**Leeds, 3 Wellington Place EU Exit Business Specification:**

Purpose

1. To supply, deliver and install furniture at 3 Wellington Place, Leeds, LS1 4AP as per the Government Hubs RM3812 Lot 1 Furniture Specification

Background to the Contracting Authority

1. 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

1. The square meterage for this project is as follows:
   * First Floor – 1,804 square metres (NIA)
   * Second Floor – 1,932 square metres (NIA)
   * Third Floor – 1,927 square metres (NIA)
2. This requirement is to be one call-off for both task and loose furniture from LOT 1 of the RM3812 Crown Commercial Service Framework.
3. The furniture will be required to be ordered by mid-October to allow for a 28 day lead time, delivery will commence on the 19th November 2018 and installation will be finalised by the 3rd December 2018.

Definitions

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| Expression or Acronym | Definition |
| NIA | Net Internal Area |

Scope of Requirement

1. The scope of the works are detailed in the schedules and floor plans attached, together with other key documents.

* Furniture Schedule
* Floor Plans
* Asset Inventory
* KPIs

The Requirement

1. The requirement is for the manufacture, supply and installation (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 1 Government Hubs Programme for the Leeds Furniture Requirement.
2. The Potential supplier shall provide operational support and maintenance to all items supplied as defined in Section 5 for the term detailed in the supply framework.
3. The Potential Supplier shall provide the ancillary items to the furniture such as locker inserts/graphics and numbers and also as indicated on the schedules under “Power, data, cabling requirements”, to include monitor arms, power modules, data cable trays vertical and horizontal cable management and risers. All cables and cable management from desk to floor box. The Potential Supplier will be expected to install monitor arms and power modules to the floor boxes
4. The Potential Provider shall provide all assets in the Asset Inventory supplied and all furniture should be asset tagged in line with framework requirements.
5. The Client intends to fit a test bank of desks (four or six desks) to establish the viability of the cabling etc. This test bank will need to be installed the week commencing the 12th November 2018.

Key Milestones

1. The start and completion dates as referenced below should be regarded as the key on-site milestones.
2. The Potential Provider shall indicate lead in, manufacture and logistic milestones that enable the on-site milestones to be achieved, these lead-times should include lead times on third party supplied products and sundry items where necessary.
3. Additionally the Potential Provider should note the following project milestones that the Authority has regarding the project administration and project delivery.

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| --- | --- | --- |
| **Milestone** | **Description** | **Timeframe** |
| 1 | Provision of the detailed delivery programme for the supply and installation of all furniture, team structure, | Within week 1 of Contract Award don’t we want this as part of the proposal? |

|  |  |  |
| --- | --- | --- |
| **Activity** | **Start** | **End** |
| **Manufacturing Lead Time** (based on 28 days) but looking for shorter lead times where possible | From point of order (15th October 2018 at the latest) | 28 days or shorter where possible |
| **Delivery and Installation – to be arranged with Fit out contractor in the last 2 weeks of the contract. Detailed programme for that installation to be agreed with Fitout Contractor.** | 19th November 2018 | 30th November 2018 |

Visit to 3 Wellington Place, Leeds

A visit to the premises and the floors as part of this project is offered to Potential Providers on Wednesday 19th September 2018 at 10:30 to 11:30 hours. The purpose of the visit is to:

* + Look at the delivery route.
  + View the Project Area.

Each Potential Provider should confirm whether they wish to take up this opportunity. Each Potential Provider will be allowed two persons and notification of names should be provided prior to the visit via the e-Sourcing portal.

Authority’s Responsibilities

1. The Authority and by definition all of the Potential Providers working for the Authority are obligated to work within the rules imposed for 3 Wellington Place, Leeds; appended to this document. The Potential Provider shall review this document and comply with the requirements.

Reporting

1. A formal weekly report covering the full scope of the services will be expected in line with the requirements of the framework. These shall be developed to enable a full understanding of actual progress against the project plan. Weekly rather than monthly is required due to the compressed timeline for this project.
2. The Potential Provider shall outline their reporting format and methodology within their Draft Project Execution Plan for review and approval by the Authority.

Sustainability

1. The Potential Provider shall comply with the obligations within the framework in terms of sustainability.
2. 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

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

Price

1. The Potential Provider shall complete all Pricing Schedule columns J and K of the Pricing Schedule.
2. Prices are to be submitted via the e-Sourcing Suite excluding VAT.

Payment

1. Invoices shall only be raised once the assurance has been completed and approved. Payment will follow in accordance with the terms in the Framework. Invoices should be submitted to the Hub.

Additional Information

1. The Potential Provider shall comply with the requirements and obligations of working at 3 Wellington Place, Leeds, 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

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

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| --- | --- |
| **3 Wellington Place**  Leeds  West Yorkshire  LS1 4AP |  |

**Annex 1 – Furniture Logistics:**

Staff and Visitors

**3 Wellington Place;**

1. The site entrance with level access is via the Goods Entrance on the West Side of the building.

1. Access to and exit from the building for visitors is restricted to 7.00am - 6.30pm when reception is manned.
2. Delegates need to bring their call-up letter or pass to gain access to the building. They will need to report to reception where they will be met by a HMRC representative.
3. Construction staff/contractors may only access the property via the loading bay which is accessed from Wellington Place.

Delivery Management

1. Furniture can be delivered via the loading bay. The private landlord will need to be contacted prior to goods being delivered so they are aware of dates/times.
2. All deliveries require pre-booking (at least 24 Hours’ notice) with vehicle and personnel detail provided.
3. The private landlord will need to be contacted to arrange out of hours access for both sites. Wellington Place has 24hr security based on site.
4. The building has one designated goods lift which will be available for use.
5. We suggest the appointed supplier visits site in advance to make themselves aware of the access route and the restrictions.
6. Deliveries can be made in normal working hours.

Access Booking:

1. Company would contact the private landlord with
   * Name of Driver
   * Make of Vehicle
   * Size
   * Reg.  Number

Access and Security

1. Via a nominated security procedure set by the property FM team. The following will be required for operatives:
   * FULL NAME
   * PHOTO I.D
   * (Driver’s license, passport, CSCS card)
2. The property operates a strict NO SMOKING policy in accordance with the Health & Safety at Work Act.

1. 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

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