

## Call-Off Schedule 20 (Call-Off Specification)

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

### 3 Glass Wharf, Bristol - Business Specification:

#### Purpose

1. To supply, deliver and install furniture as per the Government Hubs RM6119 Lot 8 Furniture Specification to

3 Glass Wharf, Avon Street, Temple Quarter, BS2 0EL

#### Background to the Contracting Authority

2. 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:

3. The square meterage for the 3<sup>rd</sup> floor on which the project is based is approximately 1400m<sup>2</sup>. However the project is in an area roughly 1/3 of this
4. The FTE is 1650, currently 401 due to COVID19 restrictions
5. Additional staff transferring into Bristol Regional Centre in February 2021. Their requirements are not met by the current levels of furniture on the floor plate- because of this an additional booth and personal storage is required. VOA also require additional business storage, which can be achieved with the extra tambour shelving requested.]
6. Requirement:
  - 2 x Mote 4 person booths incl sofas, media panel, table with integrated power.
  - 2 x power modules for booths
  - 41 x System file Tambour shelves
  - 13 x 3H x 1W lockers with recessed handles to all openings  
PERSONAL LOCKERS UNITS (WITH SLOPING TOPS) Code AMENI-01-RLKa  
Description: Personal lockers for staff  
Dimensions: Carcass Height: 1800mm maximum.  
Locker Width: 400mm  
Locker Depth: 500mm  
Locker Height: 400mm

#### Specification Detail:

- Lockers to be located in built-in niches where possible

- 3 locker high
  - Individual lockers to have drawers at lowest level
  - All lockers to be supplied with height adjustable single shelf
  - All locker carcasses to be finished in manufacturer standard finish powder coated steel or high pressure laminate - unless project specific use Traffic White RAL 9016
  - Individual compartments to be lockable, vertical 10 digit digital system with 4 digit code and factory setting code to be unique to HMRC
  - Lock to be supplied with master key code or equivalent
  - Contrasting lock colour to door to be supplied
  - Doors and drawers to receive recessed handles and to be a mix of A1 and C1 colour range for a visual break-up
  - Doors and drawers to be supplied with colour contrast apertures and sequential numbered inlays
  - Verify project specific requirements for final locker sizes and configuration
  - Doors to be capable of receiving applied graphic labelling
  - Able to accommodate locker caddy – See SUNL25
  - Minimum warranty of 8 years
  - No visible logo or branding tags, buttons, or plates to be used in products
  - Freeway Meeting Table 4000 x 1250mm with 8 x pixel units & cable risers & baskets. MFC finish.
  - 5x Cooper light work chair, height adjustable mechanism with tilt action no arms
  - 5x Cooper light work chair, height adjustable mechanism with tilt action with arms
  - 1x 1200w x 500d x 788h double door credenza unit with 1 x cable port in the centre of the back edge, & 1 x cable port in the centre of the back panel
- Dismantling, packing and onsite storage of existing media bench, 6 x stools and 2 x focus booths currently in situ
7. There will be no validation check applied to this call-off due to the current restrictions being applied due to COVID-19 restrictions.
8. All suppliers will be required to provide a call-off catalogue to include all images and specification details of the furniture that they are putting forward as their tender offer. This will include compliance to finishes as specified in the tender furniture schedule and where this is not stated to the FFE Design Specification. Due diligence will be applied as part of the evaluation process.
9. It should be noted that an e-Auction may be applied to this tender following completion of the tender evaluation.

#### Scope of Requirement

10. The scope of the works is detailed in the Request for Quote (RFQ) and floor plans attached, together with other key documents.
- RFQ
  - Floor plan for 3<sup>rd</sup> Floor
  - Floor Plan for the 7<sup>th</sup> Floor

### The Requirement

11. The requirement is for the manufacture, supply and install (including fixing and fitting on-site where necessary) the office and associated furniture to the site in accordance with the CCS Furniture & Associated Products Lot 8 Government Hubs Programme for 3 Glass Wharf, Bristol.
12. The Potential supplier shall provide operational support and maintenance to all items supplied as defined in Section 6 for the term detailed in the supply framework.
13. The Potential Supplier shall provide the ancillary items to the furniture such as locker inserts/graphics and numbers and as indicated on the schedules – caddies for the lockers.
14. All lockers to have 10-digit digital locks with master code specific to each different HMRC site and to be provided with recessed handles (codes: ACC-01-RLK, AMENI-01-RLK and ACC-02-RLK). We require a location specific master code. Had issues previously where the master code was the manufacturer default which was available on Google.
15. All furniture should be provided with an 8-year warranty.
16. All furniture should be asset tagged in line with framework requirements.
17. Provisional installation dates should be as soon as practical, but before May 2021
18. The building is open 07:00-19:00 Monday to Friday. There is parking in basement with high limit of 2.1m, with parking outside for offloading
19. 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.

<b>Delivery Times:</b>	Monday – Friday <b>08:00 – 17:00</b>
<b>Installation times:</b>	Monday – Friday <b>08:00 – 17:00</b>

### Visit to 3 Glass Wharf, Bristol

20. A visit to the premises and the floors as part of this project **will NOT take place due to current restrictions.**

### Authority's Responsibilities

21. The Authority, and all by definition Potential Providers working for the Authority, are obligated to work within the rules imposed for 3 Glass Wharf provided at **Annex 1** of this document. The Potential Provider shall review this document and comply with the requirements.

### Sustainability

22. The Potential Provider shall comply with the obligations within the framework in terms of sustainability.

23. During the works on site, the Potential Provider shall minimise the quantity of packing material and maximise the recyclable proportion of that needed. The Potential Provider shall make their own arrangements for removal from site and appropriate reuse/disposal.

#### Quality

24. The Quality of the product and the service shall be as defined in the framework document.

#### Price

25. The Potential Provider shall complete all Pricing as requested in 3.3 of the RFQ.

26. Prices are to be submitted via the RFQ excluding VAT.

#### Payment

27. Invoices shall only be raised once the assurance has been completed and approved. Payment will follow in accordance with the terms in the Framework. Purchase orders will be issued via 'MyBuy' and all invoices should be submitted through this system.

#### Additional Information

28. The Potential Provider shall comply with the requirements and obligations of working at 3 Glass Wharf and within the site curtilage. The Potential Provider shall review the contractor obligations included as an exhibit and ensure that they can comply with all obligations and ensure that they understand the scheduling implications of all aspects. No additional time or cost will be considered beyond the quotation for complying with these requirements.

#### Location

29. The locations of the Services will be carried out at;

3 Glass Wharf Avon Street, Temple Quarter, BS2 0EL	
---	--

## **Annex 1 – Proposed Client Access**

### **3 Glass Wharf, Bristol**

1. It should be assumed that furniture deliveries and install are undertaken In Hours and installation can progress Monday-Friday 08:00-17:00.
2. Exact locations for lockers and furniture will be supplied prior to delivery.
3. Contractors should be mindful that the floors may be occupied by working staff. Risk & Method statements should reflect this, minimising noise disruption and potential hazards as much as possible whilst following the latest Government COVID advice.
4. 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.
5. There are 4 passenger lifts on site which can be used by the contractor. There is a service lift to be used to get items into the building, to then be wheeled to passenger lifts.
6. There are 2 staircases in the building, but furniture must be taken up the lift.
7. Access to basement parking is restricted to a max vehicle height of 2.1m. Vehicles can park outside the building when unloading only.
8. Site parking is available for installation contractors and should be requested at time of site access notification.

#### Access and Security

1. Via The Estates Team Mailbox (estatesteam3glasswharf@hmrc.gov.uk) to arrange site access with security. The following will be required for operatives:
  - FULL NAME of Driver/contractors
  - Vehicle details
  - Reg Number

2. To access the basement parking, contractors use the intercom to contact Security. Once inside, they should walk to Reception to sign in. If walking to the building, they should use the main entrance and sign in at reception.
3. The property operates a strict NO SMOKING policy in accordance with the Health & Safety at Work Act.
4. All operatives accessing site should hold CSCS Cards and hold BPSS (Baseline Personnel Security Standard) level of vetting.
5. All contractors should operate to CLOCS National Standard.
6. 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.

#### Waste Removal

7. All suppliers are required to remove their waste at regular intervals and not leave stored items within the working areas.
8. You will be required to provide waste transfer notices as proof of waste away