

### Question Log – Taunton Town Council Office Fit Out

The below is a list of questions that have been submitted since the tender went live on contracts finder. The below may provide additional insight or information that has not been included in the tender documentation. Outstanding information will be added and updated as soon as possible.

Question (publication date noted in the brackets)	Answer
Can the tender be submitted via email or must it be posted? (22/05)	It must be posted or delivered by hand
<p>The description of the works states 2no. 2-4 person meeting rooms but the indicative drawing shows 1no 2 person meeting room and 1no private office. Is the private office to function as a meeting room (dual purpose) or if you would like another meeting room in addition to the 1no 2-4 person meeting room shown and a private office (three small rooms in total)?</p> <p>Are you able to advise of the incumbent contractor for the door entry system and the fire alarm system in the building? (22/05)</p>	<p>The private office would ideally function as a meeting room as well – it will likely only be used as a private office one or two days a week, and so we'd want to be able to use it for other smaller meetings the rest of the week eg. for one to one's or appraisals.</p> <p>The contractor for the door entry system and the fire alarms is Coomers. <a href="mailto:info@coombersecurity.com">info@coombersecurity.com</a> / 01823 282 888 / <a href="http://coombersecurity.com">coombersecurity.com</a></p>
<p>Could you advise any specifications you may have for the partitions. Glazing, acoustic requirements etc. As well as this it would be helpful to know whether there will be any electrical and mechanical alterations required. (22/05)</p>	<p>In relation to the partitions, we do need the largest meeting room that will be used as a chamber to be relatively soundproof, as sometimes Council will go into confidential session, whereby we would prefer anyone outside of the room to not be able to clearly hear. I would imagine this will be a balance between cost and effectiveness. The rest of the partitions do not matter as much.</p> <p>As for glazing, staff inside the main office need to be able to see out, but we do not want members of the public to see in. The rest of the glazing does not matter as much, however we'd probably want the windows into the large meeting room/chamber to be above head height so those in the meeting are not distracted by anything outside the room in the corridor.</p> <p>As for electrical or mechanical alterations – we know more sockets do need to be put in as the space currently lacks these. A data point would also need to be put in. There is daido trunking all the way along one side of the room, which can be used rather than running cables in the floor or elsewhere. Additional fire call points will also need to be put in.</p>

Where is the Electrical Distribution Board and what type is it? (29/05)	The distribution box is located outside the space in a different area of the top floor, which is currently occupied by a different tenant. Once appointed, the winning bid will be required to provide a schedule for the works which will need to include estimations of when access to the distribution board is required so we can notify the tenant. <b><i>Some images of the distribution board can be found at the end of this document.</i></b>
Is there a plan that shows the air conditioning/ventilation plan showing what pipes are in the ceiling? (29/05)	Awaiting a plan from the Landlord and <b>will be provided as soon as possible.</b>
Are there any restrictions on skips being located on site? (29/05)	Awaiting information from landlord and <b>will update as soon as possible.</b>
Do all lights need to be on PRI sensors, or do some need to be on separate switches? (29/05)	The lights in the office and public areas can be on sensors however the lights in the meeting rooms need to be on switches.
Do we have a decibel rating we need to keep in mind for the meeting rooms/chamber? (29/05)	No
Will there be parking on site for contractors during the work? (29/05)	We are working on securing 6 parking spaces for the winning contractor to have use of whilst the work is being carried out. <b>This will be confirmed as soon as possible.</b>
Will there be welfare available for the contractors while they work? (29/05)	There is a kitchenette and toilets available in the space which will be available for contractors to use whilst the work is being carried out.
If the lift is out of action, is there an alternative way to bring materials up to the top floor? (29/05)	There is an alternative lift in the back of house part of the building that can be used should the main lift be out of action. The lift does come out into the other tenanted area of the top floor and so we would need to liaise with the tenant to advise them of when deliveries are due. Where possible, we would request deliveries are made first thing in the morning to avoid disruption.
Can desks and chairs be provided so a health & safety, sign in and manager desk can be set up? (29/05)	If this is required please advise as early as possible and we will see to provide this.
How many additional sockets are required? (29/05)	We will have approximately 19 members of staff working in the main office and private office space and would anticipate 4 sockets per person. Each meeting room will require additional sockets for TV screens. The large meeting room/chamber will need approximately 15 sockets plus additional for the TV screen.
Does each desk require a data point, or will laptops work off of WiFi? How many data points are required? (29/05)	Data points will be required for the TV's & printer however laptops will work off of WiFi. The ambition is to locate the comms cabinet in cupboard

	that is already located in the room, to be confirmed <b>via the Landlord as soon as possible.</b>
Is there WiFi available for the site manager to use whilst the work is being carried out?	Gov WiFi is available in the building. Information on how to gain access can be found here: <a href="#">Connect to GovWifi - GovWifi</a>
What is the route for materials to be brought in and out of the building?	It is possible to use the back staircase via the goods in door (at the back of the building) rather than the main door and staircase, subject to us letting the landlord know when it is likely required.
Who is supplying the Smart TV's and do they need to be connected to an aerial?	Aerial access is not required – smart TV's will be provided by our IT contractor as is not part of this bid.

Images of the electrical distribution box, as mentioned above:



Electrical Contractors  
**Coomber**  
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Location: Deane House, Taunton  
Distribution Board: 5F02 - Second Floor Electric Cupboard

Circuit	Amps	Designation	Circuit	Amps	Designation
11.1	10	Access Control	121.1	20	Fan Coil 2
11.2			121.2		
11.3			121.3		
21.1	10	Intruder Alarm	131.1	20	Branch Splitter box
21.2			131.2		
21.3			131.3		
31.1	32	Sockets Desk 1	141.1		
31.2			141.2	20	Radiators
31.3	32	Cleaners Sockets	141.3		
41.1	32	Sockets Desk 2	151.1		
41.2			151.2		
41.3	10	ADV Stairs	151.3		
51.1	32	Sockets Cleaners 1	161.1		
51.2	32	Sockets Cleaners 3	161.2		
61.1	32	Sockets Cleaners 2	161.3		
61.2			171.1	10	Lights Office 1
61.3			171.2		
71.1	32	Kitchen Sockets	171.3	10	Lights Circulation
71.2	32	Water Heater Cupboard	181.1	10	Lights Office 2
71.3			181.2		
81.1	32	Water Heater	181.3	10	Lights Office 3
81.2	32	Hand Dryers	191.1	10	Lights Office 4
81.3			191.2		
91.1	32	Hand Dryers	201.1	10	Lights WC / Cleaner Cupboard
91.2			201.2		
91.3	32	Water Heater roof	211.1		
101.1			211.2		
101.2			211.3		
111.1	20	Fan Coil 1	221.1		
111.2			221.2		
111.3			221.3		

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