Addendum to Employers Requirements

Logistics Services and Other Centralised Requirements

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Version History:

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Introduction

This Addendum to Employers Requirements is contractually binding and should be accommodated within tender returns for all UCL works. It applies to construction projects, Engineering, Maintenance and Infrastructure works, and any trade contractor works for Estates, Facilities or a UCL Department. It sets out requirements for centralised logistics services, including construction logistics, construction waste, safe access routes, signage, hoardings and wraps. It also includes other centrally governed requirements including welfare, site-wide safety and construction management plans. The above contractors and their sub-contractors are to comply with these requirements.

UCL has appointed Wilson James Ltd as its Logistics Partner to manage and administer construction related deliveries and logistics services to UCL projects and other works. Throughout this document ‘construction related’ deliveries include deliveries associated with construction projects, Engineering, Maintenance (including reactive) and Infrastructure works, and any trade contractor works for Estates, Facilities or UCL Departments, within the geographical scope identified in Figure 1 below.
Figure 1: Geographical scope of the Logistics Service
Centralised Construction Logistics

1) The Logistics Partner operates a consolidation centre in Silvertown, London – the London Construction Consolidation Centre (LCCC). The use of this consolidation center by all contractors will be mandated for all goods and deliveries other than for direct-to-site loads; these are restricted to cement, aggregates, rebar, out of gauge materials and plant, pre-consolidated loads (where storage space on-site permits bulk deliveries), small tools and parcels and other specialized goods as agreed with UCL.

2) The Logistics Partner manages the Logistics Zone (LZ) in Gordon Square. This is the receiving point for ALL deliveries. Direct access to site will not be permitted to any construction related delivery through any UCL gate.

3) The LZ offers a small tools and parcels drop-off and collection service for contractors to use.

4) The contractor must ensure that all supplier deliveries to the consolidation centre and construction related deliveries to the LZ are scheduled through the Delivery Management System (DMS), and that they arrive at the pre-booked time. The DMS is a web-based scheduling system operated by the Logistics Partner.

5) Unscheduled deliveries to the consolidation centre, the Logistics Zone and campus gates will be refused access and will be turned away.

6) Contractors are to ensure that all materials (other than small tools and parcels) sent to the LCCC or requiring unloading at site or the LZ are palletised (or equivalent) to allow loading and unloading from vehicles using standard mechanical handling equipment.

7) Nominated representatives from each contractor company are required to attend training on the use of the DMS and logistics provision, which will be provided by the Logistics Partner every Thursday from 16:00h to 17:00h. Training is compulsory and must be undertaken at least 1 week before the project start on site date to enable use of the DMS system for booking deliveries to site. Contact Wayne Hail on email wayne.hail@wilsonjames.co.uk to book training and to obtain DMS log-in details.

8) Contractors are to ensure that access constraints to their site enable the distribution of materials within their site as the delivery lay-down area outside of the project boundary cannot be used for storage of materials.

9) The contractor must check and sign for all deliveries at the project site. The Logistics Partner will sign for deliveries using the LZ drop-off and collect service on behalf of the contractor.

10) The Logistics Partner holds insurance for storage, handling and goods in-transit where undertaken by the Logistics Partner; however the Contractor must ensure that appropriate insurance is obtained for damage to goods and materials at all other times.

11) Materials subject to damage from inclement weather must be appropriately packaged by the supplier. If the materials scheduled are not packaged to prevent damage from the weather then the contractor will be informed and action can be agreed.

12) Materials requiring specialist storage conditions or those that have a high individual value >£200K must be notified to the Logistics Partner.

13) All main contractors or their sub-contractors operating a LGV vehicle fleet must register with the Fleet Operator Recognition Scheme (FORS), or equivalent, and will achieve at least FORS bronze or equivalent, within one month of appointment. Continuous improvement will be demonstrated by achieving FORS silver or equivalent by the end of year 1 with ongoing improvements towards achieving FORs gold or equivalent demonstrated in subsequent years.
14) All contractors are required to provide delivery forecasts for the ‘consolidation centre’ and ‘direct to site’ deliveries, to the Logistics Partner on a monthly basis to enable accurate delivery planning. A template for these delivery forecasts will be provided on appointment.

**Booking Materials into the Consolidation Centre**

15) The contractor will order materials from his supplier informing them of the consolidation centre delivery location and then input the delivery date and time into the DMS using the scheduler to arrange the most convenient available unloading slot with their supplier.

16) The consolidation centre is available for receiving materials between Monday and Friday from 08:00h to 17:00h. Provision can be made by special arrangements outside of these hours in an emergency.

17) The DMS will allow the contractor to book material deliveries into the consolidation centre, up to 14:00h on the previous working week day.

18) The vehicle is expected to arrive at the consolidation centre within 15 minutes of its booking time.

19) The contractor will be informed through the DMS when the delivery has arrived. All contractors have the opportunity to be present when the materials arrive for inspection if they so wish.

20) The consolidation centre is not to be used for the storage or delivery of goods not destined for UCL sites.

**Storage at the LCCC**

21) UCL will allow contractors up to 21 days free storage at the consolidation centre, from the date their materials arrive.

22) Contractors will be able to view their stock holding through the DMS. The contractor is responsible for identifying each material by name or code and the DMS and the consolidation centre will refer to this information for selecting materials.

23) The DMS will warn contractors of the free storage expiry period. Contractors will be charged by UCL for periods of storage past the 21 day point at £4 per pallet (or pallet equivalent) per week.

24) Contractors will be able to visit the consolidation centre at any time during normal working hours, Monday to Friday 0800hrs – 1700hrs. Pre booking is required and 5 point PPE is mandatory for access to the warehouse area.

**Deliveries from the Consolidation Centre**

25) Contractors will book their materials from the LCCC by 14:00h (day 1) using the DMS. Materials will be picked the next day (day 2) and transferred to the LZ the following day (day 3). Contractors should be aware that materials will arrive on site from the LZ at some time during the booked day (day 3), and should assume they will be available for production use the day after the booked day.

26) The DMS will enforce this timeline, it should be noted that there are a fixed number of consolidated deliveries each day and once these are full the contractor will have to select another date.

27) Consolidated deliveries will be met by the logistics traffic marshal at the LZ and unloaded into project work-packages for their safe distribution to the project site.

28) Contact will be made with the contractor prior to all materials leaving the LZ to confirm the delivery time to site.
29) On site the Logistics Partner will unload goods outside of the contractor’s site boundary and provide horizontal distribution to an agreed delivery point as close as possible to the contractor’s site entrance. Contractors are responsible for accepting the goods at this location, and the immediate further distribution (horizontal and vertical) within their own site demise.

30) Where due to acts or omissions of the contractor the Logistics Partner is unable to deliver consolidated goods to the site, the delivery will be classed as a ‘failed delivery’ and returned to the consolidation centre. A redelivery fee of (currently) £96 per pallet (plus any additional storage charges incurred) may be recovered from the contractor by UCL.

Direct-to-site Deliveries

31) ‘Direct-to-site’ loads must book a delivery slot by 14:00 on the day prior to their delivery.

32) Direct-to-site deliveries must attend the LZ, where they will be met by the logistics traffic marshal and directed or escorted, through agreed safe routes to the unloading destination.

33) All contractors will inform their suppliers about the agreed routes the delivery agents must take to and from the LZ as these routes are agreed with Camden Council. The DMS will provide information and maps for the contractor to send to their suppliers.

34) All contractors, their sub-contractors and suppliers delivering goods or materials to UCL will adhere to the UCL ‘Site Rules for Drivers’, within the UCL Traffic Management Plan, which will be handed to them by security at each gate.

35) Small vans delivering small tools or parcels for construction will also be scheduled through the DMS. The drop-off and collect service at the LZ may be used for these goods/tools. The Contractor will be notified when the goods/tools have been received at the LZ and must arrange to collect them on the same day, as the LZ is not permitted overnight storage of any materials. A milk-round delivery service may be offered for these goods/tools where logistics resource is available. The contractor will be informed if this service is available.

Construction Waste

36) All construction related waste vehicles must be scheduled through the DMS and access site through the LZ. The main contractor will work with the Logistics Partner to provide safe access to the agreed waste loading area.

37) The contractor, as the waste producer, must comply fully with the Environmental Protection (Duty of Care) Regulations 1991, and meet their obligations under the waste hierarchy as defined in the Waste Management (England and Wales) Regulations 2011 (as amended).

38) The contractor must provide data to UCL on waste quantitates and disposal method including quantity of materials reused or recycled for waste produced at the end of the project.

39) For demolition activities each demolition contractor must provide their own disposal method for waste produced, and provide quantitative data to UCL at the end of the demolition work.

40) Hazardous waste as a minimum will be required to be segregated.

41) All contractors must identify in the Cost Schedule Addendum ER01 (attached to this document) their estimated quantity (tonnes) and cost of waste disposal.

42) Prior to tender UCL will predict the waste forecasts for each project based on industry benchmarks. This quantity will be compared to contractor predictions during the tender evaluation.
43) NOTE: It is the intention that during late 2015/early 2016 UCL will implement centralised construction waste removal, to improve control and compliance and increase reuse and recycling across all UCL construction projects. Demolition companies will not be able to utilise the centralised construction waste process unless they can provide evidence that the waste arising will be suitable. All contractors will be required to use the service for any new contracts let after the centralised waste service is implemented.

**Hoardings and Wraps**

44) The Logistics Partner will provide, maintain and remove site boundary hoardings for the agreed site demise, to the UCL specification. For all other hoardings the contractor will provide and maintain hoardings to the required UCL specification and remove such hoardings at the end of the project.

45) For site boundary hoardings the contractor must provide site boundary drawings and requirements to the Logistics Partner at least 6 weeks prior to start on site to enable the hoarding to be designed under the Temporary Works Design that meets UCL and local authority requirements. Unplanned alterations to hoardings will be undertaken by the Logistics Partner and costs may be recharged to the contractor.

46) All hoardings including Internal and temporary screens will comply with the UCL Mandatory Fire Safety Instruction M107. Project specific requirements will be included in the tender pack.

47) All external timber hoarding shall be WBP exterior grade, unless otherwise approved by UCL.

48) All timber used in the construction of hoardings shall be FSC or PEFC certified, and chain of custody certificate provided to UCL on request.

49) Where a building or scaffold wrap is to be installed the contractor will liaise with the UCL Communications Team at least 8 weeks prior to the planned installation of the wrap so as to ensure that the scaffold or wrap structural design, graphics design and materials used are compatible. Where a wrap is to be included on a scaffold this must be taken into account in the scaffold design.

50) At tender stage the cost and linear quantity of UCL compliant hoarding must be itemised in the Cost Schedule addendum ER01 attached to this document.

**Shared Areas, Safe Access Routes and Signage**

51) The Logistics Partner is responsible for all shared areas (walkways, roads, turning spaces, open spaces etc.) on campus. All storage areas (including waste storage) outside of the contractor’s site boundary will be controlled by and subject to the approval of the Logistics Partner.

52) The Logistics Partner will ensure the provision of safe access routes for students, staff, and other pedestrians including contractor staff and operatives through the provision of segregated routes for both foot and vehicular traffic in shared areas. The contractor must adhere to any constraints imposed by these ‘safe routes’

53) These safe routes will be regularly updated by the Logistics Partner as the programme of work evolves

54) The Logistics Partner will provide temporary construction way finding signage.

55) Contractors are required to provide site signage aligned to UCL branding requirements.
Site-Wide Safety

56) UCL require the highest standards in safety leadership from all its contractors. Contractors are expected to demonstrate their commitment to delivering projects that promote the health and safety of the workforce and staff, students and visitors to UCL. Poor safety performance will not be tolerated.

57) ‘Transforming UCL Safely’ is the safety message for the Transforming UCL programme of work. This message will be displayed on all site boards alongside contractor safety messages.

58) Five point PPE is to be worn as a mandatory requirement on all sites, with gloves and glasses worn during all site activities (subject to a risk assessment). PPE shall be clean and presentable. Contractor hi-vis jackets and vests shall be yellow in colour.

59) It is a mandatory requirement that hi-vis vests and jackets display the branding logo ‘Transforming UCL Safely’. Artwork must be acquired from UCL. Branding shall be applied at the contractor’s expense.

60) All contractor operatives and staff, working on UCL construction related works will be required to attend the UCL site-wide safety induction prior to obtaining their security pass. Access to site will not be permitted without a valid security pass.

61) Contractors are responsible for booking site-wide induction requests by contacting Emma Shirbon on email e.shirbon@ucl.ac.uk, and for providing relevant information regarding their employees and sub-contractors as requested to enable the issue of a UCL security pass.

62) Following the site-wide induction a UCL security pass will be issued to all attendees to give site access to specific parts of the UCL estate and centralised welfare facilities. The pass remains the property of UCL and must be worn at all times and shown on demand to UCL Security or Management personnel. UCL reserves the right to withdraw the pass at its discretion and may charge for the replacement of a lost or damaged pass. UCL operate a strict ‘no pass-no work’ policy.

63) The site-wide induction does not reduce the responsibilities of the contractor for safety, including the requirement for a site specific induction.

Centralised Site Welfare

64) UCL will provide centralised site welfare and office space for use by contractors, unless the contractor is notified otherwise on appointment. Contractors will avail themselves of these facilities, minimizing their requirement for office and welfare space within their site boundary.

65) At tender stage welfare costs must be included in the Cost Schedule Addendum ER01 (attached to this document) as separate line items identifying: office accommodation costs, site welfare costs, provision for toilets and drinking water, and number of site personnel and office based personnel accommodated. These items will only be drawn against should the contractor be required to provide their own welfare and / or office accommodation. Any cost adjustment will be valued by the UCL Quantity Surveyor.

66) The centralised welfare is the central access point for contractor staff and operatives, using the security pass system to assist in the control and recording of numbers of non-university stakeholders on site.

67) Where necessary, contractors remain responsible for the provision of site based facilities such as toilets and the provision of drinking water.
68) Contractors are required to ensure that their employees and sub-contractors do not utilise UCL catering, toilet facilities and social spaces which are maintained for the sole use of UCL students, staff and visitors.

69) Contractors are required to ensure appropriate use of the welfare facilities provided, ensuring that it is maintained in a clean and tidy condition and not to cause damage (willful or otherwise) to the facilities. Where information technology and services are provided for use by contractor management staff, the contractor is to ensure full compliance with UCL Information Services Division requirements. A copy can be provided on request.

70) Where follow-me printing is provided, its use will be monitored and capped and excessive costs recovered. Landline telephones will not be provided, other than for emergency.

71) Contractors are to demonstrate their compliance with the CDM Regulations for their employee welfare and provide records to UCL in support of this.

Construction Management Plans

72) Contractors are required to comply with the requirements outlined in the UCL Construction Management Plan (CMP) 2014, Issue 2, so as to reduce the impact of site activities on the surrounding environment.

73) Where specified in the Contract, the contractor will produce a Project Construction Management Plan that aligns with the UCL CMP, and will use the data collated on the UCL environmental monitoring network to undertake a monthly review of the impact of activities. The contractor may need to install additional monitoring equipment within the site boundary to further monitor the impact of the works and/or mitigation measures. Where the project is out of range of the monitoring network, appropriate monitoring equipment will be installed by the contractor, as agreed with UCL. The contractor is responsible for ensuring that the environmental monitoring thresholds for the project for noise, vibration and air quality (as appropriate) are not exceeded and for modifying working practices where pollution levels are approaching the pre-defined thresholds. The contractor is responsible for providing evidence of best practice initiatives and methodologies, to review the environmental monitoring data and to prepare documentation in response to any complaint received.
**Cost Schedule Addendum - ER01**

The following details are to be completed and submitted as an addendum to the cost schedule in the tender response, for evaluation.

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<td>Number of office personnel:</td>
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<td>Provision for site welfare accommodation</td>
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<td>Provision for toilets</td>
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*Price to exclude cost of Transforming UCL graphics, but hoarding or wraps must be designed so as to accommodate weight/density of graphics where these are required.*