Deliveries and Restrictions

Deliveries will be to any Depot of LCC Highways or sites of work within Lancashire. Details of the LCC Highways Depot locations can be found in an accompanying document. LCC reserves the right to add or remove depot locations throughout the life of the contract.

The Supplier shall provide adequate mechanical handling equipment and/or numbers of personnel to off-load or load Goods. LCC will not guarantee the availability of any equipment or staff to assist in the off-loading or loading of Goods.

Deliveries to LCC Depots (Except Lighting Columns)

Unless previously agreed, deliveries will not be accepted outside of the following:

Monday to Thursday – deliveries will not be accepted before 09:00hrs or after 14:30hrs.
Friday – deliveries will not be accepted before 09:00hrs or after 14:00hrs.

Deliveries of Lighting Columns to LCC Depots

Unless previously agreed, deliveries of Lighting Columns will not be accepted before 09:00 hrs or after 14:00 hrs – Monday to Friday.

Deliveries of Pallet Goods to LCC Depots

Deliveries shall be made on standard size pallets whose weight must not exceed one Tonne. The maximum height, inclusive of the pallet shall not exceed 1000mm.

Deliveries to Site(s) of Work

The delivery hours for deliveries to site(s) of work will be agreed at the time of ordering.

For the purposes of this Contract the standard lead time shall be that stated by the supplier in their tender submission. Only in exceptional circumstances will a longer lead time be considered.

The Supplier shall deliver the Products which are the subject of Orders, in accordance with the Delivery Programme.

Short term problems (such as vehicle breakdowns, etc) which jeopardise the Delivery Programme at any time must be advised immediately to LCCs' Lead Officer for this ITT or to the individual Delivery Location(s), as appropriate.

Packaging

Unless stated otherwise, products shall be delivered in suitable packaging, preferably recycled, and where it is necessary to split normal packs for smaller quantities these shall be properly and carefully packed and labelled.

The supplier shall remove all packing waste required for delivery purposes, including but not limited to; banding straps, plastic wrapping, slats, pallets, polystyrene pieces or any other material.

Risk Assessment of Delivery Location(s)

The Supplier shall be deemed to have inspected the premises of the Delivery Location(s) and acquainted itself with the Delivery Location(s) in relation to their obligation to deliver the Products and accordingly no claim by the Supplier for additional payment or extension of time will be allowed on the grounds of any matter relating to the premises of the Delivery Location(s).

The Supplier must appreciate the risk potential of the type of Delivery Location(s) to which it is delivering. The Supplier must perform a thorough risk assessment exercise, and ensure that all of its operatives are particularly diligent and safety conscious.

The Supplier shall be responsible for observing the instructions and requirements in such booklets, guidance and notices as are provided to it or to its employees from time to time by LCC.

Duty of Care during Delivery

The Supplier must not bring a vehicle onto any Delivery Location(s) used in connection with a site whereon it has notice that the entry of vehicles is forbidden.

Due to the location of some Delivery Location(s) overnight parking outside Depots is not permitted.

All drivers and any assistants must wear at all times, suitable personal protective equipment, be properly trained and instructed with regard to the task(s) to be performed and must also carry a form of identification from the company they represent.

Unloading or loading of vehicles must be carried out in accordance with the Risk Assessments and Method Statements provided to LCC.

Valid lifting equipment Insurance Certificate must be carried on each vehicle.

Personal Hygiene of the driver must be of the highest standard and the vehicle interior shall be maintained in a clean hygienic condition, as should all the storage equipment used in the vehicle.

Acceptance and Rejection of Delivery

A delivery note must accompany all Products delivered and a copy should be left at the individual Delivery Location(s) with each delivery.

The Products ordered are to be delivered by the Supplier to the delivery point specified on the Order. The Products must be offloaded by the Supplier and placed in position as directed by LCC staff.

Products must not under any circumstances be left outside or on the doorstep of any Delivery Location(s).

The clear signature and printed name of a person authorised to receive the Products must be obtained by the driver.

The Supplier’s delivery person must record any collection/return of any Products for whatever reason and short deliveries on the delivery note.

Any delivery may be subject to examination of any of LCCs' authorised officers and agents who shall have the right at any time to reject the Products which in their opinion are not of the quality or kind specified.