information is made under FOIA, and who thereafter has overall conduct of the request and any response

<b>“Regulatory Bodies”</b>	those government departments and regulatory, statutory and other entities, committees and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in this Agreement or any other affairs of the Council and "Regulatory Body" shall be construed accordingly;
<b>“Request for Information”</b>	means a written request for information pursuant to the FOIA as defined by Section 8 of the FOIA
<b>"Security Policy"</b>	the Council's security policy as updated from time to time;
<b>“Services”</b>	means any and all of the services to be provided by the Contractor under this Agreement including those set out in any schedules or service descriptions.
<b>'Software"</b>	Specially Written Software, Contractor Software and Third Party Software;
<b>'Specially Written Software"</b>	any software created by the Contractor (or by a third party on behalf of the Contractor) specifically for the purposes of this Agreement;
<b>"Third Party Software"</b>	software which is proprietary to any third party which is or will be used by the Contractor for the purposes of providing the Services
<b>“Working Day”</b>	any day other than a Saturday, Sunday or public holiday in England and Wales.
<b>“Works”</b>	means all civil engineering and building works of whatever nature to be provided by the Contractor to the Council
<b>'Writing’</b>	includes facsimile transmission and electronic mail, providing that the electronic mail is acknowledged and confirmed as being received.

## **2. GENERAL**

- 2.1 When requested, the Contractor shall specify the Goods, Services or Works to be provided at the price payable.
- 2.2 No variation of these General Terms and Conditions shall be binding unless agreed expressly in Writing by both the Council and the Contractor.
- 2.3 These General Terms and Conditions shall apply to the exclusion of any other terms or conditions submitted, proposed or stipulated by the Contractor, whether in Writing or orally, and any such other term or condition is hereby expressly excluded or waived.
- 2.4 The Contractor shall complete the Works or Services or supply the Goods within the agreed times but time shall not be of the essence in the performance of any services unless expressly stated in Writing by the Council.

### **3. SPECIFICATION AND QUALITY OF THE GOODS, SERVICES AND WORKS**

- 3.1 The quantity, quality and description of the Goods or Services shall comply in all respects with any quoted British Standards and the specification or illustration contained in any product pamphlet or other sales or marketing literature of the Contractor or drawings, samples and patterns specified in the Agreement or any modifications thereof that may be agreed by the Council in Writing.
- 3.2 All Goods will be of good construction, sound materials, and of adequate strength, shall be free of defects in design materials and workmanship, and shall comply with the requirements of the Sale of Goods Act 1979 and the Supply of Goods and Services Act 1982, as applicable to this Agreement and as amended by any related statutes, and any statutory re-enactment(s) or modification(s) thereof.

### **4. ALTERATIONS TO THE SPECIFICATION OF GOODS AND SERVICES**

- 4.1 The parties may at any time mutually agree upon and execute alterations in the scope of Goods, Works or Services to be provided under this Agreement
- 4.2 On receipt of a request from the Council for alterations the Contractor shall, within 5 working days or such other period as may be agreed between the parties, advise the Council by notice in Writing of the effect of such alterations, if any, on the price and any other terms already agreed between the parties
- 4.3 Where the Contractor gives written notice to the Council agreeing to perform any alterations on terms different to those already agreed between the parties, the Council shall, within 5 working days of receipt of such notice or such other period as may be agreed between the parties, advise the Contractor by notice in Writing whether or not it wishes the alterations to proceed thereafter the Contractor shall perform this Agreement upon the basis of such amended terms

### **5. PRICE AND PAYMENT**

- 5.1 The price for the supply of Goods and Services are as set out in the Agreement and the Contractor shall invoice the Council at the time the Goods are despatched or the Services are provided.
- 5.2 The Price, which shall include all charges for delivery to the Council, packaging, insurance and carriage, shall be exclusive of VAT and shall be a fixed price for the duration of the Agreement and shall not be varied without prior written consent of the Council.
- 5.3 The Council reserves the right to set off against the price of the Goods or Services any sums owed or becoming due to the Council from the Contractor.

- 5.4 Provided that a nominated employee or authorised signatory of the Council has signed for Goods or Services the Council will make payment to the Contractor by BACS (Bank Automated Clearing System) within 45 days following of receipt of the relevant undisputed invoice or acceptance of the relevant Goods or Services. No other method of payment shall be acceptable and the Contractor shall ensure that their bank account details are provided to the Council at least 45 days prior to payment becoming due to enable the payment to be made. The Council shall not be liable for any late payment charges where the Contractor fails to provide the Council with their correct bank account details in accordance with this clause.
- 5.5 VAT, where applicable, shall be shown separately on all invoices as a strictly net extra; the Invoice must comply with VAT rules and regulations. The correct Purchase Order number must be quoted on all invoices, and the Council will accept no liability whatsoever for invoices, delivery notes or other communications which do not bear such Purchase Order numbers.
- 5.6 The Council reserves the right to refuse payment of sums invoiced in excess of the prices stated in the Agreement.
- 5.7 Unless otherwise agreed in Writing by the Council the Contractor will pay any of its appointed sub-contractors within 30 days from receipt of an undisputed invoice.

## **6. DELIVERY**

- 6.1 The Agreement will specify the quantity of Goods and the nature of the Services required and the date or dates and place of delivery of the Goods or provision of the Service or Services. The Contractor shall provide such programmes of manufacture and delivery as the Council may require. Each delivery or consignment shall have a packing note quoting the reference number of the Purchase Order (where applicable) prominently displayed, and the Council may reject quantities delivered in excess of those stated on the Agreement.
- 6.2 If Goods are in any respect incorrectly delivered the Contractor shall immediately affect correct delivery and shall be responsible for any additional costs or expenses incurred by both parties in so doing.
- 6.3 If Services are provided by the Contractor otherwise than in accordance with the terms of the Agreement, the Contractor shall immediately affect correct provision of the Services and shall be responsible for any additional costs or expenses incurred by the Council or the Contractor in so doing.
- 6.4 The Council may reject any Goods which are not in accordance with the Agreement and the Council shall not be treated as having accepted any Goods until the Council has had a reasonable time to inspect them following delivery or, if later, within a reasonable time after a latent defect in the Goods has become apparent.

- 6.5 The Contractor shall comply with all applicable regulations or other legal requirements as regards the manufacture, packaging, labelling, and delivery of the Goods. The Contractor shall deliver the Goods properly and securely packed and supply the Services during the Council's usual business hours (8:45 to 17:00 Monday to Thursday and 8:45 to 16:00 Friday) or in accordance with the instructions shown on the Agreement.
- 6.6 Where Goods are delivered by road vehicle, available empty Packages may be returned by the same vehicle.
- 6.7 Where the Council has an option to return Packages and does so, the Council will return such Packages empty and in good order and condition (consigned 'carriage paid' unless otherwise agreed) to the Contractor's supplying works or depot indicated by the Contractor, and will advise the Contractor of the date of despatch.
- 6.8 Packages and containers of all kinds are supplied free by the Contractor and are non-returnable unless otherwise clearly stated, in the first instance, on quotations and subsequently on all Packages, advice notes and delivery notes.

## **7. LOSS OR DAMAGE IN TRANSIT**

- 7.1 The Contractor shall promptly make good, free of charge to the Council, any loss in transit of the Goods if notified within 21 days of delivery or any damage to or defect in the Goods if notified within 10 days of delivery.

## **8. INSPECTION**

- 8.1 The Contractor shall be responsible for the inspection and testing of the Goods and shall ensure that they comply with the Agreement prior to delivery to the Council. The Council shall have the right to inspect the Goods at the Contractor's works and those of its Sub-Contractors at all reasonable times and to reject any part thereof that does not comply with the terms of the Agreement.
- 8.2 The Contractor shall ensure that rights of access, inspection and rejection at premises of any sub-Contractor of the Contractor are given to the Council in sub-agreements between the Contractor and the Contractor's Sub-Contractors. Any inspection, checking, approval or acceptance given on behalf of the Council shall not relieve the Contractor or its Sub-Contractors from any obligations or liabilities set forth in this Agreement.

## **9. REJECTION**

- 9.1 The Council shall have the right to reject any Goods or Services which do not comply with the Agreement, and are, without limitation, not of a stipulated quality or quantity or measurement, unfit for the purpose for which they are required or non-compliant with a description or specification or sample, and the Council may return such rejected Goods to the Contractor at the Contractor's cost and expense.

- 9.2 If the Contractor is unable to supply acceptable replacement Goods or Services within the time specified in the Agreement, or within any extension of such time as the Council may grant, the Council will be entitled to purchase elsewhere other Goods or Services, as near as is practicable to the same Agreement specifications as circumstances shall permit, but without prejudice to any other right which the Council may have against the Contractor including, but not limited to, payment by the Contractor of any excess costs incurred by the Council in doing so.
- 9.3 The making of such payment shall not prejudice the Council's right of rejection and the Contractor shall immediately reimburse the Council with an amount equal to that paid by the Council in respect of the Goods or Services and any applicable taxes. Before exercising the said right elsewhere the Council shall give the Contractor reasonable opportunity to replace rejected Goods or Services with Goods or Services that conform to the Agreement.
- 9.4 The Council is under no obligation to test or inspect the Goods before or on delivery.

**10. TITLE - PASSING PROPERTY**

- 10.1 Property and risk in the Goods will remain with the Contractor until the Goods are delivered to the place specified in the Agreement and a nominated employee of the Council has signed a delivery note for them, whereupon title will pass to the Council, without any limitation, constraint or encumbrance.
- 10.2 If payment for the Goods is made prior to delivery, property in the Goods shall pass to the Council once payment has been made and the Goods have been unconditionally appropriated by the Council.
- 10.3 In these circumstances the Contractor will set aside the Goods and store them separately from similar Goods held at the Contractors premises specified in the Agreement and ensure that they are securely, clearly and visibly marked with the wording "Property of Shropshire Council" so as to identify those Goods as having been unconditionally appropriated by the Council to whose order they are held
- 10.4 The Contractor will allow a named representative of the Council reasonable accompanied access to its premises specified in the Agreement to verify compliance with clause 10.3 herein and will immediately rectify any non-compliance as identified by the Council's named representative
- 10.5 The Contractor will indemnify the Council for any loss of or damage to the Goods until delivered on-site.
- 10.6 Without prejudice to this indemnity the Contractor will have appropriate and adequate insurance cover against any such loss or damage with a reputable insurer from the time that title in the materials or Goods passes to the Council until they are delivered on-site and the Contractor shall provide the Council with certified copies of the relevant policy upon request.

- 10.7 The Contractor agrees that the Council has the right to enter the Contractor's premises specified in the Agreement where Goods are being held in order to recover the said materials or Goods in the event of the Contractors' insolvency

## **11. THE COUNCIL'S OBLIGATIONS**

- 11.1 To enable the Contractor to perform its obligations under this Agreement the Council shall:
- a) co-operate with the Contractor;
  - b) provide the Contractor with any information reasonably required by the Contractor;
  - c) obtain all necessary permissions and consents which may be required before the commencement of the Services or the supply of Goods; and
  - d) comply with such other requirements as may be otherwise agreed between the parties.
- 11.2 Without prejudice to any other rights to which the Contractor may be entitled, in the event that the Council unlawfully terminates or cancels the Goods or Services agreed to in the Agreement the Council shall be required to pay to the Contractor as agreed damages and not as a penalty the full amount of any third party costs to which the Contractor has reasonably committed and in respect of cancellations on less than five working days' written notice the full amount of the Goods and Services.

## **12. WARRANTIES**

- 12.1 The Contractor warrants that as from the date of delivery for a minimum period of 12 months the Goods and all their component parts, where applicable, are free from any defects in design, workmanship, construction or materials. Where certain Goods carry warranties for longer periods the Contractor will notify the Council of these from time to time as appropriate.
- 12.2 The Contractor warrants that the Services performed under this Agreement shall be performed using reasonable skill and care, and of a quality conforming to generally accepted industry standards and practices.

## **13 INDEMNIFICATION**

- 13.1 The Council shall indemnify the Contractor against all reasonable claims, costs and expenses which the Contractor may incur and which arise, directly from the Council's breach of any of its obligations under this Agreement.

- 13.2 The Contractor shall indemnify the Council against all reasonable damage, liability, costs, claims, actions and proceedings arising out of the performance, defective performance or otherwise of this Agreement by the Contractor, its employees, servants or agents

#### **14. TERMINATION AND CANCELLATION**

- 14.1 The Council upon giving the Contractor notice in Writing may cancel any Agreement at any time. A fair and reasonable price will be paid for all work in progress at the time of the cancellation, providing all such work is delivered to, and/or performed for the Council and is accepted as described in Clauses 6 to 9 herein. The Council's liability is strictly limited to work in progress and no further loss or liability will accrue.

- 14.2 Either party may terminate this Agreement forthwith by notice in Writing to the other if:

- a) the other party commits a material breach of this Agreement and, in the case of a breach capable of being remedied, fails to remedy it within 14 calendar days of being given notice in Writing setting out the breach and indicating that failure to remedy the breach may result in termination of this Agreement.
- b) the other party commits a material breach of this Agreement which cannot be remedied under any circumstances;
- c) the other party passes a resolution for winding up (other than for the purpose of solvent amalgamation or reconstruction), or a court of competent jurisdiction makes an order to that effect;
- d) the other party ceases to carry on its business or substantially the whole of its business; or
- e) the other party is declared insolvent, or convenes a meeting of or makes or proposes to make any arrangement or composition with its creditors; or a liquidator, receiver, administrative receiver, manager, trustee or similar officer is appointed over any of its assets.

#### **15. ANTI-BRIBERY AND CORRUPTION (W) (Z)**

- 15.1 The Council may cancel the Agreement by way of a written notice with immediate effect and recover from the Contractor the amount of any loss resulting from the cancellation if at any time it becomes known to the Council that the Contractor or any person employed by the Contractor or acting on his behalf whether with or without the knowledge of the Contractor has:

- a) offered, paid or given or agreed to give directly or indirectly any gift in money or any other form or any financial or other advantage to any member employee or agent of the Council as an inducement or reward in relation to the obtaining or execution of the Agreement or any other Agreement with the Council; or

- b) favoured or discriminated against any person in relation to this or any other Agreement with the Council; or
- c) committed an offence in relation to any Agreement with the Council under the Prevention of Corruption Acts 1906 to 1916 or the Bribery Act 2010 or Section 117(2) Local Government Act 1972 (as amended).

**16. INTELLECTUAL PROPERTY RIGHTS**

- 16.1 Any specification, drawing, sample and pattern supplied by the Council to the Contractor, or specifically produced by the Contractor for the Council in connection with this Agreement, together with the copyright, design rights or any other intellectual property rights thereto shall be the exclusive property of the Council. On payment of the price and for no further consideration the Contractor assigns to the Council with full title guarantee all such copyright, design and other intellectual property rights.
- 16.2 The Contractor shall not disclose to any third party (except sub-contractors accepting a like obligation of secrecy, and then only to the extent necessary for the performance of the sub-agreement) or provide any such specification, drawing, sample or pattern to any third party or use the same except to the extent that it is or becomes public knowledge through no fault of the Contractor, or as is required for the purposes of the Agreement.
- 16.3 This provision shall survive the expiration or termination of the Agreement.

**17. INDEPENDENT CONTRACTORS**

- 17.1 The Contractor and the Council are independent of each other, and neither has the authority to bind the other to any third party or act in any way as the representative of the other, unless otherwise expressly agreed to in Writing by both parties.

**18. SEVERABILITY**

- 18.1 If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any Court of competent jurisdiction such provision shall be severed and the remainder of the provisions herein shall continue in full force and effect as if this Agreement had been agreed with the invalid illegal or unenforceable provision eliminated.

**19. ASSIGNING AND SUB-CONTRACTING**

- 19.1 The Contractor will not, without the written consent of the Council, assign or sub-contract its right or duties under this Agreement nor allow Services to be provided other than through his own employees and using his own equipment.

- 19.2 In the event that the Council has consented to the placing of sub-contracts, copies of each sub-contract and order shall be sent by the Contractor to the Council immediately it is issued.
- 19.3 Notwithstanding the Contractor's right to sub-contract pursuant to this clause 19, the Contractor shall remain responsible for all acts and omissions of its Sub-contractors and the acts and omissions of those employed or engaged by the Sub-contractors as if they were its own. An obligation on the Contractor to do, or to refrain from doing, any act or thing shall include an obligation upon the Contractor to procure that its employees, staff, agents and Sub-contractors' employees, staff and agents also do, or refrain from doing, such act or thing.

## **20. WAIVER**

- 20.1 The failure by either party to enforce at any time or for any period any one or more of these General Terms and Conditions herein shall not be a waiver of them or of the right at any time subsequently to enforce all the terms and conditions of this Agreement.

## **21. HAZARDOUS GOODS**

- 21.1 Hazardous Goods must be marked by the Contractor with International Danger Symbol(s) and display the name of the material in English. Transport and other documents must include declaration of the hazard and name of the material in English. Goods must be accompanied by emergency information in English in the form of written instructions, labels or markings. The Contractor shall observe the requirements of UK and international laws, regulations and agreements relating to the packing, labelling and carriage of hazardous Goods.
- 21.2 All information known, held by, or reasonably available to, the Contractor regarding any potential hazards known or believed to exist in transport, handling or use of the Goods supplied shall be promptly communicated to the Council.

## **22. NOTICES**

- 22.1 Unless otherwise communicated to the party in Writing any notice to be given by either party to the other may be served by email, fax, personal service or by post to the address of the other party that is the registered office or main place of business of the Contractor or if the Council, the Shirehall, Abbey Foregate, Shrewsbury. SY2 6ND
- 22.2 A Notice sent by email shall be deemed to be received providing receipt is acknowledged and confirmed, Notice sent by fax shall be deemed to be served on receipt of an error free transmission report, Notice given by letter shall be deemed to have been served at the time at which the letter was delivered personally or if sent by second class post shall be deemed to have been delivered in the ordinary course of post and if by first class post shall be deemed to have been delivered 48 hours after posting and acknowledged

**23. CONFIDENTIALITY (W) (Z)**

- 23.1 All plans, drawings, designs or specifications supplied by the Council to the Contractor shall remain the exclusive property of, and shall be returned to the Council on completion of the Agreement and shall not be copied, and no information relating to the Goods or the Services shall be disclosed to any third party, except as required for the purpose of this Agreement.
- 23.2 No photographs of any of the Council's equipment, installations or property shall be taken without the Council's prior consent in Writing. The Contractor shall keep secret and shall not divulge to any third party (except sub-contractors accepting a like obligation of secrecy, and then only to the extent necessary for the performance of the sub-agreement) all information given by the Council in connection with the Agreement or which becomes known to the Contractor through his performance of the Agreement or use the same other than for the purpose of executing the Agreement.
- 23.3 The Contractor shall not mention the Council's name in connection with the Agreement or disclose the existence of the Agreement in any publicity material or other similar communication to third parties without the Council's prior consent in Writing.
- 23.4 The Contractor will keep confidential any information it becomes aware of by reason of the operation of this Agreement.
- 23.5 Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Agreement, each party shall:
- 23.5.1 treat the other party's Confidential Information as confidential; and
  - 23.5.2 not disclose the other party's Confidential Information to any other person without the owner's prior written consent
- 23.6 Clause 23.5 shall not apply to the extent that:
- 23.6.1 such disclosure is a requirement of Law placed upon the party making the disclosure, including any requirements for disclosure under the Audit Commission Act 1998 or under the FOIA or the Environmental Information Regulations pursuant to the above clause regarding Freedom of Information;
  - 23.6.2 such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
  - 23.6.3 such information was obtained from a third party without obligation of confidentiality;
  - 23.6.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Agreement; or
  - 23.6.5 it is independently developed without access to the other party's Confidential Information.

- 23.7 The Contractor may only disclose the Council's Confidential Information to the Contractor Personnel who are directly involved in the provision of the Services and who need to know the information, and shall ensure that such Contractor Personnel are aware of and shall comply with these obligations as to confidentiality.
- 23.8 The Contractor shall not, and shall procure that the Contractor Personnel do not, use any of the Council's Confidential Information received otherwise than for the purposes of this Agreement
- 23.9 Nothing in this Agreement shall prevent the Council from disclosing the Contractor's Confidential Information:
- 23.9.1 to any consultant, contractor or other person engaged by the Council;
- 23.9.2 for the purpose of the examination and certification of the Council's accounts or any other form of audit of the Council;
- 23.10 The Council shall use all reasonable endeavours to ensure that any government department, employee, third party or Sub-contractor to whom the Contractor's Confidential Information is disclosed pursuant to this Agreement is made aware of the Council's obligations of confidentiality.
- 23.11 Nothing in this clause shall prevent either party from using any techniques, ideas or know-how gained during the performance of the Agreement in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of Intellectual Property Rights.
- 23.12 The provisions of this Clause shall survive the expiration or termination of this Agreement.

**23A AGREEMENT STATUS AND TRANSPARENCY (W) (Z)**

- 23A.1 The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Agreement and any associated tender documentation provided by the Contractor (the Tender Submission) is not Confidential Information. The Council shall be responsible for determining in its absolute discretion whether any of the content of the Agreement or the Tender Submission is exempt from disclosure in accordance with the provisions of the FOIA.
- 23A.2 Notwithstanding any other term of this Agreement, the Contractor hereby gives his consent for the Council to publish this Agreement and the Tender Submission in its entirety, including from time to time agreed changes to the Agreement, to the general public.
- 23A.3 The Council may consult with the Contractor to inform its decision regarding any exemptions but the Council shall have the final decision in its absolute discretion.

23A.4 The Contractor shall assist and cooperate with the Council to enable the Council to publish this Agreement and the Tender Submission.

**24. COUNCIL DATA**

24.1 The Contractor shall not delete or remove any copyright or proprietary notices contained within or relating to the Council Data.

24.2 The Contractor shall not store, copy, disclose, or use the Council Data except as necessary for the performance by the Contractor of its obligations under this Agreement or as otherwise expressly authorised in writing by the Council and in particular the Contractor shall not store any Council Data, which the Council has notified the Contractor requires storage in an encrypted format, on any portable device or media unless that device is encrypted.

24.3 To the extent that Council Data is held and/or processed by the Contractor, the Contractor shall supply that Council Data to the Council as requested by the Council in any format specified in this Agreement or if none specified in any format reasonably requested by the Council.

24.4 The Contractor shall take responsibility for preserving the integrity of Council Data and preventing the corruption or loss of Council Data and shall take such back up copies of the Council Data at regular intervals appropriate to the frequency of the revision of the Council Data.

24.5 The Contractor shall ensure that any system on which the Contractor holds any Council Data, including back-up data, is a secure system that complies with the Security Policy to include, but not limited to, the following requirements in the Security Policy:

- a) Access to the system is restricted to Contractor Personnel with a legitimate need to access the Council Data; and
- b) The system is kept up to date with the latest versions of operating system and anti-virus updates; and
- c) Transfer of data to and from the system is conducted in a secure manner.

24.6 If the Council Data is corrupted, lost or sufficiently degraded as a result of the Contractor's Default so as to be unusable, the Council may:

24.6.1 require the Contractor (at the Contractor's expense) to restore or procure the restoration of Council Data as soon as practicable; and/or

24.6.2 itself restore or procure the restoration of Council Data, and shall be repaid by the Contractor any reasonable expenses incurred in doing so including the restoration of the Council.

- 24.7 If at any time the Contractor suspects or has reason to believe that Council Data has or may become corrupted, lost or sufficiently degraded in any way for any reason, then the Contractor shall notify the Council via the Council's ICT Helpdesk immediately and inform the Council of the remedial action the Contractor proposes to take.
- 24.8 The Contractor shall check for and delete Malicious Software and if Malicious Software is found, the parties shall co-operate to reduce the effect of the Malicious Software and, particularly if Malicious Software causes loss of operational efficiency or loss or corruption of Council Data, assist each other to mitigate any losses and to restore the Services to their desired operating efficiency.
- 24.9 Any cost arising out of the actions of the parties taken in compliance with the provisions of sub-clause .8 above shall be borne by the parties as follows:
- 24.9.1 by the Contractor where the Malicious Software originates from the Contractor Software, the Third Party Software or the Council Data (whilst the Council Data was under the control of the Contractor); and
- 24.9.2 by the Council if the Malicious Software originates from the Council Software or the Council Data (whilst the Council Data was under the control of the Council).

## **25. PROTECTION OF PERSONAL DATA**

- 25.1 With respect to the parties' rights and obligations under this Agreement, the parties agree that the Council is the Data Controller and that the Contractor is the Data Processor.
- 25.2 The Contractor shall:
- 25.2.1 Process the Personal Data only in accordance with instructions from the Council (which may be specific instructions or instructions of a general nature as set out in this Agreement or as otherwise notified by the Council to the Contractor during the term of this Agreement);
- 25.2.2 Process the Personal Data only to the extent, and in such manner, as is necessary for the provision of the Services or as is required by Law or any Regulatory Body;
- 25.2.3 implement appropriate technical and organisational measures, including but not limited to ensuring that Personal Data is not stored on any portable equipment or storage device or media unless encrypted, to protect the Personal Data against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;

- 25.2.4 take reasonable steps to ensure the reliability of any Contractor Personnel who have access to the Personal Data;
- 25.2.5 obtain prior written consent from the Council in order to transfer the Personal Data to any Sub-contractors or Affiliates for the provision of the Services;
- 25.2.6 ensure that all Contractor Personnel required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this Protection of Personal Data clause ;
- 25.2.7 ensure that no Contractor Personnel publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Council;
- 25.2.8 notify the Council (within five Working Days) if it receives:
  - a) a request from a Data Subject to have access to that person's Personal Data; or
  - b) a complaint or request relating to the Council's obligations under the Data Protection Legislation;
- 25.2.9 provide the Council with full cooperation and assistance in relation to any complaint or request made, including by:
  - a) providing the Council with full details of the complaint or request;
  - b) complying with a data access request within the relevant timescales set out in the Data Protection Legislation and in accordance with the Council's instructions;
  - c) providing the Council with any Personal Data it holds in relation to a Data Subject (within the timescales required by the Council); and
  - d) providing the Council with any information requested by the Council;
- 25.2.10 permit the Council or the Council Representative (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit, in accordance with the Audit clause, the Contractor's data Processing activities (and/or those of its agents, subsidiaries and Sub-contractors) and comply with all reasonable requests or directions by the Council to enable the Council to verify and/or procure that the Contractor is in full compliance with its obligations under this Agreement;
- 25.2.11 provide a written description of the technical and organisational methods employed by the Contractor for processing Personal Data (within the timescales required by the Council); and

- 25.2.12 not process Personal Data outside the United Kingdom without the prior written consent of the Council and, where the Council consents to a transfer, to comply with:
- a) the obligations of a Data Controller under the Eighth Data Protection Principle set out in Schedule 1 of the Data Protection Act 1998 by providing an adequate level of protection to any Personal Data that is transferred; and
  - b) any reasonable instructions notified to it by the Council
- 25.2.13 The Contractor shall comply at all times with the Data Protection Legislation and shall not perform its obligations under this Agreement in such a way as to cause the Council to breach any of its applicable obligations under the Data Protection Legislation.
- 25.2.14 The Contractor shall ensure that its employees and agents are aware of and comply with this clause and shall indemnify the Council against any loss or damage sustained or incurred as a result of any breach of this clause.

## **26 COUNCIL DATA AND PERSONAL INFORMATION AUDITS**

- 26.1 Except where an audit is imposed on the Council by a Regulatory body, the Council may, acting reasonably, conduct an audit for the following purposes:
- 26.1.1 to review the integrity, confidentiality and security of the Council Data;
  - 26.1.2 to review the Contractor's compliance with the Data Protection Act 1998, the Freedom of Information Act 2000 in accordance with the Protection of Personal Data and Freedom of Information clauses and any other legislation applicable to the Services;
- 26.2 The Council shall use its reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Contractor or delay the provision of the Services.
- 26.3 Subject to the Council's obligations of confidentiality, the Contractor shall on demand provide the Council (and/or its agents or representatives) with all reasonable co-operation and assistance in relation to each audit, including:
- 26.3.1 all information requested by the Council within the permitted scope of the audit;
  - 26.3.2 reasonable access to any Sites controlled by the Contractor and to any equipment used (whether exclusively or non-exclusively) in the performance of the Services;
  - 26.3.3 access to Contractor Personnel

- 26.4 The Contractor shall implement all measurement and monitoring tools and procedures necessary to measure and report on the Contractor's performance of the Services.
- 26.5 The Council shall endeavour to (but is not obliged to) provide at least 5 Working Days notice of its intention to conduct an audit.
- 26.6 The parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this clause.
- 26.7 This clause shall not apply to any audit or inspection regarding the provision of the Services specified in the Service Specification or elsewhere in this Agreement which may be conducted as specified in this Agreement.

**27. PUBLIC INTEREST DISCLOSURE ('WHISTLE BLOWING') (W)(Z)**

- 27.1 The Contractor will ensure that his employees and agents are made aware of the Council's policy "Speaking Up About Wrongdoing" and that the details of this policy are fully explained to them and shall provide the Council with evidence of doing so upon request.

**28. INSURANCE**

- 28.1 The Contractor shall maintain a comprehensive policy of Public Liability and Employers Liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (FIVE MILLION POUNDS). Cover In respect of death or personal injury due to negligence will be unlimited.
- 28.2 If appropriate and requested in Writing, the Contractor may also be required to provide Product Liability insurance of at least £2,000,000 (TWO MILLION POUNDS) and Professional Indemnity insurance of at least £1,000,000 (ONE MILLION POUNDS) cover for any one claim and the Contractor shall provide the Council with certified copies of the relevant policies upon request.

**29. EQUALITIES (W) (Z)**

- 29.1 The Contractor and any Sub-Contractor employed by the Contractor shall not unlawfully discriminate either directly or indirectly on such grounds as race or ethnic origin, disability, gender, sexual orientation, religion or belief, or age in the supply and provision of Goods, Services or Works under this Agreement, or in its employment practices.
- 29.2 Without prejudice to the generality of the foregoing, the Contractor and any Sub-Contractor employed by the Contractor shall not unlawfully discriminate within the meaning and scope of the Equalities Act 2010 or other relevant legislation, or any statutory modification or re-enactment thereof.

- 29.3 In addition, the Contractor and any Sub-Contractor employed by the Contractor in providing services to the Council will comply with the general duty imposed on local authorities by Section 149 of the Equality Act 2010 to eliminate discrimination, harassment and victimisation and promote equality of opportunity between persons who share a protected characteristic and those who do not share it and to foster good relations between persons who share a protected characteristic and those who do not share it .
- 29.4 The Contractor and any Sub-Contractor employed by the Contractor will take all reasonable steps to observe as far as possible the Codes of Practice produced by the Equalities and Human Rights Commission, which give practical guidance to employers on the elimination of discrimination.
- 29.5 In the event of any finding of unlawful discrimination being made against the Contractor or any Sub-Contractor employed by the Contractor during the contract period, by any court or employment tribunal, or any adverse finding or formal investigation by the Equalities and Human Rights Commission over the same period, the Contractor shall inform the Council of this finding and shall take appropriate steps to prevent repetition of the unlawful discrimination.
- 29.6 The Contractor and any Sub-Contractor employed by the Contractor will provide a copy of its policies to the Council at any time upon request. In addition, the Council may reasonably request other information from time to time for the purpose of assessing the Contractor's compliance with the above conditions.

**30. HUMAN RIGHTS (W) (Z)**

- 30.1 The Contractor shall where appropriate take account of the Human Rights Act 1998 and shall not do anything in breach of it.

**31 HEALTH AND SAFETY AT WORK (Z)**

- 31.1 The Contractor will at all times in providing Goods, Services or Works to the Council comply with the provisions of the Health and Safety at work Act 1974 and provide evidence of doing so to the Council at any time upon request.

**32. FREEDOM OF INFORMATION ACT 2000 (FOIA) AND ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) (W) (Z)**

- 32.1 The Contractor acknowledges that the Council is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations.
- 32.2 The Contractor shall notify the Council of any Commercially Sensitive Information provided to the Council together with details of the reasons for its sensitivity and the Contractor acknowledges that any lists or schedules of Commercially Sensitive Information so provided are of indicative value only and that the Council may be obliged to disclose such information.

- 32.3 The Contractor shall and shall procure that its Sub-contractors shall:
- 32.3.1 transfer to the Council all Requests for Information that it receives as soon as practicable and in any event within two Working Days of receiving a Request for Information;
  - 32.3.2 provide the Council, at the Contractor's expense, with a copy of all Information in its possession, or power in the form that the Council requires within five Working Days (or such other period as the Council may specify) of the Council's request; and
  - 32.3.3 provide, at the Contractor's expense, all necessary assistance as reasonably requested by the Council to enable the Council to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.
- 32.4 The Council shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations and in considering any response to a Request for Information the Council may consult with the Contractor prior to making any decision or considering any exemption.
- 32.5 In no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Council.
- 32.6 The Contractor acknowledges that (notwithstanding the provisions of this Freedom of Information clause) the Council may, acting in accordance with the Ministry of Justice's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("the Code"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Contractor or the Services:
- 32.6.1 in certain circumstances without consulting the Contractor; or
  - 32.6.2 following consultation with the Contractor and having taken their views into account; provided always that where sub-clause 32.6.1 above applies the Council shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Contractor advanced notice, or failing that, to draw the disclosure to the Contractor's attention after any such disclosure.
- 32.7 The Contractor shall ensure that all Information required to be produced or maintained under the terms of this Agreement, or by Law or professional practice or in relation to the Agreement is retained for disclosure for at least the duration of the Agreement plus one year together with such other time period as required by the Agreement, law or practice and shall permit the Council to inspect such records as requested from time to time.

- 32.8 The Council shall in no event be liable for any loss, damage, harm, or detriment, howsoever caused, arising from or in connection with the reasonable disclosure under FOIA, or any other Law, of any information (including Exempt Information) whether relating to this Agreement or otherwise relating to any other party.
- 32.9 Where the Contractor is a Public Body the parties acknowledges that such obligations and duties of the Council as set out above are reciprocal to the Contractor. The Council and the Contractor acknowledge and agree that:
- 32.9.1 as Public Bodies they are subject to legal duties under the FOIA and EIR which may require either party to disclose on request information relating to this Agreement or otherwise relating to the other party;
- 32.9.2 they are required by law to consider each and every Request for Information made under FOIA;
- 32.9.3 that all decisions made by the other pursuant to a request under the FOIA are solely a matter for the Receiving Party and at the discretion of the Receiving Party.
- 32.9.4 Notwithstanding anything in this Agreement to the contrary (including but without limitation any obligations or confidentiality), the Receiving Party shall be entitled to disclose information in whatever form pursuant to a request made under FOIA, save that in relation to any information that is Exempt Information the Receiving Party shall consult the other party before making any such decision and shall not:
- a) confirm or deny that information is held by the other party, or
  - b) disclose information required to the extent that in the Receiving Party's opinion the information is eligible in the circumstances for an exemption and therefore the Receiving Party may lawfully refrain from doing either of the things described in part (a) and (b) of this clause.
- 32.9.5 each party shall bear its own costs of:
- a) assessing the application of any exemption under FOIA and/or
  - b) responding to any FOIA notice and/or
  - c) lodging any appeal against a decision of the Information Commissioner in relation to disclosure
- 32.9.6 the Receiving Party shall in no circumstances be liable for any loss, damage, harm, or detriment, howsoever caused, arising from or in connection with the reasonable disclosure under FOIA of any Exempt Information or other information whether relating to this Agreement or otherwise relating to the other party.

32.9.7 the other party shall assist the Receiving Party with the request as reasonably necessary to enable the Receiving Party to comply with its obligations under FOIA.

**33. SAFEGUARDING(W) (Z)**

33.1 Where the work being undertaken in this Agreement allows access to premises locations or activities where there is a likelihood of coming into contact with children or vulnerable adults the Contractor must ensure that it follows the guidance of the Independent Safeguarding Council and the regulations relating to the Vetting and Barring Scheme to determine whether a Criminal Record Bureau check is required for employees or any person sub-contracted to carry out the work on behalf of the Contractor. If in any doubt the Contractor should discuss the matter further with the officer of the Council awarding the Contract and raise any concerns arising from disclosures.

33.2 Where the service requirement, specification or Purchase Order determines that a CRB check should be carried out the Contractor shall undertake CRB checks prior to the relevant employees or persons commencing work on the Services to be provided to the Council.

**34 SUSTAINABILITY**

34.1 Contractors should at all times demonstrate how they contribute to the achievement of the Council's Sustainability Policy

**35 EXPIRY**

35.1 The Contractor will on the expiry or termination of the Agreement and, at its own cost, return (or at the request of the Council destroy) all information obtained in undertaking the performance of the Agreement.

**36 AUDIT AND MONITORING) (W) (Z)**

36.1 The Contractor will allow access for the Council's officers to all relevant information for the purposes of audit and the monitoring of the Agreement.

**37. RIGHTS OF THIRD PARTIES**

37.1 The parties to this Agreement do not intend that any of its terms will be enforceable by any person not a party to it by virtue of the Contracts (Rights of Third Parties) Act 1999.

**38. ENTIRE AGREEMENT**

38.1 This Agreement contains the entire agreement between the parties relating to the subject matter and supersedes any previous agreements, arrangements, undertakings or proposals, oral or written.

**39. FORCE MAJEURE**

39.1 Neither the Council nor the Contractor shall be in breach of this Agreement nor liable for any failure or delay in performing their obligations under this Agreement where it is directly caused, arising from or attributable to acts, events, omissions or accidents beyond its reasonable control ("Force Majeure Event"), provided that:-

39.1.1 any delay by a sub-contractor or supplier of the Party who is delayed will not relieve that Party from liability for delay except where the delay is beyond the reasonable control of the sub-contractor or supplier concerned; and

39.1.2 staff or material shortages or strikes or industrial action affecting only the Party who is delayed will not relieve that Party from liability for delay.

39.2 If the Party is subject to a Force Majeure Event it shall not be in breach of this Agreement provided that:-

39.2.1 it promptly notified the Council in writing of the nature and extent of the Force Majeure Event causing its failure or delay in performance; and

39.2.2 it has used its reasonable endeavours to mitigate the effect of the Force Majeure Event, to carry out its obligations under this Agreement in any way that is reasonably practicable and to resume the performance of its obligations as soon as reasonably possible in which case the performance of that Party's obligations will be suspended during the period that those circumstances persist and that Party will be granted a reasonable extension of time for performance up to a maximum equivalent to the period of the delay.

39.3 Save where that delay is caused by the act or failure to act of the other Party (in which event the rights, remedies and liabilities of the Parties will be those conferred by the other terms of this Agreement and by law):-

39.3.1 any costs arising from that delay will be borne by the Party incurring the same; and

39.3.2 either Party may, if that delay continues for more than 5 weeks, terminate this Agreement immediately on giving notice in writing to the other. Such termination shall be without prejudice to the rights of the parties in respect of any breach of this Agreement occurring prior to such termination.

**40. GOVERNING LAW AND JURISDICTION (W)**

40.1 It is the responsibility of the Contractor to comply with all relevant European and English legislation. This Agreement shall be governed by and construed in accordance with English Law and the parties agree to submit to the exclusive jurisdiction of the English and Welsh Courts

**41. COMPLAINTS PROCEDURE (W) (Z)**

41.1 The Contractor shall operate a complaints procedure in respect of any goods, services or works provided under these terms & conditions, to the entire satisfaction of the Council, and comply with the requirements of any regulatory body to which the Contractor is subject (including any change in such requirements) and ensure that its complaints procedure meets the following minimum standards:

41.1.1 is easy to access and understand

41.1.2 clearly sets out time limits for responding to complaints and keeping the complainant and the Council informed of progress;

41.1.3 provides confidential record keeping to protect employees under this contract and the complainant

41.1.4 provides information to management so that services can be improved

41.1.5 provides effective and suitable remedies

41.1.6 is regularly monitored and audited and which takes account of complainant and Council feedback.

41.2 The Contractor shall ensure that:

41.2.1 under no circumstances is a complaint investigated by a member of its staff employed under this contract who may be part of the complaint.

41.2.2 someone who is independent of the matter complained of carries out the investigation

41.2.3 the complainant is made aware that they are entitled to have the complaint investigated by the Council if they are not satisfied with either the process of investigation or finding of the Contractor's investigations

- 41.2.4 the Contactor will ensure that it responds to the complainant within a max of 10 days of receiving the complaint
- 41.3 The Contactor will make its complaints procedure available on request
- 41.4 The Contactor shall ensure that all its employees and persons employed under this contract are made aware of its complaints procedure and shall designate one employee (who shall be identified to the Council) to whom a complaint may be referred should the complainant not be satisfied with the initial response to their complaint
- 41.5 The Contactor shall keep accurate and complete written records of all complaints received and the responses to them and shall make these records available to the Council on request or at 12 monthly intervals in any event.
- 41.6 Where the Council is investigating a complaint the Contactor is required to participate fully in all investigations within the timescales requested by the Council
- 41.7 The Contractor should note that if a complaint is made to the Council by a third party relating to the goods, services or works provided, the Local Government Ombudsman has the power to investigate such a complaint and the Council requires the Contractor to fully to co-operate in such investigation. If the Council is found guilty of maladministration or injustice by the Local Government Ombudsman because of the act or default of the Contractor the Contractor shall indemnify the Council in respect of the costs arising from such maladministration or injustice.

## **42 DISPUTES**

- 42.1 If any dispute or difference shall arise between the parties as to the construction of this Agreement or any matter or thing of whatever nature arising under this Agreement or in connection with it then the same shall be dealt with as follows:-
- 42.1.1 In the first instance a special meeting of both the Parties shall be arranged on 14 days written notice to the other party and the matter shall be discussed and the representatives shall use their reasonable endeavors to resolve the dispute
- 42.1.2 If the dispute cannot be resolved in accordance with the preceding sub-clause then either one of the Parties may serve the Council's Chief Executive or the Contractor's senior officer or such other authorised officer of either party whose details have been notified to the other party, with notice of the dispute and those officers shall then appoint their representative to adjudicate and use their reasonable endeavors to resolve the dispute within 21 days of receipt of such notice

<b>Additional definitions for clauses 43 and 44</b>	
<b>"Security Plan"</b>	the Contractor's security plan prepared pursuant [ <i>to paragraph 3 of schedule 2.5 (Security Requirements and Plan) an outline of which is set out in Appendix of schedule 2.5 (Security Requirements)</i> ];
<b>"Staff Vetting Procedures"</b>	the Council's procedures and policies for the vetting of personnel whose role will involve the handling of information of a sensitive or confidential nature or the handling of information which is subject to any relevant security measures.

**43      STAFFING SECURITY**

- 43.1      The Contractor shall comply with the Staff Vetting Procedures in respect of all Contractor Personnel employed or engaged in the provision of the Services. The Contractor confirms that all Contractor Personnel employed or engaged by the Contractor at the commencement of this agreement were vetted and recruited on a basis that is equivalent to and no less strict than the Staff Vetting Procedures.
  
- 43.2      The Contractor shall provide training on a continuing basis for all Contractor Personnel employed or engaged in the provision of the Services in compliance with the Security Policy and Security Plan

**44      SECURITY REQUIREMENTS**

- 44.1      The Contractor shall comply, and shall procure the compliance of the Contractor Personnel, with the Security Policy and the Security Plan and the Contractor shall ensure that the Security Plan produced by the Contractor fully complies with the Security Policy.
  
- 44.2      The Council shall notify the Contractor of any changes or proposed changes to the Security Policy.
  
- 44.3      If the Contractor believes that a change or proposed change to the Security Policy will have a material and unavoidable cost implication to the Services it may submit a request for the Agreement to be varied in respect of any charges or fees payable under the Agreement. In doing so, the Contractor must support its request by providing evidence of the cause of any increased costs and the steps that it has taken to mitigate those costs.
  
- 44.4      Until and/or unless a change to the charges or costs is agreed by the Council pursuant to this clause the Contractor shall continue to perform the Services in accordance with its existing obligations

# **PARTICULAR SPECIFICATION**

## **IMC052 - MAINTENANCE OF ON-SITE MISCELLANEOUS FIRE FIGHTING EQUIPMENT**

**Prepared by:  
Shropshire Council  
Surveying Team  
Shared Services  
July 2012**

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# **PARTICULAR SPECIFICATION MAINTENANCE OF ON-SITE MISCELLANEOUS FIRE FIGHTING EQUIPMENT**

## **1.0 GENERAL CONDITIONS**

### **SCOPE OF WORK**

The work consists of carrying out the annual inspection, service, test and repair/replacement of portable fire extinguishers, fire blankets, fire hose reels and fire hydrants in premises owned or maintained by Shropshire Council.

The maintenance contract shall be in the format of mobile periodic maintenance, including consumables, specialist labour plus emergency call-outs, spares and specified replacement parts.

### **DURATION OF CONTRACT**

In the first instance competitive fixed price tenders are being invited to the period 1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014, thereafter the contract may be extended annually for a further three years subject to satisfactory performance during the contract year and the submission of a mutually agreed adjustment of the tender sum for the ensuing 12 months.

In the event of the need to prematurely terminate for whatever reason, there shall be the submission of written notice, one month before the operative date of termination applying equally to both parties to the contract.

### **CONDITIONS OF CONTRACT**

The whole of the maintenance works are to be carried out strictly in accordance with this Specification and to the satisfaction of the Client.

### **SAFETY AND WELFARE OF WORKMAN**

The Contractors attention is particularly drawn to the clause relating to the "Safety and Welfare of Workmen" in the General Conditions and Preliminaries; the contractor shall allow in his tender for complying with the clause as necessary on this contract.

### **IMPORTANT NOTES**

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

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

The Contractor 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.

Asbestos Management Regulation - Contractors shall be aware that there is a mandatory requirement to sign the on site manual prior to the commencement of any work.

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

The service work is being undertaken on active 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 is imperative.

## **IDENTITY PASSES**

All employees and persons servicing the Contractor shall, at the Contractor'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.

## **GENERAL HEALTH AND SAFETY**

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

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

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

## **LEGISLATION**

The Contractor's attention is drawn to the following Health, Safety and Welfare Legislation:

- Fire Precautions Act 1971
- The Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Construction (Head Protection) Regulations 1989
- Environmental Protection Act 1989
- The Control of pollution Act 1990
- Manual Handling Operations Regulations 1992
- Workplace (Health Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Confined Space Regulations 1997
- Lifting Operations & Lifting Equipment Regulations 1998
- Provision & Use of Work Equipment Regulations 1998
- Management of Health & Safety at Work Regulations 1999
- The Fire Precautions (Workplace) (Amendment) Regulations 1999

Control of Substances Hazardous to Health Regulations 2002  
Control of Noise at Work Regulations 2005  
Working at Height Regulations 2005  
The Control of Asbestos at Work Regulations 2006  
Construction and Design Management Regulations 2007

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

## **RISK ASSESSMENT**

The Contractor 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 Contractor 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.

## **METHOD STATEMENT**

Contractors are reminded that for certain hazardous operations, they will have to prepare a method statement for the work. It is anticipated that such statements will include, where applicable 'the sequence and method of work'.

The 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.

## **INFORMATION TO BE SUBMITTED WITH THE TENDER**

The Contractor's tender should include the following information:-

- a generic risk assessment for tasks to be completed
- a method statement for the work to be undertaken
- the company health & safety policy
- the names of sub-contractors
- membership or registration details of relevant professional & trade organisations
- insurance details
- completed staff experience forms
- details of the quality system operated by the Contractor

## 2.0 SCOPE OF SPECIFICATION

This part of the specification provides the basis for a portable fire fighting equipment maintenance contract between the Client and the Contractor.

The objective of the contract is for the Contractor to provide planned preventative maintenance of portable fire extinguishers, fire blankets, fire hose reels and fire hydrants on Council controlled premises.

The maintenance contract shall be in the format of mobile periodic maintenance, including consumables, specialist labour plus emergency call-outs, spares and specified replacement equipment or parts.

The inspection and maintenance service is intended to demonstrate compliance with:

- **The Health and Safety at Work etc. Act 1974**
- **The Workplace (Health, Safety and Welfare) Regulations 1992**
- **British Standard BS5306 fire extinguishing installations and equipment on premises**
- **British Standard BS EN3 portable fire extinguishers**
- **British Standard BS6643: Part 1 Recharging fire extinguishers**
- **The Health & Safety (Safety Signs & Signals) Regulations 1996**
- **British Standard BS5499 Graphical symbols and signs – safety signs including fire safety signs**

'Client' refers to Shropshire Council's Surveying Team Leader or any person appointed by him to act on his behalf.

'Contractor' refers to the company or organisation contracted to provide the services specified.

The specification must be read in conjunction with, and may be modified by, other documents comprising the full tender documentation.

Unless otherwise specified the work shall comprise all labour, transport and materials necessary to complete the contract. This includes the provision of access equipment and labour.

### **3.0 GENERAL REQUIREMENTS**

The Contractor shall provide the Client with information to allow the Client to assess the competency of the Contractor and individual personnel carrying out the service work. This shall include as a minimum requirement the names and qualifications of the specific persons who may carry out the work. It shall also include details of the quality system operated by the Contractor.

The Contractor will obtain agreement from the Client before substituting alternative personnel before or during the contract.

The Contractor's tender should include a method statement for the work to be undertaken.

The Contractor's insurance arrangements must comply with the tender requirements and be in force before work is allowed to commence. The Contractor should make copies of the policies available for approval.

All work and procedures must adhere to relevant regulations, statutes and codes of practice.

The Contractor must comply with the Client's Health & Safety Policy. Failure to do so may result in immediate expulsion of Contractor personnel from the site.

All hazardous or inflammable materials brought onto site must be notified to the Client in compliance with the 'Control of Substances Hazardous to Health Regulations, 2002'. All hazardous waste generated during sampling must be removed from site by the Contractor in compliance with the 'Health and Safety at Work etc. Act 1974'.

All work and procedures shall be undertaken with due care to avoid damage to the contents and fabric of the building.

The Contractor shall advise the Head of school and college sites that their engineers may be taking photographs of the fire fighting equipment as necessary, for inclusion with the formal servicing report.

The Contractor is expected to exercise politeness, confidentiality and discretion during the course of the maintenance work. Results of the service may only be divulged to the Client's representative and other persons nominated by the Client.

#### **ACCESS**

The Contractor shall make access arrangements 48 hours in advance with the Head or Manager of each property, giving notification that access to the property is required. It is the Contractor's responsibility to supply all access equipment, including ladders and mobile units, and then gain access to all plant & equipment listed in the Equipment Schedules.

It is within the premises right to refuse entry to contractors who have not made an appointment, at no cost to Shropshire Council.

#### **ADDITIONS / DELETIONS OF PROPERTIES**

The Client may, during the period of the contract, wish to add or delete properties from the service schedule. Any such additions or deletions shall be effected by giving the Contractor one month's notice in writing and shall be effected without penalty to the Client.

## **ADDITIONS / DELETIONS OF PLANT**

The Client may, during the period of the contract, add items of equipment to the schedule for maintenance in accordance with the procedures laid down in this Specification. Any such additions shall be in the form of an endorsement at the current contract unit cost.

The Client may, during the period of the contract, delete items of equipment from the schedule for maintenance. Any such deletions shall be effected by giving one months notice in writing, without penalty to the Client and be in accordance with the 'Contract Adjustments' clause.

## **AUTHORISATION OF WORK**

All work to be carried out beyond the scope of the Specification and Service Schedules shall be authorised by the Client before the work is undertaken.

## **CONTRACT ADJUSTMENTS**

For the purpose of additions and deletions, the total contract sum shall be adjusted by negotiations.

## **CONSUMABLES**

The Contract shall be deemed to be inclusive of all Consumables necessary for the complete and satisfactory operation of the equipment. Consumables are defined as all items of equipment, materials or components that have to be replaced on a regular basis, such as: lubricants, gaskets, 'o' rings, sealing washer/diaphragm, safety clips/pins, OK indicators, jointing materials and lubricating spray.

## **COSTS**

The contractor will provide unit costs as per the attached schedules, per type of fire fighting equipment in the following way:-

### Portable fire extinguishers

#### Inspection & Service unit cost

The cost for inspecting & servicing the extinguisher shall include for replacement of any parts that require replacement as a result of the inspection i.e. safety clip/pin, OK indicator and sealing washer/diaphragm. It shall also include replacement of missing safety clip/pin, OK indicator as found at time of service.

Service cost shall also include recharging of stored pressured units found to be under pressure.

#### Refill unit costs (to include Periodic Discharge Tests)

Unit cost to refill each type and size of extinguisher.

The elements that make up the unit cost are:

The cost shall include for Periodic Discharge Test , the replacement of any parts as a result of the refill i.e. safety pin/clip, OK indicator, sealing/washer diaphragm, fire extinguisher content, recharging the unit i.e. gas cartridge or stored pressure, to enable the unit to be put back into service.

#### New Equipment unit costs

Unit cost to supply, deliver and fix a brand new fire extinguisher/blanket of each type and size in accordance with appropriate British Standards.

#### Miscellaneous unit costs

Unit cost of supplying and fitting at the time of service some miscellaneous parts, fixing an existing extinguisher via a bracket, supply and fit a fire point extinguisher sign/identification number label, recharging a stored pressure unit etc.

#### Fire Blankets

##### Inspection & Service unit cost

Unit cost to inspect the blanket.

##### New Equipment unit costs

Unit cost to provide a brand new fire blanket of each size.

##### Miscellaneous unit costs

Unit cost to fix an existing blanket via bracket.

Unit cost to supply and fit a fire point extinguisher sign/identification number label etc.

#### Fire Hose Reels

Unit cost for inspection & service and flow testing the hose reel

##### New Equipment unit costs

Unit cost to supply and fit a brand new hose reel.

##### Miscellaneous unit costs

Unit cost of supplying and fitting, at the time of service, some miscellaneous parts, supply and fit a fire point extinguisher sign/identification number label etc.

#### Fire Hydrants

##### Inspection & Service unit costs

Unit cost for inspecting & servicing and flow testing the hydrant.

Whilst carrying out the service, assess condition of hydrant manhole cover and identification/location sign. Carry out remedial work as required.

### **DELEGATION**

With the exception of the plant listed below, the Contractor shall not delegate performance of the whole or any part of this contract to any person or company unless he has obtained the written permission of the Client.

## **EQUIPMENT SCHEDULE**

Three indicative schedules providing property and equipment information are included on separate sheets.

Equipment schedule 1: Portable Fire Extinguishers and Fire Blankets.

Equipment schedule 2: Fire Hose Reels.

Equipment schedule 3: Fire Hydrants.

The schedules for the forthcoming year will be submitted to the Contractor prior to 31<sup>st</sup> March each year. The Contractor shall amend his records and programme of service visits in accordance with the submitted schedules and any subsequent additions or deletions, as authorised by the Client.

## **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 Clients attention.

## **INSPECTION OF WORK**

The Contractor shall be required from time to time to partially dismantle and re-assemble any items of equipment upon request, as far as is reasonably practicable, to demonstrate the nature of the servicing work carried out and that the work has been completed in accordance with the manufacturers and Client service requirements. This is to include making available any faulty items or items replaced for inspection indicating the nature of the fault.

## **LIABILITY FOR ACCIDENTS & DAMAGE**

The Contractor shall exercise reasonable care in carrying out its obligations and agrees to indemnify the Client in respect of all damage to property and injury to persons to the extent that such damage or injury arises directly from the Contractor's negligence, but the liability of the Contractor in respect of such damage shall be limited to a maximum of five million pounds in any one event.

## **MAINTENANCE PROGRAMME**

The maintenance programme shall comprise the following:-

One annual inspection & service visit to portable fire extinguishers, fire blankets, fire hose reels, fire hydrants per property, together with complete equipment checks and cleans. (See Equipment Schedules 1, 2 and 3).

A phased inspection is required of portable fire extinguishers, fire blankets, fire hose reels, and fire hydrants. The contractor will be required to agree with the Client a programme for the undertaking of the works.

A service report shall be carried out for each fire fighting unit and type, as Section 4 of this specification..

The maintenance tasks outlined in section 6.0 of this specification shall be read in conjunction with the manufacturer's service documents and are intended to complement them. In no circumstances should they replace manufacturer's instructions to the detriment of the plant or safety of the premises. In the absence of a manufacturer's specification the service routines are a minimum standard for safe working and efficiency.

## **MAINTENANCE OF EXISTING SERVICES**

The Contractor shall maintain all drains, water and electrical mains which may be met with during the progress of the works and make good any damage.

## **PAYMENT**

Payment of invoices will be made in arrears following the submission of the service report. Invoices shall be forwarded within 14 days from the date of the service being carried out.

Service invoices are to be submitted to the Client in the following way:

- Per property
- Per service
- Per type of equipment

Invoices shall provide

- Invoice name and address (SC)
- Property name and address
- Property number
- Official order number
- Work carried out
- Service cost and materials used, together with the attached service report, delivery note and completed recommendation / quotation form where applicable.

Breakdown invoices shall be submitted separately; however they shall provide all details as above.

## **RECALLS**

Return service visits within 28 days necessitated in the judgement of the Client by earlier servicing works shall be at the Contractor's expense.

## **SITE PROTECTION**

The Contractor shall be responsible for the protection of the site, the works and the public against all theft, damage or injury and shall allow for all necessary watching and lighting for the security of the works and protection of the public.

The Contractor shall also erect and maintain any necessary temporary barriers or other means to protect and prevent accidental or unauthorised approach to potentially hazardous areas, such as incomplete plant or partially dismantled work platforms, unfenced drops, treated floor areas, hot or chemical processes etc and remove on completion.

## **SPARE PARTS AND RENEWALS**

During the service visit the Contractor shall supply and fit all spare parts, including any replacement or additional units, as required up to the financial limit of £300 per property, with the permission of the site representative. For work and replacement or additional units over the financial limit a recommendation / quotation form must be completed for the whole number of replacement or recommended units and presented to the head of the establishment at the time of service. The head of establishment can then authorise the recommendation / quotation by completing the form (to be invoiced using the contract order number) or defer the form to the Client. The recommendation / quotation is to be supplied by the Contractor and shall be of a similar format and contain all the information as shown on the next page of this specification.

Fitting replacement parts shall be carried out as far as possible during the service visits. An extra visit in order to fit replacement parts in cases of emergency may be permitted, but only with prior notification and approval by the Client. Any parts used shall be noted on the service report stating which unit it is related to.

The Contractor shall use only genuine manufacturers' spares, except where otherwise directed and in accordance with the relevant British Standard.

Random checks of replaced parts may be carried out by the Client. The Contractor shall reimburse the Client for any parts that have been changed and subsequently are found to be in working order.

All new and replacement fire extinguishers and fire blankets are to be in accordance with the relevant British Standard.

Service engineers' vehicles must carry adequate stocks of kite marked portable fire extinguishers, fire blankets, hoses, horns, fixing brackets, signs, labels and consumables to ensure "down time" is kept to a minimum.

Disposal of faulty extinguisher parts shall be the responsibility of the Contractor following on site inspection of the defects by the on site representative.

## **TRANSPORT**

The contract shall be deemed to include all transport cost for work persons performing work within the service contract.

## **TOOLS, PLANT etc**

The Contractor shall provide all tools, materials, labour, cartage, carriage, freightage, packing, hoisting tackle, access equipment, plant and machinery of all descriptions necessary to complete the service works detailed in this specification.

**COMPANY DETAILS & LOGO**

**ANNUAL MAINTENANCE OF FIRE FIGHTING EQUIPMENT AT  
VARIOUS SHROPSHIRE COUNCIL MAINTAINED PROPERTIES**

**DEFECTIVE OR ADDITIONAL EQUIPMENT – RECOMMENDATION / QUOTATION FORM**

**Property No.** 1234

**Date of Service:** 24/05/2009

**Address:** A School  
Street Name  
Area  
Town

**Engineer:** A Name

**Delivery note reference:** 123456

**Post Code:** SY2 6ND

<b>Unit No.</b>	<b>Location</b>	<b>Existing Unit</b>	<b>Fault</b>	<b>Unit</b>	<b>Cost £</b>
12	Boiler Room	6kg Dry Powder	Damaged	6kg Dry Powder	
35	Classroom B3	9 litre Water	Split lining	6 litre AFFF	
36	Classroom B4	6 litre Foam	Damaged head	6 litre AFFF	
40	Woodwork room	6 litre Foam	Missing	6 litre AFFF	
50	Main Office	Halon	Out of date	2kg Co2	
51	Computer Server Suite	N/A	No cover	5kg Co2	
53	Kitchen	1.2m <sup>2</sup> Fire Blanket	Ripped	1.2m <sup>2</sup> Fire Blanket	
63	Home economics class	1.2m <sup>2</sup> Fire Blanket	Missing	1.2m <sup>2</sup> Fire Blanket	
				<b>Total</b>	

I the head of establishment \*accept/do not accept the above quotation and \*authorise/defer its recommended action, as part of the service contract.

Signed

Date

Print Name

Position

\* Delete as applicable

#### 4.0 SERVICE REPORTS & INVOICES

The Contractor's formal service report shall be submitted stapled to the invoice, on a form approved by the Client but supplied by the Contractor. A report is required per property, on each visit, per type of fire fighting equipment i.e. portable fire extinguishers and fire blankets, fire hose reels and fire hydrants.

The service report shall contain and make reference to the following:-

##### Portable fire extinguishers and fire blankets.

Property name and address  
Property number  
Date of service  
Site representative's name and signature  
Engineer's name and signature  
Extinguisher or blanket identification number  
Location of extinguisher or blanket  
Type of unit i.e. 6 litre Foam  
Unit number  
Condition of unit i.e. 'Inspected', 'Unsafe for Use' or 'Unfit for Service'  
Remedial work carried out and parts used  
Remedial work not carried out but required.

##### Fire hose reels

Property name and address  
Property number  
Date of service  
Site representative's name and signature  
Engineers name and signature  
Location of hose reel  
Unit number  
Type of hose unit  
Condition of hose reel  
Flow test result  
Remedial work carried out and parts used  
Remedial work not carried out, but required

##### Fire Hydrants

Property name and address  
Property number  
Date of service  
Site representative's name and signature  
Engineers name and signature  
Location of hydrant  
Unit number  
Condition of hydrant  
Flow and pressure test results  
Remedial work carried out and parts used  
Remedial work not carried out but required.

The service report shall be stapled to the invoice and submitted to the Client within 14 days of the service visit, each report being countersigned by the caretaker or other responsible person on site. Photographs should be included where appropriate to highlight specific points.

## **5.0 CALL OUTS & EMERGENCY REPAIRS**

The Contractor shall be required to provide a 24 hour 365 day per year emergency breakdown service. Answer phone services are not acceptable.

The Contractor shall be able to respond to instructions to attend an emergency breakdown by attending site within four hours from receipt of call from the Client.

Breakdowns shall be given priority over planned service visits and must be completed within 24 hours from receipt of a call, unless otherwise agreed with the Client.

For breakdowns reported during normal working hours the Contractor will be issued verbally with an order number, followed by an official paper order within a few days.

For breakdowns reported outside normal working hours the Contractor shall obtain an order number from the Client on the next working day.

The charges and rates for breakdowns and emergency breakdowns shall be at the relevant Unit Cost plus the tendered Call Out Fee. The Call Out Fee shall include mileage, travel time and labour. Where the Client considers the charges and special conditions excessive the whole tender may be disqualified.

The Contractor shall provide details of operatives 'on-call' for the out of normal hours breakdown service. Details which shall include names & contact numbers shall be available at the commencement of the contract. These details shall be updated to reflect any revisions immediately following any such revisions. The Contractor shall also re-confirm the contact details prior to each annual extension of the Contract and prior to times of public holidays e.g. Easter, Christmas etc.

The Contractor shall report to the person in charge of the premises if they are unable to complete a repair and inform that person the course of action they are taking i.e. obtaining replacement parts.

In the event of spares or parts not being available from stock or local suppliers the Contractor is to make arrangements for overnight delivery direct from the manufacturer to their agents.

## 6.0 MAINTENANCE TASKS

The service work shall be carried out according to the provisions of the British Standards and industry guidance.

### Portable Fire Extinguishers

Each portable fire extinguisher at a site shall be inspected in accordance with British Standards BS5306 and BS EN3, by a competent person.

A firmly fixed durable label shall be attached to the body of each extinguisher giving legible details of:

- Whether 'INSPECTED', 'UNFIT FOR SERVICE' or 'UNSAFE FOR USE'.
- Date of inspection.
- Initials of competent person carrying out inspection.
- Contractor name, address and telephone number.
- Date of extinguisher installation.
- Work carried out
- When last discharge tested/recharged.
- When recommended next discharge test.
- Full weight (in Kilograms).
- Unit number
- Any other relevant information as recommended by the British Standard.

Any extinguisher which, after inspection and if necessary corrective maintenance, including replacement of faulty, damaged corroded or missing parts is suitable for continued service should be prominently marked 'INSPECTED', with the date and identifying mark of the competent person.

Any extinguisher which is damaged, corroded, has corrosion of welds, severe pitting, wear or damage to threads of any pressure retaining part or otherwise defective to an extent which makes it hazardous, or which would make it hazardous if used and which can not be rendered for continued service should be prominently marked 'UNSAFE FOR USE' or 'CONDEMNED' with the date and identifying mark of the competent person. The competent person will advise the Client/Site representative of the situation and recommend the user to remove the extinguisher from service and install a serviceable unit. The competent person will correctly dispose of any defective replaced parts or extinguishers.

Any extinguisher, gas cartridge or replacement charge which is defective, corroded, damaged or has lost content to an extent that makes it unsuitable for further service and which cannot immediately be rendered suitable for continued service should be prominently marked 'UNFIT FOR SERVICE' pending rectification of the faults, and with the date and identifying mark of the competent person.

Any stored pressure extinguishers or gas cartridge which has sustained a loss of content greater than 10% of the original content, or loss of pressure greater than recommended by the manufacturer as being consistent with satisfactory performance, and which cannot be re-pressurised should be prominently marked 'UNFIT FOR SERVICE' and with the date and identifying mark of the competent person.

### Periodic Discharge Test

- Water (all types): Five yearly.
- Foam (all types): Five yearly.
- Powder (stored pressure other than primary sealed type): Five yearly.
- Powder (stored pressure primary sealed types): Every 10 years.
- Carbon Dioxide: Every 10 years.

Recharging/refilling of extinguishers shall be in accordance with British Standards BS5306 and BS6643: Part 1.

In the event of a Periodic Discharge Test being carried out the contractor is to enquire with the site representative if any staff require discharge training.

Before each recharging/refilling the extinguisher should be completely emptied and the extinguishing medium discarded, in the safe and correct manner. Water and Foam extinguishers should be thoroughly washed out with clean water. Powder and Carbon Dioxide extinguishers must be kept completely free from water and moisture.

The competent person shall be aware of all Health and Safety procedures concerning the inspection and testing of extinguishers.

Any Soda Acid Water extinguishers, Chemical Foam or Halon extinguishers should be identified 'UNSAFE FOR USE' OR 'CONDEMNED'.

Any PDT/condemned unit should be recorded on the service report giving reasons why PDT or condemned.

### Inspection/Serviceing

#### Water (gas cartridge) extinguishers

- Remove safety clip/pin, OK indicator.
- Open the extinguisher, note the liquid level and pour the liquid into a clean container.
- Examine the extinguisher body externally, and also internally using an illuminating probe, for corrosion or damage.
- Examine the gas cartridge externally for corrosion or damage. Weigh the gas cartridge and check the mass against that marked on the cartridge. (Check the date of the most recent hydraulic test, or if the cartridge has not been tested, the date of manufacturer and if more than twenty years have elapsed since this date withdraw the cartridge from service).
- Examine and clean the vent holes or venting device in the cap.
- Clean and ensure the strainer, nozzle and where appropriate the internal discharge tube and breather valve are free from obstruction.
- Ensure discharge hose is free from blockage or obstruction.
- Clean and ensure the correct operation of operating mechanism and discharge valve, where fitted.
- Examine sealing washers.
- Return the original charge to the extinguisher, topping up any lost water, or replacing with fresh water as necessary. Refit safety clip/pin, OK indicator to prevent inadvertent operation or reset the device used to indicate that the extinguisher may have been operated.

#### Water (stored pressure) extinguishers

- Check the free operation of the pressure indicating device. Where a pressure indicating device is not fitted use the connection provided for the purpose to verify the internal pressure is correct. If the pressure is below the specified limit refer to the manufactures instructions for appropriate action.
- Examine the extinguisher body externally for corrosion or damage.
- Weigh the extinguisher or use alternative means to check that it contains the correct mass of liquid. Check the mass against the mass recorded when first put into service.
- Detach hose from extinguisher, where possible, check and ensure the hose and nozzle are free from blockage or obstruction. Examine for the hose for wear.
- Clean and ensure correct operation of operating mechanism and discharge control, where fitted.

- Check and ensure safety clip/pin to prevent inadvertent operation or reset the device used to indicate that the extinguisher may have been operated.

#### Foam (gas cartridge) extinguishers.

- Remove safety clip/pin or OK indicator.
- Open the extinguisher, note the liquid level and pour the liquid into a clean container.
- Examine the extinguisher body externally, and also internally using an illuminating probe, for corrosion or damage.
- Examine the gas cartridge externally for corrosion or damage. Weigh the gas cartridge and check the mass against that marked on the cartridge. (Check the date of the most recent hydraulic test, or if the cartridge has not been tested, the date of manufacturer and if more than twenty years have elapsed since this date withdraw the cartridge from service).
- Examine and clean the vent holes or venting device in the cap.
- Clean and ensure the strainer, nozzle and where appropriate the internal discharge tube and breather valve are free from obstruction.
- Where the foam compound is in a serrate container check for leakage.
- Ensure discharge hose is free from blockage or obstruction.
- Clean and ensure the correct operation of operating mechanism and discharge valve, where fitted.
- Examine sealing washers.
- Return the original charge to the extinguisher, topping up any lost charge, or replacing with fresh charge as necessary.
- Refit safety clip/pin or OK indicator to prevent inadvertent operation or reset the device used to indicate that the extinguisher may have been operated.

Foam compounds based on hydrolysed protein may be subject to bacteriological decay. If the original liquid charge is foul smelling and black in colour, then assume the content to be subject to bacteriological attack and discard. Wash container out in an approved and appropriate area. Refill with non hydrolysed protein foam compound. If a loss of more than 10% has occurred then discard the charge.

#### Foam (stored pressure)

- Check the free operation of the pressure indicating device. Where a pressure indicating device is not fitted use the connection provided for the purpose to verify the internal pressure is correct. If the pressure is below the specified limit refer to the manufacturers instructions for appropriate action.
- Examine the extinguisher body externally for corrosion or damage.
- Weigh the extinguisher or use alternative means to check that it contains the correct mass of liquid. Check the mass against the mass recorded when first put into service.
- Detach hose from extinguisher, where possible, check and ensure the hose and nozzle are free from blockage or obstruction. Examine the hose for wear.
- Clean and ensure correct operation of operating mechanism and discharge control, where fitted.
- Check and ensure safety clip/pin to prevent inadvertent operation or reset the device used to indicate that the extinguisher may have been operated.

#### Powder (gas cartridge) extinguisher

Powder extinguishers should be opened only in the driest available conditions and for the minimum time necessary for examination, to minimise the effects of atmospheric moisture on the powder. Powder may absorb deleterious amounts of moisture if exposed to air of high relative humidity, or if the powder is colder than the ambient air.

Mixing or cross contamination of different types of powder must be avoided.

Only extinguishers containing the same type of powder should be opened and examined at any one time.

- Weigh the extinguisher to check that it contains the correct mass of powder. Check the mass against the mass recorded when the unit was first put into service.
- Remove safety clip/pin or OK indicator.
- Inspect extinguisher internally to check the powder that there are no visual signs of caking, lumps or foreign bodies. Agitate the powder by inverting and shaking the extinguisher taking care to avoid spillage. If there is evidence of caking, lumps or foreign bodies or if the powder is not free flowing discard the content and replace.
- Examine the extinguisher body externally, and also internally using an illuminating probe, for corrosion or damage.
- Examine the gas cartridge externally for corrosion or damage. Weigh the gas cartridge and check the mass against that marked on the cartridge. (Check the date of the most recent hydraulic test, or if the cartridge has not been tested, the date of manufacturer and if more than twenty years have elapsed since this date withdraw the cartridge from service).
- Examine and clean the vent holes or venting device in the cap.
- Clean and ensure the strainer, nozzle and where appropriate the internal discharge tube and breather valve are free from obstruction.
- Ensure discharge hose is free from blockage or obstruction.
- Clean and ensure the correct operation of operating mechanism and discharge valve, where fitted.
- Examine sealing washers and diaphragms.
- Return the original charge to the extinguisher.
- Refit safety clip/pin or OK indicator to prevent inadvertent operation or reset the device used to indicate that the extinguisher may have been operated.

#### Powder (stored pressure) extinguishers

Powder extinguishers should be opened only in the driest available conditions and for the minimum time necessary for examination, to minimise the effects of atmospheric moisture on the powder. Powder may absorb deleterious amounts of moisture if exposed to air of high relative humidity or if the powder is colder than the ambient air.

Mixing or cross contamination of different types of powder must be avoided.

Only extinguishers containing the same type of powder should be opened and examined at any one time.

- Check the free operation of the pressure indicating device. Where a pressure indicating device is not fitted use the connection provided for the purpose to verify the internal pressure is correct. If the pressure is below the specified limit refer to the manufacturers instructions for appropriate action.
- Examine the extinguisher body externally for corrosion or damage.
- Weigh the extinguisher or use alternative means to check that it contains the correct mass of powder. Check the mass against the mass recorded when first put into service.
- Detach hose from extinguisher, where possible, check and ensure the hose and nozzle are free from blockage or obstruction. Examine the hose for wear.
- Clean and ensure correct operation of operating mechanism and discharge control, where fitted.
- Check and ensure safety clip/pin to prevent inadvertent operation or reset the device used to indicate that the extinguisher may have been operated.

### Carbon Dioxide extinguishers

- Examine the extinguisher body externally for corrosion or damage.
- Weigh the extinguisher or use alternative means to check that it contains the correct mass of gas. Check the mass against the mass recorded when first put into service.
- Detach horn from extinguisher, where possible, check and ensure the horn is free from blockage or obstruction. Examine the horn for wear.
- Clean and ensure correct operation of operating mechanism and discharge control, where fitted.
- Check and ensure safety clip/pin to prevent inadvertent operation or reset the device used to indicate that the extinguisher may have been operated.

### **Fire Blankets**

Each fire blanket at a site shall be inspected in accordance with British Standard BS EN1869, by a competent person.

A firmly fixed durable label shall be attached to the body of each fire blanket giving legible details of:

- Whether 'INSPECTED, or 'UNSAFE FOR USE'.
- Date of inspection.
- Initials of competent person carrying out inspection.
- Contractor's name, address and telephone number.
- Date of blanket installation.
- Any other relevant information as recommended by the British Standard.

Any blanket which, after inspection is suitable for continued service should be prominently marked 'INSPECTED' with the date and identifying mark of the competent person.

Any blanket which is damaged, ripped, used or otherwise defective to an extent which makes it hazardous, or which would make it hazardous if used and which can not be rendered for continued service should be prominently marked 'UNSAFE FOR USE' or 'CONDEMNED' with the date and identifying mark of the competent person.

The competent person will advise the Site representative (as dictated by the financial limit set in clause 18) of the situation and recommend the user to remove the fire blanket from service and install a serviceable blanket. The competent person will correctly dispose of any defective blankets.

### Fixing of Portable Fire Extinguishers and Fire Blankets

An existing fire extinguisher/blanket bracket shall be checked for safety, defects, corrosion and suitability during the service or inspection. If required a suitable bracket must be fitted.

Extinguishers will be sited in conspicuous positions on a bracket or stand where they will be readily seen by persons following an escape route. Portable fire fighting equipment should be made accessible for immediate use at all times. It is inadvisable to place units in positions in rooms or corridors away from exits unless they are necessary to cover a particular hazard. If for any reason units are placed in positions covered from direct view their position must be indicated by suitable signs complying with British Standard BS5499.

Extinguishers provided to deal with special fire risks should be sited near to the fire risk concerned, but not so near as to be inaccessible or place the operator in undue danger in case of fire. If the fire risk is in a confined space it is generally advisable to position the extinguisher outside that space.

Heavier extinguishers should be mounted so that the carrying handle is one metre from floor level. Smaller extinguishers should be mounted so as that the carrying handle is one and a half metres from floor level.

### **Fire Hose Reels**

Each hose reel at a site shall be inspected in accordance with British Standard BS5306 by a competent person.

A firmly fixed durable label shall be attached to the body of each fire hose reel giving legible details of:

- Whether 'INSPECTED', or 'UNFIT FOR USE'.
- Date of inspection.
- Initials of competent person carrying of inspection.
- Contractor's name, address and telephone number.
- Date of hose reel installation.
- Any other relevant information as recommended by the British Standard.

Any hose reel which, after inspection is suitable for continued service should be prominently marked 'INSPECTED' with the date and identifying mark of the competent person.

Any hose reel which is damaged, ripped, used or otherwise defective to an extent which makes it hazardous, or which would make it hazardous if used and which can not be rendered for continued service should be prominently marked 'UNFIT FOR USE' or 'CONDEMNED' with the date and identifying mark of the competent person. The competent person will advise the Client/Site representative (as dictated by the financial limit) of the situation and recommend the user to remove from service and install a serviceable unit. The competent person will correctly dispose of any defective replaced parts.

- Check accessibility of hose reel.
- Check hose reel brackets and reel structure.
- Check and ensure hose nozzle is free from any obstruction.
- Check and ensure that the inlet valve, automatic on/off valve (if fitted), glands, tubing and shut off nozzle are free from leaks.
- Unravel hose fully and carry out a flow test, ensuring a discharge of 0.5 litre/second is achieved and check reel and couplings for leaks.
- Drain reel and return to hose reel drum.
- Close automatic valve, if automatic hose reel.
- Close isolation valve, where fitted and complete nozzle interlock.

### **Fire Hydrants**

Each fire hydrant at a site shall be inspected in accordance with British Standard BS5306, by a competent person.

- Check and ensure that there are no obstructions impeding accessibility.
- Remove any overgrown vegetation.
- Check condition of pits, frames, covers around hydrant.
- Check and ensure signs/indicator plates are in position. Repaint if required. Install indicator plate if missing.
- Check and ensure isolating valves are kept locked in an open position.
- Flush out and check outlet connection.
- Check operation of frost valve, where fitted.
- Carry out flow and pressure check to ensure no deterioration of supply.

The competent person will advise the Site representative (as dictated by the financial limit) of the situation.

### **Fire fighting equipment signs and identification**

- It is proposed that all extinguishers and blankets are to be identified in a numeric system to easily identify each unit and to comply with The Health & Safety (Safety Signs & Signals) Regulations 1996 and British Standard BS5499. Semi-rigid plastic signs are to be securely fixed in applicable positions in accordance with the above regulation. The numbering of units shall start from the entrance of the property, working from left to right and be sequenced per floor level. If the property has an existing numbering system then this is to be taken into consideration, although it must comply with The Health & Safety (Safety Signs & Signals) Regulations 1996 and British Standard BS5499.

Please note: Prior to carrying out the service and fitting of fire point signs the head of the establishment must be consulted, advising them of the requirement to provide signs and obtain authorisation to fit the signs. If the establishment refuses installation of the signs this must be recorded in the service document stating the reason and persons name, but to honour the decision of the establishment.

**7.0 TENDER FORM**

**SHROPSHIRE COUNCIL**

**SHROPSHIRE COUNCIL MAINTAINED PROPERTIES**

**ANNUAL MAINTENANCE OF FIRE FIGHTING EQUIPMENT DURING PERIOD  
1<sup>ST</sup> APRIL 2013 TO 31<sup>ST</sup> MARCH 2014**

**UNIT PRICE SCHEDULE**

**INSPECTION AND SERVICE**

<b>Equipment</b>	<b>CHARGE PER VISIT (Excl VAT)</b>
Water portable fire extinguisher	.....
Foam type portable fire extinguisher	.....
Dry Powder type portable fire extinguisher	.....
Carbon Dioxide type portable fire extinguisher	.....
Fire blanket	.....
Fire hose reel	.....
Fire hydrant	.....

**SHROPSHIRE COUNCIL**

**SHROPSHIRE COUNCIL MAINTAINED PROPERTIES**

**ANNUAL MAINTENANCE OF FIRE FIGHTING EQUIPMENT DURING PERIOD**

**1<sup>ST</sup> APRIL 2013 TO 31<sup>ST</sup> MARCH 2014**

**UNIT PRICE SCHEDULE**

**PORTABLE FIRE EXTINGUISHER REFILL UNIT COST**  
**(TO INCLUDE PERIODIC DISCHARGE TESTS)**

<b>Equipment</b>	<b>CHARGE PER VISIT (Excl VAT)</b>
Water - 9 litre refill	
All Foam - 6 litre refill	
All Foam - 9 litre refill	
Dry powder 1kg refill	
Dry powder 2kg refill	
Dry powder 4kg refill	
Dry powder 6kg refill	
Dry powder 9kg refill	
Carbon Dioxide 2kg refill	
Carbon Dioxide 5kg refill	

**SHROPSHIRE COUNCIL**

**SHROPSHIRE COUNCIL MAINTAINED PROPERTIES**

**ANNUAL MAINTENANCE OF FIRE FIGHTING EQUIPMENT DURING PERIOD**

**1<sup>ST</sup> APRIL 2013 TO 31<sup>ST</sup> MARCH 2014**

**UNIT PRICE SCHEDULE**

**NEW EQUIPMENT UNIT COSTS**  
**SUPPLY (TO INCLUDE DELIVERY AND FIXING) OF NEW EQUIPMENT**

<b>Equipment</b>	<b>CHARGE PER VISIT (Excl VAT)</b>
Water - 9 litre	████████████████████
All Foam - 6 litre	████████████████████
All Foam - 9 litre	████████████████████
Dry powder 1kg	████████████████████
Dry powder 2kg	████████████████████
Dry powder 4kg	████████████████████
Dry powder 6kg	████████████████████
Dry powder 9kg	████████████████████
Carbon Dioxide 2kg	████████████████████
Carbon Dioxide 5kg	████████████████████
Fire blanket 1m x 1m	████████████████████
Fire blanket 1.2m x 1.2m	████████████████████
Fire blanket 1.8m x 1.2m	████████████████████
30.5m x 19mm Fire hose reel (including housing)	████████████████████
30.5m x 19mm Fire hose reel	████████████████████

**SHROPSHIRE COUNCIL**

**SHROPSHIRE COUNCIL MAINTAINED PROPERTIES**

**ANNUAL MAINTENANCE OF FIRE FIGHTING EQUIPMENT DURING PERIOD**

**1<sup>ST</sup> APRIL 2013 TO 31<sup>ST</sup> MARCH 2014**

**UNIT PRICE SCHEDULE**

**MISCELLANEOUS UNIT COSTS**

<b>Equipment</b>	<b>CHARGE PER VISIT (Excl VAT)</b>
Fixing bracket (all types) for portable fire extinguisher/blanket	
Fixing of portable fire extinguisher/blanket	
Portable fire extinguisher Milton Tablet	
Portable fire extinguisher CG55 55gm gas cartridge	
Portable fire extinguisher CG70 70gm gas cartridge	
Portable fire extinguisher Water hose	
Portable fire extinguisher Foam hose	
Portable fire extinguisher Dry Powder hose	
Portable fire extinguisher Carbon Dioxide 2kg Horn	
Portable fire extinguisher Carbon Dioxide 5kg Horn	
Supply and installation of fire equipment sign	
Recharging a stored pressure fire extinguisher	
Call out fee	

## Fire Extinguishers

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Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0050	Sure Start Gittin Street Woodside Oswestry Shropshire SY11 1DT Tel: [REDACTED]	2	1	0	0	0	0	22/05/2012	[REDACTED]
0170	Adderley C.E. Primary School Adderley Market Drayton Shropshire TF9 3TF Tel: [REDACTED]	6	7	1	2	0	1	25/01/2012	[REDACTED]
0180	St Mary's C.E. (Controlled) Primary School Shaw Lane Albrighton Wolverhampton WV7 3DS Tel: [REDACTED]	7	6	2	0	0	2	18/05/2012	[REDACTED]
0200	Albrighton Primary School (formerly Junior) Newhouse Lane Albrighton Wolverhampton WV7 3QS Tel: [REDACTED]	23	16	2	0	0	3	13/01/2012	[REDACTED]
0230	Aiveley Primary School Daddlebrook Road Aiveley Bridgnorth Shropshire WV15 6JT Tel: [REDACTED]	9	8	3	0	0	3	21/06/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0240	Ashford Carbonell C.E. Primary School Ashford Carbonell Ludlow Shropshire SY8 4BX [REDACTED]	4	6	1	1	0	2	26/09/2008	[REDACTED]
0260	Baschurch C.E. (Aided) Primary School Eyton Lane Baschurch Shrewsbury SY4 2AU [REDACTED]	6	7	3	1	0	2	28/02/2012	[REDACTED]
0270	Oakland Primary School Glebe Road Bayston Hill Shrewsbury SY3 0EG [REDACTED]	2	5	2	0	0	2	22/06/2010	[REDACTED]
0290	Longmeadow C.E. (Controlled) Primary School Long Meadow Bayston Hill Shrewsbury Shropshire SY3 0NU [REDACTED]	15	16	4	2	0	5	19/03/2012	[REDACTED]
0300	Beckbury C.E. (Controlled) Primary School Badger Lane Beckbury Shifnal Shropshire TF11 9DQ [REDACTED]	7	4	1	1	0	1	12/12/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0335	Bicton C.E. Primary School Bicton Lane Bicton Shrewsbury Shropshire SY3 8EH Tel: [REDACTED]	10	10	4	0	0	2	07/03/2011	[REDACTED]
0340	Bishop's Castle Primary School Oak Meadow Bishops Castle SY9 5AY Tel: [REDACTED]	5	6	1	1	0	1	19/05/2011	[REDACTED]
0350	Bitterley C.E. Primary School Bitterley Ludlow Shropshire SY8 3HF Tel: [REDACTED]	8	7	2	2	0	3	17/10/2011	[REDACTED]
0360	Bomere Heath C.E. (Controlled) Primary School The Crescent Bomere Heath Shrewsbury SY4 3PQ Tel: [REDACTED]	9	6	2	0	0	3	28/02/2012	[REDACTED]
0370	St Leonard's C.E. Primary School (former City Inf) Innage Lane Bridgnorth Shropshire WV16 4HL Tel: [REDACTED]	11	11	5	2	0	5	26/09/2011	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0380	Castlefields Primary School Castlefields Bridgnorth Shropshire WV16 5DQ [REDACTED]	7	8	2	0	0	3	07/09/2012	[REDACTED]
0390	St John's Catholic Primary School Innage Gardens Bridgnorth Shropshire WV16 4HW [REDACTED]	8	2	2	0	0	1	12/01/2012	[REDACTED]
0400	St Leonard's C.E. Primary School Innage Lane Bridgnorth Shropshire WV16 4HL [REDACTED]	12	10	4	3	0	3	05/05/2011	[REDACTED]
0420	St Mary's Bluecoat C.E. Primary School The Grove Bridgnorth Shropshire WV15 5EQ [REDACTED]	9	5	4	1	0	2	16/01/2012	[REDACTED]
0430	Brockton C.E. Primary School Brockton Much Wenlock Shropshire TF13 6JR [REDACTED]	3	2	2	1	0	2	07/10/2011	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0440	Broseley C.E. Primary School Dark Lane Broseley Telford TF12 5LW [REDACTED]	9	9	1	1	0	1	28/09/2011	[REDACTED]
0460	John Wilkinson Primary School Coalport Road Broseley Telford TF12 5AN [REDACTED]	6	3	2	3	0	1	06/07/2012	[REDACTED]
0470	St. Mary's C.E. (Aided) Primary School Bucknell Ludlow Shropshire SY7 0AA [REDACTED]	4	3	2	0	0	1	23/03/2012	[REDACTED]
0480	Builthwas Primary School Builthwas Telford TF8 7DA Tel : [REDACTED]	6	4	1	0	0	1	05/01/2012	[REDACTED]
0490	Buntingsdale Infant School Buntingsdale Park, Tern Hill Market Drayton Shropshire TF9 2HB [REDACTED]	4	3	1	0	0	3	20/07/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0500	Burford C.E. Primary School Forresters Road Burford Tenbury Wells Worcestershire WR15 8AT Tel: [REDACTED]	7	6	1	1	0	3	04/05/2012	[REDACTED]
0520	Caynham C.E. Primary School  Caynham Ludlow Shropshire SY8 3BJ Tel: [REDACTED]	3	2	0	0	0	0	29/09/2010	[REDACTED]
0570	Cheswardine Primary School  Cheswardine Market Drayton Shropshire TF9 2RN Tel: [REDACTED]	6	3	1	0	0	1	18/10/2011	[REDACTED]
0610	Chirbury C.E. (Voluntary Controlled) Primary School  Chirbury Montgomery Powys SY15 6BN Tel: [REDACTED]	7	4	0	0	0	1	17/05/2012	[REDACTED]
0630	Church Preen Primary School Church Preen Church Stretton Shropshire SY6 7LH Tel: [REDACTED]	5	6	1	1	0	1	26/04/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0640	St Lawrence C.E. Primary School Shrewsbury Road Church Stretton Shropshire SY6 6EX	7	7	3	0	0	1	26/04/2012	
0642	St Lawrence C.E. Primary School Swimming Pool Shrewsbury Road Church Stretton Shropshire SY6 6EX	0	2	1	0	0	0	04/05/2010	
0645	Busy Bees Pre-school Group - Non SCC C/o St Lawrence Ce Primary Sch Shrewsbury Road Church Stretton Shropshire SY6 6EX	1	0	0	0	0	0	15/12/2009	
0660	Claverley C.E. Primary School Claverley Wolverhampton Staffordshire WV5 7DT	6	11	1	3	0	2	07/09/2012	
0670	Clee Hill Community Primary School Clee Hill Ludlow Shropshire SY8 3JG	5	5	0	0	0	2	12/01/2012	

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0680	Cleobury Mortimer Primary School Langland Road Cleobury Mortimer Kidderminster, worcestershire DY14 8PE	9	3	2	0	0	3	24/05/2012	
0690	Clive C.E. (Controlled) Primary School The Hill Gimshill Shrewsbury SY4 3LF	2	2	0	0	0	1	03/01/2012	
0710	St George's C.E. School School Road Clun Craven Arms Shropshire SY7 8JQ Tel: [REDACTED]	8	4	2	0	0	1	10/11/2011	
0720	Clunbury C.E. Primary School Clunbury Craven Arms Shropshire SY7 0HE Tel: [REDACTED]	3	5	1	2	0	1	04/10/2011	
0730	Cockshuff C.E. (Controlled) Primary School Cockshuff Ellesmere Shropshire SY12 0JE	5	1	2	0	0	1	30/09/2011	

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0740	Condover C.E. Primary School Condover Shrewsbury SY5 7AA Tel: [REDACTED]	4	4	1	1	0	1	21/11/2011	[REDACTED]
0760	Convedale C.E. Primary School Diddlebury Craven Arms Shropshire SY7 9DH Tel: [REDACTED]	7	4	5	1	0	1	04/10/2011	[REDACTED]
0770	Christ Church C.E. Primary School Sheirton Road Cressage Shrewsbury SY5 6DH Tel: [REDACTED]	7	5	2	0	0	2	14/10/2011	[REDACTED]
0780	Criffins C.E. (Controlled) Primary School Dudleston Heath Ellesmere Shropshire SY12 9LT Tel: [REDACTED]	7	3	3	0	0	1	17/11/2011	[REDACTED]
0825	Brown Clee C.E. Primary School Station Road Ditton Priors Bridgnorth Shropshire WV16 6SS Tel: [REDACTED]	6	4	1	0	0	5	09/12/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0830	Dorrington C.E. Primary School Church Road Dorrington Shrewsbury SY5 7JL Tel: [REDACTED]	5	4	0	0	0	2	02/03/2012	[REDACTED]
0910	Ellesmere Primary School Elson Road Ellesmere Shropshire SY12 0BE Tel: [REDACTED]	9	11	2	1	0	1	02/08/2011	[REDACTED]
0920	Farlow C.E. Primary School Farlow Cleobury Mortimer Kidderminster, Worcestershire DY14 0RQ Tel: [REDACTED]	4	3	0	0	0	1	07/09/2012	[REDACTED]
0930	Trinity C.E. Primary School Ford Shrewsbury SY5 9LG Tel: [REDACTED]	7	4	1	0	0	2	24/04/2012	[REDACTED]
0940	Gobowen Primary School School Lane Gobowen Oswestry Shropshire SY11 3LD Tel: [REDACTED]	7	5	3	3	0	1	19/04/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
0940A	Sure Start School Lane Gobowen Oswestry Shropshire SY11 3LD	3	1	0	0	0	0	09/02/2012	
0960	Hadnall C.E. (Controlled) Primary School Astley Lane Hadnall Shrewsbury SY4 4BE Tel : [REDACTED]	3	3	0	0	0	1	17/09/2012	[REDACTED]
0970	St Thomas & St Annes C.E. Primary School Hanwood Shrewsbury SY5 8JN Tel : [REDACTED]	6	7	1	1	0	0	15/03/2012	[REDACTED]
1010	Highley Primary School Grassmere Drive Highley Bridgnorth Shropshire WV16 6EH Tel : [REDACTED]	9	11	3	3	0	3	05/05/2011	[REDACTED]
1020	Hinstock Primary School Hinstock Market Drayton Shropshire TF9 2TE Tel : [REDACTED]	3	7	1	2	0	1	23/01/2012	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1030	Hodnet Primary School Shrewsbury Street Hodnet Market Drayton Shropshire TF9 3NS Tel: [REDACTED]	6	5	2	0	0	3	14/09/2012	[REDACTED]
1080	Hope C.E. Primary School Hope Minsterley Shrewsbury SY5 0JB Tel: [REDACTED]	1	5	0	2	0	1	11/11/2011	[REDACTED]
1120	Ifton Heath Primary School Overton Road St Martins Oswestry Shropshire SY11 3DH Tel: [REDACTED]	14	11	1	0	0	2	13/03/2012	[REDACTED]
1120B	Sure Start Overton Road St Martins Oswestry Shropshire SY11 3DH	2	1	0	0	0	0	13/03/2012	[REDACTED]
1160	Kinlet C.E. Primary School Kinlet Bewdley Worcestershire DY12 3BG Tel: [REDACTED]	4	4	0	0	0	2	04/06/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1170	Kinnerley C.E. (Controlled) Primary School Kinnerley Oswestry Shropshire SY10 8DF Tel: [REDACTED]	6	2	1	0	0	1	19/05/2011	[REDACTED]
1200	Longden C.E. Primary School Plealey Road Longden Shrewsbury SY5 8EX Tel: [REDACTED]	5	2	1	1	0	1	21/11/2011	[REDACTED]
1210	Longnor C.E. Primary School Frodesley Road Longnor Shrewsbury SY5 7PP Tel: [REDACTED]	7	8	0	0	0	1	24/04/2012	[REDACTED]
1220	Lower Heath C.E. (Controlled) Primary School Lower Heath Prees Shropshire SY13 2BT Tel: [REDACTED]	5	5	1	3	0	1	26/11/2010	[REDACTED]
1235	St Laurence C.E. Primary School Jockeyfields Ludlow Shropshire SY8 1TP Tel: [REDACTED]	8	7	2	0	0	2	17/10/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1240	Ludlow Infant School Sandpits Road Ludlow Shropshire SY8 1HG Tel : [REDACTED]	10	5	2	1	0	4	27/03/2012	[REDACTED]
1250	Ludlow Junior School Clee View Ludlow Shropshire SY8 1HX Tel : [REDACTED]	12	4	3	0	0	2	26/04/2012	[REDACTED]
1260	Lydbury North C.E. Primary School Lydbury North Bishops Castle Shropshire SY7 8AU Tel : [REDACTED]	4	5	0	0	0	1	10/11/2011	[REDACTED]
1300	Longlands Primary School Linden Way Fairfields Market Drayton Shropshire TF9 1QU Tel : [REDACTED]	7	9	2	0	0	4	05/09/2012	[REDACTED]
1310	Market Drayton Infant And Nursery School Longslow Road Market Drayton Shropshire TF9 3BA Tel : [REDACTED]	14	9	2	1	0	4	09/02/2012	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1320	Market Drayton Junior School Alexandra Road Market Drayton Shropshire TF9 3HU Tel : [REDACTED]	17	9	6	1	0	3	27/09/2011	[REDACTED]
1350	Minsterley Primary School Minsterley Shrewsbury SY5 0BE Tel : [REDACTED]	14	2	2	2	0	2	11/11/2011	[REDACTED]
1365	Morda C.E. (Voluntary Controlled) School Morda Oswestry Shropshire SY10 9NR Tel : [REDACTED]	4	5	2	0	0	2	17/11/2011	[REDACTED]
1370	Moreton Say C.E. (Controlled) Primary School Moreton Say Market Drayton Shropshire TF9 3RS Tel : [REDACTED]	5	5	2	0	0	2	18/10/2011	[REDACTED]
1390	Morville C.E. Primary School Morville Bridgnorth Shropshire WV16 4RL Tel : [REDACTED]	5	4	2	1	0	2	16/01/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1410	Much Wenlock Primary School Racecourse Lane Much Wenlock Shropshire TF13 6JG Tel: [REDACTED]	6	5	2	0	0	1	11/09/2012	[REDACTED]
1420	Myddle C.E. Primary School Myddle Shrewsbury SY4 3RP Tel: [REDACTED]	2	3	2	2	0	2	01/02/2011	[REDACTED]
1430	St Andrew's C.E. (Voluntary Controlled) Primary School Nesscliffe Shrewsbury SY4 1DB Tel: [REDACTED]	2	1	2	0	0	1	10/01/2012	[REDACTED]
1440	Newcastle C.E. Primary School  Newcastle Craven Arms Shropshire SY7 8QL Tel: [REDACTED]	4	5	0	0	0	1	10/11/2011	[REDACTED]
1510	Newtown C.E. Primary School Newtown Wem Shrewsbury SY4 5NU Tel: [REDACTED]	9	5	2	0	0	2	26/09/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1520	Norbury Primary School Norbury Bishops Castle Shropshire SY9 5EA Tel: [REDACTED]	5	4	0	0	0	1	23/03/2012	[REDACTED]
1540	Norton-in-hales C.E. (Voluntary Controlled) Primary Sch Norton-in-hales Market Drayton Shropshire TF9 4AT Tel: [REDACTED]	7	8	0	0	0	2	29/09/2011	[REDACTED]
1560	Onny C.E. Primary School Onbury Craven Arms Shropshire SY7 9AW Tel: [REDACTED]	6	4	2	1	0	3	04/10/2011	[REDACTED]
1580	Beechgrove C.E. (voluntary Controlled) Junior Sch Beech Grove Oswestry Shropshire SY11 2PU Tel: [REDACTED]	14	13	3	3	0	2	08/06/2011	[REDACTED]
1590	Oswestry Infant School Middleton Road Oswestry Shropshire SY11 2LF Tel: [REDACTED]	6	6	1	3	0	3	14/09/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1590C	Sure Start Middleton Road Oswestry Shropshire SY11 2LF	2	1	0	0	0	1	12/07/2012	
1600	Woodside Primary School Gittin Street Woodside Oswestry Shropshire SY11 1DT Tel: [REDACTED]	10	15	3	19	0	0	13/04/2012	[REDACTED]
1610	Our Lady & St. Oswald's Catholic Primary School Upper Brook Street Oswestry Shropshire SY11 2TG Tel: [REDACTED]	6	6	2	1	0	2	15/09/2011	[REDACTED]
1615	The Meadows Primary School Harlech Road Oswestry Shropshire SY11 2EA Tel: [REDACTED]	9	8	2	0	0	2	30/09/2011	[REDACTED]
1620	Bryn Offa C.E. (Controlled) Primary School Rockwell Lane Pant Oswestry Shropshire SY10 9QR Tel: [REDACTED]	10	7	4	0	0	3	05/09/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1630	Pontesbury C.E. Primary School Bogey Lane Pontesbury Shrewsbury SY5 0TF Tel: [REDACTED]	5	8	1	0	0	1	17/05/2012	[REDACTED]
1650	Prees C.E. (Controlled) Primary School Cross End Prees Whitchurch Shropshire SY13 2ER Tel: [REDACTED]	6	4	2	1	0	2	20/11/2009	[REDACTED]
1680	Rushbury C.E. Primary School Rushbury Church Stretton Shropshire SY6 7EB Tel: [REDACTED]	9	7	1	0	0	3	11/10/2011	[REDACTED]
1705	St John The Baptist C.E. Primary School Church Street Ruyton Xi Towns Shrewsbury Tel: [REDACTED]	9	5	3	1	0	2	18/10/2011	[REDACTED]
1710	Selattyn C.E. Primary School Selattyn Oswestry Shropshire SY10 7DH Tel: [REDACTED]	4	6	0	1	0	1	13/09/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1720	St Mary's C.E. Primary School Dawsons Rough Shawbury Shropshire SY4 4PF Tel: [REDACTED]	4	2	2	0	0	1	27/09/2011	[REDACTED]
1730	Shawbury Primary School Church Road Shawbury Shropshire SY4 4JR Tel: [REDACTED]	10	7	2	0	0	3	27/09/2011	[REDACTED]
1770	St Andrew's C.E. Primary School Park Lane Shifnal Shropshire TF11 9HD Tel: [REDACTED]	11	10	1	0	0	3	07/09/2012	[REDACTED]
1790	Shifnal Primary School Currier's Lane Shifnal Shropshire TF11 8EJ Tel: [REDACTED]	11	9	2	1	0	4	27/06/2012	[REDACTED]
1800	Belvidere Primary School Tenbury Drive Telford Estate Shrewsbury SY2 5YB Tel: [REDACTED]	8	5	3	1	0	2	27/02/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1805	The Martin Wilson School New Park Road, Castletfields Shrewsbury SY1 2SP Tel: [REDACTED]	13	6	1	0	0	4	20/04/2012	[REDACTED]
1810	Coleham Primary School Greyfriars Road Shrewsbury SY3 7EN Tel: [REDACTED]	14	12	2	1	0	2	07/03/2012	[REDACTED]
1840	Crownmoor Primary School Crowmere Road Shrewsbury Shropshire SY2 5JJ Tel: [REDACTED]	6	10	1	2	0	2	27/02/2012	[REDACTED]
1860	Greenacres Primary School Rutland Harlescote Grange Shrewsbury SY1 3QG Tel: [REDACTED]	16	11	3	0	0	3	17/04/2012	[REDACTED]
1865	Greenfields Primary School Hemsworth Way Ellesmere Road Shrewsbury SY1 2AH Tel: [REDACTED]	11	5	3	1	0	4	13/10/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1870	Harlescott Junior School Featherbed Lane Shrewsbury Shropshire SY1 4QN Tel : [REDACTED]	18	9	2	1	0	4	18/01/2011	[REDACTED]
1871	Harlescott Tuition, Medical & Behaviour Support Service Featherbed Lane Shrewsbury Shropshire SY1 4QN Tel : [REDACTED]	1	1	0	4	0	2	09/02/2012	[REDACTED]
1880	The Grange Infant & Nursery School Bainbridge Green Shrewsbury Shropshire SY1 3QR Tel : [REDACTED]	10	16	2	4	0	0	19/10/2011	[REDACTED]
1890	Grange Junior School Bainbridge Green Shrewsbury Shropshire SY1 3QR Tel : [REDACTED]	4	7	1	2	0	2	18/03/2011	[REDACTED]
1910	Holy Cross C.E. Junior School Wenlock Road Shrewsbury SY2 6LE Tel : [REDACTED]	14	4	1	1	0	1	18/03/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1940	Meole Brace C.E. Infant School Church Road Meole Brace Shrewsbury SY3 9HG Tel: [REDACTED]	7	4	0	1	0	2	02/02/2010	[REDACTED]
1950	Meole Brace Junior School Church Road Meole Brace Shrewsbury SY3 9HG Tel: [REDACTED]	21	17	1	1	0	2	06/02/2012	[REDACTED]
1960	Mount Pleasant Infant School Bagley Drive Shrewsbury SY1 3BX Tel: [REDACTED]	2	3	1	0	0	1	06/05/2011	[REDACTED]
1970	Mount Pleasant Junior School Whitemere Road Shrewsbury SY1 3BY Tel: [REDACTED]	2	4	3	0	0	1	13/10/2011	[REDACTED]
1980	Oxon C.E. Primary School Racecourse Lane Bicton Heath Shrewsbury SY3 5BJ Tel: [REDACTED]	9	5	4	4	0	6	05/11/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
1995	Radbrook Primary School Bank Farm Road Shrewsbury SY3 6DU Tel: [REDACTED]	8	6	2	0	0	3	04/11/2011	[REDACTED]
2000	St George's Junior School Woodfield Road Copthorne Shrewsbury SY3 8LU Tel: [REDACTED]	9	8	1	0	0	3	07/03/2012	[REDACTED]
2010	St Giles' C.E. Primary School Portland Crescent Shrewsbury Shropshire SY2 5NJ Tel: [REDACTED]	7	7	1	1	0	3	06/12/2011	[REDACTED]
2030	St Mary's Catholic Primary School New Park Road Castlefields Shrewsbury Shropshire SY1 2SP Tel: [REDACTED]	4	4	2	1	0	4	08/02/2012	[REDACTED]
2050	Springfield Infant School Merseyside Wentlock Road Shrewsbury SY2 6LE Tel: [REDACTED]	19	15	3	3	0	1	06/01/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
2060	Sundorne Infant School Corndon Crescent Shrewsbury Shropshire SY1 4LE Tel: [REDACTED]	11	7	2	0	0	4	17/04/2012	[REDACTED]
2060B	Sure Start Buttercup Lodge Corndon Crescent Shrewsbury Shropshire SY1 4LE	3	1	0	0	0	1	02/02/2012	
2075A	The Wilfred Owen School Woodcote Way Shrewsbury Shropshire SY2 5SH Tel: [REDACTED]	15	12	6	1	0	3	10/10/2011	[REDACTED]
2075B	Severdale School Woodcote Way Shrewsbury Shropshire SY2 5SH Tel: [REDACTED]	54	49	7	0	0	5	28/10/2011	[REDACTED]
2075C	Multi-agency Child and Family Support Service Woodcote Way Shrewsbury Shropshire SY2 5SH Tel: [REDACTED]	7	7	0	0	0	0	10/02/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
2090	Woodfield Infant School Woodfield Road Copthorne Shrewsbury SY3 8LU Tel : 01743/343812	10	7	1	0	0	2	23/04/2012	[REDACTED]
2100	Stiperstones C.E. Primary School  Snailbeach Shrewsbury Shropshire SY5 0LZ Tel : 01743 791207	3	4	0	0	0	2	11/11/2011	[REDACTED]
2140	Stokesay Primary School Market Street Craven Arms Shropshire SY7 9NW Tel : 01588/672275	14	6	3	3	0	5	07/11/2011	[REDACTED]
2150	Stoke-on-tern Primary School Rosehill Rd Stoke Heath Market Drayton Shropshire TF9 2LF Tel : 01630 638332	9	3	3	2	0	3	02/08/2010	[REDACTED]
2170	Stottesdon C.E. Primary School  Stottesdon Cleobury Mortimer Shropshire DY14 8UE Tel : 01746 718617	4	6	0	1	0	1	23/08/2010	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
2790	Tilstock C.E. (Controlled) Primary School Tilstock Whitchurch Shropshire SY13 3JL Tel : 01948/880347	5	4	2	0	0	1	01/03/2012	
2800	Trefonen C.E. (Controlled) Primary School Trefonen Oswestry Shropshire SY10 9DY Tel : 01691/652960	11	8	1	1	0	1	06/07/2011	
2810	St Lucia's C.E. (Controlled) Primary School Upton Magna Shrewsbury SY4 4TZ Tel : 01743/709652	9	5	2	0	0	2	09/12/2011	
2840	Welshampton C.E. Primary School Stocks Lane Welshampton Ellesmere Shropshire SY12 0PG Tel : 01948 710325	4	5	1	0	0	1	18/10/2011	
2850	St Peter's C.E. (Controlled) Primary School Shrubbery Gardens Wem Shrewsbury SY4 5BX Tel : 01939/232292	27	9	2	2	0	6	26/09/2011	

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
2870	St Mary's C.E. Primary School Westbury Shrewsbury Shropshire SY5 9QX Tel : [REDACTED]	5	3	2	1	0	1	24/04/2012	[REDACTED]
2880	West Feiton C.E. (Controlled) Primary School West Feiton Oswestry Shropshire SY11 4JR Tel : [REDACTED]	4	3	0	2	0	1	17/11/2011	[REDACTED]
2890	Weston Lullingfields C.E. (Controlled) Primary School Weston Lullingfields Shrewsbury Shropshire SY4 2AW Tel : [REDACTED]	4	3	1	0	0	1	28/02/2012	[REDACTED]
2900	Weston Rhyn Primary School Weston Rhyn Oswestry Shropshire SY10 7SR Tel : [REDACTED]	9	7	2	2	0	6	06/07/2011	[REDACTED]
2910	Whitchurch C.E. Infant School Station Road Whitchurch Shropshire SY13 1RJ Tel : [REDACTED]	12	14	3	1	0	6	06/12/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
2920	Whitchurch C.E. (Controlled) Junior School Salisbury Road Whitchurch Shropshire SY13 1RX Tel : [REDACTED]	9	11	2	4	0	6	07/02/2012	[REDACTED]
2930	Whittington C.E. (Aided) Primary School Station Road Whittington Oswestry Shropshire SY11 4DA Tel : [REDACTED]	10	5	2	0	0	3	09/02/2012	[REDACTED]
2940	Whixall C.E. (Controlled) Primary School Whixall Whitchurch Shropshire SY13 2SB Tel : [REDACTED]	9	9	1	0	0	2	12/09/2011	[REDACTED]
2950	Wistanstow C.E. Primary School  Wistanstow Craven Arms Shropshire SY7 8DQ Tel : [REDACTED]	7	8	3	2	0	1	16/04/2012	[REDACTED]
2960	Woore Primary School London Road Woore, Crewe Cheshire CW3 9SQ Tel : [REDACTED]	3	7	4	0	0	4	11/01/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
2980	Worfield Endowed C.E. Primary School Main Street Worfield Bridgnorth Shropshire WV15 5LF Tel: [REDACTED]	8	8	3	1	0	2	16/01/2012	[REDACTED]
2990	Worthen C.E. Primary School Worthen Shrewsbury SY5 9HT Tel: [REDACTED]	4	1	1	0	0	1	24/04/2012	[REDACTED]
3070	Bog Visitor Centre Stiperstones Minsterley Shropshire SY5 0NG Tel: [REDACTED]	2	1	0	0	0	1	19/08/2011	[REDACTED]
3100	The Corbet School Eyton Lane Baschurch Shrewsbury SY4 2AX Tel: [REDACTED]	33	36	7	4	0	7	03/04/2012	[REDACTED]
3120	The Community College Brampton Road Bishops Castle Shropshire SY9 5AY Tel: [REDACTED]	82	17	0	10	0	16	15/11/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
3131	Bishops Castle Mobile Youth Unit (DX05 CXO) Brampton Road Bishops Castle Shropshire SY9 5AY Tel: [REDACTED]	1	1	0	0	0	1	15/05/2012	[REDACTED]
3150	Bridgnorth Endowed School Northgate Bridgnorth Shropshire WV16 4ER Tel: [REDACTED]	45	27	7	1	0	19	09/01/2012	[REDACTED]
3170	Oldbury Wells School (East) Oldbury Wells Bridgnorth Shropshire WV16 5JD Tel: [REDACTED]	54	61	17	1	0	29	16/08/2011	[REDACTED]
3175	Bridgnorth Education Centre Off Captains Road Bridgnorth Shropshire	4	3	2	0	0	1	05/05/2011	[REDACTED]
3210	Church Stretton School Shrewsbury Road Church Stretton Shropshire SY6 6EX Tel: [REDACTED]	23	27	14	2	0	11	22/09/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
3220	Lacon Child School Love Lane Cleobury Mortimer Shropshire DY14 8PE Tel: [REDACTED]	26	23	9	4	0	8	13/03/2012	[REDACTED]
3260	Ludlow College (Aided) Mill Street Ludlow Shropshire SY8 1BE Tel: [REDACTED]	19	18	5	2	0	1	29/09/2011	[REDACTED]
3265	Ludlow College (Aided) Lower Mill Street Ludlow Shropshire SY8 1BE Tel: [REDACTED]	10	9	1	0	0	1	14/09/2012	[REDACTED]
3280	Ludlow College (Aided) Castle Square Ludlow Shropshire SY8 1BE Tel: [REDACTED]	16	18	6	2	0	1	28/09/2011	[REDACTED]
3300	Ludlow C.E. School Bromfield Road Ludlow Shropshire SY8 1GJ Tel: [REDACTED]	27	35	10	3	0	13	21/12/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
3480	Mary Webb School & Science College Pontesbury Shrewsbury SY5 0TG Tel: [REDACTED]	24	40	12	2	0	11	03/05/2012	[REDACTED]
3500	Rhyn Park School and Performance Arts College  St Martins Oswestry Shropshire SY10 7BD Tel: [REDACTED]	27	44	13	1	0	9	29/08/2012	[REDACTED]
3520	Idvall School Coppice Green Lane Shifnal Shropshire TF11 8PD Tel: [REDACTED]	57	49	17	6	0	25	16/05/2012	[REDACTED]
3530	Shrewsbury Sixth Form College Priority Road Shrewsbury SY1 1RX Tel: [REDACTED]	35	38	6	3	0	8	03/08/2012	[REDACTED]
3531	Shrewsbury Sixth Form College (Cirrus House) Priority Road Shrewsbury SY1 1RX Tel: [REDACTED]	2	2	0	1	0	0	14/05/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
3533	Shrewsbury Sixth Form Library And Information Centre St Austins Street Shrewsbury	10	18	0	4	0	0	27/07/2012	[REDACTED]
3536	Shrewsbury Sixth Form College St Austins Street Shrewsbury	2	1	0	0	0	0	12/03/2012	
3537	Shrewsbury Sixth Form College Priority Lodge Priority Road Shrewsbury SY1 1RU	1	3	1	4	0	0	12/03/2012	
3550	The Priory School, a Business and Enterprise College Longden Road Shrewsbury SY3 9EE Tel: [REDACTED]	38	35	9	7	0	15	27/10/2011	[REDACTED]
3560	The Wakeman School Abbey Foregate Shrewsbury SY2 6AA Tel: [REDACTED]	28	31	2	9	0	0	13/02/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
3580	Belvidere School Crowmere Road Shrewsbury Shropshire SY2 5LA Tel: [REDACTED]	38	34	12	3	0	13	06/12/2011	[REDACTED]
3610	Sundome School and Sports College Comdon Crescent Shrewsbury Shropshire SY1 4LL Tel: [REDACTED]	30	24	8	5	0	12	23/09/2011	[REDACTED]
3640	Meole Brace School Science College Longden Road Meole Brace Shrewsbury Shropshire SY3 9DW Tel: [REDACTED]	57	41	8	14	0	14	25/10/2011	[REDACTED]
3840	New College King Street Wellington Telford TF1 1NY Tel: [REDACTED]	35	57	7	12	0	0	20/02/2012	[REDACTED]
3930	Sir John Talbot's Technology College Heath Road Whitchurch Shropshire SY13 2BY Tel: [REDACTED]	21	29	4	5	0	9	24/05/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
3950K	Whitchurch Learning & Training Whitchurch Business Park Shakespeare Way Whitchurch Shropshire SY13 1LJ Tel: [REDACTED]	9	9	1	0	0	0	28/07/2011	
4040	Shrewsbury Sure Start Kendal Road Shrewsbury Shropshire SY1 4ES Tel: [REDACTED]	7	5	3	0	0	2	31/10/2011	
4110	Radbrook Office Complex - Owen House Radbrook Road Shrewsbury Shropshire SY3 9BL Tel: [REDACTED]	4	5	0	0	0	1	31/01/2012	[REDACTED]
4200	Woodlands School Tilley Green Wem Shropshire SY4 5PJ Tel: [REDACTED]	12	13	3	0	0	2		[REDACTED]
4280	North Shropshire College College Road Oswestry Shropshire SY11 2SA Tel: [REDACTED]	2	2	1	0	0	1		[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
4510	Shrewsbury The Gateway Arts & Education Centre Chester Street Shrewsbury SY1 1NB Tel: [REDACTED]	6	6	6	2	0	2	14/02/2012	[REDACTED]
4511	Shropshire Music And Arts Centre Long Meadow Bayston Hill Shrewsbury SY3 0NU Tel: [REDACTED]	2	1	0	0	0	1	19/09/2005	[REDACTED]
4513	Radbrook Office Complex - Bourne House Radbrook Road Shrewsbury Shropshire SY3 9BL Tel: [REDACTED]	12	13	1	0	0	0	09/11/2011	[REDACTED]
4531	TMBSSS - Oswestry Education Centre Leisure Centre Site College Road Oswestry SY11 2SA	0	0	0	0	0	0		
4535	Shrewsbury Hook-a-Gate Education Centre The Old School Hook-a-gate Shrewsbury SY5 8BE Tel: [REDACTED]	4	3	0	0	0	1	27/01/2012	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
4590	Radbrook Office Complex - Walker House Radbrook Road Shrewsbury Shropshire SY3 9BJ	4	2	0	0	0	1	08/08/2012	[REDACTED]
4600	Shrewsbury Centre Racecourse Crescent Monkmoor Shrewsbury SY2 5BP Tel: [REDACTED]	8	5	1	3	0	1	16/05/2011	[REDACTED]
4620	Bridgnorth Youth Centre 45 Innage Lane Bridgnorth Shropshire WV16 4HL Tel: [REDACTED]	5	5	0	0	0	2	12/01/2012	[REDACTED]
4630	Ludlow Youth Centre Lower Galdeford Ludlow Shropshire SY8 1RT Tel: [REDACTED]	3	4	3	0	0	2	07/07/2011	[REDACTED]
4645	Market Drayton Youth Centre Drayton Grove Market Drayton Shropshire TF9 3AD Tel: [REDACTED]	3	5	0	0	0	1	01/02/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
4650	Centre North West - Temporary Building Holbache Road Oswestry Shropshire SY11 1RH Tel: [REDACTED]	6	5	0	1	0	1	01/12/2011	[REDACTED]
4652	Oswestry Mobile Youth Unit (R212 UUX) Drenewydd Park Hall Oswestry Shropshire SY11 4AH Tel: [REDACTED]	0	0	2	0	0	1	08/03/2011	[REDACTED]
4660	Belmont Arts Centre 5 Belmont Shrewsbury SY1 1TE Tel: [REDACTED]	2	4	1	2	0	1	22/06/2012	[REDACTED]
4665	Bayston Hill Youth Office Broadoak Crescent Bayston Hill Shrewsbury Shropshire SY3 0ND Tel: [REDACTED]	1	1	0	0	0	0	28/09/2010	[REDACTED]
4670	Sundorne Youth Centre Sundome Road Shrewsbury Shropshire SY1 4RG Tel: [REDACTED]	5	5	3	0	0	1	06/10/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
4670A	Sundome Tuition, Medical & Behaviour Support Service Sundome Road Shrewsbury Shropshire SY1 4RG Tel: [REDACTED]	4	3	1	0	0	1	20/04/2012	[REDACTED]
4671	Harlescott Grange Youth Centre Mount Pleasant Road Shrewsbury Shropshire SY1 3SW Tel: [REDACTED]	3	6	3	0	0	2	25/04/2012	[REDACTED]
4676	The Monkmoor Lodge Youth Centre Upton Lane Shrewsbury Shropshire SY2 5QZ Tel: [REDACTED]	3	1	1	0	0	0	25/04/2012	[REDACTED]
4780	Whitchurch Centre North East Bridgewater Street Whitchurch Shropshire SY13 1QL Tel: [REDACTED]	4	2	1	0	0	1	26/01/2012	[REDACTED]
4854	Rural Mobile Youth Unit (DX04 LZS) Oakfield Reabrook Minsterley Shropshire SY5 0DL Tel: [REDACTED]	0	0	2	0	0	0	05/10/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
4857	Ludlow Childrens Centre Bromfield Road Ludlow Shropshire SY8 1GJ Tel : [REDACTED]	2	1	1	0	0	0	14/09/2012	[REDACTED]
4859	Ludlow Community Mental Health Division Gravel Hill Ludlow Shropshire Tel : [REDACTED]	2	1	0	0	0	0	16/03/2012	[REDACTED]
4910	Oswestry Connexions Branch 32 Upper Brook Street Oswestry Shropshire SY11 2TB Tel : [REDACTED]	2	2	0	0	0	1	13/03/2012	[REDACTED]
4980	Bridgnorth Endowed School Joint Use Northgate Bridgnorth Shropshire WV16 4ER Tel : [REDACTED]	9	5	1	0	0	2	02/02/2012	[REDACTED]
5005	Ellesmere Swimming Pool Elson Road Ellesmere Shropshire SY12 0BE Tel : [REDACTED]	1	4	0	0	0	0	01/07/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5012	Mary Webb Sports Centre Pontesbury Shrewsbury Shropshire SY5 0TG	3	3	1	0	0	0	08/06/2011	[REDACTED]
5020	Idsal School Joint Use Coppice Green Lane Shifnal Shropshire TF11 8PD Tel: [REDACTED]	5	1	0	0	0	0	22/08/2012	[REDACTED]
5031	Shrewsbury The Grange Sports Centre Worcester Road Shrewsbury Shropshire SY1 3LP Tel: [REDACTED]	4	1	2	0	0	0	17/08/2011	[REDACTED]
5032	Roman Road Sports Centre Longden Road Meole Brace Shrewsbury SY3 9DW Tel: [REDACTED]	4	2	1	0	0	0	06/08/2012	[REDACTED]
5085	Sir John Talbot's Technology College Sports Hall Heath Road Whitchurch Shropshire SY13 2BY Tel: [REDACTED]	7	8	0	4	0	0	26/06/2008	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5150	Albrighton Fire Station Newport Road Albrighton Wolverhampton Staffordshire WV7 3EW Tel: [REDACTED]	4	1	2	0	0	0	23/04/2012	[REDACTED]
5160	Baschurch Fire Station Station Road Baschurch Shrewsbury SY4 2BB Tel: [REDACTED]	0	1	1	0	0	0	23/12/2011	[REDACTED]
5170	Bishops Castle Fire Station Church Lane Bishops Castle Shropshire SY9 5AF Tel: [REDACTED]	0	1	3	0	0	0	02/05/2012	[REDACTED]
5180	Bridgnorth Fire Station Innige Lane Bridgnorth Shropshire WV14 4HL Tel: [REDACTED]	0	1	2	0	0	0	23/04/2012	[REDACTED]
5190	Church Stretton Fire Station Sandford Avenue Church Stretton Shropshire SY6 6AZ Tel: [REDACTED]	0	1	1	0	0	0	16/04/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5200	Cleobury Mortimer Fire Station Pinkham Cleobury Mortimer Kidderminster, worcestershire DY14 8QE Tel: [REDACTED]	1	1	2	0	0	0	13/03/2012	[REDACTED]
5210	Clun Fire Station Craven Arms Road Clun Shropshire SY7 8JB Tel: [REDACTED]	0	1	1	0	0	0	03/11/2011	[REDACTED]
5220	Craven Arms Fire Station Ludlow Road Craven Arms Shropshire SY11 9QL Tel: [REDACTED]	0	1	4	0	0	0	18/04/2012	[REDACTED]
5230	Ellesmere Fire Station Grange Road Ellesmere Shropshire SY12 0AU Tel: [REDACTED]	0	1	2	0	0	0	08/03/2012	[REDACTED]
5240	Hodnet Fire Station Station Road Hodnet Market Drayton Shropshire TF9 3JD Tel: [REDACTED]	0	2	1	0	0	0	30/09/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5250	Ludlow Fire Station Weeping Cross Lane Ludlow Shropshire SY8 1JH Tel: [REDACTED]	0	2	2	0	0	0	18/04/2012	[REDACTED]
5260	Market Drayton Fire Station Maer Lane Market Drayton Shropshire TF9 2BQ Tel: [REDACTED]	1	2	1	0	0	0	26/09/2011	[REDACTED]
5280	Much Wenlock Fire Station Smithfield Road Much Wenlock Shropshire TF13 6NJ Tel: [REDACTED]	0	1	2	0	0	0	20/01/2012	[REDACTED]
5285	Minsterley Fire Station Station Road Minsterley Shrewsbury SY5 0BG Tel: [REDACTED]	2	2	1	0	0	1	15/03/2012	[REDACTED]
5290	Newport Fire Station Salter's Lane Newport Shropshire TF10 7LB Tel: [REDACTED]	2	2	1	0	0	0	25/04/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5300	Oswestry Fire Station Mount Road Oswestry Shropshire SY11 1BB Tel: [REDACTED]	0	1	1	0	0	0	12/04/2012	[REDACTED]
5310	Prees Fire Station Bradles Lane Prees Whitchurch Shropshire SY13 2DX Tel: [REDACTED]	2	2	1	0	0	0	22/03/2012	[REDACTED]
5320	Shrewsbury Fire Complex St Michael's Street Shrewsbury SY1 2HJ Tel: [REDACTED]	0	0	0	0	0	0		[REDACTED]
5320B	Shrewsbury Fire Station St Michael's Street Shrewsbury SY1 2HJ Tel: [REDACTED]	8	8	1	1	0	0	09/12/2011	[REDACTED]
5320C	Shrewsbury Fire Station Workshops St Michael's Street Shrewsbury SY1 2HJ Tel: [REDACTED]	6	4	4	0	0	0	09/12/2011	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5327	Temporary Workshops for Shrewsbury Fire Station Sundome Road Shrewsbury Shropshire SY1 4RL	0	0	0	0	0	0		
5330	Telford Stafford Park Central Fire Station Stafford Park Telford TF3 3BW Tel: [REDACTED]	14	8	1	0	0	3	03/02/2012	[REDACTED]
5340	Telford Tweedale Fire Station Bridgnorth Road Tweedale Telford TF7 4HT Tel: [REDACTED]	2	2	1	0	0	1	01/12/2011	[REDACTED]
5350	Telford Wellington Fire Station Haybridge Road Wellington Telford TF1 2NW Tel: [REDACTED]	2	3	2	1	0	1	16/08/2012	[REDACTED]
5360	Wern Fire Station High Street Wern Shrewsbury SY4 5LR Tel: [REDACTED]	0	0	2	0	0	0	19/04/2012	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5370	Whitchurch Fire Station Bridgewater Street Whitchurch Shropshire SY13 1QL Tel: [REDACTED]	1	0	1	0	0	0	24/01/2012	[REDACTED]
5400	Ludlow Education Centre For Adults 4 Sandpits Road Ludlow Shropshire SY8 1HQ Tel: [REDACTED]	0	0	1	0	0	1	14/04/2011	[REDACTED]
5630	Albrighton Library Station Road Albrighton Wolverhampton Staffordshire WV7 3QH Tel: [REDACTED]	2	2	0	0	0	0	17/06/2009	[REDACTED]
5640	Bayston Hill The Mary Webb Library Lythwood Road Bayston Hill Shrewsbury SY3 0NA Tel: [REDACTED]	2	2	1	0	0	0	17/08/2012	[REDACTED]
5660	Bridgnorth Library Listley Street Bridgnorth Shropshire WV16 4AW Tel: [REDACTED]	7	10	1	0	0	1	02/02/2012	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5670	Broseley Library Bridgnorth Road Broseley Shropshire TF12 5EL Tel: [REDACTED]	2	2	0	0	0	0	05/03/2012	[REDACTED]
5680	Church Stretton Library Church Street Church Stretton Shropshire SY6 6DQ Tel: [REDACTED]	2	3	0	1	0	0	11/10/2011	[REDACTED]
5700	Extended Services Area Base - South Market Street Craven Arms Shropshire SY7 9NW Tel: [REDACTED]	2	4	0	1	0	1	02/01/2007	[REDACTED]
5710	Ellesmere Library Victoria Street Ellesmere Shropshire SY12 0AA Tel: [REDACTED]	2	2	1	1	0	0	22/05/2012	[REDACTED]
5720	Gobowen Library St. Martin's Road Gobowen Oswestry Shropshire SY11 3NP Tel: [REDACTED]	3	1	0	0	0	0	16/09/2011	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5741	Ludlow Library and Museum Resource Centre 7/9 Parkway Ludlow Shropshire SY8 2PG Tel: [REDACTED]	26	12	6	0	0	2	24/08/2010	[REDACTED]
5750	Ludlow Museum 11 Castle Street Ludlow Shropshire SY8 1AS Tel: [REDACTED]	5	3	1	1	0	0	14/09/2012	[REDACTED]
5760	Market Drayton The Clive Library Cheshire Street Market Drayton Shropshire TF9 1PH Tel: [REDACTED]	4	4	0	0	0	0	27/09/2011	[REDACTED]
5770	Much Wenlock Library High Street Much Wenlock Shropshire TF13 6AE Tel: [REDACTED]	2	1	0	0	0	0	09/03/2012	[REDACTED]
5790	Oswestry Library Arthur Street Oswestry Shropshire SY11 1JN Tel: [REDACTED]	12	7	3	0	1	0	15/09/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5800	Pontesbury Library Bogey Lane Pontesbury Shrewsbury SY5 0TD Tel : [REDACTED]	3	1	0	0	0	0	03/11/2011	[REDACTED]
5820	Shifnal Library Idsall Court Broadway Shifnal Shropshire TF11 8AZ Tel : [REDACTED]	2	1	0	0	0	0	27/02/2012	[REDACTED]
5850	Shrewsbury Register Office Preston Street Shrewsbury Shropshire SY2 5NY Tel : [REDACTED]	3	1	0	0	0	0	13/07/2011	[REDACTED]
5880	Shropshire Reference & Information Service 1a Castle Gates Shrewsbury SY1 1PL Tel : [REDACTED]	5	5	2	2	0	1	17/02/2012	[REDACTED]
5885	Shropshire Archives Castle Gates Shrewsbury SY1 2AQ Tel : [REDACTED]	13	10	1	2	0	1	17/02/2012	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
5890	Shrewsbury Castle Gates Library Castle Gates Shrewsbury SY1 1PL Tel: [REDACTED]	11	9	1	7	0	1	18/06/2012	[REDACTED]
5992	Wern Library and Learning Centre High Street Wern Shropshire SY4 5AA Tel: [REDACTED]	5	6	0	0	0	1	27/09/2011	[REDACTED]
6000	Whitchurch Library The Caldecott, High Street Whitchurch Shropshire SY13 1EE Tel: [REDACTED]	4	1	0	0	0	0	01/03/2012	[REDACTED]
6010	Acton Scott Agricultural Museum Acton Scott Shropshire SY6 6QW Tel: [REDACTED]	21	9	6	0	0	4	11/10/2011	[REDACTED]
6033	Children & Young Peoples Services Store Atcham Industrial Estate Shrewsbury Shropshire SY4 4UG Tel: [REDACTED]	6	1	0	0	0	0	13/04/2010	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6047	Shropshire Hills AONB Office Shrewsbury Road Craven Arms Shropshire SY7 9NZ Tel : 01588 674080	3	3	0	2	0	0	04/10/2011	[REDACTED]
6060	Ludlow Learning Centre Old Street Ludlow Shropshire SY8 1NW Tel : 01584/876799	3	7	1	0	0	1	26/04/2012	[REDACTED]
6060A	Ludlow Tuition, Medical & Behaviour Support Service Old Street Ludlow Shropshire SY8 1NW Tel : 01584 876129	2	3	0	0	0	0	20/06/2012	[REDACTED]
6070	Much Wenlock Museum The Square Much Wenlock Shropshire TF13 6LX Tel : 01952 727773	2	2	2	0	0	0	09/03/2012	[REDACTED]
6074	Ellesmere Mere Cottage Mereside Ellesmere Shropshire SY12 0PA	0	1	0	0	0	0	03/05/2006	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6076	Ellesmere Countryside Service Depot Swan Hill Ellesmere Shropshire SY12 0DQ Tel : [REDACTED]	6	3	2	0	0	2	17/07/2012	[REDACTED]
6080	South Shropshire Countryside Depot Old Nills Quarry Pontesbury Hill Pontesbury Shrewsbury SY5 0YN Tel : [REDACTED]	6	2	1	0	0	0	02/03/2012	[REDACTED]
6086	Ellesmere Boathouse Restaurant Meraside Ellesmere Shropshire SY12 0PA Tel : [REDACTED]	6	5	0	0	0	0	17/07/2012	
6220	Market Drayton Magistrates' Courts Cheshire Street Market Drayton Shropshire TF9 1PH Tel : [REDACTED]	5	4	0	0	0	0	03/11/2010	[REDACTED]
6235	Oswestry Magistrates' Courts Holbache Road Oswestry SY11 1RP Tel : [REDACTED]	8	2	0	0	0	0	01/11/2010	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6235A	Oswestry Register Office Holbachie Road Oswestry Shropshire SY11 1RP Tel : 0845 6789016	3	3	0	0	0	1	29/08/2008	[REDACTED]
6320	Shropshire Council - The Shirehall Abbey Foregate Shrewsbury Shropshire SY2 6ND Tel : 01743 251000	82	119	16	9	0	7	12/07/2012	[REDACTED]
6350	The Salop UNION Club Abbey Foregate Shrewsbury Shropshire SY2 6ND Tel : 01743 353659	4	4	0	0	0	1	15/06/2012	[REDACTED]
6370	Customer Service Centre Abbey Lawn Abbey Foregate Shrewsbury Shropshire SY2 5DE Tel : 01743 210300	8	9	3	0	0	1	08/11/2011	[REDACTED]
6555	West Mercia Supplies Holsworth Park Oxon Business Park Bicton Heath Shrewsbury SY3 5HJ Tel : [REDACTED]	11	17	3	15	0	1	01/02/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6572	Chelmaran [REDACTED] Shrewsbury Shropshire [REDACTED]	3	3	1	1	0	1	31/08/2012	
6573	Havenbrook [REDACTED] Shrewsbury Shropshire [REDACTED]	4	5	1	0	0	1	22/06/2012	
6582	Shrewsbury Bradbury House [REDACTED] Shrewsbury Shropshire [REDACTED]	4	4	0	0	0	1	07/12/2011	[REDACTED]
6585	Shrewsbury The Rowans [REDACTED] Shrewsbury [REDACTED]	3	3	1	0	0	1	17/05/2012	[REDACTED]
6597	Community Home Riverdale Road Shrewsbury Shropshire SY2 5TD Tel: [REDACTED]	1	1	1	0	0	1	17/09/2012	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6650	Oswestry Learning & Training Victoria Road Oswestry Shropshire SY11 2HT	4	4	0	0	0	2	19/04/2006	[REDACTED]
6652	Oswestry Maesbury Metals Maesbury Road Oswestry Shropshire SY10 8HA	4	2	0	0	0	1	23/01/2012	[REDACTED]
6655	Avalon Court Victoria Road Oswestry Shropshire SY11 2JE Tel: [REDACTED]	11	8	2	0	0	1	12/04/2012	[REDACTED]
6665	Day Centre for Adults with Learning Disabilities Sabrina Court Longden Coleham Shrewsbury Shropshire Tel: [REDACTED]	3	2	0	0	0	1	18/06/2012	[REDACTED]
6675	Albert Road Day Centre Albert Road Harlescote Shrewsbury Shropshire Tel: [REDACTED]	4	4	0	0	0	1	02/11/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6682	Integrated Offender Management Team Belle Vue Road Shrewsbury Shropshire SY3 7LU	2	3	0	0	0	0	26/03/2012	
6705	Ditton Priors Training Centre Station Road Ditton Priors Shropshire WV16 6SS Tel: [REDACTED]	5	1	1	0	0	4	26/10/2010	[REDACTED]
6725	Greenacres Rural Unit Fenemere Lane Baschurch Shrewsbury Shropshire SY4 2JA Tel: [REDACTED]	11	5	5	1	0	1	03/04/2012	[REDACTED]
6725	Bridgnorth Training Centre (day Centre) 2 Innage Lane Bridgnorth Shropshire WV16 4HL Tel: [REDACTED]	8	3	1	0	0	3	16/01/2012	[REDACTED]
6766	Shrewsbury Group Home Redfern Close Belle Vue Shrewsbury Shropshire SY3 7QH Tel: [REDACTED]	1	1	0	0	0	1	17/05/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6770	Shrewsbury Kempsfield Hostel [Redacted]	10	6	0	0	0	3	27/02/2012	[Redacted]
6771	Aquamira Primrose Drive Sutton Park Shrewsbury SY3 7TP Tel: [Redacted]	4	6	1	2	0	2	27/02/2012	[Redacted]
6800A	The Chippings Belvidere Avenue Shrewsbury Shropshire SY2 5PE Tel: [Redacted]	2	1	0	0	0	2	07/12/2011	[Redacted]
6801	Shrewsbury Group Home Belvidere Avenue Shrewsbury Shropshire SY2 5PE Tel: [Redacted]	1	1	1	0	0	1	17/08/2005	[Redacted]
6811	PATH House Lower Gaideford Ludlow Shropshire SY8 1SD Tel: [Redacted]	2	1	1	0	0	1	10/07/2012	[Redacted]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6832	Substance Misuse Team St Marys Street Shrewsbury Shropshire SY1 1DS	0	0	0	0	0	0		
6870	OTA Workshop Unit 28A Wern Business Park Wern Shropshire SY4 5JX	3	0	1	0	0	0	26/08/2008	
6882	Shrewsbury Richmond House Rutland Harlescott Grange Shrewsbury SY1 3GG Tel : [REDACTED]	9	7	1	0	0	2	15/07/2008	
6883	Shropshire Adoption Team  Holywell Street Shrewsbury Shropshire SY2 5DE Tel : [REDACTED]	5	2	0	0	0	1	23/04/2012	
6884	The Haven Day Centre Monkmoor Road Shrewsbury Shropshire SY2 5ST Tel : [REDACTED]	9	7	1	2	0	1	05/03/2012	

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
6893	Ellesmere Meres Daycare Centre Ellesmere Cottage Hospital Ellesmere Shropshire SY12 0AE Tel : [REDACTED]	4	4	2	0	0	2	28/07/2011	[REDACTED]
7140	Shrewsbury Crowmoor House Eph Frith Close Monkmoor Shrewsbury SY2 5XW Tel : [REDACTED]	13	5	10	4	0	8	09/03/2011	[REDACTED]
7211	Whitchurch Bradbury Day Centre Whitchurch Community Hospital Claypit Street Whitchurch Shropshire SY13 1NT Tel : [REDACTED]	5	4	2	0	0	2	26/01/2012	[REDACTED]
9121	Snailbeach Mine Buildings Snailbeach Nr Minsterley Shropshire Tel : [REDACTED]	3	1	0	0	0	1	16/05/2011	[REDACTED]
9200	Craven Arms Gypsy Site Long Lane Craven Arms Shropshire SY7 8DU Tel : [REDACTED]	6	0	7	0	0	9	29/02/2012	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
9210	Cross Houses Gypsy Site Acton Burnell Turn Cross Houses Shrewsbury SY5 6JR Tel : [REDACTED]	0	0	6	0	0	0	02/03/2012	[REDACTED]
9220	Oswestry Gypsy Site Park Hall Oswestry Shropshire SY11 4AS Tel : [REDACTED]	0	0	7	0	0	13	10/01/2012	[REDACTED]
9240	Prees Gypsy Site Manor House Lane Prees Shropshire SY13 2HS Tel : [REDACTED]	0	0	19	0	0	0	26/01/2012	[REDACTED]
9307	Secret Hills Discovery Centre School Road Craven Arms Shropshire SY7 9RS Tel : [REDACTED]	10	13	2	1	0	2	30/07/2012	[REDACTED]
9309	Theatre Severn Frankwell Quay SHREWSBURY Shropshire SY3 8FT Tel : [REDACTED]	43	41	7	1	0	3	30/08/2011	[REDACTED]

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
9421	Shrewsbury Learning & Training Sutton Road Shrewsbury Shropshire SY2 6DL Tel: [REDACTED]	12	12	2	2	0	2	06/03/2012	[REDACTED]
9477	Learning & Training Industrial Centre Hortonwood 8 Telford TF1 7GR Tel: [REDACTED]	5	4	1	0	0	0	17/08/2012	[REDACTED]
9479	Learning & Training Stafford Park 1 Telford TF3 3DD Tel: [REDACTED]	8	7	0	0	0	0	13/08/2012	[REDACTED]
9483	Hairdressing Training Salon New Street Wellington Telford TF1 1NE Tel: [REDACTED]	1	2	0	1	0	0	26/04/2012	[REDACTED]
9525B	Plarmigan Sifka Drive Shrewsbury Business Park Shrewsbury Shropshire SY2 6LG Tel: [REDACTED]	9	12	2	0	0	2	06/10/2011	[REDACTED]

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
9527	Mount McKinley Anchorage Avenue Shrewsbury Business Park Shrewsbury Shropshire SY2 6FG Tel : [REDACTED]	9	10	4	0	0	3	03/08/2012	
BDC001	Westgate Council Office Westgate BRIDGNORTH WV16 5AA Tel : [REDACTED]	19	28	3	8	0	1	09/08/2010	
BDC002	Canter Brook Depot & Offices Stanley Lane BRIDGNORTH WV16 4SF Tel : [REDACTED]	11	10	3	0	0	1	09/08/2011	
BDC007	Birch Meadow Playing Field - Changing Room Cockshutt Lane Broseley	0	0	0	0	0	0		
BDC074	Severn Valley Country Park & Toilets Severn Valley Country Park ALVELEY WV15 6NN Tel : [REDACTED]	2	1	1	0	0	1	09/08/2011	

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
NSDC016	Ellesmere Sports and Market Hall Scotland Street ELLESMERE Shropshire SY12 0EG	5	0	1	0	0	0	02/06/2011	
NSDC047	Edinburgh House New Street WEM Shropshire SY4 5DB Tel : [REDACTED]	26	32	3	0	0	63	09/06/2011	
OBC001	Oswestry Council Offices Castle View Oswestry SY11 1JR Tel : [REDACTED]	13	10	0	1	0	1	02/12/2011	
OBC002	Castle View Annexe Arthur Street OSWESTRY Shropshire SY11 1JR Tel : [REDACTED]	4	6	0	2	0	0	02/12/2011	
OBC003	Alexandra Road Offices Alexandra Road Oswestry Shropshire SY11 1LU Tel : [REDACTED]	18	16	11	1	0	0	10/04/2012	

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
OBC005	Castle Court OSWESTRY Shropshire	7	4	0	0	0	2	02/12/2011	
OBC009	Tourist Information Centre Mile End Oswestry SY11 4JA Tel: [REDACTED]	3	2	0	0	0	1	22/05/2012	
OBC010	Gatacre Pavilion Off Gatacre Avenue OSWESTRY Shropshire Tel: [REDACTED]	1	2	0	1	0	0	16/09/2011	
SABC028	Guidhall Frankwell Quay Shrewsbury Shropshire SY3 8HQ Tel: [REDACTED]	25	45	6	16	0	6	16/08/2012	
SABC056	Weeping Cross Depot SHREWSBURY Shropshire SY5 6HY Tel: [REDACTED]	5	16	15	3	0	0	09/08/2012	

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
SABC067	Raven Meadows Car Park Raven Meadows SHREWSBURY SY1 1PL Tel: [REDACTED]	0	1	40	0	0	0	17/06/2011	
SABC068	Raven Meadows Car Park (Offices) Raven Meadows Shrewsbury SY1 1PL Tel: [REDACTED]	1	2	1	0	0	0	17/06/2011	
SABC072	Raven Meadows Bus Station SHREWSBURY Shropshire SY1 1PL Tel: [REDACTED]	1	1	1	0	0	0	17/06/2011	
SABC081	Meole Brace Golf Club Oteley Road SHREWSBURY Shropshire Tel: [REDACTED]	2	1	5	0	0	0	07/08/2012	
SABC087	Monkmoor Outdoor Recreation Centre Monkmoor Road SHREWSBURY Shropshire SY2 5AY	4	0	0	0	0	0	09/01/2012	

Property Number	Name / Address	Foam	CO2	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
SABC159	The Regimental Museum Castle Gates SHREWSBURY Shropshire SY1 2AT Tel: [REDACTED]	7	5	1	4	0	0	17/08/2011	
SABC160	Coleham Pumping Station Longden Coleham SHREWSBURY Shropshire SY3 7DN Tel: [REDACTED]	4	2	1	0	0	0	22/12/2011	
SABC161	Rowleys House Barker Street SHREWSBURY Shropshire SY1 1QH Tel: [REDACTED]	3	7	1	16	0	0	01/09/2010	
SABC163	Old Market Hall The Square Shrewsbury Shropshire SY1 1LH Tel: [REDACTED]	4	2	0	0	0	0	14/09/2011	
SABC169	Longden Road Cemetery Longden Road SHREWSBURY Shropshire SY3 7HG	3	0	3	0	0	0	09/09/2011	

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
SABC210	CCTV Monitoring Centre [REDACTED]	3	2	1	0	0	1	03/08/2012	
SSDC001	Council Offices Corve Street LUDLOW Shropshire SY8 1DG Tel: [REDACTED]	10	19	3	8	0	0	19/06/2012	
SSDC049	Rockspring Centre Sandford Road LUDLOW SY8 1SX Tel: [REDACTED]	9	7	2	0	0	4	01/09/2011	
SSDC057	Challenge Court BISHOPS CASTLE Shropshire	6	3	1	1	0	0	24/08/2011	
SSDC058	Ludlow Business Park Coder Road LUDLOW Shropshire	0	0	1	0	0	0	01/09/2011	

Property Number	Name / Address	Foam	C02	Dry Powder	Water	Halon	Fire Blanket	Last Service	Surveyor
SSDC059	Ludlow Business Park Lingen Road LUDLOW Shropshire	0	0	1	0	0	0	01/09/2011	
		2813	2532	756	372	1	749		

Number of Properties: 346      Number of Items: 7223

End Of Report

## Fire Hose Reels

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**Property Number:** 0270      **Name / Address:** Oakland Primary School  
 Glebe Road  
 Bayston Hill  
 Shrewsbury  
 SY3 0EG  
 Tel : 01743 872118      **Surveyor:**

**Location**  
 CLASS CORRIDOR      **Number of Reels** 1      **Type**      **Installation Year** 0      **Last Service Date** 05/09/2005

**Property Number:** 0290      **Name / Address:** Longmeadow C.E. (Controlled) Primary School  
 Long Meadow  
 Bayston Hill  
 Shrewsbury  
 Shropshire  
 SY3 0NU  
 Tel : 01743 874829      **Surveyor:**

**Location**  
 MAIN BLOCK      **Number of Reels** 1      **Type**      **Installation Year** 0      **Last Service Date** 14/10/2008

**Property Number:** 0380      **Name / Address:** Castlefields Primary School  
 Castlefields  
 Bridgnorth  
 Shropshire  
 WV16 5DQ  
 Tel : 01746/764072      **Surveyor:**

**Location**  
 CLASSROOM      **Number of Reels** 1      **Type**      **Installation Year** 0      **Last Service Date** 03/09/2007

Property Number: 0400      Name / Address: St Leonard's C.E. Primary School  
 Innage Lane  
 Bridgnorth  
 Shropshire  
 WV16 4HL  
 Tel : 01746/762781      Surveyor:

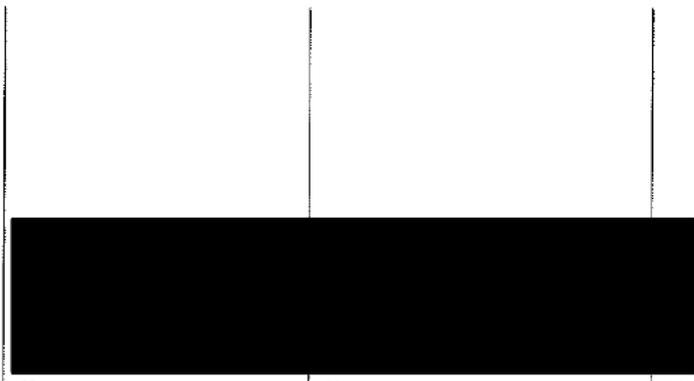
Location	Number of Reels	Type	Installation Year	Last Service Date
O S STAFFROOM	1	19MM	0	21/06/2010
HALL	1	19MM	0	21/06/2010

Property Number: 0440      Name / Address: Broseley C.E. Primary School  
 Dark Lane  
 Broseley  
 Telford  
 TF12 5LW  
 Tel : 01952/882673      Surveyor:

Location	Number of Reels	Type	Installation Year	Last Service Date
HALL	1	19MM		26/04/2007
OUTSIDE ROOM 6	1	19MM		26/04/2007
OUTSIDE ROOM 9	1	19MM		26/04/2007

Property Number: 1010      Name / Address: Highley Primary School  
 Grassmere Drive  
 Highley Bridgnorth  
 Shropshire  
 WV16 6EH  
 Tel : 01746/861541      Surveyor:

Location	Number of Reels	Type	Installation Year	Last Service Date
CENTRAL	1		0	09/03/2006



Property Number: 1200      Name / Address: Longden C.E. Primary School  
 Plealey Road  
 Longden  
 Shrewsbury  
 SY5 8EX  
 Tel : 01743/860480

Surveyor:

Location	Number of Reels	Type	Installation Year	Last Service Date
MAIN ENTRANCE	1		0	08/09/2004

Property Number: 1300      Name / Address: Longlands Primary School  
 Linden Way  
 Fairfields  
 Market Drayton  
 Shropshire  
 TF9 1QU  
 Tel : 01630/652312

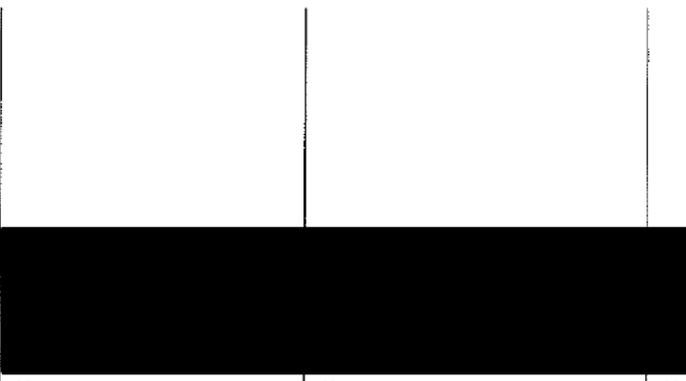
Surveyor:

Location	Number of Reels	Type	Installation Year	Last Service Date
ENTRANCE	1		0	14/10/2008
CORRIDORS	1		0	14/10/2008

Property Number: 1790      Name / Address: Shifnal Primary School  
 Currier's Lane  
 Shifnal  
 Shropshire  
 TF11 8EJ  
 Tel : 01952/460500

Surveyor:

Location	Number of Reels	Type	Installation Year	Last Service Date
MAIN JUNIOR ENT	1	19MM		26/04/2007
O/S MUSIC ROOM	1	19MM		26/04/2007
O/S RECEPTION	1	19MM	0	26/04/2007



**Property Number:** 1960  
**Name / Address:** Mount Pleasant Infant School  
Bagley Drive  
Shrewsbury  
SY1 3BX  
Tel : 01743/357808  
**Surveyor:**

**Location:** PASSAGE  
**Number of Reels:** 2  
**Type:** 19MM  
**Installation Year:** 0  
**Last Service Date:** 09/10/2009

**Property Number:** 1970  
**Name / Address:** Mount Pleasant Junior School  
Whitemere Road  
Shrewsbury  
SY1 3BY  
Tel : 01743/343983  
**Surveyor:**

**Location:** O/S MAIN HALL  
**ENTRANCE**  
**Number of Reels:** 1  
**Type:** 19MM  
**Installation Year:** 0  
**Last Service Date:** 09/10/2009

**Property Number:** 2010  
**Name / Address:** St Giles' C.E. Primary School  
Portland Crescent  
Shrewsbury  
Shropshire  
SY2 5NJ  
Tel : 01743 356579  
**Surveyor:**

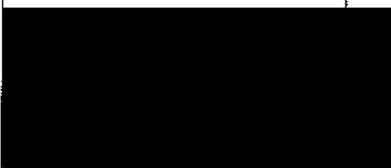
**Location:** ST GILES  
**Number of Reels:** 3  
**Type:** 19MM  
**Installation Year:** 0  
**Last Service Date:** 16/07/2008

Property Number: 2050

Name / Address:

Springfield Infant School  
Mereside Wenlock Road  
Shrewsbury  
SY2 6LE  
Tel: 01743/343916

Surveyor:



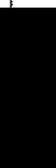
Location	Number of Reels	Type	Installation Year	Last Service Date
HALL	1			16/07/2008
MAIN ENTRANCE	1	19MM	0	16/07/2008

Property Number: 2075B

Name / Address:

Severdale School  
Woodcote Way  
Shrewsbury  
Shropshire  
SY2 5SH  
Tel: 01743 281600

Surveyor:



Location	Number of Reels	Type	Installation Year	Last Service Date
1ST FLOOR	1			28/02/2005
O/S KITCHEN	1	19MM		10/02/2006
GROUND FLOOR	1			28/02/2005

Property Number: 4513

Name / Address: Radbrook Office Complex - Bourne House

Surveyor:

Radbrook Road  
Shrewsbury  
Shropshire  
SY3 9BL  
Tel : 01743 254800

Location	Number of Reels	Type	Installation Year	Last Service Date
CORRIDOR G6	1	19MM F M	0	07/02/2008
RECEPTION	1	19MM F M	0	07/02/2008
CORRIDOR G11	1	19MM F M	0	07/02/2008
IT SERVICES	1	19MM FM	0	07/02/2008
MACE DEPT	0	19MM F M	0	07/02/2008
CORRIDOR F 11	1	19MM F M	0	07/02/2008
CORRIDOR F 5	1	19MM F M	0	07/02/2008
CORRIDOR F1	1	19MM F M	0	07/02/2008
CORRIDOR G23	1	19MM F M	0	07/02/2008

Property Number: 4650

Name / Address: Centre North West - Temporary Building

Surveyor:

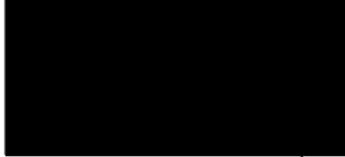
Holbache Road  
Oswestry  
Shropshire  
SY11 1RH  
Tel : 01691 654175

Location	Number of Reels	Type	Installation Year	Last Service Date
	0			13/04/2010

Property Number: 4670

Name / Address: Sundorne Youth Centre  
Sundorne Road  
Shrewsbury  
Shropshire  
SY1 4RG  
Tel : 01743 344500

Surveyor:



Location  
SPORTS HALL

Number of Reels  
1

Type

Installation Year  
0

Last Service Date  
18/11/2005

Property Number: 6555

Name / Address: West Mercia Supplies Holisworth Park  
Oxon Business Park  
Bicton Heath  
Shrewsbury  
SY3 5HJ  
Tel : 01743/237311

Surveyor:

Location  
WAREHOUSE

Number of Reels  
4

Type

Installation Year  
1998

Last Service Date  
13/04/2010

Number of Properties: 18

Number of Items: 36

End Of Report

## Fire Hydrants Risers

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**Property Number:** 0910      **Name / Address:** Ellesmere Primary School  
 Elison Road  
 Ellesmere  
 Shropshire  
 SY12 0BE  
 Tel : 01691 622288

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**Description:** FIRE HYDRANT      **Location:** IN GRASS 10M FROM ENT      **Year of Installation:** 0      **Last Service Date:** 19/07/2007



**Property Number:** 1615      **Name / Address:** The Meadows Primary School  
 Harlech Road  
 Oswestry  
 Shropshire  
 SY11 2EA  
 Tel : 01691/656080

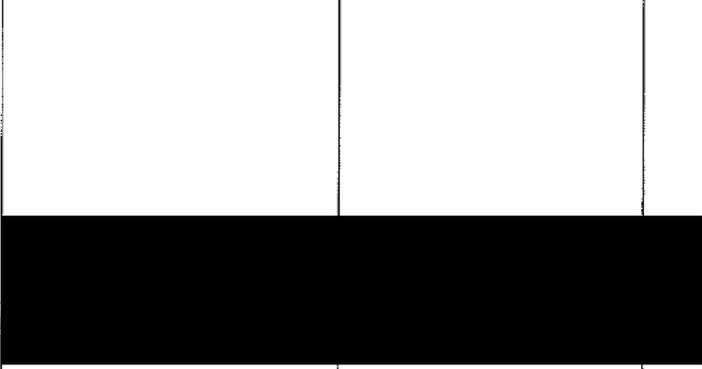
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**Description:** FIRE HYDRANT      **Location:** SCHOOL ENTRANCE      **Year of Installation:** 93      **Last Service Date:** 22/05/2012

**Property Number:** 3520      **Name / Address:** Idsall School  
 Coppice Green Lane  
 Shifnal  
 Shropshire  
 TF11 8PD  
 Tel : 01952/468400

---

**Description:** FIRE HYDRANT      **Location:** ADJACENT HALL      **Year of Installation:** 0      **Last Service Date:** 22/05/2012



**Property Number:** 3930  
**Name / Address:** Sir John Talbot's Technology College  
Heath Road  
Whitchurch  
Shropshire  
SY13 2BY  
Tel: 01948/660600  
**Surveyor:**

Description	Location	Year of Installation	Last Service Date
FIRE HYDRANT	COURTYARD	0	07/11/2011
FIRE HYDRANT	WH285	0	22/05/2012

**Property Number:** 4110  
**Name / Address:** Radbrook Office Complex - Owen House  
Radbrook Road  
Shrewsbury  
Shropshire  
SY3 9BL  
Tel: 01743 254014  
**Surveyor:**

Description	Location	Year of Installation	Last Service Date
FIRE HYDRANT	ADJACENT TO BLDG	0	22/05/2012

**Property Number:** 4513  
**Name / Address:** Radbrook Office Complex - Bourne House  
Radbrook Road  
Shrewsbury  
Shropshire  
SY3 9BL  
Tel: 01743 254800  
**Surveyor:**

Description	Location	Year of Installation	Last Service Date
FIRE HYDRANT	O/S FAMILIES DEPT	0	22/05/2012
FIRE HYDRANT	O/S SITSS DEPT	0	22/05/2012

Property Number: 6320

Name / Address: Shropshire Council - The Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire  
SY2 6ND  
Tel: 01743 251000

Surveyor: 

Description	Location	Year of Installation	Last Service Date
FIRE HYDRANT	COUNCIL CHAMBER	0	29/06/2009
FIRE HYDRANT	BELVIDERE ROAD	0	29/06/2009
FIRE HYDRANT	VISITORS CAR PARK	0	29/06/2009

Number of Properties: 7

Number of Items: 11

End Of Report



# Tender Response Document

## Tender No – IMC052 MAINTENANCE OF FIRE FIGHTING EQUIPMENT

Name of TENDERING  
ORGANISATION  
(please insert)

**WALKER FIRE (UK) LTD**

## Shropshire Council Tender Response Document

### Contract Description:

The work consists of carrying out the annual inspection, service, test and repair/replacement of portable fire extinguishers, fire blankets, fire hose reels and fire hydrants in premises owned or maintained by Shropshire Council.

The maintenance contract shall be in the format of mobile periodic maintenance, including consumables, specialist labour plus emergency call-outs, spares and specified replacement parts.

There are approximately 361 properties on the fire extinguisher contract, 18 properties on the fire hose reel contract and 7 properties on the fire hydrant contract. The maintenance contract consists of one visit per year.

In the first instance competitive fixed price tenders are being invited to the period 1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014, thereafter the contract may be extended annually for a further three years subject to satisfactory performance during the contract year and the submission of a mutually agreed adjustment of the tender sum for the ensuing 12 months.

### 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 and require further clarification, please contact: Nick Breeze, Senior Surveyor South – 01743 281087 or via email quoting the contract reference to [nick.breeze@shropshire.gov.uk](mailto:nick.breeze@shropshire.gov.uk)
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 **hard copy** of your Tender Response Document.

## Contents

Section	Description	Page
A1	Form of Tender	5
A2	Non-Canvassing Certificate	6
A3	Non-Collusive Tendering Certificate	7
A4	Declaration of Connection with Officers or Elected Members of the Council	8
<b>You must sign all 4 certificates in sections A1 to A4</b>		
B	Applicant Organisation Details	9
C	Financial & Insurance Information	11
D	Outstanding Claims & Contract Terminations	13
E	Health & Safety and Equal Opportunities	14
F	Contract Experience and References	20
G	Accreditations and Skills Level	22
H	Tender Schedule	23

## 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**

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Tenderers 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 / Q 1 & 2	Applicant details – For information only
Section C / Q 1 & 2	Adequate Financial Stability & Insurance <b>Q1.1 &amp; 1.2 are mandatory requirements</b>
Section D / Q 1 & 2	Adequate Outstanding Claims & Terminations
Section E / Q 1 & 2	Adequate Health & Safety and Equal Opportunities <b>Q1.2 is a mandatory requirement</b>
Section F / Q 1 & 2	Adequate Experience and References
Section H / Q 2.5	CRB Checks

Section C 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.

Section D Outcome of previous contracts: If in the opinion of the Contracting Authority the nature and level of outstanding claims and previous contract early terminations casts serious doubt on the Applicant's ability to perform this contract, they may be excluded.

Section E Health & Safety and Equalities: If in the opinion of the Contracting Authority the responses in this section are sufficiently poor as to cast serious doubt on the Applicant's abilities to perform this contract safely or to perform this contract with due regard for equalities, they may be excluded.

Section F Experience and References & G Accreditations and Skills Level: If, in the opinion of the Contracting Authority the responses in this section are sufficiently poor as to cast serious doubt on the Applicant's abilities to perform this contract they may be excluded.

Section H – Tender Specification Response: If, in the opinion of the Contracting Authority the responses in this section are sufficiently poor as to cast serious doubt on the Applicant's abilities 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.

<b>Section / Question No.</b>	<b>Award Criteria</b>	<b>Weighting / Max Marks Available</b>
<b>Price 60% (600 marks)</b>		
SectionH-Q1-Appendix A	Price	600 max marks
<b>Total for price</b>		<b>600 max marks</b>
<b>Quality 40% (400 marks)</b>		
Section H / Q 2.1	Timetable delivery/warranty	50 max marks
Section H / Q 2.2	Qualifications of individuals	150 max marks
Section H / Q 2.3	Methodology	100 max marks
Section H / Q 2.4	Asbestos Awareness Training	50 max marks
Section H / Q 2.6	Method statements	50 max marks
<b>Total for quality</b>		<b>400 max marks</b>

### **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:

<b>Assessment</b>	<b>Mark</b>	<b>Interpretation</b>
<b>Excellent</b>	<b>10</b>	<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>
	<b>9</b>	
<b>Good</b>	<b>8</b>	<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>
	<b>7</b>	
<b>Acceptable</b>	<b>6</b>	<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>
	<b>5</b>	
<b>Minor Reservations</b>	<b>4</b>	<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>
	<b>3</b>	
<b>Serious Reservations</b>	<b>2</b>	<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>
	<b>1</b>	
<b>Unacceptable</b>	<b>0</b>	<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 the quality section will receive the full % available for quality. Other tenders will receive a % that reflects the difference in the marks between those tenders and the tender receiving the highest mark for quality.**

### **Price Evaluation and scoring**

Price will be evaluated using the rates given in Section H Appendix A. Rates for 'Miscellaneous Items' are for information only and will therefore not be evaluated.

The rates evaluated will be multiplied by the 'evaluation multiplier' indicated. All multiplied rates will then be added together to arrive at a total evaluation price.

The most competitively priced tender will receive the maximum mark for price being 600. 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.

**Section A:**  
**1. Form of Tender**

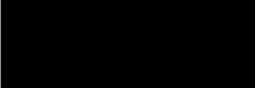
Form of Tender

**Shropshire Council**

Carrying out the annual inspection, service, test and repair/replacement of portable fire extinguishers, fire blankets, fire hose reels and fire hydrants in premises owned or maintained by Shropshire Council.

The maintenance contract shall be in the format of mobile periodic maintenance, including consumables, specialist labour plus emergency call-outs, spares and specified replacement parts.

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 maintenance of fire fighting equipment 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.

Signed  Name  .....

Date 15/02/2013 .....

Designation [Contracts Administrator](#).....

Company [Walker Fire \(UK\) Ltd](#).....

Address [Unit 2 Roman Court, Roman Way Industrial Estate, Preston](#) .....

[Lancashire](#).....

..... Post Code [PR2 5BB](#).....

Tel No  ..... Fax No  .....

E-mail address  .....

Web address [www.walkerfire.com](http://www.walkerfire.com).....

**Section A:**  
**2. Non-Canvassing Certificate**

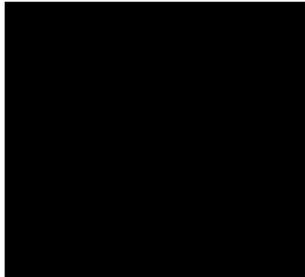
Non-Canvassing Certificate

**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 or 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 [Managing Director](#).....

Signed (2)

Status [Contracts Administrator](#).....

(For and on behalf of [Walker Fire \(UK\) Ltd](#).....)

Date [15/02/2013](#).....

**Section A:**  
**3. Non-Collusive Tendering Certificate**

Non-collusive Tendering Certificate

**To: Shropshire Council (hereinafter called "the Council")**

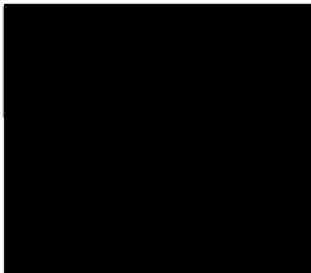
The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

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 [Managing Director](#).....

Signed (2)

Status [Contracts Administrator](#).....

(For and on behalf of [Walker Fire \(UK\) Ltd](#).....)

Date [15/02/2013](#).....

**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?

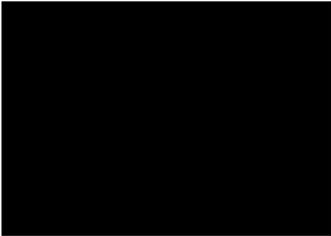
**No**

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 <b>Managing Director</b> .....
Signed (2)		Status <b>Contracts Administrator</b> .....
(For and on behalf of <b>Walker Fire (UK) Ltd</b> .....)		
Date <b>15/02/2013</b> .....		

## Section B: Applicant Organisation Details

<b>1.</b>	<b>Applicant Details</b>	
1.1	Name of contracting Company/Organisation: <a href="#">Walker Fire (UK) Ltd</a>  Address: <a href="#">Unit 2 Roman Court, Roman Way Industrial Estate, Preston, Lancashire</a>  Postcode: <a href="#">PR2 5BB</a>  Tel: <span style="background-color: black; color: black;">[REDACTED]</span>  Email: <span style="background-color: black; color: black;">[REDACTED]</span>	
1.2	Registered name (if different from above): <a href="#">As above</a>  Registered Office Address:  Postcode:  Company registration number: <a href="#">1554539</a>	
1.3	Details of the individual completing this application and to which we may correspond:  Name: <span style="background-color: black; color: black;">[REDACTED]</span>  Job title: <a href="#">Contracts Administrator</a>  Correspondence Address: <a href="#">Unit 2 Roman Court, Roman Way Industrial Estate, Preston, Lancashire</a>  Postcode: <a href="#">PR2 5BB</a>  Tel: <span style="background-color: black; color: black;">[REDACTED]</span>  Email: <span style="background-color: black; color: black;">[REDACTED]</span>	
1.4	Type of Organisation (please <u>tick</u> all those appropriate):	
(a)	Sole trader	<input type="checkbox"/>
(b)	Partnership	<input type="checkbox"/>
(c)	Private Limited Company	<input checked="" type="checkbox"/>
(d)	Public Limited Company	<input type="checkbox"/>
(e)	Charity/Social enterprise	<input type="checkbox"/>
(f)	Franchise	<input type="checkbox"/>

(g)	Public Sector Organisation	
1.5	Are you a Small or Medium Sized Enterprise (SME) <i>*An SME can be defined as an enterprise which employs fewer than 250 people</i>	YES
	If No, Please confirm you are an enterprise which employs more than 250 people	YES/NO

<b>2.</b>	<b>Company History/Background</b>	
2.1	Date Company established: 02/04/1981	
2.2	Is the applicant a subsidiary of another company as defined by the Companies Act 1985?	YES
2.3	If YES to 2.2 give the following details of the Holding/Parent Company:  Registered Name: Printbetter Ltd  Registered Address: Unit 2 Roman Court, Roman Way Industrial Estate, Preston, Lancashire  Postcode: PR2 5BB  Registration Number : 2548618	
2.4	How many years has your company been providing maintenance of fire fighting equipment?	30+ years
2.5	Total number of employees:	64
2.6	Total number of employees engaged solely in the provision of maintenance of fire fighting equipment	42

## Section C: Financial & Insurance Information

<b>1.</b>	<b>Insurance Details</b>	
*	<p><i>Why do we need to know this?</i></p> <p><i>We need to ensure that all of our suppliers have adequate insurance. The Council has set minimum insurance requirements which all companies working with the Council must adhere to.</i></p> <p><i>Please note that on some limited occasions the council may agree to vary these levels dependant on the nature of the contract.</i></p>	
1.1 (a)	Please Confirm that you hold a minimum of £5,000,000 Public Liability Insurance <b>(this is a mandatory requirement)</b>	YES
(b)	<p>Please detail the relevant policy information and state if any conditions or exceptions apply to the policy.</p> <p>Name of Insurance Company      ██████████ .....</p> <p>Date policy taken out              29/11/12.....</p> <p>Expiry date of the policy          29/11/13.....</p> <p>Policy number/reference          ██████████ .....</p> <p>Conditions/Exceptions</p> <p>.....</p> <p>.....</p>	
1.2 (a)	Please confirm that you hold a minimum of £5,000,000 Employer's Liability Insurance <b>(this is a mandatory requirement)</b>	YES
(b)	<p>Please detail the relevant policy information and state if any conditions or exceptions apply to the policy.</p> <p>Name of Insurance Company      ██████████ .....</p> <p>Date policy taken out              29/11/12.....</p> <p>Expiry date of the policy          29/11/13.....</p> <p>Policy number/reference          ██████████ .....</p> <p>Conditions/Exceptions</p> <p>.....</p> <p>.....</p>	
1.3	Please enclose photocopies of your Certificates of Insurance duly signed as authentic copies of the originals	Enclosed YES

2.	<b>Financial Details</b>																				
*	<p><i>Why do we need to know this?</i></p> <p><i>Financial details are required in order to check that your company has sufficient financial resources to undertake the contract. This information will also ensure that your company is in a stable position and is likely to fulfil the contract for the period required.</i></p> <p><i>How the Council evaluates this information will vary given the nature of the contract to be awarded.</i></p>																				
2.1	<p>Please provide a brief summary of your annual turnover and profit in the last 3 years. <b>(Please insert figures – do not refer to attached accounts)</b>  Also provide copies of your last 3 years audited accounts.  If audited accounts are not available please provide copies of your management accounts</p> <table border="1" data-bbox="342 720 1362 1100"> <thead> <tr> <th colspan="3"><u>Company</u></th> <th><b>Account s Enclosed</b></th> </tr> <tr> <th><u>Year</u></th> <th><u>Turnover</u></th> <th><u>Profit(Loss)</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>2009/10</td> <td>██████████ .....</td> <td>██████████ .....</td> <td>YES</td> </tr> <tr> <td>2010/11</td> <td>██████████ .....</td> <td>██████████ .....</td> <td>YES</td> </tr> <tr> <td>2011/12</td> <td>██████████ .....</td> <td>██████████ .....</td> <td>YES</td> </tr> </tbody> </table> <p>(If exact figures are not available please provide your best estimate of the figures required)</p>	<u>Company</u>			<b>Account s Enclosed</b>	<u>Year</u>	<u>Turnover</u>	<u>Profit(Loss)</u>		2009/10	██████████ .....	██████████ .....	YES	2010/11	██████████ .....	██████████ .....	YES	2011/12	██████████ .....	██████████ .....	YES
<u>Company</u>			<b>Account s Enclosed</b>																		
<u>Year</u>	<u>Turnover</u>	<u>Profit(Loss)</u>																			
2009/10	██████████ .....	██████████ .....	YES																		
2010/11	██████████ .....	██████████ .....	YES																		
2011/12	██████████ .....	██████████ .....	YES																		
2.2	<p>Please show below your company's turnover in the provision of maintenance of fire fighting equipment in the last three financial years. <b>(Please insert figures – do not refer to attached accounts)</b></p> <table border="1" data-bbox="436 1373 1268 1698"> <thead> <tr> <th><u>Year</u></th> <th><b>Turnover in relation to maintenance of fire fighting equipment</b></th> </tr> </thead> <tbody> <tr> <td>2009/10</td> <td>██████████ .....</td> </tr> <tr> <td>2010/11</td> <td>██████████ .....</td> </tr> <tr> <td>2011/12</td> <td>██████████ .....</td> </tr> </tbody> </table> <p>(If exact figures are not available please provide your best estimate of the figures required)</p>	<u>Year</u>	<b>Turnover in relation to maintenance of fire fighting equipment</b>	2009/10	██████████ .....	2010/11	██████████ .....	2011/12	██████████ .....												
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2009/10	██████████ .....																				
2010/11	██████████ .....																				
2011/12	██████████ .....																				

**Section D:**  
**Outstanding Claims and Contract Terminations**

<b>1. Outstanding Claims / County Court Judgements</b>	
1.1	Do you have any outstanding claims, litigations or judgements against your organisation? <span style="float: right; color: blue;">NO</span>
1.2	If YES to 1.1 please provide further details.  <span style="color: blue;">n/a</span>

<b>2. Contract Terminations/Deductions</b>	
2.1	Please give details of all contracts in the last 3 years which have been terminated early giving the name of the client company/authority, the date of termination and the reasons for termination.  <span style="color: blue;">We haven't had any contracts terminated</span>
2.2	Please give details of all fines, penalties or deductions incurred in the last 3 years as a result of non-performance under any contract.  <span style="color: blue;">We haven't incurred any fines, penalties or deductions</span>

## Section E: Health & Safety and Equal Opportunities

<b>1.</b>	<b>Health &amp; Safety at Work</b>	
*	<p><i>Why do we need to know this?</i></p> <p><i>We need to ensure that all companies that work with Shropshire Council are able to operate safely. We assess this by asking questions about arrangements at the contract stage and continue to monitor ongoing performance with all companies working on our behalf.</i></p> <p><i>Health &amp; safety measures do not have to be expensive, time consuming or complicated – especially for smaller companies. In fact, safer and more efficient working practices can save money and greatly improve working conditions for employees. Shropshire Council is committed to promoting safe and proportionate working practices to companies as it recognises the benefits this can bring for companies competing for business both for local authority contracts and elsewhere.</i></p> <p><i>Information to help small companies is available on the Health and Safety Executive's (HSE) website.</i></p> <p><i>Health and Safety Executive's website: <a href="http://www.hse.gov.uk/">http://www.hse.gov.uk/</a></i></p> <p><i>Looking after your Business: <a href="http://www.hse.gov.uk/business/">http://www.hse.gov.uk/business/</a></i></p> <p><i>Getting Started Step-by-step: <a href="http://www.hse.gov.uk/business/must-do.htm">http://www.hse.gov.uk/business/must-do.htm</a></i></p>	
1.1	<p>Does your organisation have a formal health and safety policy or statement?</p> <p>*(if you employ 5 or more employees you are required to produce a Health and Safety Policy/Statement under the Health &amp; Safety at Work Act 1974)</p> <p>Please tick here if copy enclosed <input checked="" type="checkbox"/></p>	YES
1.2	<p>Do you currently hold any external health and safety accreditations, such as CHAS (Contractors Health and Safety Assessment Scheme), or equivalent?</p> <p><b><u>This is Mandatory Requirement</u></b></p>	YES
1.3	<p>If YES to 1.2 please supply the following details as well as a copy of any certificates.</p> <p>Accrediting Organisation: CHAS</p> <p>Reference No: <span style="background-color: black; color: black;">XXXXXXXXXX</span></p> <p>Date accreditation expires or is to be renewed: 07/10/2013</p> <p>Please tick here if a copy of certificate attached <input checked="" type="checkbox"/></p>	

1.4	Has your company been served with an enforcement notice or been prosecuted in the past 3 years for breaches of health and safety legislation?	NO
1.5	<p>If YES to 1.4 please give details of the prosecution or notice (and what measures you have taken to ensure the issue(s) will not re-occur).</p> <p>n/a</p>	
1.6	Do you routinely carry out Risk Assessments?	YES
1.7	<p>If YES to 1.6 please state what has been assessed. (At certain times, the Council may request copies of risk assessments, safe working procedure, or safety method statements.)</p> <p>Depending on the type of site, we carry out site risk assessment prior to starting work. This is especially so for construction sites, chemical plants, factories and the like. We also carry out engineer site inspections with regards to health and safety, to ensure guidelines are being adhered to and safe working practices are being upheld.</p>	
1.8	Do you have a health and safety training programme for employees?	YES
1.9	<p>If YES to 1.8 please state what training has been given.</p> <p>It is the policy of Walker Fire to provide training opportunities at all levels to assist employees in the attainment of satisfactory standards of competence. Staff training is the responsibility of the Managing Director or his nominated deputy.</p> <p>Training is an on-going commitment and all training, courses, examinations etc. recorded in a 'Training Record' file.</p> <p>All new staff are required to attend the Company induction course. The induction is documented and entered into the employee's training record. Evidence of any training should be filed in the employee's training record.</p> <p>Training records are maintained in a training file held by the Quality Manager, and all training records are to be retained for as long as the individual remains in employment with the company.</p> <p>All Walker Fire employees undertake recognized online Health &amp; Safety training relevant to their role via Human Focus. This includes Asbestos Awareness, Working at Heights, Slips, Trips and Falls, Risk Assessment, Confined Space, General Health &amp; Safety and Manual Handling.</p> <p>Walker Fire service engineers have passed and are compliant with the Construction Skills Certification Scheme (CSCS) and carry their identification cards whilst onsite. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.</p>	

1.10	<p>Does your company monitor:</p> <p>(a) Accidents</p> <p>(b) Ill health caused by work</p> <p>(c) Health &amp; Safety Performance</p>	<p>YES</p> <p>YES</p> <p>YES</p>						
1.11	<p>Does your company have a recognised health &amp; safety management system?</p> <p>Please give details below:</p> <p>Walker Fire actively manages any cases of accident or ill-health that arise from employees work and make arrangements for the rehabilitation of anyone whose health has been affected.</p> <p>The successful implementation of arrangements to manage occupational ill-health will depend to a large extent on the participation of the workforce.</p> <p>In carrying out the General Policy Statement it is the practice of Walker Fire (UK) Ltd to:-</p> <ul style="list-style-type: none"> <li>➤ Ensure that all levels of supervision / management carry out their duties associated with the implementation of the Health and Safety Policy.</li> <li>➤ Ensure that the managerial responsibility and accountability for the safety, health and welfare of its employees, and for the health and safety of others who may be affected by its undertakings, is specified in writing.</li> <li>➤ Ensure that appropriate training and instruction is provided, and that accident prevention is included in all relevant training programmes.</li> <li>➤ Sustain an awareness of the need to prevent accidents and risks to health in the minds of all employees.</li> <li>➤ Take into account when planning its work, any aspects which may help to eliminate injury, industrial disease, pollution and waste.</li> <li>➤ Make appropriate accident prevention arrangements at the workplace and maintain liaison with all other employers who have employees working at the same workplace as the company.</li> </ul> <p>The company's operations are regularly inspected and audits undertaken to ensure compliance with this policy and associated procedures.</p>	<p>YES</p>						
1.12	<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="472 1614 1013 1780" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">No. of accidents reported under RIDDOR last year</td> <td style="width: 50%; text-align: center;">■</td> </tr> <tr> <td>No. of accidents reported under RIDDOR this year</td> <td style="text-align: center;">■</td> </tr> </tbody> </table>	Total		No. of accidents reported under RIDDOR last year	■	No. of accidents reported under RIDDOR this year	■	
Total								
No. of accidents reported under RIDDOR last year	■							
No. of accidents reported under RIDDOR this year	■							

1.13	<p>Does your company consult with employees on health and safety?</p> <p>If YES, please give details below.</p> <p>We carryout staff meetings where all new and existing Health &amp; Safety legislation is communicated to all staff. Our Health &amp; Safety Manager attends all of these meeting to also answer questions regarding Health &amp; Safety in the workplace and out onsite. Whether it is a school, hospital, factory or building site, Walker Fire takes its Health &amp; Safety responsibilities seriously, not just for its own staff, but for that of the general public too.</p> <p>A monthly safety meeting of the Safety Officer and Safety Representative/s takes place. This meeting is for the purpose of discussing and working through safety issues, anticipating safety needs, report on monthly safety inspections by the Safety Officer, report on accidents and dangerous occurrences, evaluating compliance with the provisions of the Safety Statement, national and EU Legislation and any other relevant matters. All findings are them discussed with employees.</p>	YES
1.14	Will you be using any sub contractors as part of this contract?	NO
1.15	<p>If YES to 1.14 please give details of who your sub contractors are.</p> <p>n/a</p>	
1.16	<p>If YES to 1.14 how do you ensure they are competent?</p> <p>If we do have the need to use subcontractors (of which we wont on this contract) we follow the guidelines laid out in the attached Sub-Contractors Vetting Criteria.</p>	
1.17	<p>Where do you get your competent health and safety advice?</p> <p>To meet your legal responsibilities in 'The Management of Health and Safety at Work Regulations 1999' you must appoint one or more competent people to help you comply with your duties under health and safety law so you can prevent accidents and ill health at work. In practice, you can be that competent person as long as you know enough about what you have to do. If the risks are complex and you do not have access to competent advice in-house, you may want to appoint a safety consultant to help you.</p> <p>Deborah Rowcroft is the Health &amp; Safety Advisor for the Company. She is qualified to NEBOSH National Certificate in Construction Health and Safety.</p> <p>We also gain information from the Health &amp; Safety Executive as and when necessary.</p>	

2.	<b>Equal Opportunities</b>	
*	<p><i>Why do we need to know this?</i></p> <p><i>The equality duties placed on public authorities requires the Council to have due regard to the need to eliminate unlawful discrimination.</i></p> <p><i>We need to ensure all companies that work with Shropshire Council comply with both UK and EU regulations regarding equal opportunities and discrimination law. The Council actively promotes equal opportunities in procurement and partnership.</i></p> <p><i>The Council also needs to ensure that there are no outstanding claims against your organisation regarding discrimination.</i></p> <p><i>Information to help small companies is available at:</i></p> <p><i>Equality and Human Rights Commission -</i>  <a href="http://www.equalityhumanrights.com/advice-and-guidance/here-for-business/">http://www.equalityhumanrights.com/advice-and-guidance/here-for-business/</a></p> <p><i>Useful links for guidance &amp; Information -</i>  <a href="http://www.equalityhumanrights.com/advice-and-guidance/here-for-business/guidance-for-small-and-medium-size-businesses/related-links/">http://www.equalityhumanrights.com/advice-and-guidance/here-for-business/guidance-for-small-and-medium-size-businesses/related-links/</a></p>	
2.1	<p>Do you have an Equal Opportunities Policy or statement which complies with your statutory obligation under UK/EU equalities and discrimination legislation (or equivalent legislation and regulations in the countries in which you employ staff) and, accordingly, your practice not to treat one group of people less favourably in relation to race or ethnic origin, disability, gender, sexual orientation, religion or belief or age?</p> <p>- UK/EU equalities and discrimination legislation includes:-  - Human Rights Act 1998  - Equality Act 2010</p>	Enclosed YES
2.2	<p>As a contractor providing a public service on behalf of a local authority, you have a duty to comply with the General Duties of the Public Sector Equality Duty as outlined below.</p> <p>Eliminate discrimination, harassment and victimisation that is unlawful under the Equality Act 2010;  Advance equality of opportunity between those who share protected characteristics and those who do not;  Foster good relations between those who share protected characteristics and those who do not.</p> <p>How do you promote equality towards both service users and employees as part of your operations?  We provide training for managers, and for the workforce as a whole, to make sure they understand the importance of equality and how our policy and action plan affects our work.</p> <p>We also consider positive action training to help employees from underrepresented groups to apply for jobs in work areas and localities where there is a need for positions to be filled. All of our recruitment literature states that Walker Fire is an Equal Opportunities Employer and that we do not discriminate against race, sex, age etc.</p>	

2.3	In the last 3 years, has any claim or finding of unlawful discrimination been made against your organisation by any court?	NO
2.4	If YES to 2.3, please give details.  n/a	
2.5	In the last 3 years, has your organisation been the subject of formal investigation by the Equality and Human Rights Commission?	NO
2.6	If YES to 2.5, please give details.  n/a	
2.7	<p><b>(NB Organisations with less than 5 employees are not required to respond to questions 2.7, 2.8 and 2.9)</b></p> <p>Is your policy on equality and diversity set out?</p> <p>(a) In instructions to those concerned with recruitment, training and promotion?</p> <p>(b) In documents available to employees, recognised trade unions or other representative groups or employees</p> <p>(c) In recruitment advertisements or other literature?</p> <p>Please supply relevant examples of the instructions, documents, recruitment advertisements or other literature.</p> <p>Please tick here if enclosed <input checked="" type="checkbox"/></p>	<p>YES</p> <p>YES</p> <p>YES</p>
2.8	<p>Do you endeavour to both eliminate discrimination amongst your workforce, and also promote the diversity of your workforce e.g. do you take steps to encourage people from under-represented groups to apply for jobs or take up training opportunities?</p> <p>Provide evidence of the above. Yes, we encourage applications from under-represented groups through job advertisements. I have attached a sample advertisement.</p>	
2.9	<p>Is it your policy as part of your grievance process to include in that grievance process all complaints relating to race or ethnic origin, disability, gender, sexual orientation, religion or belief, or age. Furthermore, do you include in your grievance process any complaints related to being victimised or harassed as a consequence of bringing a grievance?</p> <p>Provide evidence of the above.</p>	

	<p>Our Equal Opportunities Policy applies to all aspects of our relationship with staff and to relations between staff members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.</p> <p>The Company is committed to maintaining satisfactory standards of conduct, competence and performance in the workplace and will address all disciplinary matters appropriately. The Company also aims to ensure that employees have every opportunity to raise issues arising out of their employment and that all grievances are properly heard and resolved.</p> <p>Staff who make complaints or who participate in good faith in any investigation conducted under the equal opportunities policy will not suffer any form of retaliation or victimisation as a result.</p> <p>If any member of staff believes they have suffered any such treatment they should inform the HR manager at Preston head office. If the matter is not remedied you may raise it formally using the Grievance Procedure.</p> <p>Anyone found to have retaliated against or victimised someone for making a complaint or assisting in good faith with an investigation under the procedure will be subject to disciplinary action under our Disciplinary Procedure.</p> <p>We take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.</p>	
2.10	<p>Organisation with less than 5 employees must confirm below that they will meet the requirements set out in questions 2.7, 2.8 and 2.9 if they increase their number of staff above 5.</p> <p style="text-align: center;">Confirmed</p>	YES

## Section F: Contract Experience and References

1. Contract Experience and References					
1.1	Please list below up to a maximum of 10 similar contracts undertaken by your company in the past 3 years or currently being handled. Any previous Public Sector experience will be of particular interest. (PASS/FAIL)				
	Name of Organisation/Company	Contact Name & Address	Value of Contract (£)	Nature of work undertaken	Contract Dates (From – To)
1	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	£34,450 approx p/a	Supply & maintenance of fire protection equipment	January 2001 on-going
2	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	£61,974 approx p/a	Supply & maintenance of fire extinguishers, fire blankets & hose reels	March 2010 – March 2014
3	[REDACTED]	[REDACTED] [REDACTED] Place, Perth PH1 3AY	£12,172 approx p/a	Supply & maintenance of fire extinguishers and associated products	2001 – March 2011
4	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	£23,597 approx p/a	Supply & maintenance of portable fire fighting equipment	May 2011 – May 2014
5	[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	£150,000 approx p/a	Framework for the supply & maintenance of fire protection equipment	January 2012 – January 2015
6	[REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED]	£3,581 approx p/a	Supply & maintenance of fire protection equipment	January 2013 – January 2016
7	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	£42,900 approx p/a	Supply & maintenance of fire protection equipment	June 2005 on- going
8	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]	£16,687 approx p/a	Supply & maintenance of fire protection equipment	March 2008 – March 2013
9	[REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED]	£52,612 approx p/a	Supply & maintenance of fire protection equipment	February 2012 – February 2015
10					

2.	
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 maintenance of fire fighting equipment. (PASS/FAIL)</p> <p>Walker Fire is in the business of installation, supply and maintenance of fire protection equipment to include fire extinguishers, fire blankets, hose reels, fire alarms, dry risers, hydrants, emergency lighting, signage and various other fire protection products for many years and has a vast knowledge and experience within the industry.</p> <p>We have a large customer database ranging from corner shops and takeaways to hospitals, councils and private companies such as [REDACTED], [REDACTED], [REDACTED], many [REDACTED], [REDACTED], [REDACTED], [REDACTED] and we have just been awarded [REDACTED] for the service and supply of fire fighting equipment.</p> <p>Walker Fire (UK) Ltd was established in 1981 and in 1990 it became part of the Moyne Roberts Group. The company has expanded through acquisition and currently has six branches throughout the UK located at Preston (Head office), Scotland, Chester, West Midlands, London, West Country, and offices in Ireland and the Netherlands. Currently the group has a turnover &gt; £22m</p> <p>Walker Fire is a BS EN3 ISO 9001 Registered Company, and our Engineers are qualified to BS 5306-3:2009, BS5306-8:2012</p> <p>Walker Fire is also registered to BAFE (British Approvals for Fire Equipment), F.I.A. (Fire Industry Association), CHAS, Constructionline, EXOR and Achillies Building Confidence.</p> <p>Our range of services include the supply, installation and maintenance of hand held and wheeled portable fire-fighting equipment, to all services appertaining to fire alarm systems and dry risers.</p> <p>Walker Fire <b>CE</b> Certified products have been subjected to rigorous quality control procedures during manufacture and have achieved an international reputation for quality and reliability.</p> <p>Walker Fire UK Ltd aims to:</p> <ol style="list-style-type: none"> <li>1. Ensure that the service is delivered to the highest possible standard and in a cost effective manner.</li> <li>2. All remedial works will be attended to within a mutually agreed timeframe.</li> <li>3. Ensure that any PPM activities are completed in accordance with current legislation and best practice.</li> <li>4. Encourage and facilitate client involvement throughout the contract process through communication and consultation at all stages.</li> <li>5. The monthly invoice and all supporting paperwork will be sent the following month before the monthly meeting in a mutually agreeable date and format.</li> <li>6. Quotations will be submitted via email following the service or remedial works visit.</li> <li>7. Obtain customers' views on the service delivery of planned maintenance by means of, customer surveys, for example, and take action to remedy any problems or develop policies or procedures identified in this manner.</li> </ol>

## Section G: Accreditations and Skills Level

<b>1.</b>	<b>Accreditations</b>			
1.1	<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. FIA, BAFE or EU Equivalent.</p> <p>Please state whether the award belongs to the company or an individual.</p>			
	<b>Name of Awarding Organisation/Body</b>	<b>Level of Accreditation</b>	<b>Date Achieved</b>	<b>Date of Expiry/Renewal</b>
	CHAS	Health & safety assessment	07/10/12	07/10/13
	Constructionline	Certificate of Membership	31/09/12	31/09/13
	Exor	Gold	01/10/12	01/10/13
	BAFE	BS5306:PT-3; PT-8; SP101/ST104	14/12/12	27/12/15
	Fia	Ordinary Membership	April 07	n/a
	Please provide copies of the certificates you have given above or other proof of the qualifications.			Enclosed YES
1.2	<p>Please state any formal quality assurance systems relevant to this contract, which your company operates i.e. (e.g. relevant ISO equivalent – 9001, 9002, 14001) or EU Equivalent.</p>			
	<b>Name of Awarding Organisation/Body</b>	<b>Registration Number</b>	<b>Name of Quality Assurance System</b>	<b>Date Achieved</b>
	BS EN ISO 9001:2008	██████████	Contract maintenance of portable fire extinguishers	27/12/12
	BS EN ISO 14001	██████████	Contract maintenance of portable fire extinguishers	27/12/12
	Please provide copies of the certificates you have given above or other proof of the qualifications.			Enclosed YES

## Section H: Tender Schedule

<b>1.</b>	<b>Pricing Schedule</b>	
1.1	Please see Appendix A	<b>Max Marks 600</b>

<b>2.</b>	<b>Tender Specification Response</b>	
2.1	<p>Please provide a timetable for delivery details and warranty offered on new equipment</p> <p>Once we have received an official order, we can facilitate next day delivery. The only exception to this would be for orders received late afternoon on a Friday or Public Bank Holidays. In those cases delivery will be on the very next working day.</p> <p>We have e-business facilities for receiving orders and queries. We use email to send all invoices and copy certificates. The majority of our ordering and invoicing is done electronically.</p> <p>Orders and payments can be accepted via email. We are always willing to upgrade our systems to meet the customers' requirements.</p> <p><u>EXTINGUISHER WARRANTY</u></p> <p>All Our Products are guaranteed for a period of twelve (12) months from the date of delivery against defects in design, materials or workmanship. If there are any such defects then we shall, at our option and expense, repair or replace the defective products free of charge provided that the Products have not become defective for any other reason, such as accidental damage or a failure to use or install them in accordance with our instructions.</p> <p>For fire extinguishers only: If You take out an agreement with Walker Fire on or before the date of delivery, for servicing your extinguishers in accordance with BS5306 : Part 3, We will extend our guarantee, subject to the terms set out above, to a period of five (5) years from the date of delivery. Please note that service items such as safety pins, O' rings, seals, refills etcetera are excluded from this guarantee.</p> <p><i>THIS WARRANTY IS IN ADDITION TO AND DOES NOT AFFECT YOUR STATUTORY RIGHTS IF YOU DEAL AS A CONSUMER.</i></p>	<b>Max Marks 50 Weight:5</b>

2.2	<p>Please provide details of <b>ALL</b> the individuals who will be employed on this service contract, this should include their relevant qualifications and experience.</p> <p><b>Operations Manager</b>  is qualified to the BAFE standard and has several years of management experience at running contracts. He is also qualified to the Construction Skills Certification Scheme for health and safety as well as being registered with Human Focus for core competency in health and safety</p> <p><b>Branch Manager</b>  All branch managers are BAFE qualified are compliant with Human Focus, as well as being qualified to the Construction Skills Certification Scheme for health and safety.</p> <p><b>Health &amp; Safety Manager</b>  is qualified to NEBOSH National Certificate in Construction Health and Safety</p> <p><b>Service Engineers</b>  All Walker Fire service engineers are trained to BS 5306 Part: 3. They are only permitted into the field once they have gained the qualification, training and experience and that we are satisfied that they are fully compliant with the British Standards servicing level. This is also followed up by 3 yearly refresher courses together with an examination to ensure compliance and competency.</p> <p>All site personel are qualified to the Construction Skills Certification Scheme (CSCS) for health &amp; safety onsite aswell as being certified by Human Focus for the National Core Competence Benchmark in health and safety.</p>	<b>Max Marks</b> <b>150</b> <b>Weight:15</b>
2.3	<p>Please provide a methodology of how you would deliver the service reports following the service visit and also give an example of your documentation</p> <p>The following list will be encompassed into the successful delivery of this contract:-</p> <ul style="list-style-type: none"> <li>• Ensuring the contracts overall objectives, targets at various key stages, and individuals' responsibilities are clearly understood by all concerned.</li> <li>• Monitoring performance.</li> <li>• Arranging meetings with the client at key stages and preparing summary progress reports prior to each meeting.</li> <li>• Ensuring appropriate communication between the members of the contract team and client.</li> <li>• Ensuring that the contract complies with all appropriate procedures and regulations, e.g. personnel, financial and procurement etc.</li> <li>• Managing deliveries in line with the contract specification.</li> <li>• Managing the contract and take control of escalating issues where necessary.</li> </ul>	<b>Max Marks</b> <b>100</b> <b>Weight:10</b>

	<ul style="list-style-type: none"> <li>Monitoring contract progress and performance.</li> <li>Providing status reports to the client.</li> <li>Liaison with, and submit progress updates to the client.</li> <li>Working closely with clients to ensure the project meets business needs.</li> </ul> <p>The integral part of our contract management system is to ensure that the service is delivered to the highest possible standard and to a cost effective manner, and to ensure that all services delivered are to the utmost satisfaction of the client, and to our best practice. As well as providing our best customer care, we will also provide documentation and agreements on any changes that may arise during the contract implementation and execution. It is our aim to obtain the clients view on our service delivery of planned maintenance by way of customer satisfaction reports. So that if any problems should emerge, the specified account manager can rectify the issues immediately.</p> <p>I have enclosed samples of Site Service Reports and Monthly Sales Reports.</p>	
2.4	<p>Please confirm that your employees who will be employed on this service contract have completed the Asbestos Awareness Training</p> <p>YES</p> <p>Please enclose evidence for each employee Certificate(s)</p> <p>Enclosed YES</p> <p>(Note: YES will receive 50 max marks, No will receive 0 marks)</p>	<p><b>Max Marks 50 Weight:5</b></p>
2.5	<p>Have <u>all</u> members of your company staff who will be employed on this service been through the CRB (Criminals Records Bureau) checking process</p> <p>All YES</p> <p>If YES please enclose details</p> <p>██████████ :- Certificate Date: 11/05/12; Certificate Number: ██████████</p> <p>██████████ :- Certificate Date: 13.06.11; Certificate Number: ██████████</p> <p>██████████ :- Certificate Date: 15.03.12; Certificate Number: ██████████</p> <p>██████████ Certificate Date: 25.03.10; Certificate Number: ██████████</p> <p>██████████ Certificate Date: 04.08.10; Certificate Number ██████████</p> <p>██████████ Certificate Date: 21.09.11; Certificate Number ██████████</p>	<p>PASS/ FAIL</p>
2.6	<p>Please provide a method statement showing the sequence and method of work for the provision of the maintenance of fire fighting equipment.</p> <p>Please tick here if a method statement is attached <input checked="" type="checkbox"/></p>	<p><b>Max Marks 50 Weight:5</b></p>

Appendix A

**SHROPSHIRE COUNCIL**  
**ANNUAL MAINTENANCE OF FIRE FIGHTING EQUIPMENT**  
**1<sup>st</sup> April 2013 - 31<sup>st</sup> March 2014**

INSPECTION & SERVICE	CHARGE PER VISIT (EX VAT)	<i>Evaluation Multiplier</i>
All Water portable fire extinguishers	██████	400
All Foam type portable fire extinguishers	██████	3000
All Dry Powder type portable fire extinguishers	██████	800
All Carbon Dioxide type portable fire extinguishers	██████	2500
All Fire Blankets	██████	700
All Fire Hose Reels	██████	10
All Fire Hydrants	██████	10
Above costs include safety clip/pin, OK indicator & sealing washer/diaphragm, also to include Replacement of missing safety clip/pin, OK indicator as found at time of service. Cost also to include recharging of Stored Pressure Units found to be under pressure		
FIRE EXTINGUISHER REFURBISHMENT	CHARGE PER VISIT (EX VAT)	<i>Evaluation Multiplier</i>
Water – 9 litre refill	██████	1
All Foam – 6 litre refill	██████	500
All Foam – 9 litre refill	██████	150
Dry Powder 1kg refill	██████	1
Dry Powder 2kg refill	██████	1
Dry Powder 4kg refill	██████	1
Dry Powder 6kg refill	██████	65
Dry Powder 9kg refill	██████	1
Carbon Dioxide 2kg refill	██████	250
Carbon Dioxide 5kg refill	██████	50

Cost includes all spare parts, refills, Periodic Discharge Test, replacement safety pin/clip, OK indicator, sealing/washer diaphragm, fire extinguisher content, recharging unit  
 i.e. Gas Cartridge or Stored Pressure

**SHROPSHIRE COUNCIL**  
**ANNUAL MAINTENANCE OF FIRE FIGHTING EQUIPMENT**  
**1<sup>st</sup> April 2013 - 31<sup>st</sup> March 2014**

SUPPLY OF NEW EQUIPMENT	CHARGE PER VISIT (EX VAT)	<i>Evaluation Multiplier</i>
Water – 9 litre	██████	<i>1</i>
Foam – 6 litre	██████	<i>250</i>
Foam – 9 litre	██████	<i>75</i>
Dry Powder 1kg	██████	<i>1</i>
Dry Powder 2kg	██████	<i>1</i>
Dry Powder 3kg	██████	<i>1</i>
Dry Powder 6kg	██████	<i>30</i>
Dry Powder 9kg	██████	<i>1</i>
Carbon Dioxide 2kg	██████	<i>125</i>
Carbon Dioxide 5kg	██████	<i>25</i>
Fire Blanket 1m x 1m	██████	<i>1</i>
Fire Blanket 1.2m x 1.2m	██████	<i>200</i>
Fire Blanket 1.8m x 1.2m	██████	<i>1</i>
Fry Fighter (Wet Chemical)	██████	<i>1</i>
Fire Equipment Sign (supply & install) ID	██████	<i>400</i>

Cost includes supply, deliver & fix

**SHROPSHIRE COUNCIL**  
**ANNUAL MAINTENANCE OF FIRE FIGHTING EQUIPMENT**  
**1<sup>st</sup> April 2013 - 31<sup>st</sup> March 2014**

**FOR INFORMATION ONLY**

<b>MISCELLANEOUS ITEMS</b>	<b>CHARGE PER VISIT (EX VAT)</b>
Fixing bracket (all types)	██████
Fixing Bracket (Strap type for high traffic areas)	██████
Fixing of portable fire extinguisher/blanket	██████
OK indicator/safety pin (addition to inspection)	██████
Sealing 'O' ring (addition to inspection)	██████
Milton Tablet	██████
CG55 55gm Gas Cartridge	██████
CG70 70gm Gas Cartridge	██████
Water Hose	██████
Foam Hose	██████
Dry Powder Hose	██████
Carbon Dioxide 2kg Horn	██████
Carbon Dioxide 5kg Horn	██████
Supply and installation of fire equipment sign	██████
Recharging Stored Pressure Fire Extinguisher	██████
Callout fee	██████
Callout fee (out of hours)	██████

Walker Fire (UK) Ltd  
Unit 2 Roman Court  
Roman Way Industrial Estate  
Preston  
Lancashire  
PR2 5BB  
FAO [REDACTED] Contracts Administrator

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND

Date: 28 March 2013

Dear Sirs

**IMC 052 – MAINTENANCE OF FIRE FIGHTING EQUIPMENT**

**SHROPSHIRE COUNCIL**

**SUBJECT TO CONTRACT**

This is an Award Decision Notice pursuant to Regulation 32 of The Public Contracts Regulations 2006 (the "Regulations").

We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer of the above contract as set out in your recent tender.

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of your offer. A mandatory "standstill" period is now in force pursuant to Regulation 32A of the Regulations; this period will end at midnight on 08 April 2013.

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 of the framework after the expiry of the standstill period.

The award criteria for this contract was set out in full in Invitation to Tender with quality accounting for 40% and price for 60% of the total marks.

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

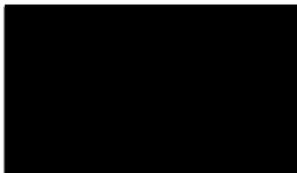
Criteria	Your Weighted Score	Your Rank (out of all 9 tenders received)
Price (out of 600 marks)	600	1
Quality (out of 400 marks)	355	5
Overall	955	1

Please find details of the marks allocated to you for Quality and reasoning behind the Quality marks as follows:-

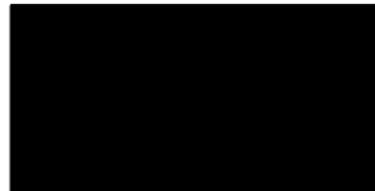
QUALITY - 40% (out of 400 marks)			Walker Fire UK Ltd		
Section H	Contract Specific Questions	Weighting	Question Marks	Weighted Marks	Justifications
2.1	Timetable delivery/warranty	5	9	45	1 day / 12 months
2.2	Qualifications of Individual	15	10	150	All engineers qualification and experience listed
2.3	Methodology	10	2	20	No technical details of delivery of report ie: electronic or with Invoice. Service report lacked full information
2.4	Asbestos Awareness Training	5	10	50	Accredited certificates enclosed
2.6	Method Statements	5	10	50	In depth, clear and concise
<b>Total Quality Score</b>				<b>315</b>	
<b>TOTAL WEIGHTED QUALITY SCORE</b>				<b>856</b>	
<b>2.01</b>					

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

Yours faithfully



Head of Customer Support and Assets  
Shropshire Council



Senior Surveyor South  
Shared Services  
Shropshire Council

