

Schedule of Requirements (SOR)

Supply and Installation of Ergonomic Furniture and Equipment

1 Introduction

- 1.1 At High Speed 2 (HS2) Ltd ("HS2 Ltd), we view health as being equal to safety, and understand that supporting and meeting the individual requirements of each of our employees can improve their physical and emotional health, sense of personal fulfilment and overall productivity.
- 1.2 This 'wellbeing' has positive effects for the individual in terms of longevity of employment and quality of daily life. It also has positive effects for HS2 Ltd as a business, including a workforce that is available and able to work with resultant benefits in terms of increased productivity and reduced sickness.
- 1.3 HS2 Ltd is constantly mindful that the methods of work, the processes, the materials and the equipment used by employees can have implications on their health and wellbeing.
- 1.4 Central to HS2 Ltd's health and safety strategy, therefore, is tackling occupational health risks at source, and making reasonable adjustments to seek to eliminate or control to a level where those risks do not cause harm to the health of the individual.
- 1.5 HS2 Ltd's Health and Safety and Equality, Diversity and Inclusion (EDI) teams work together in order to identify how best to support staff and ensure appropriate assessment and timely provision of support. This includes providing the appropriate ergonomic furniture and equipment to support an employee's daily tasks.
- 1.6 HS2 Ltd is seeking to appoint a qualified ergonomic supplier to provide ergonomic equipment across its premises to provide for support requirements in the workplace. The proposed contract term will be for an initial two years, with the option to extend for a further 12-month period, subject to satisfactory performance.
- 1.7 The aim of this contract will be to:
 - Ensure that staff receive the appropriate equipment in order to mitigate against the impact of ill-health in the workplace;
 - Ensure that appropriate support is put in place within an agreed timeframe;
 - Meet our obligations under Equality and Health and Safety legislation; and
 - Provide management information on the service in order to highlight any issues.
- 1.8 It should be noted by interested suppliers that the provision of occupational health workplace and DSE assessments is not within the scope of this contract.

2 Requirements

- 2.1 The ergonomic equipment will vary from individual to individual depending on their situation but is likely to include, in the main, the items detailed in Table 1 below.
- 2.2 Table 1 details the current brand and item currently being used - HS2 Ltd will accept approved equivalents of equal or greater quality.

Table 1 – Core basket of goods required

Item description	Specification and Relevant Standards	Brand and item model currently used by HS2 Ltd	Approx. volume of orders over last 14 months
Wide range of ergonomic chairs with specialist features to meet requirements of individual assessment.	<p>Comply with DSE Regs 1992</p> <ul style="list-style-type: none"> • Complimentary chair setup service by ergonomic expert and trial period of 14 days. • Order to be processed within 24 hours of receipt, • 2 x chair recommendations to be provided for each request with different price. • Unless items are not in stock delivery to be within 7-10 days. • Access to dedicated Account Manager for additional advice on specification of equipment 	<p>Positiv plus Med chair with arms and neck rest.</p> <p>Adapt 630 with neck roll and 4d arms</p> <p>Positiv Plus high back standard seat no arms</p> <p>RH extend 220 complete with backrest and neck support</p> <p>RH active 220 chair with armrests</p> <p>Positive R600 high back full spec</p>	16
Selection of footstools	<ul style="list-style-type: none"> • Single leg or both leg support when seated with adjustable height. • Delivery within 4 working days, • 14 day trial or return period. 	Aidapt Beaumont leg rest with castors	4
Selection of ergonomic mice to assist with RSI and carpal tunnel syndrome for left and right handed users.	<p>Mice conform to specifications within DSE Regulations</p> <ul style="list-style-type: none"> • 14 day trial or return period • Access to dedicated Account Manager for additional advice on specification of equipment. 	<p>Evoluent 3 vertical right handed wired mouse</p> <p>Evoluent 3 vertical left handed wired mouse</p> <p>Evoluent 4 vertical right handed wired mouse</p>	16
Ergonomic keyboards	<p>Ergonomic keyboards conform to DSE Regulations for display screen use</p> <ul style="list-style-type: none"> • 14 day trial or return period. • Delivery within 7-10 working days. 	Logitech K350 ergonomic keyboard	3

Item description	Specification and Relevant Standards	Brand and item model currently used by HS2 Ltd	Approx. volume of orders over last 14 months
Lumbar support – partial and full lumbar support and seat cushions i.e. coccyx cut out	<ul style="list-style-type: none"> • Portable lumbar support • Portable winged lumbar support • Coccyx cut out cushion 	Fellowes portable lumbar support Posturite winged lumbar support Posturite Posturite coccyx cut-out wedge	28
Height adjustable sit-stand desks	Conform to DSE Regulations for work place equipment <ul style="list-style-type: none"> • Delivery on Varidesk/Ergotron within 7-14 working days. • Lead time for adjustable sit stand desks 3 weeks. • Installation and training by ergonomic expert. • Whilst we understand that height adjustable standing desk is non returnable, Varidesk/Ergotron options should be 14 day trial period. 	Varidesk Pro Plus 36 Deskrite 300 electric sit-stand desk	3
Document Holders/Writing slopes	<ul style="list-style-type: none"> • Selection of writing slopes in A4/A3 sizes. • Delivery 3-4 working days • 14 day trial or return period 	Posturite clear document slope Banner document slope	12

- 2.3 Please note that the items listed above and in the pricing schedule are a guide of the range of type of items that may be required. HS2 Ltd may wish to purchase additional items from the supplier's catalogue throughout the life time of the Framework Agreement. HS2 Ltd does not guarantee any volumes through this framework.
- 2.4 There may also be occasions where HS2 Ltd has a requirement to engage other suppliers for items that cannot be delivered under this contract. This will be on an exception basis only.
- 2.5 The preferred method of ordering is via online portal for standard items. However, where more specialist advice is required on choosing the correct piece of equipment HS2 would seek to have access to a dedicated business manager. The online portal must be accessible and meet the minimum AA W3C standard (Web Content Accessibility Guidelines).
- 2.6 The Supplier will be required to provide pre-sales support in terms of assessing the appropriate equipment following the results of an ergonomic needs assessment, in addition to showing understanding and competence of relevant health and safety regulations, European standards and other guidance. It is essential that the Supplier understands the needs of those with a range of disability and are able to meet them through making reasonable adjustments.
- 2.7 Upon each request, the Supplier will be expected to suggest products which satisfy a variety of budgets, in order to ensure that HS2 Ltd is able select the most appropriate option bearing in mind each individual's requirement and ensuring value for money.

- 2.8 Post-sales support will be required in terms of the delivery and set-up of furniture with adjustment and ongoing support and maintenance. Installations should be undertaken by an ergonomic expert.
- 2.9 The Supplier will be required to keep HS2 Ltd abreast of proposed changes to products and new products coming onto the market. This is to be provided at monthly review meetings.

3 Tender Samples / Site Visit

- 3.1 Table 1 above, details the current brand and items currently being used – HS2 Ltd will accept approved equivalents of equal or greater quality.
- 3.2 Following receipt of Tender submissions, the highest scoring Tenderer will be required to prepare their items for inspection, in line with Table 1 – these will be the items priced in their Pricing Schedule.
- 3.3 HS2 Ltd will arrange a suitable time to attend the Tenderer's premises for a site visit, in order to inspect the samples to ensure that the goods are of equal or greater quality.
- 3.4 HS2 Ltd reserves the right to award to the next highest scoring Tenderer who supplies goods to the right standard and specification, if the preferred Tenderer cannot provide evidence at the site visit that they have met or exceeded the requirements.
- 3.5 Samples will be used as a benchmark against the quality of goods supplied during the contract period.

4 Reporting and Governance

- 4.1 The Supplier will provide a Contract Manager to have responsibility for of the contract throughout the term. This Contract Manager will report to HS2 Ltd's DSE Assessor. Review meetings with the Contract Manager will take place on a quarterly basis, to review management information, spend, and any feedback received.
- 4.2 The time-scales associated with the supply of goods and services will need to be flexible depending on the staff who require support and the nature of the support. The Supplier will be required to adhere to the specific timescales detailed in Table 1 above.
- 4.3 The Supplier will also be expected to return calls and respond to emails within 24 hours.
- 4.4 The Supplier will provide monthly management information on the performance of the service and equipment provided.

5 Timetable

- 5.1 The anticipated key dates for the delivery of the contract are as follows:

Key Contractual Milestones

Contract milestone	Anticipated Date
Contract commencement date	3 January 2017
Kick off meeting	Within one week of contract commencement
Review meetings	Quarterly from contract award
Contract End Date	2 January 2019 (subject to 12 month optional extension)

6 Payment and pricing

- 6.1 Payment will be made within 30 days of receipt of an approved itemised invoice. Consolidated invoices are expected to be issued monthly.
- 6.2 Suppliers are requested to price their commercial submissions based on equivalent or greater quality than the items indicated in Table 1.