This document sets out the Council’s requirements, quality standards and key performance indicators with respect to the proposed contract. Please ensure that you read this carefully and ensure these requirements are incorporated into your pricing submission and the quality of services provided.

**TIMETABLE**

The building handover date is provisionally the end of February 2023. The move is to take between 10-12 weeks, with a pause between each move to check what has been moved and to refine the next phase’s plan. It is expected that the relocation should be completed by June 2023 unless the relocation is delayed by the building environmental conditions. The contractor will need to allow for periods of non-attendance on site(s) and for revisions to the moving timetable.

1. **Council’s Requirements**

An indicative timetable of work detailing movement methodology and a full risk assessment including:

* *Packing*

Most items are unique and irreplaceable. Some have been identified as very fragile and this is shown in Appendix 2. However, some parts of the collection can be handled in bulk. Packing should minimise any potential movement, whilst ensuring that items are not crushed or overcrowded and appropriate to the type of item being transported. All packaging is to be supplied by the contractor and must be of a suitable quality. An example of suitable paper card for wrapping items and packing crates is Heritage Archival Photo kraft paper, thickness 90gsm. Suitable boxing of items and crates will need to be provided. A comprehensive labelling system is to be put in place to ensure that packed items are accurately relocated.

* *Sequencing*

A sample of the Move Plan is in Appendix 2. The spreadsheet maps individual boxes, items or series from their location at origin across to their new location at destination.

The chosen contractor will need to work closely with the Library Archives Management (LAM) to refine the Move Plan and produce a document that narrates the sequencing. The contractor will be expected to comment and suggest revisions to make this a practical document suitable for the Council and for their needs.

 Some collection categories are currently divided and stored between rooms. The move methodology will need to account for the consolidation of these collections and their re-sequencing before they are moved. Wherever possible series of records at origin that are already stored together in order (in the same room and on a single block of shelving) will stay together when they are moved to the destination. Certain collection categories are stored in various locations within a room or rooms and will require integration during packing or shelving to establish the correct sequence. Where a series of records at origin are dispersed (in different rooms or on random shelf locations) generally these will be re-integrated into a single sequence at destination. Whether this process is best achieved during packing or reshelving will be discussed with the contractor. This applies to <10% by volume of the total. Exceptionally, where series of records include multiple media or formats (e.g., boxed records and rolled plans) the series will remain dispersed at destination according to shelving requirements.

* *Installation*

The contractor will need to work closely with the LAM to unpack and install the archives and collections. It might be necessary to adjust shelves as required. Estimated this will apply to <50% of total shelving. Collections will need to be re-shelved (following storage requirements), according to a pre-defined layout, and in their correct order and sequence as advised by the Archive staff.

 Items that were wrapped for the move will need to be unwrapped before re-shelving. Care must be taken to keep items that are permanently wrapped for storage as they are. Material must be shelved according to the storage requirements in most cases with item labels/spines at the front edge so they can be read. Auditing will take place after reshelving to affirm the sequencing.

* + *Handling requirements*

All handling equipment should be supplied by the contractor. It is the responsibility of the contractor to ensure they have the correct type and quantity of equipment at each site for the task in hand. Lambeth Archives does not require gloves to be worn when handling material, but the contractor must always ensure that their staff have clean hands and dirt transfer is always avoided. All contractors to follow the workplace regulations; Manual Handling Operations Regulations 1992, PPE at Work Regulations 1992 and the Work at Height Regulations 2005.

* *Reporting procedures*

If an accident or damage to Lambeth Archives property occurs the incident must be reported immediately to the Lambeth Archives staff on site at the time.

* *Security requirements*

Contractors must provide staff names and vehicle details for security clearance prior to the commencement of the contract, this includes the names of any sub-contractors. Any new or additional staff members must be added to the security cleared list before starting. Loaded trucks must not be left unattended and trucks must be unloaded, and the load accounted for at the end of each day.

* *Vehicle requirements*

Vehicles must be compliant with the Government Indemnity Standards. The supplied vehicle(s) must be air-ride and able to meet the loading capacity/weight of material being moved, including handling equipment. It is the Contractor’s responsibility to check all vehicle loads and weight restrictions on routes to be used. Vehicles must have a fully operational tail-lift able and must have an alarm system.

It is the responsibility of the contractor to pay for any parking, or such like fines incurred during the moves.

Providers should indicate if their fleet is Fleet Operator Recognition Scheme (FORS) Silver accredited or equivalent and detail the Percentage of their fleet used for the contract that are zero emission vehicles within their proposals in relation to Responsible Procurement.

* *Transit*

Crates /cabinets to be clearly labelled and moved with care and loaded or handled in such a way they can move; they will be secured during transit. If material is being moved on skates over rough ground the contractor should install a smooth surface to prevent jarring. At no time should the vehicles containing archive material must be left unattended. In the event of an accident, the driver should contact the Lambeth Archives Management (LAM) immediately.

1. **Insurance Requirements**
* Public Liability Insurance minimum of £10m
* Employers Insurance minimum of £5m
* Goods in Transit Insurance minimum of £3m
1. **Quality Standards**
* BS EN 15946: 2011 Conservation of cultural property. Packing principles for transport
* BS EN 16648: 2015 Conservation of cultural heritage. Transport methods
* BS 4971:2017 *Conservation and care of archive and library collections*
* ISPM 15 2009 (see <https://en.wikipedia.org/wiki/ISPM_15> for information)
1. **Experience**
* Two references of similar projects completed in the past three years with experience of being involved with the pre –planning stages.
1. **Key Performance Indicators**
* Agreed plan for location of collections and archives by December 2022
* Packing and relocation to required standards in line with project timelines
* Relocation to new building completed by June 2023
1. **Frequency of Contract Meetings**
* Bi- weekly during first stages of planning thereafter weekly as requested.