

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 5 PART 7

OPERATING COMPANY OFFICES AND DEPOTS

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SCOTTISH MINISTERS' REQUIREMENTS

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OPERATING COMPANY OFFICES AND DEPOTS

1. OPERATING COMPANY OFFICES AND DEPOTS

1.1 Operating Company Central Office

- 1.1.1 The location and details of the Central Office shall be as referred to in Annex 5.7/A of this Part.
- 1.1.2 The Operating Company shall not change the location or any other material aspect of the Central Office without the prior written consent of the Director. An application to change the location or any other material aspect of the Central Office shall be made by the Operating Company in writing to the Director. This shall contain details of the proposed change. The Director shall consent to or reject in writing any such application within 14 days of receipt.
- 1.1.3 Within the Central Office, the Operating Company shall provide an office for the exclusive use of the Director's and the Performance Audit Group's staff. This office shall be available during all normal working hours and be accessible through the normal office reception area. This office shall be capable of accommodating up to four people and be provided with furniture and equipment that allows the Director's and the Performance Audit Group's staff to operate efficiently. As a minimum, this office shall:
- (i) have a lockable door with keys for the exclusive use of the Director's and the Performance Audit Group's nominated staff,
 - (ii) have heating, lighting and four power supply points per desk,
 - (iii) be maintained and serviced by the Operating Company to the same standard as the rest of the Central Office,
 - (iv) have desks and chairs compliant with the European Union directions for working at computers,
 - (v) have a colour laser printer capable of printing A4 and A3 sheets, with connections suitable for a laptop computer using a universal series bus 2.0 connection and certified under the European Union Energy Star Programme. The printer must be capable of being used using the HP universal driver,
 - (vi) have a broadband connection to the internet that runs at not less than 4Mb/second and has no download or upload limits with at least one network cable at each desk,
 - (vii) have a wireless broadband connection to the internet that runs at not less than 4Mb/second and has no download or upload limits. This connection shall be separate from and in addition to the broadband connection referred in (vi) above and shall be for use of the Performance Audit Group,
 - (viii) have a scanner capable of scanning documents up to A3 in size with connections suitable for a laptop computer,

- (ix) have a supply of A4 and A3 paper for the printer which is made from 100 percent recycled sources and maintained and replenished by the Operating company throughout the Contract Period,
 - (x) have a supply of printer consumables for the printer maintained and replenished by the Operating Company throughout the Contract Period, and
 - (xi) have an A3/A4 photocopier with paper made from 100 percent recycled sources, both of which shall be certified under the European Union Energy Star Programme.
- 1.1.4 The Operating Company shall provide at least two separate video conferencing facilities at its Central Office and allow the Director and the Performance Audit Group access and use of such video conferencing facilities when required.
- 1.1.5 The Operating Company shall ensure that the Director's and the Performance Audit Group's staff has full access to welfare facilities within the Central Office including toilets, hot water, rest areas and fresh water.
- 1.1.6 The Operating Company shall ensure that a minimum of four parking spaces within the Central Office car park are reserved and available for the use of the Director's and the Performance Audit Group's staff.
- 1.2 Operating Company's Control Room**
- 1.2.1 The location and details of the Operating Company's control room shall be within its Central Office as referred to in Annex 5.7/A of this Part.
- 1.2.2 The Operating Company shall not change the location or any other material aspect of the control room without the prior written consent of the Director. An application providing full details of the proposed change of location or any other material aspect of the control room shall be made by the Operating Company in writing to the Director. The Director shall consent to or reject in writing any such application within 14 days of receipt.
- 1.2.3 The Operating Company's control room shall:
 - (i) enable the Operating Company to provide a single point of contact for all of its Operations,
 - (ii) provide an environment which is suitable to support decision making,
 - (iii) enable the Operating Company to efficiently manage, coordinate and control its Operations,
 - (iv) enable the Operating Company to coordinate and support working outwith the Unit, including dealing with emergencies, roadworks, Incidents, and winter resilience issues,
 - (v) operate on a 24 hours a day, seven days a week basis,
 - (vi) have sufficient, suitable workstations for all staff working at computers,
 - (vii) enable the Operating Company to access, view and use real-time data from various sources including closed circuit television feeds from the Traffic Scotland Operator's website, weather station closed circuit television, remote monitoring sites, road sensors, the locations of vehicles fitted with a

geographical positioning system and weather forecasting service data for Severe Weather and Winter Service Operations,

- (viii) have information and communication technology systems that can access all Records relating to the Trunk Road network as required to support the delivery of Operations, and
- (ix) enable the Operating Company to view anemometer wind speed displays from existing anemometers associated with the operation of Structures and the Trunk Road network.

1.3 Sub-Offices and Depots

1.3.1 Details of the Operating Company's sub-offices and depots shall be as referred to in Annex 5.7/A of this Part. This shall include the location and layout of each sub-office and depot, the Operations that shall be executed from each sub-office and depot, and the fleet management and maintenance activities to be undertaken at each sub-office and depot.

1.3.2 The Operating Company shall require prior written consent from the Director for:

- (i) any change in the location of any sub-office or depot, and
- (ii) a change in the Operations to be executed from any sub-office or depot.

The Operating Company shall submit an application in writing to the Director with details of the proposed change. The Director shall consent to or reject in writing any such application within 14 days of receipt.

1.4 Quarries and Tips

1.4.1 Details of the quarries and tips which Operating Company proposes to use for disposal of construction waste and all other waste shall be as referred to in Annex 5.7/A of this Part.

1.5 Material Stocks

1.5.1 The Operating Company shall not use or sell materials from its stocks for works which are not connected with this Contract.

1.5.2 The Operating Company shall ensure the safety and security of the materials in its depots.

1.5.3 The Operating Company shall maintain an inventory of the material stocks held at each depot and produce a monthly statement of the quantities of stocks held within the Unit. This monthly statement shall be held at the Central Office.

1.5.4 The Operating Company shall maintain sufficient stock levels to ensure compliance for the replacement of equipment during maintenance Operations to comply with the Specification.

1.6 Transport Scotland Property held by the Operating Company

1.6.1 An indicative list of all Transport Scotland property available for use under this Contract can be found in Annex 5.7/B of this Part. No later than 30 days before the end of the Mobilisation Period, the Operating Company shall review this list in conjunction with the outgoing operating company and provide a report to the Director confirming the details of all Transport Scotland property available for use under this Contract. This report shall include:

- (i) a description of all items,
 - (ii) details of the quantities of the items,
 - (iii) the location of the items, and
 - (iv) the condition of the items.
- 1.6.2 The Operating Company shall maintain the inventory of all Transport Scotland property. This shall contain a description of each item, the quantity, location and condition of all items and a record of the deployment or use of the items.
- 1.6.3 Subject to an Order, the Operating Company shall make arrangements with the outgoing operating company for the transfer of any items of Transport Scotland's property from the outgoing operating company's premises to the Operating Company's premises prior to the Commencement of Service Date.
- 1.6.4 The Operating Company shall provide safe and secure storage for all items of Transport Scotland property to prevent degradation of any item of Transport Scotland property. The Operating Company shall replace at no cost to the Director, any item of Transport Scotland property that is stolen or damaged whilst stored at its premises or on the Unit.
- 1.6.5 The Operating Company shall take possession of the Transport Scotland items and materials listed in Annex 5.7/B of this Part from the Commencement of Service Date. The Operating Company shall store, maintain, deploy and return to store all items of Transport Scotland property used to execute Operations.
- 1.6.6 The Operating Company shall regularly update the inventory and provide an updated inventory to the Director when:
 - (i) a new item of Transport Scotland property has been provided,
 - (ii) any item of Transport Scotland property has been stolen or damaged, and
 - (iii) there has been a reduction in the quantities of items available.

This is Annex 5.7/A to Schedule 5 Part 7 referred to in the foregoing Agreement between Scottish Ministers and BEAR Scotland Limited.

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OPERATING COMPANY OFFICES AND DEPOTS

ANNEX 5.7/A – Details of the Operating Company's Central Office, Depots and Offices

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OPERATING COMPANY OFFICES AND DEPOTS

ANNEX 5.7/A – Details of the Operating Company's Central Office, Depots and Offices

1. Details of the Operating Company's Central Office

1.1.1 The Operating shall base its Central Office at:

Figure 1.1.1/A – Location Plan of Central Office

COMMERCIALLY SENSITIVE INFORMATION REDACTED

2. Details of the Operating Company's Control Room

2.1.1 The Operating shall base its Control Room at:

COMMERCIALLY SENSITIVE INFORMATION REDACTED

2.1.2 The Operations to be undertaken at the Control Room shall be as follows:

- (i) Provide a Customer Contact Enquiry Line.
- (ii) Liaise with Traffic Scotland.
- (iii) Liaise with Incident Liaison Officers.
- (iv) Co-ordinate Winter Service Actions via our Winter Service Manager / Officers.
- (v) Be in constant contact our Emergency Response Teams.
- (vi) Monitor all vehicle movements via GPS Tracking System.
- (vii) Provide communication updates via Twitter.
- (viii) Maintain Winter Action records on our Live Electronic Database.

3. Primary Depots and Offices

3.1.1 The Operating Company's primary depots and offices shall be as follows:

COMMERCIALLY SENSITIVE INFORMATION REDACTED

- 3.1.2 The Operations and the fleet management and maintenance to be undertaken at each primary depot and office shall be as follows:

COMMERCIALLY SENSITIVE INFORMATION REDACTED

4. Secondary Depots

- 4.1.1 The Operating Company's secondary depots shall be as follows:

COMMERCIALLY SENSITIVE INFORMATION REDACTED

- 4.1.2 The Operations and the fleet management and maintenance to be undertaken at each secondary depot and office shall be as follows:

COMMERCIALLY SENSITIVE INFORMATION REDACTED

5. Quarries and Tips

- 5.1.1 Location and details of all quarries and tips and the like for disposal of construction waste and all other waste.

COMMERCIALLY SENSITIVE INFORMATION REDACTED

Listed below are the quarries and tips that the Operating Company shall use to allow the disposal of all types of waste.

COMMERCIALLY SENSITIVE INFORMATION REDACTED

This is Annex 5.7/B to Schedule 5 Part 7 referred to in the foregoing Agreement between Scottish Ministers and BEAR Scotland Limited.

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OPERATING COMPANY OFFICES AND DEPOTS

ANNEX 5.7/B – Transport Scotland Property held by the Operating Company

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ANNEX 5.7/B – Transport Scotland Property held by the Operating Company

COMMERCIALLY SENSITIVE INFORMATION REDACTED

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