

Horniman Museum and Gardens

Client Requirements: Key System Upgrade

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1.1 Introduction:

In 1901 Frederick Horniman gave the Horniman Museum and Gardens as a free gift to the people for their education, recreation and enjoyment, this vision still remains central to the Horniman today. A blend of high quality collections spanning the natural, multicultural and musical worlds; 16 acres of well managed urban open space; community based educational and leisure programmes and a wide range of performance, events and activities provide an unrivalled opportunity for a diverse range of visitors to encounter and understand the richness and variety of the World in which we live.

The Horniman' audience is local, national and international and it actively seeks to attract users of all ages, backgrounds and abilities. It is a much loved community resource for London and the South East. It has an exceptional record of educational achievement and works with a range of partners to co-design its learning programmes, events and activities with as wide a range of people as possible. In 2019/20 we welcomed over 900,000 visitors to our site, with over 780,000 visiting the Museum.

1.2 Key System Upgrade:

The current key patent has now expired at the Horniman Museum and Gardens and there is now a requirement for a total overhaul and replacement of all locks and keys. The site consists of 14 areas of change and 385 lock barrels and 85 padlocks in total.

There will be a combination of master and sub-master keys to enable multiple access by individual teams and staff members.

We are seeking prices for a new key suiting system, and are accepting prices based on the two options below:

1. Pricing for an ASSA ABLOY 6 pin Master Key Suite system, with at least a 10 year patent protection. It should be of equivalent security strength as the ASSA ABLOY PROTEC2 system, but with a longer patent protection.
2. Pricing for any alternative systems that meet the functional and security requirements of the system and demonstrate at least a 10 year patent protection and equivalent security to the ASSA ABLOY system.

Please note we will only accept tenders from contractors who are licenced by the Master Locksmith Association.

1.3 Health and Safety:

The Museum and Gardens are visited by large numbers of children and families, including school groups. Care must be taken to ensure the works sites are secured and conducted in a manner conducive to the health and safety of all visitors and staff.

Please see the 'Rules for Visiting Contractors' document in the appendix for further information regarding controls on site.

The Horniman will provide access to welfare facilities within the museum at no-cost to the appointed contractor.

1.4 Waste and deliveries:

As part of the contract the successful tenderer is required to arrange for the removal and recycling of the existing key/lock equipment and sundries in a sustainable and ethical manner.

2.1 Employee Requirements:

Below is a list of requirements the Horniman Museum has for the performance of the new key suite:

- The proposed master key suite system must provide patent protection on the keys for a minimum of ten years. (We will **not** accept lifelong trademark protection as being equivalent)
- The lock barrels and the key suite system must meet the EN1301:2015 as a minimum.
- The lock barrels should be fire rated to the same standard as the door that they are to be inserted into. We have recently completed a retrospective fire strategy of the site that details the fire compartmentation of the buildings on the estate which can be made available for this purpose.
- All lock barrels must match the finish of the previous barrel and existing door furniture. This is mostly listed on the key overview information included in the tender. However it is the tenderers responsibility to cross check this information with what is in-situ on site and ensure that the match is correct. The Horniman will not entertain any claims on miss-matched door furniture finishes based on the information provided as part of this tender. Current examples of finishes include satin and brass amongst others.
- Some doors and gates are being bought into the suite for the first time, and will require adjustments to the locking mechanisms to facilitate a suited lock to be installed. It is the contractors responsibility to review these during a site visit and include
- All keys provided as part of the tender should have a well sized, clearly written engraved identifier in line with the letter based coding provided in the key overview document. This lettering however should not include the text based identifier. As an example, For key 'AA Perimeter' the etching onto the key should be 'AA', and the key 'AA1 Security & Cleaning Entrance Keys', should only have 'AA1' etched onto it.
- For the sole grandmaster key and the sub master keys, the etching should also include a numbered identifier. So for instance, there is only one grand master key, this key should be marked 'A 1/1', the sub master 'AC – Maintenance & Storage' of which there are ten copies requested should be marked up 'AC 1/10, AC 2/10, AC 3/10' etc. up to a full tally of ten keys.
- No mention of the Horniman Museum should be etched onto any of the keys.
- The contractor is required to provide access to material and support to long term repairs, barrel and key replacements for the lifetime of the patented system. (To be priced separately).
- It is essential that the lock system installed is part of a registration scheme where additional or duplicate keys or lock barrels can only be issued on the registered users (Horniman Museum and Gardens) authority.
- A provisional allowance for x1no Assa Abloy PL350 shackle chains should be shown.
- There are two functions of padlocks to be used on site, these are internal and external. The tendering contractor should provide recommendations for a secure compliant padlock type, which is of equivalent or greater security rating to those currently used.
- The new key suiting system should be installed in a phased manner, it is suggested that this be done on a building by building basis to enable the Horniman team to move staff onto the new key suiting system gradually to avoid excessive disruption.
- The contractor is required to provide a programme as part of the tender showing how they would phase the installation of the lock barrels. The programme should show start and completion dates of the install per building, with all installation works completed by the 31st March 2023 at the latest.
- The contractor is required to provide a comprehensive operation and maintenance (O&M) file at the completion of the project. This file should be issued in both paper and digital formats. It must as a minimum include the following:
 - A comprehensive map of the key suiting system, showing which barrels are opened by which keys. Including number of keys supplied for each barrel. This document should be presented as both an excel spreadsheet and as a locked PDF. The excel version should have a cover page that includes a version control process, and a method for inputting a record of additional key or barrel production requests.
 - A description of the labelling/coding system used on the keys.
 - A record of the doors and the barrels that were installed into them, including detail on surface finish, length, profile style, fire rating and any other pertinent information.
 - Details of periodic maintenance required on the system.
 - Process for the replacement of barrels and keys.
 - A suggested response process in the case of a loss of control of a sub-master key, showing how to regain secure control of the suite.
 - Any other information pertinent to the installation or the maintenance of the system.
- Please note that the Horniman Museum estates team has produced the proposed layout of the key suiting system. This is a proposal and we would wish to work with the selected contractor to fine tune the system for maximum operational effectiveness. The layout and key volumes are indicative at this stage and we would require a review period with the selected contractor to identify any potential areas for improvement.

2.2 Conditions:

Bidders should note that the Client is not bound to accept the lowest or any tender submitted.

2.2 Scoring Scheme:

Tenders will be assessed by Tim Hopkins, Simon Mabbutt (Security and Operations Manager) and Jess Skeggs-Thirkettle (Facilities Manager). Scoring will be as follows:

Price: 60%

Quality: 40%

The quality score will be based on the quality questions, which can be found in Appendix G Quality Questions and Scoring Methodology.

Please ensure that you include with your submission a total price for the works identified noting any exclusions. Prices should be submitted using Appendix D. Cost Sheet.

Confirmation of receipt of tenders can be sent if requested.

2.7 Alternate Proposals

All submitted tenders must include the specifications outlined within the tender documents. Alternative equipment proposals are welcome but will only be reviewed if submitted alongside a compliant bid meeting our tendered client requirements. Any alternative proposals should detail how it meets the requirements of the Horniman and why it has been submitted in addition. Lone alternative tenders will not be reviewed.

2.9 Cost Breakdown:

Please provide your tender sums using Appendix D. cost sheet. Alternative proposals should match this layout as much as possible.

3.0 Contract Award:

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.