Invitation to Tender

Title:	**Construction Works to form two Control Rooms in existing Buildings at The Pirbright Institute**
Project:	**Conversion and Alterations to Building Management System Control Rooms**
Date:	**30th March 2023**
Procurement:	John Nixon
Owner:	**Anthony Clarke**
Client:	The Pirbright Institute

Table of Contents

1. Procurement Timetable

Opportunity Notice Published through Contract Finder	**30th March 2023**
Invitation to tender uploaded to the Opportunity Notice with additional information to follow on 3rd April	**30th March 2023**
Visits to site to be arranged through Mark Kaye on mobile 07976345549 or mark.kaye@pirbright.ac.uk	**Site visits on 17th 18th 19th April only**
Deadline for receipt of questions relating to the tender	**14:00 28th April 2023**
Answers to questions circulated	**14:00 5th May 2023**
Tender submission deadline	**14:00 15th May 2023**
Notification of evaluation result	**19th May 2023**
Invite to present tender (top three scored submissions)	**24th May 2023**
Award of Contract	**30th May 2023**
Contract Commencement	**12th June 2023**
Contract Completion	**18th December 2023**

2. About us

The Pirbright Institute is a unique national centre that works through its highly innovative fundamental and applied bioscience to enhance the UK capability to contain, control and eliminate viral diseases of animals and viruses that spread from animals to humans. We thereby support the competitiveness of UK livestock and poultry producers, and improve the health and quality of life of both animals and people.

The Institute employs around 350 staff plus research students and visiting scientists, and has recently moved to one campus in Pirbright, Surrey, where investment by BBSRC has resulted in a redevelopment of the site and the construction of a high level containment facility – the BBSRC National Virology Centre: The Plowright Building and a SAPO level two facility, BBSRC National Vaccinology Centre: The Jenner Building

2.1 Our mission:

To be the world's leading innovative centre for preventing and controlling viral diseases of livestock.

2.2 Our vision:

Apply scientific research to prevent and control viral diseases, protecting animal and human health and the economy.

2.3 Our values:

The Pirbright Institute and its staff takes pride in being a world-class organisation where knowledge, expertise, facilities, professional excellence and rigorous academic, biosafety and ethical standards combine to generate global health and economic impacts. Our values include:

Passion – for the highest quality standards, delivery and performance

Reliability – in everything we do - leadership, learning, biosecurity, problem anticipation and containment of unexpected events

Innovation – is the driving force behind our fundamental and applied science. Our work is positioned at the cutting edge of science to deliver solutions for global good

Dignity and respect – we respect and trust all in our diverse community

Excellence – we aim to deliver the best in all aspects of our work including health, safety, biosafety, scientific research, customer service and protecting the environment.

3. Specification

The Provision of Builders work, mechanical and electrical and data services to provide a purpose built control room in an existing Modular Building known as MOD2, and the extension and alterations to an existing Control Room in an existing building known as the Plowright Building.

4. Scope of Works

The tenderers will need to be able to demonstrate the following:

A strong and current track record of working with a scientific research organisation of a similar size / nature within this specialist field in which they are tendering.

The ability to deliver, supply and manage a multidiscipline work force for a straightforward office alteration project

As part of the tender process, contact details will be taken up of three client referees in support of the points above.

5. Tender Submission Requirements

Tenderers should submit the following information/documents as part of their proposal:

- Introduction to company.
- Examples (up to 3) of previously delivered projects of a similar nature.
- Details of the delivery team including previous experience.
- Completed supplier pre-qualification survey (see appendix A).

6. Tender Submission & Clarifications

Name	Position	Email & Telephone
John Nixon	Procurement Buyer	Procurement.department@pirbright.ac.uk 01483 232411

- Tenders to be submitted to PirbrightTenders@pirbright.ac.uk

7. Evaluation of Tendering Responses

In addition to the general criteria, once received all submitted tenders will be evaluated by the Pirbright Institute Security Team and Procurement.
Evaluation will take the form of scoring as detailed set out below.
Clarifications will be sought where required before scoring is performed.

#	Evaluation Criteria		Weight
1	**Essential criteria**		**65%**
	1.1	Your Company and Staff must hold or intend to hold at the time of Contract go live, CRB checks, Screening for Animal Rights Affiliations, First Aid Certificates, Contractor Scheme Licenses or equivalent and on-going training and development	10%
	1.2	Please provide details of how you intend to manage and resource the day to day running of this Contract. Please include a full and detailed proposal for the numbers and types of staff required for you to deliver the contract and which elements will be undertaken by onsite / offsite and subcontracted staff.	10%
	1.3	provider must provide a detailed pre and post contract migration/mobilisation plan to include all major milestones to include details of where customer involvement/input will be required on the requirements.	20%
	1.4	Provide comprehensive details of how you will manage business continuity issues specific to the provision of this contract; in particular please provide a plan of how you would manage the fulfilment of the contract requirement in times of adverse weather, bearing in mind that the site is fairly rural in location.	20%

#	Evaluation Criteria		Weight
	1.5	The provider shall outline how they would operate this Contract and are invited to Outline their Technical abilities to perform this contract to the specifications.	5%
	1.6	Please provide a training plan for a new employee with details of core training/induction requirements and also details of how this training plan will be managed and by whom. Please confirm all employees will be appropriately trained	5%
3	**Price**	Tenderers should define the cost of design and delivery.	**30%**
	Essential + Price		**100%**

Score		**Definition**
0	Non-compliant	No response or partial response and poor evidence provided in support of it. Does not give the awarding committee confidence in the ability of the Bidder to deliver the Contract.
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Minor reservations	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
3	Good	Response is comprehensive and supported by good standard of evidence. Gives the awarding committee confidence in the ability of the Bidder to deliver the contract. Meets the awarding committee's requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives the awarding committee a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the awarding committee's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives the awarding committee a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the awarding committee's requirements in most respects.

The awarding committee will invite the top three scoring tenders to present their bids. The invitation to present will outline any additional questions the awarding committee has with regard to the tenders bid. The invitation will also include a brief on the information that the presentation should cover.

The Pirbright Institute intends to award any contract based on the most economically advantageous based on the award criteria provided as part of the tender documentation. The Pirbright Institute reserves the right to award all or none of the business described.

8. Proposed Contract

NEC 3 Option A. A blank copy of the contract is included in this tender pack

9. Confidentiality

By submitting a tender proposal in response to this ITT the tenderer is agreeing to the following:
All information supplied to you by The Pirbright Institute, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender Response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of The Pirbright Institute.

The Pirbright Institute reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. The Pirbright Institute further reserves the right to publish the Contract once awarded and/or disclose Information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph.

The Freedom of Information Act 2000 ("FOIA"), the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to The Pirbright Institute (together the "Disclosure Obligations").

You should be aware of The Pirbright Institute's obligations and responsibilities under the Disclosure Obligations to disclose information held by The Pirbright Institute. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by The Pirbright Institute under the Disclosure Obligations, unless The
Pirbright Institute decides that one of the statutory exemptions under the FOIA or the EIR applies.
If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide clear and specific detail as to:

- The precise elements which are considered confidential and/or commercially sensitive.
- Why you consider an exemption under the FOIA or EIR would apply.
- The estimated length of time during which the exemption will apply.

The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that The Pirbright Institute should not and will not be bound by any such markings.

In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that The Pirbright Institute accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to The Pirbright Institute, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to The Pirbright Institute on the basis that it may be disclosed under the Disclosure Obligations if The Pirbright Institute considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions provision of this ITT.

Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with The Pirbright Institute’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on The Pirbright Institute’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

10. Appendices

Appendix A – Supplier Pre-Qualification Questionnaire

Appendix B – Construction Package Overview and Risk Form V4
Construction Phase Plan
Combined Scope of Works
Programme

Appendix C – Pricing Schedule

Appendix D – Proposed Contract

Appendix E – Form of Offer

Appendix F – Specification documentation, drawings, and quotes
Part 1 Architectural Specification and Drawings
Part 2 Mechanical Specification and Drawings
Part 3 Electrical Specification and drawings
Part 4 Quotes

Appendix A – Supplier Pre-Qualification Questionnaire

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

Dear Sir/ Madam,

Our organisation aims to deliver a high quality of service, in a way that protects the personal information of stakeholders, personnel and partners whilst endeavouring to ensure that we can provide ongoing confidentiality, integrity and availability of our information systems, protecting the health and future wellbeing of all our stakeholders.

From time to time we need to reassure ourselves that the approach adopted by our partners reflect our values and how we manage aspects such as quality, information security, data privacy etc. As one of our main suppliers, we have identified that we may pass personal information to you and/ or have a dependency on the products or services that you supply to us. It is also important that we take precautions to ensure that where we share data, we ensure that it is managed appropriately, kept secure, and not shared with other 3rd parties without our knowledge.

You may complete this questionnaire electronically. Please complete and answer all questions as comprehensively as possible. If space is insufficient, please continue on a separate sheet of paper and append to the questionnaire. Where policies, certificates, etc. are requested, a link to your website may be provided. If you have any questions, then please forward these to our procurement@pirbright.ac.uk.

Part 1 Details	New ☐ Existing supplier ☐		
Company Details			
Company Name:			
Company Address:			
Company Registration No:			
Registered Office Address:		VAT No:	
Telephone No:		Fax No:	
Email address:			
Number of Employees:			
Type of Organization: e.g. PLC, Limited Company, LLP, Other, Partnership, Sole Trader (Please Specify)			
Services/ product/ equipment provided to The Pirbright Institute			

Part 2 Person Responsible for Completion	
Print Name:	
Work Title:	
Email:	
Telephone:	

Part 3 Finance Information - Please provide:		**Comments**
Current year interim statement of account including full year turnover forecast.	☐ Yes ☐ No	
Statement of last year's audited accounts.	☐ Yes ☐ No	
Please confirm that there has been no material change in the financial position since last year's audited accounts:	☐ Yes ☐ No	

Part 4 Insurance Certificates and Statements	**Limit of Indemnity**	**Attached:**
Does the company have an Employers Liability insurance cover? If yes, could we have a copy of certificate?		☐ Yes ☐ No
Do you have a Public/ Third Party Liability? If yes, could we have a copy of insurance certificate?		☐ Yes ☐ No
Do you have Professional Indemnity?		☐ Yes ☐ No

If yes, could we have a copy of certificate?		
Do you have Cyber Liability? If yes, could we have a copy of certificate?		☐ Yes ☐ No
Core Questions		**Comments**
Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them? If yes, give details.	☐ Yes ☐ No	
If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, have all claims been properly notified in accordance with the Employers Liability, Public Liability, Professional Indemnity, and/or Product Liability insurance policy requirements and been accepted by insurers? Give details.	☐ Yes ☐ No	
Has your company or any of its Directors and Executive Officers been subject to enforcement/ remedial notices/ orders (such as those issued by HSE or the Environment Agency) in the last three years? If yes, give details.	☐ Yes ☐ No	
Bankers		
Name:		
Address:		
Telephone No:		
Fax No:		
Do you authorise us to approach your bankers for financial reference?	☐ Yes ☐ No	

Part 5 References Please provide the following information on 3 of your customers, who may be approached by The Pirbright Institute. Where possible these references should be for customers who have purchased similar services/ product / equipment.	
Reference 1	
Name:	
Address:	
Telephone No:	
Fax No:	

Contact Name:	
Reference 2	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	
Reference 3	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	

Part 6 Management Systems		**Comments**
Are you a member of an accredited/ certified body? Please provide details.	☐ Yes ☐ No ☐ N/A	
Do you have an accredited or certified quality management system? If yes, attach a copy of current certificate or provide a reference to your accreditation/ ceritifcation.* If no, please explain the basis of your management system.	☐ Yes ☐ No ☐ N/A	
Do you have an environmental management system certified to ISO 14001 or EMAS? If yes, attach a copy of current certificate or provide a reference to your accreditation/ ceritifcation.* If no, please explain the basis of your environmental management system	☐ Yes ☐ No ☐ N/A	
Do you have a procedure for training/ refresher training of relevant staff?	☐ Yes ☐ No ☐ N/A	
Do you confirm the identity of your staff on recruitment, by checking original identification documents, cross-checking information on application forms, and taking up references in writing? Please provide detail.	☐ Yes ☐ No ☐ N/A	
Do your Engineers/ Techs have qualifications/ certification to perform the tasks as required? If yes, attach a copy of current certificate(s).*	☐ Yes ☐ No ☐ N/A	
Do you verify the competence of subcontractors/ third party?	☐ Yes ☐ No ☐ N/A	

Part 6 Management Systems		Comments
Do you have an emergency plan to cover accident and emergency procedures?	☐ Yes ☐ No ☐ N/A	
Do you use calibrated equipment? If yes, attach a copy of current calibration certificate(s) for equipment you would use on our site*	☐ Yes ☐ No ☐ N/A	
Do you have a policy on modern day slavery (applies to companies with >£36m turnover)?	☐ Yes ☐ No ☐ N/A	

Part 7 Health & Safety Management		Comments
Is there a Health & Safety Policy? If yes, could you provide a copy?	☐ Yes ☐ No ☐ N/A	
Has the company been convicted of any offences under health & safety law in the past 5 years? If yes, please provide case number and offence date. Include any predecessor companies.	☐ Yes ☐ No ☐ N/A	
Is the company certified to ISO 45001? If yes, provide a copy of certificate.	☐ Yes ☐ No ☐ N/A	
Does the company have any other accreditations relevant to health & safety, from a Trade Body for example? If so, please provide a copy of certificate.	☐ Yes ☐ No ☐ N/A	
Do you prepare risk assessments and method statements (or similar) for your work?	☐ Yes ☐ No ☐ N/A	

Part 8 Person Responsible for Data Privacy	
Print Name:	
Work Title:	
Email:	
Telephone:	

Part 9 Your Privacy & Information Security Policies	
Provide a copy of your GDPR or Privacy Policy.	
Provide a copy of your IT Security Policy	

Part 10 Security		Comments
Does your company hold any recognized Security Certifications? e.g.: ISO 27001, ISO 27701, Cyber Essentials, Cyber Essentials Plus, IASME etc.	☐ Yes ☐ No ☐ N/A	

Part 10 Security		Comments
If yes, which certifications? Please send us a copy of your certificate and scope. If you have ISO 27001 or IASME in place, then please progress to question 11.	☐ Yes ☐ No ☐ N/A	
If no, describe what security measures - i.e., organisational, and technical, are in place in the organisation.		

Part 11 Information Security Management		Comments
Are procedures in place governing the use of your IT systems? Do these cover home and mobile working?	☐ Yes ☐ No ☐ N/A	
Are access controls in place to ensure information is only available to system users who require access?	☐ Yes ☐ No ☐ N/A	
Do you remove leavers from your systems? Do you review accesses if staff change roles within the organisation?	☐ Yes ☐ No ☐ N/A	
Are acceptable use policies in place which outline the rules for acceptable use of information and assets?	☐ Yes ☐ No ☐ N/A	
Are policies and controls in place to ensure the following? • Boundary protection is in place on all systems with a connection to an un-trusted network. • Critical patches are applied to operating systems and applications within 14 days. • Systems are protected from malicious code. • Software and hardware are locked down to restrict unnecessary services. • Password policies to ensure the use of 'strong' polices across the organisation • No shared user ids • Restriction of privileged / admin access	☐ Yes ☐ No ☐ N/A	
Are security boundaries defined and enforced to group users, services and information that require different levels of protection? I.e., to ensure that individuals only have access to the systems and data required to perform the role.	☐ Yes ☐ No ☐ N/A	

Part 11 Information Security Management		Comments
Are back-up copies of information and software taken regularly?	☐ Yes ☐ No ☐ N/A	
Has the security of your IT Systems been evaluated through penetration testing?	☐ Yes ☐ No ☐ N/A	

Part 12 Third Party Providers	
Do you make use of any third party suppliers to assist you in the processing of our data?	☐ Yes ☐ No ☐ N/A
If yes, is a contract in place with each of the suppliers that conforms with Article 28-32 of the GDPR?	☐ Yes ☐ No ☐ N/A
If yes, please list the sub-processors:	
Please describe how you select and monitor third parties if a standard such as ISO 9001, ISO 27001 or IASME is not in place.	

Part 13 Transfer of Data		Comments
Will any of the data that is provided by us be held in cloud storage outside of the UK and EEA?	☐ Yes ☐ No ☐ N/A	
If so, is this to a EU recognised trusted country i.e. where there is an adequate level of data protection (list is here)?	☐ Yes ☐ No ☐ N/A	
If so, is this to a non EEA organisation where Standard Contract Clauses or other data transfer mechanisms are in place?	☐ Yes ☐ No ☐ N/A	
If SCC's are in place, please describe how you assess that appropriate security measures are in place.		

Part 14 Governance		Comments
Do you ensure that data is only accessed by individuals with a legitimate need for doing so?	☐ Yes ☐ No ☐ N/A	
If yes, please describe how this is done.		
Do you have a breach management process in place that would allow us to be informed of a potential loss, damage, unauthorised access, or damage to our data within 72 hours?	☐ Yes ☐ No ☐ N/A	

Part 15 Business Continuity		Comments
Has your organisation achieved ISO 22301:2019?	☐ Yes ☐ No ☐ N/A	

Part 15 Business Continuity		Comments
If yes, please provide us with a copy of your certificate.		
If yes, does it include services/products delivered to the Pirbright?	☐ Yes ☐ No ☐ N/A	
If no, do you have a business continuity policy?	☐ Yes ☐ No ☐ N/A	
How often do you test your business continuity plans?	☐ Yes ☐ No ☐ N/A	
What is the notification period of delays incurred/discontinuing of services/products for your customers?		

Part 16 Audit		Comments
If required, are you willing to allow an information security and data privacy audit if applicable?	☐ Yes ☐ No ☐ N/A	
If required, are you willing to allow a Competent Authority and Regulatory Authority to conduct an unannounced audit on your premises in relation to the material/service provided?	☐ Yes ☐ No ☐ N/A	

Part 17 Additional Comments:	

*****Note: you may be asked to complete an additional questionnaire if you are identified as a critical supplier to The Pirbright Institute.

Form completed by (print name)		Position	
Signature		Date	
Telephone number		E-mail Address	

Appendix B
Construction Package Overview and Risk Form V4
Construction Phase Plan
Combined Scope of Works
Programme

Scitech Engineering Ltd
Scitech House
Mill Lane,
Godalming, Surrey
GU7 1EY
United Kingdom
Tel • +44 (0)1483 270555
Fax: • +44 (0)1483 270556
www.scitech.com

TPI BACS Control Rooms
Construction Package Overview

Client Name: The Pirbright Institute
Client Project Name: TPI BACS Control Room Design Services
Project Location: Pirbright, Surrey
Scitech Project Number: 30687

B1	30-Mar-23	For Tender.	MK	AB	MK
ISSUE	**DATE**	**DESCRIPTION**	**BY**	**CHECKED**	**APPROVED**

TABLE OF CONTENTS

1.0 Introduction

1.1 Project Overview

The Pirbright Institute is a world leading scientific research centre into animal viruses and has a number of high containment Laboratories and Isolation units in different buildings across the site. At present the site has one central Control Room in the Plowright Building where Building Management Systems (BMS) and other safety-related control system SCADA screens are located and monitored and where critical alarms are raised for actioning by the Operators.

It has been agreed that a Secondary Control Room is required to allow BMS monitoring operations to be maintained in case of problems with the Plowright Control Room (eg on building evacuation). The new Secondary Control Room will be located inside the existing Modular Building MOD2. In addition, the Primary Control Room in Plowright is to be enlarged and rearranged to make it ergonomically better for operations.

This contract covers the undertaking of the necessary alterations and refurbishment works for both the enlargement of the Plowright Control Room and the formation of the new Control Room within MOD2 and includes all building construction activities as well as HVAC, electrical and data cabling activities as defined by the design package information and drawings.

1.2 Security and Site Access

The site is fenced and secure with CCTV and intruder detection on the fence. The Pre-Construction Information section details the Security requirements applicable to all personnel on site which can be summarised as follows.

- Contractors' site management personnel will be required to be Security Screened which can take up to six weeks. They will then be issued with a yellow Contractor pass which gives free access around the non-contained areas of the site. Until Security clearance is issued Scitech staff will always accompany the Contractor.
- Contractor's operatives will be issued with a Visitors pass at the gate house valid for one week, but they must be accompanied by Security cleared staff at all times. The Gate House should be given 24 hours' notice of the staff expected to attend.
- Full details are set out in the document labelled RISK-FORM-4 v4.

2.0 Control Room Works

The project objective is to deliver the new BMS control rooms. The programme attached with the tender pack shows the key programme dates to be met.

2.1 MOD 2 Control Room

The Control Room to be constructed is part of a Modular Building installed about 8 years ago. Because of the work carried out on the site the design must satisfy the Counter Terrorism Security Advice (CTSA) provided by Thames Valley Police. An overview of the new control room layout is shown in Figure 1 below.

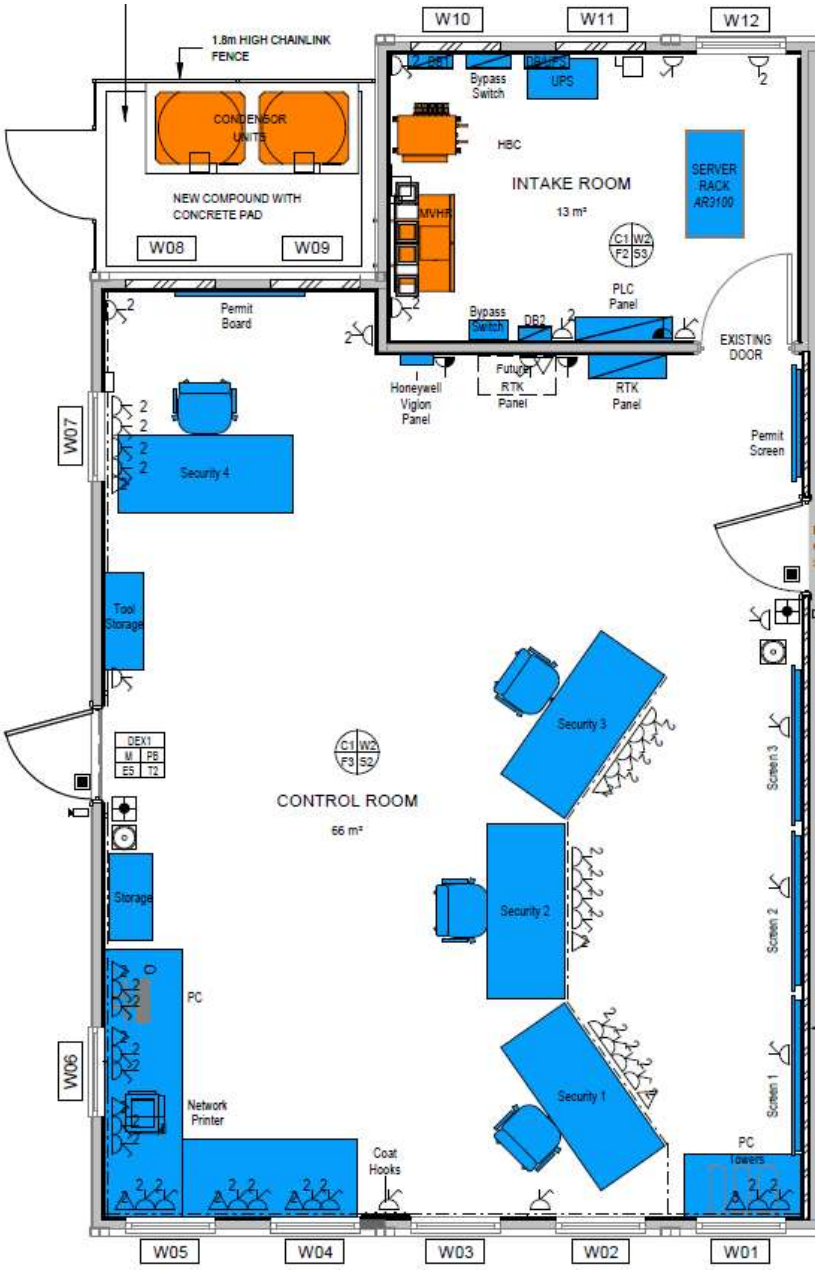


Figure 1 – Extract From Scitech Drawing 30687-AR-DR-1001

When the contractor arrives on site the following equipment will have been installed

- A live tested distribution board in the intake room.
- Cables for the BMS systems noted below will be supplied and pulled into the ducts and left ready for connection.
- The MOD2 control room area will have been isolated from existing electrical and central heating systems.
- An enabling works contractor will have constructed the partition wall between the office area and the MOD 2 Control room, clad the wall on the office side only and installed the door.

The architectural specification will describe the removal of the internal plasterboard lining to the external walls and its replacement with insulation, 12mm plywood and a 12 mm plasterboard internal layer to improve security and to carry the weight of the various screens and Control Panels. Plasterboard will be papered in vinyl paper and the joints between plasterboard panels will have white PVC strips installed to match the existing. If required pre-papered plasterboard and white PVC strips are available from.

Relocatable Building Systems
Unit 25
Hilton Industrial Estate
Sutton Lane
Hilton
Derbyshire
DE65 5FE

Tel: 01283 734900
Mob: 07956 060658

Windows will be removed and replaced with fixed light UPVC windows double glazed in 6mm laminated glass to both panes. The proposed supply and fix contractor is as follows.

Premier Installations
Unit C The Old Diary, Manor Road,
Marston Trading Estate, Frome,
BA11 4BN.
Tel: 01373 465533
Web: www.premierinstallations
The contractor is free to propose an alternative.

The existing external door to the Control Room will be replaced – this door will be a fire escape only for both the Control Room and the adjoining offices. The proposed supplier is Relocatable Building Systems as above. This will be a replacement door by the same manufacturer as the original door and the door will fit directly into the existing frame.

2.2 Plowright Control Room

The Plowright Control Room is located on the Ground Floor of the West Wing of the Plowright Building which otherwise mainly houses laboratories and administrative offices. An overview of the enlarged Plowright Control Room as required is shown in Figure 2 below, with the outline in red showing the boundaries of the current control room.

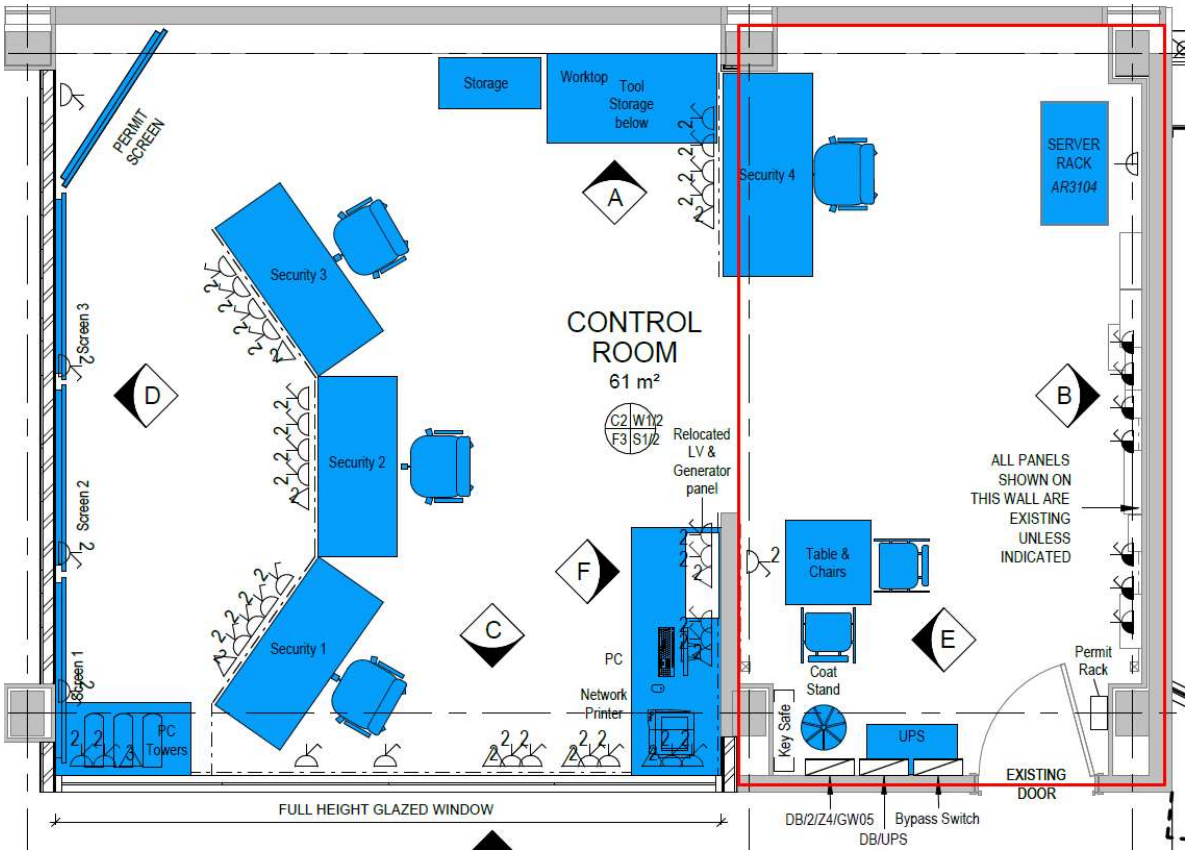


Figure 2 – Extract From Scitech Drawing 30687-AR-DR-1102

There is a large ceiling void of about 1.8m above the false ceiling in the existing control room and in the proposed expansion area. In the ceiling void is a contained drainage system constructed of twin walled stainless steel welded pipe. The contractor will be required to strictly comply with the TPI Planned Building Work to Contained Systems (PBWCS) protocols and it is very important that this drain is not disturbed.

The partition wall enclosing the enlarged control room will be built full height to the concrete soffit. The glazed section marked on the drawings will be floor to ceiling glazed wall with the section above the ceiling in metal stud plasterboard. There are a number of services and duct routes above the ceiling which will need to be accommodated through the new wall. The wall is not a Fire Compartment and the services will not need intumescent collars.

The existing wall to the control room will also be removed to the full height of the wall as shown on the drawings. This part of the work will not be carried out until the MOD2 Control Room has been reliably operational for a period of about 8 weeks.

3.0 Procurement

3.1 Contract

The Contract will be and NEC 3 ECC Option A and a copy of the proposed contract will be included in the tender pack.

The Employer will be The Pirbright Institute and details of the contract conditions can be found in the Contract in the tender pack.

Under Clause 21 the following elements will be listed as Contractor design

- In MOD2 Control Room the HVAC and MVHR will be contractor detailed design to Scitech specification.
- In Both Control Rooms Finalise the design of the power and data cable containment to the Operators Control desk with assistance from Scitech.
- In both Control Rooms Finalise the Lighting design to comply with the Scitech specification and layout drawings.
- Replacement windows in the MOD2 Control Room and one replacement door – Scitech will propose a contractor and provide a quote, but the main contractor is free to offer similar approved.

3.2 TPI Nominated Suppliers and Contractors

TPI use a number of suppliers and in house departments to carry out certain activities as follows and they will pay the contractors direct.

In each case the main contractor is to provide attendance as required including short lengths of cable containment where the service departs from the main containment runs at Dado Level and Cornice level which are indicated on drawings or specifications.

- Frontline Services will supply and install the access Control Equipment on the two doors and the CCTV cameras above each door in the MOD2 Control Room.
- ADT Fire and Security will modify the existing Fire Alarm system in the MOD2 building and supply and install Fire Detection equipment in the MOD2 control room and door interlocks to release the doors in the event of Fire.
- GBE Converge will supply install and commission the Honeywell/Gent Viglion system using cables installed by the Employer.
- The RTK panel will be supplied by the Employer and the cables for the RTK system will be installed in ducts by the Employer and left ready for termination – the contractor will be required to terminate the cables at the Plowright Control Room end and the MOD2 control room end and commission the system with telephone assistance as required from Eaton Electric the manufacturer.
- ADT will supply install and commission the PA system to interlink with the PA system in Plowright Control Room
- The UPS system will be supplied installed and commissioned in both Control Rooms by the Employer – the contractor will provide power supplies as noted on drawings.
- All computer equipment including the racks noted on the drawings will be supplied by the Employer for both Control Rooms – the contractor will be asked to install on walls etc. as directed and to supply install terminate and test all CAT 5 cables ready for commissioning of the various systems by the Employer or his contractors.

- All furniture noted on the drawings will be supplied by the Employer and delivered to site – The contractor to allow for unpacking disposal of packaging, distribution to final locations and installation of power and data cables to the operators' desks.

4.0 Programme

The intention is the contractor will start work in MOD2 and complete first fix electrical and data cabling, studwork and carpentry work. Whilst his electrical and mechanical teams complete the MOD2 Control Room the carpentry and studwork teams move to Plowright Control Room.

Work in this building will be very sensitive to noise and dust for the Scientists and administrators working on the remaining ground floor area. The contractor will be required to erect a lightweight dust proof hoarding around the enlarged control room area giving himself sufficient working space whilst maintaining Fire Escape routes.

The contractor will then construct the enclosing wall as quickly as possible so as to minimise disruption in the office area. It is anticipated that the following works will need to take place out of hours.

- Erect a dust proof partition to enclose the work area.
- Remove part of the suspended ceiling to give clear access to the soffit above.
- Erect the metal stud framework and clad in plasterboard on the office side only.
- Install the glazed panels.
- Make good the suspended ceiling up to the new partition.

In normal working hours the contractor can carry out the following works

- Allow for a temporary access point and complete the fit out of the extended control room area including false ceilings electrical work and rebalancing of the HVAC system if required. Install the TPI supplied furniture and equipment and cable up the CAT5 network cables.

When this space is complete and ready for handover and the MOD2 Control Room has been operating reliable for an agreed length of time the partition wall between the enlarged control room area and the old control room will be removed as follows out of hours. This could be up to eight weeks and the contractor will then need to return to site to complete the following works.

- Remove the partition wall between the existing control room and the expanded area to the full height of the soffit as shown on drawings.
- Seal up the temporary access door.

Remaining work to complete and commission the control rooms can be done in normal hours.

SITE RULES

Welcome to The Pirbright Institute. Before you enter site, take a few minutes to familiarise yourself with the rules which must be followed during your visit. If you have any questions about these rules, ask your host.

GENERAL SITE INFORMATION

- The vehicle speed limit is 10mph.
- Where possible you must always use pedestrian routes.
- No food and drink are to be consumed in laboratories and other work areas. Canteen facilities are available.
- No alcoholic drinks are to be consumed on site.
- Smoking/vaping is only permitted at designated smoking points. Contact your host for further information.
- Use the recycling facilities for general recreational waste where possible.

INCIDENTS

- In the event of an emergency, call 1000 on any site telephone; 01483 231000 from any mobile phone; or contact the Gatehouse via radio channel 8.
- First aiders and first aid kits are available across site.
- Inform your host if you have an accident, a near-miss, or you see something that is dangerous while on site.

FIRE

- If you hear the fire alarm in any of the buildings on site, leave the building by the nearest exit point and meet at the fire assembly point notified to you by your host.
- Remain at the fire assembly point until the fire warden says it is safe to leave.
- If you discover a fire, activate the nearest red break-glass call point then exit the building by the nearest exit point.

SECURITY & ACCESS

- Always display your security pass at all times.
- Do not follow another person through an access door which you do not have access to, unless it is your host and you have permission to do so.
- Do not access any laboratory or high containment (restricted) area without authorisation.
- Additional training is required, and quarantine restrictions are in place for accessing the high containment (restricted) areas on site. Contact your host if access is required. No under 18s are allowed access to our restricted areas.
- Media devices shall only be permitted for use at the appropriate time. Personal radios are not permitted. Personal electronic devices must NOT be connected to Pirbright equipment.
- Photos can only be taken with permission from Security.

ENERGY EFFICIENCY

Please help the Pirbright Institute maintain low energy consumption by:

- Switching off electrical items when they are no longer in use.
- Not leaving electrical items charging longer than is necessary.
- Switching off lights when you leave the room.

CONTRACTORS

- Follow and apply controls as per your company Risk Assessment and Method Statement (RAMS) for planned work.
- You must have a permit to work.
- Wear Personal Protective Equipment (PPE) as per RAMS and as directed by your host. Any conflicts must be discussed with your host before starting work.
- It is your responsibility to ensure that all waste material generated is correctly and safety disposed of, unless otherwise agreed with your host. Ensure that the work area is left clean when you have finished.

- In no case must materials and equipment block gangways, roadways or exits, unless agreed under RAMS.
- Only portable electrical tools 110 volts or below shall be used unless agreed otherwise by your host.

- Use of ladders and other height access equipment must comply with the Working at Height Regulations and any current HSE Guidance Notes. Ladders must be Class1 for industrial use.
- No harmful polluting substances may be discharged into the drains or ground.
- If contamination does occur, your host and the Pirbright Environmental Advisor must be informed immediately.

- Please ensure that you have asked about the Asbestos register before working (if applicable to your RAMS).

Approved contractors only (those who have completed personnel screening):

- Are allowed to escort up to maximum of 3 non-approved contracted individuals/visitors at any one time.
- Must wear pink tabards and return after use.

COVID-19 PROCEDURES

- Please follow social distancing arrangements, sanitise/wash hands frequently and wear a face covering where directed to, or according to your own work practices.
- If you receive a positive COVID-19 test result within 72 hours of attending site please inform your host.

Scitech
Scitech House
Mill Lane
Godalming
Surrey GU7 1EY
United Kingdom
Tel • +44 (0)1483 270555
Fax: • +44 (0)1483 270556
www.scitech.com

Construction Phase Plan

Client Name: The Pirbright Institute
Client Project Name: BACS Alarms & Human Factors
Project Location: Ash Road, Pirbright, Woking, GU24 0NF
Scitech Project Number: 30649

C1	15-02-2023	Issued for Construction	EH	AB	SM
A1	05-08-2022	Initial Draft	SM		
ISSUE	**DATE**	**DESCRIPTION**	**BY**	**CHECKED**	**APPROVED**

TABLE OF CONTENTS

1.0 Introduction

This Construction Phase Plan (CPP) is drafted in compliance with the requirements of the Construction (Design and Management) Regulations 2015. It identifies the significant health and safety management issues within the project such that the contractor can adequately resource for these in addition to the health and safety management aspects of the project which a competent contractor would ordinarily resource under the Health and Safety at Work, etc. Act 1974 and other legislation.

Site works shall not commence until the Client has reviewed the contents of this plan and agrees with the arrangements. These are different to the normal arrangements where Scitech will usually manage a CDM works area. This is due to the works being carried out at various locations across the site which are still occupied or managed by the Client.

The contents of this CPP includes all relevant information provided in previous Pre-Construction Information (PCI) issued for previous projects on The Pirbright Institute site to establish site rules etc.

2.0 Description of Project

2.1 Project Title

Project Title:

BACS Alarms & HF Project

Project Number:

30649

2.2 Project Site Location

The project is located at:

The Pirbright Institute
Ash Road
Pirbright
Woking
GU24 0NF

Phone: 01483 232441
Fax: 01483 232448

2.3 Project Description

Part 1: Enabling works

Around 55m worth of excavations will be dug to allow for the laying down of a new underground ductwork route from the manhole in front of Jenner to the West end of MOD2 for fire alarm cables, fibre optic network cables and RTK Panel repeater signal cables to the Plowright control room. New partition studwork walls will be constructed within the existing MOD2 building.

Part 2: Mid 2023

As part of the Pirbright Institute's BACS Alarms and Human Factors project (IAHD262100) a new "Secondary" Control Room is to be constructed inside the MOD2 building. Once operational the new Control Room in MOD2 will temporarily be used as the primary Control Room whilst upgrade works are undertaken to the Control Room in the Plowright Building. Once the Plowright upgrade works are competed this will once again become the Primary Control Room with the MOD2 Control Room remaining as a generally unmanned secondary back-up.

2.4 Project Scope of Work

Project Outline

The human factors issues to be addressed during the project, such as:

Design of the control room (taking account of relevant good practice guidance, (e.g., EEMUA 201 guidance (under revision)) [should include] consideration of such matters as:

- Lighting
- Noise
- Ventilation

- Heating
- Reducing sources of distraction
- Workstation design, including provision of seating and desks ergonomically suited to the BMS engineers using them.

2.5 Site Working Hours

Contractors will be able to access site from 0700h – 1700h Mon - Fri. works outside of these hours need to be arranged with the project manager.

2.6 Statutory Notifications

The Health and Safety Executive are the Enforcing Authority for the works. The HSE are aware of the project due to recommendations made during HSE routine intervention visits for major hazard site.

2.6.1 F10 Notification

The works have been assessed in line with the HSE notifiable criteria and the project does meet the requirements to be notified. A copy of the F10 can be found on SPOT.

2.7 Existing on-Site Activities, Hazards, and Risks

2.7.1 Activities Adjacent to Site

Residential area. Additional care to be taken when arriving in the area adjacent to site, follow any local notices regarding site access, speed etc.

2.7.2 Asbestos Surveys and Reports

There is no asbestos expected in the areas of work for this project. Asbestos register for site is available at TPI permit station and will be referenced where required. If any suspected asbestos is identified during the works then works in the area should be stopped and it should be highlighted to the site contact, who will arrange sampling to take place.

2.7.3 Noise, Vibration & Dust Generation Considerations

The works will not entail any works that will create noise, vibration or dust that requires consideration here.

2.7.4 Live Engineering Services/ Underground Services

SUMO have completed an underground site services survey that can be found in Appendix 4. Contractors should read this document and familiarise themselves with the survey.

2.7.5 Stored Energies (Pre-stressed Components, Pressurised Systems, etc.)

There are no known stored energy systems that will be affected by the works.

2.7.6 Existing Ground Conditions (Contamination)

There is no known ground contamination and so this is not applicable to the works. If any signs of potentially contaminated ground are discovered then works must immediately stop and TPI and Scitech personnel must be informed.

2.7.7 Other Biological Contamination

Bio Safety Quarantine and Decontamination Requirements

Personnel working within the incinerator hall and isolation unit plant rooms will be subject to a 3-day quarantine period (mustn't visit zoos, farms, safari parks or other locations likely to house susceptible cloven-hoofed animals). Pirbright site quarantine declaration form (BSEC-FORM-28) must be completed by each individual entering quarantine areas.

Further details will be given in the construction site induction.

2.7.8 Ground Stability

There are no know issues with ground stability.

2.7.9 Hazardous Substances

There is no requirement to use hazardous substances as part of the works.

Any locations where work is required that is found to contain hazardous substances that are used by the Pirbright Institute in the undertaking of their works will be reviewed and risk-assessed before the installation work takes place.

2.7.10 Unprotected Edges at Height

There are no known issues or requirements to work where there are unprotected edges.

2.7.11 Vermin (Rodents, Pigeons, Insects, etc.)

There are no known infestations of vermin however their occasional presence may be noted. Any bait boxes should not be moved without approval. Any issues with vermin waste/faeces identified during any works should be reported to TPI staff as soon as possible.

2.7.12 Confined Spaces

There are no known confined spaces where work is required as part of this project.

2.7.13 Load Limits on Plant, Structures, Lifting Equipment, etc.

There are no known issues regarding load limits, lifting etc.

2.7.14 Excavations

Excavations works are planned and will follow the requirements under CDM 2015 under Part 4 section 22.

2.8 Project Team and Organisation

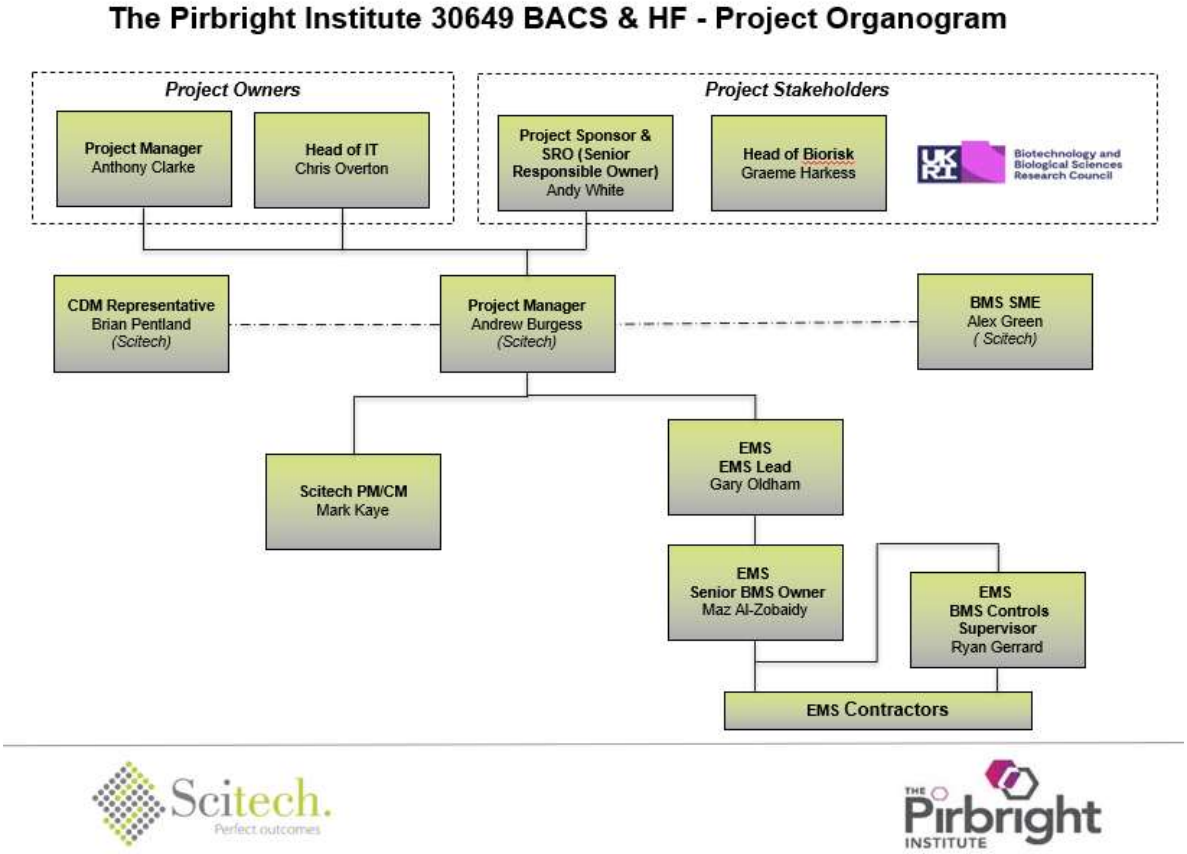
2.8.1 Details of those with Duties under CDM 2015

The duty holders, for the purpose of the Construction (Design and Management) Regulations 2015 are indicated below. This is not necessarily a final statement of the responsibilities of the parties under CDM. Each party is responsible under the regulations for executing the duties required of them.

Duty Holder	Company/Address	Contact
Client (TPI Project Manager)	The Pirbright Institute Ash Road Pirbright Woking GU24 0NF	Primary contact: Anthony Clarke Email: anthony.clarke@pirbright.ac.uk Phone: 01483 231062
Principal Designer	Scitech Engineering Ltd. Scitech House Mill Lane Godalming Surrey GU7 1EY	Primary contact: Brian Pentland Email: brian.pentland@scitech.com Phone: 01483 270555
Principal Contractor	Scitech Engineering Ltd. Scitech House Mill Lane Godalming Surrey GU7 1EY	Primary contact: Brian Pentland Email: brian.pentland@scitech.com Phone: 01483 270555
Other		
Project Manager (Scitech)	Scitech Engineering Ltd. Scitech House Mill Lane Godalming Surrey GU7 1EY	Primary contact: Andrew Burgess Email: andrew.burgess@scitech.com Phone: 01483 270555 Mobile: 07974 434706
Project Manager (Scitech)	Scitech Engineering Ltd. Scitech House Mill Lane Godalming Surrey GU7 1EY	Primary contact: Mark Kaye Email: mark.kaye@scitech .com Phone: 01483 270555
CDM Advisor	Scitech Engineering Ltd. Scitech House Mill Lane Godalming Surrey GU7 1EY	Primary contact: Brian Pentland Email: brian.pentland@scitech.com Phone: 01483 270555

2.9 Structure and Organisation

3049 BACS ALARMS HF Project Organogram (A1)



2.10 Project Management Requirements

2.10.1 Project Meetings

Regular project progress meetings between the project team, duty holders, contractors and any other relevant persons involved or affected by the works, these will be held on a regular basis, minutes from these meetings will be shared promptly following the meetings.

There will be two levels of project meetings:

1) Project Board Meetings (held monthly)
2) Technical Working Group Meetings (held weekly)

The client will arrange project meetings to cover topics associated with the project. Most of the agenda items will be captured in the Technical Working Group meetings throughout the project. The agenda items will change as the project progresses and will include (but is not limited to); progress updates, issues arising and agreed actions to be taken.

Other meetings may be arranged to cover specific topics with individual contractors, or the team as required.

2.10.2 Project Risk Register

A project risk register will be created and will be reviewed at Project Board Meetings.

The risk register shall include design, H&S, cost and operational risks and details of mitigation measures taken. This will also consider mitigation recommendations from SWIFT assessment (refer to 3.3 “Design Requirements”).

2.10.3 Project Programme

A live project programme will be agreed in the detailed design phase and then further agreed once contractors are procured.

Contractors shall provide a delivery and installation programme associated with any works they are quoting for.

The Project Manager shall own and maintain the overarching project programme and principal contractor and/or Principal Designer should provide information on their elements of works as required.

2.10.4 Documentation Storage

All project documentation will be stored by the site contact the works in the project file in the following location on the Pirbright server:

N:\Capability Projects\Private\Operational Projects\CP2021001

2.10.5 Project Co-Ordination

The following activities will ensure project co-ordination:

- Regular project management meetings, primarily between the Pirbright Client representative, Project Manager, and key relevant stakeholders in project (outlined on Project Organogram).
- Regular site checks to see progress and ensure works are taking place in a safe manner.
- Regular briefings between Principal Contractor (or appropriate TPI manager/supervisor) to all subcontractors as and when required to highlight any issues they need to be aware of.
- Regular updates from the BMS Engineer / Supervisor overseeing the works to the Pirbright Capability EMS Team.

2.10.6 Client Representative

TPI Project Manager will be acting as the Client Representative in terms of CDM responsibilities assisted by the CDM representative identified in the project team above.

3.0 Management of the Site

This section contains information related to delivering these works at The Pirbright Site.

The “Construction Site” in terms of CDM definition will apply to the multiple areas where excavation and refurbishment work will take place. The Contractors involved in delivery of works will follow and apply The Pirbright Institute site H&S and biosafety policies and procedures, as detailed below.

The term “site” used in this section refers to The Pirbright Institute Site which includes all areas and buildings within the TPI security perimeter fence.

3.1 Health & Safety Requirements

All works should be performed in line with site Health & Safety (H&S) rules and the Health and Safety at Work Act 1974.

Appendix 1: Appendix 1: RISK-COP-3 Approved Contractor Site Handbook” should be issued to principal contractors/designers by the project sponsor or project manager in advance of any works commencing. These should be issued to sub-contractors/designers by the principal contractors/designers before any works commencing. These need to be acknowledged as read and understood in any Risk Assessments & Method Statements (RAMS) received.

Appendix 2: RISK-FORM-4 Pirbright Site Rules Overview is a summary of R&A-COP-3: Approved Contractor Site handbook and should be issued to all contractors / subcontractors when they arrive on site to do works.

Appendix 3: TPI Permit to Work System – Permits to be issued and managed by The Pirbright Institute.

The above documents detail TPI’s management of H&S for construction works. The following sections highlight aspects to be considered.

3.1.1 Risk Assessments & Method Statements

Any works on the site must be preceded by a risk assessment and method statement (RAMS). These must be submitted to the Scitech project manager at least working 5 days in advance of the first day of works.

RAMS must not be generic but specific to the task and date of the works and shall take the form of a fully detailed step by step method.

RAMS should not try and cover the full scope of works but will be written for the various work elements or construction steps as appropriate.

RAMS are never “approved” by TPI personnel, they will be reviewed by TPI personnel and feedback will be given. Works will not be allowed to take place if the RAMS are felt to be inappropriate.

Where possible, RAMS shall be accompanied by drawings to help explain their context.

Personnel performing works and their relevant training records shall be included with RAMS.

Planned Work on Biocontainment Systems (PWBCS) shall be prepared by appropriate TPI personnel to assess biocontainment systems impact from planned contractor RAMS.

3.1.2 Tools and Equipment

Contractors should provide all tools and equipment they require to complete their works. TPI will not issue equipment to contractors.

Equipment used by contractors should be in good working order and comply with all relevant legislation. Electrical equipment shall be PAT tested.

Where appropriate calibration, inspection and testing certificates of equipment being used shall be issued to the project manager before works commence. This is particularly important for safety equipment and lifting equipment.

3.1.3 Personal Protective Equipment (PPE)

Contractors shall provide their own personal protective equipment (PPE). PPE used must be suitable for the works and specific type/specification of PPE should be detailed in the RAMS.

Coronavirus (COVID-19)

Contractors may be expected to provide their own suitable PPE to cover Covid-19 requirements on site, such as masks where required. Sanitising gel is in place building entrances and exits for use by Contractors on site.

3.1.4 Barriers and Warning Signs

Area of works must be cordoned off with suitable barriers and warning signs to prevent unauthorised pedestrian access during work activities.

Contractors must provide their own barriers and warning signs.

3.1.5 Scaffolding and Access Equipment

Contractors should arrange scaffolding required to facilitate their works, TPI preferred suppliers can be utilised. Contractors should ensure that scaffolding is inspected and tagged on a weekly basis once erected.

Contractors should provide all temporary access equipment such as ladders and mobile platforms. These should be class 1 (industrial) certification standard. TPI will not issue access equipment to contractors.

All access equipment should be in good working order (visual check before use) and have been inspected in the last 6 months.

3.1.6 Equipment Certification

Where appropriate, evidence of inspection / testing / commissioning of equipment supplied or used for installation works should be provided.

3.1.7 Permits

All construction works performed by contractors require a permit to work. Permits will be issued by TPI person and follow the TPI Permit to Work System. This can be found in Appendix 3.

3.1.8 Isolations

Isolations of TPI site energy sources must be performed under permit by TPI maintenance technicians and shall be witnessed by the contractor performing the work.

These isolations shall then be secured with padlocks of contractors working downstream of the isolation.

3.1.9 Emergency Procedures

If an emergency event is discovered, such as a fire or medical emergency, the site gatehouse should be contacted for assistance on the emergency extension number 1000 or on radio channel

On discovering a fire, the area should be evacuated, and all personnel should go to the designated fire assembly point for the area they are working in. If safe to do so, fire alarm call points should be activated on the way out of the area.

In the event of a fire alarm, works should cease, and contractors should make their way to their designated fire assembly point (to be given by appropriate TPI personnel as part of site induction).

3.2 Security and Site Access Requirements

RISK-COP-3 Contractor Site Handbook details site access requirements. The following sections highlight aspects to be considered.

3.2.1 Photos

Photos can only be taken with prior agreement from the project manager. Any photos taken should not include any faces, site security measures or vehicle number plates.

No photographs without prior agreement to Client. See Appendix 5 for TPI photo procedures

3.2.2 Site Access

To gain access to site, all contractors must have visitor forms raised for them by their site host before arrival on site, therefore a full names and dates of all personnel attending site must be provided at least 24hrs in advance.

Contractors must report to the gatehouse and present photo ID each time they access site. Contractors will be provided with a 'Visitor' pass or an 'Approved Contractor' security badge card depending on security checks completed.

3.2.3 Site Inductions

All contractors will have to read and sign the site contractors handbook along with the site specific Scitech induction where applicable. Job briefings will be arranged by appropriate Pirbright personnel with relevant contractors before each work element.

3.2.4 Approved Contractors and Escort Requirements

Contractors must be fully escorted by Pirbright personnel unless there are Approved Contractors within the team. Therefore, it is recommended that an appropriate number of contractors in each team should complete an institute security check (performed by Agenda). The cost of this is covered by TPI. This process can take up to 2 weeks to complete. In order to initiate this process, full names and an email address specific to the person should be provided to the site contact.

As a rule of thumb, 1 approved contractor can escort up to 3 unapproved contractors.

Even approved contractors will require an escort in SAPO4 containment areas on Pirbright site, however none of the works are envisaged to take place within these containment areas.

3.2.5 Vehicle Movements

Vehicle movements on site roads is subject to a speed limit of 10 mph which must be observed at all times extra caution should be taken by drivers on site roads due to shared use of roads by pedestrians, bicycles and vehicles. Vehicle access to the site is through the main entrance at the north boundary of the site.

3.2.6 Welfare Facilities

Welfare facilities will be available to Contractors during scheduled works. Familiarisation will be provided as part of site inductions (refer to Section 3.2.3 “Site Inductions”).

3.2.7 Working Hours

Working hours will be agreed as part of each scheduled work package and agreed between TPI Project Manager and applicable Contractors. Working hours will be in line with main Site Working hours where reasonability practicable, and in accordance with task Risk Assessments and Method Statements.

3.2.8 Construction Site Management

Refer to Section 3.0 “Management of the Site” Pirbright Site induction will be carried out with relevant Contractors as part of pre-job briefings with appropriate TPI Responsible Person (as per TPI SSoW) and will cover key H&S information defined in RISK-FORM-4.

3.3 Design Requirements

3.3.1 Design Responsibility

Detailed design work for all mechanical, electrical, civils and controls work should be carried out for all works.

Final design responsibility will always be with the principal designer as appointed by the client.

3.3.2 Standards and Specifications

All equipment supplied an installed should be manufactured, installed, tested and commissioned in accordance with all applicable national and international standards, manufacturer’s instructions. These should be referenced in any quotation documentation and RAMS documents.

3.3.3 Design Review & SWIFT Analysis

The proposed design shall be reviewed with appropriate Capability EMS personnel.

A Structured What If Checklist Technique (SWIFT) analysis assessment will be arranged by the Project Manager ahead of planned work and be conducted by third-party specialist consultant.

The Principal Designer and any appropriate sub designers must attend and provide any information requested in advance.

3.3.4 Documentation

The following documentation shall be issued before works commence:

- Design Drawings
- Control Philosophy's
- Design calculations, or statements confirming they are not required.
- Relevant safety certificates for equipment being used to perform the works.

3.4 Completion of Works

The following sections details what constitutes completion of the works.

3.4.1 Inspection and Testing

Any records relating to the inspection, testing, and commissioning of an installation shall be provided to the project manager.

Were appropriate, witnessing of these by a member of the Pirbright engineering team may be required.

3.4.2 Commissioning, Verification & Validation (CVV)

Commissioning of equipment must take place to prove that requirements as detailed by this scope of works have been successfully met.

CVV requirements must be drafted during the Design development phase of the project and finalised during the detailed design phase of the project.

3.4.3 End Users Training

Appropriate end users training must have taken place to a level that the end user feels they can successfully operate and maintain any equipment. Level of training will be agreed between Client, Project Manager and key TPI stakeholders during the project.

3.4.4 Snagging Surveys

All works, they must be visually inspected by an appropriate member of the institute engineering team. Any snags identified shall be listed on a project snagging schedule by the project manager and reviewed with the principal contractor and project sponsor to agree where responsibility for remedial works lies.

Performance and documentation defects/deficiencies can also be recorded and traced on this schedule.

3.4.5 Project Information File (PIF)

Final handover to the TPI operations team includes the completion of a Project Information File (PIF).

Details of what is to be included in the PIF are shown in the PIF check sheet for the project.

3.4.6 Operations Handover Workshops

Operational handover workshops shall take place once the activities in the sections above have been completed. This should be facilitated by the TPI project manager and shall involve the following people:

- Capability EMS Leader Operations and Maintenance
- Capability EMS Leader Projects and Process
- Appropriate Capability EMS Specialist Equipment Owners
- Capability Senior BMS Owner & BMS Supervisor
- Capability EMS Systems Administrator
- Maintenance Supervisor (Reactive & Planned)
- Science Users (if applicable)

3.4.7 Project Completion Sign Off

Once all the activities in the above sections have been completed, then a project completion sign off sheet should be signed by those that attended the handover workshops.

This marks the completion of the project and any new equipment installed is now managed by Capability EMS Operations and Maintenance.

3.5 Waste Management

A project will not be signed off if waste from the works remains on site, contractors must dispose of waste from the works via appropriate means.

TPI waste streams must not be used without prior agreement.

It is envisaged that no TPI waste streams will be used for the delivery of these works.

All waste spoil created by the works must be removed from site by the contractor and disposed of in an appropriate manner. However, this must be confirmed in writing with the TPI Biosafety team as spoil from some areas of site must be stored and/or sampled on site before disposal.

Any waste skips/bins/collections must be arranged by the contractor.

Any redundant IT equipment must be managed through the IT department in line with our cybersecurity and IT polices.

4.0 Health and Safety File and O&Ms

4.1 Introduction

The Health and Safety File shall be prepared by the Principal Designer based on submissions provided by the Client, Designers, Principal Contractor, and other relevant parties. The Principal Contractor shall submit to the Principal designer the requested information, in the required format, at least two weeks prior to the completion date of the project.

4.2 Format and Contents

This Health and Safety File is prepared in line with the guidelines published in the HSE "Managing health and safety in construction" Construction (Design and Management) Regulations 2015 (L153) which states:

- The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be considered during any subsequent project.
- The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment, or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

Item	Description
A	a brief description of the work carried out;
B	any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
C	key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
D	hazardous materials used (e.g. lead paints and special coatings);
E	information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
F	health and safety information about equipment provided for cleaning or maintaining the structure;
G	the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
H	Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

4.3 O&Ms; Operation and Maintenance Manuals

The contractor must provide O&M information in line with the requirements to ensure suitable information is provided for the Installation, use and maintenance. Any specific details will be added to version C2 of this document.

5.0 Appendices

5.1 Appendix 1: RISK-COP-3 Approved Contractor Site Handbook

SPOT Link:
https://unionsquare.scitech.com/DMS/view_document.aspx?ID=1023795&Latest=true


RISK-COP-3
Contractor Site Handb

5.2 Appendix 2: RISK-FORM-4 Pirbright Site Rules Overview

SPOT Link:
https://unionsquare.scitech.com/DMS/view_document.aspx?ID=1023769&Latest=true


RISK-FORM-4 v4
FINAL.pdf

5.3 Appendix 3: TPI Permit to Work System

SPOT Link:
https://unionsquare.scitech.com/DMS/view_document.aspx?ID=1038967&Latest=true

5.4 Appendix 4: Sumo Survey

SPOT Link:
https://unionsquare.scitech.com/DMS/view_document.aspx?ID=1038896&Latest=true

5.5 Appendix 5: Taking, Using and Sharing Photos at TPI

SPOT Link:
https://unionsquare.scitech.com/DMS/view_document.aspx?ID=1067110&Latest=true

Scitech House
Mill Lane
Godalming
Surrey, GU7 1EY
United Kingdom
Tel • +44 (0)1483 270555
Fax: • +44 (0)1483 270556
www.scitech.com

TPI BACS CONTROL ROOM

Client Name: PIRBRIGHT INNOVATIONS
Client Project Name: BACS CONTROL ROOM
Project Location: THE PIRBRIGHT INSTITUTE
Scitech Project Number: 30687

B1	30-Mar-2023	For Tender	MJS/GB/RW	JPJ	AB
ISSUE	**DATE**	**DESCRIPTION**	**BY**	**CHECKED**	**APPROVED**

Summary:

Outline summary of project & work to be carried out

List of drawings referred to in this document:

	Job No.	Discipline		Drawing No.	Drawing Name
Architectural					
	30687	AR	DR	1002	Site Location Plan – MOD 2 and Plowright
	30687	AR	DR	1101	Client Definition - Ground Floor MOD 2
	30687	AR	DR	1102	Client Definition - Ground Floor PLOWRIGHT
	30687	AR	DR	1201	Fire Strategy - Ground Floor MOD 2
	30687	AR	DR	1202	Fire Strategy - Ground Floor PLOWRIGHT
	30687	AR	DR	1301	Reflected Ceiling Plan - Ground Floor MOD 2
	30687	AR	DR	1302	Reflected Ceiling Plan - Ground Floor PLOWRIGHT
	30687	AR	DR	1401	Setting Out - Ground Floor MOD 2
	30687	AR	DR	1402	Setting Out - Ground Floor PLOWRIGHT
	30687	AR	DR	1501	Disinvestment - Ground Floor MOD 2
	30687	AR	DR	1502	Disinvestment - Ground Floor PLOWRIGHT
	30687	AR	DR	3001	Room Elevations MOD 2 – Sheet 1 of 2
	30687	AR	DR	3002	Room Elevations MOD 2 – Sheet 2 of 2
	30687	AR	DR	3006	Room Elevations PLOWRIGHT - Sheet 1 of 2
	30687	AR	DR	3007	Room Elevations PLOWRIGHT - Sheet 2 of 2
	30687	AR	DR	3011	Proposed Building Elevations - MOD 2
	30687	AR	DR	4001	Glazed Office Partition - PLOWRIGHT
	30687	AR	SP	0001	Architectural specification
Electrical					
	30687	EL	DR	1001	Ground Floor MOD 2 Small Power & Data Disinvestment
	30687	EL	DR	1502	Ground Floor MOD 2 Lighting & Fire Alarm Disinvestment
	30687	EL	DR	1503	Ground Floor Plowright Small Power & Data Disinvestment
	30687	EL	DR	1504	Ground Floor Plowright Lighting Disinvestment
	30687	EL	DR	1001	Ground Floor MOD 2 Small power & Data Layout
	30687	EL	DR	1002	Ground Floor MOD 2 Lighting Layout
	30687	EL	DR	1003	Ground Floor Plowright Small Power & Data Disinvestment
	30687	EL	DR	1004	Ground Floor Plowright Lighting Disinvestment
	30687	EL	DR	1101	MOD2 Primary containment elevation
	30687	EL	DR	1102	Plowright Primary containment elevation
	30687	EL	DR	1501	Ground Floor MOD 2 Small Power & Data Disinvestment
	30687	EL	DR	1502	Ground Floor MOD 2 Lighting & Fire Alarm Disinvestment
	30687	EL	DR	1503	Ground Floor Plowright Small Power & Data Disinvestment
	30687	EL	DR	1504	Ground Floor Plowright Lighting and Fire Alarm Disinvestment
	30687	EL	DR	5002	MOD 2 LV schematic
	30687	EL	DR	5003	Plowright LV schematic
	30687	EL	SP	0001	Electrical Specification Stage 3+

	Job No.	*Discipline*		*Drawing No.*	*Drawing Name*
Building Services					
	30687	BS	DR	1001	MOD2 Control Room Ductwork Layout
	30687	BS	DR	1002	Plowright Control Room Ductwork Layout
	30687	BS	DR	1101	MOD2 Control Room Pipework Layout
	30687	BS	DR	5001	MOD2 Control Room HVAC & Pipework Schematic
	30687	BS	DR	5002	MOD2 Control Room Controls Schematic
	30687	BS	DR	5003	Plowright Control Room HVAC Schematic
	30687	BS	SC	0001	HRVU Schedule
	30687	BS	SC	0002	Electric heater Schedule
	30687	BS	SC	0003	Grille and Diffuser Schedule
	30687	BS	SC	0004	Louvre Schedule
	30687	BS	SC	0005	Cassette Inverter Heat Pump Schedule
	30687	BS	SP	0001	Mechanical specification

LATEST AMENDMENTS / REVISIONS TO THIS DOCUMENT TO BE HIGHLIGHTED IN RED

Work Package Number and Title		**Building Works**	**Services**	**Implementation Issues**	**Outstanding Issues/risks**
	This scope of works is to be read with all drawings, schedules and specifications for the works. The scope is intended to give a general description of the various work packages “scope of works” and how they fit together. Individual drawings and specifications for mechanical, electrical and controls, and architectural works take precedence over the items described in this scope of works.	Where O & M manuals and as built drawings are required from a work package the contractor shall allow for issuing a draft copy for comment; followed by a final issue of three paper copies and one electronic copy.	Where O & M manuals and as built drawings are required from a work package the contractor shall allow for issuing a draft copy for comment; followed by a final issue of three paper copies and one electronic copy.		This should be read in conjunction with designer risk assessments issued with the design information. Contractors are required to produce risk assessments and method statements for review and agreement prior to commencing work.
WP1	**ENABLING WORKS**				
				Important note Ensure that any open drain connections left at ground level during or after demolition are covered to prevent accidents and stop debris filling drain.	**Important note** Where areas are noted as having structural support of an unknown type allow for careful investigative works to establish structure prior to beginning main demolition in the affected areas.
		Structural calculations associated with partitions			
		Structural assessment of floor loadings			
		Provide full height partition to Plowright building office area as shown on drawing 30687-AR-DR-1102			

Work Package Number and Title		Building Works	Services	Implementation Issues	Outstanding Issues/risks
WP 2	**BUILDERS WORK incl. Demolition**				
	MOD 2 Disinvestment				
		Remove and dispose vinyl faced plasterboard from external walls			
		Remove and dispose vinyl faced plasterboard from office wall			
		Remove and dispose existing floor carpet tiles			
		Remove and dispose external door DEX1			
	See drawing 30687-AR-DR-3011	Remove and dispose windows W01 – W12 inclusive			
		Remove and dispose of internal vision panel			
		Remove and disposed area of OSB floor from new intake room as shown on Melliss drawing i-M6663-01			
	MOD 2 Installation				
		Install galvanised cold rolled floor beams as shown on Melliss drawing i-M6663-01		Report condition of existing floor beams to Scitech	If condition of existing floor beams is poor a foundation and pier may be required to support the UPS
		Install 18mm WBP plywood floor to intake room as shown on Melliss drawing i-M6663-01			
		Fit replacement door and frame DEX1			
	See drawing 30687-AR-DR-3011	Mastic bond and rivet new Plastisol coated steel sheet externally to cover removed window apertures – sheet to cover full modular bay.			
	See drawing 30687-AR-DR-3011	Mastic bond and rivet new Plastisol coated steel sheet externally to cover removed split coil fan units.			
		Install windows W01 – W07 and W12			
		Cut holes in external walls for MHVR air intakes and extracts.			
		External walls to have: 1 no. layer 12mm WBP plywood and new 12mm square edge vinyl coated duplex plasterboard over. White UPVC Joint cover strips to match existing. UPVC Skirting/architrave/coving to match existing. Window voids to be full filled with PIR insulation.			

Work Package Number and Title		Building Works	Services	Implementation Issues	Outstanding Issues/risks
		Internal walls: 12mm plywood to the control room side. 12mm square edge vinyl coated plasterboard to control room side to match existing. Full fill Rockwool sound deadening quilt White UPVC Joint cover strips to match existing. UPVC Skirting/architrave/coving to match existing.			
		Where existing electrical and mechanical building services are removed fixing holes are to be filled and made good.			
		Ceiling to have 2 no. coats white Dulux Trade Satinwood.			
		Control room to have Forbo Struktur 2 Linear 50x50cm carpet tiles fitted.			
		Intake room to have Forbo Surestep Original R10 fully welded vinyl floor fitted.			
		Provide new external reinforced concrete slab for AHU's as shown on Melliss drawing i-M6663-01.			
		Provide new galvanised 1.8m high chain link fence and gate around concrete base.			
	Plowright Disinvestment				
		Remove existing office furniture and storage and store/relocate on site.			
		Remove and dispose ceiling and grid affected by works.			
		Remove and dispose of stud partition wall to underside of concrete soffit.			
		Remove office carpet – keep best tiles to refit administration GW01 area upon completion of control room walls.			
	Plowright Installation				
		Existing control room services to be protected for duration of works.		Existing services require to be maintained in operation during construction works	
		Install steel frame as shown on Melliss drawing i-M6663-01.			
		Decorate steel frame as detailed in architectural specification.			
		Construct new stud partition wall to underside of soffit – plasterboard to be scribed around services in ceiling void Skirting and architrave to match existing.			
		Install Komfort Polar 35 glazed partition system – obscure panels to be provided by means of applied film.			

Work Package Number and Title		Building Works	Services	Implementation Issues	Outstanding Issues/risks
		Existing and new walls to have 2 no. coats emulsion from the Dulux Dimensions range – see architectural specification.			
	See drawing 30687-AR-DR-1302	Install new Ecophon Focus DG suspended ceiling grid and tiles to match existing.			
	See drawing 30687-AR-DR-1302	Make good/amend existing suspended ceiling locally adjacent to extended control room.			
		Control room to have Forbo Struktur 2 Linear 50x50cm carpet tiles fitted.			
		Existing administration GW01 area carpet tiles to be re-laid to suit new control room walls.			
WP 3	**MECHANICAL**				
	MOD2 Installation		Remove relocate existing wall mounted AC units	Electrically isolate, decant refrigerant, install in new location, modify pipework, including new condensate pipe, insulate with new insulation, re-charge refrigerant, electrical connection and commission	
	Ref 30687-BS-DR-1001 & 5001		Install new external Heat Pumps on concrete pad in secure compound	3 phase power supply and isolator required	Weight of each unit is 222kg. Hole required for refrigerant pipework to BC Controller located at floor level in the Intake Room
			Install new HRVU in the Intake Room. Level unit by means of adjustable feet. Supply and install ductwork flexible connections at HRVU. Fit condensate traps as supplied with unit and supply and install condensate drain lines pipe to exterior.	Single phase supply and isolator required. Holes required in external wall at low level for condensate discharge pipework	Weight of unit is approximately 147kg
	Ref 30687-BS-SC-0001 to 0004 for equipment schedules		Supply & install all ductwork complete with fixing/supports. Supply & install volume control dampers & access doors. Supply & install grilles and diffusers. Supply & install inlet and extract louvres through external wall.	Holes required in both external walls and internal walls for ductwork and louvres	Ductwork supports to be submitted for approval.
			Supply & install electric heater in fresh air inlet duct. Supply and install electronic controller on wall. Supply & install duct temperature probe in fresh air inlet.	3 Phase supply required and isolator required. Electrical supply to Temperature controller required.	Supply to controller to be confirmed
			Supply & install all ductwork insulation to supply air, return air, fresh air inlet.		

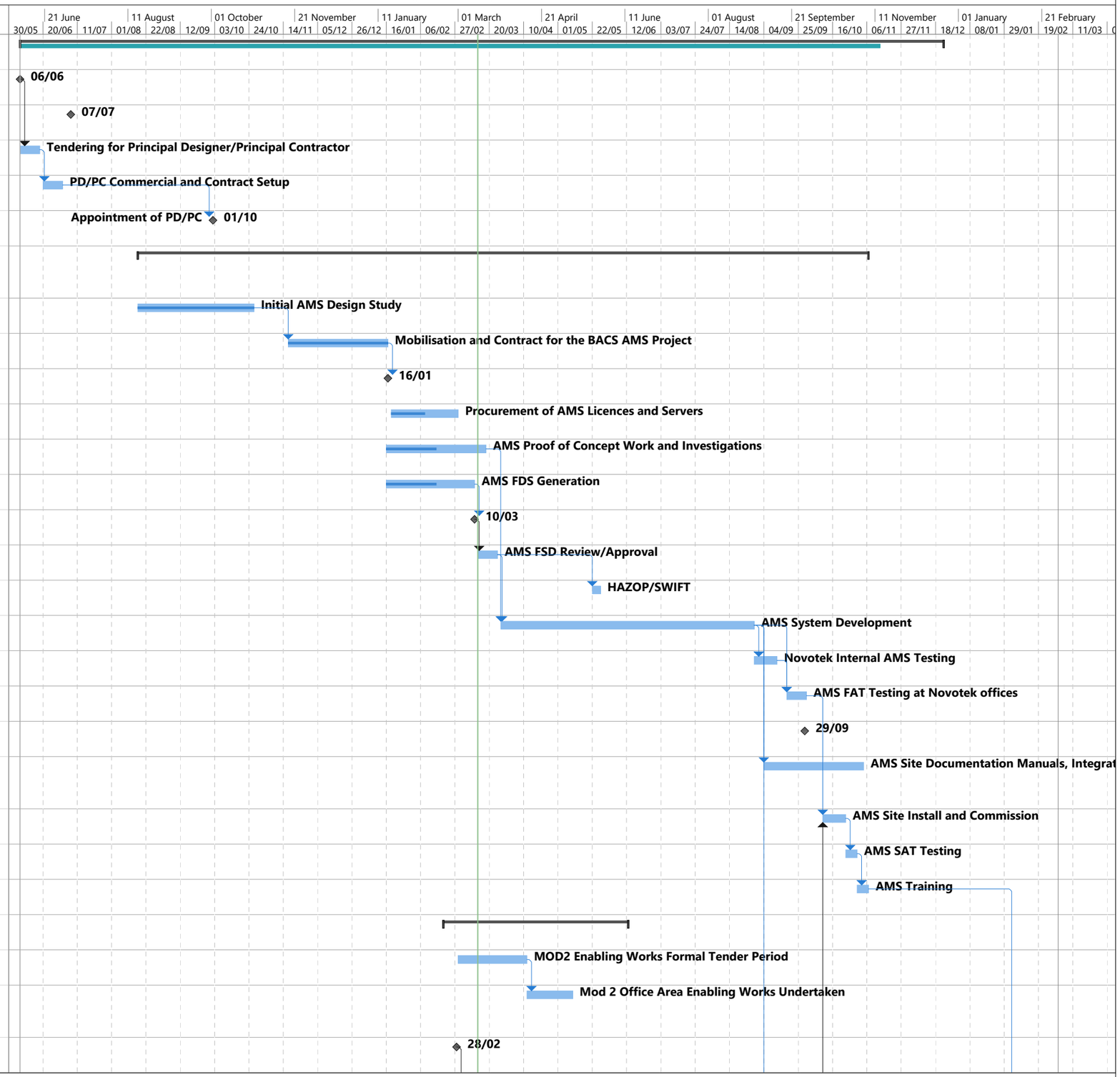
Work Package Number and Title		Building Works	Services	Implementation Issues	Outstanding Issues/risks
	30687-BS-DR-1101		Supply & install complete VRF system as outlined on Schedule 30687-BS-SC-0005.	Complete system consists of: • 2 no external heat pumps • 5 no internal wall units • BC control module • Interconnecting pipework • Insulation • Control panel Electrical supply to be provided to external units and internal units	Holes required to allow for pipe routing, and condensate drains. Pipes to be supported on trays. Method of pipe support to be submitted for approval
	Plowright Installation		Remove and clean all return air grilles.	To allow for new ceiling installation	
			Support retained ceiling cassettes. Clean units and fit with new air filters.	To allow for new ceiling installation	Site survey to see if cassettes can be lifted without breaking/damaging the refrigerant lines
	30687-BS-DR-5004 & 1002		Relocate diffuser to provide fresh air into control room. Extend duct if required or provide extended flexible ducting. Reposition extract grilles in new locations. Re-install cassettes in new ceiling.	Flexible ducting to be limited to 1m in length	
			Commission MOD2 and Plowright control rooms.		
WP 4	**ELECTRICAL**				
	MOD 2 Disinvestment	Removal Dado Trunking from the new control room area.	Ensure Isolation of all Electrical, Data & Access control within the containment.	Electrical outlets are fed from the other side of the building and create a Ring CCT. Data points and Access control isolated by client.	Operatives are still using MOD 2 Power disruption must be kept to a minimum and re -instated in the non-fallow area so operatives can carry on working.
		Dado to be retained for the non-control area new partition wall.			
		Lighting to be removed from the ceiling.	Ensure other trades are informed and temporary emergency lighting is installed.		May affect the MOD 2 office area.
		Fire alarm to be removed.		ADT Fire alarm contractor to implement and add temporary system during works.	Pirbright need to be informed before moves and changes to fire Alarm.
		Access control Disinvestment.		To be disinvested by Pirbright.	Pirbright need to be informed before moves and changes to fire Alarm.
		Removal of Data from Dado trunking	Ensure Patch Bay is un-patched	All cable to be removed back to Patch Bay.	As above
	MOD 2 Installation	New Submains Cable to be installed from the East Feeder Pillar to new DB located within the Intake Room.	Co-ordination with Pirbright and Scitech before installation.		The East Pillar is being moved closer to the MOD 2 building. Liaison with the Sub Contractor will be needed before installation.
		Installation of new Dado trunking system.	Co-ordination with General Builder regarding Partitioning.	Original 3 compartment trunking to be reinstalled on the new partition wall in the office area.	
		Installation of New UPS System requiring new distribution board for out-going sockets.			Test and commissioning to be completed by Specialist subcontractor

Work Package Number and Title		Building Works	Services	Implementation Issues	Outstanding Issues/risks
	Plowright Disinvestment	Removal of all Electrical accessories & Data from area as shown in the drawing.	As above	Pirbright security /Engineering and IT will need made aware before work commences.	Circuits to be removed from Control Room DB.
		Removal of lighting.		The lighting is on a DALI system (Delmatic). The Lighting control modules need to be retained. The luminaires need to be removed as per the light switches.	The new Lighting system is not Dal it is stand alone.
		Removal of IT from Dado.	Co-ordination with IT Dept	Outlet numbers and cables to be retained.	
		Security Distribution Board isolation.	Co-ordination with Pirbright Engineering	To be used for 110v temporary power supply whilst building works carry on.	
	Plowright Installation	Lighting system installation will be completely stand-alone from the Dali system.			Make sure that the contactor understands the Delmatic Dali Lighting system
		All power for the new installation will be derived from the existing security Distribution Board.			Stage 4 design calculation needed for new circuits and max demand.
		New UPS system with external Distribution.	The UPS will be housed within the new Control room.		Volt free contact signals (up to 5 for BMS) will be made available to the UPS engineers.
		3 x RTK Fused connection circuit to be retained and used a s a Ring CCT.		Make sure the correct DB is isolated and a new feed is available to feed the RTK panels	
WP5	**CONTROLS**				
	MOD2 Installation Refer to dwg 30687-EL-DR-1001		Termination of 100 Pairs of cables of signal cables (5x20 BS5308 Part 1 Type 2 - 1.5mm^2 Instrument Cable) into RTK Panel in Control Room	Cables will be run by others coming through the floor directly under the RTK Panel.	Signals / termination information to be defined by the client.
	Refer to dwg 30687-EL-DR-1001		Cabling and termination of 118 pairs of signal cables from the RTK Panel in Control Room through the wall and into the Novotek PLC panel in the Intake Room. Cables to be provided by contactor (BS 5308 Part 1 Type 1 - 1mm^2 Instrumentation Cable) – suitable multicore cable is preferred. Suitable containment required.	Wall penetration required for cables.	Signals / termination information to be defined by the client.
	Refer to dwg 30687-EL-DR-1001		Cabling and termination of 5 pairs of signal cables from the UPS into the Novotek PLC panel (all within the Intake Room). Cable to be provided by contactor (BS 5308 Part 1 Type 1 - 1mm^2 Instrumentation Cable) – 5-pair cable suggested. Suitable containment required.		Signals / termination information to be defined by the client.

Work Package Number and Title		Building Works	Services	Implementation Issues	Outstanding Issues/risks
	Refer to dwg 30687-EL-DR-1001		Cabling and termination of 4 pairs of signal cables from the wall-mounted Beacon/Sounder on the East wall of Control Room into the Novotek PLC panel to wall-mounted Beacon set. Cable to be provided by contactor (BS 5308 Part 1 Type 1 - 1mm^2 Instrumentation Cable) – 5-pair cable suggested. Suitable containment required.	Wall penetration required for cables.	Signals / termination information to be defined by the client.
	Plowright Installation Refer to dwg 30687-EL-DR-1003		Termination of 100 Pairs of signal cables (5x20 BS5308 Part 1 Type 2 - 1.5mm^2 Instrument Cable) into the three RTK Panels in Control Room. Final running of cables and containment within Control Room to be included.	Cables will be run by others to a location adjacent to the three RTK Panels in the Plowright Control Room.	Signals / termination information to be defined by the client.
	Refer to dwg 30687-EL-DR-1003		Cabling of Volt-free contacts from the UPS in the Control Room to the Novotek PLC panel on the HEPA Deck – 5 pairs. Cable (BS 5308 Part 1 Type 1 - 1mm^2 Instrumentation Cable) will be supplied and installed between the Control Room and HEPA Deck in advance by others. Final running of cables and containment within Control Room & HEPA Deck and termination at both ends (UPS and PLC on the HEPA Deck) to be included.	The HEPA deck is on the Second Floor. It is an access-controlled area, access for works to be coordinated with TPI. Cable termination details will be supplied when defined. Note that 230v power cabling from the UPS unit in Control Room to the Novotek PLC panel on the HEPA Deck is also required (covered by Electrical Specification) – 230v cable to be installed by others for termination by Contractor.	Signals / termination information to be defined by the client.
	Refer to dwg 30687-EL-DR-1003		Cabling of Beacon/Sounder in Control Room. Connections from Novotek PLC panel to wall-mounted Beacon set on West wall – 4 pairs. Cable (BS 5308 Part 1 Type 1 - 1mm^2 Instrumentation Cable) will be supplied by others, run in advance between the Control Room and HEPA Deck Final running of cables and containment within Control Room & HEPA Deck and termination at both ends (Beacon set and PLC on the HEPA Deck) to be included.	The HEPA deck is on the Second Floor. It is an access-controlled area, access for works to be coordinated with TPI. Cable termination details will be supplied when defined.	Signals / termination information to be defined by the client.

The Pirbright Institute - BACS Alarms & Human Factors Project Program (Project IAHD262100)

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		**BACS Alarms and Human Factors Upgrade Project**	**397 days**	**Mon 06/06/22**	**Fri 22/12/23**	
2		Project Manager appointed	0 wks	Mon 06/06/22	Mon 06/06/22	
3		HF Consultant appointed	0 wks	Thu 07/07/22	Thu 07/07/22	
4		Tendering for Principal Designer/Principal Contractor	2 wks	Mon 06/06/22	Fri 17/06/22	2
5		PD/PC Commercial and Contract Setup	2 wks	Mon 20/06/22	Fri 01/07/22	4
6		Appointment of PD/PC	0 days	Sat 01/10/22	Sat 01/10/22	5
7		**Novotek Alarm Management System (AMS) Development**	**311 days**	**Wed 17/08/22**	**Mon 06/11/23**	
8		Initial AMS Design Study	10.2 wks	Wed 17/08/22	Wed 26/10/22	
9		Mobilisation and Contract for the BACS AMS Project	7 wks	Thu 17/11/22	Mon 16/01/23	8
10		Novotek Appointment	0 wks	Mon 16/01/23	Mon 16/01/23	9
11		Procurement of AMS Licences and Servers	5.8 wks	Thu 19/01/23	Tue 28/02/23	
12		AMS Proof of Concept Work and Investigations	9 wks	Mon 16/01/23	Fri 17/03/23	
13		AMS FDS Generation	8 wks	Mon 16/01/23	Fri 10/03/23	
14		AMS FDS Submission	0 days	Fri 10/03/23	Fri 10/03/23	13
15		AMS FSD Review/Approval	10 days	Mon 13/03/23	Fri 24/03/23	14
16		HAZOP/SWIFT	1 wk	Mon 22/05/23	Fri 26/05/23	15
17		AMS System Development	22.2 wks	Mon 27/03/23	Mon 28/08/23	12,15
18		Novotek Internal AMS Testing	10 days	Tue 29/08/23	Mon 11/09/23	17
19		AMS FAT Testing at Novotek offices	2 wks	Mon 18/09/23	Fri 29/09/23	17,18
20		AMS FAT Testing complete	0 wks	Fri 29/09/23	Fri 29/09/23	
21		AMS Site Documentation Manuals, Integration Plan & Preparation for Training	9 wks	Mon 04/09/23	Fri 03/11/23	17
22		AMS Site Install and Commission	10 days	Tue 10/10/23	Mon 23/10/23	19,41
23		AMS SAT Testing	5 days	Tue 24/10/23	Mon 30/10/23	22
24		AMS Training	5 days	Tue 31/10/23	Mon 06/11/23	23
25		**Control Rooms Design and Tender Period**	**81 days**	**Mon 20/02/23**	**Mon 12/06/23**	
26		MOD2 Enabling Works Formal Tender Period	6 wks	Wed 01/03/23	Tue 11/04/23	
27		Mod 2 Office Area Enabling Works Undertaken	4 wks	Wed 12/04/23	Tue 09/05/23	26
28		Control Room Layout Design Freeze	0 days	Tue 28/02/23	Tue 28/02/23	

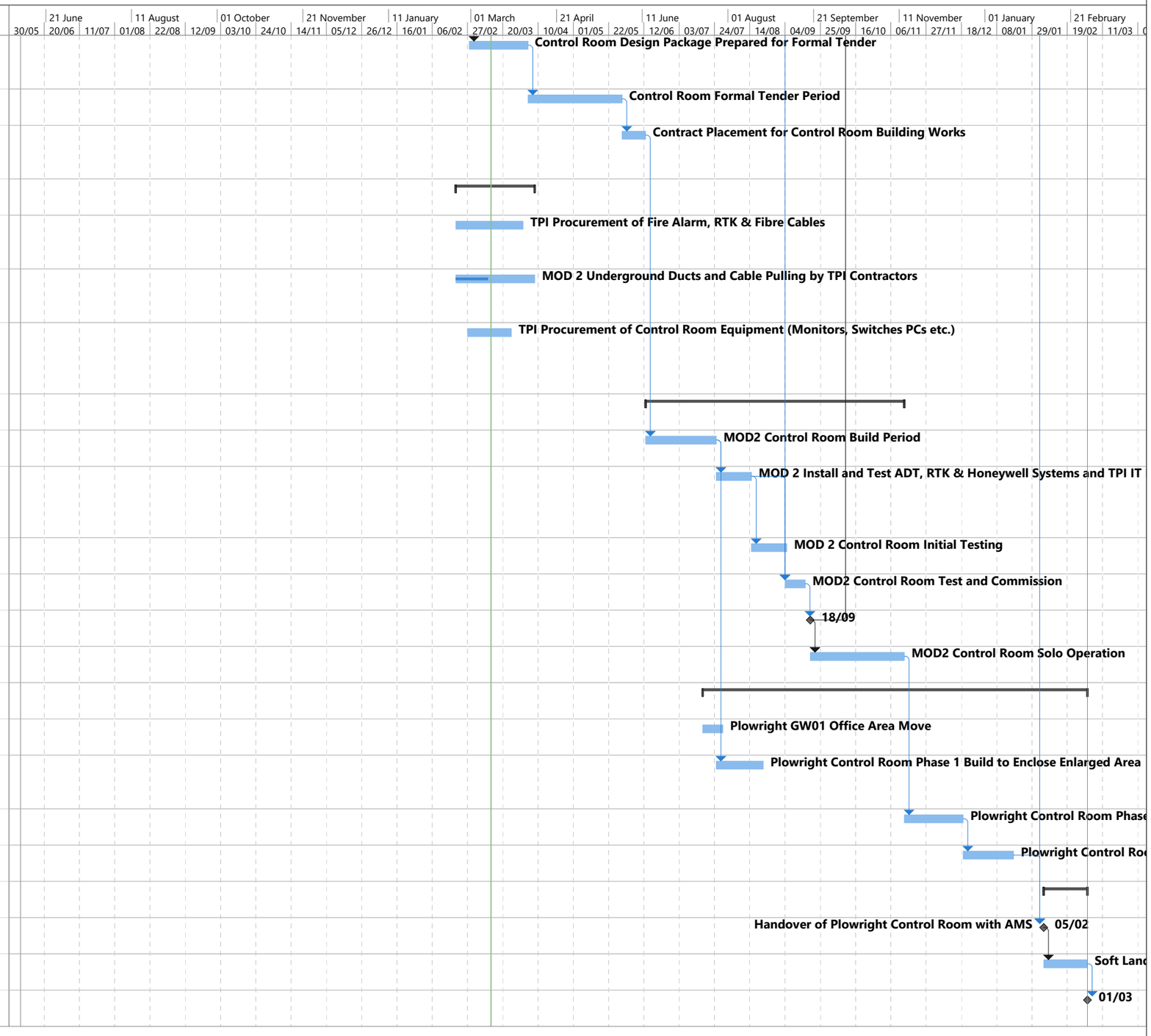


Project: BACS Alarms & Human Factors

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

The Pirbright Institute - BACS Alarms & Human Factors Project Program (Project IAHD262100)

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
29		Control Room Design Package Prepared for Formal Tender	5 wks	Tue 28/02/23	Mon 03/04/23	28
30		Control Room Formal Tender Period	8 wks	Tue 04/04/23	Mon 29/05/23	29
31		Contract Placement for Control Room Building Works	2 wks	Tue 30/05/23	Mon 12/06/23	30
32		**TPI Procurement**	**35 days**	**Mon 20/02/23**	**Fri 07/04/23**	
33		TPI Procurement of Fire Alarm, RTK & Fibre Cables	6 wks	Mon 20/02/23	Fri 31/03/23	
34		MOD 2 Underground Ducts and Cable Pulling by TPI Contractors	7 wks	Mon 20/02/23	Fri 07/04/23	
35		TPI Procurement of Control Room Equipment (Monitors, Switches PCs etc.)	4 wks	Mon 27/02/23	Fri 24/03/23	
36		**MOD2 Control Room Build and Fit Out**	**110 days?**	**Tue 13/06/23**	**Mon 13/11/23**	
37		MOD2 Control Room Build Period	6 wks	Tue 13/06/23	Mon 24/07/23	31
38		MOD 2 Install and Test ADT, RTK & Honeywell Systems and TPI IT Equipment	3 wks	Tue 25/07/23	Mon 14/08/23	37
39		MOD 2 Control Room Initial Testing	15 days?	Tue 15/08/23	Mon 04/09/23	38
40		MOD2 Control Room Test and Commission	2 wks	Mon 04/09/23	Fri 15/09/23	17,38
41		MOD 2 Control Room Fully Operational	0 days	Mon 18/09/23	Mon 18/09/23	40
42		MOD2 Control Room Solo Operation	8 wks	Tue 19/09/23	Mon 13/11/23	41
43		**Plowright Control Room Build and Fit Out**	**158 days**	**Mon 17/07/23**	**Fri 01/03/24**	
44		Plowright GW01 Office Area Move	10 days	Mon 17/07/23	Fri 28/07/23	
45		Plowright Control Room Phase 1 Build to Enclose Enlarged Area	4 wks	Tue 25/07/23	Mon 21/08/23	37
46		Plowright Control Room Phase 2 Build and Fit Out	5 wks	Tue 14/11/23	Mon 18/12/23	42
47		Plowright Control Room Test and Commission	15 days	Tue 19/12/23	Wed 17/01/24	46
48		**Final Tests and Handover**	**20 days**	**Mon 05/02/24**	**Fri 01/03/24**	
49		Handover of Plowright Control Room with AMS	0 days	Mon 05/02/24	Mon 05/02/24	47,24
50		Soft Landings Period	4 wks	Mon 05/02/24	Fri 01/03/24	49
51		Project Handover	0 days	Fri 01/03/24	Fri 01/03/24	50



Project: BACS Alarms & Human Factors

Task | Split | Milestone | Summary | Project Summary | Inactive Task | Inactive Milestone | Inactive Summary | Manual Task | Duration-only | Manual Summary Rollup | Manual Summary | Start-only | Finish-only | External Tasks | External Milestone | Deadline | Progress | Manual Progress

Appendix C – Pricing Schedule

The Pirbright Institute - Control Rooms Pricing Schedule

Scitech House
Mill Lane
Godalming
Surrey GU7 1EY
www.scitech.com

Ref	Description	Unit	Rate	Total
	MOD2 Building			
	Preliminary and General items			£0.00
1.1	Allow for Supervision of the works			£0.00
1.2	Allow for the management of Health and Safety			£0.00
1.3	Allow for temporary hoarding and protection as necessary			£0.00
1.4	Allow for skips and rubbish removal			£0.00
1.5	Allow for CAD of as-built architectural, mechanical, electrical and data drawings.			£0.00
	General			
	Reference drawings			
	30687-AR-DR-1001,1201,1301,1401,1501,3001,3002, 3011			
	30687-AR-SP-0001			
	Builders Work including demolition			
	MOD2 Disinvestment works			
2.1	Remove and dispose vinyl faced plasterboard from external walls			£0.00
2.2	Remove and dispose vinyl faced plasterboard from both sides of office wall			£0.00
2.3	Remove and dispose existing floor carpet tiles			£0.00
2.4	Remove and dispose external door DEX1			£0.00
2.5	Remove and dispose windows W01 – W12 inclusive			£0.00
2.6	Remove and dispose of internal vision panel			£0.00
2.7	Remove and disposed area of OSB floor from new intake room as shown on Melliss drawing i-M6663-01			£0.00
	Structural Works			
3.1	Install galvanised cold rolled floor beams as shown on Melliss drawing i-M6663-01			£0.00
3.2	Install 18mm WBP plywood floor to intake room as shown on Melliss drawing i-M6663-01			£0.00
	Builders Work			
4.1	Fit replacement door and frame DEX1 available from Relocatable Building Systems Unit 25 Hilton Industrial Estate Sutton Lane Hilton Derbyshire DE65 5FE Tel: 01283 734900 Mob: 07956 060658 or similar approved			£0.00
4.2	Mastic bond and rivet new Plastisol coated steel sheet externally to cover removed split coil fan units			£0.00

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Ref	Description	Unit	Rate	Total
4.3	Install windows W01 – W07 and W12 available from Premier Installations Unit C The Old Diary, Manor Road, Marston Trading Estate, Frome, BA11 4BN. Or similar approved			£0.00
4.4	Remove windows W8 to W11 and dispose off of site. Remove the complete steel Plastisol covered sheet and replace with a new steel sheet. Insulate the wall and internally and clad as described elsewhere			£0.00
4.5	Cut holes in external walls for MHVR air intakes and extracts			£0.00
4.6	External walls to have: 1 no. layer 12mm WBP plywood and new 12mm square edge vinyl coated duplex plasterboard over			£0.00
4.7	White UPVC Joint cover strips to match existing			£0.00
4.8	UPVC Skirting/architrave/coving to match existing			£0.00
4.9	Window voids to be full filled with PIR insulation.			£0.00
4.10	Internal walls: 12mm plywood to the control room side.			£0.00
4.11	12mm square edge vinyl coated plasterboard to control room side to match existing			£0.00
4.12	Full fill Rockwool sound deadening quilt			£0.00
4.13	White UPVC Joint cover strips to match existing			£0.00
4.14	UPVC Skirting/architrave/coving to match existing			£0.00
4.15	Where existing electrical and mechanical building services are removed fixing holes are to be filled and made good			£0.00
4.16	Ceiling to have 2 no. coats white Dulux Trade Satinwood			£0.00
4.17	Control room to have Forbo Structure 2 Linear 50x50cm carpet tiles fitted			£0.00
4.18	Intake room to have Forbo Surestep Original R10 fully welded vinyl floor fitted			£0.00
	External works			
5.1	Provide new external reinforced concrete slab for AHU's as shown on Melliss drawing i-M6663-01			£0.00
5.2	Provide new galvanised 1.8m high chain link fence and gate around concrete base			£0.00
	Mechanical Works			
	Reference Drawings/Documents			
	30687-BS-DR-1001 & 5001			
	30687-BS-SC-0001 to 0004 for equipment schedules			
	30687-BS-DR-1101			
	30687-BS-SP-0001 to 0005			
6.1	Install new external Heat Pumps on concrete pad in secure compound			£0.00
6.2	Install new HRVU in the Intake Room. Level unit by means of adjustable feet.			£0.00
6.3	Supply and install ductwork flexible connections at HRVU.			£0.00
6.4	Fit condensate traps as supplied with unit and supply and install condensate drain lines pipe to exterior.			£0.00
6.5	Supply & install all ductwork complete with fixing/supports.			£0.00
6.6	Supply & install volume control dampers & access doors.			£0.00
6.7	Supply & install grilles and diffusers.			£0.00

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Ref	Description	Unit	Rate	Total
6.8	Supply & install inlet and extract louvres through external wall			£0.00
6.9	Supply & install electric heater in fresh air inlet duct.			£0.00
6.10	Supply and install electronic controller on wall. Supply & install duct temperature probe in fresh air inlet			£0.00
6.11	Supply & install all ductwork insulation to supply air, return air, fresh air inlet			£0.00
6.12	Supply & install complete VRF system as outlined on Schedule 30687-BS-SC-0005			£0.00
6.13	Commission MOD2 Control room			£0.00
	Electrical Works			
	Reference Drawings/Documents			
	3067-EL-DR-1001 **3067-EL-DR-1002**			
	30687-EL-SP-0001			
7.1	Allow for temporary electrical board lighting and 110Volt small power system			£0.00
7.2	Allow for attendance on ADT clients direct employed Fire alarm installer			£0.00
7.3	Allow for attendance on Front Line Clients direct employed Access Control and CCTV contractor.			£0.00
7.4	A New Submains Cable will be installed by others from the East Feeder Pillar including a new DB located within the Intake Room.			£0.00
7.5	Installation of new Dado trunking system			£0.00
7.6	Installation of New UPS System requiring new distribution board for out going sockets.			£0.00
7.7	Install of small power and data systems as indicated on drawings			£0.00
7.8	Cat 5 data cabling from data points to new rack in the intake room (rack supplied by the Employer)			£0.00
7.9	Take delivery of the following equipment supplied free issue by the employer, collect from store unpack dispose of wrapping and install as follows			£0.00
7.10	Three 55inch monitors fixed to the control room walls as indicated on drawings including power and data supplies			£0.00
7.11	One 42inch permit screen fixed to the control room wall including power and data supplies.			£0.00
7.12	Four sit stand control room desks each desk with three 27 inch monitors including power and data supplies taking note of the cable management.			£0.00
7.13	Control panels as indicated on the drawings including connection cabling and CAT5 data cabling (fibre cables will be supplied and terminated by the employer's in house team)			£0.00
7.14	RTK life safety alarm panels with 100 pairs of 1.5mm signal cables			£0.00
7.15	Interconnection of 118 pairs between the RTK panel and the PLC Panel			£0.00
7.16	Interconnection of 5 Pairs between UPS and the PLC Panel for status indication			£0.00
7.17	Interconnection of 4 Pairs between Wall Beacon and the PLC Panel for status indication			£0.00
7.18	Honeywell Viglion Panel mounting and power supply (fibre connection by others)			£0.00
7.19	Interconnecting cables from all mechanical installations			£0.00
	Sub Total MOD2 Control Room			£0.00
	Plowright Building			

The Pirbright Institute - Control Rooms Pricing Schedule

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Ref	Description	Unit	Rate	Total
	Preliminary and General items			
8.1	Allow for Supervision of the works			£0.00
8.2	Allow for the management of Health and Safety			£0.00
8.3	Allow for temporary hoarding and protection as necessary			£0.00
8.4	Allow for skips and rubbish removal			£0.00
8.5	Allow for CAD of as-built architectural, mechanical, electrical and data drawings.			£0.00
	General			
	Reference Drawings/Documents			
	3067-AR-DR 1002,1202,1302,1402,1502,300,3007,4001			
	30687-AR-SP-0001			
9.1	Initial Control Room extension works to be carried out when MOD2 works are at an advanced stage			£0.00
9.2	Return to site after MOD2 Control Room has been operating for a period to complete removal of the partion wall and fit-out works for the enlarged control room.			£0.00
	Builders Work including demolition			
	Plowright Disinvestment works			£0.00
10.1	Remove existing office furniture and storage and store/relocate on site			£0.00
10.2	Remove and dispose ceiling and grid affected by works			£0.00
10.3	Remove and dispose of stud partition wall to underside of concrete soffit			£0.00
10.4	Remove office carpet – keep best tiles to refit administration GW01 area upon completion of control room walls			£0.00
10.5	Existing control room services to be protected for duration of works			£0.00
	Structural Works			
11.1	Install steel frame as shown on Melliss drawing i-M6663-01			£0.00
11.2	Decorate steel frame as detailed in architectural specification			£0.00
	Builders Work			
12.1	Construct new stud partition wall to underside of soffit – plasterboard to be scribed around services in ceiling void			£0.00
12.2	Skirting and architrave to match existing			£0.00
12.3	Install Komfort Polar 35 glazed partition system – obscure panels to be provided by means of applied film			£0.00
12.4	Existing and new walls to have 2 no. coats emulsion from the Dulux Dimensions range – see architectural specification			£0.00
12.5	Install new Ecophon Focus DG suspended ceiling grid and tiles to match existing			£0.00
12.6	Make good/amend existing suspended ceiling locally adjacent to extended control room			£0.00
12.7	Control room to have Forbo Struktur 2 Linear 50x50cm carpet tiles fitted			£0.00
12.8	Existing administration GW01 area carpet tiles to be re-laid to suit new control room walls			£0.00
12.9	Fabricate and install metal protection system to obsure lower panes of North wall glazing systyem to match existing control room			£0.00

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Ref	Description	Unit	Rate	Total
	Mechanical Work			
	Reference Drawings/Documents			
	30687-BS-DR-1002 & 5004			
13.1	Remove and clean all return air grilles.			£0.00
13.2	Support retained ceiling cassettes.			£0.00
13.3	Clean units and fit with new air filters			£0.00
13.4	Relocate diffuser to provide fresh air into control room. Extend duct if required or provide extended flexible ducting.			£0.00
13.5	Reposition extract grilles in new locations.			£0.00
13.6	Re-install cassettes in new ceiling.			£0.00
13.7	Commission and Plowright Control rooms			£0.00
	Electrical Work			
	Reference Drawings/Documents			
	30687-EL-DR-1503,1504,1003,1004			
	30687-EL-SP-0001			
14.1	Allow for temporary electrical board lighting and 110Volt small power system			£0.00
14.2	Allow for attendance on ADT clients direct employed Fire alarm installer			£0.00
14.3	Allow for attendance on Front Line Clients direct employed Access Control and CCTV contractor.			£0.00
14.4	Removal of all Electrical accessories & Data from area as shown in the drawing.			£0.00
14.5	Removal of lighting			£0.00
14.6	Removal of IT from Dado			£0.00
14.7	Installation of New UPS System requiring new distribution board for out going sockets.			£0.00
14.8	Install of small power and data systems as indicated on drawings			£0.00
14.9	Cat 5 data cabling from data points to new rack in the control room room (rack supplied by the Employer)			£0.00
14.10	Take delivery of the following equipment supplied free issue by the employer, collect from store unpack dispose of wrapping and install as follows			£0.00
14.11	Three 55inch monitors fixed to the control room walls as indicated on drawings including power and data supplies.			£0.00
14.12	One 42inch permit screen fixed to the control room wall including power and data supplies.			£0.00
14.13	Four sit stand control room desks each desk with three 27 inch monitors including power and data supplies taking note of the cable management.			£0.00
14.14	Control panels as indicated on the drawings including connection cabling and CAT5 data cabling (fibre cables will be supplied and terminated by the employer's in-house team)			£0.00
14.15	RTK life safety alarm panels with 100 pairs of 1.5mm signal cables to be connected to the three existing RTK panels			£0.00
14.16	Final termination of 5 Pairs between UPS and the PLC Panel for status indication			
14.17	Final termination of 4 Pairs between Wall Beacon and the PLC Panel for status indication.			
	Sub Total Plowright Control Room			£0.00

The Pirbright Institute - Control Rooms Pricing Schedule

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Ref	Description	Unit	Rate	Total
	Grand Total for the Project			**£0.00**

Appendix D – Contract

NEC3 Engineering & Construction Contract Option A

Construction Works to form two Control Rooms at The Pirbright Institute

April 2023

Signed for and on behalf of
The Pirbright Institute

Position:_____

Date:_____

Signed for and on behalf of

Position:_____

Date:_____

The Pirbright Institute Ash Road, Pirbright, Woking, GU24 0NF UK
t +44 (0)1483 232441 f +44 (0)1483 232448 e enquiries@pirbright.ac.uk

Preventing and controlling viral diseases
www.pirbright.ac.uk

Biotechnology and Biological Sciences Research Council

A company limited by guarantee, registered in England no.559784.
The Pirbright Institute is also a registered charity.
The Institute receives strategic funding from BBSRC UKRI.

CONTRACT DATA

Part one – Data provided by the *Employer*

Completion of the data in full, according to the Options chosen, is essential to create a complete contract.

Statements given in all contracts

1 General

- The *conditions of contract* are the core clauses and the clauses for main Option A, dispute resolution Option W1 and secondary Options X5 of the NEC3 Engineering and Construction Contract April 2013.
- The works are

Construction work to form new Control Room in existing modular Building and alteration and extension of existing Control Room together with ancillary services

- The *Employer* is
  Name The Pirbright Institute
  Address Ash Road
  Pirbright Surrey GU24 0NF
- The *Project Manager* is
  Name Scitech Engineering Limited
  Address Mill Lane, Godalming
  Surrey GU7 1EY
- The *Supervisor* is
  Name Andrew Burgess and Mark Kaye
  Address Scitech Engineering as above
- The *Adjudicator* is
  Name Will be appointed by the Royal Institute of Chartered Surveyors
  Address 12 Great George Street SW1P 3AD
- The Works Information is in
  The tender documents
- The Site Information is in
  Site information is contained in the drawings and the associated tender documenst setting out Locations and security requirments

The Pirbright Institute Site

- The *boundaries of the site* are .....
- The *language of this contract* is English
- The *law of the contract* is the law of English
- The *period for reply* is two weeks.
- The *Adjudicator nominating body* is The RICS
- The *tribunal* is Not applicable

.....

- The following matters will be included in the Risk Register

see appendix C

.....

.....

3 Time

- The *starting date* is To be agreed
- The *access dates* are

Part of the Site	Date
1 As required	.....
2	.....
3	.....

- The *Contractor* submits revised programmes at intervals no longer than Four Weeks weeks.

4 Testing and Defects

- The *defects date* is 12 weeks after Completion of the whole of the *works*.
- The *defect correction period* is 12 months weeks except that
  - The *defect correction period* for n/a is ..... weeks
  - The *defect correction period* for n/a is ..... weeks.

5 Payment

- The *currency of this contract* is the GBP
- The *assessment interval* is monthly weeks (not more than five).
- The *interest rate* is 4 % per annum (not less than 2) above the ..... rate of the Bank of England bank.

6 Compensation events

- The place where weather is to be recorded is
  Met office weather station at South Farnborough
- The *weather measurements* to be recorded for each calendar month are
  - the cumulative rainfall (mm)
  - the number of days with rainfall more than 5 mm
  - the number of days with minimum air temperature less than 0 degrees Celsius
  - the number of days with snow lying at 1100 hours GMT
  - and these measurements:
    This is a fit out contract
- The *weather measurements* are supplied by Met Office
- The *weather data* are the records of past *weather measurements* for each calendar month which were recorded at .....
  and which are available from .....

Where no recorded data are available

- Assumed values for the ten year return *weather data* for each *weather measurement* for each calendar month are

8 Risks and insurance

- The minimum limit of indemnity for insurance in respect of loss of or damage to property (except the *works*, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the *Contractor*) caused by activity in connection with this contract for any one event is
  £5 million
- The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the *Contractor* arising out of and in the course of their employment in connection with this contract for any one event is
  £10 million

Optional statements

If the *tribunal* is arbitration

- The *arbitration procedure* is The International Chamber of Commerce
- The place where arbitration is to be held is
  In the UK
- The person or organisation who will choose an arbitrator
  - if the Parties cannot agree a choice or
  - if the *arbitration procedure* does not state who selects an arbitrator is
    The RICS 12 Great George Street SW1P 3AD

If the *Employer* has decided the *completion date* for the whole of the *works*

- The *completion date* for the whole of the *works* is 15 weeks after the start date

If the *Employer* is not willing to take over the *works* before the Completion Date

- The *Employer* is not willing to take over the *works* before the Completion Date.

If no programme is identified in part two of the Contract Data

- The *Contractor* is to submit a first programme for acceptance within one weeks of the Contract Date. a programme is identified

If the *Employer* has identified work which is to meet a stated *condition* by a *key date*

- The *key dates* and *conditions* to be met are

condition to be met	*key date*
1 to be agreed and recorded by letter	
2	
3	

If the period in which payments are made is not three weeks and Y(UK)2 is not used

- The period within which payments are made is 4 weeks

If Y(UK)2 is used and the final date for payment is not 14 days after the date when payment is due

- The period for payment is n/a

If there are additional *Employer*'s risks

- These are additional *Employer*'s risks
  1 Not used
  2
  3

If the *Employer* is to provide Plant and Materials

- The insurance against loss of or damage to the *works*, Plant and Materials is to include cover for Plant and Materials provided by the *Employer* for an amount of
  Not used

If the *Employer* is to provide any of the insurances stated in the Insurance Table

- The *Employer* provides these insurances from the Insurance Table

1. Insurance against the employer will continue to insure all facilities on the site
Cover/indemnity is
The deductibles are.
2. Insurance against
Cover/indemnity is
The deductibles are.
3. Insurance against
Cover/indemnity is
The deductibles are.

If additional insurances are to be provided

- The *Employer* provides these additional insurances

1. Insurance against not used
Cover/indemnity is
The deductibles are.
2. Insurance against
Cover/indemnity is
The deductibles are.
3. Insurance against
Cover/indemnity is
The deductibles are.

- The *Contractor* provides these additional insurances

1. Insurance against Professional Indemnity Insurance
Cover/indemnity is £5 million pounds and the insurance is to be provided for three years from the starting date
2. Insurance against
Cover/indemnity is
3. Insurance against
Cover/indemnity is

If Option X1 is used

- The proportions used to calculate the Price Adjustment Factor are

0. ..... linked to the index for not used
0. .....
0. .....
0. .....
0. .....
0. .....
0. ..... non-adjustable

1.00

- The *base date* for indices is not used
- The indices are those prepared by not used

If Option X3 is used

- The *Employer* will pay for the items or activities listed below in the currencies stated

items and activities	other currency	total maximum payment in the currency
not used		

- The *exchange rates* are those published in .....
  on not used (date).

If Option X5 is used

- The *completion date* for each *section* of the *works* is

section	description	*completion date*
1	MOD2 Control Room	5 weeks after start
2	Plowright Control Room Phase 1	9 weeks after start
3	Plowright Control Room Completion	TBA but a return to site will be required after MOD2 control room has been operational for 8 weeks
4		

If Options X5 and X6 are used together

- The bonus for each *section* of the *works* is

section	description	amount per day
1	not used	
2		
3		
4		

Remainder of the *works* .....

If Options X5 and X7 are used together

- Delay damages for each *section* of the *works* are

section	description	amount per day
1	not used	
2		
3		
4		

Remainder of the *works* .....

If Option X6 is used (but not if Option X5 is also used)

- The bonus for the whole of the *works* is not used per day.

If Option X7 is used (but not if Option X5 is also used)

- Delay damages for Completion of the whole of the *works* are ..... per day.

1% of the contract sum per week to a maximum of 10% of the contract sum

If Option X12 is used

- The *Client* is

  Name ..... not used .....

  Address .....

  .....

- The *Client's objective* is

  ..... not used .....

  .....

  .....

  .....

  .....

  .....

  .....

- The Partnering Information is in

  ..... not used .....

  .....

  .....

  .....

If Option X13 is used

- The amount of the performance bond is ..... not used .....

If Option X14 is used

- The amount of the advanced payment is ..... not used .....
- The *Contractor* repays the instalments in assessments starting not less than ..... weeks after the Contract Date.
- The instalments are ..... not used .....

  .....

  (either an amount or a percentage of the payment otherwise due)
- An advanced payment bond is/~~is not~~ required.

If Option X16 is used

- The *retention free amount* is ..... not used .....
- The *retention percentage* is ..... not used ..... %.

If Option X17 is used

- The amounts for low performance damages are

amount	performance level
.....	for ..... not used .....
.....	for .....
.....	for .....
.....	for .....

If Option X18 is used Not used

- The *Contractor*'s liability to the *Employer* for indirect or consequential loss is limited to .....
- For any one event, the *Contractor*'s liability to the *Employer* for loss of or damage to the *Employer*'s property is limited to.....
- The *Contractor*'s liability for Defects due to his design which are not listed on the Defects Certificate is limited to .....
- The *Contractor*'s total liability to the *Employer* for all matters arising under or in connection with this contract, other than excluded matters, is limited to.....
- The *end of liability date* is.....years after the Completion of the whole of the *works*.

If Option X20 is used (but not if Option X12 is also used)

- The *incentive schedule* for Key Performance Indicators is in not used .....
- A report of performance against each Key Performance Indicator is provided at intervals of ...not used months.

If Option Y(UK)1 is used and the *Employer* is to pay any charges made and is paid any interest paid by the *project bank*

- The *Employer* is to pay any charges made and is paid any interest paid by the *project bank*.

If Option Y(UK)3 is used

- term — person or organisation

not used	.....
.....	.....
.....	.....
.....	.....

If Options Y(UK)1 and Y(UK)3 are both used

- term — person or organisation

The provisions of Option Y(UK)1	Named Suppliers

If Option Z is used

- The *additional conditions of contract* are not used .....
.....

Part two – Data provided by the *Contractor*

Completion of the data in full, according to the Options chosen, is essential to create a complete contract.

Statements given in all contracts

- The *Contractor* is

  Name .....

  Address .....

  .....
- The *direct fee percentage* is ..... not used .....%.
- The *subcontracted fee percentage* is ..... not used .....%.
- The *working areas* are the Site and ..... as required .....
- The key people are

  (1) Name.....

  Job.....

  Responsibilities.....

  .....

  Qualifications .....

  Experience.....

  .....

  (2) Name.....

  Job.....

  Responsibilities.....

  .....

  Qualifications.....

  Experience.....

  .....
- The following matters will be included in the Risk Register

  to be discussed

  .....

  .....

  .....

  .....

Optional statements

If the *Contractor* is to provide Works Information for his design

- The Works Information for the *Contractor*'s design is in

  The contractor will be responsilbe for the detail design of the following

  The electrical and data service containment

  The detailed design of the HVAC system in MOD2

  .....

  .....

  .....

If a programme is to be identified in the Contract Data

- The programme identified in the Contract Data is .....

If the *Contractor* is to decide the *completion date* for the whole of the *works*

- The *completion date* for the whole of the *works* is .....

If Option Y(UK)1 is used

- The *project bank* is not used
- *named suppliers* are not used

Data for the Shorter Schedule of Cost Components

- The *activity schedule* is not used
- The tendered total of the Prices is .....
- The percentage for people overheads is not used %.
- The published list of Equipment is the last edition of the list published by Not used
- The percentage for adjustment for Equipment in the published list is not used % (state plus or minus).
- The rates for other Equipment are

Equipment	size or capacity	rate
not used		

Daily rates for authorised variations

- The hourly rates for Defined Cost of design outside the Working Areas are

category of employee	hourly rate
TBA	Daily rate

- The percentage for design overheads is Zero %.
- The categories of design employees whose travelling expenses to and from the Working Areas are included in Defined Cost are not used

Appendix E – Form of Offer

ITT Appendix E - Form of Offer

The Pirbright Institute

(Hereinafter called "TPI")

Tender for Construction Works to form two Control Rooms in existing Buildings at The Pirbright Institute

To: The Pirbright Institute (TPI)
Ash Road, Pirbright
Woking,
Surrey
GU24 0NF

Date: [Bidder to insert date]

The essence of selective tendering is that *bona fide* competitive bids are received from all persons tendering. In recognition of this principle: -

I/We certify that this is a *bona fide* tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the tender, or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We certify that I/ We have not and will not in future, canvassed or solicited any member of TPI in connection with the award of this Tender or any other Tender or proposed Tender and that no person employed by me/us or acting on my/our behalf has done any such act.

I/ We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts: -

a. communicating to a person other than TPI the amount or approximate amount on my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the tender for insurance); or

b. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender submitted; or

c. offering or agreeing to pay or give or paying any sum of money, inducement, or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender any act or omission

I/We also agree the following: -

a. to be responsible for obtaining at our expense all information necessary for the preparation of our tenders.

b. to keep confidential to TPI all information supplied by TPI in or in connection with this Invitation to Tender.

c. TPI is not bound to accept the lowest or any tender. TPI may, unless the bidder expressly stipulates to the contrary, accept any part of any Tender.

d. all information supplied to the bidder by TPI or contained in publications supplied to the bidder is supplied only for general guidance in the preparation of the Tender. Bidders must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by TPI for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

e. in the event of my/our Tender being accepted by TPI the supply of Works/Goods/ Services shall be in accordance with the Tender documents unless TPI shall have expressly agreed in writing to the contrary.

I/We further certify that the principles above have been, or will be, brought to the attention of all sub-contractors, bidders and associate companies providing services or materials connected with this tender, and any contract entered into with the sub-contractors, bidders or associated companies will be made on the basis of compliance with the above principles by all parties.

This section must give details, where the bidder is an individual, by that individual and where the bidder is a partnership, by two duly authorised partners; and where the bidder is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.

Name and Position:	[Insert name and position]
Email:	[Insert e-mail]
Signature:	[Provide signature]
For and on behalf of:	[Insert Tenderer Name]
Address:	[Insert Bidder address]

Appendix F – Specification documentation, drawings, and quotes

Part 1
Architectural Specification and drawings
Included as a separate zip file

Part 2
Electrical Specification and drawings
Included as a separate zip file

Part 3
Mechanical Specification and drawings
Included as a separate ZIP file

Part 4
Quotations
Included below

Appendix F – Specification documentation, drawings, and quotes
Part 4
Quotes
Door DEX1

Kirncroft Engineering Limited

Wadworth Hill
Greens Lane
Burstwick
Hull
HU12 9EY
Web: www.Kirncroft.com
Email: Sales@Kirncroft.com
Tel: 01964 671300 Fax: 01964 671400

QUOTATION
CONTINUATION PAGE 2

Acknowledgement To:
Scitech
Scitech House
Mill Lane
Godalming
Surrey
GU7 1EY

Deliver To:
As Acknowledgement Address

Customer O/N:
Doc Ref: DOC29225
Our Ref: QUO05324 **Please quote this number when making payment**
Customer: XSCI01
Valid To: 01/01/2000
Order Date: 28/02/2023

DESCRIPTION	QUANTITY	PRICE	TOTAL
-			
Pallet and Packaging Levy	1	15.00	15.00
2m x 1m Half Pallet, Priority, D&P	1	106.70	106.70

VAT Analysis

Code	Goods	Rate	VAT
1	1968.20	20.00	393.64

Total Goods	1968.20
Sterling Value	1968.20
Total VAT	393.64
Total Due	2361.84

VAT Number 317186761
Registered Number: 01426170
Directors: M Jackson, R Pryboda
All Sales are subject to our standard terms and conditions, which are available upon request

Windows W01 to W07

PREMIER INSTALLATIONS
WINDOWS · DOORS · CONSERVATORIES

Mr Kaye
Pirbright Institute
Ash Road
Pirbright
Surrey
GU24 0NF

Thursday 25th January

Dear Mr Kaye,

Many thanks for inviting Premier Installations to quote for your proposed installation. Established in 2007, our company has gone from strength to strength beyond our first decade of trading. We bring together trusted British suppliers with our experienced team and expert installers to offer you a comprehensive service from start to finish.

The windows in the control building – White UPVC Oddleg frames 10no with double 6.8mm laminated glass as per your request to meet your needs. £4,300.00 inc vat and fitting.

It is always difficult when choosing a company to undertake improvement work within your home, therefore we offer you complete peace of mind with a dedicated project manager who will be your sole contact, helping you with any queries throughout the whole process.

If you have any queries regarding this quotation or would like to discuss any changes or to proceed, please do not hesitate to contact us. We are here to assist in any way you think might help.

Yours Sincerely

Chris Nash
Tel: 01373 465533

Email: service@Premierinstallations.co.uk