**ELECTRICAL REPAIR AND TESTING TENDER**

**FOR**

**DIOCESE OF LIVERPOOL**

**ST JAMES’ HOUSE**

**20 ST JAMES ROAD**

**LIVERPOOL L1 7BY**

**MAY 2021**

**Project Schedule**

The following is the proposed timetable for the procurement and implementation of the Electrical Repair & Testing Tender.

|  |  |
| --- | --- |
| Issue of Invitation to Tender | 28/05/2021 |
| Submission of Tenders | 18/06/2021 |
| Contract Award | 30/06/2021 |
| Contract start date | To be agreed on contract award |

**Note: The above dates are estimated and are therefore subject to change**.

**General Instructions**

Clarifications of the invitation to tender documents must be made by email to:

E-mail: stuart.haynes@liverpool.anglican.org

**Tender Response**

Tender must be submitted by email to:

E-mail: stuart.haynes@liverpool.anglican.org

Most business file types are acceptable; however, any file containing code, password protection or seemingly inappropriate images will be rejected.

**Submission of Tenders**

The emailed tenders must be returned by no later than: XXXXXXXXXX.

**Evaluation of Tenders**

The contract will be awarded on the basis of the quality (70% of total score). This will be achieved by reviewing example Electrical Inspection Condition Report (EICR), Schedule 2, supplied by tenderer together with reviewing their answers to supplier details and economic standing, compliance with legation and business polices and references.

The contract will be awarded The Total Cost of the service (30% of the total score). This is achieved by reviewing Pricing Schedule, Schedule 1, supplied by tenderer.

The Employer shall be under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.

You may be required to answer any Employer queries on your proposal and to attend a formal interview during the tender evaluation period. If interviews are to be held, further information will be sent to out after your tender submission.

Additionally the Employer may wish to visit tenderers’ premises to view the facilities and systems that may be used to deliver the service.

**Scope of Works:**

1. To undertake electrical repairs in accordance with statutory regulations and best practice.
2. To undertake domestic EICR’s to Diocese properties in accordance with statutory regulations and best practice. The current housing stock is currently non-compliant, and it is the intention of the Diocese to regularize this situation over the following 12 months with a view to then maintaining a 5 year statutory programme of inspection and testing.

**Purpose of Inspection**

Periodic inspection and testing of electrical installations are required in order to determine, so far as is reasonably practicable, whether the installation is in a satisfactory condition for continued service.

The electrical contractor selected to carry out these works will be required to do so in accordance with BS7671, Electricity at Work Regulations 1989, IET’s guidance note No3 Inspecting and Testing, Best Practice Guide No4 Electrical Installation Condition Reporting published by the Electrical Safety First and on completion shall issue an Electrical Installation Condition Report to the Diocese. Reports shall be produced using proprietary software. Client access to software preferable, please provide information of software, and shall be issued to the Diocese in both hard copy and electronic formats.

**Handwritten reports will not be accepted**.

The contractor may be required to carry out remedial works to rectify defects found during the periodic inspection. C1 & C2s to ensure there are no immediate dangers. Where work is carried out this shall comply with Diocese electrical specification for rewire of typical low rise dwellings. Usually the contractor will be required to do this work at the time of the periodic inspection.

Throughout the work the contractor shall operate safe systems of work. Before removing accessories, consumer unit covers etc. the installation shall be isolated and made safe using safe isolation procedure. The contractor may install temporary circuits for lighting and small power. These circuits shall be inspected and tested in accordance with BS7671 and an installation certificate issued to the Contract Administrator before they are energized and put into service. Temporary circuits shall not be made live until all enclosures are complete in all respects and the system has been comprehensively tested, results recorded and compliance verified. Supported with photographic evidence where applicable – please supply sample documentation.

Testing and Inspecting shall be carefully planned to avoid live working except where this is permitted under EAWR Regulation 14. This would normally be limited to testing the supply characteristics at the origin with the installation isolated. Adding R1+R2 values to Ze is preferred to other live tests, where practicable RCD’s shall be tested from a 13A socket outlet.

Prior to removal of covers from luminaires accessories, consumer unit etc. the contractor shall ensure that the electrical supply is safely isolated. Regulation 13 of EAWR refers to precautions on equipment made dead and the guidance and precautions described in the memorandum of guidance on Electricity at Work Regulations 1989 should be carefully applied. The contractor should be particularly diligent in ensuring that “borrowed neutrals” and illegal wiring from another property/supply do not give rise to danger.

The Diocese may make available records of previous initial certification or of previous periodic inspection to the contractor where these exist. For tender purposes however the contractor shall assume that no records are available.

Where circuits are not identified or are incorrectly identified the contractor shall verify the circuits as part of the periodic inspection work.

Persons undertaking periodic inspection and testing shall be a skilled person (electrically) unless under the direct supervision of a skilled person (electrically). Skilled person (electrically) must as a minimum:

* Have sufficient knowledge and experience of electrical installation matters to avoid danger to themselves and to others, demonstrated by the following qualifications:
	+ NVQ level 3 Electrical installation qualification or similar
	+ Level 3 award in The Requirements for Electrical Installations BS7671
	+ Level 3 award in Electrical Inspection and Testing
	+ (Evidence of the above should be submitted with the tender return)
* Have a sound knowledge of domestic electrical installations
* Have sufficient information about the function and construction of the installations to allow them to proceed in safety.

**Types of Periodic Inspection**

The contractor shall be made aware of the reason for the periodic inspection on each particular property. These may be one or more of the following:

1. Periodic inspection due to age of installation, this is referred to as a “Lived- In Periodic Inspection”. The current tenant / clergy person still occupies the property and will continue to do so during and after the inspection.
2. Periodic inspection due to change of tenancy. This is referred to as a “Void periodic inspection” The dwelling will not be occupied during the inspection.
3. Periodic inspection following an event.

**Extent and limitations**

The inspection and testing shall include the entire low voltage and extra low voltage electrical installation in each dwelling. In addition the contractor shall carry out a functional test on the fire alarm system and if present a test on the CO detection system. Other than checking for correct segregation the following are excluded:

 Battery operated doorbell installations

 T V aerial installations

Tenant’s / clergy persons phone and data/comms wiring

Standard limitations stated on the Condition Report regarding cables in conduit trunking or buried in the fabric of the building apply in general.

**Inspection Sampling**

Unless otherwise agreed with the Contract Administrator the contractor shall as a minimum remove covers to inspect inside the following:

 Consumer units: 100%

Final circuit equipment: one of each type from each circuit e.g. one switch and one luminaire/ceiling rose cover from each lighting circuit. One socket and one spur, where present, from each power circuit.

100% of Earthing and protective bonding cables, clamps terminals etc. shall be inspected except where buried in the fabric of the building.

**Testing**

In selecting and using test equipment the contractor shall follow the guidance given in HSE Guidance note GS 38 Electrical Test Equipment for use by electricians.

Installations shall be comprehensively tested in accordance with the procedures and requirements for initially testing a new installation. All test results to be verified against relevant criteria. Testing shall include but shall not be limited to the following:

Protective conductor continuity generally by R1 + R2 method

For central heating equipment test method 2 the “wandering lead” method shall be used to prove continuity.

Continuity of main and supplementary bonding

Continuity of ring final circuit conductors, this to include full tests r1, rn, r2, R1 + R2 and R1 + Rn

Insulation resistance tests generally between all live conductors and between live conductors and earth. An initial test is to be made at 250V to check that no equipment is connected before testing at 500V.

On central heating systems an insulation resistance test between live conductors and earth at 250V only.

Circuit polarity, normally by R1 +R2 and R1 +Rn methods

Earth electrode resistance for TT systems

Supply characteristic:

External earth fault loop impedance, Ze

Supply polarity,

Prospective fault current (between live conductors and between live conductors and earth, highest value to be recorded)

Circuit earth fault loop impedance by adding Ze result to R1 +R2 results

Functional testing, Operation of RCDs to be tested from a socket outlet where possible

RCD integral test device to be checked

Operation of switchgear, control and protective devices to be functionally tested to confirm they work and are properly installed.

Volt drop to be verified by deriving circuit lengths from R1 + R2 test results and comparing the circuit lengths with standard circuit data, table 7.1 in On Site Guide for example.

Fire detection system, A functional test shall be carried out in accordance with the manufactures recommendations and the requirements of BS5839 pt 6 (Note some manufacturers’ recommend that synthetic smoke and heat are not used to test their detectors).

CO detection system, A functional test shall be carried out in accordance with the manufactures recommendations and the requirements of BS EN 50292.

**Test instrument accuracy.**

All test instruments used shall have a valid calibration certificate issued within the past 12 months. In addition the contractor shall demonstrate that on-going test instrument accuracy checks are made and results are recorded. Copies of calibration certification should be included with the tender submission.

**Observations**

**Code C1 observations**

Where observations are made to which the contractor would attribute a code C1, danger present classification, and then the contractor shall immediately take steps to remove the danger and make the installation safe. The contractor shall immediately inform the Contract Administrator of the Observation(s). Generally the contractor will be asked to rectify these departures at the time of testing.

**Code C2 observations**

Where observations are made to which the contractor would attribute a code C2, potentially dangerous classification, then the contractor shall immediately take steps to remove the potential danger and make the installation safe. The contractor shall then inform the Contract Administrator of the Observation(s). Generally the contractor will be asked to rectify these departures at the time of testing.

**Items requiring further investigation.**

Where observations are made which require further investigation the contractor shall inform the Contract Administrator without delay.

**Supply characteristics, supplier’s equipment**

Any problems identified with the supplier’s equipment or with the electricity supply or means of earthing should be reported without delay to the Contract Administrator.

**Code C3 Observations**

Where observations are made to which the contractor would attribute a code C3, improvement recommended classification the contractor shall record such observations on the report.

**Departures from the requirements of the current regulations that do not give rise to danger or need improvement.**

Departures falling in this classification shall be recorded in the condition report summary, not under observations.

**Items that are not departures from the current edition of BS7671**

These items should not be recorded on the report

**Absence of Alarm systems**

Where the property does not have fire detection and alarm system present or a CO detection and alarm system present the contractor shall record this in the Electrical Installation Condition Report Summary. The contractor should submit a sample certificate to show how this information will be reported with the tender submission.

**Circuit charts and labels**

On completion of the periodic inspection the contractor shall fit durable, self-adhesive labels and charts on or in close proximity to the consumer unit. These shall include but are not limited to the following:

Circuit chart

Periodic inspection label

RCD test label

Non-standard colours label

Other labels as required by BS7671

**Particular requirements**

In addition to the general requirements regarding observations stated above the contractor shall take account of the following particular requirements.

**Lived-In Periodic Inspections**

Fixed wiring installed by the current or previous tenant / clergy person shall be inspected and tested. If the wiring is found to comply with BS7671 then the wiring may remain in service. If the wiring does not comply with BS7671 and warrants a recommendation code C1 or C2 or needs further investigation then the contractor shall make it safe. This may be by isolation or with the tenant /clergy person agreement the wiring shall be disconnected and removed. In either case the Contract Administrator shall be informed. All rubbish shall be removed from site.

**Empty Periodic Inspections**

The contractor shall carry out Empty periodic inspection within 48 hours of being notified of the empty property. If the contractor is unable to meet this requirement then the Contract Administrator shall be notified without delay.

Meter details shall be recorded as follows:

Type of meter Quarterly, Key or card meter

Key or card present in property

Debt on meter, state amount

Meter serial number

Meter Reading

If the meter is in debt then the contractor shall obtain a “Tag Code” from the Contract Administrator to clear the debt and allow live testing as described elsewhere in this specification to be carried out.

Fixed wiring installed by the previous tenant / clergy person shall be disconnected and removed. This includes low voltage for example sockets and lighting and extra low voltage for example intruder alarm installations.

The contractor shall replace any accessories fitted by the previous tenant / clergy person e.g. replace decorative lights with pendants, metallic switches with white plastic. Any pendants fitted in kitchens or bathrooms shall be replaced with batten lamp holder or fluorescent luminaires in the kitchens and batten or 2D, IP X4 luminaires in the bathroom.

Lampshades to be removed

Low energy lamps to be fitted to all lighting points including outside lights

All rubbish to be removed from site.

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|  | **SUPPLIER DETAILS & ECONOMIC STANDING** |
|  | Name of the company  |  |
|  | Contact name for enquiries about this ITT: |  |
|  | Job Title: |  |
|  | Company Address:Post Code: |  |
|  | Telephone number for enquiries about this ITT: |  |
|  | E-mail address for enquiries about this ITT: |  |
| 1.7 | Is your company an SME as defined by the Companies Act, 2006\*?*[\*i.e. less than 250 employees and a turnover under £12.9m]* |  |
| 1.8 | Is your company a VCSE\*?*[\*i.e. Voluntary, Community, or Social Enterprise organisation]* |  |
| 1.9 | VAT Registration number*[Enter your VAT number or enter ‘N/A’ if you are* ***not*** *VAT-registered]* |  |

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| **2 COMPLIANCE WITH LEGISLATION & BUSINESS POLICIES**  |
| **2.1 HEALTH & SAFETY** |
| 1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. |  |
| 2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 5 years?If your answer to this question is “Yes”, please provide details in a separate Appendix of any enforcement/ remedial orders served and give details of any remedial action or changes to procedures you have made as a result. Diocese will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to Diocese satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. |  |
| 3 | In the last 3 full years plus the current year, have you had any reportable occurrences in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which have resulted in fatalities or loss of limb?If your answer to this question is “Yes”, please provide details in a separate Appendix. |  |
| **2.2 EQUALITY, DIVERSITY & HUMAN RIGHTS** |
| 1 | Do you have a policy as an employer that sets out your commitment to both comply with Equality law and to actively promote equality of opportunity?  |  |
| 2 | Do members of your staff with managerial responsibilities receive mandatory training on equality and diversity?  |  |
| 3 | Do you have a process in place to train staff in how to deal with the general public (or clients) whilst working, especially in situations where their actions and comments could very easily be misinterpreted?  |   |
|  | Please confirm that you comply with the provisions of the Modern Slavery Act 2015, and that the Diocese can be provided with a copy of your company policy/statement on request?*\* ‘Not applicable’ can only be selected where your turnover is less than £36m* \*If you have answered “Not applicable”, The Diocese will require you to comply regardless of your turnover if you are successful in this tender: please indicate whether you agree to this requirement. | Yes / No |
| **2.3 SOCIAL VALUE**  |
|  | Please tell us how your organisation will deliver social value if you are awarded this contract. Some examples include: * action to tackle unemployment or poverty;
* paying the Real Living Wage ([guidance](https://www.livingwage.org.uk/));
* targeting effort to those in the greatest need (e.g. long term unemployed) or facing the greatest disadvantage;
* minimising your environmental impact;
* supporting the voluntary and community sector;
* supporting the local economy.

**(Maximum 500 words)** |   |
| **2.4 QUALITY ASSURANCE** |
| 1 | Does your company hold any Trade Certifications, Accreditations, or Memberships? If “Yes”, please list them. |  |
| **2.5** | **FINANCIAL & ECONOMIC STANDING -** please provide **one** of the following to demonstrate your financial standing:(a) A copy of the audited accounts for the most recent two years (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position (d) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or bank, charity accruals accounts or an alternative means of demonstrating financial status)   |  |
| **2.6** | **INSURANCE**The requirements for this Contract are:* *Employer’s Liability Insurance = £10,000,000*
* *Public Liability Insurance = £10,000,000*

Please confirm that you have the cover detailed above.If ‘No’, please confirm that you will put the required cover in place if successful in this tender. | Yes/No |
| **2.7** | **SAFEGUARDING**Are all of your staff trained in relation to safe guarding? If ‘No’, please confirm that you will ensure the necessary DBS checks are carried out if successful in this tender. |  |

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| **3** | **TECHNICAL and PROFESSIONAL ABILITY** |
| 3.1 | NON-COMPLIANCES - please list any areas where you cannot comply with Diocese Specification. Please detail any reasons for non-compliances, ensuring that you quote the relevant Specification reference number. |  |
| 3.2 | DELIVERY METHODOLOGY & TIMESCALES - Please describe briefly how you would implement and deliver the required Service to Diocese (including your Methods of Operation, and proposals to evidence any defects found and works completed within the test certification ).  |  |
| 3.3 | SERVICE LEVELS– please outline suitable SLA/KPI’s that you would suggest – or can deliver – in the performance of this contract if successful. Please include details of how information will be relayed to none technical staff – compliance portal, summary reports etc  |  |
| 3.4 | Please outline the qualifications and experience held by your staff who will be carrying out the works |  |

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| **4** | **REFERENCES** |
| Please provide details of two referees, preferably from the housing sector or any public sector body (contracted during the last three years) that are relevant to The Diocese’s requirement.  |
|  |  | Reference 1 | Reference 2 |
|  | Customer Organisation:  |  |  |
|  | Customer contact name, position held, phone number and email address: |  |  |
|  | Date contract awarded/started: |  |  |
|  | Date contract completed/ends: |  |  |
|  | Brief description of what the contract covers |  |  |
|  | Contract value *(an estimate or range of values is acceptable, but if no value is provided the score will be reduced accordingly).* |  |  |

**SHEDULE 1**

**PRICING SCHEDULE**

|  |  |  |
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| **Description** | **Anticipate Quant** | **Rate** |
| Electrical Installation Condition Report (allow for up to 10 circuits) |   |     |
| Additional circuits each |  |  |
| CCU:RENEW NE 10 WAY MOULDED SPLIT LOAD UNIT |   |     |
| CCU:RENEW MOUNTING BOARD |   |    |
| CCU:INSTALL NEW METER TAILS |   |     |
| EARTH:INSTALL 16MM CABLE |   |     |
| CCU:INSTALL ANY SIZE RCD |   |     |
| CCU:RENEW ANY SIZE MCB |   |     |
| WYLEX MODULAR/ METAL BLANK |   |     |
| EARTH:RECONNECT EARTH BOND |   |     |
| SHOWER:RENEW 45A CEILING SWITCH |   |     |
| SHOWER:DISCONNECT SEAL AND MAKE SAFE |   |    |
| ELECTRIC COOKER:DISCONNECT AND MAKE SAFE |   |     |
| ELECTRIC COOKER:RENEW CONTROL UNIT AND SWITCH |   |     |
| ELECTRIC COOKER:RENEW COOKER OUTLET PLATE |   |    |
| LIGHT:RENEW FLEX LAMPHOLDER ROSE |   |     |
| LIGHT:RENEW BATTEN HOLDER |   |     |
| LIGHT FITTING:RENEW 28W LV BULKHEAD TYPE |   |     |
| LIGHT FITTING:RENEW SINGLE FLUORESCENT WITH TUBE |   |     |
| LIGHT FITTING:RENEW ANY SIZE FLUORESCENT TUBE |   |     |
| SWITCH OR OUTLET:FIX BLANK PLATE |   |     |
| SWITCH:RENEW SURFACE BOX |   |     |
| SWITCH:RENEW 5AMP NE 3 GANG 2 WAY PLATE |   |     |
| SWITCH:RENEW 5AMP NE 3 GANG PLATE AND BOX |   |     |
| SWITCH:RENEW CEILING PULL SWITCH |   |     |
| SOCKET:RENEW 13A SINGLE PLATE |   |     |
| SOCKET:RENEW 13A DOUBLE PLATE |   |     |
| SOCKET:RENEW DOUBLE OUTLET PLATE AND BOX |   |     |
| SOCKET:RENEW 13A DP PLATE WITH OUTLET |   |     |
| RCD FUSED SPUR |   |     |
| EARTH:INSTALL EARTHBOND COMPLETE |   |     |
| POWER:NEW SPUR OUTLET GROUND FLOOR NE 10M |   |     |
| SMOKE DETECTOR:INSTALL MAINS OPTICAL TYPE |   |     |
| HEAT DETECTOR:INSTALL |   |     |
| CARBON MONOXIDE DETECTOR:INSTALL MAINS OPERATED |   |     |
| CLIENT INSPECTION:ELECTRICAL |   |     |
| WASTE:RENEW PLASTIC PIPE CLIP (AKA - FIRE CLIP) |   |     |
| SPOTLIGHT REPLACEMENT |   |     |
| FAN:RENEW VARIABLE SPEED CONDENSATION CONTROL |   |     |
| FAN:RENEW 2 SPEED CONDENSATION CONTROL |   |   |
| Quartz Elec installation DP isolator to property  |   |     |

**SHEDULE 2**

**EXAMPLE TENDERER - ELECTRICAL INSTALLATION CONDITION REPORT (EICR)**

**SHEDULE 3**

**PROPERTY LIST**