

**ID 4668579**

**THE SUPPLY OF BIOMASS FUELS  
(Wood Pellets)**

**SPECIFICATION OF REQUIREMENTS**

## 1. SCOPE OF WORKS

This contract will comprise the supply and delivery of wood fuel pellets to the sites listed in 'Annex A – Site Locations and Details', removing the ash from the ash receptacles and de-ashing and cleaning the inside of the boilers and plantroom. The Supplier will be required to deliver pellets, provide ash cleaning services and dispose of ash at the stated sites as detailed in this specification, any accompanying documents, and all relevant legislation.

The contract will start on the 2 October 2024 and run for a period of 6 years.

## 2. SITE LOCATIONS

This contract will be for the supply and delivery of wood pellet fuel, and the disposal of ash at the sites indicated in Annex A. This list may be amended by the Client during the contract period, pending installation of biomass boilers at further sites.

The Supplier shall supply fuel and dispose of ash at additional locations at the contracted rates.

The participating Clients are –

<b><u>Participating Bodies</u></b>
<b>DAERA - Department of Agriculture Environment and Rural Affairs</b> DAERA - CAFRE
<b>DfC - Department for Communities</b> DfC - Arts Council NI (ACNI) DfC - Public Records Office NI (PRONI) DfC - Nation Museums NI (NMNI) DfC - SportNI
<b>DfE - Department for Economy</b> DfE - South Eastern Regional College (SERC) DfE - South West College (SWC) DfE - Belfast Metropolitan College (BMC) DfE - Northern Regional College (NRC)
<b>DfI - Department for Infrastructure</b> DfI - DVA DfI - Waterways Ireland
<b>DoJ - Department of Justice</b> DoJ - Northern Ireland Prison Service (NIPS)
<b>DoF - Department of Finance</b> DoF - Properties Division

<b>Education Authority NI (EANI)</b>
<b>Police Service NI (PSNI)</b>
<b>St Mary's University College Belfast (SMUCB)</b>
<b>Health and Social Care Trusts</b> NI Fire & Rescue Service (NIFRS) NI Ambulance Service (NIAS) Western Health and Social Care Trust (WHSCT) South Eastern Health and Social Care Trust (SEHSCT) Belfast Health and Social Care Trust (BHSCT) Northern Health and Social Care Trust (NHSCT) Southern Health and Social Care Trust (SHSCT)

### **3. FUEL SPECIFICATION**

#### **3.1 Sustainability Standards**

The Timber Procurement Policy requires that all timber and wood-derived products for supply or use in performance of the contract must be independently verifiable and either:

- (i) from a legal and sustainable source; or
- (ii) from a Forest Law, Enforcement, Governance and Trade (FLEGT) - licensed or equivalent source.

#### **3.2 Requirements of Proof of Timber Origin**

Management of the forest or plantation shall be audited at intervals confirming ongoing good forest management and by organisations with appropriate forest management experience that are independent of the organisation that holds timber harvest and/or management rights for that forest.

The Contracting Authority will accept evidence from any of the following three categories:

##### **Category A evidence:**

Certification under a scheme recognised by the UK Government as meeting the criteria set out in the document entitled *UK Government Timber Policy: Criteria for Evaluating Certification Schemes (Category A Evidence)*, available from the Contracting Authority on request and on CPET's website. The edition current on the day the contract is awarded shall apply.

A list of assessed certification schemes that currently meet the government's requirements can be found on CPET's website. Acceptable schemes must ensure that at least 70% (by volume or weight) is from a legal and sustainable source with the balance from a legal source.

**Category B evidence:**

Documentary evidence, other than Category A evidence and FLEGT evidence, that provides assurance that the source is sustainable. In this context *sustainable* is defined in the document entitled UK Government Timber Procurement Policy: Framework for Evaluating Category B Evidence, available from the Contracting Authority on request and on CPET's website. The edition current on the day the contract is awarded shall apply.

Such Category B evidence may include, for example, independent audits and declarations by the Supplier or his Suppliers. Where Category B evidence is to be relied on, the Supplier is required to notify the Contracting Authority of the source or sources of all virgin Timber and wood-derived products supplied. Source, in this context, means the forest or plantation where the trees were grown and all subsequent places of delivery through the supply chain prior to receipt of the Timber or wood-derived product by the Contracting Authority.

The Supplier shall separately identify virgin Timber and wood-derived products supplied from forests and plantations that are claimed to be subject to sustainable timber production and shall submit to the Contracting Authority documentation in respect of such wood to confirm that the criteria for sustainable timber production set out in this specification have been met. If mixing is unavoidable within the supply chain then sources can still be accepted provided that there are adequate controls in place and at least 70% (by volume or weight) is from a legal and sustainable source with the balance from a legal source.

**FLEGT evidence**, from either or both of the following categories:

Evidence of Timber and wood-derived products being exported from a timber-producing country that has signed a bilateral Forest Law Enforcement, Governance and Trade (FLEGT) Voluntary Partnership Agreement (VPA) with the European Union and which have been licensed for export by the producing country's government. This may also include Timber and wood-derived products that have been independently verified as meeting all the producing country's requirements for a FLEGT licence, where a VPA has been entered into but the FLEGT licensing system is not fully operational.

Equivalent evidence from a country that has not entered into a VPA which demonstrates that all of the requirements equivalent to FLEGT-licensed timber have been met.

### 3.3 Biomass Particle Standard

The quality of the fuel used can have a significant impact on the reliability and life of the boiler, and can lead to breaches of emissions and waste regulations.

Any use of contaminated material or off-specification pellets which adversely affect plant operation or contaminate stocks of good material will be the responsibility of the Supplier. The Supplier will be responsible for removal and disposal of contaminated material.

The delivered fuel shall conform to A1 standards in line with the BS EN ISO 17225–2 Fuel specification and classes Wood Pellets for non-industrial use.

The following specification must be adhered to as a minimum:

Table 1 – Minimum Pellet Specification

<b>Origin</b>	<b>1.2.1.1</b>	<b>Chemically untreated wood without bark</b>
<b>Moisture Content</b>	<i>M10</i>	≤ 10% by weight as received
<b>Mechanical Durability</b>	<i>DU97.5</i>	Maximum 20% of pellets may have a length of 7.5 x D
<b>Amount of fines</b>	<i>F≤1.0</i>	% by weight < 3.15mm after production at factory gate
<b>Dimensions</b>	<i>D06</i> OR <i>D08</i>	≤ 8 mm ± 0.5 mm and L ≤ 4 X D
<b>Ash content</b>	<i>A0.7</i>	0.7% by weight of dry basis
<b>Sulphur content</b>	<i>S0.05</i>	0.05% by weight of dry basis
<b>Additives</b>	< 2w-% <i>dry basis</i>	Type and content of pressing aids, slagging inhibitors / additives.
<b>Energy Density</b>	<i>E4.5</i>	≥ 4.5 kWh/kg

### **3.4 Quality of Supply**

The delivered fuel shall be free of any “foreign bodies”. It is essential that nothing other than the specified wood pellets are delivered through the conveyer system to the fuel store.

### **3.5 Non Conformity**

The Premises Officer reserves the right to reject the fuel if:

- visual checks suggest that the biomass does not conform to the agreed specification, the premises officer reserves the right to reject the load in full.
- In the event that it is not possible to visually check the fuel load until it is in the fuel silo, but the wood pellets are subsequently found not to conform to the agreed specification within 48 hours delivery, then the rejected fuel will be removed and replaced by the Supplier.

## **4. DELIVERY OF BIOMASS**

### **4.1 Estimated Pellet Requirements**

Annex A details the estimated annual pellet fuel requirements for each site, based upon the anticipated respective load profiles. These values may, in practice, vary according to specific operational requirements.

The estimate annual pellet fuel requirements detailed within Annex A in no way constitute a guaranteed minimum monthly or annual delivery requirement.

The values detailed in Annex A indicate estimated Pellet Requirements. Actual values may increase / decrease significantly due to refurbishment and/or use of alternative fuel.

### **4.2 Security Clearance**

The Contractor shall comply with the obligations set out in ‘ID 4668579 – Short Form Contract’ (section 20 – Procedures and Policies) in connection with any security requirements.

### **4.3 Delivery Arrangements**

Upon appointment to the contract, the Supplier shall contact the Premises Officer at each site to

establish the requirement for the first delivery. Thereafter, supplies shall be requested by the Premises Officer, based upon operational requirements.

#### **4.4 Delivered Quantities**

The Premises Officer at each site will, as far as is practical, seek to place orders for fuel delivery only when there is sufficient storage space available to maximize the delivered load.

### **5. GENERAL REQUIREMENTS**

#### **5.1 Delivery Form**

Biomass shall be supplied in loose form and delivered to the site by a suitable vehicle for delivery into the Premises Officer's fuel store. As each site has a different method of delivery the Supplier shall contact Premises Staff to ensure the correct equipment is used per site. The first delivery of wood pellets shall be witnessed by the Premises Officer to ensure the Supplier is fully aware of how the system operates.

#### **5.2 Ash Cleaning and Disposal Category**

The requirements for ash disposal and associated cleaning services at individual sites will vary according to site specifics, as detailed within Annex A.

#### **5.3 Risk Assessment and Method Statement**

On award of contract, Suppliers shall develop site specific method statements and risk assessments for the following procedures -

- Pellet delivery and compliance with DSEAR regulations
- Clearing any spillage

This assessment shall take account of the hazards on site and the risks posed to pedestrians, vehicles and property on the site associated with -

- fuel delivery
- clearing any spills
- Ash removal and disposal
- Plantroom cleaning
- biomass fuel combustion risks in line with the Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) 2002 and compliance with these regulations.

The Supplier shall review the risk assessments and method statements at least annually, or whenever a change to the hazards and risks on site are identified.

#### **5.4 Delivery Note / Fuel Quality Declaration**

On delivery of any consignment of Biomass, the Supplier shall provide a delivery note and a Fuel Quality Declaration to the Premises Officer. This note must be signed on site by the Supplier's representative and the Premises Officer, and must contain, as a minimum the following information -

- Delivery Address
- Delivery Date
- Date of receipt of order
- Delivered pellet amount
- Silo contents estimate (pre and post-delivery)
- Supplier's unique Forest Stewardship Council (FSC), Programme For the Enforcement of forest Certification (PFEC), or equivalent certification number

A sample delivery note is included in **Annex B**, which details the minimum content required.

The supplier must retain all delivery notes for the duration of the contract and the delivery notes must be available to be provided to the client upon request.

#### **5.5 Site Consumption Monitoring / Photographic Evidence**

A number of the sites within this contract have incorporated within their fuel storage silos, mechanisms that allow the amount of pellet currently stored to be estimated. Where such mechanisms exist, the Supplier shall record the readings of the load cell display, both before and after delivery, and take a date-stamped digital photograph as evidence. Said digital photographs shall be forwarded to the client by e-mail (Section 8 for details), within three days.

#### **5.6 Delivery Period**

The Supplier shall complete deliveries within 48 hours of an order being placed.

#### **5.7 Delivery Times**

Deliveries shall be made at a time agreed with the Premises Officer when an order is being placed.

## **5.8 Ash Disposal and Cleaning Certification / Photographic Evidence**

The requirements for ash removal, ash disposal, boiler cleaning and plant room cleaning are outlined at Section 7. After each occasion when boiler cleaning, ash disposal or boiler house cleaning is undertaken, a signed certificate must be provided, containing, as a minimum, the following information -

- Site Address
- Cleaning date
- Site cleaning category
- Check box list of cleaning duties undertaken
- Confirmation that boiler has been re-lit (where appropriate)

A sample delivery note is included in **ANNEX C**, which details the minimum content required.

In addition to this certificate, date stamped digital photographs shall be taken, which clearly illustrate the condition and cleanliness of the boiler, boiler house and ash receptacle both before and after the cleaning has been undertaken.

## **5.9 Spillages**

The Supplier shall be responsible for immediately clearing up any Biomass spilled during offloading and shall provide suitable tools for this job.

## **6. SAMPING / QUALITY**

### **6.1 Evaluation**

The Premises Officer may at any time send representative samples of delivered Biomass for evaluation, analysis, testing and approval. Such tests will be at the Premises Officers expense.

Where a sample which does not meet the specification is found the Premises Officer is entitled to claim the costs incurred back from the successful supplier.

All fuel stored in the fuel store shall be removed and replenished with wood pellets of the correct specification. This will all be at the expense of the successful supplier.

## **7. ASH CLEANING AND REMOVAL**

### **7.1 General**

In addition to the delivery of wood pellets, the Supplier shall remove the combustion by-products from the ash receptacles of the boilers and undertake some general cleaning duties as outlined below.

### **7.2 Ash Disposal Categories**

The Ash disposal requirements vary according to each site as detailed in Annex A.

The specific requirements of each category are indicated in Sections 7.2.1, 7.2.2 and 7.2.3

#### **7.2.1 Category 1 Requirements**

The Supplier shall:

- Remove and dispose of ash from ash receptacle as necessary
- Sweep excess dust from plantroom area
- Take photographs of ash receptacle and boilerhouse floor (pre and post clean)

#### **7.2.2 Category 2 Requirements**

The Supplier shall:

- Remove and dispose of ash from ash receptacle each and every visit
- Clear ash from combustion chamber with rake
- Remove spiral retarders from heat exchanger tubes
- Clean flues
- Clean rear smoke box catchment area
- Clean baffles behind fin tubes
- Refit spiral retarders
- Sweep and mop dust from boiler and plantroom area
- Ensure boiler is relit before leaving the site
- Take photographs of ash receptacle and boilerhouse floor (pre and post clean)

#### **7.2.3 Category 3**

The premises officer requires no boiler cleaning and ash removal for their biomass installation, as they have local procedures in place to do this themselves.

### **7.3 Schedule of Ash Removal and Cleaning**

For Category 1 buildings, at the time of each fuel delivery, the Supplier shall assess the level of ash within each receptacle, and undertake the Category 1 cleaning requirements if deemed necessary at that time, or within three days.

For Category 2 buildings, the Category 2 cleaning requirements shall be undertaken at the time of each delivery, or within three days.

#### **7.4 Annual Boiler house Cleaning Duties**

In addition to the Category 1 and Category 2 cleaning requirements listed above, the Supplier shall, on an annual basis, undertake a complete clean of the plantroom and the safe removal and disposal of dust from all areas of the plantroom, including from around the outside of pipework, valves, pumps actuators, switches etc.

#### **7.5 Extent of Premises Officer Involvement**

The Premises Officer shall have minimal involvement with the fuel delivery and ash cleaning activities of the supplier. Their involvement shall be limited to the following:

- Pellet ordering
- Inspection of ash removal and cleaning
- Signature of delivery note
- Signature of cleaning certificate

For Category 2 sites, in addition to those duties outlined above, where boilers need to be switched off in advance to enable full boiler cleaning, it is acceptable for the Supplier to request the Premises Officer to perform this task, by means of the manual rotary switch indicating 'Burner Off'. Boilers may only be switched off on the morning of the proposed cleaning activities. The Premises Officer is not permitted to close any valves, disengage any pumps or make any alterations to the BEMS control panel, and accordingly, the Supplier shall not make any requests to this effect.

## **8. CONTRACT MANAGEMENT**

### **8.1 Communications**

The Supplier shall appoint an Account Manager as a single point of contact. This Account Manager will be the directly responsible for the management of the contract.

The contact details of the Account Manager shall be submitted to Construction and Procurement Delivery (CPD) not later than within 10 working days of contract commencement.

The Account Manager shall attend contract review meetings with CPD which will normally be held at Clare House. These meetings (if required) shall be initially at 3 months intervals and run for the duration of the contract.

All communications, including photographic evidence as detailed above should be sent to the relevant client contact as detailed in Annex A. Where contact details are not provided they will be provided on award of contract.

## **8.2 Aggregated Demand**

Should additional sites be added during the life of the contract and the volumes of Biomass Fuel delivered increase by 20% or greater of the original estimated annual tonnage (800 tonnes). The Client shall seek to enter into discussions with the Supplier with a view to discount the contracted rates.

## **8.3 Price Review**

The initial tendered prices will be fixed for a 2 year period. Thereafter the supplier will be entitled to a price review every two years. It is the suppliers responsibility to request a price review no later than 3 months prior to the expiry of the fixed 2 year price period. Any price review request received less than 3 months prior to expiry of the fixed 2 year price and any request received beyond the current fixed 2 year price period will be rejected and the existing fixed prices will remain fixed for the following 2 year period.

The price review must be agreed between the client (DoF – CPD) and the supplier. The client reserves the right to benchmark any revised prices received.

## **8.4 Management Information**

In partnership with the Department for the Economy (DfE), the Strategic Investment Board (SIB) are currently delivering the Energy Management Strategy and Action Plan for Central Government. The Strategy requires the collection and reporting of energy consumption data for the full portfolio of sites under this contract. The contractor will engage with DfE and SIB and

comply with requests to access energy consumption data and billing data for each site. The data collection will be managed by DfE's appointed Software Provider and SIB.

# Biomass Delivery Note

## Order Details

Site Details

Delivery date

Date of order

Order Reference

## Delivery Details

Quantity Delivered

 tonnes

Quantity Ordered

 tonnes
Load Cell on Lorry  
Before

Load Cell on Lorry After

### Fuel Measurement

If silo is equipped with measurement gauge, enter the pre and post delivery readings below.

Before

 High/Low

After

 High/Low

## Fuel Quality Declaration

We confirm that this consignment of fuel complies fully with the standards and specifications as defined within the contract documents

Yes

No

FSC, PFEC or equivalent certification number \_\_\_\_\_

## Signatures

Premises Officer

Date

Contractor

Date

## Checklist

 All sections of this form completed and signed

 Fuel measurements recorded

 Fuel delivery docket provided

 Delivery point cleared of spillage

# Ash Disposal and Cleaning Certificate

## Order Details

Site Details

Date of cleaning

Date of fuel delivery

Site Cleaning Category

## Checklist

### Category 1 Buildings

- Ash removed from ash receptacle and disposed
- Excess dust swept from plantroom
- Activities recorded by digital photograph

### Category 2 Buildings

- Ash removed from ash receptacle and disposed
- Combustion chamber cleared
- Clean flues
- Clean rear smoke box
- Clean baffles
- Sweep and mop excess dust from plantroom
- Ensure boiler is re-lit
- Activities recorded by digital photograph

### All Buildings – Annual Plant Room Clean

- Annual clean of boiler house undertaken

## Signatures

Premises Officer

Date

Contractor

Date