**Tender NCCT43221**

**Automatic Doors and Windows for libraries**

**Contents**

1. **Introduction**
2. **What’s in the Scope**
3. **What We Expect**
4. **Documentation and Certification**
5. **Asset Identification**
6. **Instruction for Site Attendance and Health & Safety**
7. **Property and Portfolio Changes**

**1. Introduction**

Norfolk County Council (NCC) is seeking proposals from qualified and experienced providers to deliver the planned maintenance and statutory inspection of automatic doors and window systems across its libraries portfolio. The appointed provider will be responsible for the servicing, testing, certification, and reporting required to ensure these systems remain fully functional, secure, and accessible. A strong understanding of relevant compliance obligations and industry best practice is essential to support operational reliability, user safety, and adherence to accessibility standards. The provider must deliver this service in accordance with manufacturers instructions as well as NCC SOP023. The providers furthermore must be ADSA certified engineers.

The libraries estate consists of multiple sites requiring consistent and reliable operation of automatic access systems. The purpose of these inspections is to maintain safety, security, and accessibility standards while ensuring regulatory compliance. Regular maintenance will prevent faults, extend asset lifespan, and support uninterrupted service for staff and public users

**2.What’s in the Scope:**

* 1. **Automatic Doors**

1. Routine maintenance to prevent faults and ensure continued safe operation.
2. Replacement of worn or defective components such as sensors, motors, batteries and control units.
3. Certification and compliance check to meet industry regulations.

**2.2 Automatic Windows**

1. Inspection of seals, frames, and locking mechanisms to maintain security and energy efficiency.
2. Testing of automated window systems (if applicable) to ensure proper functionality.

**3. What We Expect**

**3.1 Planned & Remedial Work:**

1. The requirement covers the planned servicing, inspection, maintenance, and testing of plant listed above.
2. The Contractor shall provide a compliant, safe, and efficient maintenance service that ensures the continuous, reliable, and legally compliant operation of all relevant equipment.
3. The successful provider will be expected to ensure that assets are maintained for each planned inspection in line with manufacturer’s instructions as well as SOP023as applicable. The provider must inform NCC if there is a conflict between the requirements of the manufacturer instructions and the SOPs.
4. All operatives must hold the appropriate qualifications for the specific system they are working on.

**3.2 Reactive Call-Out and Maintenance Service Requirements:**

1. The successful contractor must provide a comprehensive 24-hour, 7-day-per-week reactive call-out service. All call-outs, whether emergency or non-emergency, require a response within 4 hours of notification**.** This response time applies consistently across weekdays, weekends, and out-of-hours periods.
2. Upon attending, the contractor is expected to make the situation safe. If immediate rectification is not possible (e.g., due to parts unavailability), the contractor must promptly notify the relevant NCC FM contact.
3. When on site, contractors must inspect all associated equipment for safe operation before leaving the site. Additionally, where similar plant or equipment are installed across multiple locations, contractors are expected to maintain a stock of common spare parts to support first-time fixes.

**3.3 Value and Complexity of Reactive Works**

1. The Client reserves the right, at its sole discretion, to procure certain reactive or replacement works outside of this contract where:
2. The nature or scale of the works is considered significant or capital in nature
3. The required works are part of planned or unplanned lifecycle replacement or major plant upgrade
4. The estimated value or complexity of the works exceeds what is considered minor or routine
5. Competitive market testing is deemed to be in the Client’s best interest
   1. **Opportunity to Quote**
6. In such cases, the Contractor appointed under this agreement may be invited to submit a quotation for the works but shall not have an automatic right to carry them out. The Client reserves the right to seek alternative quotations or deliver such works through separate procurement routes, particularly where enhanced value, specialist capability, or programme delivery considerations apply.
7. This arrangement does not affect the Contractor’s obligations to respond to and resolve day-to-day or urgent issues that fall within the expected scope of routine maintenance and reactive response under this contract.

**3.5 Monthly Reporting**

On a monthly basis the contractor is to provide a reporting summarising progress in the period and their planned works for the next two months. The report is to cover at a minimum:

1. Works planned for the period
2. Works achieved in the period including remedial activities.
3. Explanation of any differences
4. KPI progress in period (response times, documentation issued, downtime etc)
5. Summary of any health and safety issues or actions
6. Any issues, information or other action required from NCC
7. Two months forward look on planned work

**4. Documentation and Certification**

We require that certification and inspection documentation be received no later than 10 working days following each planned inspection.

**5. Asset Identification**

1. Asset values within Annex 2.4 are indicative, and we do expect there to be some variation. It is a requirement that the contractor will provide and maintain a full asset list for all plant and equipment they undertake works to. All assets are to be tagged with a unique reference number which will be agreed during mobilisation.
2. Annex 2.5 provides an example of the template that will need to be completed, further instruction on completing will be given once the contract has been awarded with the template subject to change if required.
3. A further objective in the asset identification is for the contractor to support NCC create a capital replacement plan for assets. The contractor will need to complete the make, model, and serial number information as well as including the approximate install date and suggested end of life of the asset.
4. An updated asset register will be issued by the contractor with 10 working days of completing any works.

**6. Instruction for Site Attendance and Health & Safety**

1. Site Access and Attendance Instructions
2. The Contractor must book all site visits in advance through the Council’s nominated representative or CAFM system, where applicable.
3. Upon arrival, engineers must report to site reception or designated contact, sign in and out, and comply with local access control procedures.
4. No site access is permitted without prior agreement except in emergency situations.
5. All personnel must carry:
   * Valid photo ID
   * Relevant trade and competency cards
   * Proof of DBS clearance where required (e.g., schools, care homes)
6. Operatives must be familiar with site-specific risk factors including asbestos registers, confined spaces, working at height zones, or vulnerable occupants.

**6.1 Hours of Work**

1. Normal working hours are 08:00–17:00, Monday to Friday, unless otherwise agreed.
2. Any planned works outside of these hours, including weekends and public holidays, require prior written approval.

**6.2 Health and Safety Requirements**

1. The Contractor shall ensure all works comply with the Health and Safety at Work etc. Act 1974, CDM Regulations 2015, and all other relevant UK legislation.
2. Prior to any works being undertaken, a site-specific Risk Assessment and Method Statement (RAMS) must be:
   * Submitted at least 48 hours in advance (for planned visits)
   * Approved by the Client’s representative before commencement
3. RAMS must cover all foreseeable hazards, including but not limited to:
   * Hot works, working at height, electrical safety
   * Manual handling, COSHH substances, pressure systems
   * Site-specific risks (e.g., asbestos, lone working, restricted access)
4. RAMS must include emergency procedures, first aid arrangements, and PPE requirements.

**6.3 Contractor Obligations**

1. All operatives must always wear appropriate PPE, including:
   * High-visibility clothing
   * Safety footwear
   * Gloves, eye protection, and face coverings where necessary
2. The Contractor is responsible for:
   * Maintaining a clean, safe working area
   * Isolating plant and systems safely in accordance with lock-out/tag-out (LOTO) procedures
   * Minimising disruption to building users
   * Displaying appropriate warning signage and barriers
   * Reporting any near misses, incidents, or unsafe conditions to the Client immediately

**6.4 Permits to Work**

1. High-risk activities (e.g. confined space entry, roof access) must be supported by a Permit to Work (PTW), issued and signed off by the site duty holder or nominated officer.
2. The Contractor must not commence any notifiable works without an approved PTW and, where required, coordination with the site’s Responsible Person.

**6.5 Asbestos Awareness**

1. All operatives must have valid UKATA or equivalent asbestos awareness training.
2. Before intrusive works are undertaken, the Contractor must consult and sign the asbestos register.
3. No work shall proceed if suspect materials are encountered—these must be reported immediately, and the area made safe.

**6.6 Witnessing / inspections**

1. During the works NCC will attend sites during planned activities to witness the works and check whether any permits are in place and whether RAMs are being followed.
2. It is anticipated for this to occur once per month, but the frequency may increase if frequent issues are found.
   1. **Portfolio and Property Changes**
3. The portfolios and properties that NCC manage will change over time and as new sites are added to this contractor, the parties will agree the additional scope of works and costs on a case-by-case basis.
4. For the avoidance of doubt the rates for new properties will be based upon the costs agreed for the most similar sites already priced as part of this tender.
5. If scope of work cannot be agreed at Value for Money Costs NCC reserve the right to buy from alternative sources without liability.