



ASBESTOS SERVICES SPECIFICATION

Lot Structure

The Lots are structured to reflect regulatory classifications under the Control of Asbestos Regulations and to ensure appropriate separation between removal and independent analytical services.

- **Lot 1:** covers both Licensed and Non-Licensed asbestos removal works and shall be used where licensable asbestos works are required.
- **Lot 2:** covers asbestos surveying, sampling, air testing/monitoring and analytical services only and shall not include any asbestos removal works.

V2C reserves the right to determine the appropriate Lot for each call-off based on the nature and regulatory classification of the works.

1. General Requirements (All Lots)

All Tenderers must comply with all requirements relevant to the Lot(s) for which they are bidding. Tenderers must ensure that all requirements of the applicable Specification are fully considered when pricing.

By submitting a Tender, the Tenderer confirms acceptance of all terms and requirements of this Specification. Failure to comply with any requirement may result in rejection of the Tender or termination of Contract.

All services shall be delivered in full compliance with (including but not limited to):

- Control of Asbestos Regulations 2012 (CAR 2012)
- Relevant HSE Approved Codes of Practice and Guidance
- Hazardous Waste (England and Wales) Regulations 2005 (as amended)
- All other applicable legislation, standards and guidance in force at the time of delivery

All prices submitted must be inclusive of set up, labour, materials, plant/equipment, enclosures, temporary works, all safety requirements, transport charges, overheads and profit, and exclusive of VAT.

The Form of Contract that applies to each Contract awarded in accordance with this Framework Agreement will be V2C's Standard Services Agreement (draft version attached in the tender pack).

Prices submitted in the Priced Schedule(s) are to be fixed for the first twelve (12) months of the Framework Agreement. Subsequent price increases will be agreed in



advance on an annual basis. Any increases shall not exceed the latest published monthly percentage change in the Consumer Prices Index (CPI) at the time of the annual price increase review.

All successful Suppliers will be expected to adhere to V2C's Code of Conduct as well as all legislative requirements relevant to each Lot.

It is a requirement of this contract that the successful Tenderer uses and updates the Connect portal. Further information regarding this portal and requirements of use are provided in the tender pack.

2. Lot 1 – Licensed and Non-Licensed Asbestos Removal

2.1 Scope of Services

The service comprises the provision of Licensed and Non-Licensed Asbestos Removal. The service will comprise asbestos removal and other remediation works to V2C properties including (but not limited to) the following:

- Local environmental cleaning
- Full decontamination
- Encapsulation works
- Removal and disposal of asbestos containing materials using appropriate control measures and under appropriately controlled conditions
- Drilling holes and cutting asbestos containing materials and removal and disposal of waste
- Removal of asbestos containing appliances, dismantling boilers and removal
- Opening up of ducts
- Collection of bagged waste
- Provision of plywood temporary reinstatement
- Provision of all enclosures
- Supply and erect temporary hoarding and fencing

2.2 Independent Air Testing, Monitoring and Clearance

The Supplier shall arrange for, and have undertaken, all air testing by a UKAS-accredited laboratory which is independent of the Licensed Supplier or the group to which the Licensed Supplier belongs, and as designated by V2C.

- Undertake four-stage clearance, issue certification (providing the area is safe for re-occupation) and deliver all documentation to V2C for all licensed work

- Arrange and have undertaken periodic reassurance air testing using a UKAS-accredited laboratory, issue air monitoring certification (as applicable) and deliver all documentation to V2C

2.3 Additional Services Within Scope

In addition to the Priced Schedule, the Supplier may be required to provide services that are within the scope of the Framework Agreement but are not specifically listed within the Priced Schedule. Please refer to the Framework Agreement Call-Off / Ordering Process included within the tender pack.

Further information of the detailed requirements of this Lot can be found in the Asbestos Removal Specification (Appendix).

2.4 Compliance Requirements (Lot 1)

All Licensed Works (Lot 1) must be carried out by a specialist HSE Licensed Asbestos Removal Contractor.

- Current HSE asbestos removal licence (as applicable to licensable works)
- Membership of ARCA or another similar recognised body (or equivalent)
- Appropriate environmental registration and Waste Carrier registration/licence

The Supplier shall ensure a copy of the Supplier's current HSE licence is submitted and updated as required for the duration of the Framework Agreement. The Supplier shall advise V2C formally if at any time this licence is withdrawn or restricted in any way.

3. Non-Licensed Asbestos Removal

3.1 Scope of Services

The service comprises the provision of Non-Licensed Asbestos Removal including (but not limited to) the following:

- Local environmental cleaning
- Full decontamination
- Encapsulation works
- Removal and disposal of asbestos containing materials using appropriate control measures and under appropriately controlled conditions
- Drilling holes and cutting asbestos containing materials and removal and disposal of waste
- Removal of asbestos containing appliances, dismantling boilers and removal

- Opening up of ducts
- Collection of bagged waste
- Provision of plywood temporary reinstatement
- Provision of all enclosures
- Supply and erect temporary hoarding and fencing

3.2 NNLW

Where works fall under Notifiable Non-Licensed Work (NNLW), the Supplier shall comply with all notification, record-keeping, training and medical surveillance requirements in accordance with CAR 2012 and applicable HSE guidance.

3.3 Additional Services Within Scope

In addition to the Priced Schedule, the Supplier may be required to provide services that are within the scope of the Framework Agreement but are not specifically listed within the Priced Schedule. Please refer to the Framework Agreement Call-Off / Ordering Process included within the tender pack.

Further information of the detailed requirements of this Lot can be found in the Asbestos Removal Specification (Appendix).

4. Lot 2 – Asbestos Surveying, Sampling and Air Testing/Monitoring

4.1 Scope of Services

The service comprises the provision of Asbestos Surveying, Sampling and Air Testing/Monitoring, including (but not limited to) the following:

- Management Surveys
- Refurbishment & Demolition Surveys
- Re-inspection Surveys
- Ad Hoc Sampling
- Re-assurance Air Tests
- Four-Stage Clearances

4.2 Standards and Accreditation

All tenderers are expected to be UKAS accredited in accordance with ISO 17025.

All works under Lot 2 will be expected to comply with appropriate legislation and guidance including (but not limited to): HSG 264 – Asbestos: The Survey Guide.



4.3 Reporting Requirements

- All surveys are to follow an existing V2C format and will include a non-asbestos material register.
- Data will also need to be supplied in a spreadsheet format as provided by V2C.
- Reports shall be provided in a format compatible with V2C's asbestos database.

4.4 Turnaround Times

- All survey requests are expected to be completed on a 5 working day turnaround (from issue of request to return of completed report via email).
- Requests for ad hoc sampling are expected to be completed and results returned (via email) within 24 hours.
- Any errors or omissions identified by V2C must be rectified and a new survey issued within 24 hours from the time of notification.

4.5 Additional Services Within Scope

In addition to this, the Supplier(s) may be required to provide services that are within the scope of the Framework Agreement but are not specifically listed within the Priced Schedule.

5. Operational Requirements (All Lots)

5.1 Planned and Reactive Works

Any order placed for the services shall involve both planned and reactionary/reactive works.

The tenderer must supply address and location of all premises from which the Tenderer proposes to undertake and control the works, including Head Office and Depot as appropriate.

5.2 Response Times

The following response times shall apply unless otherwise agreed in writing:

Emergency Works

- Attendance on site within **4 hours** of instruction.
- Works to be made safe within the same period where reasonably practicable.

Urgent Works

- Attendance within **48 hours** of instruction.

Routine Works

- Attendance and commencement within **5 working days**.

Licensable Notifiable Works

- Subject to statutory notification requirements under CAR 2012 (minimum 14-day HSE notification period unless waived by the HSE).
- Programme to be agreed with V2C.

These response times apply to both planned and reactive call-offs where relevant

5.3 Pre-Works Information and Surveys

V2C intends to agree the specification of the work prior to starting on site, as per the Tenderer's Priced Schedule. Asbestos management surveys will have been undertaken where available; however, V2C may require refurbishment and demolition (R&D) surveys or additional sampling prior to commencement of works or during delivery to ascertain the presence and condition of ACMs.

5.4 Method Statements

The Supplier shall prepare a site-specific method statement (and where applicable plan of work) for each contract/work order and submit it to the V2C representative for approval prior to the start of physical work.

5.5 Queries and Variations

Any asbestos related queries should be addressed to V2C's nominated Asbestos Compliance Officer (or equivalent designated contact).

The Supplier must contact the V2C Asbestos Compliance Officer regarding unforeseen works over and above the specified work order. Any extra works will be agreed by V2C and the Supplier on site and confirmed in writing (or electronic form) prior to proceeding.

6. Defects, Remedial Works and Compliance

Any defects identified by V2C must be attended to within the maximum timescales allotted. The Supplier will be liable for the costs of any remedial work undertaken due to damage or omission by the Supplier.

Any remedial works required on licensed materials such as asbestos insulation board (AIB), insulation and sprayed coatings should follow the guidance given in the HSE documents L143 “Work with materials containing asbestos. Control of Asbestos Regulations 2012” and HSG247 “Asbestos: The Licensed Contractors’ Guide”.

These stipulate that work to these materials should be carried out by a contractor licensed by the HSE using approved methods, and that all work of this nature will require independent inspection by a suitable UKAS-accredited laboratory including issue of a four-stage certificate of reoccupation.

Any remedial works required on non-licensed asbestos materials should follow the guidance given in HSE L143, HSG247 and Asbestos Essentials guidance notes.

All asbestos waste shall be disposed of in accordance with the Hazardous Waste (England and Wales) Regulations 2005 and subsequent amendments.

7. Asbestos Removal Supplier Responsibilities (Lots 1 and 2)

The Asbestos Removal Supplier shall be responsible for:

- Ensuring that statutory requirements are fulfilled in the execution of work
- Ensuring that V2C’s requirements are fulfilled in the execution of work
- Ensuring inspection and test requirements are detailed in the method statement/plan of work
- Issuing completion certification endorsed by the Supplier’s representative
- Implementing corrective action (including accidental damage to building fabric, fixtures or fittings) required by V2C at the Supplier’s cost
- Acting as lead contractor and coordinating, in partnership with V2C, any specific works that require completion by a third party (where applicable)

8. Additional Service Requirements (where instructed by V2C)

The Supplier may be required to provide the following services (where within scope and instructed):

- Ensuring compliance with all regulations current at the time of the works

- Inspection and approval of licensed asbestos removal works
- Monitoring of asbestos removal works
- Inspection and sign-off of licensed asbestos removal works on completion, including provision of four-stage clearance certification as required
- Training of V2C staff on asbestos awareness (where requested)
- Advice on asbestos regulations and duties impacting V2C, customers or suppliers
- Provision of management or refurbishment and demolition surveys and ad hoc sampling as required
- Management and supervision of asbestos removal/remediation projects including air sampling, monitoring and air testing (or supporting V2C's asbestos team where agreed)
- Advice to V2C and its appointed consultants/contractors
- Accelerated provision for surveys and bulk sampling, including verbal results by phone with written report to follow

Defect Liability Repairing Obligations and Timescales

If the actions or inaction of the Supplier causes damage to a V2C property, the Supplier may be called upon to repair or rectify such damage within an agreed timescale dependent on the severity of the damage caused.

Each category has a maximum time for the work to be completed. These times are measured from the date and time the defect is reported.

Repair Priorities (summary):

- Emergencies – completion within 4 hours or 24 hours (depending on severity)
- Urgent – completion within 7 working days
- Non-urgent – completion within 20 working days or included in a programme of works schedule

Respond to notification of defects as follows: confirm receipt in writing; provide programme for actioning the defect; confirm completion prior to the deadline; provide feedback statement regarding cause and effect.