

**EMN1 Contract – Environmental Maintenance (Londonderry, Limavady & Coleraine, Ballymoney & Moyle, Ballymena & Larne and Antrim)
Notes on Meeting held on 31st March 2010, in Co Hall, Coleraine**

Present:	<u>Roads</u>	<u>Road Safety Contracts (RSC)</u>
	D Mackle	J McHugh
	N Balmer	S McKay
	B McKay	K McLean
	B McAllister	
	S McKillop	
	W McMurtry	

1 Introduction

D Mackle welcomed everyone and congratulated Road Safety Contracts on being awarded the contract for Northern Division. It was outlined that the purpose of the meeting was to introduce the staff involved and agree procedures for the administration of the contract.

Road Safety Contracts informed the meeting that they currently hold the Environmental Maintenance contracts for Western, Southern and part of Eastern Division.

2 Form of Contract

- Conditions of Contract, Term Version, 1st Edition, September 2002, apply.
- The Commencement date is as specified in the Contract documents.

3 Staff Involved

3.1 Engineer for the Works is D Mackle.

3.2 Engineer Representatives:-

- K Cradden, Section Engineer for Londonderry will be the Engineer's Representative for Londonderry area.
- A Montgomery, Section Engineer for Coleraine and Limavady, will be the Engineer's Representative for the Coleraine and Limavady areas.
- J McKinley, Section Engineer for Ballymoney & Moyle, will be the Engineer's Representative for the Ballymoney & Moyle areas.
- C Robinson Section Engineer for Ballymena & Larne, will be the Engineer's Representative for the Ballymena & Larne areas.
- N Balmer, Section Engineer for Antrim will be the Engineer's Representative for Antrim area.
- Only Engineers Representatives can issue Works Orders.

D Mackle will write to Roads Safety Contracts to formally appoint the Engineer's Representatives.

3.3 Engineering Assistants:

- Engineer's Representatives will inform Road Safety Contracts in writing of the Engineering Assistants for their respective areas.
- Road Safety Contracts should only take instructions from Engineers Representatives or Engineering Assistants.

Eng Reps

3.4 CDM Co ordinator

- Engineers Representatives will be the CDM Coordinators for their areas.

3.5 Contractors Staff

- S McKay will forward a list of Road Safety Contracts staff with contact details to William.McMurtry@drdni.gov.uk

S McK

3.6 Contact Numbers

- Northern Division provided a list of Engineers Representatives contact names and telephone numbers to Road Safety Contracts.

4 Health & Safety Plan

- Road Safety Contracts will provide their Health and Safety Plan for D Mackle to scrutinise and she will advise Road Safety Contracts if it is suitable or if it requires further development.
- Risk assessments on high risk sites should be carried out as a joint inspection with Roads Service staff. D Mackle requested Road Safety Contracts to keep records of these assessments on file and provide copies to the relevant Roads Service staff.
- Road Safety Contracts employ a H & S advisor who visits and evaluates sites.
- Road Safety Contracts gully emptying staff have been given the necessary training in Chapter 8 signing.

DM

5 Quality Management Plan

- Road Safety Contracts operate an integrated Management System which incorporates H & S and Quality Management Plan, which complies with the requirements of ISO 9001.

6 Resources

- Road Safety Contracts squads are based in Maghera.
- Road Safety Contracts have four crews with two personnel in each crew to carry out weed spraying operations.
- Road Safety Contracts, depending on item quantities, may sub contract a portion of the spraying work to John Ross Armstrong and a portion of the gully emptying work to Brian Stirling. Engineers Representatives have had previous experience of both these contractors and were content with this arrangement. A gully emptier to ensure gullies were fully flushed was preferred to the manual system presently used by Brian Stirling. Road Safety Contracts to consider.
- Road Safety Contracts were informed that they were responsible for weed spraying in all areas of Northern Division, grass cutting in urban areas of Antrim, Ballymena & Larne and gully emptying in Ballymena Section. Engineers Representatives will provide quantities to Road Safety Contracts by week ending 9th April if they have not done so at this meeting.
- Road Safety Contracts will discuss requirements with Engineers Representatives and provide program for delivery of the works.

Eng Reps

RSC

8 Procedures & Working Arrangements.

Work Orders Schedules and programming

- Northern Division of Roads Service has developed a database to produce Work Orders and keep records.
- The method of issuing Work Orders may vary between Sections but usually for weed spraying one Work Order is issued per Section, for grass cutting one Work Order is issued per cut per Section and for gully emptying one Works Order for scheduled gully emptying and individual Works Orders for emergency work.
- Road Safety Contracts will advise Engineer's Representative or his Assistant when they start work in a Section so that the work can be monitored.

RSC

Monthly Statements and Payments

Invoices should:-

- Be prepared on a monthly basis.
- Include Bill item number, rates, quantities and amounts.

- Relate to Works Order and the Job Card item number and location to facilitate crosschecking.
- Roads Service has started using the AccountNI accounting system. This is now operating well and 85% of payments are made on time but if Road Safety Contracts have any difficulties with payments they should notify Roads Service.

9 Key Performance Indicators

- A contractor performance monitoring form will be used on this contract.
- The frequency of reporting will be a minimum of one per quarter per Engineers Representative.
- Copies of these performance reports will be forwarded to Road Safety Contracts the relevant Section Office and Contracts Section in Downpatrick for entry onto their database.
- This is a performance contract which specifies that the area sprayed should be 95% weed free regardless of the number of sprays required.
- Road Safety Contracts are to forward Safety Data Sheets for the sprays they use.

RSC

10 Insurance

- The minor issue with insurance should be addressed by Road Safety Contracts who should then advise Road Service brokers.

RSC

11 AOB

- Treatment of shared surfaces - Road Safety Contracts normally treats these areas with backpacks but if weather is calm spray bars may be lowered. Complaints should be forwarded to Road Safety Contracts to investigate and carry out remedial action if necessary.
- Spray application – Road Safety Contracts informed the meeting that spray is only applied in dry conditions as it requires twenty minutes without rain after the application to be effective.
- D Mackle thanked Road Safety Contracts for their attendance and looked forward to working with Roads Safety Contract in the future years of the contract.

12 Next Meeting

A contract review meeting will be held around September / October 10 to review the first 6 months of the contract.

Term Contract Review Meeting

EMN1 – Environmental Maintenance Contract 2010

Fri day 15th April, at 1030 Hours in Conference Room 2, Co Hall, Coleraine

Agenda

- 1 Introductions and apologies
- 2 Minutes of Meeting on 31st March 2010
- 3 Organisational Matters
 - 3.1 Contract summary
 - 3.2 Staff Involved
- 4 Performance Assessment
 - 4.1 Organisation
 - 4.2 General
 - 4.3 Workmanship
 - 4.4 Timeliness
 - 4.5 Health & Safety
- 5 Procedures & Working Arrangements
 - 5.1 Works Orders
 - 5.2 Measurements & Payments
 - 5.3 Completion Certificates
- 6 Any other views of Client or Contractor
- 7 Matters Arising from Minutes of 31st March 2010
- 8 A.O.B.
- 9 Next Meeting.

EMNI Contract – Environmental Maintenance 2010

(Northern Division – All Sections)

Minutes of Review Meeting held on 15th April 2011, in Conference Room 2, County Hall, Coleraine.

Present:

Roads Service: M Glover (Chairperson), A Montgomery, A Doherty, J McKinley, C Robinson, N Balmer, W McMurtry (minutes).

Contractor (Road Safety Contracts): Sylvia McCay and Joseph McHugh

1	Introduction and Apologies	Action
	<p>M Glover welcomed the representative from Road Safety Contracts (RSC) and all present introduced themselves.</p> <p>It had already been agreed that because of the seasonal nature of the majority of the work involved in the contract, one pre-season review per year was adequate.</p> <p>An apology was received from K Cradden.</p>	
2	Minutes of Meeting on 31st March 2010	
	<p>The minutes of the initial meeting held on 31st March 2010 were agreed</p>	
3	Organisational Matters	
	3.1 Contract Summary	
	<p>The contract is a 1 year +1 +1+1+1 Term contract, which was awarded in March 2010. The contract includes weed spraying in all sections in Northern Division as well as urban grass cutting in Antrim and Ballymena & Larne Sections and gully emptying in Ballymena. Coleraine Section is now using the contract for urban grass cutting. The official commencement date as recorded in the contract documents was 1st April 2010. Notice of the first year extension from 1st April 2011 has been issued to RSC.</p>	
	3.2 Staff Involved	
	<p>Roads Service Engineers Representatives have not changed from the previous meeting but M Glover is now the Engineer for the Contract.</p>	
4	Performance Assessment	
	<p>One Contractor Performance Assessments Report per Engineers Representative, per month, when work is being carried out, should be completed for this contract. RSC confirmed that they have been receiving these reports. M Glover stated the main purpose of the meeting was to review the performance of the contract over the past year and he then requested each Engineers Representatives to give their assessment. Except for a few problems in Derry and Coleraine as detailed below Engineers Representatives considered the contractor's performance to be exceptionally good. The conclusions and actions agreed are summarised below.</p>	
	4.1 Organisation	
	<ul style="list-style-type: none">▪ Communications – generally very good.▪ Non-adversarial / partnering approach – Very good.▪ Management of Resources – Very good.	
	4.2 General	
	<ul style="list-style-type: none">▪ Customer Care – Very good. <p>Payment Requirements – Very good. RSC should continue to split payments for each section ie for Ballymoney and Moyle Section each area should be invoiced separately.</p>	
	4.3 Workmanship	
	<ul style="list-style-type: none">▪ Compliance with Specification – generally very good.	

- Freedom from defects and speed of correction –
 - Londonderry Section –. Received complaints about operatives driving too fast. Rain also caused some treatments to be ineffective. S McCay stated that they were aware of these problems and that meetings had been held and measures taken to resolve the issues.
 - Coleraine – due to late start and the poor weather conditions the first spray was not very successful especially in Kilrea however the contractor did carry out repeat sprays until the treatment was successful.

4.4 Timeliness

- Programming – RSC have been in contact with Section Representatives for the contract to agreed start dates for the 2011 weed spraying season
- Response to instructions – Very good.
- Work completed on time – generally very good however the second spray in Derry was not completed until mid October and the first spray in Coleraine did not start until mid June. J McHugh stated that more resources have been provided so these problems should not occur this year.

4.5 Health and Safety

- No problems except for the safety issues relating to the speed of quads as previously raised.

5 Procedures and Working Arrangements

5.1 Works Orders

Engineer's Representatives issue a Works Order for the season.

5.2 Measurements and Payments

Both sides are content with existing arrangements.

It was noted that payments under the contract amounted to approximately £500k in 2010/11.

5.3 Completion Certificates

6 Any Other Views of Client or Contractor

- A Montgomery thanked John Ross Armstrong for the fast response to a complaint in Coleraine town centre
- J McKinley thanked John Ross Armstrong for the fast treatment on Rathlin Island and that further work will be required this year to treat weeds growing on the road centreline. One squad fully loaded may be sufficient to deal with the problem.
- Clive Robinson thanked John Ross Armstrong for pedestrian grass cutting on central median on Larne Road Link.

7 Matters Arising from Minutes of Meeting on 31st March 2010

Road Safety Contracts are to forward Safety Data Sheets for the sprays they use.

8 A.O.B.

- RSC agreed to supply tracking information to Roads Service to assist with defence of complaints.
- RSCs insurance renewal is being checked by Contracts Section at present.
- J McKinley provided photographs of treatment along the edge of a kerbline that was ineffective because scuffing of the kerbline should have been carried

out first. It would be appreciated if the contractor would notify Roads Service of areas they considered required scuffing so that remedial action can be taken before the treatment is applied.

9 Next Meeting

To be agreed.

EMN1 & 2 Contract – Environmental Maintenance 2015

24th March 2016 at 1030 Hours in Conference Room 3, Co Hall, Ballymena

Agenda

- 1 Introductions and apologies
- 2 Organisational Matters
 - 2.1 Contract summary
 - 2.2 Staff Involved
- 3 Performance Assessment
- 4 Procedures & Working Arrangements
 - 4.1 Works Orders
 - 4.2 Measurements & Payments
 - 4.3 Completion Certificates
- 5 Health & Safety
- 6 Insurances
- 7 A.O.B.
- 8 Next Meeting.

EMN1 & 2 Contract – Environmental Maintenance

(Northern Division)

Minutes of Initiation Meeting held on 24th March 2016, in Co Hall, Ballymena

Present:

Roads Service: G Quinn (Chairperson), A Montgomery, J Middleton, C Robinson, S Gardiner, W McMurtry.

Contractor (Greentown Environmental Ltd): John Ross Armstrong, Donna Maguire.

1	Introduction and Apologies	Action
	G Quinn welcomed the representatives from Greentown Environmental Ltd and all present introduced themselves.	
2	Organisation	
	Contract	
	2.1 The EMN1 Contract commenced on 15 th October 2015 and the EMN2 Contract commenced on 15 th October 2015. GQ explained the changes to the northern operational boundaries as a result of RPA, i.e. Newtownabbey and Carrickfergus was now included within EMN2.	GQ
	Conditions of Contract, Term Version August 2011, apply to these contracts.	
	Staff Involved – Confirmation of current roles	
	2.2 Engineer for the Works <ul style="list-style-type: none">▪ G Quinn is Engineer for the Works.	
	2.3 Engineers Representatives <ul style="list-style-type: none">▪ A Montgomery is Engineers Representative for Causeway Coast & Glens West.▪ J Middleton is Engineers Representative for Causeway Coast & Glens East.▪ C Robinson is Engineers Representative for Mid & East Antrim.▪ S Gardiner is Engineers Representative for Antrim & Newtownabbey.	
	2.4 Engineers Assistants <ul style="list-style-type: none">▪ Engineers Representatives have notified the contractor of Engineers Assistants but will check that the details are up to date.	ERs
	2.5 Principal Designers <ul style="list-style-type: none">▪ The Engineers Representatives are the Principal Designers for their respective areas.	
	2.6 Contractors Staff <ul style="list-style-type: none">▪ The contractor's core staff and contact numbers will be shared at Section Office level.	SE's / Greentown

3 Performance Assessment

3.0 Contractors Performance Reports

- For grass cutting one Contractors Performance Report per season for every Section area.
- For weed spraying one Contractors Performance Report per season for every Section area.
- For gully emptying one Contractors Performance Report per package of work ordered.
- For tree cutting one Contractors Performance Report per package of work ordered.

4 Procedures and Working Arrangements

4.1 Work Orders

- Works Orders will be produced using the works order database.
- Works Orders will generally be issued by functional activity for cyclical activities, i.e. one for weed spraying, grass cutting etc.
- It was agreed that Greentown should consult and keep local staff up to date on work activity start dates.

Greentown

4.2 Measurements and payments

- The AccountNI process will be used. All agreed that this process was well understood. GQ highlighted the need for prompt payments.
- GQ provided an update on the current financial position.

All

5 Health & Safety

GQ said that he had reviewed the H&S construction phase plan for both contracts and was content.

6 Insurances

No issues.

7 AOB

10.2 Contractors Resource

- Greentown Environmental are based in Florencecourt, Co. Fermanagh.
- JRA provided some background on the company and previous experience.
- GQ wished Greentown Env Ltd well with the contract.

8 Next meeting

Date to be agreed.

**EMN1 & 2 Contract – Environmental Maintenance
(Northern Division)**

Minutes of Review Meeting held on 23rd August 2018, in Co Hall, Ballymena

Present:

Roads Service: G Quinn (Chairperson), A Montgomery, J Middleton, S Millar, S Gardiner, W McMurtry.

Contractor (Greentown Environmental Ltd): John Ross Armstrong, Donna Kerr.

1	Introduction and Apologies G Quinn welcomed all. No apologies received.	Action
2	Background The EMN1 Contract commenced on 15 th October 2015 and the current date for expiry is the 15 th October 2019. G Quinn to check. The EMN2 Contract commenced on 15 th October 2015 and will expire on 15 th October 2021.	GQ
3	Form of Contract 3.1 Conditions of Contract, Term Version August 2011, apply to these contracts.	
4	Staff Involved – Confirmation of current roles	
	4.1 Engineer for the Works <ul style="list-style-type: none">G Quinn is Engineer for the Works.	
	4.2 Engineers Representatives <ul style="list-style-type: none">A Montgomery is Engineers Representative for Causeway Coast & Glens West.J Middleton is Engineers Representative for Causeway Coast & Glens East.S Millar is Engineers Representative for Mid & East Antrim.S Gardiner is Engineers Representative for Antrim & Newtownabbey.	
	4.3 Engineers Assistants <ul style="list-style-type: none">Engineers Representatives to check that Engineering Assistant details are up to date.	ERs
	4.4 Contractors Staff <ul style="list-style-type: none">The contractor's core staff and contact numbers have not changed.	
5	Financial Profile	
	5.1 Spend to date The EMN1 Contract value is £675k and Purchase Orders to the value of £680k have been created and £585k has been spent to end of June 2018. The EMN2 Contract value is £1,575k and Purchase Orders to the value of £1,291k have been created and £858k has been spent to end of June 2018.	
	5.2 Financial Outlook The DfI Capital budget is well funded and further allocations are likely later in the year.	

8 Health & Safety

8.1 Chapter 8 signage

- The contractor was content that his Chapter 8 signing was appropriate for a mobile site working on a rolling programme of work.

9 Quality Management Plan

No issues.

10 Contractors Resource and availability of resource to deal with an emergency

10.1 Early Warning

- Engineers Representatives will endeavour to advise the contractor if an emergency event is forecast where the contractors' assistance is likely to be required.

10.2 Contractors Resource

- Greentown Environmental are based in Florencecourt, Co. Fermanagh and have another office in Lisburn.
- A crew is available for year round tree cutting work and another crew is being assembled at present. Fifteen weed spraying operatives can also carry out tree cutting operations. Sub-contractors are also available. It is intended that a tree cutting crew will operate from the Ballymoney/Ballymena area.
- There are five gully cleaning squads at present. Two squads are based in Magherafelt, two in Lisburn and one in Fermanagh.
- A new office and garage are also being built.

11 Insurances

- Contractors insurance is in order.

12 A.O.B.

12.1 Outlets

- Due to DfI's 'limited service' policy over the last number of years the contractor has difficulty locating at least 40% of outlets. J R Armstrong will advise on the number of outlets opened.
- Work APPS will assist with mapping outlet locations but this will take some time depending on the resource available.
- Engineers Representatives will endeavour to have difficult outlet locations marked.
- The mechanical outlet opener had difficulty cutting the splays in accordance with the old specification at the entrance of the outlet although the SE's were generally content given the large diameter of the outlet cut
- SEs' agreed that in order to facilitate some problematic outlets, i.e. where fences exist that there needs to be two items for outlet cleaning :-
 1. Normal verge outlet cleaning
 2. Hand digging outlet through the hedge

12.2 Gully Surrounds

- In some contract areas gully surrounds are being paid on a time basis as they are set well back from the edge of the carriageway so two operatives are sent in advance of the gully cleaner to clean the surrounds. SE's were content that this was very productive and will be considered on an area by area basis.

Greentown