**APPENDIX C**

**General Scope of Works**

The package of works within this tender is split into three key areas all located within the Museum of Liverpool, Wondrous Place Gallery on the second floor of the building.

The Contractor is deemed to have read all documentation in relation to the proposed scope of works, visited site where possible and taken into account all site conditions. The Contractor will be responsible for the installation throughout but will allow the Client or their appointed representative full access throughout to comment on installation and standard of workmanship.

The tendering Contractor shall include an element of flexibility in their tender process to allow for changes in equipment specification or availability.

All materials and workmanship used in the installation shall be of the best of respective skills and must in every case conform to the appropriate British Standards Specifications and any appropriate Standards and Codes of Practice.

Materials and Workmanship shall be to the full satisfaction of the Client or their appointed representatives. Once the specification has been approved no other materials shall be used without prior approval by the Client or their appointed Representative.

**Builders Work in Connection**

The Contractor shall allow in their tender for all builders works required and any making good.

**Site Records and as Fitted Drawings**

The Contractor shall keep a set of contract drawings on site and mark them up to record the installations as actually fitted. These record drawings shall be available for the Client and their appointed representatives at all times. On completion of the installation the Contractor shall use the record drawings to produce an accurate set of “As Fitted” drawings for inclusion in the Health and Safety File.

**Operating and Maintenance Instructions**

Where applicable the Contractor shall issue to the Client or their appointed Representative a copy of the manuals and instructions for operating and maintained all installed equipment and materials. These manuals should be submitted in a PDF format and adhere to a recognisable format and structure including, but not exclusive, of the following information:

* A technical description of the systems and materials installed, written to ensure that the Clients staff and contractors fully understand the scope of what has been installed
* A technical description for the mode of operation of any systems installed
* A list of all manufacturers and types of materials used
* A complete set of any manufacturers technical leaflets, catalogues and operating and maintenance instructions
* A copy of all “As Fitted” drawings
* A copy of all test certificates
* Any associated emergency shut down and start up procedures as applicable

**Testing and Commissioning**

The Contractor shall include for the complete testing and final commissioning of all installations which must be completed to the satisfaction of the Client or their appointed representative.

**CDM requirements**

The Contractor will be one of a number of Contractors employed on the overall scheme. Fur the purposed of the CDM Regulations 2015 the appointed Contractor administrator will fulfil the roles of Principal Designer and Principal Contractor for the project, unless it is advised otherwise.

Welfare and storage can be arranged within the current NML estate.

**Standards and Regulations**

The installations should conform with all applicable standards and regulations including, but not exclusively, the following:

**Detailed Scope of Works**

Detailed below are the individual elements of work that comprise the whole tender package:

Blind Repairs

The Wondrous Place Gallery has a floor to ceiling picture window facing onto the Royal Albert Dock with a system of blinds installed to allow for daylight control. The current blind system has suffered damage since its installation mostly due to visitors pulling the blinds out of their rollers which in turn causes issues with the raising and lowering operation.

The proposed scheme is to develop a set of solutions to repair the blinds, install a method of stopping visitors from pulling and leaning on the blinds forcing them out of their rollers and install a UV film to the windows to control light levels when the blinds are set in a raised position.

Attached in Appendix D is the current General Arrangement of the installed blind system.

First fix electrics

As part of the enabling works for the install of the gallery exhibits power is required to be run to the locations of the proposed display cabinets. There is an element of survey and assessment work required as part of this element to ascertain the current power availability within the flooring grid and concealed within the current temporary wall structures that can either be re-used or requires termination and coiling up.

Attached in Appendix D is a proposed plan of locations for where power will need to be run as part of these works, the appointed Contractor will be required to develop this following site assessment and should make provision for this within their tender.

General decoration

The enabling works will require general redecoration of the gallery area from skirting board to soffit level. There is approximately 700sqm of walling to re-paint in a white finish similar to current decoration. The NML Star 10 lift will be available for high level elements.

Attached in Appendix D is a general arrangement for the painting works.