

TECHNICAL SPECIFICATION

For the Provision of Maintenance Services Issued by



For: Legionella and Pseudomonas Sampling and Testing

Tender Reference Number: LGM37147

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Introduction

This document provides full details of the Authority's requirements for the provision of Legionella and Pseudomonas Sampling and Testing.

You are required to complete all sections in the accompanying Invitation to Tender response document (ITT), and provide pricing in the accompanying Pricing Schedule.

You are responsible for ensuring that all services provided are in line with the following specification.

Please note any bids received that deviate from any aspect of this Technical Specification will be classed as variant bids, and bidders may be excluded from the procurement process.

Contract overview

University Hospitals of Morecambe Bay NHS Foundation Trust "the Authority" is seeking to contract for the provision of a service listed to ensure that their systems are kept in a safe and reliable working order, and to ensure conformity with, but not limited to, the following:

- Health Technical Memorandum 04-01: Safe water in healthcare premises, Part B: Operational management
- Standing Committee of Analysts - The Microbiology of Recreational and Environmental Waters (2015)
- Standing Committee of Analysts - Microbiology of Drinking Water
- ISO 11731: 2017 Water quality — Enumeration of Legionella
- ISO/IEC 17025:2017 General requirements for the competence of testing and calibration laboratories
- UKAS accreditation for each particular type of test
- PHE - Examining food, water and environmental samples from healthcare environments - Microbiological guidelines 2020
- This list is not exhaustive and other applicable guidance and legislation is to be considered and accounted for.

The winning Contractor will be required to provide the service in accordance with the above, and the requirements set out in this Technical Specification.

The Authority reserves the right to delete from or add to this programme as may be dictated by circumstances from time to time. This may include any equipment or testing that has inadvertently been missed from the maintenance programme. In the event areas are added, they will be charged in accordance with the pricing submitted as part of this tender.

Lots

This contract will be awarded in a single lot to a single supplier.

Contract period

The contract is due to commence on 1st July 2026 and is intended to remain in place for an initial period of three years with the option to extend for further two one-year periods (3+1+1). This will be subject to the satisfactory performance of the Contractor.

Location and sites

Name and address of sites where the contract will be carried out:

- Royal Lancaster Infirmary (RLI), Ashton Road, Lancaster, Lancashire LA1 4RP
- Queen Victoria Hospital (QVH), Thornton Road, Morecambe, Lancashire LA4 5NN
- Furness General Hospital (FGH), Dalton Lane, Barrow-In-Furness, Cumbria LA14 4LF
- Westmoreland General Hospital (WGH), Burton Road, Kendal, Cumbria LA9 7RG
- Millom Hospital, Lapstone Road, Millom, LA18 4BY

Sites may be added or removed during the term of the contract at the discretion of the Trust.

Working hours

Normal working hours are between 07:00 and 17:00 Monday to Friday. Work is to be undertaken between these hours unless specifically stated otherwise.

Contract Requirements and Level of Cover

Legionella and Pseudomonas Sampling and Testing

The Authority is looking to procure sampling and laboratory analysis provision for the monitoring of Legionella and Pseudomonas Aeruginosa within its healthcare premises water systems.

The Contractor will be required to provide competent staff to attend sites at prescribed intervals and locations to take pre flush water samples for analysis.

The Contractor will then arrange analysis by a competent UKAS accredited laboratory.

Results will then be presented to the Authority as set out below.

The Contractor may be asked to carry out additional sampling and analysis following a positive sample or due to refurbishment or alteration of a system. The cost of these tests will be additional to the contract sum and based on the schedule of rates provided in the Pricing Schedule.

Supplementary/reactive samples should be taken (pre AND post flush) as per HTM04-01 Part B appendix E and samples analysed as per HTM04-01 appendix F. Cost for this service and any ad-hoc work is not included within the main contract price and will be charged for in addition to the main PPM cost in line with the prices submitted in the additional costs tab of the Pricing Schedule.

The scope of this contract is limited to sampling and analysis and does not include undertaking risk assessments or any remedial work.

Frequency and Number of Tests

Legionella sampling and testing to be carried out on a **six-monthly** basis:

Site	6-monthly test	6-monthly test	Total tests per year
RLI incl. QVH	111	111	222
FGH incl. Millom H	36	36	72
WGH	15	15	30
TOTAL	162	162	324

Pseudomonas sampling and testing to be carried out on a **six-monthly** basis:

Site	6-monthly test	6-monthly test	Total tests per year
RLI incl. QVH	154	154	308
FGH incl. Millom H	136	136	272
WGH	36	36	72
TOTAL	326	326	652

All analyses are to be provided by a competent UKAS accredited laboratory.

Procedure for the collection of water samples – Method Statement

1. Liaise with site supervisor and ensure access to specified areas is acceptable.
2. The Hot Water Outlet is sterilised using a hand pump spray bottle and sodium hypochlorite solution. This is left to stand for two minutes.
3. The water outlet is opened and allowed to run for a minimum of three minutes.
4. The sterile water sample bottle is opened and quickly filled without it allowed to touch the tap until full and the screw cap is immediately tightened.
5. The bottle is then labelled and taken to the laboratory in the next 24 hours for analysis during which time it is stored in a cool box or fridge.
6. The Cold Water Outlet is sterilised using a hand pump spray bottle and sodium hypochlorite solution. This is left to stand for two minutes.
7. The water outlet is opened and allowed to run for a minimum of three minutes.
8. The sterile water sample bottle is opened and quickly filled without it allowed to touch the tap until full and the screw cap is immediately tightened.
9. The bottle is then labelled and taken to the laboratory in the next 24 hours for analysis during which time it is stored in a cool box or fridge.

10. The Mixed Water Outlet is sterilised using a hand pump spray bottle and sodium hypochlorite solution. This is left to stand for two minutes.

11. The mixed water outlet is opened and allowed to run for a minimum of three minutes

12. The sterile water sample bottle is opened and quickly filled without it allowed to touch the tap until full and the screw cap is immediately tightened.

13. The bottle is then labelled and taken to the laboratory in the next 24 hours for analysis during which time it is stored in a cool box or fridge.

Phone Support

The Authority requires access to a 24/7 telephone support service as part of the contract.

Reporting

A detailed report outlining all services/sampling that have taken place must be completed after each round of testing and an electronic copy emailed to the named Officers within one week.

Laboratory results will be issued electronically via email to designated Authority's staff and in addition a spreadsheet provided by the Authority will be populated with results to allow the Trust to upload the data into their compliance monitoring system.

Details will be provided at the implementation meeting.

If the Contractor operates a portal allowing Authority to access data remotely including current and historical information, then details are to be provided with the tender return for review.

Accreditations

ISO/IEC 17025 accreditation must be held by the laboratory testing facility. UKAS accreditation is required for each particular type of test.

Training

At least water hygiene training to BSEN ISO 5677 for water sampling is required from the member(s) of Contractor's staff carrying out sampling under the contract.

Contractor's Responsibilities

All work must be carried out with minimal disruption to Authority staff and hospital occupants.

While on site the Contractor and its staff must comply with the requirements of the Health and Safety at Work Act 1974 and other relevant legislation, including regulations and codes of practice issued and with the Authority's own policies and procedures.

All new Contractors attending site for the first time must go through a Maintenance Site Induction.

All Contractors must report to the Estates Office and sign in before commencing work during normal working hours. For out of hours call outs, the Contractor should report to the location of the unit where they will be met by an Estates Officer. Arrangements to be made for access to area where work is to be performed.

A *“Permit to Work System”* is in operation at the sites and the Contractor must comply with such procedures.

It is imperative all Contractors sign out before leaving site.

Visits to the locations are not permitted without the consent of the authorised officer.

All Contractors’ employees who attend site shall be DBS checked by the Contractor.

The Contractor shall provide its staff with a form of identification acceptable to the Authority. This must always be displayed whilst on site.

Following the Authority’s site induction, the Contractor’s staff will be provided with identification which must be worn while on site.

The Contractor shall cause as little interference as possible with other activities in or near the locations.

The Contractor shall have awareness training for Asbestos and will report any concerns to the Trust’s Estates Department.

In the event the Contractor enters the hospital buildings then compliance with all current NHS/Hospital guidelines is mandatory.

Contractor’s Tools and Equipment

The Contractor shall provide all necessary transport and equipment, including but not limited to; tools, instruments, test kits, PPE, access equipment, temporary barriers and signage, and first aid equipment necessary to carry out the work safely and as detailed in the Control of Contractors documents.

Documents

Method Statements, Risk Assessments, and sample reports should be included with bidders’ submissions.

Reviews

The Authority requires an implementation meeting with the winning Contractor to be carried out at the start of the contract. This will include a site visit and induction.

Thereafter, the Authority reserves the right to request regular and/or ad-hoc review meetings. The schedule and agenda should be agreed at the initial implementation meeting.

Review meetings will typically cover:

- Planned visit completion review.
- Response and resolution times for un-planned work.

- Review and agreement of the value of any additional works.

Invoicing and Payment Terms

The Authority will raise an upfront order for the full contract duration. Invoicing is required in arrears after each batch of tests and invoices will be based on work carried out.

Invoices must be clearly marked with the current purchase order number with full details of the services provided.

Any additional services will require a quotation with a full cost breakdown; no work should be undertaken before a separate purchase order is received.

Sample Locations

Please see the accompanying lists below for sample locations.

- UHMB Legionella Sample Locations
- UHMB Pseudomonas Sample Locations

Terms and Conditions

Bidders should be aware any contracts arising from this procurement process shall be subject to the NHS Conditions for the Provision of Services with Maintenance Schedule. A copy can be obtained from:

<https://www.procurementservices.co.uk/media/x5wkkzgw/nhs-terms-conditions-provision-of-services-po-version-pa23.pdf>