

**A framework guide
for Legionella Control
& Water Management
(WM1)**

Introducing the SPA

The Scottish Procurement Alliance (SPA) is a new approach for procurement in Scotland, created for organisations that buy products and services for the construction, refurbishment and maintenance of social housing and public buildings. It is backed by LHC, one of the leading and most respected procurement companies in the UK.

The SPA results from discussions with LHC members in Scotland who saw the huge potential of having a centre of excellence for procurement – focused on construction and refurbishment – which exclusively addresses Scottish needs, standards and aspirations.

Its formation is timely, coinciding as it does with the new procurement regulation in Scotland which places additional requirements on organisations involved in procurement using public funds. The significant new requirements are as follows:

- All spends of £50,000 and above must be compliant with the new regulation, a much lower threshold than previously
- The specific social value and community benefit of each spend over this threshold must be stated (a requirement from 1 June 2016)
- Each organisation must publish a procurement strategy showing how local needs will be met (a requirement from 31 December 2016)

In this changing landscape for procurement and with its sole focus on Scotland, the SPA will be a hub of knowledge and insight for its partners, working in partnership with them to develop Scottish best practice, social value from procurement and positive outcomes for Scottish communities.

Dates correct at time of print.

What makes the SPA different?

SPA is set to change the landscape of procurement in Scotland, bringing significant benefits to partners and the communities they serve.

Our vision is to be the recognised centre of excellence for procurement in Scotland, successful at ensuring every pound spent on the construction and refurbishment of public buildings and social housing adds to the quality of life enjoyed by the Scottish communities we serve.

Active partnerships

Every partner can contribute to the frameworks SPA creates. They can ensure the requirements and specifications meet the needs of local communities and Scottish quality, price and value standards.

Better procurement

The sharing of knowledge will drive both the precision and usability of frameworks, while at the same time enabling each partner to grow their insights into better procurement for social housing and public buildings, and develop effective strategies that meet regulatory requirements.

Generating a collective fund

By using SPA frameworks for purchasing, partners within the alliance who spend over a specified threshold will receive a rebate which they can choose to contribute to The SPA Collective Fund for investment in community projects of shared benefit. Alternatively, some or the entire rebate can be returned to the individual partner to support their own sustainable procurement strategy.

Backed by LHC

With a history that extends back half a century, LHC is one of the most experienced and respected providers of procurement frameworks in the construction sector. As a not-for-profit organisation it shares an ethos with the clients it supports with procurements services.

LHC will produce, house and manage the frameworks initiated by SPA partners, giving direct access to a tried and tested system that ensures compliance, quality and best value for clients, at the same time as enabling frameworks entirely shaped for Scottish requirements.

Free membership

Joining the SPA is free for any organisation that is fully or part publicly funded. The membership application form can be downloaded here:

WWW.SCOTTISHPROCUREMENT.SCOT/SIGNMEUP

How it works – the five stages

Frameworks are umbrella agreements that set out the terms, that include specification, quality, price, quantity, under which individual contracts (call-offs) can be made during the lifetime of the framework (normally 4 years). Legislation governs the way frameworks are run. Suppliers compete through open competition to be appointed to a framework. Publicly funded contracting authorities – our clients - then call-off individual contracts.

Pre-Tender Engagement

- We monitor legislation, building regulations, standards and innovations that create a need to adapt or improve the way that works, goods or services are procured
- We gather client and supplier feedback to identify and validate future procurement needs
- We advertise future opportunities on Contracts Finder, Public Contracts Scotland and Tenders Electronic Daily and engage with Trade Organisations

Public Tender

- Compliance with EU Directives and UK Public Contracts Regulations 2015
- Frameworks are divided into categories, regions and values bands to attract a broad range of suppliers from local to national operators. Our suppliers are assessed to ensure they are capable of operating in each region
- The Invitation to Tender includes a performance specification, technical quality questionnaires, pricing schedules for the works, goods or service being procured
- Suppliers submit an Offer Document which includes a completed European Standard Procurement Document with questions that address company eligibility and financial standing. Also, evidence of administrative, employment, quality management and health and safety practices, environmental awareness, geographical and technical capability and experience of supplying the public sector
- SPA advertise contract notices and contract awards notices on, Contracts Finder, Public Contracts Scotland and the Supplement to the Official Journal of the European Journal (OJEU) via Tenders Electronic Daily

Evaluation and Award

- We review every submission in detail and then apply the MEAT principle (Most Economically Advantageous Tender) taking account of the qualitative, technical and sustainable aspects of the tender submission, as well as price, to reach an award decision
- Tenders are ranked according to their final Value for Money score, which takes account of the weightings for each section
- We typically appoint three or four of the highest scoring tenderers to each framework agreement regional lot, although numbers are based on likely demand and other considerations

Call-Off Projects

- Our nationwide network of Client Support Officers engage with our clients (contracting authorities) throughout Scotland to identify suitable projects
- We assist clients wishing to call-off a project, guiding them through the procurement process, providing technical and procurement advice, managing the Expressions of Interest, and verifying prices
- Clients contract directly with the appointed company delivering the works
- We continue to monitor projects, liaising with clients and appointed companies, to help identify and resolve potential issues, and ensure the timely and cost-effective delivery of the project
- At the end of each project we get feedback from clients on the performance of the appointed companies and currently enjoy a 90% client satisfaction rating

Community Benefit

- As a not for profit organisation, at the end of each financial year, all excess revenue generated through levy income is returned to qualifying clients, based on project invoice value generated
- The primary focus of rebates is typically social value projects your local community

About this framework

This SPA Framework Agreement for Legionella Control & Water Management is available to all public-sector bodies funded by public finance throughout Scotland.

Fully OJEU compliant, this free to use framework has been developed to provide compliant water systems in residential and commercial buildings.

Fully OJEU compliant, this free to use framework has been developed to provide compliant water systems in residential and commercial buildings.

-- Maintenance and testing of control measures for domestic hot and cold water systems

-- Management and control in leisure, display, therapy and other non-industrial water systems

-- Management and control of building hot and cold water services

-- Optional - Management and control of evaporative cooling and other high-risk industrial water systems

Workstream 1 - Water Hygiene Consultants

Summary of services:

- Essential services (mandatory) independent consultancy services
- Legionella risk assessment services
- Hot and cold monitoring & inspection services
- Legionella analytical services
- Legionella awareness training
- Non-essential services (non-mandatory)
- Schematic drawings
- Water treatment services
- Cleaning & disinfection services
- Web-based (portal) electronic logbook system

Workstream 2 - Water System Maintenance

Summary of services:

- Essential services (mandatory)
- Hot and cold water monitoring and inspection services
- Cleaning and disinfection
- Water management
- Non-essential services (non-mandatory)
- Water treatment
- The management and control of evaporative cooling and other high-risk industrial water systems
- Maintenance of swimming pools plant equipment

All SPA frameworks are established in strict compliance with UK public sector procurement rules for use by public sector bodies in the UK as detailed in the SPA buyer profile (www.lhc.gov.uk/buyerprofile) and as specified in the Contract Notice:

- CAN SCOTLAND OJ/S 2017 S 189-388021

Published through Contracts Finder and Public Procurement Scotland respectively.

These were published in the OJEU under an Open Procedure in May - 2017 with 11 Successful tenderers appointed in August 2017

The framework in action

As well as providing compliance, quality and best value to partners, the SPA framework for Water Management supports a streamlined process from the award of a contract (call-off) to completion of a project.

Competitive market prices

Benchmarked prices that provide a guide to maximum costs ensure the best value and can be discounted to offer further value.

Quick and efficient procurement

Speedy access to SPA appointed companies and the options of a direct award or a reduced list of suppliers for mini-competition.

Instant access to project data

Continuous access to information throughout the procurement process through the suppliers' on-line portal.

High quality standards

Standards of quality maintained throughout the project through monitoring in accordance with ISO 9001 Quality Management System.

Advice on design and regulatory compliance

With guidance on interpretation and conformity to statutory regulations and planning requirements.

Service levels guarantee

Service level from inquiry to supply providing peace of mind that services and works are conducted effectively and to a highly satisfactory level.

Quick project starts

Enabled by pre-tendered procurement that reduces the cost and time input by public sector organisations and speeds up their access to suppliers.

About this tender

The tender process for this framework followed SPA's Open Procedure which eliminates the Pre-Qualification Questionnaire stage. Suppliers were given free and open access to the tender documentation and answered Suitability Assessment Questions based on principles of the European Single Procurement Document (ESPD) and PAS 91.

Selection Criteria

- Financial information
- Business and professional standing
- Health and safety policy and capability
- Equal opportunity and diversity policy and capability
- Environmental management policy and capability
- Quality management policy and capability
- Corporate social responsibility
- Experience of working in public sector and partnering
- Managerial and technical support, sales, marketing and supporting information
- Technical and professional ability
- Provision of the full range of essential components and services
- Conformity to the SPA specification together with the expertise and quality to deliver services and installations



Framework scope

To ensure our client's legal duty to manage its water system from legionella and other waterborne pathogens as stated in:

Managing legionella under the Health and Safety Executive's publication L8 Accepted Code of Practice and Guidance - Legionnaires' Disease. The Control of Legionella Bacteria in Water System Edition 4, are fulfilled and following the practices described in the Technical Guidance HSG274 Legionnaires' disease:

- Part 1: The control of legionella bacteria in evaporative cooling systems
- Part 2: The control of legionella bacteria in hot and cold water systems
- Part 3: The control of legionella bacteria in other risk systems
- Wholesome water from private water systems including ground sourced, bowsers or tankers (suitable for drinking water) requirements required by - Private Water Supply (PWS) regulations (Regulations)

This is undertaken by consultants who provide expert knowledge and offer analytical reviews and monitoring; and also specialist, experienced contractors who are capable of providing the further monitoring, cleaning and maintenance to your water systems.

In addition, the service provided shall offer the following tasks:

- Corrosion Control
- Scalding
- Management of grey water and rainwater harvesting

Workstream 1 - Water Hygiene Consultants

Independent Consultancy Services

Tender Evaluation and Product Specification Advice - Offer support and guidance to a client pre-tender by offering expert knowledge of services and help improve weaknesses in the client's current specification or equipment choices.

Assist reviewing draft proposals and technical documentation, reviewing the applicant's technical competencies and site visits to prospective suppliers to ensure that they are capable of undertaking the services required.

Undertake Independent Third Party Auditing of the Clients Maintenance Plan.

Gap analysis - Analysing your existing Legionella Control Policy and Procedures providing a written report of the strengths and weakness of your governance and processes.

Independent Inspections - Independently assessing DLA or Contractors service providers and installation

teams. This includes inspecting Site Log books, Certificates and Reports, onsite monitoring, Independent Quality Control and inspection of the site operatives ensuring their competence, working practices.

Legionella Risk Assessment Services

Review the present legionella risk assessment and offer advice, action plans and written schemes to Client's responsible person. Provide direct communication to the client DLO or maintenance team (as directed by the client) to discuss and agree on the appropriate action and written schemes.

Hot and Cold Monitoring & Inspection Services

Offer the periodic monitoring of the hot and cold systems in any building type completing log books and site monitoring software.

Inspecting pipework, new and existing, for changes and the risk created by dead legs or changes of use.

Legionella Analytical Services

Undertake the sampling of water and providing test certificates.

Legionella and any other microbiological test performed in a ISO/IEC 17025:2005 and accredited laboratory.

Test can be undertaken for -

- Legionella
- Drinking Water - EC, pH, Particulates, Clarity, Taste & Odour Quan, Turb, TON, NH4-N, Fe, Al, Mn, Colour, Cu, Pb, Cl-, Ca, Mg, TOC, P, Fluoride, Permanent Hardness, Alk, Total Coliforms, E.Coli TVC (Hot & Cold Plates)
- Drinking water (sanitary) sample TVC, Coliforms, E.coli

Rapid detection methods can be undertaken on a 'presumptive' isolate to get a basic identification this must be supported by a reference laboratory report.

Legionella Awareness Training

Training for staff involved in water management, call centre staff and maintenance operatives and contractors. CPD training to understand the risks, legal requirements, their roles and responsibilities and actions and procedures to follow.

Non-Essential Services (Non-Mandatory) Schematic Drawings

- Survey building and ensure existing schematics are, where practicable, accurate.
- Update existing drawings provided from proficient paper sketches, image or pdf file or old CAD data.

Water Treatment Services

Application of a water treatment programme for the control of legionella bacteria in all types of water system whether by chemical or non-chemical means.

Supply and maintenance of the dosing equipment and continuous supply of the chemicals.

Cleaning & Disinfection Services

- Pre-commissioning cleaning of pipework systems
- Pre-commission cleaning of closed systems to BSRIA BG 29/2012 prior written permission
- Chlorination/disinfection in accordance of services supplying water for domestic use within buildings and their curtilages
- Water treatment of closed heating and cooling systems
- Biocide washing of closed systems
- Dynamic flushing of closed systems

Web Based (Portal) Electronic Logbook System

The provision to offer clients the service of an online portal to hold data for the purposes of managing legionella records and asset information.

Access to the electronic web-based system will be via a secure and unique username and password whereby key personnel involved in the management of the control scheme will have full editable access to the system while other users, such as Building Managers, will have a read-only facility.

- Online continuous audit
- Accurate and secure compliance record keeping
- Instant access to all information
- Secure storage for documents, certificates and digital job sheets
- Documented service history for each asset
- Real-time key performance indicators (KPI's) and reports

Framework scope continued

Workstream 2 - Water System Maintenance

Hot and Cold Monitoring & Inspection Services

Offer the periodic monitoring of the hot and cold systems in any building type completing log books and site monitoring software.

Inspecting pipework, new and existing, for changes and the risk created by dead legs or changes of use.

Cleaning & Disinfection Services

- Pre-commissioning cleaning of pipework systems
- Pre-commission cleaning of closed systems to BSRIA BG 29/2012 prior written permission
- Chlorination/disinfection in accordance of services supplying water for domestic use within buildings and their curtilages
- Water treatment of closed heating and cooling systems
- Biocide washing of closed systems
- Dynamic flushing of closed systems

Water Management

Routine Building Water System Service

Routine service in most cases, is provided during normal working hours unless an alternative arrangement has been agreed with the client. This service can include pre-planned works arranged by the Appointed Company. This service shall provide, as a minimum, the following:

- Maintain plant and equipment in accordance to the agreed schedules, which identify the work and frequency. The results of maintenance inspections and follow up work need to be supported by detailed records with other relevant documentation. Offer planned maintenance contracts to maintain equipment and replace ageing or faulty equipment as required

Non-Essential Services (Non-Mandatory)

Water Treatment Services

Application of a water treatment programme for the control of legionella bacteria in all types of water system whether by chemical or non-chemical means.

Supply and maintenance of the dosing equipment and continuous supply of the chemicals.

The Management and Control of Evaporative Cooling and other High-Risk Industrial Water Systems.

The provision to offer service required to meet the HSG274 Part 1: The control of legionella bacteria in evaporative cooling systems

- i. Assist clients with compliance with the Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- ii. Comprehensive inspection service
- iii. Cleaning and disinfection

iv. Repairs and refurbishment such as; replacement of air inlet louvres, drift eliminators, cooling tower packing/fill, repairs to the distribution systems, replacement of spray nozzles, fan repairs and sump painting/coating. Cooling tower packing, drift eliminators and other leading components

Maintenance of Swimming Pools Plant Equipment

Supply planned maintenance contracts and testing to Type 1 and Type 2 swimming pools.

- All service shall comply with PWTAG Code of Practice
- Plant room products maintenance

Award weighting criteria

40%

Price

Workstream 1

- Labour rates
- Risk assessments services
- Monitoring & inspection
- Analytical services

Workstream 2

- Labour rates
- Monitoring & inspection
- Cleaning & disinfection
- Water management schedule of rates

60%

Quality

10% Local Sustainability

- Regional experience
- Local employment
- Local suppliers

20% Technical Capability

- Evidence of company's competence
- Evidence of employee competence
- Evidence of experience knowledge and skill to undertake each task

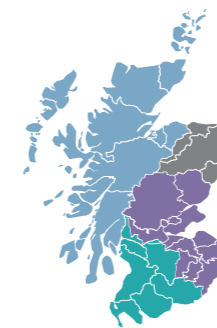
30% Project Delivery

- Organisations compliance management
- Performance management
- Incident management
- Customer service
- Framework management



Regional lots

- M2: East Scotland
- M3: South West Scotland
- M5: North East Scotland
- M6: Highlands & Islands



Appointed Companies	M2: East Scotland	M3: South West Scotland	M5: North East Scotland	M6: Highlands & Islands
Workstream 1				
Clearwater Technology Ltd				✓
Graham Environmental Services	✓	✓	✓	✓
H2O Legionella Control Services				✓
HBE	✓	✓		
Integrated Water Services		✓	✓	
SMS Environmental Ltd			✓	✓
Socotec	✓	✓	✓	✓
Workstream 2				
GRAHAM Environmental Services	✓	✓	✓	✓
HBE	✓	✓		
HSL Compliance	✓	✓	✓	✓
Integrated Water Services Ltd	✓	✓	✓	
SMS Environmental Ltd	✓	✓	✓	✓



Legionella Control & Water Management (WM1)

This framework is valid until July 2021

T 0131 306 0177

WWW.SCOTTISHPROCUREMENT.SCOT

In association with:



Trusted procurement for
better buildings and homes