

## **Technical Specification**

For the Provision of Maintenance Services Issued by

**Worcestershire Acute Hospitals NHS Trust**

Tender Reference Number: 35829

Maintenance Contract

**Authorising Engineer for Lifts**

## Table of Contents

Introduction .....	3
Contract overview.....	3
Lots .....	4
Contract period.....	4
Location and sites .....	4
Working hours.....	4
Training .....	4
Invoicing and Payment Terms.....	4
Terms and Conditions .....	4

## Introduction

The winning contractor will be required to provide the service of an Authorising Engineer for Lifts. This Technical Specification will set out the requirements for the service.

The bidder is to complete all sections in the accompanying Invitation to Tender Response document and provide pricing in the accompanying Pricing Schedule based on the following Specification of work.

To comply with HTM08-02, paragraph 3.8, your organisation must have a Chartered Engineer with appropriate experience and knowledge to fulfil the requirements set out in this technical specification. This will need to be demonstrated. Failure to demonstrate this will result in your organisation being excluded from the procurement process.

## Contract overview

Lift condition reports to be provided by the consultant based on the following specification:

1. Six monthly review of all maintenance work carried out by the incumbent lift contractor
2. Six monthly review of all maintenance records
3. Annual audit to record and measure lift operating times
4. Annual audit required to complete a subjective evaluation of lift ride quality, including general appearance of the lift, identifying and recording any works required under Health and Safety Legislation and any other current, and relevant guidance relating to lifts.
5. Six monthly review to record all works completed under Health and Safety Legislation
6. Inspection of LOLER (Thorough Examination) reports of each lift to be completed annually
7. Discuss all observations and recommendations in the audit report with the incumbent lift contractor. Then, create a plan to complete all remedial works identified, this is required annually
8. Annual audit to identify Lift Approved Persons (AP) training records & expiry dates
9. Annual audit to review nominated AP and comment on suitability
10. Provide Risk Assessments for the lift audit and AP training on an annual basis
11. Review of nominated Competent Person training for Vertical Transportation System (VTS) and Contractors staff and comment on suitability. This is required annually
12. Chair six monthly lift maintenance review meetings, take minutes and actions and distribute them accordingly
13. Two Emergency Release Training sessions for up to 10 attendees per session, one on each site. The facilitation of passenger release training must be managed by the Authoring Engineer, regardless of whether the service is outsourced to a separate company to provide the training. If a separate purchase order is required, this is acceptable. Please provide a price for the training with your submission in the ad-hoc pricing tab on the accompanying Pricing Schedule and confirmation you will facilitate the training if it is outsourced.
14. Authorising engineer to support the Trust when reviewing requirements for lift maintenance services. Please provide your hourly rate in the ad-hoc tab in the pricing schedule.

**Additional information:**

Ladders will be required in restricted access areas for lifts and machine rooms.

There are no designated Theatre lifts under this contract.

All audits will be required during normal working hours Monday – Friday 08.00 – 16.00.

It is essential that all aspects of this technical specification are adhered to during the contract period.

The Client reserves the right to delete from or add to this contract during the term.

**Lots**

This procurement is being run in one lot.

**Contract period**

The contract will remain in place for three years, commencing on 01/06/2024.

**Location and sites**

The contract location will be at the following sites:

Kidderminster Hospital and Treatment Centre

Alexandra Hospital Redditch

**Working hours**

Normal working hours are 08.00 - 16.00 Monday to Friday.

**Training**

Passenger release training is required for up to ten employees per session.

**Invoicing and Payment Terms**

In order to ensure smooth payment of presented invoices, please ensure all work is clearly detailed on the invoice and reference the current purchase order number, together with the name, area and location the service was carried out.

**Terms and Conditions**

Bidders should be aware that any contracts arising from this procurement process shall be subject to the NHS Conditions for the Provision of Services with Maintenance Schedule. A copy can be obtained from:

[NHS Terms & Conditions For The Provision of Services with Maintenance Schedule Aug 2022](#)