

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

### Business Specification for Dismantle, Removal, Storage, Reinstall and Supply of Furniture at [REDACTED]

#### Purpose

- Existing furniture move [REDACTED]; to demount and remove specified existing furniture(including peripherals & electrics) required areas ; to store in designated storage area; main contractor electrics to be tidied under floor to create a clear area; to supply new bespoke furniture as specified. To re-install required existing furniture in specified area within [REDACTED] when notified.
- Prior to re-installation you may be required to plan the furniture on the revised design layouts for the reconfigured areas. The furniture floor plates will be provided for impacting, and you will need to work collaboratively with design/DUX to confirm acceptable placing of furniture to meet the design requirements.

Image	Product Code	Finish	Description	QTY
				1
<b>PART FLOOR REMOVAL (MAY 21)</b>	XX	XX	[REDACTED] Demounting & moving deskimg & 3 off large rectangular collaboration tables (including peripherals & electrics) from required area on Level 4 to designated storage area (Level 2 TBC) Main contractor electrics to be tidied under floor to create clear area Also includes removal of required existing furniture from CDIO Viewing Room (02.15) & UX Lab (02.16) on Level 2	1
<b>WHOLE FLOOR REMOVAL (MAY 21)</b>	XX	XX	[REDACTED] Demounting & moving all furniture (including peripherals & electrics) from required area on Level 4 to designated storage area (Level 2 TBC) Main contractor electrics to be tidied under floor to create clear area Also includes removal of required existing furniture from CDIO Viewing Room (02.15) & UX Lab (02.16) on Level 2	1
<b>CMA INSTALL (AUGUST 21)</b>	XX	XX	Re-install required existing furniture [REDACTED] the new CMA are on Level 4 Includes moving 14 off 4H2W personal lockers from other areas of Level 4 (swapping out with a number of team storage items)	1
<b>ICO INSTALL (AUGUST 21)</b>	XX	XX	[REDACTED] the new ICO are on Level 4 Includes moving 2 off 4H2W & 1 off 4H1W personal lockers from other areas of Level 4 (swapping out with a number of team storage items)	1

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## CMA Space FFE

Product Code	Finish	Description	QTY
[REDACTED]	White	Single monitor arm clamp	52
[REDACTED]	Kvadrat Field 0943	1400mm fabric wrapped screen with 'U' channel to attach to DQFB097810 1270mm overall height from floor to top of screen	26
[REDACTED]	Camira Blazer Goldsmith Outer / Camira Synergy Tag Inner (& buttons)	Grainger chair with power	2
[REDACTED]	White	4H lateral filer- each drawer lockable independently with planter	6

## ICO Space FFE

Product Code	Finish	Description	QTY
[REDACTED]	Camira Lucia	1400mm fabric wrapped screen with 'U' channel to attach to DQFB097810 1270mm overall height from floor to top of screen	4
[REDACTED]	White MFC / White Frame	1400x800mm Single Electric H/A Desk	2
[REDACTED]	Camira Blazer Knightsbridge	Grainger chair with power	2
[REDACTED]	XX	Key safe with electronic keypad (holds up to 100 keys)	1
[REDACTED]	Oak Veneer Top / Mineral Night Frame	600mm dia. Sunda 2 Coffee Table	1

Framework Ref: RM6119

Project Version: v1.0

Model Version: v3.0

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UX Lab

Product Code	Finish	Description	QTY
		<b>UX Lab- 02.16</b>	<b>1</b>
[REDACTED]	White MFC White Metalwork	Freeway 2 person inline cluster (1300 x 600 top)	1
[REDACTED]	White	1200mm single cable basket	2
[REDACTED]	Black	Zip It cable riser	1

Product Code	Finish	Description	QTY
		<b>Viewing Room - 02.15</b>	<b>1</b>
[REDACTED]	White MFC White Metalwork	Freeway 1600 x 600mm desk with cableport in each back corner	1
[REDACTED]	White	1600mm single cable basket	1
[REDACTED]	White	Pixel Unit 1 x UK FUSED socket, 1 x TUF (A+C)	2
[REDACTED]	Black	Zip It cable riser	1

**Dismantle furniture and associated services at:**

[REDACTED]

[REDACTED]

**Edinburgh**

[REDACTED]

**Re-install into:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Install specified new furniture into:**

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Site rules for [REDACTED] Edinburgh to be applied and adhered to at all times.

Background to the Contracting Authority

3. 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:

4. The FFE was installed in 2020 by CCS Framework [REDACTED] under contract; RM6119, lot 8.
5. The items listed will potentially be re-used in [REDACTED]

Scope of Requirement

6. *The scope of the works is detailed in the schedules together with other key documents:*
  - *Framework Schedule 6 – Order Form and accompanying Schedules;*
  - *Asset Inventory;*
  - *Strip Out Costs*

The Requirement

7. [REDACTED]; to demount and remove specified existing furniture(including peripherals & electrics) required areas ; to store in designated storage area; main contractor electrics to be tidied under floor to create a clear area; to supply new bespoke furniture as specified. To re-install required existing furniture in specified area within [REDACTED] when notified.
8. 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

Framework [REDACTED]  
[REDACTED]  
[REDACTED]

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shall provide the Customer with documentary evidence that the insurance required hereunder is in force and being maintained.

9. 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.
10. Prior to installation you may be required to plan the furniture on the design layouts for Edinburgh 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.
11. 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.
12. *Provision of asset inventory to be transferred to reinstallation site and so refreshed. Provision of BIM if furniture and associated services are to be installed at a Regional Centre or other site where BIM is being applied as part of the project.*
13. 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.
14. Basic spec of items requested–
15. Dates should be in line with the following: dismount and storage to designated area by 12<sup>th</sup> April 2021
16. Note access restrictions/vehicle size limitations detailed within **Annex 1**.
17. 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.

Visit to [REDACTED]

18. A visit to the premises as part of this project will **NOT** take place due to current COVID-19 restrictions.

#### Authority's Responsibilities

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

#### Sustainability

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[REDACTED]

[REDACTED]

## Annex 1

1. It should be assumed that the service is undertaken In-Hours Monday-Friday 08:00-19:00
2. Exact locations of furniture will be supplied prior to delivery.
3. Contractors will need to complete access information for COVID-19 requirements.
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. Site parking is available for contractors and should be requested at the time of site access notification.
6. There are no access restrictions or vehicle size restrictions Supplier can utilise several Class 2 (18 tonne vehicles) into position for loading.
7. Lifts are sized as follows. Door access is (3ft) 92cm, with lift car being (3ft x 4ft)

### Access and Security

8. Site is now largely unoccupied and will be totally unoccupied from next Friday of next week (12th March). Point of contact is Craig Rogers [craig.rogers@hmrc.gov.uk](mailto:craig.rogers@hmrc.gov.uk) [REDACTED] [REDACTED] who will and supply access fobs/alarm codes if necessary.
9. Via [REDACTED] to arrange site access with security. The following will be required for operatives:
  - FULL NAME of Driver/contractors
  - Vehicle details
  - Size
  - Reg Number
10. Contractors should report to [REDACTED] on arrival.
11. The property operates a strict NO SMOKING policy in accordance with the Health & Safety at Work Act.

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12. All operatives accessing site should hold CSCS Cards and hold BPSS (Baseline Personnel Security Standard) level of vetting.
13. All contractors should operate to CLOCS National Standard.
14. 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.
15. 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

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

#### Re-installation Site

18. To comply with all site rules and restrictions for Manchester RC, Salford (or other site to be notified).