

# Framework Schedule 1 (Specification)

This Schedule sets out what CCS and our buyers want.

The Supplier must provide the Deliverables for the Lot they have been appointed to.

For all Lots and/or Deliverables, the Supplier must help Buyers comply with any specific applicable Buyer Standards.

The Deliverables and Standards set out in this document may be refined (as set out in the Order Form) by a Buyer during a Further Competition to reflect requirements for entering into a Call Off Contract.

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## INTERPRETATION OF THIS FRAMEWORK SCHEDULE 1 (SPECIFICATION)

*For the purposes of this Framework Schedule 1 (Specification), unless the context otherwise requires, references to:*

- (a) “product(s)” shall refer to “Goods” and/or “Services” (as appropriate);*
- (b) “delivery” shall refer to “Delivery”;*
- (c) “Authorities” shall refer to two or more “Buyers”, or “CCS” and one or more “Buyers”;*
- (d) “information” shall refer to “Information”;*

*as defined in Joint Schedule 1 (Definitions).*

## 1. Scope of the Framework Contract

- 1.1. Crown Commercial Service (CCS) is seeking to establish a Framework Contract for the provision of Furniture and Associated Services, reference RM6119. The Framework Contract shall comprise of 8 Lots as detailed in paragraph 2 – Description of the Lots.
- 1.2. CCS does not warrant that any Buyer will enter into a Call Off Contract via this framework. Each Buyer(s) will refine their requirements through a Call Off Contract that, subject to Framework Schedule 7 (Call Off Procedures), will be signed by the Supplier and Buyer(s).
- 1.3. A full list of Buyer(s) who are able to use this Framework Contract from its Start Date can be found in the OJEU notice. This Framework Contract shall be managed centrally by CCS and Call Off Contracts shall be managed by the Buyer(s).
- 1.4. The procurement has been advertised by publishing a Contract Notice in the OJEU advertising the Open Procedure under “the Regulations”.
- 1.5. The purpose of this Framework Schedule 1 (Specifications) is to provide a description of the Goods and Services that the Supplier shall provide to and deliver to Buyer(s) under the Lots within this Framework Contract.
- 1.6. Any Goods and/or Services listed within this Schedule, but not listed in Framework Schedule 3 (Framework Prices), shall be agreed with Buyer(s) in the Call Off Contract or provided free of charge.

## 2. Description of the Lots

2.1 The Framework Contract consists of 8 Lots:

All Suppliers must comply with all general mandatory requirements (set out in Paragraph 3 below) as well as the specific mandatory requirements (referred to under each Lot summarised below): -

<b>Lot</b>	<b>Description of the Lots</b>
<b>1</b>	<p><b><u>Office Furniture</u></b>                      Provision of general office furniture and associated services (including but not limited to office seating, desking, tables, desk screens, monitor arms, storage and accessories). Suppliers will also offer a selection of remanufactured, refurbished and recycled office furniture items to meet Buyer(s) requirements.  <i>All mandatory requirements the Suppliers shall fulfil under Lot 1 of this Framework Contract can be found at Section 5: Specific Mandatory Requirements Lot 1 (page 30 below).</i></p>
<b>2</b>	<p><b><u>Residential Furniture</u></b>                      Provision of residential furniture (including but not limited to living and dining furniture) and associated services.  <i>All mandatory requirements the Suppliers shall fulfil under Lot 2 of this Framework Contract can be found at Section 6: Specific Mandatory Requirements Lot 2 (page 32 below).</i></p>
<b>3</b>	<p><b><u>Secure Furniture</u></b>                      Provision of Centre for the Protection of National Infrastructure (CPNI) rated secure furniture and associated services.  <i>All mandatory requirements the Suppliers shall fulfil under Lot 3 of this Framework Contract can be found at Section 7: Specific Mandatory Requirements Lot 3 (page 64 below).</i></p>
<b>4</b>	<p><b><u>Bespoke/Fitted Furniture</u></b>                      Provision of bespoke/fitted furniture (including Courtroom Furniture) to meet Buyer(s) requirements and associated services.  <i>All mandatory requirements the Suppliers shall fulfil under Lot 4 of this Framework Contract can be found at Section 8: Specific Mandatory Requirements Lot 4 (page 65 below).</i></p>
<b>5</b>	<p><b><u>High Density Steel Storage</u></b>                      Provision of a range of trade pattern static and mobile storage solutions and associated services.  <i>All mandatory requirements the Suppliers shall fulfil under Lot 5 of this Framework Contract can be found at Section 9: Specific Mandatory Requirements Lot 5 (page 68 below).</i></p>
<b>6</b>	<p><b><u>Education</u></b>                      Provision of education furniture to meet primary, secondary, Higher Educational and Further Education needs and associated services.</p>

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	<i>All mandatory requirements the Suppliers shall fulfil under Lot 6 of this Framework Contract can be found at Section 10: Specific Mandatory Requirements Lot 6 (page 73 below).</i>
<b>7</b>	<b><u>Repair and Renovation</u></b> Provision of repair and renovation services for residential furniture. <i>All mandatory requirements the Suppliers shall fulfil under Lot 7 of this Framework Contract can be found at Section 11: Specific Mandatory Requirements Lot 7 (page 74 below).</i>
<b>8</b>	<b><u>Hubs Furniture</u></b> Provision of office furniture Goods and/or Services in line with HMRC Design Guide and associated services.. <i>All mandatory requirements the Suppliers shall fulfil under Lot 8 of this Framework Contract can be found at Section 12: Specific Mandatory Requirements Lot 8 (page 83 below).</i>

### 3. General Mandatory Requirements.

3.1 This section details the mandatory requirements that Suppliers shall be expected to fulfil in their entirety under all the Lots in order to meet the service delivery requirements of this Framework Contract. Suppliers shall read and comply with these requirements in conjunction with each of the Lot's specific mandatory requirements:

- Lot 1 – Office Furniture
- Lot 2 – Residential Furniture
- Lot 3 – Secure Furniture
- Lot 4 – Bespoke/Fitted Furniture
- Lot 5 – High Density Steel Storage
- Lot 6 – Education
- Lot 7 – Repair and Renovation
- Lot 8 – Hubs Furniture

3.2 It is important that Suppliers take time to fully understand the Goods and Service requirements. All mandatory requirements, in conjunction with each Lot's specific requirements, shall be complied with from the Start Date of the Call Off Contract with each Buyer. Non-compliance with any of these requirements will be considered a reason for exclusion from the Framework Contract or Framework Contract termination. The Supplier shall provide all Services in relation to the supply of the Goods and Services to the Buyer which shall include but not limited to:

- a) Taking Orders for the Goods and Services from the Buyer in respect of the relevant Lot(s);
- b) Undertaking physical delivery of the Goods or Services ordered by the Buyer(s) in respect of the relevant Lot(s) to the required Buyer Site;
- c) Conforming to the Charging Structure;
- d) Undertaking and complying with any invoicing and billing requirements;
- e) Undertaking to meet all Buyer requirements;
- f) Providing a support function to deal with Buyer(s) enquiries and issues;
- g) Handling Buyer Complaints;
- h) Complying with Performance Indicators (PI's), service levels and any reporting requirements;
- i) Providing a dedicated Supplier Framework Manager (as set out in Item 15 of the Framework Award Form) to manage the relationship between the Buyer(s) and the Supplier under this Framework Contract, to resolve any issues arising from this Framework Contract and to implement any improvements/innovations during the Framework Contract Period;
- j) Complying with the Buyer's Management Information requirements

### **3.3 Core List**

3.3.1 The products listed in Framework Schedule 3 (Framework Prices), Annex 1 shall become the Core List for each of the Lots.

3.3.2 The Supplier shall:

- (a) ensure that all products in the Core List for each Lot are available from the Framework Start Date, and throughout the Framework Contract Period. (b) Review the Core List for each Lot to ensure it continually reflects the highest volume items purchased by the Buyer(s). Reviews will take place in accordance with Framework Schedule 4 (Framework Management).
- (c) identify further opportunities to rationalise and standardise the products included those in the Core List for each Lot. This should be captured via the Call Off Schedule 3 (Continuous Improvement) and this information shared with CCS and the Buyer on an annual basis.
- (d) offer new, innovative and cost effective products to be considered for inclusion in the Core List as a result of developments in the furniture market. Please see Call-Off Schedule 3 (Continuous Improvement) for more information.
- (e) review the Core List to identify items that are no longer relevant to Buyers or the furniture market, and that should be considered for removal.

3.3.3 CCS will, at its complete discretion, approve or reject all proposed changes. Any accepted changes shall be made in accordance with Clause 24 (Changing the Contract) and Joint Framework Schedule 2 (Variation Form).

### **3.4 Non-Core Products**

3.4.1 In addition to the Core List, the Supplier shall make available to the Buyer(s) additional Goods and Services. These products shall be known as Non-Core Products. With CCS approval, products in high demand may be transferred from the Non-Core to Core List in accordance with Paragraph 3.1 above.

3.4.2 Non-Core Products are to be charged to the Buyer by:

- a) Discount off the catalogue price - Lot 1-6 and 8, as submitted in the non-evaluated worksheets within Framework Schedule 3 (Framework Prices and Charging Structure), Annex 1, and
- b) Open Book Costing – All Lots.

### **3.5 Quality**

3.5.1 The Supplier shall ensure that all Goods and Services supplied under this Framework are tested to the relevant minimum technical requirements set out within this Framework Schedule at Paragraph 4.7 (General), 9.4 (Lot 5) and 10.4 (Functional and Safety Standards).

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3.5.2 The Supplier shall ensure that all Goods and Services supplied under the Framework are fit for purpose, comply with the relevant specification, and have a finish and construction that is acceptable to CCS and the Buyer(s), as per the mandatory requirements of each Lot.

3.5.3 The Supplier shall ensure that all materials are suitable for their intended use and shall conform to the latest relevant British and European Standards, mandatory Government Buying Standards (with consideration given to best practice Standards), Codes of Practice and current UK Statutory Regulations, six Months prior to the date of supply. (See Joint Schedule 5(CSR) for detail on Government buying Standards)

3.5.4 The Supplier shall ensure products supplied are easy to repair with standard, commonly available parts. Components and spare parts shall be made available by the Supplier for at least 10 years after sale to extend the product's lifetime through repair, as far as reasonably practicable.

3.5.5 Plastic parts greater than 50g shall be marked for recycling according to ISO 11469:2016 or equivalent and must not contain additions of other materials that may hinder recycling. Compliance with ISO 11469:2016 should be captured in the Lot specific catalogue.

3.5.6 Suppliers shall place the necessary recycling information in the user manual or similar literature for plastic parts greater than 50g in weight.

3.5.7 The Supplier shall ensure products supplied can be easily disassembled for recycling and reuse, in part or whole.

3.5.8 The Supplier shall make available details of desk tops; this should be in the form of computer-aided design ("CAD") diagrams that show the location of screw holes, and desk top sizes to facilitate the refurbishment of the desktop.

3.5.9 The Supplier shall ensure that all test certification details provided with their tender submission are current and kept up to date during the Framework Contract Period .

## **3.6 Account Management**

3.6.1 The Buyer will decline all Goods and Services that cannot be supported with required test certification.

3.6.2 The Supplier shall identify and appoint a suitably qualified Supplier Framework Manager and account management team to meet Framework Contract and Call-Off Contract requirements.

3.6.3 The Supplier shall measure and record the performance of all of its Supplier Framework Manager and account management team throughout the duration of the Framework Contract Period.

3.6.4 The Supplier shall identify and correct any poor performance of its Supplier Framework Manager and/or account management team to deliver an acceptable standard to Buyers. The Supplier shall demonstrate a clear escalation and complaints resolution process with key people and roles identified.

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3.6.5 The account management team will be the point of contact for the Buyer(s), providing presales and after sales support.

3.6.6 The Supplier shall provide the Buyer(s) with relevant, and timely information upon request, from initial contact through to the Delivery and installation of Goods and Services. The Supplier shall provide a positive customer experience to all Buyers.

3.6.7 The Supplier will ensure the seamless co-ordination of processes including but not limited to; query resolution, ordering process, product supply, logistics, installation, returns, issue and complaints resolution, product support and re-installation as required.

3.6.8 The Supplier shall establish and maintain a documented and clearly defined process, including an escalation process, to record, manage, and resolve complaints raised by the Buyer. Buyer feedback via Customer Observation Reports should be acknowledged within 5 days and actioned within 20 working days.

3.6.9 The Supplier shall maintain regular communications with the Buyer and other delivery partners working with them to ensure that all parties are kept up to date with developments. The Supplier may be required to provide Management Information to the Buyer as documented in the Call Off Contract.

3.6.10 The Supplier shall provide the Buyer with product instructions and assist when necessary.

3.6.11 The Supplier shall work with the Buyer and, if requested by the Buyer, the Supplier shall arrange face to face training on all products as identified by the Buyer(s). This may include (but not be limited to) DSE assessors, staff 1-2-1's or group sessions. The Supplier should provide operation and maintenance ("O&M") Manuals and Guidance on How to Use Furniture in electronic form and hard copy (upon request).

## 3.7 Supply Chain Management

3.7.1 The Supplier shall actively manage Sub-Contractors to meet CCS and Buyer requirements. Key aspects shall include but are not limited to:

- a) A robust selection process for the appointment of Subcontractors;
- b) Selection and appointment of suitably qualified Subcontractors to deliver Goods and Services to the required standard (as stated in Paragraph 3.3.3.);
- c) Management and coordination of Sub-contractors to meet CCS and Buyer requirements for the duration of the Framework Contract and Call Off Contract, including during peaks in demand.
- d) Manage risk (including critical points of failure) within the supply chain, protect the contractual position and ensure value for money for the Buyer under any Call Off Contract;
- e) Monitor, record and measure the performance of its Sub-contractors via an appropriate management system;
- f) Identify and correct any underperformance within its supply chain to ensure Goods and Services provided are consistently delivered to required quality.
- g) Problem solving including using the Dispute Resolution Procedure when issues arise;

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- h) Auditing and inspecting the Sub-contractors' work, ensuring that they comply with the contractual requirements on quality, environmental, security, Health and Safety, and relevant requirements in Law;
- i) Receiving, checking and authorising invoices for payment for additional Services;
- j) Monitoring Sub-contractors' approach to rectifying defects and escalating as required to ensure effective and timely resolution of defects;
- k) Managing communication between the Buyer and the Sub-contractors;
- l) Warrant that all Sub-contractors carry adequate insurance and that are legally and professionally compliant in all activities. Suppliers shall demonstrate unequivocally the acceptance of these issues; and
- m) Take and report on steps taken to remove barriers for businesses of all sizes within the Supplier's supply chain to allow competition for specific Services associated with Call Off Contracts, including SME's and VCSE's.

### 3.8 Continuous Improvement

3.8.1 In order to meet its obligations under Call Off Schedule 3 (Continuous Improvement) and Call Off Schedule 16 (Benchmarking), the Supplier shall continuously improve its performance and the quality of its Goods and Services, and shall identify potential cost savings, throughout the duration of the Framework Contract and during the delivery of Authorities' programmes and projects.

### 3.9 Delivering Social Value

3.9.1 Social Value legislation and guidance places a legal requirement on all public sector bodies to consider the additional social, economic and environmental benefits that can be realised through procurement activities.

3.9.2 Further information can be found via the following links:

[The Social Value Act](#)

[Procurement Reform \(Scotland\) Act](#)

[Community Benefits Guidance \(Wales\)](#)

#### 3.9.3 Social value Priorities

3.9.3.1 CCS and Buyer(s) have identified social value priorities for this procurement (please see Annex A Framework Schedule 1). Buyers may have their own Social Value priorities which will be made clear to suppliers at Call Off stage.

#### 3.9.4 Modern Slavery and exploitation in the Supply Chain

3.9.4.1 The role of CCS and Buyer(s) is to ensure Suppliers with whom we do business understand the risks of modern slavery in supply chains and take appropriate action to identify and address those risks.

3.9.4.2 We require suppliers to comply with the requirements of the [Supplier Code of Conduct](#) and the standards set out in Joint Schedule 5 on Corporate Social Responsibility including reporting (Framework Schedule 5 (Management Charges

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and Information) and continuous Improvement (Call Off Schedule 3( Continuous Improvement)) requirements.

3.9.4.3 CCS has identified specific risks in the furniture sector as follows:

- Manufacturing industry
- The sourcing of products for the manufacturing process including plastics, steel, timber and fabrics
- Global supply chain

3.9.4.4 CCS and Buyer(s) expect Suppliers to address these known risks within the supply chain through Supplier annual slavery and human trafficking report as requested in Joint Schedule 5 (Corporate Social Responsibility). CCS may provide the reports to Buyer(s) as part of the Call-Off Procedure.

3.9.4.5 The Service Level Agreement for Modern Slavery (Annex to Joint Schedule 5 - Corporate Social Responsibility) sets out the process the Buyer, Supplier and CCS expect to be followed should instances of Modern Slavery or Child Labour be identified within the supply chain for the services under this Framework Contract.

### 3.9.5 A Diverse Supply Chain

3.9.5.1 CCS and Buyer(s) want to ensure a diverse base of Suppliers and resilient supply chains. We require the Supplier to support delivery through activities such as:

- Enabling Accessibility through promotion of supply chain opportunities with SMEs & Social Enterprises. We expect our Suppliers to support and build supply chain diversity through:
  - Supply chain processes that enable the participation of Micro, Small to Medium Sized Enterprises (“SMEs”) and Social Enterprises (“SEs”)
  - Subcontracting opportunities are open to SMEs and SEs, including the advertisement of all subcontracting opportunities over £10,000 on Contracts Finder as per Joint Schedule 12 (Supply Chain Visibility)
  - Cascading prompt payment throughout Supplier supply chains as required under Clause 4 (Pricing and Payments) of the Core Terms
  - Where appropriate, the growth and development through provision of advice and support to SMEs & SEs to develop resilient local supply chains.

### 3.9.6 Fair, Inclusive and ethical employment practices & skills development

3.9.6.1 CCS and Buyer(s) consider the delivery of high quality public services to be critically dependent on a workforce that is inclusive, well-motivated, well-led and has appropriate opportunities for training and skills development, as per Annex A.

3.9.6.2 All organisations with 250 or more employees must publish and report specific figures about their gender pay gap, and we expect Suppliers to progress

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towards equalising this. Suppliers shall provide details annually via Annex A – Reporting Measures for Social Value. CCS will monitor progress towards equalising the gender pay gap over the life of the Framework Contract.

3.9.6.3 Additionally, we expect Suppliers and their supply chains to support and encourage employment and skills development opportunities through the performance of this Framework Contract, with a specific focus on opportunities for priority groups (including but not limited to, people with disabilities, ex-offenders, BAME (black, Asian and minority ethnic people) and long-term unemployed). This should include training and apprenticeships, particularly in repair / renovation and manufacturing.

3.9.6.4 Buyers may test Suppliers' proposed methods for delivering skills development within the local community as relevant to their specific requirements as part of the Call-Off Procedure.

### 3.9.7 Environmental Sustainability

3.9.7.1 The 25 Year Environment Plan sets out what the Government intends to do to improve the environment, within a generation.

3.9.7.2 This is available to view here [25 Year Environmental Plan](#)

3.9.7.3 The Government Buying Standards for furniture require Buyers to maximise Value for Money over the whole life of furniture.

3.9.7.4 CCS and Buyer(s) require Suppliers to work proactively with its supply chain to reduce the environmental impacts of the provision of Goods and Services under this Framework Contract and each Call-Off Contract. Suppliers will be required to track and record the environmental benefits it achieves.

3.9.7.5 Suppliers shall support the UK Government in delivering [Greening Government Commitments](#) including (but not limited to) 'improving waste management' and 'buying greener products and services' commitments. The Supplier shall track and record the benefits it delivers and share with information with CCS and Buyer(s).

3.9.7.6 Buyers may also require the Supplier to provide other information and/or evidence to support in other policy or legislature areas.

3.9.7.7 Suppliers should ensure waste is minimised and the amount of waste sent to landfill is reduced as referenced in Paragraph 3.11 (below). Suppliers should also ensure packaging material is recyclable where possible as referenced in Paragraph 3.19 (below).

3.9.7.8 Suppliers must ensure that all timber products are legal and sustainable, as per the Government Timber Procurement Policy referenced in Paragraph 3.8 (below).

### 3.9.8 Wellbeing & Community Benefits

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3.9.8.1 CCS and Buyer(s) expect the Supplier to positively impact individual wellbeing and contribute to transforming local communities wherever possible. Buyer(s) may test the Suppliers' proposed methods for delivering wellbeing and community benefits as relevant to the requirements of the Call-Off Contract.

### 3.9.9 Social Value Measuring

3.9.9.1 The Supplier will develop and deliver a plan within 3 months of Framework Contract Start Date detailing how they will contribute to the overall achievement of CCS and Buyer(s) Social Value priorities at the Framework Contract level.

3.9.9.2 The Supplier and Buyer(s) will agree relevant targets and measures to be used for delivery of Social Value as required at Call Off Contract.

3.9.9.3 The Supplier will provide an annual Social Value Report to CCS detailing how Social Value has been delivered under this Framework Contract. CCS reporting requirements can be found at Annex A – Reporting Measures for Social Value.

3.9.9.4 In addition, the Supplier will provide an annual slavery and human trafficking report (as per Joint Schedule 5 (Corporate Social Responsibility), Paragraph 3) to CCS.

## 3.10 Timber Requirements

3.10.1 The Supplier shall procure and ensure that all timber and wood derived products originate from an independently verifiable legal and sustainable source in line with the Governments Timber Procurement Policy which can include:

- (a) Independently verified legal and sustainable sources; or
- (b) Forest Law Enforcement, Governance and Trade (“FLEGT”); or
- (c) Recycled timber.

3.10.2 The Supplier may be required to provide evidence that timber products meet the requirements of 3.10.1 above at any time. The Supplier shall retain appropriate documentation from any of the three categories below, to provide as evidence when requested:

- (a) Category A - Certification under a scheme recognised by the UK Government as meeting the criteria set out in the document entitled UK Government Timber Procurement Policy: Criteria for evaluating Certification Schemes (Category A evidence). The edition current on the day of the Framework Commencement Date shall apply.
- (b) Category B - Documentary evidence that provides assurance that the source is sustainable. This may include independent audits and declarations by the Supplier or its Subcontractors. Where Category B evidence is to be relied on, the Supplier is required to notify CCS of the sources of all virgin Timber and wood-derived products supplied. Source in this context means the forest or plantation where the trees were grown and all subsequent places of delivery through the supply chain prior to receipt of the Timber or wood derived product by CCS. The Supplier shall separately identify virgin Timber and wood derived

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products supplied from forests and plantations that are claimed to be subject to sustainable timber production and shall submit to CCS documentation in respect of such wood to confirm that the criteria for sustainable timber production set out in this specification have been met. If mixing is unavoidable within the supply chain then sources can still be accepted provided that there are adequate controls in place and at least 70% (by volume or weight) is from a legal and sustainable source with the balance from a legal source.

- (c) FLEGT - Evidence of timber and wood derived products being exported from a timber producing country that has signed bilateral FLEGT Voluntary Partnership Agreement (“VPA”) with European Union and which have been licenced for export by the producing country’s requirements for a FLEGT licence, where a VPA has been entered into but FLEGT licencing system is not fully operational. Equivalent evidence from a country that has not entered into a VPA which demonstrates that all of the requirements equivalent to FLEGT licenced timber has been met.

3.10.3 Equivalent evidence from countries that have not entered into a VPA but which demonstrates compliance with the Definition of Legal and Sustainable (where equivalent to FLEGT-licensed can be evidence of meeting the definition of ‘sustainable’) will be acceptable (as with all Category B evidence).

### 3.11 Hazardous Materials

3.11.1 The Supplier shall avoid the use of hazardous substances including, but not limited to, substances which are radioactive, flammable, explosive, toxic, corrosive, bio hazardous, oxidisers, asphyxiates, pathogens or allergens.

3.11.2 On the occasions where there are no alternatives, hazardous materials must be stored, used and disposed of in accordance with the instructions of the product Control of Substances Hazardous to Health (CoSHH) Regulations and all relevant legislation and Law.

3.11.3 The Supplier shall ensure that all internal finishes, including solvents and paints are inert and meet best practice Standards for using low levels of Volatile Organic Compounds (“VOC”) during their manufacture.

3.11.4 The Supplier shall use products that contain low levels of solvents or are solvent-free, such as water-based paints, varnishes and/or glues.

3.11.5 The Supplier shall prohibit the use of lead-based paints and primers.

### 3.12 End of Life Disposal

3.12.1 The Supplier shall offer a waste management service to uplift furniture and wherever possible the Supplier will repair and refurbish the product for re-use, independently or via a Third Party.

3.12.2 Where a Good is unsuitable for refurbishment, the Supplier shall ensure the Good is recycled or disposed of in an environmentally friendly manner.

3.12.3 The Supplier shall provide the Buyer with appropriate evidence that the Good has been disposed of in accordance with the requirements of the duty of care for waste as set out in the Waste Duty of Care Code of Practice 2018, or its successor.

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3.12.4 Waste materials deposited into landfill sites shall be in accordance with the Environment Agency Landfill Directive.

3.12.5 The Supplier shall work with the Buyer to offer a waste management service at little or no cost to the Buyer.

3.12.6 Where the Supplier stipulates a cost for the waste management service, the Buyer shall be provided with a breakdown of all Supplier costs. The Supplier shall detail mitigating action taken to reduce costs for the Buyer.

### **3.13 Waste Prevention and Management**

3.13.1 The Supplier shall take responsibility for waste management and work with the Buyer to ensure they meet external and internal targets for the reduction of waste. The Supplier shall develop sustainable ways of achieving zero waste to landfill and continuous improvements as advances in technology arise.

3.13.2 The Supplier shall provide information to the Buyer on the methods of disposal of waste, showing clear evidence of using disposal methods which are environmentally preferable as required. The Supplier shall, wherever possible, recycle or use for energy recovery to avoid waste being sent to landfill assure that as much of the waste as possible will be recycled.

3.13.3 The Buyer may request from the Supplier details on the action taken by Supplier's to prevent waste to landfill including whether the goods were reused via donation to charitable organisations or good causes.

### **3.14 Government Catalogue**

3.14.1 The government catalogue provides a list of Goods which will be required by Authorities during the Framework Contract Period. The Supplier shall ensure that the products are listed in Framework Schedule 3 (Framework Prices) (Core items only).

3.14.2 The Supplier shall produce a catalogue for Lots 1-4, 6 and 8 only.

3.14.3 The catalogues shall include all of the individual products specified in the Core List detailed in Framework Schedule 3 (Framework Prices).

3.14.4 The Supplier shall provide the catalogue in an electronic on-line format (P2P or equivalent, Authorities' Intranet website and the Authority's website via the Internet). There may be a requirement from some Authorities' to receive the catalogue in hard copy in conjunction with the electronic on-line format(s). Authorities specific requirements will be detailed in their individual Call Off Contract.

3.14.5 The Supplier shall ensure that a priced version of the catalogue is held in a secure online portal for Buyers to access via the supplier's website. The Supplier website should clearly signpost CCS Buyer(s) to the goods and services available via the CCS Framework using appropriate CCS branded signage.

3.14.6 The Supplier may be required to provide Government Department landing No, pages to support the Buyer(s).

3.14.7 The catalogue structure shall comprise of a limited menu and content pages, managed as an MS Front-page web. The catalogue will be available to any public sector organisations to access.

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3.14.8 The following information, as a minimum, shall be included in the catalogue:

- (a) A generic index covering all Goods;
- (b) The telephone and email address of the Supplier Account
- (c) Management Team;
- (d) An example of the form to be used for placing an Order;
- (e) In respect of the individual product items:
  - (i) A photographic image or other appropriate representation where required
  - (ii) A short to long description (including product specification and dimensions) ;
  - (iii) The name of the manufacturer (where appropriate);
  - (iv) Contract reference;
  - (v) Key word;
  - (vi) Lead time;
  - (vii) Name;
  - (viii) Unit of measure;
  - (ix) Unit of purchase quantity
  - (x) The product code number
  - (xi) The denomination of quantity
  - (xii) Minimum Order quantity
  - (xiii) UNSPSC
  - (xiv) The price of the product excluding VAT
  - (xv) NATO Stock Code or CCS item code
  - (xvi) ISO/BS accreditations
  - (xvii) Recycled material content
  - (xviii) Recyclability of product %

3.14.9 CCS uses version 8.1201 of UNSPSC (Universal Standard Product and Services Classification) to classify ordered items for Management Information purposes. The Supplier will be required to code their Goods and in Product Grouping 1 and Product Grouping 2 to version 8.1201 of UNSPSC. Further information can be obtained <http://www.unspsc.org>.

3.14.10 The catalogue structure for the Government eMarketplace shall require the completion of a catalogue builder file by the Supplier and in the required format –

3.14.11 <http://www.procserve.com/documents/procservecataloguebuilder>. This will be the master copy file which will include all products and prices etc.

3.14.12 The validation parameters for the catalogue builder are as follows:

- (a) All mandatory fields are populated;
- (b) The price expiry date is after the price effective date;
- (c) The transaction type for any changes to catalogue content is correct (e.g. NEW = ADD, etc.);
- (d) There are no duplicate lines;

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- (e) The UNSPSC codes are valid; a UNSPSC code (as detailed in paragraph 3.12.15) will need to be provided for each product within the catalogue.
- (f) The aspect fields are correct i.e. if value is populated, that name is populated (e.g. aspect name is 'colour', aspect value is 'red' etc.)

3.14.13 The Supplier shall be responsible for the provision and support of the necessary infrastructure required to implement the on-line solution for the CCS and the Buyer and for any associated running costs throughout the Framework Period.

3.14.14 The Supplier will be required to provide a consistent level of availability for products on the Government Catalogue.

3.14.15 CCS will agree at the Supplier Review Meeting(s), as described in Framework Schedule 4 (Framework Management), the inclusion of any additional products the Supplier has identified as referenced in Paragraph 3.4 within this General Specification.

3.14.16 The pricing of Goods and/or Services outlined in Framework Schedule 3 (Framework Prices) will be used in the Government Catalogue.

3.14.17 Suppliers may be required to provide a catalogue specific to a Buyer which will be detailed in the Buyer's Call Off Contract.

### **3.15 E-Commerce**

3.15.1 CCS and Buyer(s) intend to migrate (wherever possible) all purchasing to an e-commerce environment.

3.15.2 The Supplier shall agree to the Government wide strategy of 'Digital by Default' [Link here](#).

3.15.3 The Supplier will be required to register with Buyer specific purchase to pay (P2P) systems.

3.15.4 The Supplier may be required to pay membership fees associated with e-commerce purchasing platforms.

### **3.16 HM Government Baseline Personnel Security Standard**

3.16.1 CCS requires that all Supplier staff employed, whether permanent or temporary, on the provision of Framework Services are subject to the requirements of the HM Government Baseline Personnel Security Standard. Copies of the current HM Government Baseline Personnel Security Standard can be found via the following link [Government Baseline Personnel Security Standard](#).

3.15.2 Buyer(s) may require additional security clearance for Supplier personnel. The Buyer(s) will state the required security clearance at Call Off stage.

### **3.17 Data Security – OFFICIAL SENSITIVE**

3.17.1 The Supplier shall implement and comply with industry Standards and best practice security controls as detailed here:

<https://www.gov.uk/government/publications/security-policyframework>

3.17.2 The Supplier shall have a Cyber Essentials Scheme Basic Certificate or equivalent at the commencement date of the first Call Off Contract. Requirements can be located at: <https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>

3.17.3 The Supplier shall ensure that prior to the start of the first Call Off Contract and annually thereafter that they will undertake CHECK Assurance with a NCSC approved provider. Further information on NCSC Penetration Testing can be found at:

<https://www.ncsc.gov.uk/information/using-check-provider>

<https://www.ncsc.gov.uk/information/check-penetration-testing>

3.17.4 The Supplier shall ensure that Buyer information and data is secured in compliance with the Government Security Classification Policy rating of OFFICIAL-SENSITIVE. The Supplier shall ensure that the Government Security Classification Policy rating is also applied when information and data is transmitted across all applicable networks and/or in line with Buyer requirements.

3.17.5 The Supplier shall, where required, have the capability to employ encryption to information / data which shall be sent across a network or extracted by electronic means. The Supplier shall ensure that the level of encryption complies in full with the Government Security Classification Policy rating of OFFICIAL SENSITIVE and/or in line with Buyer requirements.

3.17.6 The Supplier shall ensure that any suspected or actual security breaches are reported to Buyer representatives immediately and depending on the impact of the breach, shall be included in Monthly/quarterly performance reporting to CCS.

3.17.7 The Supplier shall comply with all relevant legislation, organisational and cross Government policy and guidelines in relation to Data and asset security.

### **3.18 Business Continuity and Disaster Recovery (BCDR) Plan**

3.18.1 The Supplier shall have its own BCDR Plan to ensure that it can continue to deliver the Goods and Services, as soon as it becomes aware of a disaster event or a likely disaster event. The Supplier shall collaborate with the Buyer to ensure that the BCDR Plan interface's seamlessly in supporting the business without disruption.

3.18.2 The Supplier shall liaise with the Buyer to ensure that appropriate communication lines are maintained.

3.18.3 At the request of the Buyer, the Supplier shall assist in testing their BCDR Plan at intervals to be agreed by the Parties. The Suppliers BCDR Plan shall detail the processes and arrangements which the Supplier shall implement and the procedures

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which the Supplier shall follow in respect of the Goods and Services throughout the duration of the Call Off Contract.

3.18.4 The Suppliers BCDR Plan shall include but not be limited to:

- a) Approach to business continuity and disaster planning that addresses:
- b) Loss of Sub-Contractor;
- c) Emergency notification and escalation process;
- d) Contact lists;
- e) Staff training and awareness;
- f) BCDR testing; and
- g) Post implementation and review process.

3.18.5 The Supplier shall coordinate the BCDR Plan with the Buyer.

### 3.19 Space Planning

3.19.1 The Supplier may be required to provide a space planning service to the Buyer. If this is required, the Supplier shall:

- a) View the Buyer's premises and provide advice on suitable furniture specifications as required.
- b) Offer 3D space plans and 3D animated virtual walkthroughs.

### 3.20 Site Survey

3.20.1 The Supplier, if required, will provide a free of charge site survey service to view Buyer premises to establish the extent of work required, address site accessibility and provide advice to the Buyer regarding suitable furniture specifications as required.

3.20.2 The site survey shall comprise of a filing survey, ergonomic assessment and environmental impact assessment (when required by the Buyer).

3.20.3 The Supplier shall undertake a site survey for their own needs to ascertain access/egress, parking, lift availability.

### 3.21 Ergonomic Workplace Assessment

3.21.1 Suppliers shall provide pre-sales support in terms of ergonomic needs assessment and show understanding and competence of relevant Health and Safety Regulations, European Standards and other guidance. Suppliers shall provide post-sales support in terms of the delivery and set up of furniture with adjustments, and on-going support and maintenance where required. Suppliers will not be required to undertake individual ergonomic assessment under this Framework.

### 3.22 Packaging

3.22.1 CCS requires all packaging used in performing the Contract to conform to the Packaging Directive 94/62/EC and the Department for Business, Innovation and Skills Packaging (Essential Requirements) Regulations 2015 or the current packaging legislation throughout the life of the Framework.

<https://www.gov.uk/government/publications/packaging-essential-requirements-regulations-guidance-notes>

3.22.2 The Essential Requirements are, in summary:

General Specification for RM6119 Furniture & Associated Services

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- a) Packaging volume and weight must be the minimum amount to maintain the necessary levels of safety, hygiene and acceptance for the packed product and for the Buyer.
- b) Packaging must be manufactured so as to permit reuse or recovery in accordance with specific requirements referenced in the Call Off Contract.
- c) Noxious or hazardous substances in packaging must be minimised in emissions, ash or leachate from incineration or landfill.

3.22.3 Aggregate heavy metal limits apply to cadmium, mercury, lead and hexavalent chromium in packaging or packaging components subject to some exemptions (for glass and plastic crates/pallets). The total by weight of such metals should not exceed 100 ppm as per The Packaging (Essential Requirements) Regulations 2015.

3.22.4 Packaging must be sufficiently robust to ensure the Goods are securely contained and protected and must consist of readily recyclable material, and/or materials taken from renewable resources, or be a multi-use system, i.e. reusable.

3.22.5 All packaging materials shall be easily separable by hand into recyclable parts consisting of one material (e.g. cardboard, paper, plastic, textile).

3.22.6 Upholstery shall be covered in polythene wrap or similar sealed packaging to provide protection from water and dirt. Additional packaging shall be used to protect vulnerable product parts e.g. timber legs.

3.22.7 Packaging shall be of sufficient strength to allow the Buyer to place the Goods in storage and under reasonable conditions maintain adequate protection over the storage period.

3.22.8 All packaging shall be labelled in accordance with 3.28 Product Labels. Items supplied in cartons shall be marked with statutory hazard marking and handling markings.

## 3.23 Delivery

3.23.1 The Supplier shall provide a UK national delivery service, including Northern Ireland and offshore Islands, and be able to facilitate overseas requirements when required.

3.23.2 The Supplier shall deliver products in accordance with the Buyer's implementation plan.

3.23.3 The Supplier shall provide the Buyer(s) with a method statement for delivery and ensure products are delivered.

3.23.4 The Supplier shall provide the Buyer(s) with a method statement for delivery and ensure that products are delivered as per the agreed implementation plan. It is the Suppliers responsibility to obtain the correct delivery details, including address, delivery location (including floor) and access details. Suppliers shall ensure they the necessary delivery equipment.

3.23.5 Part delivery will not be acceptable, unless prior agreements have been made with the Buyer.

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3.23.6 Framework Prices are inclusive of all Costs and expenses relating to the delivery of the Goods and Services, and the Suppliers performance of its obligations under each Call Off Contract, including all Costs relating to travel, subsistence and lodging of Supplier Personnel.

3.23.7 The Supplier may only apply additional transportation costs for those items shipped outside the UK mainland. However, the Buyer must be made aware of any supplementary shipping or transportation Costs at the time the Order is placed.

3.23.8 The Supplier shall follow the Leidos Supplier Manual (link here [Leidos Supplier Manual](#)) for MOD overseas deliveries.

### 3.24 Installation

3.24.1 The Supplier shall install products in accordance with the Buyer specified requirements.

3.24.2 The Supplier shall provide and agree with the Buyer a programme and method statement for the installation and ensure Goods and Services are delivered as per the agreed implementation plan.

3.24.3 The Supplier is responsible for off-loading and portage of products to the Buyers point of use. All packages must be securely marked to allow for easy identification.

3.24.4 The Supplier shall be responsible for the conduct of its staff attending the site. Staff attending the Buyer premises must comply with any reasonable request made by the Buyer or CCS. Failure to comply with these requirements may result in the exclusion of staff from the site.

3.24.5 The Supplier shall fully assemble all Goods as part of the installation.

3.24.6 The Supplier is responsible for the security of its tools and equipment used to complete the installation.

3.24.7 The Supplier shall remove all packaging materials, and any associated waste, from the site and ensure the site is left in a clean and tidy condition upon completion.

3.24.8 The Supplier shall take adequate measures to protect the building and its contents and will be responsible for any damage caused by the negligence of the Supplier Personnel.

3.24.9 The Supplier may apply additional installation costs for items installed outside of standard working hours of 08:00-18:00 or at weekends and bank holidays, however, the Supplier must ensure that the Buyer is provided full transparency of any supplementary installation costs which are agreed at the time of ordering.

3.24.10 In around 1% of Single Living Accommodation orders made, the Supplier will be required to install ready assembled wardrobes and chest of drawers without access to a lift above ground level. The Supplier shall ensure they have a suitable installation team for such orders and confirm with the Buyer prior to delivery if access is a problem.

### **3.25 Operating Instructions**

3.25.1 The Supplier shall provide operating instructions for each product supplied, and where appropriate electronic versions.

3.25.2 The Supplier shall provide free of charge on-site assistance and product training for Orders requiring installation to ensure the Buyer is aware of the features and functions available and the Buyer operates the Goods, within Health & Safety guidelines.

### **3.26 Performance**

3.26.1 Product testing shall be undertaken by a UKAS accredited test house or equivalent, accredited test house and/or in-house test house to prove conformity.

3.26.2 The Supplier shall be permitted to provide in-house testing from laboratories holding independent accreditation in accordance with ISO/IEC 17025:2017; general requirements for the competence of testing and calibration laboratories. The Suppliers unique reference number must be included in the certification document.

3.26.3 If requested the Supplier shall provide copies of conformity certificates and test reports indicated within the Suppliers Tender submission to undertake compliance checks.

3.26.4 All copies of certificates and test reports supplied to CCS must indicate the standard to which the product has been tested.

3.26.5 All copies of certificates and test reports supplied to CCS must be written or translated into English as appropriate.

### **3.27 Maintenance**

3.27.1 The Supplier shall ensure accessibility to service and spares for a minimum period of 10 years at an agreed cost to the Supplier and Buyer.

### **3.28 Move Management and Re-Configuration**

3.28.1 The Supplier shall offer a move management service to uplift the Buyers existing furniture and store and/or transfer to a new location as required in accordance with the agreed delivery plan.

3.28.2 The Supplier shall provide and agree with the Buyer a programme and method statement for the move management and re-configuration and ensure items are installed as per the agreed programme.

3.28.3 Prices shall be provided on application, and must cover the uplift, storage and reinstallation of existing furniture if required.

3.28.4 The Supplier shall be responsible for the security of all Suppliers tools and equipment used to complete the reinstallation in a workmanlike manner.

3.28.5 The Supplier shall take adequate measures to protect the building and its contents and will be responsible for any damage caused by the negligence of staff.

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3.28.6 The Supplier shall offer a furniture reconfiguration service for Framework products, including reconfiguration of mobile and static storage installations and desk conversion services at a cost agreed by both parties.

### 3.29 Guarantee

3.29.1 The Supplier shall provide the following minimum guarantee period for all new products as listed in the Table below:

Product	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8
All furniture						10 years		
Bespoke/fitted items to Buyer(s) specification				10 years				
Pedestal Seating All Bands	7 Years							8 Years
Workstation Chair	5 years							8 years
Workstation Specialist User Chair	5 years							8 years
Desking	7 years							8 years
All Bedroom Storage		5 years		5 years				
Dining Room Table		5 years						
Dining Room Chair		5 years						
Lockers		5 Years						8 years
Storage Office - Steel carcased	7 years				7 years			8 years
CPNI rated Secure Furniture including key boxes, filing cabinets and cupboards			5 years					
Storage Office-Timber carcased	5 years			5 years	5 years			8 years
Static Storage	7 years			7 years	7 years			8 years
Electronically operated storage	7 years				7 years			8 years
Mobile Storage	7 years				7 years			8 years
Seating re-upholstery							2 years	
Epoxy Powder re-spraying							2 years	

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General Timber repair							2 years	
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### 3.30 Item Marking

3.30.1 Items shall be marked to comply with the Product Liability legislation and include the following:

- a) Manufacturer/Supplier Name;
- b) Date of Manufacture and Supply;
- c) Guarantee Period;
- d) Order Number;
- e) Batch Number;
- f) Chain of Custody details (where appropriate);
- g) Nato Stock Number (The requirement to identify the Nato Stock Code within the item label is only applicable to Ministry of Defence Orders);
- h) Asset Bar Code (Lot 8 requirement only)
- i) Product Serial Number/Product Code (Lot 8 requirement only)
- j) Product Code (Lot 2 requirement only)
- k) Contract Number (Lots 1,2 and 7 requirement only)

3.30.2 For high risk installations specific testing and appropriate labelling shall be required relative to the foam and fabric specifications.

3.30.1 Additional Marking for Contract Seating:

- a) Seating shall be marked in accordance with clause 6 of BS 7176:2007+A1:2011: "Complies with BS 7176: 2007 +A1:2011 direct test medium hazard areas (not recommended for use in higher hazard areas)". The Supplier shall amend the label appropriately should there be a requirement for a higher or lower hazard area.

### 3.31 Product Labels

3.31.1 Each pack shall be labelled with the following:

- a) Item Description
- b) Product Code
- c) Package Quantity
- d) Weight of Package (kg)
- e) Manufacturer/Suppliers Name
- f) Contract Number
- g) Order Number
- h) Contracting Authority Reference
- i) Date of Manufacture and Supply
- j) Chain of Custody Number (if applicable)
- k) NATO Stock Number (The requirement to identify the Nato Stock Code within the item label is only applicable to Ministry of Defence Orders);
- l) Asset Bar Code (Lot 8 requirement only)
- m) Item Number (Lot 8 requirement only)

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3.31.2 The Supplier shall attach dispatch notes to the carton where applicable.

### 3.32 Order Cancellation Policy

3.32.1 The Supplier to provide a free of charge cancellation policy for all trade pattern items cancelled by the Buyer within an agreed date included in the Call Off Contract.

3.32.2 The free of charge cancellation period shall apply to all trade pattern

3.32.3 Orders which have not been dispatched. The Suppliers standard cancellation policy terms and conditions will apply if Goods have already been dispatched to the Buyer within the period agreed within the programme plan.

### 3.33 Lead Times

3.33.1 The Supplier shall supply Goods and Services within a maximum lead time of 6 weeks (for Lots 1, 3-6 and 8) and 8 weeks (for Lots 2 and 7) from Order receipt to delivery or in accordance with specific Buyer requirements.

### 3.34 Quality Control

3.34.1 The Supplier shall operate a system of quality control in accordance with paragraph 3 Procurement Specific Standards.

3.34.2 CCS reserves the right to inspect the Suppliers manufacturing locations or site installations at any time during the Framework Period.

3.34.3 The Supplier shall provide the Buyers representatives access to manufacturing locations to enable inspection of Goods supplied through the Framework.

### 3.35 Construction

3.35.1 The Supplier shall ensure that solid and veneer timber is trimmed to exclude sapwood.

3.35.2 The Supplier shall ensure that veneer and laminate surfaces are fully bonded to the substrate with an appropriate intermediate layer of equal strength.

3.35.3 The product design should enable the easy replacement of component parts if required.

### 3.36 Substrates

3.36.1 All wood particleboard used in the construction of the items shall comply with the requirements specified in BS EN 312:2010 Particleboards Specifications Type P2 Requirements for boards for interior fitments (including furniture) for use in dry conditions. Additionally, particleboard shall meet requirements for Class E1 formaldehyde release as specified in this standard.

3.36.2 Any MDF used in the construction of the Goods shall comply with the Type MDF LA requirements specified in BS EN 622-5:2009 Fibreboards Specifications Part 5 Requirements for dry process boards (MDF).

3.36.3 Particleboard and MDF shall meet requirements for Class E1 formaldehyde release as specified in BS EN 622-1:2003 Fibreboards Specifications Part 1 General Requirements.

### **3.37 Timber Finish**

3.37.1 The Supplier shall ensure that solid timber is of prime quality and conditioned to a moisture content of 10% +/- 2%.

3.37.2 Solid timber finish shall have straight grain and, where appropriate, match veneer selected for mild figure, straight grain and uniformity of colour.

### **3.38 Finish**

3.38.1 The Supplier shall ensure that all finishing material is suitable for the base materials used and where appropriate, have good anticorrosive protection.

3.38.2 Finish shall be smooth, free from runs, orange peel, extraneous matter or any other imperfections.

3.38.3 All fixtures and fittings shall have an anti-corrosive finish.

3.38.4 The above applies to all timber products across all Lots.

## 4. Framework Standards

4.1.1 This section details the Framework standards the Supplier must comply with under the Framework and under the terms of any Call Off Contracts. Suppliers shall ensure that where standards are updated or revised during the term of the framework agreement that the latest standards are complied with.

4.1.2 The standards include (but are not limited to) the following:

### **Service Management Standards:**

- a) BS EN ISO 9001:2015 “Quality Management System” standard or equivalent;
- b) ISO 10007:2017 “Quality management systems – Guidelines for Configuration Management
- c) The Suppliers shall ensure their Quality Control System is externally reviewed and certified by a certification body in accordance with ISO/IEC 17021:2015 Conformity assessment - requirements for bodies providing audit and certification of management systems.

### **Environmental Standards:**

- a) BS EN ISO 14001:2015 Environmental Management System standard or equivalent;
- b) Directive 2012/19/EU on Waste Electrical and Electronic Equipment (or equivalent) and Directive 2011/65/EU on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (or equivalent);
- c) The Supplier to ensure that the product meets mandatory technical specifications and award criteria for the Government Buying Standards for Furniture.

### **Information Security Management Standards:**

- a) ISO 27001 Information Security Management standard or equivalent;
- b) Cyber Essentials Scheme

### **Security Policy Framework:**

- a) Security Policy Framework or equivalent.

### **Occupational Health and Safety Management :**

- a) ISO 45001 Occupational Health and Safety Management or equivalent

### **Structural Performance:**

- a) BS 5459–2:2000+A2:2008 - Specification for performance requirements and tests for office furniture;
- b) BS EN 12521:2015 - Strength and stability of furniture;
- c) BS EN 16139:2013 - Non-domestic furniture. Seating. Determination of stability;

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- d) BS EN 12529 - Castors for furniture. Castors for swivel chairs;
- e) BS EN 12528 - Castors for furniture;
- f) BS EN 1023-2:2000- Office Furniture. Screens
- g) BS EN 16121:2013+A1:2017. Non-domestic storage furniture. Requirements for safety, strength, durability and stability.
- h) BS 4680:1996 - Specification for clothes lockers. Standard duty
- i) BS EN 14073-2:2004. Office furniture. Storage furniture. Safety requirements
- j) BS EN 14073-3:2004 - Office furniture. Storage furniture. Test methods for the determination 'of stability and strength of the structure'.
- k) BS EN 527-1:2016 +A1:2019 Office furniture. Work tables. Safety, strength and durability requirements
- l) BS EN 16139:2013 - Furniture. Strength, durability and safety. Requirements for non-domestic seating.
- m) BS EN 1335-2:2018 - Office Furniture. Office work chair. Safety requirements;

### **Flammability and Fire Tests:**

- a) BS 476 - Fire tests on building material and structures;
- b) BS 5852:2006- Methods of test for assessment of the ignitability of upholstered seating by smouldering and flaming ignition sources
- c) BS EN 1021-1 - Furniture. Assessment of the ignitability of upholstered furniture. Ignition source smouldering cigarette.
- d) BS EN 1021-2 - Furniture. Assessment of the ignitability of upholstered furniture. Ignition source match flame equivalent.

### **Dimensions and Ergonomics:**

- a) BS EN ISO 9241 - Ergonomic requirements for office work with visual display terminals;
- b) BS EN 527-1 – Office Furniture. Worktables and Desks; Dimensions
- c) BS EN 1335-1 – Office furniture. Office work chair. Dimensions. Determination of dimensions.
- d) BS EN ISO 9241 – Ergonomics of human-system interaction. Usability: Definitions and concepts

### **Electrical Systems / Lighting:**

- a) BS 6396:2008+A1:2015 - Electrical systems in office furniture and educational furniture. Specification.
- b) BS 6261 – Method of evaluation for the application of and interaction between components in upholstered furniture;
- c) BS 4533 – Luminaires;
- d) BS EN 60598 – Luminaires.

### **Finishes and Substructures:**

- a) BS 6261 – Method of evaluation the application of and interaction between components in upholstered furniture.
- b) BS EN 438-3:2016 - 'High-pressure decorative laminates (HPL). Sheets based on thermosetting resins (usually called laminates). Classification

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and specifications for laminates less than 2 mm thick intended for bonding to supporting substrates’.

- c) BS EN 438-4:2016 - ‘High-pressure decorative laminates (HPL). Sheets based on thermosetting resins (usually called laminates). Classification and specifications for compact laminates of thickness 2 mm and greater’.
- d) BS EN 438-9:2017 - ‘High pressure decorative laminates (HPL). Sheets based on thermosetting resins (usually called laminates). Classification and specifications for alternative core laminates’.

## 5. Specific Mandatory Requirements Lot 1

5.1 This Furniture & Associated Services Lot is intended for the provision of Office Furniture.

5.2 This paragraph provides detail of specific mandatory requirements in conjunction with the general mandatory requirements in Paragraph 3 that Suppliers shall fulfil in their entirety under Lot 1 in order to meet the requirements of this Framework Contract.

5.3 Specific goods and services not included in the prices in Framework Schedule 3 – Framework Prices may be agreed between the Supplier and the Buyer(s) and added to the Call Off Schedule 5 – Pricing Details. These Non-Core products will be offered to Buyer(s) at a discounted rate as per paragraph 3.4.

5.3 In addition to the provision of Core and Non-Core products via this Lot, Buyer(s) may request remanufactured, refurbished and recycled office furniture products from Suppliers under this Agreement.

5.4 Buyer(s) will stipulate their requirements for remanufactured, refurbished and recycled office furniture products via a Further Competition Call Off under this Framework Contract.

### 5.3 General Requirements

5.3.1 NATO Stock number products will be made available in a variety of colours according to Buyer(s) detailed in the table shown below:

<b>Camira Fabric Extreme(or Similar)</b>	<b>Colour</b>	<b>Code</b>
	Panama	YS078
	Curacao	YS005
	Havana	YS009
<b>Chieftan Fabric Just Colours (or similar)</b>	<b>Colour</b>	<b>Code</b>
	Sapphire Blue	
	Cobalt	
	Mulled Wine	

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<b>Camira Lucia (or similar) For Screens</b>	<b>Colour</b>	<b>Code</b>
	Calypso	YB106
	Ocean	YB100
	Havana	YB009
<b>Camira 24/7 Flax (or similar)</b>	<b>Colour</b>	<b>Code</b>
	Vernal	FYR02
	Eternity	FYR18
	While	FYR21

### 5.4 Windowless Accommodation Requirements

5.4.1 All windowless Accommodation to Crib 7 High Hazard when tested as a composite of fabric and foam and the Fire Label to note that the upholstery meets Crib 7 High Hazard

## 6. Specific Mandatory Requirements Lot 2

6.1 This Furniture & Associated Services Lot is intended for the provision of Residential Furniture.

6.2 This paragraph provides detail of specific mandatory requirements in conjunction with the general mandatory requirements in Paragraph 3 that Suppliers shall fulfil in their entirety under Lot 2 in order to meet the requirements of this Framework Contract.

6.3 Specific goods and services not included in the prices in Framework Schedule 3 – Framework Prices may be agreed between the Supplier and the Buyer(s) and added to the Call Off Schedule 5 – Pricing Details. These Non-Core products will be offered to Buyer(s) at a discounted rate as per paragraph 3.4.

6.4 Buyer(s) may have requirements specific to their working environments. The requirements may include modification to the Core furniture items for secure or challenging environments. The Buyer(s) will stipulate this requirement at Further Competition.

**6.5 The mandatory requirements for Lot 2 should be read in conjunction with Annex B - Service Family Accommodation Technical Specification and Annex C - Single Living Accommodation Technical Specification.**

### 6.6 General Requirements

6.6.1 Framework Schedule 3 - Framework Prices includes Service Family Accommodation (SFA) and Single Living Accommodation (SLA) Drawings and/or images. All products should be manufactured in line with the relevant Drawings and/or images.

6.6.2 Where the SFA Drawings ending with the letter (a) state 25mm MFC board, this should be replaced with 18mm MFC board.

6.6.3 MFC (or similar) products shall be panel based (with the exception of items 1005a and 1006a) where a solid timber under frame is required. The overall appearance of the finished items shall resemble those in oak solid/veneer. Performance standards shall match those for oak solid/veneer products.

6.6.4 Any mention of fittings within the SFA Drawings implies the type and/or performance levels only, alternatives may be offered. The Supplier shall ensure that the fittings comply with the specification.

6.6.5 The appearance/styling of the Trade Pattern furniture shall be traditional in design and construction; if dimensions are stated the tolerance is  $\pm$  5mm.

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6.6.6 Knock Down (KD) also known as Flat-Pack or Self-Assembly products shall be supplied in KD form with a component list and comprehensive assembly instructions (illustrated if possible).

6.6.7 All storage furniture over 600mm in height shall be supplied with a wall tethering device.

6.6.8 After Call Off Contract award, Suppliers may be required to produce product samples as requested by the Customer for evaluation against the SFA Drawings and/or images.

6.6.9 The cost of any samples shall be borne by the Supplier. Samples will be retained for the contract period and will be the standard the Supplier will adhere to.

6.6.10 The approved samples can be included in any final orders under the Call Off Contract (subject to the furniture items being in new, unused condition).

### **6.7 Timber Product Requirements**

6.7.1 All items of furniture shall be of sound construction, joints neatly and accurately cut, fully closed and fixed with component parts machined square, flat and true.

6.7.2 Timber products shall be made from materials such as boards, veneers and solid timber.

6.7.3 Cabinets, Cupboards, Chairs, Stools and Tables shall stand square; doors and drawers fitted correctly with accurate and parallel spacing.

6.7.4 The solid lippings and veneered surface tops shall be of matching timber on all bespoke furniture requirements.

6.7.5 The underside of all panels shall be veneered with material of equal strength to the top surface; all surfaces shall be finished with a clear lacquer to give a natural appearance.

6.7.6 Timber drawers (MDF or Plywood) shall have sufficient coats of lacquer, sanded between each application, to produce a smooth, "snag-free" finish to all surfaces.

6.7.7 "Rift" cut veneers, 0.6mm thick (min), shall either be book matched or slip matched to give a visually balanced effect with all veneers trimmed to exclude sap.

6.7.8 The adhesion of surface and edging materials shall satisfy the requirements of FIRA standard 6250: 2018, Table 3 – Adhesion Performance (General).

6.7.9 All products number 2000 and above should ensure solid and veneer timber shall be trimmed to exclude sapwood. Veneer and other manmade surface materials shall be fully bonded to the substrate together with an appropriate balancer of equal strength, whilst all surfaces shall be finished with a clear lacquer to give a natural appearance and a smooth feel.

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6.7.10 Timber products employ a range of materials including manufactured boards, top surface timber veneers, MFCs, solid timber under frames, solid lipping's and on some items of furniture staining of a more common species of timber to resemble one more rare.

6.7.11 MFC Products numbered 2000 and above shall be available in the Providers standard range of finishes which shall include Cherry, Oak timber effects. Buyer(s) shall state the finish required on their order via the NATO stock number.

6.7.12 All fixing screws and bolts are to be of correct length and where appropriate, their threads must be sufficient to properly fill the nuts, tee-nuts or threaded inserts.

6.7.13 The under frame of upholstered products shall be sound/robust, either jointed or doweled.

6.7.14 Surface finishes on wood; wood-based sheet materials or other substrate, plastic laminates, paper and PVC foil shall satisfy the performance requirements of FIRA Standard 6250: 2018 with regard to Horizontal Surfaces (excluding kitchen worktops) to the Severe rating level, Table 2 Finish Performance. All top surfaces shall have low reflective light values. The rating for vertical surfaces shall be appropriate to the intended use of the furniture.

## 6.8 Metal Product Requirements

6.8.1 Metal items manufactured from sheet steel, tube or square section shall be sound and fit for purpose with all folds and welds neatly and correctly executed.

6.8.2 Welds shall be free from distortion, oxidation arcing, splash, undercutting, blowholes, excessive build-up or any other defects.

6.8.3 Metalwork shall be completely free from rust/scale, properly degreased and phosphated prior to application of the final finish (stove enamel or epoxy-powder).

6.8.4 The surface finish shall be non-reflective, flat, smooth and free from imperfections with high durability and resistance to impact and abrasion.

6.8.5 Metal finish products shall meet the requirements set out below:

<b>Surface Finish - Metal</b>	
<b>Standard</b>	<b>Performance</b>
(i) BS EN 1518:2011	Scratch: 3000g Load

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(ii) BS 3900 Part E3:1973	Impact: Indentation 2.5mm
(iii) BS 3900 Part E11: 2007/BS EN ISO 6860:2006	Bend: 25mm from apex
(iv) BS 3900 Part E6: 2006/BS EN ISO 2409:2007 Clause 6	Cross Cut: Class 'O'

### 6.9 Upholstery Requirements

6.9.1 Foam shall comply with BS 3379:2005 + A1:2011, for classification refer to individual products.

6.9.2 Upholstered furniture shall be fire retardant in accordance with BS 7176:2007 + A1:2011; for protection levels refer to individual products.

Note: Foam must be combustion modified as defined in schedule 1 to statutory instrument:1988 No. 1324, consumer protection. The Furniture and Furnishing (Fire)(Safety) regulations 1988 (as amended in 1989,1993 and 2010).

6.9.3 The upholstery shall be accurately and neatly fitted, staples fully driven home, spaced evenly and to the highest commercial standards. All products shall be free from loose ends of sewing, protrusions of material or fastenings which may cause injury or discomfort. The underside of each chair/seat platform shall be covered in a black scrim.

6.9.4 Products designed and specified for use with stretch or tailored loose covers are to be covered with a Fire Retardant "Schedule 3" Interliner.

6.9.5 Performance criteria for upholstery fabrics:

(i) Upholstery Fabric Type - Velour. Fabric classification standard BS 2543:2004 Severe Contract. Upholstery composites shall conform to BS 7176:2007 + A1:2011 (Medium Hazard) Antimicrobial and anti-fungal.

(ii) Upholstery Fabric Type - Interliner. Flammability (preferably inherently Fire Retardant). The interliner shall conform to Schedule 3 of the Furniture (Fire) and (Safety) Regulations 1988 (1989) (1993). BS 7176:2007. Medium Hazard.

(iii) Upholstery Fabric Type - Vinyl. Flammability (preferably inherently Fire Retardant). BS 7176:2007 + A1:2011 Medium Hazard. Upholstery composites

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shall conform to BS 7176:2007 + A1:2011 (Medium Hazard) Antimicrobial and anti-fungal.

(iv) Upholstery Fabric Type - Plain. BS 2543:2004, performance severe contract.

6.9.6 The underside of each chair or seat platform shall be covered in a black scrim.

### 6.10 Fabric Colour Requirements

6.10.1 Plain Fabric colours shall be available in Camira fabric Xtreme or similar for Panama (YS078), Curacao (YS005) and Havana (YS009)

6.10.2 Vinyl/PVC Fabric colours available in Chieftain fabrics Just Colour or similar for Sapphire Blue, Cobalt and Mulled Wine.

6.10.3 24/7 Range Fabric colours available in Camira Flx 24/7 or similar for Vernal (FYR02), Eternity (FYR18) and While (FYR21)

6.10.4 Velour Fabric colours available in AGUA Libra collection or similar for Tan, Claret and Midnight.

### 6.11 Windowless Accommodation Requirements

6.11.1 All windowless Accommodation to Crib 7 High Hazard when tested as a composite of fabric and foam and the Fire Label to note that the upholstery meets Crib 7 High Hazard

### 6.12 Bed Requirements

6.12.1 Damask or woven ticking shall be in accordance with Table 2 and 3 of BS EN 14976:2005.

6.12.2 Divan bed bases shall comply with BS 7177:2008 + A1:2011 (medium Hazard) and BS EN 1725:1998.

6.12.3 Bunk beds shall comply with current European standards and General Product Safety Regulations. The bunk beds shall be sufficiently robust to withstand repeated assembly, disassembly and re-issue (minimum 6 times).

6.12.4 Bunk beds shall conform to BS EN 747-1:2012 + A1:2015

6.12.5 The upholstered, solid side un-sprung divan bed base shall comply with BSEN 1334:1996.

### 6.13 Armchair, Settee and Spare Parts Requirements

6.13.1 All seat cushions are to be foam designation CM-HB-S-170(1) (density 35kg/m<sup>2</sup>). Back cushions shall be hollowfill fibre (6 denier).

6.13.2 Carcasses shall be constructed from 18mm board material (e.g. chipboard, plywood as appropriate).

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6.13.3 All cross members and corner braces shall be beech or equivalent hardwood, glued and screwed using a PVA adhesive, other joints shall be fully glued and stapled.

6.13.4 Arms shall be bolted to seat and back frame using M8 bolts and T-nuts.

6.13.5 Each product shall be fitted with heavy-duty (replaceable) 50mm dia “shepherd” castors which shall be fitted to beech or equivalent hardwood blocks.

6.13.6 Each individual seat cushion shall be supported on at least 5 equally spaced interlaced heavy-duty 50mm wide elasticated webbing securely stapled to the armchair or settee base. The webbings shall be covered with 18mm foam.

6.13.7 The underside of the seat and settee bases shall be covered and neatly stapled with an appropriate quality scrim complying to BS 2543:2004 general contract or higher.

6.13.8 The back-suspension system will provide a flexible support for the back cushion and will be covered in the FR Interliner.

6.13.9 Fillings must not creak or squeak.

6.13.10 All products shall be fully upholstered in a flame retardant Interliner, in accordance with Table B; interliner can be of a neutral or dark colour.

6.13.11 The FR Interliner shall be fitted over all Combustion Modified High Resilient (CMHR) foam, all foam shall conform to BS 3379:2005 + A1:2011 (Class V)

6.13.12 Upholstery composites shall conform to BS 7176:2007 + A1:2011 (Medium Hazard).

6.13.13 Seating shall meet the performance requirements of BS EN 161393:2013 (Test Level 2).

### 6.14 Cot and Mattress Requirements

6.14.1 Cots shall meet performance requirements of:

- (a) BS EN 716-1:2017
- (b) BS EN 716-2:2017

6.14.2 Cot mattresses shall have a non-allergenic Combustion Modified polyurethane foam core or polyester fibre filling.

6.14.3 Conforming to BS 3379:2005 the cot mattress foam shall have the following designation “CM-HB-A-100(I)” and have a density of 28kg/m<sup>2</sup> complying with SI No. 1324 The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (1989) (1993) (2010) - Schedule 5 Part 1.

6.14.4 The cot mattress outer cover shall be a non-woven Polypropylene, colour White, Air Permeable, Water and Stain Resistant, Wipe Clean and Washable features.

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6.14.5 The cot mattress shall conform to BS EN 16890-2017.

6.14.6 Cot mattress and package labelling shall be in accordance with BS EN 16890-2017 and SI No.1324 The Furniture & Furnishings (Fire)(Safety) Regulations 1988(1989) (1993) (2010).

6.14.7 Cot mattress shall meet the requirements of BS 7177:2008 + A1:2011 (Low Hazard).

### **6.15 High Chair Requirements**

6.15.1 The high chair shall be a folding single height and tubular steel frame complying with BS EN 14988-1:2017

6.15.2 The high chair and harness shall meet the requirements of:

(i) BS EN 14988-1:2017

(ii) The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (1989) (1993)

### **6.16 Play Pen Requirements**

6.16.1 The play pen mat shall consist of a Combustion Modified High Resilient (CMHR) foam core and tie tabs for securing to corners of the play pen.

6.16.2 The play pen shall meet the performance requirements of:

(i) BS EN 12227:2010

(ii) The Furniture and Furnishing (Fire) (Safety) Regulations 1998 (1989)(1993)

### **6.17 Stair, Door and Extension Gate Requirements**

6.17.1 The stair and door gate (including extension) shall meet the performance requirements of BS EN 1930:2011

### **6.17 Step Stool Requirements**

6.17.1 The step stool shall meet the requirements of BS EN 14183:2003.

### **6.18 Dining Chair Requirements**

6.18.1 Timber plugs to hide screw heads on back legs not acceptable.

6.18.2 Two stretcher tails on rail between front and back legs and central stretcher for extra rigidity.

6.18.3 The items shall be constructed using traditional haunched mortised and tenon joints, (alternative methods of construction of equal performance may also be considered).

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6.18.4 The items shall be flat and smooth finish free from any extraneous material and crazing.

6.18.5 The upholstered seat back pad should be inside an outer timber frame.

6.18.6 The seat cushion shall be fitted inside the show-wood rails.

6.18.7 Foam shall conform to BS 3379:2005 + A1:2011 (Class V).

6.18.8 Upholstery composites shall conform to BS 7176:2007 + A1:2011 (Medium Hazard).

6.18.9 Chairs shall meet the strength and stability performance of BS EN 16139:2013 (TL 3).

### **6.19 Easy Chair Requirements (Timber Finish)**

6.19.1 The show-wood timber frame shall be constructed using straight grained Beech.

6.19.2 The frame strength is an important element. All joints shall be completely closed and fully adhered.

6.19.3 The seat and back foam pads shall be secured onto plywood boards.

6.19.4 The wood finish shall be flat and smooth and free from any extraneous material and crazing

### **6.20 Easy Chair Requirements (Metal Finish)**

6.20.1 The chair shall be a severe contract quality low easy chair, with arms, tubular steel frame and an upholstered seat and back.

6.20.2 The tube ends shall be closed with matching fittings.

6.20.3 The seat and back foam pads shall be secured onto plywood boards

6.20.4 The tubular frame shall be finished (stove enamelled or powder coated) colour Light Grey or Black (BS 4800: 1989 - 00 A 03)

6.20.5 The upholstered seat and back squabs shall be removable to allow for future renovation.

6.20.6 Foam shall conform to BS 3379:2005 + A1:2011 (Class V).

6.20.7 Upholstery composites shall conform to BS 7176:2007 + A1:2011 (2016 and 2017 Medium and 2018 High Hazard).

6.20.8 Chairs shall meet the strength and stability performance of BS EN 16139:2013 (Test level 3).

### **6.22 Dining and Low Table (Incl Crew Room) Requirements**

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6.22.1 The table shall be a severe contract quality cafeteria type comprising a tubular steel underframe and a Beech wood effect high pressure laminate (HPL) covered top on a MDF panel substrate of approximately 20mm thickness.

6.22.2 The underside shall have a compensating laminate of equal strength.

6.22.3 The exposed MDF table 'bull-nosed' top edge shall be finished with a clear lacquer to offer protection against moisture and damage.

6.22.4 Mounting lugs may be fitted to the underframe or the underframe may be drilled to accept countersunk screws for the fixing of the top via threaded inserts.

6.22.5 Fixing screws shall be treated with a non-corrosive finish, free of sharp edges or burrs.

6.22.6 The underframe shall be finished (stove enamelled or powder coated) colour chrome silver (Interpon 700 – EW041D or similar). Performance standards as indicated at 6.8.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2.

6.22.7 High Grade Polyethylene tube inserts shall be fitted to the foot tube ends.

6.22.8 The completed table shall be 'square' & stand level with all legs free from twist or distortion.

6.22.9 Dining Table (Laminate Top) - decorative plastic laminate shall conform to BSEN 438-1 and BSEN 438-2:2005 along with the performance requirements of BS EN 15372:2016 (Test level 3).

6.22.10 MDF shall conform to BSEN 622-5: 2009.

6.22.11 Tables shall meet the performance requirements of BS EN 15372:2016 (Test level 2).

### **6.123 Stool (High and Low) Requirements**

6.23.1 The underframe shall be constructed from hardwood.

6.23.2 The stool shall be constructed from square sectioned timber components incorporating a turned section within.

6.23.3 The rails haunched mortise and tenoned to legs, stretcher rails stub tenoned.

6.18.4 Upholstered seat pad shall be removable to allow for future renovation.

### **6.23 Bunk Bed Requirements**

6.23.1 The folding Bunk Bed shall be two single beds, one stacked on the other.

6.23.2 Each bed frame shall have a rigid weldmesh base and be capable of accommodating a foam mattress 1900mm long x 910mm wide x 100mm thick.

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6.23.3 The distance between the upper surface of the lower bed base and the lower surface of the top bed base shall be at least 750mm.

6.23.4 The underside of the lower bunk shall have clear access for the stowage of MoD underbed storage lockers (products 2237 and 2238); maximum storage locker dimensions being 800 wide x 730 deep x 250 high (mm).

6.23.5 The bunk bed shall be finished (stove enamelled or powder coated) colour Light Grey (BS 4800:1989 - 00 A 03) to Performance standards at 6.8.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2.

6.23.6 Metal fittings and fasteners shall have an approved non-corrosive finish.

6.23.7 Instructions to be supplied were the Bunk Beds are required to be fixed to a wall.

6.23.8 The bunk bed shall meet the performance requirements of BS EN 747-1: 2012 + A1: 2015

### **6.24 Task Chair Requirements**

6.24.1 The operator/task chair shall have a medium height fully upholstered (or attached plastic back cover) back; back height shall be manually adjustable. Back and seat shall be capable of independent adjust and the swivel seat height adjustable through a gas lift mechanism.

6.24.2 The seat shall be adjustable in depth through a slide mechanism.

6.24.3 The arms shall be either a fixed ring type or adjustable in height and width 'T' type.

6.24.4 The chair base shall be black plastic.

6.24.5 The chair shall be upholstered in a plain fabric conforming to Framework Schedule 1 Specification, Specific Mandatory Requirement Lot 2 6.10.4. A minimum of three colourways shall be available; the Buyer(s) will select the colour at the point of ordering. See Framework Schedule 1 Specification, Specific Mandatory Requirements Lot 2 6.10.1 for available colours

6.24.6 The operator/task chair shall comply with:

- a) BS EN 1335-1: 2000
- b) BS 5459-2: 2000 + A2: 2008
- c) BS 7176: 2007 + A1:2011 (Medium)
- d) BS EN ISO 9241 Part 5:1999

### **6.25 Bedside Cabinet (2 Drawer/Top Recess) Requirements**

6.25.1 MFC carcass shall be constructed from 18mm particleboard with 2mm lipping.

6.25.2 The base of the unit shall have permanently fitted floor studs.

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6.25.3 The 12mm thick plywood drawer box sides are to be either dovetailed or finger jointed whilst the 4mm thick plywood bottom is to be located into the grooved drawer sides. The assembled drawer box is to be screwed to an applied drawer front. The Buyer(s) may approve alternative drawer box construction.

6.25.4 Drawer boxes shall be lacquered and free of any sharp edges or splinters.

6.25.5 Drawers shall have a 'D' shaped cast alloy handle capable of being reversed for transport.

6.25.6 Drawer boxes shall be deep sided and run on a metal ball bearing runner system type mechanism (or similar) with a minimum opening capacity of 80%.

6.25.7 Drawer locking shall be provided by means of a camlock.

6.25.8 The lock nozzle and keys (two) shall be incised stamped with the lock numbers; 200 differs.

6.25.9 A facility to secure the drawer by means of a padlock shall be offered.

6.25.10 The finished bedside drawer unit shall meet the strength and stability performance of BS EN 16121 2013 + A1: 2017 Test level 2.

### **6.26 Bedside Cabinet (1 Drawer/1 Door Ready Assembled) Requirements**

6.26.1 The MFC carcass shall be constructed from 18mm particleboard with 2mm lipping.

6.26.2 The 12mm thick plywood drawer box sides are to be either dovetailed or finger jointed together whilst the 4mm plywood bottom is to be located into the grooved drawer sides. The assembled drawer box is to be screwed to an applied drawer front. The Buyer(s) may approve alternative drawer box construction.

6.26.3 Drawer boxes shall be lacquered and be free of any sharp edges or splinters.

6.26.4 Drawer boxes shall be deep sided and run on a metal ball bearing runner system type mechanism (or similar) with a minimum opening capacity of 80%.

6.26.5 Both the door and drawer shall have a single 'D' shaped cast alloy handle capable of being reversed for transport.

6.26.6 The door shall be supported by two >2300 opening capacity heavy-duty low-profile visible knuckle type metal hinges (nickel plated) fitted on the right-hand side of the cabinet.

6.26.7 Door and Drawer locking shall be provided by means of a camlock.

6.26.8 The lock nozzle and keys (two) shall be incised stamped with the lock numbers; 200 differs.

6.26.9 A facility to secure the drawer by means of a padlock shall be offered.

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6.26.10 The base of the unit shall have permanently fitted floor studs.

6.26.11 The bedside chest shall meet the strength and stability performance of BS EN 16121 2013 + A1: 2017 Test level 2

### 6.27 Wardrobe (Single Ready Assembled) Requirements

6.27.1 The MFC carcass shall be constructed from 18mm particleboard with 2mm lipping. The 15mm MFC particleboard back panel shall be securely housed into inset grooves running along the whole length of the side panels, where appropriate screwed to both top & bottom panels.

6.27.2 The wardrobe shall have a high-level shelf and a full width epoxy powder coated oval section hanging rail (supported at each end).

6.27.3 Doors shall have a minimum of four >2300 opening capacity heavy-duty low-profile visible knuckle type metal hinges (nickel plated) fitted on the right-hand side of the wardrobe.

6.27.4 Doors shall have a 'D' shaped cast alloy handle capable of being reversed for transport.

6.27.5 Door locking shall be provided by means of a camlock.

6.27.6 The lock nozzle and keys (two) shall be incised stamped with the lock numbers; 200 differs.

6.27.7 A facility to enable a padlock to be operated shall be offered.

6.27.8 The base edge of each side panels shall be fitted with full width floor skids.

6.27.9 The carcass shall have a matching MFC plinth (minimum height 40mm).

6.27.10 The fastening of the plinth shall be re-enforced with timber blocks.

6.27.11 A back-fixing rail shall be provided for wall fixing.

6.27.12 A warning label shall be applied to the inside of the back panel; the text shall be: -

### **WARNING**

**When used in conjunction with a Top Box the Wardrobe must be fixed back-to-back or secured through the back panel to a wall.**

6.27.13 The wardrobe shall meet the strength and stability performance requirements of BS EN 16121 2013 + A1: 2017 Test level 2

### 6.28 Wardrobe (Double Ready Assembled) Requirements

6.28.1 The MFC carcass shall be constructed from 18mm particleboard with 2mm lipping. The 15mm MFC particleboard back panel shall be securely housed into inset

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grooves running along the whole length of the side panels, where appropriate screwed to both top & bottom panels.

6.28.2 The wardrobe shall be rigid assembled and shall have a full width epoxy powder coated oval section hanging rail supported at each end and in the centre.

6.28.3 The internal shelf shall be constructed from 15mm MFC particleboard.

6.28.4 Doors shall have a 'D' shaped cast alloy handle capable of being reversed for transport.

6.28.5 Door locking shall be provided by means of a camlock on the right-hand door and sliding catches inside the top and bottom of the left-hand door.

6.28.6 The lock nozzle and keys (two) shall be incised stamped with the lock numbers; 200 differs.

6.28.7 A facility to enable a padlock to be operated shall be offered.

6.28.8 The base edge of the side panels shall be fitted with full width floor skids.

6.28.9 The carcass shall have a solid plinth (minimum height 40mm).

6.28.10 The fastening of the plinth shall be re-enforced with timber blocks.

6.28.11 A back-fixing rail shall be provided for wall fixing.

6.28.12 A warning label shall be applied to the inside of the back panel; the text shall be:

### **WARNING**

**When used in conjunction with a Top Box the Wardrobe must be fixed back-to-back or secured through the back panel to a wall.**

6.28.13 The wardrobe shall meet the strength and stability performance requirements of BS EN 16121: 2013 + A1: 2017 Test level 2

## **6.29 Wardrobe (Single and Double Knock Down KD) Requirements**

6.29.1 MFC carcasses constructed from 18mm particleboard, back panels 15mm; 2mm lipping.

6.29.2 Pilot holes shall be drilled in the top panels to accommodate the fitting of either the single or double top box by means of M6 connectors.

6.29.3 The base edge of the side panels shall be fitted with floor studs, two per panel.

6.29.4 The carcasses shall have a solid plinth (minimum height 40mm) and feature full-width epoxy powder coated hanging rail.

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6.29.5 When assembled using metal to metal cam and pin K/D fittings, there shall be no gaps in-between any of the assembled panels.

6.29.6 The back panel for item 2306 may be supplied in two pieces.

6.29.7 Doors shall be constructed from matching 15mm thick MFC.

6.29.8 Doors shall have a minimum of four >2300 opening heavy-duty low-profile visible knuckle type metal hinges (nickel plated) fitted on the right-hand side of the wardrobe.

6.29.9 Doors shall have a 'D' shaped cast alloy handle capable of being reversed for transport.

6.29.10 Door locking for both single and double wardrobes shall be provided by means of a camlock. (The double wardrobe will have the lock fitted on the right-hand door and sliding catches inside the top and bottom of the left-hand door.)

6.29.11 The lock nozzle and keys (two) shall be incised stamped with the lock numbers; 200 differs.

6.29.12 A facility to enable a padlock to be operated shall be offered.

6.29.13 The right-hand door of the double wardrobe shall be supplied with a 1.6mm thick 225mm x 225mm polished stainless-steel mirror, have two centrally located fixing holes and be supplied with two dome head screws. The door shall be pilot drilled on the inside face at three heights (1.5m, 1.6m & 1.7m from floor level) to accept the mirror.

6.29.14 The double wardrobe left-hand door shall be fitted with a small tray and tie rack.

6.29.15 Both wardrobes shall be supplied in a Knock Down (KD) self-assembly form.

6.29.16 Construction shall be by means of Barrel Nuts fitted to the top and bottom panels and secured with Socket Machine Screws fixed through the outside of the side panels. Alternative methods of KD construction are acceptable provided that the components used are suitable for repeated assembly and knock down.

6.29.19 Each wardrobe shall be supplied with fastenings and fittings pack and complete with parts list and step by step fully illustrated assembly instructions.

6.29.20 A warning label shall be applied to the inside of the back panel; the text shall be: -

### **WARNING**

**When used in conjunction with a Top Box the Wardrobe must be fixed back-to-back or secured through the back panel to a wall.**

6.29.21 All components shall be flat packed, secured to prevent movement, boxed & banded.

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6.29.22 The "Flat Pack" shall have 45mm square softwood battens fixed to the carton to enable movement by forklift truck.

6.29.23 The package shall carry a weight warning label.

6.29.24 The wardrobe shall meet the strength and stability performance requirements of BS EN 16121: 2013 + A1 2017 Test level 2.

### **6.30 Wardrobe Small Internal Unit (Single Drawer with Shelf) Requirements**

6.30.1 MFC carcass shall be constructed from 15mm particleboard with 2mm lipping.

6.30.2 The unit shall feature a padlocking top drawer and a lower fixed shelf.

6.30.3 The shelf shall be fitted mid-way between the drawer and the base of the unit.

6.30.4 The drawer shall feature a full height drawer box running on fabricated metal single extension "roller ball" drawer runners.

6.30.5 The drawer box sides are to be fabricated/pressed mild steel, the drawer bottom panel and drawer back shall be white MFC.

6.30.6 A padlocking camlock shall be fitted to the drawer front.

6.30.7 The 15mm thick (minimum) drawer front shall be constructed from MFC.

6.30.8 The unit shall be supplied in a Knock Down (KD) self-assembly form. Construction shall be by means of Barrel Nuts fitted to panels and secured with Socket Machine Screws.

6.30.9 Alternative methods of KD construction are acceptable provided that the components used are suitable for repeated assembly and knock down.

6.30.10 Each unit shall be manufactured with the facility to be fixed to the inside of the wardrobes.

6.30.11 Supplied with fastenings and fittings pack and complete with parts list and assembly instructions.

6.30.12 The components shall be flat packed, secured to prevent movement, boxed and banded.

6.30.13 The robe internal unit shall meet the strength and stability performance requirements of BS EN 16121: 2013 + A1: 2017 test level 2

### **6.31 Wardrobe Large Internal Unit Requirements**

6.31.1 The MFC carcass shall be constructed from 15mm particleboard with 2mm lipping.

6.31.2 The unit shall comprise of four equally spaced fixed height compartments with fixed top and bottom panels. A door complete with a padlock facility shall be included in the second from top compartment.

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6.31.3 The unit shall be supplied in a Knock Down (KD) self-assembly form.

6.31.4 Construction shall be by means of Barrel Nuts fitted to panels and secured with Socket Machine Screws. Alternative methods of KD construction are acceptable provided that the components used are suitable for repeated assembly and knock down.

6.31.5 Each unit shall be manufactured with the facility to be fixed to the inside of the wardrobes.

6.31.6 Supplied with fastenings/fittings pack and parts list and assembly instructions.

6.31.7 The components shall be flat packed, secured to prevent movement, boxed and banded.

### **6.32 Top Box (Single and Double Knock Down KD) Wardrobes**

6.32.1 The carcass shall be constructed from 18mm particleboard, the back panel from 15mm with 2mm thick lipping.

6.32.2 Countersunk holes shall allow the unit to be fixed to the top of the wardrobe.

6.32.3 The back shall be tightly fitted into a rebate in the top, base and side panels.

6.32.4 The double top box back panel may be supplied in two pieces.

6.32.5 Both 15mm thick doors shall be manufactured from MFC.

6.32.6 Doors shall have a minimum of two >2300 opening capacity heavy-duty low-profile visible knuckle type metal hinges (nickel plated).

6.32.7 Doors shall have a cast alloy 'D' shaped handle capable of being reversed for transport.

6.32.8 Door locking for both single and double top box shall be provided by means of a camlock. (The double top box will have the lock fitted on the right-hand door and sliding catches inside the top and bottom of the left-hand door.)

6.32.9 The lock nozzle and keys (two) shall be incised stamped with the lock numbers; 200 differs.

6.32.10 Construction shall be by means of Barrel Nuts fitted to the top and bottom panels and secured with Socket Machine Screws fixed through the outside of the side panels. Alternative methods of KD construction are acceptable provided that the components used are suitable for repeated assembly and knock down.

6.32.11 Each top box shall be supplied with a wall fixing and wardrobe fixing kit, fastenings and fittings pack and complete with parts list and assembly instructions.

6.32.12 The top box and components shall be flat packed, secured to prevent movement, boxed and banded.

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6.32.13 The top boxes shall meet the strength and stability performance requirements of BS EN 16121: 2013 = A1: 2017 Test level 2

### **6.33 Wardrobe Double Complete (Incl. Top Box and Drawer Unit) Requirements**

6.33.1 Carcass/doors shall be constructed from 18mm particleboard, back panels from 15mm with 2mm lipping.

6.33.2 The units shall be assembled using KD methods of construction (cam & pin or similar) plus block re-enforcement as appropriate. Fastenings shall not be visible on external faces.

6.33.3 The base edge of the wardrobe side panels shall be fitted with floor skids approximately 50mm long, two per panel.

6.33.4 The side panels shall feature a skirting board cut out approximately 25mm by 120mm with the exposed core sealed with suitable moisture resistant mastic or equivalent.

6.33.5 The wardrobe carcass shall have a flush fitting re-enforced plinth (approx. height 90mm).

6.33.6 The wardrobe bottom panel shall be re-enforced to the rear of the unit with an inset plinth.

6.33.7 The door shall have a minimum of five >2300 opening, heavy-duty low-profile visible knuckle type metal hinges (nickel plated).

6.33.8 Doors shall have a cast alloy 'D' shaped handle capable of being reversed for transport.

6.33.9 The doors shall be capable of accepting accessories such as espagnolet mechanisms, padlocking hasp and staples, camlocks, tie rails, tall mirrors, handles etc.

6.33.10 A full width hanging rail shall be installed, complete with matching peg & screw supports.

6.33.11 On installation wardrobes must be secured to the wall.

6.33.12 Fixing holes shall be made on site.

6.33.13 Spacing pieces shall be provided for flush mounting the units to the wall.

6.33.14 The wardrobe shall meet the strength and stability performance requirements of BS EN 16121: 2013 + A1: 2017 Test level 2.

### **6.34 Wide Internal Drawer Unit (Double Wardrobe - Knock Down KD) Requirements**

6.34.1 The MFC carcasses are to be constructed from 18mm particleboard with 2mm lipping.

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6.34.2 Units shall be assembled using KD methods of construction (cam & pin or similar) plus block re-enforcement as appropriate. Fastenings shall not be visible on external faces.

6.34.3 The unit shall feature 1 deep & 2 shallow height steel drawer boxes running on single extension “roller ball” drawer runners (or similar).

6.34.4 Drawer fronts shall be of matching material to the doors with each drawer front having cut-outs instead of handles.

### **6.35 Internal Shelf & Hanging Rail Unit (Tall and Short) (Double Wardrobe Knock Down) Requirements**

6.35.1 The MFC carcass is to be constructed from 18mm particleboard with 2mm lipping.

6.35.2 Units shall be assembled using Knock Down (KD) methods of construction (cam & pin or similar) plus block re-enforcement as appropriate. Fastenings shall not be visible on external faces.

6.35.3 The unit shall comprise of 5 (tall) or 3 (short) equally spaced fixed height shelves in addition to fixed top and bottom panels. The hanging rail shall be of sufficient length to allow fixing between internal surfaces of the wardrobe and shelf unit.

### **6.36 Wardrobe, Single (Complete - drawer pack, top box & door) Knock Down (KD)**

6.36.1 The single wardrobe shall be an assembly of the following elements:

- a) 2300mm high wardrobe and top box carcasses
- b) single full height doors (2200mm nom)

6.36.2 The carcass/doors are to be constructed from 18mm particleboard with 2mm lipping.

6.36.3 The units shall be assembled using KD methods of construction (cam & pin) plus block re-enforcement as appropriate. Fastenings shall not be visible on external faces.

6.36.4 The base edge of the wardrobe side panels shall be fitted with floor skids approximately 50mm long, two per panel.

6.36.5 The side panels shall feature a skirting board cut out approximately 25 X 120mm with the exposed core sealed with suitable moisture resistant mastic.

6.36.6 The wardrobe carcass shall feature a flush fitting re-enforced plinth (approx. ht 90mm).

6.36.7 The wardrobe bottom panel shall be re-enforced to the rear of the unit with an inset plinth (min 25mm inset).

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6.36.8 The doors shall cover the full height of the wardrobe & top box (excluding the plinth).

6.36.9 The door shall have a minimum of five >2300 opening capacity heavy-duty low-profile visible knuckle type metal hinges (nickel plated).

6.36.10 Doors shall have a cast alloy 'D' shaped handle capable of being reversed for transport.

6.36.11 The doors shall be capable of accepting accessories such as espagnolet mechanisms, padlocking hasp and staples, camlocks, tie rails, tall mirrors, handles etc.

6.36.12 The drawer unit shall feature 1 deep & 2 shallow height steel drawer boxes running on single extension "roller ball" drawer runners.

6.36.13 Drawer fronts shall be of matching material to the doors, with each drawer front having cut-outs instead of handles.

6.36.14 A full width, hanging rail shall be installed, complete with matching peg & screw supports.

6.36.15 On installation wardrobes must be secured to the wall; fixing holes shall be made on site.

6.36.16 The product shall meet the strength and stability performance requirements of BS EN 16121: 2013 + A1: 2017 Test level 2

### **6.37 Cupboard (Double MFC - Knock Down Lockable) Requirements**

6.37.1 Carcass sides/doors are to be constructed from 18mm particleboard, the top from 25mm whilst the back panel shall be from 15mm; 2mm lipping.

6.37.2 Units shall be assembled using KD methods of construction (cam & pin) plus block re-enforcements as appropriate; fastenings shall not be visible on external faces.

6.37.3 The base edge of the cupboard side panels shall be fitted with floor skids approximately 50mm long, two per panel.

6.37.4 The side panels shall feature a skirting board cut out approximately 25mm by 120mm with the exposed core sealed with suitable moisture resistant mastic.

6.37.5 The cupboard carcass shall feature a flush fitting re-enforced plinth (approx. 90mm).

6.37.6 The door shall have a minimum of two >2300 opening capacity heavy-duty low-profile visible knuckle type metal hinges (nickel plated).

6.37.7 Doors shall have a cast alloy 'D' shaped handle capable of being reversed for transport.

## **Framework Schedule 1 (Specification)**

6.37.8 The doors shall be capable of accepting accessories such as espagnolet mechanisms, padlocking hasp and staples, camlocks, handles etc.

6.37.9 A full width adjustable shelf shall be provided.

6.37.10 The product shall meet the strength and stability performance requirements of BS EN 16121: 2013 + A1: 2017 Test level 2

### **6.38 Chest of Drawers (MFC) Requirements**

6.38.1 The carcass/drawer fronts are to be constructed from 18mm particleboard, the top from 25mm and back panel from 15mm with 2mm lipping.

6.38.2 The units shall be assembled using KD methods of construction (cam & pin) plus block re-enforcement as appropriate; fastenings shall not be visible on external faces.

6.38.3 The side panel bottom edge fitted with floor skids approx. 50mm long, two per panel.

6.38.4 The side panels shall feature a skirting board cut out approximately 25mm by 120mm with the exposed core sealed with suitable moisture resistant mastic.

6.38.5 The chest carcass shall feature a flush fitting re-enforced plinth (approx. 90mm).

6.38.6 Each unit shall feature 3 equally sized drawers.

6.38.7 Each drawer shall feature a full height drawer box running on pressed/fabricated steel single extension "roller ball" drawer runners (or similar).

6.38.8 Whilst the drawer box sides are to be fabricated/pressed mild steel, the drawer bottom panel and drawer backs shall be white MFC.

6.38.9 Drawer fronts shall be of matching material to the wardrobe doors.

6.38.10 Drawers shall have a cast alloy 'D' shaped handle capable of being reversed for transport. Alternative handles (inset timber) may be required.

6.38.11 The product shall meet the strength and stability performance requirements of BS EN 16121: 2013 + A1: 2017 Test level 2

### **6.39 Bedside Cabinet ( 1 Drawer/1 Door - Knock Down KD) Requirements**

6.39.1 Carcass, drawer and door are to be constructed from a 18mm particleboard, the top from 25mm the back panel from 15mm with 2mm lipping.

6.39.2 The units shall be assembled using Knock Down (KD) methods of construction (cam & pin) plus block re-enforcement as appropriate; fastenings shall not be visible on external faces.

## **Framework Schedule 1 (Specification)**

6.39.3 The side panel bottom edge fitted with floor skids approx. 50mm long, two per panel.

6.39.4 The side panels shall feature a skirting board cut out approximately 25mm by 120mm with the exposed core sealed with suitable moisture resistant mastic.

6.39.5 The carcass shall feature a flush fitting re-enforced plinth (approx. height 90mm).

6.39.6 The unit shall feature a drawer with a cupboard below.

6.39.7 Doors shall have a cast alloy 'D' shaped handle capable of being reversed for transport.

6.39.8 The door shall be supported by a minimum of two >2300 opening capacity heavy-duty low-profile visible knuckle type metal hinges (nickel plated).

6.39.9 Each door shall be capable of accepting accessories such padlocks, hasp & staples, camlocks, handles etc.

6.39.10 The product shall meet the strength and stability performance requirements of BS EN 16121: 2013 + A1: 2017 Test level 2

### **6.40 Desk (Cable Managed Facility Option) MFC Knock Down (KD) Requirements**

6.40.1 The Desks shall feature a one-piece top in accordance with the dimensions specified.

6.40.2 The desktop shall be constructed from 25mm thick particleboard with 2mm lipping and have two portholes.

6.40.3 The 'grain' shall run from side to side of the worktop.

6.40.4 The desk will not be expected to have cable management, however should cable management be required the desk shall be capable of housing either 2 or 4 gang electrical sockets complete with cables' as well as telecommunications/data cabling; the desktop shall be capable of accepting desk mounted sockets; all cable management equipment shall be easily installed via good access facilities.

6.40.5 The underframe shall be fabricated from steel or alloy sections fitted with adjustable height levelling glides.

6.40.6 The underframe shall be finished (stove enamelled or powder coated) colour Light Grey or Silver to Performance standards at 6.8.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2.

6.40.7 Desks are to be supplied in Knock Down (KD) form with full assembly instructions.

6.40.8 The Workstation/Desk shall meet the performance requirements of:

## Framework Schedule 1 (Specification)

- a) BS EN ISO 9241-5:1999
- b) BS EN 527-1:2011
- c) BS EN 527-2:2016
- d) BS EN 13722:2004
- e) FIRA 6250: 2018 (Severe)
- f) BS 6396:2008 +A1: 2015

### 6.41 Personal Steel Locker (Four and Eight Compartment) Requirements

6.41.1 For four compartment lockers, each door shall be fitted with a cardholder and cam deadlock (lock nozzles and keys shall be incised stamped with the lock number); locks shall have a minimum of 200 differs.

6.41.2 For eight compartment lockers, each door shall be fitted with a cardholder and latch lock. The latch lock shall be suitable for use with a combination dial padlock with a Ø 7.5mm shackle.

6.41.3 The carcass may be constructed in component form (as opposed to the use of full side and back panels), the unit shall be robust and free from sharp burrs, corners and edges.

6.41.4 The lockers shall be finished (Stove Enamelled or Powder Coated) to conform to Performance standards at 6.3.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2; colour RAL 7001 (Silver Grey) or the Contractor's nearest equivalent.

6.41.5 The locker shall meet the performance requirements, clause 15, of BS 4680:1996 (Heavy Duty)

### 6.42 Personal Steel Locker (Singles, Nest of 2, Nest of 3) Requirements

6.42.1 Manufactured from fabricated mild steel, the lockers are intended for the storage of personal items of clothing in environments that are usually dry and non-humid.

6.42.2 The individual carcasses are to be formed, welded and riveted together, whilst the welded doorframes are to have folded edges for safety and strength.

6.42.3 Doors are to be mounted on welded semi concealed knuckle hinges, with each one riveted on to the locker carcass sides for ease of replacement.

6.42.4 Each door shall be fitted with a cardholder and cam deadlock, the nozzle & key shall be stamped with the lock number and have a minimum of 200 differs.

6.42.5 Each door shall have ventilation louvres/perforations top and bottom and have top hat formed steel sheet reinforcements.

6.42.6 The high-level shelf shall be welded, or spot riveted to back and sides of the locker.

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6.42.7 The carcasses may be constructed in component form (as opposed to the use of full side and back panels), the unit shall be robust and free from sharp burrs, corners and edges.

6.42.8 The lockers shall be finished (Stove Enamelled or Powder Coated) to conform to Performance standards at 6.3.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2; colour RAL 7001 (Silver Grey) or the Contractor's nearest equivalent.

6.42.9 The lockers shall meet the performance requirements, clause 15, of BS 4860:1996 (Heavy Duty)

### **6.43 Steel Locker (Clean/Dirty) Catering Requirements**

6.43.1 Manufactured from fabricated mild steel, the lockers are for the storage/segregation of personal clothing and clean catering "Whites" in environments that are dry & non-humid.

6.43.2 Doors are to be mounted on welded semi concealed knuckle hinges, with each one riveted on to the locker carcass sides for ease of replacement.

6.43.3 The door shall be fitted with a cardholder and cam deadlock, the lock nozzle and key shall be incised stamped with the lock number and have a minimum of 200 differs.

6.43.4 The face of the door top and bottom shall have ventilation louvres/perforations.

6.43.5 Inside, the locker shall be fitted with a high-level shelf and a minimum of 6 clothes hooks and a coat hanger rail.

6.43.6 The carcass may be constructed in component form (as opposed to the use of full side and back panels); the unit shall be robust and free from sharp burrs, corners and edges.

6.43.7 Provision shall be made on the top panel of the locker to allow the fitting of the sloping top unit product 2411.

6.43.8 The locker shall be finished (Stove Enamelled or Powder Coated) to conform to Performance standards at 6.3.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2; colour RAL 7001 (Silver Grey) or the Contractor's nearest equivalent.

6.43.9 The locker shall meet the performance requirements, clause 15, of BS 4860:1996 (Heavy Duty)

### **6.44 Padlock Combination Dial Requirements**

6.44.1 The combination dial padlock shall be a general-purpose product with the following approximate dimensions:

## **Framework Schedule 1 (Specification)**

- a) 50mm case diameter
- b) 20mm case depth
- c) 20mm shackle clearance height & width
- d) 10mm diameter shackle

6.44.2 The lock case shall be of a double reinforced construction with a stainless-steel outer.

6.44.3 The lock shall feature a 40-digit (min) dial, 3 number dialling & a pre-set combination.

6.44.4 Instructions for use and the factory combination setting shall accompany each lock.

6.44.5 Locks shall not carry item marking and shall be supplied in the manufacturer's pack.

### **6.45 Workshop Stool Requirements**

6.45.1 Constructed from square sectioned timber components using traditional methods.

6.45.2 Rails haunched mortised & tenoned into leg sections, stretchers stub mortise & tenoned.

6.45.3 The seat shall be sculptured from solid timber approx. 30mm thick.

6.45.4 The assembled stool shall be finished in a clear semi-matt lacquer and meet the performance requirements of 6.7.3 of this Framework Schedule 1, Specific Mandatory Requirements Lot 2.

6.45.5 The stool shall meet the strength and stability of BS EN 16139:2013 (Test Level 3)

### **6.46 Chair Workshop (High and Standard) Requirements**

6.46.1 The Workshop Chair shall be height adjustable; gas lift adjustment (Standard 520mm to 780mm, High 460mm to 580mm - for use at workshop benches).

6.46.2 The Chair shall have a five-star base (standard fitted with glides, incorporating a foot ring, high fitted with glides).

6.46.3 Both seat and back pads shall be moulded CFC-free polyurethane, shall be contoured and feature waterfall edges; the back shall provide good lumbar support (not adjustable).

6.46.4 The backrest shall be adjustable for rake/height; the chair shall include instructions.

6.46.5 The chair shall meet the Strength, Stability, Durability and Fire Retardancy performance requirements of:

## Framework Schedule 1 (Specification)

- (i) BS 5852:2006: Clause 12 medium hazard
- (ii) BS EN 1335-1:2000
- (iii) BS 5459-2:2000 + A1:2008

### 6.47 Fitters Bench Requirements

- 6.47.1 Timber: Straight Grained European Beech and European Redwood.
- 6.47.2 Alternative timbers may be considered (Buyer(s) discretion).
- 6.47.3 Plywood: multiply type.
- 6.47.4 Adhesive: Phenolic/Synthetic Resin (Vinyl).
- 6.47.5 Wood Screws shall be finished to withstand moisture.
- 6.47.6 Bench tops shall comprise a rigid laminated substrate covered by a single piece of sheet steel over the front edge and top surface. Top shall measure approx 2285mm x 710mm.
- 6.47.7 The substrate shall be tough, water-resistant laminated timber baseboard (multiply or similar) of approximate thickness 40mm.
- 6.47.8 The sheet steel shall have a minimum thickness of 1.2mm. The sheet shall be paint finished (stove enamelled or powder coated) colour dark grey prior to being fixed to the substrate with countersunk wood screws.
- 6.47.9 The finish performance shall be to Performance standards at 6.8.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2.
- 6.47.10 The bench tops shall be supported by a Heavy-Duty, knock down under frame that gives an overall work surface height of approximately 875mm.
- 6.47.11 The under frame shall have lateral reinforcing members to prevent racking. Alternatively, modular leg frame systems may be considered.
- 6.47.12 The bench shall accommodate an Engineers Vice (Record No 5 or similar - not supplied).
- 6.47.13 The external surfaces of the bench shall be finished in a clear lacquer

### 6.48 Table Fabric Worker Requirements

- 6.48.1 The timber shall be straight Grained European Beech.
- 6.48.2 Plywood: Birch faced multiply; thickness 20-22mm.
- 6.48.3 Adhesive: Phenolic/Synthetic Resin (Vinyl).
- 6.48.4 Wood Screws shall be finished to withstand moisture, chipboard screws to be twin parallel threaded, all as per drawing.

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- 6.48.5 Bright Bolts to conform to BSEN ISO 898-1: 2009; length 160mm.
- 6.48.6 Nuts: Type: Barrel 22mm x 25mm Thread: M10 Finish: Zinc plated.
- 6.48.7 Box Single End Spanner to fit bolt at clause 6.44.5 above.
- 6.48.8 Terry Clip: to secure spanner to cross-rail.
- 6.48.9 Legs shall be made from solid beech having all corners pencil rounded and bottom ends chamfered 5mm to help prevent splitting.
- 6.48.10 Each frame shall be Mortise and sub-tenoned together with all tenons draw pinned through legs and the internal angles glue blocked.
- 6.48.11 Cross rails and shelf frame cross rails shall be double through tenoned to the long rails. All mortises shall be opened out in length on the outside, with each tenon double wedged. Internal angles of cross rails shall be glue blocked.
- 6.48.12 The ends of the rail shall be loose tongued to the legs and drilled to take the 160mm x M10 bolt and with a 32mm diameter hole.
- 6.48.13 Each corner and rail joint shall be stub haunch mortise and tenoned (tenons 45mm deep). The multiply/blockboard shall be barefaced-tongued and well glued to each framework.
- 6.48.14 The shelf shall be solid tongue lipped all around and cut away to form a close fit to legs. Each shelf shall be well fixed to underframe through fillets on both cross and side rails.
- 6.48.15 Packing blocks shall be manufactured to match the tongues on the long rails in order that the item can be packed flat pack.
- 6.48.16 A Terry Clip shall be secured to one of the cross rails to retain the box spanner.
- 6.48.17 Where the joints are pre-finished before assembly a cross-linking adhesive shall be used.
- 6.48.18 The item shall be left clean and in the white.
- 6.48.19 All surfaces shall be properly prepared, sanded smooth, and all sharp arises removed.
- 6.48.20 The surfaces of the top shall be straight and true, the edges properly squared.
- 6.48.21 All exposed ends shall be sealed with one coat of clear satin lacquer, including rail ends.
- 6.48.22 Fork-Lift Truck Battens shall be fixed to the flat pack, qty: 4, material: softwood to enable movement by a fork lift truck.

### **6.49 Cupboard Support Unit Requirements**

6.49.1 Legs shall be hardwood and rails shall be softwood.

6.49.2 Shelf 12mm thick multiply

6.49.3 Rails stub mortise and tenoned into legs, side top rails twin tenoned, all haunched and mitred as shown in visual accompanying item 2435.

6.49.4 Top rails to be grooved to accept fixing buttons.

6.49.5 Plywood panels to be glued all four edges and pinned along top edge.

6.49.6 Two doors shall be made from 18mm thick chipboard lipped all round with hardwood and hung on 50mm long solid brass butt hinges. Both doors fitted with magnetic catches on top rail.

6.49.7 Surfaces shall be free from machining marks and all arrises removed.

6.49.8 The Cupboard Support unit shall be sanded smooth and given a 3 coat application of flame retardant paint to BS 476-7:1997 'Class 1' rating.

6.49.9 The paint shall be to BS 4800:1989 - 00 C 35.

6.49.10 All interior Surfaces shall have a general performance clear wood finish applied.

6.49.11 Metal Fittings, Fasteners etc: shall have a non-corrosive finish.

### **6.50 Four Drawer Support Unit Requirements**

6.50.1 Legs shall be hardwood and rails softwood.

6.50.2 Shelf 12mm thick multiply.

6.50.3 Rails shall be stub mortise and tenoned into legs, with side top rails twin tenoned, all haunched and mitred as shown in visual accompanying item 2436.

6.50.4 Top rails shall be grooved to accept fixing buttons.

6.50.5 Plywood panels shall be glued on all four edges and pinned along the top edge.

6.50.6 Drawer runners shall be stub mortise and tenoned to front drawer rails. Drawer guides shall be screwed and glued to drawer runners; runners and guides shall be in hardwood.

6.50.7 Drawer fronts shall be hardwood whilst the drawer sides & back shall be 12mm plywood.

6.50.8 The fronts shall be lap dovetailed to sides, back slips to be dovetailed with blocks to sides.

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6.50.9 The bottom ply shall be fully blocked and screwed to drawer back, drawer stops to be fitted. Each drawer face shall be fitted with a beech handle, screw fixed from the inside.

6.50.10 Surfaces shall be free from machining marks and all arrises removed.

6.50.11 The Drawer Support unit shall be sanded smooth and given a 3-coat application of flame-retardant paint to BS 476-7:1997 'Class 1' rating.

6.50.12 The paint shall be to BS 4800:1989 - 00 C 35.

6.50.13 All interior Surfaces shall have a general performance clear wood finish applied.

6.50.14 Metal Fittings, Fasteners etc: shall have a non-corrosive finish.

### **6.51 Open Support Unit Requirements**

6.51.1 Legs shall be hardwood and rails shall be softwood.

6.51.2 A hardwood retaining strip shall be screw fixed to the front edge of the 12mm multiply shelf.

6.51.3 Rails stub mortise and tenoned into legs, side top rails twin tenoned, all haunched and mitred as shown. Top rails to be grooved to accept fixing buttons.

6.51.4 Surfaces shall be free from machining marks and all arrises removed.

6.51.5 The Open Support unit shall be sanded smooth and given a 3-coat application of flame-retardant paint to BS 476-7:1997 'Class 1' rating.

6.51.6 The paint shall be to BS 4800:1989 - 00 C 35.

6.51.7 All interior surfaces shall have a general performance clear wood finish applied.

### **6.52 Workbench Requirements**

6.52.1 The plastic laminate (BS EN 438 Parts 1 & 2:2005) and balancing laminate shall be bonded to 25mm thick chipboard with a suitable adhesive.

6.52.2 The 15mm thick hardwood sub-frame shall be stub mortise and tenoned, screwed and glued to the multiply tops.

6.52.3 The beech lippings shall be fixed by either a moulded or loose tongue and grooved method. The fixing shall be firmly glued under pressure.

6.52.4 All workbench tops shall be supplied complete with softwood upstands manufactured as detailed on the drawing. The beech tops shall have cut outs to accept locating fillets.

6.52.5 Bench top lipping's shall be finished in a clear lacquer.

### **6.53 Carpenter's Bench Requirements**

6.53.1 The materials shall be as the Fitters Bench.

6.53.2 The dual sided heavy-duty bench top shall measure approximately 2285mm x 710mm.

6.53.3 The substrate shall be water resistant laminated timber base board (multiply) of approximate thickness 65mm.

6.53.4 Top to be manufacture in three sections to aid future maintenance and feature a recessed tool well and retractable bench stops.

6.53.5 The bench top shall be supported by a Heavy-Duty, knock down underframe which gives an overall work surface height of approximately 885mm.

6.53.6 The underframe shall have lateral reinforcing members to prevent racking.

6.53.7 The bench shall be capable of accommodating the fitting of Joiners Vices Record REC 5212 ED or similar, (not supplied) on either side.

6.53.8 All surfaces shall be sanded smooth and all sharp arrises removed.

6.53.9 All exposed surfaces shall be sealed with clear lacquer.

6.53.10 The components shall be flat packed, secured to prevent movement, boxed and banded.

### **6.54 Slatted Footboard Requirements**

6.54.1 Softwood: European Redwood.

6.54.2 Wood Screws: Steel, Sheradised or Galvanised, countersunk head 45mm x No 10. Screws shall be correctly piloted and finish parallel, 1mm below the surface of the slats.

6.54.3 All sections shall be machined square.

6.54.4 The slats shall be flush with the bearers all round.

6.54.5 All sharp edges shall be removed and loose splinters will not be accepted.

6.54.6 All end grain shall be sealed with at least two applications of a clear sealer.

6.54.7 One coat of sealer shall cover the Item Marking.

6.54.8 The faces & edges of the boards shall be sanded smooth and left clean and in the white.

### **6.55 Student Chair Requirements**

6.55.1 The chair student is an adaptation of the chair Polypropylene (2038) modified by the provision of a detachable writing tablet.

## **Framework Schedule 1 (Specification)**

6.55.2 The writing tablet shall be easily removable and capable of being fitted on the left or right.

6.55.3 The writing tablet shall have a Birch plywood or MDF substrate faced with plastic laminate conforming to BSEN 438-1:2005 and BSEN 438-2:2005.

6.55.4 The face laminate colour shall be grey "00 A 03" of BS 4800:1989 or similar.

6.55.5 The exposed substrate edge shall be sealed with a clear lacquer.

6.55.6 The chair shall meet the performance requirements of:

- a) BS EN 16139:2013 (Test level 3)
- b) BS 5852: 2006, Clause 12. What hazard rating – low or medium
- c) Oxygen index 23/24%

### **6.56 Chair (Polypropylene) Requirements**

6.56.1 The chair shall be a Polypropylene shell on a tubular steel stacking frame, with and without linking frame. Tube ends shall be capped with high grade polyethylene inserts.

6.56.2 The Polypropylene shell shall conform dimensionally to BS 1729 Part 1: 2015, Size Mark 5 and charcoal in colour "00 A 13" of BS 4800:1989.

6.56.3 The shell shall have a textured inside face and a matt smooth outside face.

6.56.4 The underframe shall be finished (stove enamelled or powder coated) colour Black (BS 4800:1989 - 00 E 53) to Performance standards at 6.3.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2.

6.56.5 The chair shall meet the following performance requirements:-

- a) BS EN 16139: 2013 (Test level 3)
- b) BS 5852: 2006, Clause 12 Medium hazard
- c) Oxygen index 23/24%
- d) BS EN 14703:2007 (item 2037)

### **6.57 Chair (Folding Metal) Requirements**

6.57.1 The chair shall be capable of being folded flat for easy transport and storage.

6.57.2 Tube ends shall be capped with high-grade polyethylene inserts.

6.57.3 The seat shall be a one piece pressing with fully curved edges for strength and durability and a 'waterfall' shape to the front corners.

6.57.4 The back shall be a one piece pressing with fully curved edges.

6.57.5 The underframe shall be finished (stove enamelled or powder coated) colour Light Grey (BS 4800:1989 - 00 A 03) to Performance standards at 6.3.5 of Framework Schedule 1: Specific Mandatory Requirements Lot 2.

## **Framework Schedule 1 (Specification)**

6.57.6 Chair shall meet the performance requirements of BS EN 16139: 2013 (Test level 3).

### **6.58 Side Chair (Item 2102) Requirements**

6.58.1 The side chair shall have an upholstered seat and back.

6.58.2 The timber frame shall be constructed from hardwood.

6.58.3 The leg frames square section tapered at the foot.

6.58.4 The back rail raked to provide a comfortable seating position.

6.58.5 The frame shall have two stretcher rails each side between the front and back legs and a further central rail.

6.58.6 The frame shall be constructed using traditional haunched mortised and tenon joints, however, alternative methods of construction, equal in performance, may be considered.

6.58.7 The chair shall be stained dark oak and finished with a clear semi-matt lacquer.

6.58.8 Fabric to be selected by Buyer(s). See Framework Schedule 1 Specification, Specific Mandatory Requirements Lot 2 6.10.1 for available colours. See Framework Schedule 1 Specification, Specific Mandatory Requirement Lot 2 6.5.4 (iv) for fabric specific requirements.

6.58.9 Foam shall conform to BS 3379:2005 + A1:2011 (Class V).

6.58.10 Upholstery composites shall conform to BS 7176:2007 + A1:2011 (Medium Hazard).

6.58.11 Chair shall meet the strength and stability performance of BS EN 16139:2013 (Test level 3).

### **6.59 Tub Chair (Item 2103) Requirements**

6.59.1 Frame strength is of great importance and all joints shall be fully closed and adhered.

6.59.2 Upholstered in plain fabric in a minimum of three colour-ways as selected by the Buyer(s). See Framework Schedule 1 Specification, Specific Mandatory Requirements Lot 2 6.10.1 for available colours. See Framework Schedule 1 Specification, Specific Mandatory Requirement Lot 2 6.10.4 (iv) for fabric specific requirements

6.59.3 Foam shall conform to BS 3379:2005 + A1:2011 (Class V).

6.59.4 Upholstery composites shall conform to BS 7176:2007 + A1:2011 (Medium Hazard).

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6.59.5 Chair shall meet the performance requirements of BS EN 16139:2013 (Test level 3).

### **6.60 Modular Bench Seat Requirements**

6.60.1 The bench seat shall comprise of a fully upholstered seat unit supported by a panelled box type supporting base.

6.60.2 The Buyer(s) shall select the colour. See Framework Schedule 1 Specification, Specific Mandatory Requirements Lot 2 6.10.1 for available colours. See Framework Schedule 1 Specification, Specific Mandatory Requirement Lot 2 6.10.4 (iv) for fabric specific requirements

6.60.3 Foam shall conform to BS 3379:2005 + A1:2011 (Class V).

6.60.4 Upholstery composites shall conform to BS 7176:2007 + A1:2011 (Medium Hazard).

6.60.5 Seat shall meet the performance requirements of BS EN 16139: 2013 (Test level 3).

### **6.61 Under Desk Pedestal Requirements**

6.61.1 The pedestal shall comply with the following standards:

- a) BS EN 14073-2: 2004
- b) BS EN 14073-3: 2004
- c) BS EN 14074: 2004

## **7. Specific Mandatory Requirements Lot 3**

7.1 This Furniture & Associated Services Lot is intended for the provision of Secure Furniture.

7.2 This paragraph provides detail of specific mandatory requirements in conjunction with the general mandatory requirements in Paragraph 3 that Suppliers shall fulfil in their entirety under Lot 3 in order to meet the requirements of this Framework Contract.

7.3 Specific goods and services not included in the prices in Framework Schedule 3 – Framework Prices may be agreed between the Supplier and the Buyer(s) and added to the Call Off Schedule 5 – Pricing Details. These Non-Core products will be offered to Buyer(s) at a discounted rate as per paragraph 3.4.

7.4 Buyer(s) may have requirements specific to their working environments. The requirements may include modification to the Core furniture items for secure or challenging environments. The Buyer(s) will stipulate this requirement at Further Competition.

### **7.4 General Requirements**

7.4.1 This section details the Lot specific technical requirements for a range of secure furniture.

7.4.2 The Buyer(s) will require the Supplier to provide CPNI approved secure furniture. The Buyer(s) may request evidence of suppliers meeting CPNI approved secure furniture standards for all products in Lot 3. The Buyer(s) will stipulate this requirement at Call Off.

7.4.3 The Buyer(s) shall decline all product ranges that cannot be supported with appropriate evidence of meeting the CPNI approved secure furniture requirements.

7.4.4 The Buyer(s) may require the Supplier to provide additional secure furniture (not CPNI approved).

## **8. Specific Mandatory Requirements Lot 4**

8.1 This Furniture & Associated Services Lot is intended for the provision of Bespoke/Fitted Furniture, including the provision of Courtroom furniture.

8.2 This paragraph provides detail of specific mandatory requirements in conjunction with the general mandatory requirements in Paragraph 3 that Suppliers shall fulfil in their entirety under Lot 4 in order to meet the requirements of this Framework Contract.

8.3 Suppliers shall offer specific goods and services to Buyer(s) as included in Framework Schedule 3 – Framework Prices. In addition to the standard offering, Suppliers shall offer suitable bespoke solutions to meet particular customer requirements.

8.4 Buyer(s) will stipulate their requirements via a Further Competition Call Off under this Framework Contract.

### **8.5 General Requirements**

8.5.1 Suppliers shall offer a range of solutions to meet Buyer(s) requirements including (but not limited to) fitted furniture, bleacher seating, bespoke fitted and free standing bespoke furniture solutions.

8.5.2 Suppliers shall offer a range of internal components for use with the solutions offered to meet Buyer(s) requirements.

8.5.3 Suppliers shall offer trade pattern ranges of fitted solutions to meet Buyer(s) requirements.

8.5.4 Suppliers shall offer solutions in a variety of colour options to meet Buyer(s) requirements.

8.5.5 Suppliers shall ensure a safety loading label is supplied with the product to provide Buyer(s) with the necessary safety information.

### **8.6 Timber Frames**

8.6.1 Where the Supplier offers a timber frame solution to Buyer(s) requirements, the Supplier shall ensure that the timber frames are sound and fit for purpose. The frames shall be either jointed or doweled construction.

8.6.2 All timber frames shall be neatly and accurately cut, fully closed and fixed with component parts

8.6.3 Veneer and laminate surfaces shall be fully bonded to the substrate with an appropriate intermediate layer of equal strength.

8.6.4 The timber used by the Supplier shall meet all timber requirements detailed in 3.10 of this General Specification.

## 8.7 Bedroom Specific Requirements

8.7.1 Where the Buyer(s) requires a bespoke solution for sleeping areas, the Supplier shall offer a range of trade pattern bedroom units, satisfying the strength, durability and performance requirements of BS4875-7:2006.

8.7.2 Surface finish and adhesion of surface edging materials shall satisfy the FIRA Standard 6250:2018, for severe use.

8.7.3 As required, the Supplier shall offer prime quality solid timber, conditioned to moisture content of 10% (+/-2%). The timber shall be selected for straight grain. Where appropriate, veneers should be matched for straight grain and uniformity of colour.

## 8.8 Office Storage Furniture

8.8.1 The Supplier shall ensure that their office storage solutions meet the following standards:

- a) BS EN 14073-2:2004 Office Furniture – Storage Furniture Part 2: Safety Requirements
- b) BS EN 14073-3:2004 Office Furniture – Storage Furniture Part 3: Test methods for the determination of stability and strength of the structure
- c) BS EN 14074:2004 Office Furniture. Tables and desks and storage furniture. Test methods for the determination of strength and durability of moving parts

## 8.9 Domestic Storage Solutions

8.9 Suppliers shall ensure that any solutions to meet Buyer(s) requirements meet BS4875-7:2006 Strength and stability of furniture Part 7: Domestic and contract storage furniture performance requirements.

## 8.10 Laboratory Furniture

8.10.1 Suppliers shall ensure that any furniture solutions meet the following laboratory standards:

- a) BS EN 14056:2003 - Laboratory furniture. Recommendations for design and installation
- b) BS EN 13150:2001 - 'Workbenches for laboratories. Dimensions, safety requirements and test methods'.
- c) BS EN 14727:2005 requirements and test methods for laboratory furniture storage solutions
- d) BS EN 14470:2004 safety storage for flammable liquids in fire safety storage cabinets

8.10.2 Suppliers shall meet any additional standards as required by the Buyer(s)

## **8.11 Construction**

8.11.1 All furniture solutions must meet the requirements at paragraph 3.34 of this general Specification.

8.11.2 All furniture edging shall be robust and repairable.

8.11.3 All furniture edging shall be manufactured with a solid timber, PVC, ABS, polypropylene or melamine lipping.

8.11.4 If Suppliers use veneer or laminate surfaces, these shall be fully bonded to the substrate with an intermediate layer of equal strength.

8.11.5 All fittings shall meet appropriate quality standards to ensure their functionality is consistent with the performance required to meet Buyer(s) requirements.

8.11.6 Adhesion of surface and edging materials shall satisfy the requirements of FIRA standard 6250:2005.

8.11.7 All furniture frame joints shall be neatly and accurately cut, fully closed and fixed with component parts.

8.11.8 Suppliers shall ensure lockable solutions are provided with master keys and barrel change keys when requested by the Buyer(s).

8.11.8 Any additional Buyer(s) standards shall be stipulated at Call Off and priced by Suppliers accordingly.

## **8.12 Finish**

8.12.1 Suppliers shall offer a range of finishes to meet Buyer(s) requirements. This shall include (but not be limited to) timber, MFC or equivalent and MDF with veneer finish.

8.12.2 All products supplied with decorative laminated plastics sheet and veneered boards shall comply with BS 4965:1999 and/or BS EN 438:2016 where appropriate.

8.12.3 All surface finishes on wood based sheet materials or other substrates, plastic laminates, paper and PVC foil shall satisfy 'severe' use requirements specified in FIRA standard 6250:2005 Specification Materials.

8.12.4 Surfaces shall have reflectance light values appropriate to the intended use.

8.12.5 Suppliers offering furniture with a veneer finish may offer either real veneer or a reconstituted timber veneer.

8.12.6 Adhesion of surface and edging materials shall satisfy the requirements of FIRA standard 6250:2005 Severe rating.

8.12.7 All products with a timber finish must meet the requirements at 3.37 of this General Specification.

## 9. Specific Mandatory Requirements Lot 5

9.1 This Furniture & Associated Services Lot is intended for the provision of High Density Steel Storage Furniture.

9.2 This paragraph provides detail of specific mandatory requirements in conjunction with the general mandatory requirements in Paragraph 3 that Suppliers shall fulfil in their entirety under Lot 5 in order to meet the requirements of this Framework Contract.

9.3 Specific goods and services not included in the prices in Framework Schedule 3 – Framework Prices may be agreed between the Supplier and the Buyer(s) and added to the Call Off Schedule 5 – Pricing Details. These Non-Core products will be offered to Buyer(s) at a discounted rate as per paragraph 3.4.

### 9.4 Performance Standards

9.4.1 This section details the Lot specific technical requirements for ranges of trade pattern static and mobile storage systems.

9.4.2 The Buyer(s) may require the Supplier to provide evidence of test certificates showing conformity with Standards listed for all products in Lot 5. The Buyer(s) will stipulate this requirement at Call Off.

9.4.3 The Buyer(s) can decline all product ranges that cannot be supported with the required test certification.

### 9.5 Test Requirements

#### 9.5.1 Steel bolted shelving:

- a) BS 826:1978 Specification for steel single tier bolted shelving (angle upright type) Office Storage;
- b) BS 4875 – 7:2006 Part 7: Domestic and contract storage furniture – Performance requirements. Minimum requirement Test Level 4;
- c) BS 4875 – 8:1998 Part 8: Methods for determination of stability of non-domestic storage furniture.

#### 9.5.2 Power Operated Racking:

- a) BS EN 15095:2007+A1:2008 Power-operated mobile racking and shelving, carousels and storage lifts. Safety requirements.

#### 9.5.3 Static and Mobile Racking:

- a) BS EN 14073-2: 2004 Office Furniture – Storage Furniture. Part 2: Safety Requirements;
- b) BS EN 14073-3: 2004 Office Furniture – Storage Furniture Part 3: Test methods for the determination of stability and strength of the structure;

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- c) BS EN 14074:2004 Office Furniture - Tables and desks and storage furniture. Test methods for the determination of strength and durability of moving parts.

### 9.6 Product Standards

9.6.1 The Supplier shall ensure that its products conform to the recommendations of BS EN 16893:2018.

9.6.2 The Supplier shall ensure that the product satisfies The Machinery Directive 2006/42/EC and the Supply of Machinery (Safety) Regulations 2008.

9.6.3 Suppliers offering electrically operated systems shall ensure all products are CE marked and comply with the Electrical Equipment (Safety) Regulations 2016.

9.6.4 Suppliers should apply principles addressed within the SEMA (Storage Equipment Manufacturers Association) code of practice or similar to the design of mobile shelving systems.

9.6.5 Suppliers shall offer a range of shelving systems which satisfy performance requirements and test methods for structural safety and stability as specified within paragraph 9.5 Test Requirements

9.6.6 Prior to purchase the Supplier shall ensure that the Buyer is provided with the appropriate information with regard to weights, loading, rolling point loads etc., to allow the Buyer to obtain structural clearance for the building.

9.6.7 Suppliers shall offer a storage filing survey for the repositioning or reconfiguration of new or existing storage in accordance with the Buyers requirements.

### 9.7 High Density Static Racking

9.7.1 Suppliers shall offer a range of static racking solutions which satisfy performance requirements for structural safety in accordance with BS EN 14073-2: 2004. Methods of testing are described in BS EN 14073-3: 2004.

9.7.2 Suppliers shall offer static racking solutions to satisfy various height and width dimensions and finishes in accordance with Buyer requirements.

9.7.3 The Supplier shall ensure that static racking solutions are available with adjustable shelves.

### 9.8 High Density Mobile Shelving

9.9.1 The Supplier shall offer a range of manually operated mobile shelving.

9.9.2 The maximum depth shall be three units deep.

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9.9.3 The Supplier shall offer a range of mechanically assisted mobile shelving utilizing a manual load linkage system to transmit an assisting force to the base. All chain drives shall be fully enclosed to prevent injury to the user.

9.9.4 Mechanically assisted mobile shelving shall utilize a hand crank mechanism or similar.

9.9.5. The Suppliers mobile racking solutions shall satisfy performance requirements for structural safety in accordance with BS EN 14073-2: 2004. Methods of testing are described in BS EN 14073-3: 2004.

9.9.6 The Supplier shall offer a range of power operated mobile shelving, utilizing an electric power source to assist motion.

9.9.7 The Supplier shall offer electronically operated mobile shelving that satisfies structural safety requirements in accordance with BS EN 15095:2007+A1:2008.

9.9.8 Mobile shelving shall be fitted with a top retention bracket solution to prevent forward tipping of the shelving unit.

9.9.9 The Supplier shall offer mobile racking solutions to satisfy various height and width dimensions and finishes in accordance with the Buyer requirements.

9.9.10 Shelving solutions shall be offered with a variety of internal units, including but not limited to lateral filing rail, pull out suspension filing rail, adjustable shelves, and adjustable dividers.

9.9.11 The Suppliers mobile racking solutions shall be available with a locking mechanism.

9.9.12 The Suppliers mobile racking solution shall utilize surface mounted rails and/or flush mounted rails in accordance with the Buyer requirement.

### **9.10 Rotary Storage**

19.10.1 The Supplier may offer a range of rotary shelving which satisfy performance requirements for structural safety in accordance with BS EN 14073-2: 2004. Methods of testing are described in BS EN 14073-3: 2004.

9.10.2 Rotary units shall be mounted on a heavy duty rotary base and feature double sided shelving bays.

19.10.3 The Suppliers rotary shelving solutions shall be available with adjustable shelves.

### **9.11 Gondola Shelving**

9.11.1 The Supplier shall offer a range of gondola shelving which satisfy performance requirements for structural safety in accordance with BS EN 14073-2: 2004. Methods of testing are described in BS EN 14073-3: 2004.

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9.11.2 The Supplier shall offer static racking solutions to satisfy various height and width dimensions and finishes in accordance with Buyer requirements.

### 9.12 Accessories

9.12.1 The Supplier shall offer a range of accessories, including but not limited to file pockets, folders, and cardholders.

### 9.13 Materials

9.13.1 The Supplier shall ensure that all materials are suitable for the purpose and shall conform to the British and European Standards, as outlined in paragraph 9.5 Test Requirements.

9.13.2 Products shall be manufactured from materials suitable for their intended use to ensure the finished product is durable, fit for the purpose and aesthetically pleasing.

9.13.3 The Supplier shall ensure that all fixtures and fittings have an anti-corrosive finish and shall be of an appropriate quality to ensure their function is consistent with the performance required.

9.13.4 All glass used in the furniture design shall satisfy requirements of the fragmentation test Clause 8.3 of BS EN 12150-1:2015.

9.13.5 All file pockets and folders shall be manufactured from legal and sustainable timber sources in accordance with UK Government Timber Procurement Policy and/or manufactured from 100% recycled timber.

### 9.14 Construction

9.14.1 This section should be read in accordance with paragraph 3.34 of this General Specification.

9.14.2 All welding shall be free from distortion, oxidation arcing, blowholes or any other similar defects.

9.14.3 The size of weld shall be appropriate to the thickness of the work piece and strength for application.

9.14.4 All weld grinding and dressing shall be undertaken in a workmanlike manner to avoid impairment of the weld strength.

9.14.5 All notching shall fit accurately with mating components.

9.14.6 All flanges shall be smooth and free from any imperfections.

9.14.7 All burrs and sharp edges shall be removed from the finished product.

9.14.8 Shelving shall be manufactured from mild steel of appropriate gauge thickness for the weight loading offered.

9.14.9 Shelving bays shall to be constructed with 2 sidewalls, bolted back sheets and clipped adjustable shelves providing differing usable levels between the top and base and shall be secured using bolts of appropriate durability.

9.14.10 Mobile shelving bases shall be rigid and be sufficient to carry the load without deflection.

9.14.11 Mobile shelving products shall have a ground clearance of no more than 12mm between the mobile base underside and floor.

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9.14.12 Each shelf should have a minimum uniform distribution load weight load capacity of 80kgs.

9.14.13 Mobile shelving bases shall be fitted with guidance wheels to maintain their position squarely on the rails. The wheel units and guide wheels shall not require maintenance over the expected product life.

9.14.14 Control hand wheels should be of a three spoke or similar design with central locking mechanism. The central locking mechanism shall incorporate a key locking facility to restrict access in accordance with the Buyers requirements.

9.14.15 All nuts and bolts used in the product construction shall be secured with either nyloc nuts, a thread locking compound or anti-vibration washers.

9.14.16 The product design shall incorporate buffers between each rack unit.

9.14.17 All electrical installations on site shall be carried out by an Electrician qualified to IEE Regulations 17<sup>th</sup> Edition standard.

## 9.15 Finish

9.15.1 This section should be read in conjunction with paragraph 3.37 of this General Specification.

9.15.2 Pigmented finishes shall satisfy the requirements of BS 3900 to comply with the following test Standards:

a) Scratch test:

(i) BS EN 1518:2018 The finished panel shall withstand a needle weight of 3000g without penetration to the substrate.

b) Cross cut test:

(i) BS EN ISO 2409:2007, BS 3900, Part E6: 2007. The spacing of the cuts in each direction shall be 2mm. An adhesive tape, similar to sellotape, adhered to the surface by a firm even pressure and removed with a smooth action, manually or mechanically, at a rate 20mm/s to 50mm/s. The test panel shall meet classification "0".

c) Impact test:

(i) BS 3900, Part E3: 1973. Indentation to a depth of 2.5mm, coated surface uppermost, and no damage to the finish shall be seen.

d) Bend test:

(i) BS EN ISO 6860:2006, BS 3900, Part E11:2006 (conical mandrel). No loss of adhesion or cracking beyond 25mm from apex cone.

## **10. Specific Mandatory Requirements Lot 6**

10.1 This Furniture & Associated Services Lot is intended for the provision of Education Furniture.

10.2 This paragraph provides detail of specific mandatory requirements in conjunction with the general mandatory requirements in Paragraph 3 that Suppliers shall fulfil in their entirety under Lot 6 in order to meet the requirements of this Framework Contract.

10.3 Specific goods and services not included in the prices in Framework Schedule 3 – Framework Prices may be agreed between the Supplier and the Buyer(s) and added to the Call Off Schedule 5 – Pricing Details. These Non-Core products will be offered to Buyer(s) at a discounted rate as per paragraph 3.4.

### **10.4 Functional and Safety Standards**

10.4.1 This section details the Lot specific technical requirements for Education furniture requirements:

- a) BS EN 1729-1:2012+A1:2015 - 'Furniture. Chairs and tables for educational institutions. Functional dimensions
- b) BS EN 1729-2:2012+A1:2015 - 'Furniture. Chairs and tables for educational institutions. Safety requirements and test methods'.

## **11. Specific Mandatory Requirement Lot 7**

11.1 This Furniture & Associated Services Lot is intended for the provision of Repair and Renovation services.

11.2 This paragraph provides detail of specific mandatory requirements in conjunction with the general mandatory requirements in Paragraph 3 that Suppliers shall fulfil in their entirety under Lot 7 in order to meet the requirements of this Framework Contract.

11.3 Specific goods and services not included in the prices in Framework Schedule 3 – Framework Prices may be agreed between the Supplier and the Buyer(s) and added to the Call Off Schedule 5 – Pricing Details.

**11.4 The mandatory requirements for Lot 7 should be read in conjunction with Annex D - Lot 7 Repair and Renovation Technical Specification.**

### **11.3 General Lot Requirements**

11.3.1 The Supplier shall incorporate requirements of the latest legislation, particularly health & safety, in the process of repair and renovation.

11.3.2 All references made to British, European and International Standards shall be deemed to be the latest editions, it shall be the responsibility of the Supplier to ensure compliance with the latest standards and tests, manufacturing and product labelling criteria.

11.3.3 The Supplier shall not vary or depart from the described in this specification without the prior consent in writing from the Buyer(s).

11.3.4 The Supplier shall ensure that all work is undertaken to the Buyer(s) satisfaction. Any work undertaken deemed unsatisfactory by the Buyer shall be reworked to the appropriate standard at the Supplier's expense.

11.3.5 The Supplier shall ensure that any items in the Supplier's custody are insured (at full replacement value) against all risks (including loss or damage to the item being repaired).

11.3.6 Any Buyer requests for repair/renovation to Single Living and Mess and Barracks (SLA) and Antique Furniture Products will be classed as a special task. The Buyer(s) will raise a request for quotation via a Further Competition.

11.3.7 For the pricing for any repair and renovation of furniture products to be viable, the cost of repair will be lower than the price of a new product.

11.3.8 The Supplier shall monitor and track all items from initial item pick up to delivery of renovated products to Buyer(s) premises.

11.3.9 The Supplier shall ensure all repair and renovation work undertaken (including Antique restoration) is undertaken by suitably qualified personnel.

## **11.4 Timber Renovation Requirements**

11.4.1 The Supplier will be required to work with a range of timber materials including manufacturing boards, veneers, MFCs, solid timber and lippings.

11.4.2 The Supplier shall be required to use both traditional skills and modern methods the undertake:

- a) Repairing of loose joints
- b) Replacing of damaged or missing components
- c) Veneering and matching veneers and timbers
- d) Woodturning and Carving
- e) Repairing or replacing Desk Leather/Vinyl

11.4.3 All timber used in the renovation or repair of the products must be obtained from regions and countries that operate legal and documented long-term sustainability programmes.

11.4.4 Any particleboard used in the renovation or repair of these products shall comply with the following requirements:

- (i) BS EN 312:2010 Particleboards Specifications Type P2 - Requirements for boards for interior fitments (including furniture) for use in dry conditions
- (ii) Class E1 formaldehyde release as specified in this standard.

11.4.5 Any MDF used in the repair and renovation of these products shall comply with the following requirements:

- (i) BS EN 622-5:2009 'Fibreboards Specifications Part 5 - Requirements for dry process boards (MDF)
- (ii) Class E1 formaldehyde release as specified in BSEN 622-1:2003 Fibreboards Specifications Part 1 General requirements.

11.4.6 Repair to wood surfaces shall be, but not restricted to, the removal of scratches, dents, chips, watermarks and burns that can be undertaken to a professional standard.

11.4.7 Products with fractured components shall be considered for disposal if spare components are not available to make good the item.

11.4.8 "Beyond Economic Repair (BER)" products may be used to provide spare parts.

11.4.9 In preparation, all fabric and fillings shall be removed from the item.

11.4.10 Old lacquer finishes shall be thoroughly removed from show wood (external surfaces) provided internal surfaces are not damaged or scratched.

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11.4.11 All carcass and framed joints shall be closely examined, those found to be open or loose, shall be dismantled, rebuilt and re-glued where appropriate to provide a sound framework.

11.4.12 Screw fixed joints shall be sound. Fixing holes may be repaired by filling with a suitable timber plug, firmly bonded into position. All fixing screws and bolts are to be of correct length and where appropriate, their threads must be sufficient to properly fill the nuts, tee-nuts or threaded inserts.

11.4.13 Damaged areas are to be repaired, damaged or broken dowels, rails or tenons replaced. Missing or defective parts such as corner blocks and drawer stops are to be replaced.

11.4.14 Replacement of components through salvage shall be made where appropriate.

11.4.15 Surface damage to solid timber components of products may be removed by light skimming or abrading with any sharp arises softened. Small bruises in solid or veneer materials shall be removed using the steam heat method, care being taken to ensure the bond between veneer and substrate is not affected. Deep indentation shall be made good with either solid or veneer inserts of suitable shape, colour and grain match, closely fitted and firmly bonded into position. A suitable hard stopping may only be used to fill very minor cracks or holes.

11.4.16 After filling, show wood surfaces shall be 'sanded' smooth ready to accept the lacquer finish.

11.4.17 When surfaces require re-veneering, "Rift", "Quarter" or "Through" cut veneers either book matched or slip matched shall be used with all veneers trimmed to exclude sap.

11.4.18 All surfaces shall be finished with a clear lacquer to give a natural appearance.

11.4.19 All hardware (handles and locks etc) shall be removed prior to sanding, finishing work.

11.4.20 All re-assembled and renovated/repared items shall stand square and rigid with gap free joints; drawers and doors shall be fitted correctly and function smoothly with minimum parallel and aligned clearance.

11.4.21 All screw fixings shall be tight and sound.

11.4.22 Final polishing is to be executed sympathetically.

11.4.23 The Supplier is to have the capability of:

- a) Applying modern nitro-cellulose finishing or water-based finishing;
- b) Colour stain matching;
- c) Reviving existing finishes;

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- d) Retaining patination;
- e) French and Wax polishing;

11.4.24 Products with timber finishes such as Afrormosia, Mahogany, Rosewood and Oak shall be re-finished using modern clear A/C wood finishes.

11.4.25 Products featuring simulated finishes such as Rosewood or Mahogany stain on Oak shall be recreated using an appropriate stain then re-finished using clear wood finishes.

11.4.26 When the Buyer requests matching to an existing item, the Supplier may be expected to provide stained and finished boards so that approval can be provided in advance to any repair and renovation work.

11.4.27 All finished surfaces shall be smooth and free from extraneous material and crazing.

11.4.28 Fittings and components previously removed shall be cleaned and re-attached.

11.4.29 Those that no longer function shall be replaced with new.

### 11.5 Upholstered Furniture Renovation Requirements

11.5.1 All existing upholstery material shall be removed and replaced with new compliant materials including foams and interliner (if appropriate). The fabric removed shall be replaced with similar fabric. All fabrics must comply with the appropriate table in Section 7.

11.5.2 The Supplier is to have the following upholstery capabilities/services:

- a) Modern & Antique Furniture Upholstery
- b) Refilling cushions with a variety of fillings
- c) Fitting of replacement springs and spring units
- d) Supplying and fitting of replacement castors and castor blocks
- e) Minor cosmetic re-upholstery when fabrics are damaged, including burns
- f) Replacing broken or damaged buttons on Chesterfields suits
- g) Fitting of trims, valences and the re-stitching of seams and piping

11.5.3 Frames shall be renovated in accordance with 11.5 and 11.6 of the Specific Mandatory Requirements for Lot 7.

11.5.4 Each product shall be renovated with due regard to the original process employed. All seats shall be removed and replaced using new webbing/springing, including spring units, spring canvas, scrim and cotton felt/wadding.

11.5.5 All upholstery shall be accurately and neatly fitted with staples fully driven home.

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11.5.6 Raw edges must be turned under a minimum of 10mm and secured at 20mm centres.

11.5.7 Staples shall be positioned so that wherever possible they will be concealed.

11.5.8 Defective springing, slack webbing and canvas shall be replaced.

11.5.9 Foam shall be of similar size to the original and fabricated to achieve the correct final dimensions after normal compression in covering. Foam units on rigid bases shall be securely bonded to the base.

11.5.10 Foams shall conform to BS 3379: 2005 + A1:2011 (Severe), chair seats (Very Severe).

11.5.11 Upholstered composites shall conform to BS 7176: 2007 + A1: 2011 (hazard Level Medium, occasionally Hazard Level High).

11.5.12 Foam pads shall be made 5mm larger all round than their wooden bases and must be positioned to ensure that the cover is protected from sharp edges. Pads must be securely bonded to their bases with compatible adhesive.

11.5.13 Loose seats and stuff-over chairs shall have a minimum of 3 x 3 webs. Sprung seats shall be webbed to ensure bottom coil of spring is supported by 4 interlaced webs.

11.5.14 Seat webs shall be spaced within a maximum distance of 75mm between webs. Back webs shall be spaced with a maximum distance of 100mm between webs. Replacement suspension system shall be fitted in accordance with the manufacturer's instructions, rubber webbing to be spaced identical to the original design.

11.5.15 The ends of feet and hollow components shall be closed or capped. Where caps are used they must have an interference fit and not be vulnerable to accidents or deliberate removal.

11.5.16 Whilst all fully upholstered products are to be covered with the prescribed fabric, those products for use with stretch or tailored loose covers are to be covered with a Fire Retardant "Schedule 3" Interliner conforming to Table C of the Specific Mandatory Requirements for Lot 7.

11.5.17 Fire Retardant Schedule "3" interliner shall be a dark blue/black and the covering must be fitted with the warp vertical on backs and running from front to back of seats and arms.

11.5.18 The following section relates to the renovation of Divan Bases.

11.5.19 Damask or woven ticking shall be in accordance with BS EN 14976:2005.

11.5.20 All existing upholstery material shall be removed and replaced with new compliant materials.

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## **Framework Schedule 1 (Specification)**

11.5.21 Best practices shall be adopted in the re-upholstery of the divan bases. The renovated divan base shall be free from loose ends of sewing, protrusions of material or fastenings which may cause injury or discomfort.

11.5.22 To replace and repair broken internal struts where possible; to ensure the strength and durability of the divan bed is maintained.

11.5.23 When renovated, the divan bases shall comply with: BS 7177:2008 + A1:2011 (Medium Hazard)

### **11.6 Metal Product Renovation (including Security Furniture)**

11.6.1 This section covers the renovation of products manufactured from metal or products that have metal frames or components.

11.6.2 All fabric and fillings shall be removed from upholstered products. Where applicable, timber platforms shall also be detached from frames.

11.6.3 Before any welding is undertaken dents shall be panel beaten out. Sheet surfaces shall be left level and flat, requiring the minimum amount of compound filling. Small perforations and dents that cannot be beaten out shall be filled using compound filler.

11.6.4 Broken or weak welded joints shall be cleaned, correctly aligned and re-welded. Welds shall have full penetration, be neatly executed, free from holes and spikes and dressed smooth.

11.6.5 Fittings and mechanisms shall be inspected, cleaned and if required lubricated. Where practicable, fittings shall be repaired and restored to near original condition. Threaded inserts and studs shall be inspected and if not fully functional, replaced, all fixing screws and bolts are to be of correct length and where appropriate, their threads must be sufficient to properly fill the nuts, tee-nuts or threaded inserts

11.6.5 Defective locks, mechanisms (excluding Security Furniture locks) shall be replaced.

11.6.6 Painted surfaces shall be degreased, loose paint and corrosion removed, and surfaces cut back to receive the final finish. Existing finishes may remain provided they are sound & flat.

11.6.7 All metalwork shall be completely free from rust and scale and properly degreased and phosphated prior application of the final surface finish to ensure good adhesion of the final stove enamelled or epoxy-powder powder coated finish.

11.6.8 Before the application of any new paint, re-assembled products shall be checked for alignment, rigidity and safety.

11.6.9 The bottom of all steel carcasses furniture shall be prepared to prevent damage to floors.

## **Framework Schedule 1 (Specification)**

11.6.10 Re-finished containers including internal fittings such as shelves shall be coated inside and out. Components with electroplated surfaces shall be removed or masked (as appropriate) before application of coatings.

11.6.11 Fittings and components previously removed shall be re-attached after re-finishing.

11.6.12 In order to achieve the strength of bond required, the coating (powder or enamel) shall be applied in a factory environment and require stoving.

11.6.13 The customer shall determine the choice of colour for re-finishes.

11.6.14 The surface finish shall be non-reflective, flat, smooth and free from any imperfections with high durability and resistance to impact and abrasion.

11.6.15 The paint finish shall have a low and consistent level of gloss and the finish shall meet the performance requirements of Table A.

### **11.7 Marking and Repackaging of Renovated Items**

11.7.1 The Supplier shall ensure that product marking is present after renovation.

11.7.2 Product marking shall be applied in such a way as to be difficult to remove. Permanent printing on a label, sewn, stapled or rigidly fixed may be used.

11.7.3 Upholstery products shall be marked by means of a secure printed linen label.

11.7.4 Product marking shall include:

- (i) Supplier Name
- (ii) Product Code
- (iii) NATO Stock Number
- (iv) Date of Manufacture/Supply/Renovation
- (v) Guarantee period
- (vi) Batch Number
- (vii) Chain of Custody (where appropriate)

11.7.5 In addition for upholstered products the marking shall include the BS 7176:2007 + A1:2011 (Medium Hazard). or BS 7177:2008 + A1:2011 (Medium Hazard) flame retardancy rating that the product complies with the "Carelessness Causes Fire" warning swing ticket.

11.7.6 Regarding packaging all products shall be packed and protected to ensure delivery to the final destination in an undamaged condition. For delivery with installation orders this protection may be provided by means of blanket wrapping, for delivery only orders a commercial trade package shall be required.

## 11.8 Performance Standards for Finishes and Fabrics

11.8.1 Detailed below are the performance criteria for Surface Finishes (Metal & Timber) and Upholstery Fabrics:

Surface Finish - Metal		
Table A	Standard	Performance
i	BS EN 1518:2011	Scratch: 3000g Load
ii	BS 3900 Pt E3:1973	Impact: Indentation 2.5mm
iii	BS 3900 Pt E11:2007/BS EN ISO 6860:2006	Bend: 25mm from apex
iv	BS 3900 Pt E6:2006/BS EN ISO 2409:2007, Clause 6	Cross Cut Classification O

Upholstery Fabric Type - Velour			
Table B	Test	Standard	Performance
	Fabric Classification	BS 2543:2004	Severe Contract

Upholstery Fabric Type - Interliner			
Table C	Test	Standard	Performance
	Flammability (preferably inherently Fire Retardant)	The interliner shall conform to Schedule 3 of the Furniture (Fire) and (Safety) Regulations 1988 (1989) (1993).  BS7176:2007 – Medium Hazard	

Upholstery Fabric – Vinyl			
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## Framework Schedule 1 (Specification)

Table D	Test	Standard	Performance
	Flammability (preferably inherently Fire Retardant)	BS 7176:2007 + A1:2011	Medium Hazard

Upholstery Fabric Type - Plain			
Table E	Test	Standard	Performance
i	Fabric Classification	BS 2543:2004	Severe Contract

11.8.2 Fabric and Colour Chart Guide. Colours available in Camira fabric Xtreme or similar, Panama (YS078), Curacao (YS005), Havana (YS009).

11.8.3 Chieftain fabrics Just Colour Vinyl or similar , Sapphire Blue, Cobalt , Mulled Wine

11.8.4 Agua Libra -Velour or similar, Tan, Claret, Midnight

## 12. Specific Mandatory Requirements Lot 8

12.1 This Furniture & Associated Services Lot is intended for the provision of Hubs Furniture.

12.2 This paragraph provides detail of specific mandatory requirements in conjunction with the general mandatory requirements in Paragraph 3 that Suppliers shall fulfil in their entirety under Lot 8 in order to meet the requirements of this Framework Contract.

12.3 Specific goods and services not included in the prices in Framework Schedule 3 – Framework Prices may be agreed between the Supplier and the Buyer(s) and added to the Call Off Schedule 5 – Pricing Details. These Non-Core products will be offered to Buyer(s) at a discounted rate as per paragraph 3.4.

### 12.4 Introduction

12.4.1 Lot 8 is building on from the HMRC Estates Transformation vision for Government Hubs Phase 1 as stated in the previous CCS Supply, Delivery and Installation of Furniture and Associated Services Framework RM3812 (Lot 1 Government Hubs Programme), which is delivering a number of HMRC Phase 1 Government Hubs.

12.4.2 Government Property Agency (GPA) in consultation with HMRC are leading on the Government Hub Programmes, which have been initiated to respond to the changing requirements of Government Departments and to create a more efficient property portfolio across the UK.

12.4.3 New hubs will and have been created, to be based in strategic locations with great public transport connectivity, local amenities and a modern working environment, including technology that supports smart working. They will be shared spaces where departments can collaborate effectively together.

12.4.4 The government's estates vision is to create an efficient, fit-for purpose and sustainable estate. As part of that vision, the supply, delivery, and installation of furniture will be one part of a wider programme of the hub fit-out.

12.4.5 The Mission Statement for the GPA describes our aspirations for the organisation and provides a clear target for us to achieve.

*To create great places to work for civil servants, enabling them to deliver excellent public services, and to feel valued for the brilliant work they do on behalf of the public.*

12.4.6 The GPA Vision Statement helps define what it is aiming to achieve over the coming years. By 2030:

## Framework Schedule 1 (Specification)

- The GPA is delivering best in class workplace solutions across government.
- The Central Government non-specialist estate is amongst the most efficient, effective and flexible in the world.
- Civil servants are working in fit for purpose accommodation that supports smarter working and promotes productivity.
- The GPA is championing transformation, providing departments with innovative solutions and expertise that delivers wider business change.
- GPA solutions are commercially best in class, maximising the value from assets, and transferring risk away from departments so they can focus on their core business.
- The GPA is the place to be for UK's leading professionals in estates, commercial, project management and beyond.

### 12.5 Scope

12.5.1 The Goods and Services requirements for Lot 8 – Government Hubs Programme can be found in the following attachments and should be read in conjunction with Annexes E to H detailed below:

- a) Annex E - Government Hubs Look and Feel Vision
- b) Annex F - HMRC FFE Finishes Specification
- c) Annex G - HMRC Inclusive Design Guide
- d) Annex H - (e)Annex I - HMRC Employer's Information Requirements (EIR) for Building Information Modelling (BIM)
- e) Annex I - HMRC Employer's Information Requirements (EIR) for Building Information Modelling (BIM)

12.5.2 Suppliers should note, space planning is not a general requirement for the Government Hubs; however if such a requirement is needed for a project from Lot 8 then this will be specified in the call-off and is therefore within the scope of Lot 8.

### 12.6 Critical Success Factors

12.6.1 The Supplier will be required to provide Services in relation to the supply of the Goods and Services to Contracting Authorities.

12.6.2 Suppliers are to deliver against critical success factors that will address the Contracting Authority's requirements. These include but are not limited to:

- a) Working with the Contracting Authority to deliver the vision of the GPU Hub Programme as referenced in the requirements within Annex E;
- b) Ensure the right furniture is delivered to the right location at the right time;
- c) Quality is met by compliance to the requirements detailed at 3.3 of this Framework Schedule 1: General Specification;
- d) Agreed timescales are met as detailed in the Call Off Contract;
- e) Value for Money is achieved from aggregating demand and the application of value engineering;

## Framework Schedule 1 (Specification)

- f) Suppliers adopt collaborative behaviours when working with the Buyer(s) and their other delivery partners throughout the delivery of the Call Off Contract, to achieve smooth, efficient and effective delivery and installation.

### 12.7 Agile Working

12.7.1 Throughout the delivery of the GPU Hub Programme, the Buyer(s) will be managing the works of other delivery partners who will provide complimenting services to the overall delivery of the hub fit-out.

12.7.2 The Supplier will be required to adopt agile and flexible ways of working to ensure they can meet changes in requirements and shifts in demand throughout the programme, Call Off Contract and the overall hub fit-out. This includes but is not limited to the:

- a) Ability to be agile and work with the Buyer(s) during times when there are short notice programme changes;
- b) Ability to delivery and install during and outside of standard working hours;
- c) Ability to provide storage facilities if required, as driven by the programme.

### 12.8 Collaboration and Innovation

12.8.1 The Supplier shall work closely with the Buyer(s), and develop collaborative relationships to ensure successful delivery of the programme and Call Off Contract.

12.8.2 The Supplier shall adopt collaborative behaviours when working with the Buyer(s) and other delivery partners.

12.8.3 Suppliers shall share lessons learnt with the Buyer(s) and their delivery partners to encourage performance improvements as referenced in Call Off Schedule 3: Continuous Improvement.

12.8.4 The Supplier shall maintain active communications with the Buyer(s) and other delivery partners working with the Buyer(s) to ensure all parties are kept up to date with developments.

12.8.5 The Supplier shall provide innovative and/or new product solutions to design challenges where required by the Buyer(s).

12.8.6 The Supplier shall seek to continuously improve and/or innovate in how they manufacture or how their sub-contractors or supply chain partners manufacture products; and how they deliver the project to the Buyer(s) that comply with the requirements of the Framework.

12.8.7 The Supplier will take part in cross-industry initiatives that support the Government Hubs Programme as requested.

### 12.9 Acoustic Standards

#### Acoustic Standards requirements

## **Framework Schedule 1 (Specification)**

### **12.9.1 Grade A**

12.9.1.1 Speech Audibility: Normal conversation is generally unintelligible;

12.9.1.2 Typical room construction method: Solid flank walls raised floor to underside of ceiling, above ceiling barrier, front has acoustic barrier either across full width of front with small opening for return air (preferred) or extends out beyond front wall to prevent flanking noise transmission;

12.9.1.3 Typical Application: Generally for work office in office locations on the perimeter of internally.

### **12.9.2 Grade B**

12.9.2.1 Speech Audibility: Raised conversation is generally unintelligible, normal conversation largely inaudible;

12.9.2.2 Typical room construction method: As per Type A but higher performance wall and void barrier, front has acoustic barrier across full width with crosstalk attenuator for return air;

11.9.2.3 Typical Application: Higher performance cellular offices (people with louder voices or speakerphones), internal meeting rooms.

### **12.9.3 Grade C**

12.9.3.1 Speech Audibility: Loud conversation (amplified sound) is generally unintelligible, raised conversation largely inaudible, normal conversation inaudible;

12.9.3.2 Typical room construction method: Full height (slab to slab walls) to flank and front with crosstalk attenuators;

12.9.3.3 Typical Application: Client facing meeting/conference rooms.

## **12.10 Description of Work**

12.10.1 The scope covered within the Annex F - FFE Design Specification for Government Hubs and Annex G - HMRC FFE Finishes Specification outlines the requirements for the baseline of Finishes, Systems and Loose Furniture for the Government Hubs Programme as indicated on the project specific furniture plans, and described in the specification. All furniture images depicted are manufacture non-specific, any resemblance to other products is coincidental only.

## **12.11 Design/Performance Requirements**

### **12.11.1 General Requirements for Systems Furniture**

12.11.1.1 Furniture provided by the Supplier shall conform in all respects to the descriptions as provided in Annex F - FFE Design Specification.

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12.11.1.2 The Supplier shall specify and supply all units, components, hardware and all parts required to assemble and install items as described in Annex F - FFE Design Specification.

12.11.1.3 The Supplier shall be responsible for ensuring the structural integrity of any customisation required to comply with the design criteria laid out in the FFE Design Specification.

12.11.1.4 Unless stated differently in Annex F - FFE Design Specification, all specification requirements listed in paragraph 12.11 shall apply.

12.11.1.5 The Supplier shall be responsible for providing the correct model number/reference code for each item specified in FFE Design Specification. If model no. / reference codes have been provided which do not reflect the description or image of the product listed, then it is the Supplier's responsibility to confirm correct specification and supply correct model no / reference code for item prior to tender return or order.

12.11.1.6 All furniture should be asset tagged in line with framework requirements; and documented in an asset inventory.

12.11.1.7 All furniture asset information for Government Hubs will need to be populated into the BIM model liaising with the relevant BIM modelling team to ensure all requirements are provided, as required to programme.

12.11.1.8 No visible logo or branding tags, buttons, or plates to be used in products.

12.11.1.9 The Supplier shall be responsible for ensuring the structural integrity of any customisation required complies with the design criteria laid out in paragraphs 12.1, 12.13, 12.14 and 12.15 of this document.

12.11.1.10 The Supplier shall guarantee that the design and installation of all electrical items conforms to all governing regulations, including British Standards and Codes of Practice, or any foreseeable regulations.

### 12.11.2 Finishes

12.11.2.1 Project designer / architect is expected to use the finish specifications as a guideline only.

12.11.2.2 All fabrics / finishes specified shall be applied strictly adhering to the instructions of the finish manufacturer for application and fixing.

112.11.2.3 All fabrics / finishes shall be submitted for approval and must match Architect's control samples. At further competition and prior to order the Supplier shall submit two (2) samples of each fabric / finish specified for approval.

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12.11.2.4 It is the responsibility of the Supplier to ensure that the fabric / finish specified matches the architect's control sample. Fabric / finishes codes given in the FFE Design Specification are supplied by the fabric manufacturer / Supplier, the architect accepts no responsibility for incorrect codes – all fabric specifications shall be checked against control samples and not reference codes.

12.11.2.5 The Supplier shall be responsible for ensuring all Customers' Own Material (COM) complies with fire regulations. If a fabric does not meet with fire regulations, the Supplier shall submit an alternative fabric for approval by architect.

12.11.2.6 The Supplier shall be responsible for the procurement of all COM specified by the client. The cost of COM shall be included in the unit cost of the furniture item supplied by the Supplier. The lead time of COM shall be incorporated into the lead time of the furniture item and not quoted separately. The Supplier shall assume all responsibility that a COM fabric specified will work with the article of furniture specified.

12.11.2.7 All table / desk surfaces shall be sealed with a finish pervious to normal office hazards such as heat, alcohol, water and acetone.

### 12.11.3 Environmental

12.11.3.1 New product shall be packaged in recyclable material.

12.11.3.2 Product shall be recyclable at the end of its life.

12.11.3.3 All Furniture will have at minimum a recycled content (10% post-consumer 50% pre-consumer) – Supplier to provide recycled content for furniture and furnishings.

12.11.3.4 Supplier to ensure that product meets both mandatory and, where applicable, best practice technical specifications and award criteria of the Government Buying Standards for Office Furniture.

12.11.3.5 Rapidly Renewable Materials – The definition of a rapidly renewable material would be products made from plants that are harvested within a 10-year or shorter cycle.

12.11.3.6 Product emissions shall meet current standards – Supplier to provide certificate if product is Greenguard Indoor Air Quality Certified.

12.11.3.7 If product is not certified as the above, the Supplier shall provide the emission limits for all products. The limits of which are set out below:

12.11.3.8 The Supplier to recycle all packing and material.

## Framework Schedule 1 (Specification)

Table 1. Indoor Air Concentrations  Chemical Contaminant	Emission Limits	Emission Limits
	Systems Furniture	Seating
TVOC	0.5 mg/m <sup>3</sup>	0.25 mg/m <sup>3</sup>
Formaldehyde	50 parts per billion	25 parts per billion
Total Aldehydes	100 parts per billion	50 parts per billion
4 – Phenylcyclohexene	0.0065 mg/m <sup>3</sup>	0.325 <sup>3</sup>

### 12.12 Quantities

12.12.1 The specification of this document provides outlined description for each furniture type. It is the Supplier's responsibility to specify all components required from the product line submitted at further competition to meet the specification requirements when applied to the Client produced space plans.

### 12.13 Standards

12.13.1 As a minimum the furniture items must comply with the following standards. It is the Supplier's responsibility to ensure that each furniture item complies with the relevant part of each standard given. If a standard listed here has been superseded, the furniture item must comply with the new established standard.

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<b>Structural Performance</b>	
BS 5459-2	Specification for performance requirements and tests for office furniture.
BS 4875	Strength and stability of furniture.
BS 7945	Non-domestic furniture. Seating. Determination of stability.
BS EN 12529	Castors for furniture. Castors for swivel chairs.
BS EN 12528	Castors for furniture.
BS EN 1023	Office Furniture. Screens.
BS 1335-2	Office Furniture. Office work chair. Safety requirements
BS 1335-3	Office Furniture. Office work chair. Safety test methods.
<b>Dimensions and Ergonomics:</b>	
BS EN 1335-1	Office Furniture. Office work chair. Dimensions.
BS EN 527-1	Office Furniture, Worktables and desks. Dimensions.
BS EN ISO 9241	Ergonomic requirements for office work with visual display terminals.
<b>Electrical Systems / Lighting:</b>	
BS 6396	Electrical systems in office furniture and office screens.

## Framework Schedule 1 (Specification)

BS 4533	Luminaries.
BS EN 60598	Luminaries.
<b>Finishes and Substructures:</b>	
BS 6261	Method of evaluation the application of and interaction between components in upholstered furniture.

### 12.14 Warranties

12.14.1 All Suppliers shall provide detailed warranty documentation, with an expectation of 8 years minimum for all furniture.

### 12.15 Detailed Specification Requirements

#### General Details:

#### 12.15.1 Work Surfaces:

12.15.1.1 Work surfaces and free standing filing units shall be initially installed at a height of 730 to 750 mm unless otherwise specified.

12.15.1.2 All work surfaces shall be of structural 45 PCF particleboard.

12.15.1.3 Desks / benches shall be supported at each end and at intermediate points as required to support desk top equipment with minimal deflection. Maximum acceptable deflection is 1/360 of the work surface length in accordance with established industry standards.

12.15.1.4 Work surfaces shall be finished on all sides and edges.

12.15.1.5 Metal to metal fixings shall be used for hardware fixing into surface.

#### 12.15.2 System Storage Units:

12.15.2.1 Unless stated otherwise the following will apply: locks – each unit to be lockable with a single locking mechanism and different from each other. All locks shall be master keyed.

12.15.2.2 Drawer suspension shall be heavy-duty, full-extension, progressive action metal slides with silent ball bearings and positive stop action, Accuride or approved equal. A minimum of 68kg rated load capacity.

12.15.2.3 All file drawers shall be provided with hanging bars to accommodate either A4 or foolscap suspended filing.

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12.15.2.4 Box drawers shall be capable of compartment segregation with dividers.

12.15.2.5 Each unit with drawers shall be equipped with an interlocking drawer safety mechanism to prevent tipping by allowing only one drawer at a time to extend into an open position.

12.15.2.6 Unless stated otherwise the following will apply: Drawer / door pulls to be a concealed, continuous, chamfered finger pull. Drawer / door fronts to be flat.

12.15.2.7 Locker units shall be of suitable size to accommodate user's day to day items i.e. laptop, A4 file, jacket and bag. Individual compartments to be lockable, vertical 10 digit digital system with 4 digit code and factory setting code to be unique to Contracting Authority.

12.15.2.8 The Supplier shall ensure that metal items manufactured from sheet steel, tube or square section are fit for purpose.

12.15.2.9 The Supplier shall ensure that all welding is neatly and correctly executed with full penetration.

12.15.2.10 The Supplier shall ensure that all welding is free from distortion, oxidation arcing, blowholes or any other similar defects.

12.15.2.11 The Supplier shall ensure that the size of weld is appropriate to the thickness of the work piece and strength for application.

12.15.2.12 The Supplier shall ensure that all weld grinding and dressing is undertaken in a workmanlike manner to avoid impairment of the weld strength.

12.15.2.13 The Supplier shall ensure that all notching is fitted accurately with mating components. The Supplier shall ensure that all flanges are smooth and free from any imperfections.

12.15.2.14 The Supplier shall ensure that all burrs and sharp edges are removed.

### 12.15.3 Workstation Panels and Panel Accessories (where required):

12.15.3.1 Panels shall be installed to workstation frame as required.

12.15.3.2 All panel runs shall maintain a level appearance at the top of the panels, squared off with flush continuous vertical plane.

12.15.3.3 All panel faces shall be uniform in appearance and show no 'surface undulation'.

12.15.3.4 Panel hung components shall have positive locking panel connections.

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### 12.15.4 Cable Management and Computer Accessories

12.15.4.1 The Supplier shall allow for close liaison / co-ordination with the clients electrical and data cabling contractors. If required the Supplier shall attend site prior to furniture installation, to mark out on raised floor, setting out positions of furniture for purpose of locating floor boxes and grommets.

12.15.4.2 Horizontal cable management to be a continuous wire basket running under work surface. Cable management shall be of a size able to accommodate power and data outlets, copex cables, fibre optic cables with segregated distribution.

12.15.4.3 Adequately sized drop down cable management basket with plenty of opportunity to fix data/power.

12.15.4.4 Cable access from under desk cable management system to topside of work surface shall be via personal power outlets on desk (a gap 100 mm) large enough to pass a 'Weiland' size cable connection through.

12.15.4.5 Cable management shall be able to be fitted retrospectively in the field. The data cabling specification is for a 4 port power outlet. A Copex type containment with a metal GOP module with 4 RJ45 outlet. (GOP = Grid Outlet Position) Cable tray to be able to accommodate power, a GOP module and possible power chargers.

12.15.4.6 Vertical cable distribution shall allow for flexible, concealed and protect connection from floor box / grommet to horizontal cable management. Shall have segregated distribution.

12.15.4.7 Power modules shall be 32A rated and be provided with internal circuit protection in the form of a replaceable fuse rated at 5A maximum. Each power module to be individually switched unless stated otherwise.

12.15.4.8 Above desk power modules shall designed in such a way as to ensure clear access of outlet cord personal power specification as stated in this specification.

12.15.4.9 The Supplier shall guarantee that the design and installation of all cable management componentry, including power modules and task lights, conforms to all governing regulations.

12.15.4.10 CPU holder – solid support from top with cantilever base and restraining strap as required.

12.15.4.11 Earthing point to be identified.

12.15.4.12 Monitor arms to be able to be received as required.

### 12.15.5 Furniture Finishes

## Framework Schedule 1 (Specification)

12.15.5.1 All work / meeting table surfaces finish to be white MFC or high pressure laminate unless otherwise specified.

12.15.5.2 Desk frame and supports to be factory sprayed finish with colour to be project specific.

12.15.5.3 All meeting table bases to be satin aluminium finish or similar unless otherwise specified.

12.15.5.4 Upholstery fabrics to be in line with fabric range as specified.

12.15.5.5 Metal storage units to be factory sprayed finish colour to match system desk frame colour unless otherwise specified.

### 12.15.6 Upholstery

12.15.6.1 The Supplier shall ensure that textile products comply with the Government Buying Standards mandatory criteria for textiles. The Government Buying Standards for textiles can be found at:

12.15.6.2 <http://sd.defra.gov.uk/advice/public/buying/products/textiles/>

12.15.6.3 The Supplier shall ensure that all upholstery is accurately and neatly finished.

12.15.6.4 The underside of each chair or seat platform shall be covered.

12.15.6.5 All edges should have quality finish with uniform stitching.

12.15.6.6 Products shall be free from loose threads and material protrusions or fastenings which may cause discomfort.

### 12.15.7 Outdoor Furniture

12.15.7.1 Provision of outdoor furniture should be provided in materials that are all weatherproof 24/7, 365 days a year. ALL outdoor furniture should weigh not less than 10 kgs. The furniture should have the ability to be securely fixed to the floor.