

7-8 Wellington Place, Leeds Hub - Business Specification:

Purpose

1. To supply, deliver and install furniture as per the Government Hubs Lot 1 Furniture Specification to 7-8 Wellington Place, Leeds LS1 4AP.

Background to the Contracting Authority

2. The Contracting Authority shall be HMRC. As a department its purpose is to maximise revenues and bear down on tax avoidance, tax evasion and other non-compliance through well-designed tax policy, a transformed compliance strategy and effective delivery through digital channels.

Background to the Requirement/Overview of Requirement

3. The square meterage for this project is 35,600 square metres, as per floor as follows:
 - Ground Floor – 2,800 square metres (NIA)
 - First Floor – 4,700 square metres (NIA)
 - Second Floor – 5,000 square metres (NIA)
 - Third Floor – 5,000 square metres (NIA)
 - Fourth Floor – 5,000 square metres (NIA)
 - Fifth Floor – 5,000 square metres (NIA)
 - Sixth Floor – 5,000 square metres (NIA)
 - Seventh Floor – 3,100 square metres (NIA)
4. This requirement is to have one lot for both task furniture and loose furniture with a single supplier. It is one of the work packages on the Phase 2 FFE Call-Off.
 - Work Package – Leeds Hub – Furniture
5. A validation check will take place for selected task and loose furniture. The details of the validation check is provided in the document titled Phase 2 FFE Hubs and Specialist Sites Validation Check. The loose furniture will be validated on 24th February 2020 and the loose furniture will be validated at Cardiff Hub on 26th February 2020. You will be provided with a timed slot following tender return.
6. As this project is part of the Phase 2 furniture call-offs which includes other hubs there will only be one validation check of furniture to cover all of the work packages.
7. Compliance to fabric and finishes as specified in FFE Furniture Schedule will be checked against the Suppliers furniture schedule returns. Images of all products should be provided in a catalogue format to include images and specification details and returned as part of the tender. This should cover all furniture for all lots that you have tendered for in a single document.
8. It should be noted that an e-Auction may be applied to this tender following completion of the tender evaluation.
9. A post contract award “mock-up” on site will take place for furniture with power such as meeting tables, fixed benching and height adjustable desks to include monitor arms and power modules. This will be carried out by the appointed Furniture Contractor post contract award at a

date agreed with the CAT B Fit-Out Contractor and IT Supplier (via CDIO). The requirements for the “mock-up” will be as follows:

- Meeting Room furniture (COLAB-01-TIM) – which is essentially a meeting room table and associated power and to include for AV power.
- Quiet Room furniture – which is essentially the fixed bench (CORE-01-TWB) with monitor arms (CORE-01-MS) and associated power.
- 2P Height Adjustable Bench (CORE-01-TWD)
- 2P Fixed Bench (CORE-01-TWB)
- Meeting Booth: Open Meeting Area Upholstered Booth with Integrated Table (4 Person) (COLAB-01-TWD)

Definitions

Expression or Acronym	Definition
NIA	Net Internal Area
BIM	Business Information Modelling

Scope of Requirement

10. The scope of the works are detailed in the schedules and floor plans attached, together with other key documents.

- Task Furniture Schedule
- Loose Furniture Schedule
- Floor Plans (one for each floor)
- CATB – Programme
- Logistics Management Plan (Annex A to the Business Specification)
- Asset Inventory
- Employer’s Information Requirement for BIM
- Site Briefing Presentation (21st November 2019)
- KPIs & MI
- Power Options Phase
- 2 FFE Hubs & Specialist Sites Validation Check V1

The Requirement

11. The requirement is for the manufacture, supply and install (including fixing and fitting on-site where necessary) the office and associated furniture to the site in accordance with the CCS Furniture & Associated Products Lot 1 Government Hubs Programme for Leeds Government Hub.
12. The Potential supplier shall provide operational support and maintenance to all items supplied as defined in Section 5 for the term detailed in the supply framework.
13. The Potential Supplier shall provide the ancillary items to the furniture such as locker inserts/graphics and numbers and also as indicated on the schedules under “Power, data, cabling requirements”, to include monitor arms, power modules, data cable trays vertical and horizontal cable management and risers. Providing all cables and cable management from desk to floor box. You will be expected to connect the cables from desk to floor box. The IT contractor

will make all IT connections to monitor. Please apply Option 4 from the Power Options document attached with the tender documents.

14. All height adjustable workstations should be provided with an upper and lower horizontal cable tray to include for dust covers. The lower horizontal cable tray must have adequate aperture to accommodate GOP/cables as appropriate.
15. The static benching should be 730mm high static benching with a 700mm clearance below.
16. Power modules code SUNT-03 should be provided with a grey fascia.
17. All leg frames and locker carcasses need to be in RAL 9016.
18. All task chairs (codes: CORE-01-STC, COLAB-01-STC, CONC-01-STC and ACC-01-STC), to be supplied in fabric Camira Urban Square. All task chairs to be provided with lumbar support range of 0-100 mm.
19. All lockers to have 10 digit digital locks with master code specific to each different HMRC site and to be provided with recessed handles (codes: ACC-01-RLK, AMENI-01-RLK and ACC-02-RLK).
20. All furniture should be provided with an 8 year warranty.
21. For item COLAB-01-TWD 4P and 2P Meeting Booth coat hooks should be included.
22. All furniture should be provided with an 8 year warranty.
23. The cable riser FT-034 and cable trays should not be priced as a separate item but with the cable management to be supplied with height adjustable work stations and fixed benching.
24. All monitor arms listed in the NHS Digital furniture schedule should be supplied in line with the FFE Design Specification and not as a different project specific item.
25. All furniture should be asset tagged in line with framework requirements.
26. The Potential Provider shall provide all asset information on furniture and populate the BIM model liaising with the HMRC BIM modelling team to ensure all requirements are provided, as required to programme and as defined in the EIR.

Key Milestones

27. The start and completion dates as referenced below should be regarded as the key on-site milestones. The Potential Provider's programme should be able to integrate with the CATB Construction and Fit-Out programme so that completion is achieved easily by 3rd November 2020.
28. The Potential Provider shall indicate lead in, manufacture and logistic milestones that enable the on-site milestones to be achieved, these lead-times should include lead times on third party supplied products and sundry items where necessary.
29. Additionally the Potential Provider should note the following project milestones that the Authority has regarding the project administration and project delivery.

Milestone	Description	Timeframe
1	Provision of the detailed delivery programme for the supply and installation of all furniture, team structure,	Within week 1 of Contract Award
2	Quality Plan and Security compliance requirement – including Single Point of Contact and reporting framework performance.	Within week 3 of Contract Award
3	Full RAMS and coordinated logistics schedule, including compliance with the security requirements for the project team.	Within week 4 of Contract Award

Activity	Start	End
Manufacturing Lead Time (based on 28 days) but looking for flexibility where required.	To meet delivery and installation required by Fit-Out Programme	To meet delivery and installation required by Fit-Out Programme
Delivery and Installation – to be arranged with Fit-out contractor with full programme integration. Furniture installation and all snagging to be completed prior to end of project date for final commission and handover preparation for sectional completions.	29.04.20	26.08.20
	17 weeks overall onsite 2 weeks per floor, working top down. NB some furniture required in advance for AV	

Delivery Times:	Monday – Friday Restricted to 08:00 hours to 17:00 hours
Installation times:	Monday – Friday 08:00 – 16:30

Visit to 7/8 Wellington Place, Leeds

30. A visit to the premises and the floors as part of this project took place on 21st November 2019 at 14:00 until 15:00 hours. The purpose of the visit was to:

- Look at the delivery route.
- View the Project Area.

31. A supplier briefing was also provided from the CATB Fit-Out Contractor and HMRC and included information on site planning and working requirements.

32. A separate tender briefing was provided on 12th December 2019.

Authority's Responsibilities

33. The Authority and by definition all of the Potential Providers working for the Authority are obligated to work within the rules imposed for 7-8 Wellington Place, Leeds provided at **Appendix**

A of this document. The Potential Provider shall review this document and comply with the requirements.

Reporting

- 34. A formal weekly report covering the full scope of the services will be expected in line with the requirements of the framework, and the MI and KPI documents provided. These shall be developed to enable a full understanding of actual progress against the project plan. Weekly rather than monthly is required due to the requirements for this project.
- 35. The Potential Provider shall outline their reporting format and methodology within their Draft Project Execution Plan for review and approval by the Authority.
- 36. The Potential Provider shall be required to attend all CATB Fit-Out Contractors site meetings as scheduled. The Potential Provider will need to work collaboratively with all trades on site.

Sustainability

- 37. The Potential Provider shall comply with the obligations within the framework in terms of sustainability.
- 38. During the works on site, the Potential Provider shall minimise the quantity of packing material and maximise the recyclable proportion of that needed. The Potential Provider shall make their own arrangements for removal from site and appropriate reuse/disposal.

Quality

- 39. The Quality of the product and the service shall be as defined in the framework document.

Price

- 40. The Potential Provider shall complete all Pricing Schedule **columns J and K** of the Pricing Schedule.
- 41. Prices are to be submitted via the e-Sourcing Suite excluding VAT.

Payment

- 42. Invoices shall only be raised once the assurance has been completed and approved. Payment will follow in accordance with the terms in the Framework. Purchase orders will be issued via 'MyBuy' and all invoices should be submitted through this system.

Additional Information

- 43. The Potential Provider shall comply with the requirements and obligations of working at 7-8 Wellington Place, Leeds and within the site curtilage. The Potential Provider shall review the contractor obligations included as an exhibit and ensure that they can comply with all obligations and ensure that they understand the scheduling implications of all aspects. No additional time or cost will be considered beyond the quotation for complying with these requirements.

Location

44. The locations of the Services will be carried out at;

7-8 Wellington Place

Leeds

LS1 4AP

Annex A – Furniture Logistics:

7-8 Wellington Place, Leeds

1. Please refer to separate document “Leeds Hub FFE Presentation 21.11.19 V0.2” for all information on logistics.
2. The furniture contractor will need to provide protection for the routes which could be hardboard to all routes across finished floors, Hardboard storage area, foam/corex to doors and frames.
3. The furniture contractor will need to provide protection on their furniture until such time as the area is confirmed as cleared of all trades working in the area.
4. The furniture contractor must provide a qualified Banksman for the control of vehicle movements during their deliveries.
5. All HMRC contractors must have CSCS accreditation certs or another recognised form of proving competence.
6. Power and data grommet setting out is to be done by the furniture contractor to suit their bespoke furniture.
7. Refer to presentation slides as provided at the Supplier Briefings on 19th and 30th September 2019 and ensure compliance with requirements.

Access Booking:

1. Company would contact site BRM's with
 - Name of Driver
 - Make of Vehicle
 - Size
 - Reg. Number

Access and Security

2. Via a nominated security procedure set by the property FM team/or equivalent during Fit-Out. The following will be required for operatives:
 - FULL NAME
 - PHOTO I.D
 - (Driver's license, passport, CSCS card)
3. The property operates a strict NO SMOKING policy in accordance with the Health & Safety at Work Act.
4. All operatives accessing site should hold CSCS Cards and hold BPSS level of security.
5. All contractors should operate to CLOCS National Standard. Vehicles should be FORS silver Standard and be CLOCS compliant.
6. The use of illegal drugs, controlled substances and the consumption of alcohol on site are expressly prohibited. Any persons identified as being under the influence of any of these substances will be removed from site immediately.

Waste Removal

7. All suppliers are required to remove their waste at regular intervals and not leave stored items within the working areas.
8. You will be required to provide waste transfer notices as proof of waste away.