1. Introduction

This Addendum to Employers Requirements is contractually binding and should be accommodated within tender returns for all relevant UCL Estates contracts. It applies to UCL Estates Project Contractors, Maintenance Contractors, Service Providers (collectively referred to in this document as ‘Estates Contractors’), and their sub-contractors and suppliers working for Estates, Facilities or a UCL Department, within the geographical scope identified in Figure 1 below.

It sets out requirements for centralised logistics services - including deliveries, external storage, construction waste, safe access routes, hoardings; and other centrally governed requirements including - welfare, office and internal storage space, site-wide safety, and construction
management plans. The above Estates Contractors, their sub-contractors and suppliers are to comply with these requirements.

UCL has appointed Wilson James Ltd as its Logistics Partner to manage and administer logistics services provision for Estates Contractor projects, works and services.

Figure 1: Geographical scope of the Logistics Service
2. Centralised Contractor 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. Direct-to-site loads are restricted to cement, aggregates, rebar, out of gauge materials and plant, pre-consolidated loads (where storage space on-site permits bulk deliveries), some Service Provider 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 is not permitted for any Estates Contractor delivery through any UCL gate.

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

4) The Estates Contractor must ensure that all supplier deliveries to the consolidation centre and 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 may be turned away.

6) Estates 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 Estates 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 starting on site to enable use of the DMS system for booking deliveries to site. Contact Edgar Garen on email: edgar.garen@wilsonjames.co.uk to book training and to obtain DMS log-in details.

8) Estates Contractors are to ensure that access constraints to their site/work area enable the distribution of materials within their site/work area, as the external delivery point outside of the project/work area boundary cannot be used for storage of materials.

9) The Estates Contractor must check and sign for all deliveries on receipt at the delivery point. The Logistics Partner will sign for deliveries using the LZ drop-off and collect service on behalf of the Estates Contractor.

10) The Logistics Partner holds insurance for storage, handling and goods in-transit where undertaken by the Logistics Partner; however, the Estates 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 for delivery are found not to be appropriately packaged to prevent damage from the weather, then the Estates Contractor will be informed so that 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 Estates Contractors or their sub-contractors operating a LGV must engage with the (Construction Logistics and Cyclist Safety) CLOCS scheme and 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. The Estates Contractor will monitor compliance in its supply chain and UCL will undertake an assurance role.

14) All Estates Contractors are required to provide monthly delivery forecasts for the ‘consolidation centre’ and ‘direct to site’ deliveries, to the Logistics Partner to enable accurate delivery planning.

**a) Booking Materials into the Consolidation Centre**

15) The Estates 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 to arrange the most convenient available unloading slot with their supplier.

16) The consolidation centre is available for receiving materials between Monday and Thursday from 07:30h to 17:30h and Friday from 08:00h to 16:00h. Provision can be made by special arrangements outside of these hours in an emergency.

17) The DMS will allow the Estates 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 Estates Contractor will be informed through the DMS when the delivery has arrived. All Estates 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.

**b) Storage at the LCCC**

21) UCL will allow Estates Contractors and their sub-contractors up to 21 days free storage at the consolidation centre from the date the materials arrive.

22) Estates Contractors will be able to view their stock holding through the DMS. The Estates 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. If the Estates Contractor delegates responsibility for booking goods into the LCCC to its sub-contractor, then local arrangements need to be in place between the two parties to ensure that the stock is managed, as the Estates Contractor will be unable to see or call-off stock from the DMS that is held by its sub-contractor.

23) The DMS will issue a warning notification of the expiry of the free storage period to the contractor responsible for the goods. Estates Contractors will be charged by UCL for periods of storage past the 21-day point at £4.12 per pallet (or pallet equivalent) per week. (This rate is reviewed annually in September and is subject to increase each year in line with the RPI increase).

24) Estates Contractors will be able to visit the consolidation centre at any time during the above I working hours. Pre-booking is required and 5 point PPE is mandatory for access to the warehouse area.
c)  **Deliveries from the Consolidation Centre**  
25) Estates 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). Estates Contractors should be aware that materials will arrive at the site/work area 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 Estates Contractor must select another date.

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

28) Contact will be made with the Estates Contractor prior to materials leaving the LZ to confirm the delivery time and enable the delivery to be met.

29) On campus, the Logistics Partner will unload goods to an agreed delivery point. The delivery point will be the nearest available outside space to the site entrance or work area. Estates Contractors are responsible for accepting the goods at this location, and the immediate further distribution (horizontal and vertical) within their own site demise or UCL building.

30) Where due to acts or omissions of the Estates Contractor the Logistics Partner is unable to deliver consolidated goods to the delivery point, the delivery will be classed as ‘failed’ and returned to the consolidation centre. A redelivery fee of (currently) £96.74 per pallet (plus any additional storage charges incurred) may be recovered from the Estates Contractor by UCL.

d)  **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 Estates Contractors will inform their suppliers about the agreed routes that the delivery agents must take to and from the LZ as these routes are agreed with Camden Council. The DMS provides a link to this information and maps for the contractor to send to their suppliers (see the ‘Important Logistics Information’ link on the DMS).

34) All Estates 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 Estates Contractors will be scheduled through the DMS. The drop-off and collect/delivery service at the LZ may be used for these goods/tools. The Estates Contractor will be notified when the goods/tools have been received at the LZ and (unless the delivery option has been selected) must arrange to collect them on the same day. The LZ is not permitted overnight storage of any materials. A milk-round delivery service is available through the DMS for these goods/tools.

36) The UCL campus is not suitable for Articulated Vehicles of any size, and can only be accommodated by special arrangement.

37) No parking is permitted on the UCL Campus, other than for unloading purposes only.
3. Construction Waste

38) All Estates Contractor waste vehicles must be scheduled through the DMS and access site through the LZ. The Estates Contractor will work with the Logistics Partner to provide safe access to the agreed waste loading area.

39) The Estates 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).

40) The Estates Contractor must provide data to UCL on waste quantitates and disposal method (including quantity of materials reused or recycled) for waste produced, as requested by UCL.

41) 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.

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

43) All Estates Contractors undertaking project work must identify in the Cost Schedule Addendum ER01 (attached to this document) their estimated quantity (tonnes) and cost of waste disposal. 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.

4. Hoardings and Wraps

44) The Logistics Partner will provide, maintain and remove site boundary hoardings (where they are required for Project work) for the agreed site demise, to the UCL specification. For all other hoardings, the Estates 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 Estates 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. Alterations to hoardings can be undertaken by the Logistics Partner and costs may be recharged via UCL to the Estates Contractor.

46) All hoardings including Internal and temporary screens will comply with the UCL Mandatory Fire Safety Instruction MI07.

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 Estates Contractor will liaise with the UCL Estates Communications Team, and allow at least 8 weeks prior to the planned installation of the wrap to ensure that the scaffold or wrap structural design, graphics design and materials used are compatible.

50) Where hoarding is required, 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.
5. Shared Areas, Safe Access Routes and Signage

51) The Logistics Partner is responsible for all outside shared areas on campus (walkways, roads, turning spaces, open spaces etc.). Any request to use external shared space for site compounds, waste storage, DCUs, scaffold (including install) etc. will be through a formal space application process, subject to approval by the Logistics Partner in consultation with UCL. Use of outside shared space will be granted under licence for the period advised. UCL access will be retained at all times.

52) The Logistics Partner will ensure the provision of safe access routes for students, staff, and other pedestrians including Estates Contractor staff and operatives through the provision of marshaled vehicle movements in shared areas. The Estates Contractor, its sub-contractors and suppliers must adhere to any constraints imposed by these ‘safe routes’. Safe routes will be regularly reviewed by the Logistics Partner as the programme of work evolves.

53) Estates Contractors are required to provide site signage aligned with UCL branding requirements.

6. Site-Wide Safety

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

55) PPE shall be appropriate, clean and presentable. Estates Contractor hi-vis jackets and vests shall be yellow in colour. 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 Estates Contractor’s expense.

56) All Estates Contractor operatives and staff, working at UCL will be required to attend the UCL site-wide induction, after which a UCL security pass will be issued to provide site access to specific parts of the UCL estate and (where appropriate) 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.

57) Estates 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.

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

7. Centralised Welfare, Offices and Storage Provision

59) UCL will provide appropriate welfare, office and storage space as required for use by Estates Contractors, unless the contractor is notified otherwise. These facilities will be issued under licence for the period advised. UCL access will be retained at all times. Estates Contractor will avail themselves of the facilities offered.

60) UCL is seeking to optimise off-campus storage for its Estates Contractors and there is the possibility that during the contract period, on-campus storage may be replaced by off-campus
storage with ‘just-in-time’ delivery to campus. The Estates Contractor will endeavor to accommodate this change if required to do so by UCL.

61) Estates Contractors are required to ensure that their employees, sub-contractors and suppliers do not utilise UCL catering, toilet facilities and social spaces which are maintained for the sole use of UCL students, staff and visitors.

62) Where information technology and services are provided, the Estates Contractor is to ensure full compliance with UCL Information Services Division requirements. A copy can be provided on request. Landline telephones will not normally be provided, other than for emergency use.

63) For project work, Estates Contractors are to demonstrate their compliance with the CDM Regulations for their employee welfare and provide records to UCL in support of this. Where necessary, Estates Contractors remain responsible for the provision of project site-based facilities such as toilets and the provision of drinking water.

64) For project work, 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 Estates Contractor be required to provide their own welfare and/or office accommodation. Any cost adjustment will be valued by the UCL Quantity Surveyor.

8. Construction Management Plans

65) All Estates Contractors working on project work are required to comply with the requirements outlined in the UCL Construction Management Plan (CMP) 2014, Issue 2, to reduce the impact of site activities on the surrounding environment.

66) Where specified in the Contract (usually for larger projects only), the contractor will produce a Project Construction Management Plan that aligns with the UCL CMP. Depending on the scope of work, the contractor may need to install environmental monitoring equipment within or beyond the site boundary to monitor the impact of the works and/or mitigation measures, as agreed with UCL. The contractor is responsible for ensuring that project specific environmental monitoring thresholds 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 agreed with UCL. The contractor is responsible for providing evidence of best practice initiatives and methodologies, to review the environmental monitoring data and share results with UCL, and to prepare documentation in response to any complaint received.
Cost Schedule Addendum - ER01

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

<table>
<thead>
<tr>
<th>Unit</th>
<th>Number or Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Welfare</strong></td>
<td></td>
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<tr>
<td>Number of desks required (including hot desks):</td>
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</tr>
<tr>
<td>Number of office personnel:</td>
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</tr>
<tr>
<td>Number of site operatives:</td>
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</tr>
<tr>
<td>Provision for office accommodation</td>
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</tr>
<tr>
<td>Provision for site welfare accommodation</td>
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<tr>
<td>Provision for drinking water</td>
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<tr>
<td>Number of drinking water stations:</td>
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</tr>
<tr>
<td><strong>Waste</strong></td>
<td></td>
</tr>
<tr>
<td>Total predicted waste quantities arising (tonnes)</td>
<td>Tonnes</td>
</tr>
<tr>
<td>Total predicted cost for waste disposal</td>
<td>£</td>
</tr>
<tr>
<td><strong>Hoardings and Wraps</strong></td>
<td></td>
</tr>
<tr>
<td>Total linear meters hoarding, including gates and doors (Note: the Logistics Partner will provide site boundary hoarding only)</td>
<td>Linear m</td>
</tr>
<tr>
<td>Total cost for UCL compliant hoarding installation *</td>
<td>£</td>
</tr>
<tr>
<td>Total m² scaffold wrap (where required)</td>
<td>m²</td>
</tr>
<tr>
<td>Total cost of UCL compliant scaffold wrap*</td>
<td>£</td>
</tr>
</tbody>
</table>

*Price to exclude cost of Transforming UCL graphics, but hoarding or wraps must be designed to accommodate weight/density of graphics where these are required.