

Call-Off Schedule 20 (Call-Off Specification)
 Call-Off Ref:
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This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

Business Specification for Space Planning, Dismantle, Removal, Cleaning, Transportation, Storage and Reinstall of Furniture from [REDACTED]

Purpose

1. The requirement is for a total of **287** height adjustable desks with a further **373** standard desks – **660**; **to include as a bundle the task chairs, power modules and monitor arms that are in situ to total the same as 660**; [REDACTED] (Transitional Site).

2. To provide space plans for all furniture for reuse from [REDACTED] existing plans for Floors 1 to 8 for desking marked as below on the plans to take all height adjustable desking and to take the appropriate configurations of fixed desking to make up the **total required of 660**; and plan this for [REDACTED] on Ground Floor and Floors 1-3. Existing floor plans for [REDACTED] are provided. Outputs to provide updated plans and schedules for [REDACTED] Court; and provide clarity on any furniture required that would not be fulfilled from the reuse schedule.

Height Adjustable Desks

- HA DESK 1400mm Back to Back (Fixed as 2) x54 – 54 units is **108** total
- Single (1400mm) – **119** in total
- Single (1650mm) – **60** desks in total

Standard Desks

- Bank of 4 (1400 x 800 mm desks) x60 – **240** desks in total
- Bank of 2 (1400 x 800 mm desks) x53 – **106** desks in total
- 1 bank of 1400 x 600 mm desks X 20 – **20** desks in total
- 1 bank of 1650 mm desks x 7- **7** desks in total

3. To present refreshed plans and schedule for [REDACTED] to the project team. You will be required to work collaboratively with design/DUX to confirm acceptable layouts/plans and schedules to sign off as accepted.

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4. To dismantle and remove from site; to clean to acceptable optimum standard as fit for purpose as "box fresh"; to store in a secure storage facility (to confirm location of the storage facility); to transport to [REDACTED]. To re-install in [REDACTED] or alternate site if notified.

5. Warranty of 8 years as per the CCS Framework for the Supply, Delivery and Installation of Furniture and Associated Services Lot 1 Government Hubs Furniture (RM3812), will remain intact.

6. The reinstallation programme will need to align to any other Fit-Out works being carried out at [REDACTED] and be resourced accordingly.

7. Updated Asset Inventory for [REDACTED] and a refreshed inventory for what is remaining at Imperial Court. The asset tag on the furniture will need to be identifiable for its final location to enable maintenance of the system and recording of any activity of maintenance and repair.

8.

Barcode	Item	Make	Furniture Code (Previous)	Furniture Code (New)	Date Warranty Commenced

The requirement is to transfer this furniture, protecting the 8 year warranty by:

- Planning reuse furniture to [REDACTED] and updating Asset Inventories
- Dismantle on site
- Clean all items to an optimum 'box fresh' standard
- Provide pallets, protective wrapping, boxes for transportation.
- Transport from site and store securely for 6 months
- Reinstall all items into [REDACTED] or alternative site
- Items must be clean and ready for use.

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From Imperial Court 660 desks to [REDACTED] to align with the [REDACTED] Furniture to be removed from Imperial Court from w/c 6th September 2021.

Storage in a secure facility and to be priced on a per week basis (with a minimum 2 week notice period), by square meterage (provide rate); and to provide unit price per pallet being applied. Please confirm location and address of the secure facility to be used.

Re-install into: [REDACTED] alternative site as notified.

9. Site rules for [REDACTED] where furniture is being removed are to be applied and adhered to at all times.

10. Site rules for [REDACTED] to be applied and adhered to at all times; or alternative site if notified as different.

Background to the Contracting Authority

11. The Contracting Authority shall be HMRC. As a department its purpose is to maximise revenues and bear down on tax avoidance, tax evasion and other non-compliance through well-designed tax policy, a transformed compliance strategy and effective delivery through digital channels.

Background to the Requirement/Overview of Requirement:

12. The FFE was installed by CCS Supply, Delivery and Installation of Furniture and Associated Services Framework (RM3812) supplier Flexiform Ltd., under contract.

13. The items listed [REDACTED] or alternative site to be notified.

14. The items identified are as listed in the asset inventories for each of the sites as provided in attachments to this event.

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Scope of Requirement

15. The scope of the works is detailed in the schedules together with other key documents:

- Framework Schedule 6 – Order Form and accompanying Schedules;
- Floor Plans for Floors Ground, 1 to 3 for [REDACTED]
- Furniture Plans and Asset Inventory for [REDACTED]
- Pricing Schedule: Costs for removal, cleaning, storage by sq metre per week, logistics (transport) and reinstall. And Space Planning.
- Fit Out Programme for [REDACTED] OR key furniture installation dates.

The Requirement

16. To dismantle and remove from site; to clean to acceptable optimum (box fresh) standard as fit for purpose as for a Regional Centre, Specialist Site standard; to store in a secure storage facility; to transport to Bradford Centenary Court (or alternate site to be notified). [REDACTED] (or alternative site to be notified). To collaborate with the [REDACTED] team and align delivery and installation to the requirements of the Fit-Out programme for [REDACTED]

17. Provide pallets, protective wrapping, boxes for transportation.

18. Provide details of charging mechanism for storage – by square meterage, by pallet to fit square meterage, number of pallets square meterage, per week with a minimum 2 week notice period.

19. The Potential Provider shall be responsible for any loss or destruction of or damage to the Furniture whilst in the Supplier's custody. Pending delivery of the Furniture to site for re-installation, the Potential Provider shall insure the Furniture for its full reinstatement value under a policy of insurance in the joint names of both the Customer and the Supplier as composite insured; against the risk of loss, destruction and damage howsoever arising. As and when reasonably required to do so, the Potential Provider shall provide the Customer with documentary evidence that the insurance required hereunder is in force and being maintained.

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20. The bankruptcy, liquidation, receivership, administration or insolvency of the Potential Provider or, the Potential Provider shall not in any way prejudice the Customer's rights of ownership in the Furniture.

21. Prior to installation you will be required to plan the furniture on the design layouts for [REDACTED] or other identified site and you will need to work collaboratively with design/DUX to confirm acceptable placing of furniture to meet the design requirements.

22. A "mock-up" of the desking furniture may be required to include power to ensure alignment with floor power and with IT.

23. The Potential Provider will need to highlight any gaps or requirements for power to ensure compliance with requirements at [REDACTED] – please include the power requirements as stated in the spec for [REDACTED] and include the power docs (See Annex 3).

24. Warranty of 8 years as per the CCS Framework for the Supply, Delivery and Installation of Furniture and Associated Services Lot 1 Government Hubs Furniture (RM3812) to remain intact and to confirm remainder of term.

25. See Paragraph 7 Provision of asset inventory to be transferred to reinstallation site and so refreshed.

26. Provision of O&M Manuals and Aftercare Service as being continued through from the supply contract, related products and communications and training to be provided as part of the re-installation phase.

27. Basic spec of items requested–

Barcode	Item	Unique Reference Number	Make	Model	Date Warranty Commenced

28. Dates should be in line with the following:

Removal from [REDACTED]

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29. Note access restrictions/vehicle size limitations detailed within Annex 1.

30. Contractors will be required to adhere to the COVID restrictions while on site (this will be provided as part of induction) regarding access, one-way systems, social distancing etc.

Authority's Responsibilities

31. The Authority, and all by definition Potential Providers working for the Authority, are obligated to work within the rules imposed for all sites mentioned in this specification at paragraph 9 and provided at Annex 1 of this document. The Potential Provider shall review this document and comply with the requirements.

Sustainability

32. The Potential Provider shall comply with the obligations within the Framework in terms of sustainability.

33. During the works on site, the Potential Provider shall minimise the quantity of packing material and maximise the recyclable proportion of that needed.

34. The Potential Provider shall make their own arrangements for removal from site and appropriate reuse/disposal.

Quality

35. The Quality of the product and the service shall be as defined in the Framework document.

Collaborative Behaviours

36. The Potential Provider will need to work collaboratively with other contractors, trades, HMRC and their suppliers such as but not limited to FM and Fit-Out Contractors during reinstall. This includes but is not limited to working with design/DUX to confirm acceptable placing of furniture to meet the design requirements.

Price

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37. The Potential Provider shall complete the Take Out, Reinstall, Storage and any other associated costs as per the Pricing Schedule (Strip Out Costs refers).

38. Prices are to be submitted electronically.

Payment

39. Invoices shall only be raised once the work is completed and FFE securely stored. Payment will follow in accordance with the terms in the Framework.

40. Purchase orders will be issued via 'myBUY' and all invoices should be submitted through this system.

Location

41. The location of the sites for dismantle services is at:

[REDACTED]

42. The location of the site for reinstall services is at:

[REDACTED]
[REDACTED]

Annex 1 – [REDACTED]

1. Contractors will need to complete access information for COVID-19 requirements.
2. It should be assumed that furniture removals are undertaken out of hours (OOH) OR In-Hours Monday-Friday 08:00 19:00.
3. There are 4 passenger 8 person lifts in the building, one can be blocked off for designated use by the contractor.

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4. There is one staircase in the building, width TBC.
5. The furniture contractor will need to provide protection for the routes which could be hardboard to all routes across finished floors, hardboard storage area, foam/corex to doors and frames.
6. The furniture contractor must provide a qualified Banksman for the control of vehicle movements during removals/logistics.
7. All HMRC contractors must have CSCS accreditation certs or another recognised form of proving competence.
8. Vehicle access to the building can only be made via Hackings Hey. The maximum size of a vehicle would be a large transit van. This access should be considered as part of a site visit prior to removal of furniture taking place.
9. There is a loading bay outside the building on the public road. Advance permission for use will need to be sought via Liverpool City Council. Time is limited to 30 minutes.

Access and Security

To arrange site access with security. The following will be required for operatives:

- o FULL NAME of Driver/contractors
- o Vehicle details
- o Size
- o Reg Number

11. Contractors should report to INSERT NAME on arrival.

12. The property operates a strict NO SMOKING policy in accordance with the Health & Safety at Work Act.

Framework Ref: RM6119

Project Version: v1.0

Model Version: v3.0

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13. All operatives accessing site should hold CSCS Cards and hold BPSS (Baseline Personnel Security Standard) level of vetting.

14 .All contractors should operate to CLOCS National Standard.

15. The use of illegal drugs, controlled substances and the consumption of alcohol on site are expressly prohibited. Any persons identified as being under the influence of any of these substances will be removed from site immediately.

16. Re-install site Manchester RC 3 New Bailey, site information will be shared with supplier. If a different site is agreed we will share the site information and supplier will be expected to comply with any restrictions / regulations.

Waste Removal

17. All suppliers are required to remove their waste at regular intervals and not leave stored items within the working areas.

18.You will be required to provide waste transfer notices as proof of waste away.

Annex 2 – [REDACTED]

Re-installation Site

1 .Contractors will need to complete access information for COVID-19 requirements.

2. It should be assumed that furniture removals are undertaken out of hours (OOH) OR In-Hours Monday-Friday 07:00 -18:00 (soon to be subject to change- will let you know when this is done).

3. There are 4 passenger 1 person lifts in the building, one can be blocked off for designated use by the contractor (currently one person due to Covid).

4. There are two staircases in the building, one at the front and one at the back.

5. The furniture contractor will need to provide protection for the routes which could be hardboard to all routes across finished floors, hardboard storage area, foam/corex to doors and frames.

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6. The furniture contractor must provide a qualified Banksman for the control of vehicle movements during removals/logistics.

7. All HMRC contractors must have CSCS accreditation certs or another recognised form of proving competence.

8. There is vehicle access to the building, including reception and the loading bay. The maximum size of a vehicle would be a large transit van.

There is a loading bay at the front of the building.

Access and Security

To arrange site access with security. The following will be required for operatives:

- o FULL NAME of Driver/contractors
- o Vehicle details
- o Size
- o Reg Number

11. Contractors should report to security on arrival.

12. The property operates a strict NO SMOKING policy in accordance with the Health & Safety at Work Act.

13. All operatives accessing site should hold CSCS Cards and hold BPSS (Baseline Personnel Security Standard) level of vetting.

14. All contractors should operate to CLOCS National Standard.

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Annex 3 – Power Options (for reference only)

 SCHEMATIC 199.pdf  SCHEMATIC 170.pdf  Power Options.pdf  Power & AV.pdf

Floor Plans

 Floor 1.pdf  2nd Floor.pdf  3rd Floor.pdf  4th Floor.pdf  5th Floor.pdf  6th Floor.pdf

 7th Floor.pdf  8th Floor.pdf

Furniture Schedule


[Redacted]
[Redacted]

Asset Inventory


[Redacted]
[Redacted]