



# **West Northamptonshire Council**

## **REQUEST FOR QUOTATION**

**UPTON AND DUSTON MILLS MECHANICAL, ELECTRICAL AND VALVE  
SERVICE CONTRACT**

**FOR THE PERIOD 1<sup>ST</sup> SEPTEMBER 2025 UNTIL 31<sup>ST</sup> AUGUST 2029**

# REQUEST FOR QUOTATION

## Contents

|  |            |
|--|------------|
| <b>SECTION 1: INTRODUCTION .....</b>   | <b>3</b>   |
| 1. General Requirements .....  | 3          |
| 2. Procurement Timetable .....   | 4          |
| 3. Clarification Questions .....   | 5          |
| 4. Evaluation of Quotations.....   | 5          |
| <b>SECTION 2: SPECIFICATION.....</b>   | <b>7</b>   |
| 1. Introduction and Background ..  | 7          |
| 2. Scope .....   | 7          |
| 3. Business Continuity & Disaster Recovery .....   | 7          |
| 4. Implementation Criteria .....   | 7          |
| 5. Performance Monitoriong .....   | 7          |
| 6. Social Benefits .....   | 8          |
| 7. Data Management / GDPR .....  | 8          |
| 8. Conditions of Contract .....  | 8          |
| 9. Appendices .....  | 8          |
| <b>SECTION 3: SUPPORTING INFORMATION.....</b>  | <b>10</b>  |
| 1. Organisation and Contact Details .....  | 10         |
| 2. Questions .....   | 11         |
| <b>SECTION 4: PRICE LIST.....</b>  | <b>17</b>  |
| 1. Pricing and Costs .....   | 17         |
| <b>SECTION 5: FREEDOM OF INFORMATION ACT 2000 (FOIA) AND<br/>ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIRS) .....</b> | <b>198</b> |
| <b>SECTION 6: DECLARATIONS - PASS/FAIL .....</b>   | <b>209</b> |
| <b>APPENDICES</b>  |            |
| Appendix 1: Conditions of Contract.....  | 20         |
| Appendix 2: Cyclic Maintenance Operations.....   | 29         |
| Appendix 4: Notification of Known Hazards .....  | 49         |
| Appendix 4: Draft Works Authorization .....  | 53         |
| Appendix 5: Mechanical and Electrical Details .....  | 56         |

# **REQUEST FOR QUOTATION**

## **SECTION 1: INTRODUCTION**

### **1. General Requirements**

- 1.1. West Northamptonshire invites quotations for the annual servicing of eight mechanically actuated penstock valves and their appurtenant controls, two pairs of mitred flood gates, a number of flap-valves and four debris screens.
- 1.2. The Authority's detailed requirements are defined in Section 2: Specification.
- 1.3. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
- 1.4. The Authority will not be liable for any expenses incurred by Bidders in the preparation of their responses.
- 1.5. The contents of this RFQ, and of any other documentation sent to you in respect of this Quote process, are provided on the basis that they remain the property of the Authority and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this RFQ and all associated documents immediately and not to retain any electronic or paper copies.
- 1.6. No supplier will undertake any publicity activities with any part of the media in relation to the Contract or this RFQ process without the prior written agreement of the Authority, including agreement on the format and content of any publicity.
- 1.7. This RFQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Authority and its advisers.
- 1.8. Please only provide separate appendices when asked to provide specific evidence.
- 1.9. The Authority reserves the right to:
  - 1.9.1. carry out due diligence checks on the awarded Bidder.
  - 1.9.2. amend the Conditions of Contract included at Appendix 1.
  - 1.9.3. abandon the procurement process at any stage without any liability to the Authority; and/or
  - 1.9.4. require the Bidder to clarify its quotation in writing and if the Bidder fails to respond satisfactorily, this may result in the Bidder being rejected from the process.

## REQUEST FOR QUOTATION

- 1.9.5. Reject any qualified or conditional bid;
  - 1.9.6. reject returns that are not submitted in an accessible format;
  - 1.9.7. reject any return which is incomplete or does not comply with the tender documents or address the evaluation criteria below.
  - 1.9.8. reject a return at any stage in the process if it becomes aware of any omission or misrepresentation in a Provider's response to any question.
  - 1.9.9. reject a return received after the closing date and time; and
  - 1.9.10. reject a return based on a change in budget or environmental reasons.
- 1.10. When uploading attachments to the Authority's e-tendering portal, suppliers must state the document title as the file name. The e-tendering portal does not accept files with the same name.

### **2. Procurement Timetable**

- 2.1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Bidders are treated equally.
- 2.2. The RFQ process is intended to follow the timetable set out in Table A, below.

**TABLE A**

| <b>ACTIVITY</b> |   | <b>TIME AND DATE<br/>(as applicable)</b> |
|-----------------|---|--|
| 1.              | Request for Quotation Documents issued                | Tuesday, 27 May 2025                     |
| 2.              | Deadline for Questions from Bidders                   | 12:00 noon on Friday, 20 June 2025       |
| 3.              | Deadline to Provide Answers to Questions from Bidders | Tuesday, 24 June 2025                    |
| 4.              | Deadline for Submission of Quotations                 | 12:00 noon on Friday, 27 June 2025       |
| 5.              | Evaluation of Bids Received*                          | Friday, 11 July 2025                     |
| 6.              | Contract Award*                                       | Friday, 25 July 2025                     |
| 7.              | Pre-Contact Meeting*                                  | Friday, 15 August 2025                   |
| 8.              | Contract Start  | Monday, 1 September 2025                 |
| 9.              | Contract End  | Friday, 31 August 2029                   |

## REQUEST FOR QUOTATION

2.3. The Authority reserves the right to amend this timetable. Items marked with an asterisk, i.e. \*, are provided for indicative purposes only.

**No return will be considered if it is not uploaded to the Authority's InTend Portal by the date and time specified in the timetable above. Quotations shall be sent to the email address in Table B below and are not to be sent by fax or as hard copy.**

### 3. Clarification Questions

3.1. Any queries about this document, the procurement process, the proposed contract itself, or notification of your intent to participate, should be referred to the Officer detailed in Table B, below, no later than the Deadline for Questions from Bidders date in Table A.

**TABLE B**

|                  |                                       |
|------------------|---------------------------------------|
| Name             | Steve Whelton                         |
| Job Title        | Engineer (Infrastructure & buildings) |
| Telephone number | 07876 475694                          |
| E-Mail address   | Steve.Whelton@westnorthants.gov.uk    |

### 4. Evaluation of Quotations –

4.1. **THOSE BIDDERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL BE REJECTED FROM THE RFQ PROCESS.**

4.2. Any bids which are not compliant or not completed fully will be rejected. Based on the information provided by Bidders, each compliant RFQ Response will be evaluated based on the following criteria:

- i) Your submission in relation to the requirements for this RFQ will be evaluated based on the Most Economically Advantageous Submission (MEAS) to the Authority with 40% of marks awarded for bidders providing a competitive price and 50% of marks for competency and quality and 10% for Social Value (SV).
- ii) A score will be given in relation to the total of the prices offered for all scored bids where the lowest cost receives 40% and other bids receive a score based on the following calculation:

Lowest price / price being evaluated x 40%

*i.e. If lowest price was A at £1000 and price being reviewed was B at £1200 the formula applied would be: £1000 / £1200 x 40 = 33.33%*

### 4.3 Quality Scoring

## REQUEST FOR QUOTATION

Bidders' responses to the quality questions above will be evaluated against the specification on a scale of 0 to 3 points, using the scoring system detailed below:

| <b>Score</b> | <b>Criteria to Award Score</b>                                    |
|--------------|---|
| 3            | Response meets requirements with clear and detailed evidence.     |
| 2            | Response meets requirements but lacks clear and detailed evidence |
| 1            | Response partially meets requirements.                            |
| 0            | Irrelevant or no response provided.                               |

# **REQUEST FOR QUOTATION**

## **SECTION 2: SPECIFICATION**

### **1. Introduction and Background**

The Authority operates two raised flood protection reservoirs in Northampton; one at Upton and the second at Duston Mill. Upton Reservoir includes automated, mechanically actuated penstock valves, flap valves, two pairs of mitred self-closing flood gates, a debris screen immediately upstream of two penstocks and 2 debris screens immediately upstream of culverts. Duston Mill Reservoir has no mechanical installations but includes a debris screen and a flap valve.

Both reservoirs are freely accessible to the public.

The Authority has recently undertaken extensive remedial works to the M&E installations and intends to instigate a regime of regular servicing and maintenance.

### **2. Scope**

The scope of work required is for the successful bidder to undertake all routine service operations as described in Appendix 2

The successful bidder will also undertake to provide a repair service as and when required. Repairs will be arranged and funded outside of the provisions of this contract and will be subject to agreeable quotations.

### **3. Business Continuity and Disaster Recovery**

There are no requirements under this contract.

### **4. Implementation Criteria**

See Timetable for the establishment of the contract at Table A above.

A separate official order will be issued for each year of the Contract. Year 1 will be ordered at the quoted rates and subsequent years will be subject to the previous April RPI as provided by the Office for National Statistics (ONS). (Where the supplier can clearly demonstrate that costs for materials and equipment have exceeded the RPI figure rates are to be agreed accordingly)

### **5. Performance Monitoring and Review/Project Management**

Management of the Contract will be undertaken by the Authority's Representative. The contract will be routinely monitored and subject to annual performance review with the Client.

### **6. Social Benefits**

## **REQUEST FOR QUOTATION**

The Authority is committed to procurement that generates social value and supports the local economy. Please complete the relevant Social Value question in Section 3 below.

### **7. Data Management / General Data Protection Regulation (GDPR)**

The Authority takes the processing of data seriously and applies security and privacy policies and procedures to ensure that all personal data within, or passing through the Authority, will be handled in accordance with the provisions of the appropriate UK GDPR, the Data Protection Act 2018, or any other legislation, regulation or other statutory instrument (the Data Protection Legislation).

Any Bidder who wishes to enter into a contract for the provision of goods, works or services with the Authority in which the processing of personal data is involved, must be able to demonstrate that they are fully compliant with the provisions of the Data Protection Legislation.

Any Bidder required to comply with the provisions of the Data Protection Legislation may incur costs in doing so, especially where new systems or processes are required to be adopted. Bidders are reminded these costs are attributable to conducting business in the EU, and not supplying the UK public sector, and all Bidders are accordingly required to manage their own costs in relation to compliance.

The Authority will not accept any liability clause in any Contract that seeks to indemnify the Bidder, as data processor, against fines under the provisions of the Data Protection Legislation. The legal penalty regime under the Data Protection Legislation has been extended directly to data processors to ensure better performance and enhanced protection for personal data, and any indemnification of Bidders as data processors for any Data Protection Legislation breaches resulting in fines or court claims undermines these principles.

Scope – Data will be recorded for the purposes of completing the Contract.

Nature – Copies of the contract will be retained in hard-copy form and in digital form for reference purposes. Data will not be shared without permission.

Purpose – For the purpose of establishing a contract between the Authority and the supplier.

Types of personal data processed – To include names, addresses, emails, DOB etc.

Categories of personal data processed: contractors.

### **8. Conditions of Contract**

The Conditions of Contract will be the NEC4 Term Service Short Contract. Contract Data is to be inserted at Appendix 1

### **9. Specification**

No specification is provided for the service operations Contractors will be expected to be competent to undertake the operations described in Appendix 2.

## REQUEST FOR QUOTATION

Electrical testing and certification shall be in accordance with the recommendations of the NICEIC or an alternative, equivalent certification body.

### 10. Appendices

| <b>Appendix No.</b> | <b>Document Name</b>                  |
|---------------------|---------------------------------------|
| 1.                  | Conditions of Contract                |
| 2.                  | Maintenance Specification             |
| 3.                  | Notification of Known Hazards         |
| 4.                  | Draft Works Authorization             |
| 5.                  | Mechanical and Electrical Information |

## REQUEST FOR QUOTATION

### SECTION 3: SUPPORTING INFORMATION

The Supplier is to complete the Sections below.

#### 1. Organisation and Contact Details

| General Information |  |  |
|---------------------|--|--|
| Question 1:         | Scoring Methodology:                                     | Question Answered? Yes/No  |
| 1.1. (a)            | Full name of the potential Bidder completing Information | Drake Towage Ltd   |
| 1.1. (b)            | Registered office address                                | Drake Towage Ltd.<br>41-43 Crab Marsh<br>Wisbech<br>Cambridgeshire<br>PE13 3JQ |
| 1.1. (c)<br>(i)     | Trading Status   | Limited Company  |
| 1.1. (c)<br>(ii)    | *If you selected 'OTHER*', please specify                | Click to enter text.   |
| 1.1. (d)<br>(i)     | Company registration number                              | 3062990  |
| 1.1. (d)<br>(ii)    | Charity registration number                              | Click to enter text.   |
| 1.1. (e)            | Are you a Small, Medium or Micro Enterprise (SME)? *     | Yes  |

\*Between 1 and 249 employees

**PLEASE NOTE:** To avoid any unnecessary duplication for the Bidder, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

- i. Section 5: Freedom of Information; and
- ii. Section 6: Declaration.

| Contact Details and Declaration                                     |                      |                           |
|---|----------------------|---------------------------|
| Question 2:   | Scoring Methodology: | Question Answered? Yes/No |
| <i>Bidder contact details for enquiries about this RFQ Response</i> |                      |                           |

## REQUEST FOR QUOTATION

| <b>Contact Details and Declaration</b> |  |  |
|--|--|--|
| 2.1. (a)                               | Contact name                                 | Mr Richard Nell, Mr Mark Sayer   |
| 2.1. (b)                               | Name of organisation                         | Drake Towage Ltd.  |
| 2.1. (c)                               | Role in organisation                         | Operations Manager   |
| 2.1. (d)                               | Phone number                                 | 01945 589539   |
| 2.1. (e)                               | E-mail address                               | info@draketowage.co.uk   |
| 2.1. (f)                               | Postal address<br><i>including postcode</i>  | Drake Towage Ltd.<br>41-43 Crab Marsh<br>Wisbech<br>Cambridgeshire<br>PE13 3JQ     |
| 2.1. (g)                               | Signature<br><i>electronic is acceptable</i> |  |
| 2.1. (h)                               | Date   | Tuesday, 02 December 2025  |

## 2. Questions

| <b>Insurance</b>  |  |     |
|---|--|-----|
| <b>Question 3: Scoring Methodology: Pass/Fail</b>   |  |     |
| <i>Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.</i> |  |     |
| 3.1.  | Employer's (Compulsory) Liability Insurance at no less than £5,000,000<br><br><i>It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum.</i> | Yes |
| 3.2.  | Public Liability Insurance at no less than £5,000,000  | Yes |

| <b>Requirements under Modern Slavery Act 2015</b> |  |     |
|---|--|-----|
| <b>Question 4: Scoring Methodology: Pass/Fail</b> |  |     |
| 4.1. (a)  | The Authority wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a | Yes |

## REQUEST FOR QUOTATION

| <b>Requirements under Modern Slavery Act 2015</b>   |  |
|---|--|
| <p>person is being exploited or conducting any activities that contain violation of human rights.</p> <p>Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015?</p> |  |

| <b>UK General Data Protection Regulation (UK GDPR)</b>   |     |
|--|-----|
| <b>Question 5: Scoring Methodology: Pass/Fail</b>  |     |
| <p>5.1. The Authority wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are compliant with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.</p> <p>Please confirm, and provide evidence (Policy) that you, and your supply chain with regards to this RFQ response, comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.</p> <p>Please confirm and provide evidence that you have in place appropriate technical and organisational measures (as defined in the Data Protection Legislation) to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to personal data.</p> <p>Those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it. (Policy evidence, such as breach management policies, security policies, staff data protection and IT security training policies etc)</p> | Yes |

### QUALITY QUESTIONS

## REQUEST FOR QUOTATION

### Method Statements & Health & Safety

**Question 6:**      **Max Score Available:** 15%      **Word Limit:** 100 words

To demonstrate your understanding of the potential risks and issues presented in undertaking these works, please submit separately appropriate Risk Assessments & Method Statement (RAMS) for the maintenance of the Upton Outfall Penstocks

*(Form 3.5B at Appendix 3 advises the contractor of known risks but is not definitive. The successful contractor will be required to comply with the requirements of a separate Works Authorisation form as shown at Appendix 4 prior to commencement on site)*

**Answer:**

Please see attached RAMS.

**Word Count:** 4

### Implementation & Time

**Question 7:**      **Max Score Available:** 5%      **Word Limit:** 100 words

Please provide separately a programme of operations for undertaking the scheduled works during a typical year.

**Answer:**

See separate programme

**Word Count:** 3

### Experience

**Max Score Available:** 20%      **Word Limit:** 500 words

**Question 8:**

Please describe your relevant experience and provide an example of a recent project that demonstrates your experience and expertise to undertake the works required for this contract.

**Answer:**

## REQUEST FOR QUOTATION

|  |    |
|--|----|
| <b>Experience</b>  |    |
| Drake Towage Ltd. has operated for 40 years as a marine contractor, working directly for the EA and subcontracting through main contractors such as Jackson Civil Engineering Ltd, JN Bentley, Breheny Civil Engineering Ltd. DTL have also completed works for the WNC at Upton and the surrounding assets. |    |
| <b>Word Count:</b>   | 48 |

|   |                              |
|---|------------------------------|
| <b>Environmental Practice</b>   |                              |
| <b>Max Score Available:</b> 10%   | <b>Word Limit:</b> 500 words |
| <b>Question 9:</b>  |                              |
| Please describe how you will manage the impact upon the local and wider environment when undertaking the operations under the contract. Please provide a recent example of an initiative you have undertaken to mitigate the impact to or enhance the local environment in relation to your operations. |                              |
| <b>Answer:</b>  |                              |
| <ul style="list-style-type: none"><li>- Spill Kits are carried in all site vans, and further spill kits used on our working barges.</li><li>- Battery Operated tools are used where possible.</li></ul>   |                              |
| <b>Word Count:</b>  | 25                           |

### SOCIAL VALUE QUESTION

|   |
|---|
| <b>Social Value</b><br>Max Score Available 10%  |
| <b>Question 10.</b>   |
| The bidder will score 9% for the quantitative offer provided. Bidders will score an additional 1% for declaring to record and accurately monitor their social value outcomes throughout the life of the contract. |
| <u>Bidder instructions:</u>   |
| For the Social value priority:  |
| 1) Click the drop-down menu in column 2 and select which offer you wish to fulfil as part of this contract; <b>ONLY 1 PRIORITY IS TO BE SELECTED FROM THE LIST OF OPTIONS.</b>                                    |
| 2) Complete column 3 with the relevant detail relating to the offer that you have   |

**REQUEST FOR QUOTATION**

selected.

Once you have completed the offer table:

- 3) Tick the check box to declare that you will keep an accurate record of your social value outcomes for the offer throughout the life of the contract.

| 1                         | 2               | 3                         | 4         |
|---------------------------|-----------------|---------------------------|-----------|
| WNC Social Value Priority |                 | Enter Quantitative number | Weighting |
| Jobs                      | Choose an item. |                           | 9%        |
| Growth                    | Choose an item. |                           | 9%        |
| Social impact             | Choose an item. |                           | 9%        |
| Environment               | Choose an item. |                           | 9%        |
| Innovation                | Choose an item. |                           | 9%        |
|                           |                 |                           |           |

**Please read the below statement and tick the check box to confirm that you agree:**

|   |    |
|---|----|
| <p>“I confirm that I will keep an accurate record on a quarterly basis showing the quantitative value for the relative offer selected and qualitative additional information (if applicable) to support this. I am aware that I may be asked to show this data by West Northamptonshire Council at any point and failure to do this, or failure to keep an accurate record as per what I have committed to above will be in breach of my contract.”</p> <p><input type="checkbox"/> I agree</p> | 1% |
|---|----|

**Supplier Guidance:** Key points to consider when thinking about Social Value that you may offer as part of the contract are:

- Understand what WNC’s priorities are. Imbibe in answers what Social Value you intend to deliver, without any major costs.
- Think about how your offer is specific to this contract and service. Generic statements and subjective studies will not score as well as something that is RELEVANT and MEASURABLE.

## **REQUEST FOR QUOTATION**

- Please note that if you are successful, you will be contractually obliged to deliver the offers that you have presented, so make sure they are realistic and achievable.

## REQUEST FOR QUOTATION

### SECTION 4: PRICE LIST

#### 1. Pricing and Costs

- 1.1. Please complete the Price List at Table C, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.
- 1.2. All prices quoted must exclude VAT.
- 1.3. Should you be successful, your fixed cost for the first year of the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
- 1.4. Where the Council considers a price to be abnormally low, or high, it may seek clarification and/or an explanation from the Bidder, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.

**TABLE C**

**PRICING SCHEDULE – PART 1, YEAR 1**

|    | <b>ITEM</b>  | <b>UNIT</b> | <b>QUANTITY</b> | <b>RATE</b> | <b>TOTAL</b> |
|----|--|-------------|-----------------|-------------|--------------|
| A. | Undertake annual service of Nos 1 to 5 Penstocks Upton Outfall                     | Item        | 1               | £1,635      | £1,635       |
| B. | Undertake annual service of Nos 1 to 3 Penstocks Upton Mill Stream                 | Item        | 1               | £1,475      | £1,475       |
| C. | Undertake annual service of headwall flap valves 300 to 500mm internal diameter    | Number      | 3               | £910        | £2,730       |
| D. | Undertake annual service of headwall flap valves 525 to 900mm internal diameter    | Number      | 2               | £910        | £1,820       |
| E. | Undertake annual service of flap valves on chambers 300 to 500mm internal diameter | Number      | 1               | £910        | £910         |

**REQUEST FOR QUOTATION**

**PRICING SCHEDULE – PART 1, YEAR 1**

|    |   |        |   |        |                                   |
|----|---|--------|---|--------|-----------------------------------|
| F. | Undertake annual service of debris screen at Upton Mill Stream              | Number | 1 | £1,910 | £1,910                            |
| G. | Undertake annual service of debris screen at Kislingbury Embankment         | Number | 1 | £1,060 | £1,060                            |
| H. | Undertake annual service of debris screen at Duston Mill                    | Number | 1 | £1,100 | £1,100                            |
| I. | Undertake annual service of twin mitre gates at Upton Mill                  | Number | 1 | £1,410 | £1,410                            |
| J. | De-silt catchpit chamber at Upton Mill                                      | Number | 1 | £2,130 | £2,130                            |
| K. | Clear detritus from sheep net screen at Upton Mill Lane Culverts            | Number | 1 | £1,410 | £1,410                            |
| L. | Annual visual check of control system panels and housings                   | Number | 1 | £1,390 | £1,390                            |
| M. | Undertake fixed Wiring test of all M&E plant and submit EICR certificates * | Sum    | 1 | £2,110 | £2,110                            |
| N. | Subtotal A. – M. categorise   |        |   |        | <del>£21,100</del> <b>£21,090</b> |
| O. | Add contingency sum ** = N. x 10%   |        |   |        | <del>£2,110</del> <b>£2,109</b>   |
| P. | Grand Total N. + O.   |        |   |        | <del>£23,210</del> <b>£23,199</b> |

\*Year 1 only (Tests to be repeated by WNC after 5 years)

\*\* To be utilised in the event of unexpected additional service operations

Subsequent years' rates and prices to be as above plus RPI at rate of previous April. The Council will provide an amended schedule prior to renewal of the contract.

**PRICING SCHEDULE – PART 2, YEAR 1**

There are no Part 2 Items in this Contract

## REQUEST FOR QUOTATION

### **SECTION 5: FREEDOM OF INFORMATION ACT 2000 (FOIA) AND ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIRS) - PASS/FAIL**

5. By signing Section 3, Question 2.1. (g) I hereby declare that:
- 5.1. The Bidder acknowledges that the Authority is subject to the requirements of the Freedom of Information Act (FOIA) and the Environmental Information Regulations (EIRs).
- 5.2. This means that all information held by the Authority has the potential to be disclosed to a member of the public requesting it. In order to limit disclosure, it is necessary to categorise information as exempt information under Part II of the FOIA.
- 5.3. Typical exemptions that might apply are as follows: -
- (1) Information that constitutes a trade secret.
  - (2) Information the disclosure of which would or would be likely to prejudice the commercial interests of any person, including the Authority.
  - (3) Commercial information, which can be kept confidential for an agreed period following which, you acknowledge it will be released if a request for it is received under FOIA or EIRs. FOIA defines commercial information as a trade secret, or information, the disclosure of which would prejudice the commercial interests of either party.
- 5.4. Therefore, in submitting your quotation to the Authority, you are asked to clearly identify which of the information you have provided you desire to be kept confidential as exempt information. Please also specify the period of confidentiality, which you reasonably consider should be applicable to that information. The Authority may or may not be able to comply with this request, as information, in relation to this RQ, may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
- 5.5. You should also be aware, that any information you consider to be commercially confidential, may at a later date, cease to constitute exempt information, or it may subsequently prove to be in the public interest to disclose such information. Also, please note that any decision on non-disclosure of information could later be overridden by the Authority's obligations to disclose under FOIA and EIRs.

Please list any information you wish to be kept as confidential:

## REQUEST FOR QUOTATION

### SECTION 6: DECLARATIONS - PASS/FAIL

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
  - 1.1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so.
  - 1.2. to the best of my knowledge, the information provided is complete and accurate.
  - 1.3. the price in Section 4 is our best offer.
  - 1.4. no collusion with other organisations has taken place in order to fix the price.
  - 1.5. that there is no conflict of interest in relation to the Authority's requirement.
  - 1.6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1.
  - 1.7. that no goods, supplies, services and/or works will be delivered or undertaken until the Authority is satisfied that the appropriate levels of insurances are in place.
  - 1.8. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Authority in writing; and
  - 1.9. I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

### Checklist for Bidders

| Reminder to Bidders  |       |
|--|-------|
| Answered all questions   | Yes ✓ |
| Signed the Freedom of Information and Declaration                      | Yes ✓ |
| Provided all relevant documents and clearly marked and numbered these? | Yes ✓ |

**REQUEST FOR QUOTATION**

**APPENDIX 1. CONDITIONS OF CONTRACT**

The Conditions of Contract are the NEC4 Term Service Short Contract

# Short Contract

**A contract between**

**The Client**  
West Northamptonshire Council  
One Angel Square  
Northampton  
NN1 1ED

and

**The Contractor**

for

UPTON AND DUSTON MILL SERVICE CONTRACT

Contract Forms

Contract Data

The Contractor's Offer and Client's Acceptance

Price List

Scope

**REQUEST FOR QUOTATION**

# Contract Data

## The Client's Contract Data

The Client is

|                                       |   |
|---------------------------------------|---|
| Name                                  | <input type="text" value="West Northamptonshire Council"/>                                  |
| Address for communications            | <input type="text" value="The Guildhall, St Giles' Square&lt;br/&gt;Northampton. NN1 1DE"/> |
| Address for electronic communications | <input type="text" value="Steve.Whelton@westnorthants.gov.uk"/>                             |
| Telephone                             | <input type="text" value="07876 475694"/>   |

If the Client appoints a Client's Agent, the Client's Agent is

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Name                                  | <input type="text" value="N/A"/> |
| Address for communications            | <input type="text"/>             |
| Address for electronic communications | <input type="text"/>             |

The Authority of the Client's agent is

|                |  |
|----------------|--|
| The service is | <input type="text" value="Servicing of mechanically actuated penstocks, flap valves, timber mitre gates and debris screens.&lt;br/&gt;Cleansing of silt traps"/> |
|----------------|--|

|                      |   |
|----------------------|---|
| The starting date is | <input type="text" value="01/09/2025"/> |
|----------------------|---|

|                       |                                 |        |
|-----------------------|---------------------------------|--------|
| The service period is | <input type="text" value="48"/> | months |
|-----------------------|---------------------------------|--------|

|                         |                                |       |
|-------------------------|--------------------------------|-------|
| The period for reply is | <input type="text" value="2"/> | weeks |
|-------------------------|--------------------------------|-------|

|                           |  |               |
|---------------------------|--|---------------|
| The assessment day is the | <input type="text" value="1&lt;sup&gt;st&lt;/sup&gt; Monday"/> | of each month |
|---------------------------|--|---------------|

Are the rates and prices in the contract adjusted for inflation? **Yes / No** (delete as applicable)

|                     |   |
|---------------------|---|
| If yes the index is | <input type="text" value="Previous April RPI"/> |
|---------------------|---|

|             |  |
|-------------|--|
| Provided by | <input type="text" value="The Office of National Statistics"/> |
|-------------|--|

The United Kingdom Housing Grants, Construction and Regeneration Act (1996) **does/does not** apply (delete as appropriate)

**REQUEST FOR QUOTATION**

**Contract Data**

**The Client's Contract Data**

The Adjudicator is

Name

Address for communication

Address for electronic communications

Interest rate on late payment is  % per complete week of delay

**Insert a rate only if a rate less than 0.5% per week has been agreed**

For any one event, the liability of the Contractor to the Client for loss of or damage to the Client's property is limited to:

The Client provides this insurance

**Only enter details here if the client is to provide insurance**

The amount of cover for the second insurance stated in the Insurance Table is, for any one event

The amount of cover for the third insurance stated in the Insurance Table is, for any one event

The Adjudicator nominating body is

The tribunal is

If the tribunal is arbitration, the arbitration procedure is

The conditions of contract are NEC4 Term Service Short Contract June 2017 (with amendments October 2020) and the following additional conditions.

**Only enter details here if additional conditions are required.**

**REQUEST FOR QUOTATION**

# Contract Data

## The Contractor's Contract Data

The Contractor is

Name

Drake Towage Ltd.

Address for communications

Address for electronic communications

[Richard@draketowage.co.uk](mailto:Richard@draketowage.co.uk), or  
[Mark@draketowage.co.uk](mailto:Mark@draketowage.co.uk).

The fee percentage\* is

 %

The people rates\* are

| category of person | unit | rate |
|--------------------|------|------|
|                    |      |      |
|                    |      |      |
|                    |      |      |
|                    |      |      |
|                    |      |      |

The published list of Equipment\* is

The percentage for adjustment for equipment\* is

% (state plus or minus)

\*to be inserted for the purposes of establishing prices for items of work not already defined and listed in the Price List

## REQUEST FOR QUOTATION

### The Contractor's Offer and Client's Acceptance

The *Contractor* offers to Provide the Service in accordance with these *conditions of contract* for an amount to be determined in accordance with these *conditions of contract*,

The offered total of the *Prices* for part of the service in Part 1 is £20,867 £23,199

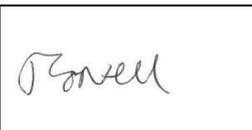
The offered total of the *Prices* for part of the service in Part 2 is N/A

**Enter the total price from the Price List.** \_\_\_\_\_

Signed on behalf of the *Contractor*

Name Richard Nell

Position Operations Manager

Signature 

Date 02/12/25

The Client accepts the Contractor's Offer to Provide the Service

Name Patrick Logue

Position Property Maintenance and Assurance Manager

Signature 

Date 14/01/2026

## REQUEST FOR QUOTATION

### Price List

The Price List is in two parts. Part 1 is for work described in the Scope not requiring the *Client* to Issue a Task Order. Part 2 is for work to be carried out on a Task-by-Task basis and instructed by Task Order. The *service* may comprise work under Part 1 only or Part 2 only or a mix of both.

Entries in the first four columns of Part 1 of the Price List are made either by the Client or the tenderer. Entries in the first four columns of Part 2 of the Price List would normally be made by the Client as the Party most likely to know the kind of work which will be instructed by the issue of Task Orders. The tenderer then enters a rate for each item and multiplies it by the expected quantity to produce the Price to be entered in the final column.

If the contractor is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only, the Unit, Quantity and Rate columns being left blank.

If the Contractor is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters a rate for each item and multiplies it by the expected quantity to produce the Price, to be entered in the final column.

If the Contractor is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the expected quantity column.

The rates and Prices entered for each item includes for all work and other things necessary to complete the item.

#### A. Price List

- (i) The Price List is at Table C Above.
- (ii) The Price List forms part of an evaluation tool and will be used as described elsewhere in the Contract. See Section 1-4 Evaluation of Quotations
- (iii) All prices will be exclusive of Value Added Tax

The method and rules used to compile the price List are.

Service and maintenance operations identified in Appendix 2 are aggregated and shall be priced as described in Table C.

## REQUEST FOR QUOTATION

|  |
|--|
| Scope  |
|  |
| 1. Description of Service  |
| <p>The Description of Service is included within the content of Section 2 above of this Request for Quotation</p> <p>Appendix 2 includes guidance on servicing and maintenance.<br/>Appendix 5 includes details of mechanical and electrical installations.</p>  |
| 2. Specifications  |
| <p>There is no pertinent specification for the servicing work required. Details of the work to be undertaken are at Appendix 2 below. Only competent suppliers should submit quotations.</p> <p>One-off electrical testing is to be undertaken by suitably competent electricians and certification provided as described in Section 2 above.</p>  |
| 3. Constraints on how the Contractor Provides the Service  |
| <p>1. Accesses to the work areas at Upton Reservoir are protected by locked gates. The Council will supply keys and combinations for locks as required.</p> <p>Vehicle parking for Penstocks 1 to 3 at Upton Mill Stream is available on the nearby yard at Upton Barns. There is limited parking for a van adjacent to Penstocks 1 and 2. Servicing operations shall be planned to be undertaken during periods when the potential vehicle damage to the embankment is minimal.</p> |
| <p>2. Access to Penstocks 1 to 5 at Upton Outfall is directly off the A5076 Upton Way. There is off-road parking for approximately 4 vehicles, depending upon vehicle size.</p>  |
| <p>3. Vehicular access to Upton Mitre Gates is limited to light vehicles unless agreed with The Council.</p>   |
| <p>4. Unless otherwise agreed under special circumstances all servicing operations are to be undertaken between the hours of 08:30 and 17:00 Monday to Friday</p>  |
| <p>5. Public access to all works areas shall be prevented throughout servicing operations.</p>   |
| <p>6. There is no electricity supply at Upton Outfall. The contractor must supply portable generation to operate the penstocks.</p>  |
| <p>7. Access to the structures at Duston Mill Reservoir is via a car park at the western end which is protected by removable bollards and a height barrier. The Council will provide keys as required.</p>   |

## REQUEST FOR QUOTATION

8. Vehicular access to the flap valve and debris screen at Duston Mill is via the circular path and is limited to light vehicles. There is parking available on a grassed area nearby and servicing operations shall be planned to be undertaken during periods when the potential vehicle damage to the grass is minimal.

9. The Council will not provide welfare facilities for the contract. Due to the remote location of the work, the Contractor is to provide suitable welfare facilities for the following:

- A dry and warm place to take rest breaks
- Toilets and handwashing
- Facilities to prepare hot food and drinks including washing up
- Space for changing clothing
- Facilities for the drying and/or storage of wet clothing and PPE

Welfare may be provided within vehicles or in self-contained units

#### 4. Requirements for the Plan

A draft programme for Year 1 is required and may be in the form of a GANT Chart or descriptive statements.

It shall include:

- Key operations
- The order, timings and durations of the operations/activities that the Contractor will be carrying out.
- A separate statement of how the Contractor intends to do the work, giving particular attention to the numbers of personnel and the delivery, transportation and handling of significant materials.
- Any other relevant information.

The draft programme is to be submitted with the quotation and a definitive programme prepared by the successful contractor prior to commencement of the services. The detailed programme is to be updated to show the impacts of any changes during the contract.

#### 5. Services and other things provided by the Client

| ITEM  | DATE BY WHICH IT WILL BE PROVIDED |
|---|-----------------------------------|
| Keys and padlock combinations                                       | Prior to commencement             |
| Contact information for the notification of neighbouring landowners | Prior to commencement             |

## **REQUEST FOR QUOTATION**

### **6. Property affected by the service**

Work to Penstocks 1 to 3 at Upton Mill Stream, to Kislingbury Sports Field Flap Valve and to Upton Barns Flap Valve Chamber will require access across private land. The Council has arranged access agreements with the landowners, subject to reasonable notice being given.

Work to other assets is confined within land owned by The Council.

The Contractor shall notify the following neighbours prior to attending to undertake a service.

Mr R. Spokes. Tenant Farmer.

Mr J. Sayers. Owner of Upton Mill.

Mr A. Hunt. Owner of Mill View.

Kislingbury Parish Council. Owner of pocket park north of Camp Lane, Kislingbury.

Kislingbury Playing Fields Trust. Owner of football Field.

The Council will supply contact information prior to the commencement of the contract.

**REQUEST FOR QUOTATION**

**APPENDIX 2. CYCLIC MAINTENANCE OPERATIONS**

**REQUEST FOR QUOTATION**

**West Northamptonshire Council**  
**Specification for Annual Inspection & Service Works for**  
**Flood Attenuation Equipment**  
**- Upton, Kissingbury and Duston**

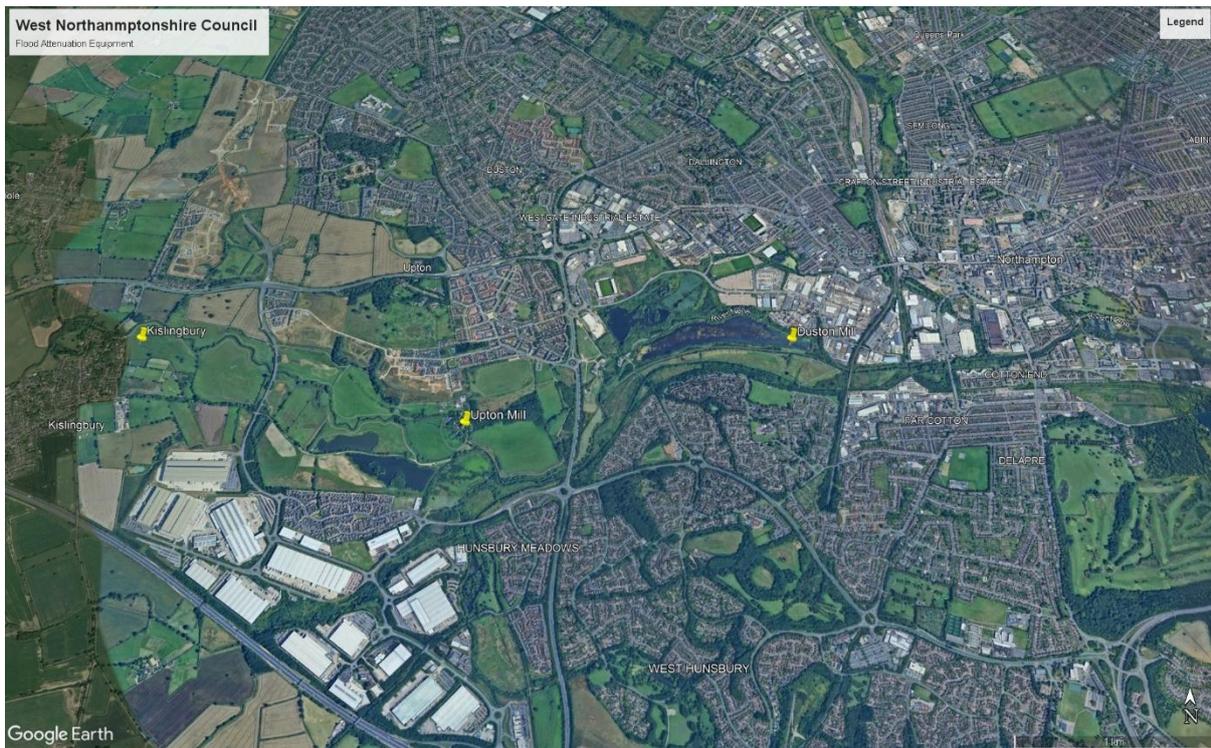


Figure 1 - West Northamptonshire Flood Attenuation Area

# REQUEST FOR QUOTATION

## Contents

|  |            |
|--|------------|
| <b>1. Document Details .....</b>                                     | <b>34</b>  |
| 1.1 Project Details  | 34         |
| 1.2 Revision History   | 34         |
| 1.3 Contact List   | 34         |
| <b>2. Safety Considerations .....</b>                                | <b>34</b>  |
| <b>3. Upton Mill .....</b>   | <b>35</b>  |
| <b>3.1 Mitre Gates ///reject.supply.rooms</b>                        | 36         |
| 3.1.1. Brief Description - Mitre Gates                               | 36         |
| 3.1.2 Inspection Requirements  | 36         |
| 3.1.2.1 General Access   | 36         |
| 3.1.2.2 Concrete Structure   | 36         |
| 3.1.2.3 Righthand and Lefthand Mitre Gates                           | 37         |
| 3.1.2.4 Miscellaneous  | 37         |
| <b>3.2 Twin Flap Valves ///ladder.blocks.skinny</b>                  | 37         |
| 3.2.1 Brief Description – Twin Flap Valves                           | 37         |
| 3.2.2 Inspection Requirements  | 38         |
| 3.2.2.1 General Access   | 38         |
| 3.2.2.2 Headwall   | 38         |
| 3.2.2.3 Clap valve   | 38         |
| <b>3.3 Penstocks 1 &amp; 2 and Debris Screen ///snack.cubs.being</b> | 38         |
| 3.3.1. Brief Description – Penstocks 1 & 2                           | 38         |
| 3.3.2 Inspection Requirements  | 39         |
| 3.3.2.1 General Access   | 39         |
| 3.3.2.2 Penstock 1 & 2   | 39         |
| 3.3.2.3 Actuators 1 & 2  | 39         |
| 3.3.2.4 Debris Screen  | 39         |
| <b>3.4 Penstock 3 ///insert.thick.swim</b>                           | 40         |
| 3.4.1. Brief Description – Penstocks 3                               | 40         |
| 3.4.2 Inspection Requirements  | 40         |
| 3.4.2.1 General Access   | 40         |
| 3.4.2.2 Penstock 3   | 40         |
| 3.4.2.3 Actuator   | 41         |
| 3.4.2.4 control systems  | 40         |
| <b>4 Upton Outfall Penstocks .....</b>                               | <b>421</b> |
| 4.1.1. Brief Description – Upton Outfall Penstocks                   | 421        |
| 4.1.2 Inspection Requirements  | 432        |

## REQUEST FOR QUOTATION

|           |   |            |
|-----------|---|------------|
| 4.1.2.1   | General Access  | 432        |
| 4.1.2.2   | Concrete Structure                                      | 432        |
| 4.1.2.3   | Penstocks No.s 1-5                                      | 432        |
| 4.1.2.4   | Actuators   | 432        |
| 4.1.2.5   | Miscellaneous   | 432        |
| <b>5</b>  | <b>Duston Mill</b> .....                                | <b>443</b> |
| 5.2.1     | Brief Description – Single Flap Valve and Debris Screen | 443        |
| 5.2.2     | Inspection Requirements                                 | 443        |
| 5.2.2.1   | General Access  | 443        |
| 5.2.2.2   | Single Flap Valve - Headwall                            | 443        |
| 5.2.2.3   | Single Flap valve - ///clouds.motion.minute             | 443        |
| 5.2.2.4   | Debris Screen - ///feels.hangs.ranges                   | 454        |
| <b>6</b>  | <b>Kislingbury</b> .....                                | <b>454</b> |
| 6.2.1     | Brief Description – Single Flap Valve                   | 454        |
| 6.2.2     | Inspection Requirements                                 | 454        |
| 6.2.2.1   | General Access  | 454        |
| 6.2.2.2   | Headwall  | 465        |
| 6.2.2.3   | Clap valve  | 465        |
| <b>7</b>  | <b>Kislingbury Sports Ground</b> .....                  | <b>455</b> |
| 7.2.1     | Brief Description – Single Flap Valve                   | 455        |
| 7.2.2     | Inspection Requirements                                 | 455        |
| 7.2.2.1   | General Access  | 455        |
| 7.2.2.2   | Headwall  | 466        |
| 7.2.2.3   | Clap valve  | 466        |
| <b>8</b>  | <b>Kislingbury Sports Ground Trash Screen</b> .....     | <b>457</b> |
| 7.2.1     | Brief Description – Debris Screen                       | 457        |
| 7.2.2     | Inspection Requirements                                 | 457        |
| <b>9</b>  | <b>Upton Barns Flap Valve Chamber</b> .....             | <b>458</b> |
| 7.2.1     | Brief Description – Single Flap Valve                   | 458        |
| 7.2.2     | Inspection Requirements                                 | 458        |
| 7.2.2.1   | General Access  | 458        |
| 7.2.2.2   | Headwall  | 468        |
| 7.2.2.3   | Clap valve  | 468        |
| <b>10</b> | <b>Net Screen, Mill Lane Culvert</b> .....              | <b>459</b> |
| 7.2.1     | Brief Description – Debris Screen                       | 459        |
| 7.2.2     | Inspection Requirements                                 | 459        |
| 7.2.2.1   | General Access  | 459        |

## REQUEST FOR QUOTATION

### 7.2.2.2 Inspection and Service Requirements 49

## 1. Document Details

### 1.1 Project Details

Project Ref: DTL 0724-WNC

Project Title: West Northamptonshire Council – Flood Attenuation Equipment – Service Schedule.

### 1.2 Revision History

| Revision | Job Ref      | Date       | Description Of Amendment                             |
|----------|--------------|------------|--|
| 1.0      | DTL 0724-WNC | 19/06/2024 | First Issue  |
| 2.0      | DTL 0724-WNC | 19/07/2024 | Addition of lubrication requirement for Flap Valves. |

*Table 1 – Revision History*

| Revision | Author | Date     | Checked By | Date     |
|----------|--------|----------|------------|----------|
| 1.0      | RN     | 19/06/24 | DC         | 19/06/24 |
| 2.0      | RN     | 19/07/24 | DC         | 19/07/24 |

*Table 2 – Author & Approval*

### 1.3 Contact List

| Name          | Client/Company                | Telephone    | Email                              |
|---------------|-------------------------------|--------------|------------------------------------|
| Steve Whelton | West Northamptonshire Council | 07876 475694 | Steve.Whelton@westnorthants.gov.uk |

## 2. Safety Considerations

The inspections are to be carried out by suitably qualified and experienced personnel with safe systems of work based on a thorough risk assessment. Life jackets are to be worn whilst working within 3 metres of the water's edge. Working in a minimum team of two, one member of the team to be responsible for constant monitoring of the equipment, to eliminate the potential for unexpected operation. For certain items of equipment suitable access provisions should be utilised to provide suitable and safe access such as fall-arrest equipment and small workboat.

# REQUEST FOR QUOTATION

## 3. Upton Mill



Figure 2 - Upton Mill Flood Attenuation Equipment

# REQUEST FOR QUOTATION

## 3.1 Mitre Gates



Figure 3 - Upton Mill - Mitre Gates ///reject.supply.rooms

### 3.1.1. Brief Description - Mitre Gates

There are 2No. Chambers each containing a pair of mitre gates located downstream from Upton Mill stream. These prevent the main body of water in the River Nene from entering the mill stream in times of flood.

### 3.1.2 Inspection Requirements

Inspection and maintenance requirements for both Chambers A and B are as follows;

#### 3.1.2.1 *General Access*

- Roadway/Bridge.
- Handrailing.
- Gates
- Access Steps.
- Obstructing vegetation.
- Steep Banks

#### 3.1.2.2 *Concrete Structure*

- Chamber walls.
- Headwalls.
- U/S Stop log Slots.

## **REQUEST FOR QUOTATION**

- D/S Stop log Slots.

### *3.1.2.3 Righthand and Lefthand Mitre Gates Inspection and Service Requirements*

- Mitre gate condition; timber face, breasts and quoin post.
- Joints and fixings.
- Quoin Strap.
- Quoin Strap coping base bracket.
- Tensioning Cable and associated counterweights and pulley.
- Cup and Pintle condition i.e. amount of wear providing adequate clearance.
- Cill faces are void of damage and free of obstruction(s).

### *3.1.2.4 Miscellaneous*

- Gauge boards. Clean and check for verticality. Adjust as necessary.
- Access to waterside and transponder shafts. Clear vegetation, steps and handrails

## **3.2 Twin Flap Valves**



*Figure 4 - Upton Mill - Twin 450mm Flap Valves ///ladder.blocks.skinny*

### **3.2.1 Brief Description – Twin Flap Valves**

There are 2No. 450mm Flap valves located downstream from the mitre gates. These provide an outlet from the water catchment area located to the East of the track leading to Upton Mill.

## **REQUEST FOR QUOTATION**

### *3.2.2 Inspection and Service Requirements*

Inspection requirements for both upstream and downstream flap valves are as follows;

#### *3.2.2.1 General Access*

- Access path.
- Obstructing Vegetation.
- Handrailing.
- Gate
- Steep Banks

#### *3.2.2.2 Headwall*

- Brickwork.

#### *3.2.2.3 Clap valve Inspection and Service Requirements*

- Main flange frame.
- Headwall retaining fixings.
- Joint sealant condition between clap valve and headwall.
- Clap valve door.
- Hinge points - inspection and lubrication.
- Correct alignment.
- Obstructions.

### **3.3 Penstocks 1 & 2 and Debris Screen**



*Figure 5 - Upton Mill - Penstocks 1 & 2 & Debris Screen ///snack.cubs.being*

#### **3.3.1. Brief Description – Penstocks 1 & 2**

There are 2 No. Penstocks each operated by Rotork actuators that are located upstream of the mill stream. These regulate the water entering the millstream from the River Nene and are protected by a debris screen.

## REQUEST FOR QUOTATION

### 3.3.2 Inspection and Service Requirements

Inspection requirements for Upton Mill Penstocks 1 & 2 and their associated equipment are as follows;

#### 3.3.2.1 General Access

- Access path.
- Obstructing vegetation.
- Timber handrailing.
- Galvanised steel handrailing.
- Platform gantry.
- Gantry access panel.
- Steep Banks
- Gate

#### 3.3.2.2 Penstock 1 & 2 Inspection and Service Requirements

- Main frame condition including retaining fixings.
- Gate condition.
- Plastic paddle guides.
- Lead screw drive - inspection and lubrication.
- Lead screw drive to gate connection.

#### 3.3.2.3 Actuators 1 & 2 Inspection and Service Requirements

- General condition.
- Removal of top vertical cover to inspect and lubricate the screw drive.
- Operational testing to confirm correct functionality; upper/lower limits are correct along with suitable torque settings.
- Battery replacement.
- Cable tray condition.
- Cable condition.
- *If the actuators fail to operate, or if protective covers are required to be removed; ensure that the power supply is isolated and seek assistance from a qualified electrical engineer.*

#### 3.3.2.4 Debris Screen Inspection and Service Requirements

- Quantity of debris causing obstruction upstream of the debris screen.
- Quantity of debris within the debris screen.
- Condition of debris screen steel bars.
- Condition of securing fixings.

#### 3.4.2.5 Control System Service Requirements

- Control kiosk and panel general condition.
- Test panel warning and control lights for operation.
- Operational testing to confirm correct functionality; Manual operation from main and slave panels.
- Simulate auto operation from remote transponders
- Cable tray condition.

## REQUEST FOR QUOTATION

- Cable condition.

### 3.4 Penstock 3

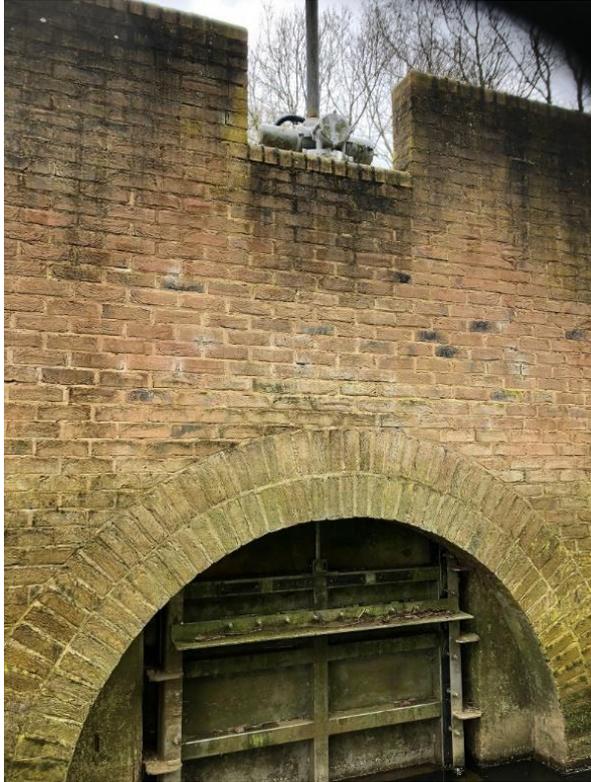


Figure 6 - Upton Mill - Penstock 3 ///insert.thick.swim

#### 3.4.1. Brief Description – Penstocks 3

There is a single penstock operated by a Rotork actuator located to the North of Upton Mill. This regulates the water captured in the Northwest catchment area and allows it to be released into the mill stream just upstream from the mitre gates.

#### 3.4.2 Inspection Requirements

Inspection requirements for Upton Mill Penstock No. 3 and its associated equipment are as follows;

##### 3.4.2.1 General Access

- Roadway/Bridge.
- Field Access
- Handrailing.
- Steep Banks

##### 3.4.2.2 Penstock 3 Inspection and Service Requirements

- Main frame condition including retaining fixings.
- Gate condition.
- Plastic paddle guides.
- Lead screw drive - inspection and lubrication.

## REQUEST FOR QUOTATION

- Lead screw drive to gate connection.

### *3.4.2.3 Actuator Inspection and Service Requirements*

- General condition.
- Removal of top vertical cover to inspect and lubricate the screw drive.
- Operational testing to confirm correct functionality; upper/lower limits are correct along with suitable torque settings.
- Battery replacement.
- Cable tray condition.
- Cable condition.
- *If the actuators fail to operate, or if protective covers are required to be removed; ensure that the power supply is isolated and seek assistance from a qualified electrical engineer*

### *3.4.2.4 Control System Service Requirements*

- Control kiosk and panel general condition.
- Test panel warning and control lights for operation.
- Operational testing to confirm correct functionality; Manual operation from main and slave panels.
- Simulate auto operation from remote transponders
- Cable tray condition.
- Cable condition.

# REQUEST FOR QUOTATION

## 4 Upton Outfall Penstocks



Figure 7 - Upton Outfall Penstocks - Upton Way //term.edgy.pram



Figure 8A - Upton Outfall Penstocks Control Cabinet and Gallery - Upton Way //term.edgy.pram

### 4.1.1. Brief Description – Upton Outfall Penstocks

There are 5 No. Penstocks each with a Rotork actuator to action each when required. These are however not connected to a mains electricity supply. These consequently require a mobile

## REQUEST FOR QUOTATION

generator to energise.

### 4.1.2 Inspection Requirements

Inspection requirements for Upton outfall penstocks are as follows.

#### 4.1.2.1 *General Access*

- Off highway access.
- Obstructing vegetation.
- Galvanised steel handrailing.
- Platform gantry.
- Handrailing.
- Access Steps.

#### 4.1.2.2 *Concrete Structure*

- Headwalls.

#### 4.1.2.3 *Penstocks No.s 1-5 Inspection and Service Requirements*

- Main frame.
- Securing fixings.
- Plastic paddle guides.
- Lead screw drive inspection and lubrication.

#### 4.1.2.4 *Actuators Inspection and Service Requirements*

- General condition.
- Cable tray condition.
- Cable condition.
- Inspection of actuators internal connections.
- Operational testing to confirm correct functionality; upper/lower limits are correct along with suitable torque settings.
- Battery replacement for each actuator.

#### 4.1.2.5 *Miscellaneous*

- Gauge board condition. Clean and check for verticality. Adjust as required.

# REQUEST FOR QUOTATION

## 5 Duston Mill



Figure 9 - Single Flap Valve - *///clouds.motion.minute* and Debris Screen - *///feels.hangs.ranges*

### 5.2.1 Brief Description – Single Flap Valve and Debris Screen

There is an outlet located at the Eastern side of the Duston Mill Reservoir. This outfall provides flood water relief from the Duston Mill reservoir into the River Nene when levels require. This is actioned through a single flap valve that has a diameter of 750mm. The inlet is protected by a debris screen located at the River Nene outlet.

### 5.2.2 Inspection Requirements

Inspection requirements for the flap valve and the weed screen are as follows;

#### 5.2.2.1 General Access

- Access path.
- Obstructing Vegetation.
- Handrailing.
- Steep Banks
- Limited Vehicular Access

#### 5.2.2.2 Single Flap Valve - Headwall

- Concrete headwalls.

#### 5.2.2.3 Single Flap valve - *///clouds.motion.minute* Inspection and Service Requirements

- Main flange frame.
- Headwall retaining fixings.
- Joint sealant condition between clap valve and headwall.
- Clap valve door.
- Hinge points - inspection and lubrication.

## REQUEST FOR QUOTATION

- Correct alignment.
- Obstructions.

### 5.2.2.4. Debris Screen - *///feels.hangs.ranges Inspection and Service Requirements*

- Quantity of debris causing obstruction.
- Quantity of debris within the debris screen.
- Condition of debris screen steel bars.
- Condition of securing fixings.
- Clear debris. Dispose on nearby banks.

## 6 Kislingbury



Figure 10 - Kislingbury - Flap Valve *///lame.sprint.legal*

### 6.2.1 Brief Description – Single Flap Valve

There is a 300mm diameter culvert through the embankment and discharging to the River Nene at the far western end of Upton Reservoir. This is protected with a flap valve.

### 6.2.2 Inspection Requirements

Inspection requirements for the flap valve are as follows;

#### 6.2.2.1 *General Access*

- Access path.
- Obstructing Vegetation.
- Post and Wire Fence

## REQUEST FOR QUOTATION

- Steep Banks  
Close to deep, flowing water

### 6.2.2.2 Headwall

- Concrete headwalls.

### 6.2.2.3 Clap valve Inspection and Service Requirements

- Main flange frame.
- Headwall retaining fixings.
- Joint sealant condition between clap valve and headwall.
- Clap valve door.
- Hinge points - inspection and lubrication.
- Correct alignment.
- Obstructions.

## 7 Kislingbury Sports Ground Flap Valve



Figure 10 - Kislingbury Sports Ground - Flap Valve [///branch.title.admits](#)

## **REQUEST FOR QUOTATION**

*Figure 10B - Kislingbury Sports Ground - Debris Screen ///free.dime.analogy*

### 7.2.1 Brief Description – Single Flap Valve

There is a 600mm diameter culvert through the embankment around Kislingbury playing fields and adjacent to Camp Lane at the far western end of Upton Reservoir. This is protected with a flap valve. Access to the valve is either via a gate off Camp Lane (chew.courier.merit) and across a small Pocket Park or via the playing field access road and around the football pitches.

### 7.2.2 Inspection Requirements

Inspection requirements for the flap valve are as follows;

#### *7.2.2.1 General Access*

- Access path.
- Obstructing Vegetation.
- Fencing.
- Gate.

#### *7.2.2.2 Headwall Inspection and Service Requirements*

- Concrete headwalls.
- Clear vegetation
- Remove silt from headwall apron

#### *7.2.2.3 Clap valve Inspection and Service Requirements*

- Main flange frame.
- Headwall retaining fixings.
- Joint sealant condition between clap valve and headwall.
- Clap valve door.
- Hinge points - inspection and lubrication.
- Correct alignment.
- Obstructions.

## 8 KISLINGBURY SPORTS GROUND DEBRIS SCREEN



Figure 12 - Kislingbury sports Ground Debris Screen ///free.dime.analogy

### 8.2.1 Brief Description – Steel Debris Screen

The upstream end of the 600mm culvert at Kislingbury Sports Field has a concrete headwall and is protected with a vertical, tubular steel debris screen.

### 8.2.2 Inspection Requirements

Inspection requirements for the screen are as follows;

#### 8.2.2.1 General Access

- Access Across Field.
- Vegetation
- Gate
- Steep Banks

#### 8.2.2.2 Screen and Headwall Inspection and Service Requirements

- Clear vegetation & debris
- Remove silt from headwall apron
- Inspect bank and headwall condition
- Inspect screen and fixings

# REQUEST FOR QUOTATION

## 9 Upton Barns Flap Valve Chamber



*Figure 11 - Upton Barns Flap Valve Chamber ///laying.judges.supply*

### 9.2.1 Brief Description – Single Flap Valve

There is a 525mm culvert across the field behind Upton Barns which discharges into the watercourse immediately upstream of Penstock No 3. Backflow is protected with a flap valve located on the outside face of a catchpit chamber.

The culvert pipe is close to the dry weather water level in the receiving watercourse. Consequently, the flap valve is regularly drowned.

### 9.2.2 Inspection Requirements

Inspection requirements for the flap valve are as follows;

#### 9.2.2.1 General Access

- Access Across Field.
- Fencing
- Gate

## REQUEST FOR QUOTATION

- Steep Banks

### *9.2.2.2 Headwall Inspection and Service Requirements*

- Clear vegetation
- Inspect bank condition

### *9.2.2.3 Clap valve Inspection and Service Requirements*

- Pump out standing water
- De-silt catchpit bed
- Water entry
- Main flange frame.
- Chamber retaining fixings.
- Joint sealant condition between clap valve and chamber wall.
- Clap valve door.
- Hinge points - inspection and lubrication.
- Correct alignment.
- Obstructions.

## 10 Mill Lane Culverts Net Screen



Figure 12 - Mill Lane Culverts Debris Screen ///mount.armed.vast

### 10.2.1 Brief Description – Net Debris Screen

The upstream end of the box culverts under Upton Mill Lane are protected with sheep netting that forms a rude debris screen.

## **REQUEST FOR QUOTATION**

### 10.2.2 Inspection Requirements

Inspection requirements for the screen are as follows;

#### *10.2.2.1 General Access*

- Access via nearby barn yard and across field.
- Vegetation
- Gate
- Steep Banks

#### *10.2.2.2 Screen Inspection and Service Requirements*

- Clear debris and vegetation
- Inspect net screen and fixings

**REQUEST FOR QUOTATION**

**APPENDIX 3. DRAFT NOTIFICATION OF KNOWN HAZARDS**

| <b>JOB INFORMATION SHEET</b>  |     |   |  |
|---|-----|---|--|
| CLIENT DIRECTORATE: Assets and Environment  |     |   |  |
| JOB NO: <b>UDM SC01</b>   |     | DATE: <b>May 2025</b>   |  |
| <b>DDC OFFICER:</b><br>(To be signed by Officer issuing works)  |     | <b>Steve Whelton</b><br> |  |
| <b>Contractor:</b><br>(Print name of company)   |     |   |  |
| <b>Signed:</b>  |     | Print Name  |  |
| BRIEF DESCRIPTION OF WORKS:<br><br><b>Inspection and servicing of reservoir mechanical and electrical and other installations</b> |     |   |  |
| LOCATION OF WORKS:<br><br><b>Upton Reservoir, Northampton. Duston Mill Reservoir, Northampton</b>                                 |     |   |  |
| <b>SIGNIFICANT RISKS IDENTIFIED BY CLIENT</b>   |     |   |  |
| <i>RISKS</i>  | YES | <i>RAMS<br/>req'd</i>   | <i>Comments/Controls</i>   |
| <i>Site boundaries</i>  |     |   |  |
| <i>Access difficulties</i>  | ✓   | No  | Access difficulties as described in Contract Data.                     |
| <i>Trees, vegetation</i>  | ✓   | No  | Low-level vegetation expected to be affecting access ramps, steps etc. |
| <i>Vehicle movements</i>  | ✓   | Yes   | Working close to busy dual carriageway                                 |

**REQUEST FOR QUOTATION**

| <b>RISKS</b>                                    | <b>YES</b> | <b>RA/MS<br/>req'd</b> | <b>Comments/Controls</b>   |
|---|------------|------------------------|--|
| <i>Proximity of general public</i>              | ✓          | Yes                    | Some work areas close to public paths and bridleways   |
| <i>Proximity to highway, footpath</i>           | ✓          | Yes                    | As above. Also, occasional movements of grazing animals along paths and bridleways                       |
| <i>Vermin (biological hazards)</i>              | ✓          | Yes                    | No significant vermin issues identified but assume rodents will be present in the vicinity of work areas |
| <i>Free flowing water and open water bodies</i> | ✓          | Yes                    | Structures and embankments alongside River Nene, Duston Mill Reservoir and Upton Mill Stream             |
| <b>Adjacent land use</b>                        |            |                        |  |
| <i>No hazards identified</i>                    |            |                        |  |
| <b>On site hazardous materials</b>              |            |                        |  |
| <i>Asbestos (consult register)</i>              | N/A        |                        |  |
| <i>Flammable materials</i>                      | N/A        |                        |  |
| <i>Toxins, pollutants, etc.</i>                 | ✓          | Yes                    | See above re vermin  |
| <i>Other</i>                                    | ✓          | Yes                    | Acid and Bromine water treatment chemicals   |
| <b>Location of services</b>                     |            |                        |  |
| <i>Electricity</i>                              | ✓          | Yes                    | Work on valves and control panel. Live services present  |
| <i>Gas</i>                                      | N/A        |                        |  |
| <i>Water</i>                                    | N/A        |                        |  |
| <i>Other</i>                                    | N/A        |                        |  |
| <b>Ground Conditions</b>                        |            |                        |  |
| <i>No hazards identified</i>                    |            |                        |  |
| <b>Existing structures</b>                      |            |                        |  |
| <i>N/A</i>                                      | N/A        |                        |  |

**REQUEST FOR QUOTATION**

| <b>RISKS</b>                      | <b>YES</b> | <b>RA/MS<br/>req'd</b> | <b>Comments/Controls</b>  |
|-----------------------------------|------------|------------------------|---|
| <b>Damage to structure</b>        |            |                        |   |
| N/A                               | N/A        |                        |   |
| <b>On site obstructions</b>       |            |                        |   |
| No significant hazards identified | N/A        |                        |   |
| <b>Client activities</b>          |            |                        |   |
| Dust, fumes, etc.                 | N/A        |                        |   |
| Hot works                         | N/A        |                        |   |
| Noise, vibration, etc.            | N/A        |                        |   |
| Pollutants, toxins, etc.          | N/A        |                        |   |
| Vehicle, plant movements          | N/A        |                        | Council will co-ordinate to avoid conflict with landscape management operations.                    |
| Client staff                      | N/A        |                        | As above  |
| Other                             | N/A        |                        |   |
| <b>Work Risks</b>                 |            |                        |   |
| Working at height                 | N/A        |                        |   |
| M and E elements                  | ✓          | Yes                    |   |
| Portable power tools              | ✓          | No                     | All tools to be well-maintained. Rechargeable tools preferred                                       |
| Excavations                       | X          |                        |   |
| Works near water                  | ✓          | Yes                    | Working within and adjacent to flowing and open water   |
| Manual handling                   | ✓          | Yes                    | Manhole cover and grating lifting. Handling of mitre gates, Flap valve actuation, penstock fittings |
| Hot works                         | ✓          | Yes*                   | *Should heat application be required to free off seized joints and fittings                         |
| Confined spaces                   | X          |                        |   |

**REQUEST FOR QUOTATION**

| <b>RISKS</b>                              | <b>YES</b> | <b>RA/MS<br/>req'd</b> | <b>Comments/Controls</b>   |
|---|------------|------------------------|--|
| <i>Delivery, waste restrictions, etc.</i> | ✓          | No                     | Silt removed from catchpits considered to include low levels of contamination including vegetation, detritus and animal waste. |
| <i>Temporary works</i>                    | N/A        |                        |  |
| <i>Plant, machinery use etc.</i>          | ✓          | Yes                    | Working with M & E Equipment   |
| <i>Potentially hazardous materials</i>    | ✓          | Yes                    | See above re silt and vermin.  |
| <i>Awkward, unusual materials</i>         | ✓          | Yes                    | As for manual handling above   |
| <i>Lone working</i>                       | ✓          | Yes*                   | *Lone working will be permitted for certain routine operations to be agreed with the Council                                   |
| <i>Poor mobile phone reception</i>        | N/A        |                        | Reception generally acceptable   |
| <i>Other contractors on site</i>          | N/A        |                        | See above re client operations   |
| <i>Other</i>                              | N/A        |                        |  |
| <b>Other risks</b>                        |            |                        |  |
| <i>No hazards identified</i>              | N/A        |                        |  |

**Contractors Guidance**

Contractors should make themselves and their staff aware, that this document should only be used as a guide to the work area described. Unforeseen hazards may be present on site and may not become obvious, until works have commenced. If a Contractor is unsure how to proceed or has any queries regarding Health and safety on site, they should contact the Council officer that issued the works order before continuing. Alternatively, the Councils Health and Safety offer can advise.

Contractors are advised to ensure they are in compliance with their duties under:

- The Health and safety at Work etc. Act 1974
- The Construction (Health, Safety and Welfare) Regulations 1996
- The Construction Design Management Regulations 2007
- The Control of Asbestos at Work Regulations 2006
- Or any other relevant legislation.

**Council Officers Guidance**

Contractors should be given all relevant information relating to Health and Safety that WNC should reasonably be able to locate. Asbestos register and Underground service information is available from corporate databases. Contractors should be given access to as-built drawings and details of properties under WNC ownership (*This information may not be required for works of a simple nature*).

# REQUEST FOR QUOTATION

## APPENDIX 4. DRAFT WORKS AUTHORISATION FORM

### Contractor Authorisation for commencement of works

|                      |                                  |                                     |   |
|----------------------|----------------------------------|-------------------------------------|---|
| <b>Team:</b>         | Assets & Environment             | <b>Scope and detail of works</b>    | Routine Maintenance & Servicing of Reservoir fixtures |
| <b>Service Area:</b> | Maintenance & Assurance          | <b>WNC Contact &amp; Telephone:</b> | Steve Whelton<br>07876 475694                         |
| <b>Location:</b>     | Upton and Duston Mill Reservoirs |                                     |   |

#### Contractor Details

|                                       |   |
|---------------------------------------|---|
| <b>Contractor Name:</b>               | <b>Contact details:</b>   |
| <b>Contract period:</b> 4 Years       | <b>Working hours/days:</b> 08:00 – 17:00<br><small>(see note iii)</small> |
| <b>From – To:</b> 01/04/25 – 31/03/29 |   |

#### Site Management during Works

WNC responsible for site **Yes No**      Is a separate Permit to Work required **Yes No**  
 What is the agreed frequency for monitoring      If YES give brief detail below: .....  
**During service operations**      .....  
 Are there any special conditions? (e.g. communication requirements, progress reporting)  
**Notification of service visits**

#### Essential Requirements

|   | Yes                                 | No                       | N/A                      |
|---|-------------------------------------|--------------------------|--------------------------|
| Have Risk Assessments/Method Statements been:   |                                     |                          |                          |
| (i) Provided to WNC representative  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Provided to Contractor's staff   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Has WNC representative provided relevant additional information? (e.g. known hazards) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has WNC representative carried out a "walkthrough" of the site                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insurance details checked?  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Spot checks on competency cards OK  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of equipment maintenance   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| All above satisfactory? <small>(see note vi)</small>                                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

#### Additional Safety Questions

|  | Yes                                 | No                       | N/A                                 |
|--|-------------------------------------|--------------------------|-------------------------------------|
| Has the Provision of welfare facilities for the contract been agreed?                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Have first aid facilities been agreed?   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Have appropriate controls been established to ensure coordination of works in shared workspace/site? | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| All above satisfactory? <small>(see note vi)</small>   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |

#### Commencement of Works Approved/Denied

(Delete as appropriate - see note vi)

Signed (WNC) .....

Date .....

Print Name .....

Position .....

**Signed as agreed on behalf of contractor:**

Signed .....

Date .....

Print Name .....

Position .....

**Work completion signatures:**

Signed .....

(On behalf of contractor)

Date .....

Print Name .....

Position .....

#### Contractor's site staff induction completed

| Name   | Yes                      | No                       |
|--|--------------------------|--------------------------|
| .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| All above satisfactory? <small>(see note vi)</small> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: Any change of site staff must be confirmed to WNC Representative prior to work commencing

## REQUEST FOR QUOTATION

### Contractor Authorisation for commencement of works

#### User Notes

- (i) This form is required to be completed prior to work commencing. Its intention is firstly as a final check that all safety requirements are in place and secondly to provide WNC with daily information about who is working on WNC property and where.
- (ii) This form applies to all contract work.
- (iii) The term contracts where agreed work is done at a time to suit the contractor, for example, choosing dry weather conditions for cutting grass, contractor must inform WNC contact **before work starts on each day**.
- (iv) Contract employees using certain types of plant, equipment and tools will be expected to carry competency cards e.g. CPCS card for operating a crane. Competency requirements will be requested at the contract stage and the WNC representative will be expected to carry out spot checks on no less than 1 job in 4 for tool operation and all work involving craneage and other heavy plant.
- (v) Evidence of maintenance includes statutory inspection of lifting equipment and pressure systems, portable appliance testing for all electrical equipment and visual inspection of general condition for all other equipment. Scaffolding will require an inspection programme to be in place.
- (vi) Work is not to proceed if there are any 'no' responses in tick boxes and the **COMMENCEMENT OF WORKS DENIED** highlighted.
- (vii) Agreed frequency of monitoring depends upon length of contract, complexity of the work and risks involved and WNC's confidence in the contractor which is largely based upon previous performance. For a contractor with significant risks to manage then the first site audit should be during the first week extending to weekly then monthly providing site management is satisfactory. Annual contracts should be audited at least twice.

**REQUEST FOR QUOTATION**

**APPENDIX 5. MECHANICAL AND ELECTRICAL INFORMATION**