

SCHEDULE 5 - CALL-OFF CONTRACT

Framework Number: GLA 90699

Call-Off Contract Number: Task 30

Title: Hire of Furniture and Equipment, its Set-Up and De-Rig at the Count Centres for the 2016 London Mayoral and Assembly Elections

THIS CALL-OFF CONTRACT is made the 9th day of March

BETWEEN:

- (1) Greater London Authority ("**the Authority**"); and
- (2) Adfield Harvey, a company registered in England and Wales (Company Registration Number 06314646) whose registered office is at The Granary, Beckbury, Shropshire, TF11 9DG ("**the Service Provider**").

RECITALS:

- A. The Authority and the Service Provider have entered into an agreement date 14th March 2016 which sets out the framework for the Service Provider to provide certain Services to the Authority ("**the Agreement**").
- B. The Authority wishes the Service Provider to provide the specific Services described in this Call-Off Contract pursuant to the terms of the Agreement and this Call-Off Contract and the Service Provider has agreed to provide such Services on those terms and conditions set out in the Agreement and this Call-Off Contract.

THE PARTIES AGREE THAT:

1. CALL-OFF CONTRACT

- 1.1 The terms and conditions of the Agreement shall be incorporated into this Call-Off Contract.
- 1.2 In this Call-Off Contract the words and expressions defined in the Agreement shall, except where the context requires otherwise, have the meanings given in the Agreement. In this Call-Off Contract references to Attachments are, unless otherwise provided, references to attachments of this Call-Off Contract.

2. SERVICES

- 2.1 The Services to be performed by the Service Provider pursuant to this Call-Off Contract are set out in Attachment 1.
- 2.2 The Service Provider acknowledges that it has been supplied with sufficient information about the Agreement and the Services to be provided and that it has made all appropriate and necessary enquiries to enable it to perform the Services under this Call-Off Contract. The Service Provider shall neither be entitled to any additional payment nor excused from any obligation or liability under this Call-Off Contract or the Agreement due to any misinterpretation or misunderstanding by the Service Provider of any fact relating to the Services to be provided. The Service Provider shall promptly bring to the attention of the Call-Off Co-ordinator any matter that is not adequately specified or defined in the Call-Off Contract or any other relevant document.
- 2.3 The timetable for any Services to be provided by the Service Provider and the corresponding Milestones (if any) and Project Plan are set out in Attachment 1. The Service Provider must provide the Services in respect of this Call-Off Contract in accordance with such timing [and the Service Provider must pay liquidated damages in accordance with Clause 6 of this Call-Off Contract of such an amount as may be specified in Attachment 1.] The Service Provider shall be liable for the ongoing costs of providing Services in order to meet a Milestone.
- 2.4 The Service Provider acknowledges and agrees that as at the date of this Call-Off Contract it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services provided to the Authority under this Call-Off Contract.

3. CALL-OFF TERM

This Call-Off Contract commences on the date of this Call-Off Contract or such other date as may be specified in Attachment 1 and subject to Clause 4.2 of the Agreement, shall continue in force for the Call-Off Term stated in Attachment 1 unless terminated earlier in whole or in part in accordance with the Agreement.

4. CHARGES

Attachment 2 specifies the Charges payable in respect of the Services provided under this Call-Off Contract. The Charges shall not increase during the duration of this Call-Off Contract unless varied in accordance with clause 49 of the Agreement. The Service Provider shall submit invoices in accordance with the Agreement and the Charges shall be paid in accordance with the Agreement.

5. PAYMENT SCHEDULE

Payments to the Contractor will be in accordance with the invoicing table below.

Invoicing Schedule		
Stage	Description	Payment
1	Upfront payment to cover the deposit for temporary labour, pre-paying for vehicles/vans for the project, paying deposits to furniture providers and bringing in additional chairs in readiness for this project to boost Adfield's furniture stocks and ensure availability and colour choices are readily available.	
2	On successful delivery of the requirements of this specification and submission of a correctly presented invoice	
3		

The GLA will only pay for the number of items covered by section 8.0 and 9.0 that were actually delivered and any shortages should be reflected in the invoice.

* The GLA also reserves the right to withhold payment of up to 10% of the total contract value if the Contractor fails to achieve delivery of this specification in full. Agreement on the level of the withheld payment will be mutually agreed with the Contractor.

Invoicing arrangements must be in line with the details set out in the Contract and the official purchase order which will be issued shortly after award of contract. In order to be paid all invoices must state the correct purchase order number.

6. CALL-OFF CO-ORDINATOR AND KEY PERSONNEL

The Authority's Call-Off Co-ordinator in respect of this Call-Off Contract is named in Attachment 1 and the Service Provider's Key Personnel in respect of this Call-Off Contract are named in Attachment 2.

7. TERMINATION

Without prejudice to the Authority's right to terminate the Agreement or this Call-Off Contract under Clause 45.1 of the Agreement or to terminate at common law, the Authority may terminate this Call-Off Contract at any time without cause subject to giving the Service Provider written notice of the period specified in paragraph 7 of Attachment 1.

This Call-Off Contract has been signed by duly authorised representatives of each of the Parties.

SIGNED

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SIGNED

A black rectangular redaction box covering the signature and name of the second party.

Attachment 1

SPECIFICATION OF REQUIREMENTS

Specification

1.0 Introduction

This specification is for the hire of furniture and equipment, its set-up and de-rig in support of the electronic counting of the votes in the 2016 London Mayoral and Assembly Elections; "the Event". It also includes an element of portage.

The Event will take place at three venues in London; Alexandra Palace, Excel and Olympia. Each venue is designated as an Election's Count Centre. The client is the Greater London Authority (GLA).

Each of the Count Centres is split into a number of Count Zones, with each Count Zone housing a number of electoral constituencies, made up of the London Boroughs. More background information about the elections can be found on the London Elects website at <http://www.londonelects.org.uk/im-voter/counting-votes>.

The Event at the Count Centres is not open to the public and access to the venues is by invitation only. This will include members of local, national and international media. The Event will be televised.

The GLA has already hired the 3 venues to act as Count Centres for a fixed and non-negotiable period of time. Timing is of the essence in the delivery of this specification.

The counting of the votes on the ballot papers is undertaken using electronic counting (e-counting) equipment. This counting equipment is being supplied and set-up by a specialist contractor, called "Intellect". The majority of the equipment supplied under this specification will directly support the e-counting contractor and close liaison with them will be required.

2.0 Scope of Service

This specification covers the provision of the following to support the 2016 Mayoral and Assembly Elections vote count process at the 3 Count Centres at Alexandra Palace, Excel and Olympia:

- The hire of furniture and equipment to support the Event
- The set-up of the furniture and equipment
- Portage of ballot boxes and equipment within the venues
- Maintenance of the furniture and equipment
- The de-rig and removal of the furniture and equipment at the end of the Event

In addition, the following is required to support the transport of the ballot boxes from the London Boroughs to the 3 Count Centres:

- The hire, delivery and collection of roll cages.

The Contractor may submit bids for any or all of the Lots, however, to submit a compliant bid the Contractor must quote for all items in the respective Lots. If the contractor cannot supply all the items of equipment using their own resources, they may sub-contract the supply of that particular item but this must be clearly stated in the response, together with the details of the sub-contractor.

The Contractor must clearly state in their response which Lots they are applying for.

The GLA may choose a single Contractor to provide all the Lots or it may appoint more than one Contractor. There are no interdependencies between the Lots.

PLEASE NOTE: The GLA may elect not to take up all the items of equipment and services specified. The GLA at its absolute discretion may opt not to take up the offer of certain items, if through the GLA's planning process they are deemed unnecessary. For example, it may later be decided that the partitions are not required or a better alternative has been identified for chairs.

3.0 The Principle Parties

The following are the principle parties referred to in this specification.

- Greater London Authority (GLA) – the client. There are 2 principle contacts in the GLA;
 - The GLA Contract Manager
 - The GLA Venue Operations Managers at each venue
- The 3 venues known as the Count Centres; Alexandra Palace, Excel and Olympia.
- Intellect – the GLA's specialist electronic counting contractor, who will be providing the electronic counting equipment and who are responsible for designing the layout of the Count Zones within each Count Centre. Intellect will set-up the e-counting equipment on the tables supplied under this specification.

- Electrical contractor – who will install the electrical services to the tables upon which the e-counting equipment will be placed. The electrical contractor will be appointed by Intellect for the Count Zones.
- The Furniture and Equipment contractor – who will provide the items and services detailed in this specification (reference GLAFM402E).

The Contractor appointed to deliver this specification will need to engage an electrical contractor to supply any necessary electrical services to the security and reception area at each Count Centre. For information the respective venues may be able to supply this service if requested.

- The London Boroughs – who will be the recipients of the Roll Cages in Lot 4

4.0 Delivery Programme

4.1 Event Phases

The Event is divided into 4 phases, with time being of the essence in the set-up and de-rig.

- **Phase 1 - Set-up**

Access to all three Count Centres starts at **08:00hrs on Wed 4 May 2016**. There are 2 elements to the set-up;

1. The furniture and equipment in the Count Zones within each of the Count Centres shall be set-up **by 10:00hrs on Wed 4 May 2016**, giving a **2 hour window** to complete this part of the set-up. This forms the majority of the work.
2. The furniture and equipment for the GLA Organiser's Office and the Security and Reception area shall be set-up **by 14:00hrs on Wed 4 May 2016**, giving a **6 hour window** to complete this part of the set-up.

- **Phase 2 - Ballot box arrival**

The ballot boxes will begin arriving at the Count Centres from 22:15hrs on Thu 5 May 2016.

During this phase the contractor will provide portage support.

- **Phase 3 – The Count**

The Count begins at 07:00hrs on Fri 6 May 2016 and the results will be announced around 17:00hrs, although there is the possibility of delays. In the worst case scenario this could be as late as 03:00hrs on Sat 7 May 2016.

During this phase the contractor will provide portering support and deal with any furniture and equipment problems, such as breakages.

- **Phase 4 - De-rig**

The de-rig of the furniture and equipment can commence once all the results for the Count Centre have been announced, subject to agreement with the e-counting contractor and GLA but must be completed no later than **12:00hrs on Sat 7 May 2016**.

4.2 Summary of the Critical Timings

The critical timings for all venues are;

Activity	Date	Start Time	Completion Time	Duration
Set-up of Count Zones in the 3 Count Centres	Wed 4 May 2016	08:00hrs	No later than 10:00hrs	2 hours
Set-up of the GLA event organiser's office and security and reception area	Wed 4 May 2016	08:00hrs	No later than 14:00hrs	6 hours
De-rig, clear-up and Departure	Sat 7 May 2016	07:00hrs	No later than 12:00hrs	5 hours

The detailed planning for each activity required to achieve these deadlines is the responsibility of the Contractor.

As soon as the Contractor has completed the furniture and equipment set-up, or on a rolling basis, the electrical contractor and e-counting contractor will install the necessary electrical services and the e-counting equipment. Equally with the de-rig, the electrical contractor and e-counting contractor will need to remove their services and equipment before the Contractor can remove their equipment.

A detailed programme must be supplied to the GLA no later than 31st January 2016 showing how the overall set-up and re-rig will be co-ordinated to achieve these deadlines.

5.0 Appointments and reporting structure

The Contractor shall appoint an appropriately qualified, experienced and competent person to act as the project manager for the delivery of this specification.

The expectation is that the Contractor will have an on-site manager at each venue during the set-up and de-rig.

The GLA will nominate a Contract Manager, who will act as the principle contact for the management of the contract and the delivery strategy.

In addition, the GLA will appoint Venue Operations Managers for each of the Count Centres who will have responsibility for ensuring that the contractor for each venue has set up the venue and is ready on time, its subsequent operation during the counting process and finally the de-rig and removal of all equipment.

During the planning phase of this event and for any clarifications and changes to the specification the Contractor will report to and take instructions from the GLA's contract manager. The respective Venue Operations Managers will be involved with the Contractor in the planning of the event at their specific venue. This will include attending production meetings with the Venue Operations Managers on an as required basis.

During the delivery of the event ie. from 08:00hrs on Wednesday 4 May 2016 through to the conclusion of the de-rig on Saturday 7 May 2016 the Contractor will report directly to the respective Venue Operations Managers.

6.0 Control and Co-ordination of the Event set-up and de-rig

The Contractor shall be considered the Principal Contractor for the set-up of the Count Centres at the Mayoral and Assembly Elections in 2016. The GLA is the client for this event and Intellect are the specialist e-counting contractor who will provide the equipment that counts the votes and delivers the Election results to the GLA.

The Principal Contractor will control and co-ordinate the work of any other contractors in connection with the set up and de-rig. This will include liaising with the electrical contractor and e-counting contractor (Intellect) as well as the GLA.

The role shall include;

- The production of a comprehensive schedule that details all elements of this specification and integrates with the requirements of the e-counting contractor, Intellect, to ensure that the critical delivery timings are achieved.
- Liaison with the e-counting contractor to ensure any late changes in the layout are taken into account and implemented.
- Liaison with the respective venues to ensure compliance with their procedures. For example, access arrangements and advance notification of deliveries.
- The co-ordination of the activities of any sub-contractors, the electrical contractor(s), the e-counting contractor and any other GLA activities at the Count Centres during the set-up and de-rig.
- The co-ordination of all deliveries and collections from the Count Centres throughout the event period from set-up to final departure.
- Maintaining regular communication with the GLA contract manager and the respective GLA Venue Operations Managers and their appointed staff on both planning progress and the operation itself.
- Producing and maintaining a risk register and mitigation measures for the requirements covered by this specification.
- Ensuring that appropriate contingency plans are in place for the risks identified in the risk register actually materialising eg. damaged goods are delivered, or there is a transport or traffic problem.

7.0 Quantities of Equipment

The quantities of each item described below in section 8.0 and the venue to which they must be delivered and set up is detailed in **Schedule Number 4, the Pricing Schedule**.

It should be noted that the quantities of each item is considered to be a good estimate but may be subject to change and the Contractor must be capable of meeting any changes in quantities.

8.0 The Venue Requirements - Lots 1, 2 and 3

8.1 The Requirement

8.1.1 Item 1 – Tables

The tables are used as workstations as well as to create boundaries between different areas.

The tables shall be to the following specification:

- 1.83m x 0.76m and all of the same height. The tables shall be capable of taking a load of at least 85Kg. The working surfaces shall be flat, smooth and free of splinters. When erected the tables must be freestanding and stable. The tables will NOT be covered and there must be no writing or graffiti on them.

8.1.2 Item 2 – Operator Chairs

The Operator Chairs (without arms) shall be of a suitable height for safe and comfortable use with the tables in Item 1.

The chairs shall all be in the same style and colour in any one venue with at least a 5 point base. They shall have a fabric covering, be fully adjustable in terms of height, rake, and backrest height.

Should this specification of chair not be available in the quantities required a suitable replacement should be recommended.

8.1.3 Item 3 – Stacking Conference Chairs

The conference chairs will be placed at various locations in the viewing areas of the Count Centres to allow guests to rest.

The conference chairs shall be capable of being stacked and individually must be easily portable. The finish can be either fabric or plastic. They must all be of the same style and colour at any one venue.

The location of the conference chairs is not shown on the layout plan. Their position in the Count Centres will be agreed in advance by the GLA's Venue Operations Manager. This is most likely to be around the edge or in the announcement areas of the Count Centres, taking into account the need to maintain safe access routes.

8.1.4 Item 4 – Tensator Type Barriers

The Tensator type barriers are used in the Count Centres to create a visible and physical barrier to prevent unauthorised access and to maintain a stand-off distance between observers, scanning equipment, equipment operators and ballot papers.

The barriers themselves do not need to be manufactured by Tensator, it is the style and operation that must be similar. The barriers must all be of the same style and colour at any one venue.

The reach of each Tensator type barrier must be at least 1.8m of fabric.

If it is not possible to supply Tensator type barriers, then they may be substituted in full or in part by rope and post arrangements. The rope and post must however be of the same design and colour at any one venue.

If any of the Tensator type barriers are substituted for rope and post barriers their effect in terms of restricting and controlling access must be the same.

8.1.5 Item 5 – Partitions

The Partitions are used to create storage areas, security search areas and more private space for discussions. The partitions should ideally be 1.5m long x 1.8m high, although alternative sizes may be offered. Each panel shall be free standing and capable of being linked together to create a sturdy wall. The Partitions must all be of the same style and colour at any one venue. The Contractor shall place the partitions in the positions identified by the GLA'S Venue Operations Managers.

8.1.6 Item 6 - Stage and Public Address System

A small stage and stand mounted microphone is required, to allow the Constituency Returning Officers to announce the results of the election. The Contractor will be responsible for setting up the stage and associated sound equipment. The stage shall be approximately 3m x 3m x 0.3m. The sides of the stage shall be dressed with black fabric. The size and location of the stage will be confirmed by the GLA's Venue Operations Manager.

8.1.7 Item 7 - GLA Event Organiser's Office; furniture, equipment and power

Each of the venues will provide, as part of the GLA's hire, an Event Organiser's Office which will need to be set up. The contractor is required to liaise with the respective GLA Venue Operations Managers to identify the location of the office and the equipment that comes as part of the venue hire (ie. at no extra cost to the GLA) and then provision for any shortfall.

Please note that the Event Organiser's Office is not shown in the drawings that accompany this specification.

As a minimum the requirement for each of the offices is;

- 4 x tables/desks (minimum length 1.4m) and 4 x operator chairs set up as workstations.

The electrical services to support the set-up of the GLA Event Organiser's Office shall be provided by the Contractor (this may be available from the venue as part of the GLA's hire of the venue at no extra cost but the Contractor must confirm this with the GLA Contract Manager). This shall consist of:

- At least 2 x 3 pin, 13 amp power socket on each desk or available conveniently close to each desk to allow a laptop computer and printer to be plugged into it.

A number of tables and chairs are provisioned in this specification (shown in **Schedule No. 4, the Pricing Schedule**) to allow for the GLA office set-up. Should the venue provide these or equivalent facilities as part of the hire, then this equipment will not be required to be supplied under this specification and this must be reflected in the final invoice.

8.1.8 Item 8 - Security and Reception Area; furniture, equipment and power

At each of the Count Centres a security search and reception area needs to be created using tables, screens and Tensator type barriers, capable of facilitating 6 receptionists operating concurrently.

The Contractor will need to agree the location and layout of the security and reception area for each venue with the respective GLA's Venue Operations Managers at the design stage.

The electrical power requirements to support the set-up of the security and reception area shall be provided by the Contractor (this may be available from the venue as part of the GLA's hire of the venue at no extra cost but the Contractor must confirm this with the GLA Contract Manager). This shall consist of:

- At least 1 x 3 pin, 13 amp power socket to each reception position plus one spare socket, making a total of 7 power sockets.
- At least 4 x individual 3 pin, 13 amp power sockets to the security search area. This is to power search equipment, which will be provided by others.

A number of tables and chairs are provisioned in this specification (shown in **Schedule No. 4, the Pricing Schedule**) to allow for the set-up of the security and reception areas in each venue. Should the venue provide these or equivalent facilities as part of the hire (ie. at no extra cost to the GLA), then this equipment will not be required to be supplied under this specification and this must be reflected in the final invoice.

8.1.9 Item 9 - Porterage

To support operations during the count itself 2 porters will be required at each of the venues to carry out any ad-hoc porterage duties, such as moving ballot boxes or tables and chairs that may be required by the GLA's Venue Operations Manager or their staff.

The period that porterage cover is required is;

- 22:00hrs on Thursday 5th May to 03:00hrs on Friday 6th May 2016 (although the finish time may be as early as 00:01hrs) and
- 06:00hrs on Friday 6th May through to 03:00hrs on Saturday 7th May 2016 (although the finish time may be as early as 19:00hrs).

The staff supplied must be appropriately trained in manual handling and competent to carry out porterage tasks safely.

8.1.10 Item 10 – Platform Trolleys

Manually operated Platform Trolleys to assist with the movement of ballot boxes (which measure 375mm x 240mm x 380mm) and other elections related materials are required to the following specification:

- Maximum weight loading of 500 KG
- 4 multi-direction wheels
- Easily moveable by one person
- At least the two long sided, easily removable without tools, mesh sides
- A useable platform length of at least 1200mm long
- A useable platform width of at least 800mm wide
- A platform height of no more than 300mm

These are to be delivered to the respective venues no later than 12 noon on Thursday 5 May 2016 but not before the layout of the Count Zones has been

completed, unless otherwise agreed by respective the GLA Venue Operations Manager.

An alternative specification of trolley may be recommended provided that it can carry at least 6 ballot boxes safely and be operable by one person. Details, including a photograph, of the type of Trolley being recommended must be provided with the proposal.

8.2 Equipment Layout

The Contractor shall set-up and layout the equipment covered under this specification in each of the 3 Count Centres as per the drawings attached at **ANNEX A**. Larger A3 versions of the drawings are available on request.

The layout of the GLA Organiser's Office and the security and reception area at each of the Count Centres is not shown on any of the drawings. The layout of these areas has not been finalised and will be agreed by the GLA's Venue Operations Manager.

It should be noted that the layout drawings for each venue are subject to change and the Contractor is advised to plan for some minor layout adjustments and quantities of equipment required. Any changes will be notified to the Contractor by the GLA.

8.3 Liaison and Co-ordination with the electrical and e-counting and contractors

The Contractor will be required to liaise and co-ordinate their work with the electrical contractor(s) who will be installing power supplies to the tables shown in the drawings, as well as to the GLA Event Organiser's Office and the security and reception areas.

To achieve the critical time scales for this Event parallel and concurrent working may be undertaken if it is mutually agreed between the various contractors and the GLA's Venue Operations Manager.

The Contractor is also required to liaise and co-ordinate their work with the e-counting contractor. The e-counting contractor is responsible for installing and testing the e-counting equipment on the tables in the Count Zones in each Count Centre and constructing the racking for the ballot boxes (which is shown in the drawings in **ANNEX A**).

8.4 Hand-over and hand-back of the set-up

The Contractor is responsible for designing and producing appropriate hand-over and hand-back documentation and for co-ordinating the hand-overs/hand-backs of the set-up.

8.4.1 Hand-over and hand-back - Count Centre Count Zones

The Contractor is required to hand over the completed layout of the Count Zones as shown in the respective layout plans to the representative of the e-counting contractor. The e-counting contractor will then set up and test their equipment. Any parallel and concurrent working ahead of the hand-over must be mutually agreed with the e-counting contractor.

At the end of the count the Contractor may not start de-rigging and removing the equipment supplied until agreed with the GLA's Venue Operations Manager and e-counting contractor.

8.4.2 Hand-over and hand-back - Security and Reception Area and GLA Event Organiser's Office

The completed set-up of the security and reception area and the GLA's Organiser's Office at the Count Centres shall be handed over to the respective GLA Venue Operations Manager.

At the end of the count the Contractor may not start de-rigging and removing the equipment supplied until agreed with the GLA's Venue Operations Manager.

8.5 Maintenance

When the equipment provided under this specification has been set-up the Contractor will be responsible for providing any necessary maintenance support. This will include but not be limited to replacing any items that fail in use, for example a chair gas-lift fails or a table leg breaks.

In the event that an item of equipment fails in use, time will be of the essence and the Contractor shall repair or replace the item within 20 minutes of it being reported to them. To ensure that this is achievable it is recommended that the Contractor allows for some spare equipment to cover such eventualities (at no extra cost to the GLA). The responsibility for arranging the safe and secure storage of spare equipment rests with the Contractor. If spare equipment is to be stored at the venue this must be agreed in advance with the GLA Venue Operations Manager.

It is expected that the Contractor will reduce the risk of equipment failure by having a robust quality assurance process in place and therefore the amount of spare equipment will be kept to a minimum.

8.6 Delivery Plan

To ensure that deliveries to the Count Centres are properly planned and co-ordinated, and efficient and safe use is made of the loading and delivery facilities, the Contractor shall prepare a comprehensive Delivery Plan. The Delivery Plan shall be provided to the GLA's Venue Operations Manager.

In preparing the Delivery Plan the Contractor shall liaise with the venues to ensure that they comply with their local rules, access times and delivery arrangements. In addition, the Contractor shall liaise with the local Borough and/or Transport for London to ensure that they comply with and or obtain permission for any vehicle movements that may be required where restricted hours of operation are in force.

The Contractor shall also ensure that the route plans for vehicles involved in the delivery of this specification take into account any planned road closures so as not to adversely impact the event schedule.

The Contractor shall prepare contingency plans to cover the eventuality of unplanned road closures along the main routes to each of the venues.

The Delivery Plan shall reflect the 4 phases of the Event;

- Phase 1 - Set-up
- Phase 2 - Ballot box arrival
- Phase 3 – The Count
- Phase 4 - De-rig

See section 4.1 for the details of each phase.

8.7 Security

The Contractor shall ensure that their staff, and the staff of any sub-contractors, display at all times their respective company's security pass while working at the Count Centres as well as any additional security pass that may be issued to them by the GLA or the respective venue.

Details of the Contractor's staff and any sub-contractor's staff who will be attending the Count Centres must be provided at least 72 hours in advance to the GLA and where requested the venues.

Full vehicle details including estimated times of delivery and departure at each venue must also be provided.

Security provision at the venues will be provided by others. The appointed Contractor shall work co-operatively with the security contractor to ensure the security of the venue, the equipment that is installed and the integrity of the ballot paper counting process.

8.8 Damaged or broken furniture and equipment

The Contractor shall provide in **Schedule No. 4, the Pricing Schedule** the replacement costs for any items of furniture and equipment covered by this specification that are either lost or damaged beyond economic repair during the course of this event.

Should any items of equipment be damaged beyond repair proof shall be provided to the GLA before any additional charges can be accepted.

9.0 The London Boroughs - Lot 4

9.1 The Requirement

9.1.1 Roll Cages

Four-sided Roll Cages or similar containers with wheels, including an access door, are required to assist with the transport of the ballot boxes from the 33 London Boroughs to the 3 Count Centres at Alexandra Palace, Excel and Olympia. The actual transport of the roll cages from the Boroughs to the Count Centres is the responsibility of the Boroughs themselves.

The specification for each Roll Cages is as follows:

- Approximately 710mm x 790mm x 1730mm (high) and should accommodate 12 ballot boxes each measuring 375mm x 240mm x 380mm. The maximum weight of each filled ballot box is no more than 12Kg.

The quantity of Roll Cages required and the number of delivery addresses in each Borough have yet to be confirmed, however up to 700 roll cages may be required.

As an indication of the **potential requirement**, the delivery locations and numbers of roll cages ordered in the 2012 elections are detailed in **ANNEX B**.

Quantities and delivery addresses for the 2016 Election will be confirmed to the Contractor by the GLA.

The requirement in relation to the provision of the roll cages is as follows:

- The Contractor will be required to deliver the indicated number of roll cages to the relevant locations within the various Boroughs in advance of the Election between 29th April and 3rd May 2016 inclusive with any resulting issues resolved by the 4th May 2016.
- The Contractor is required to liaise directly with the nominated Borough contact to arrange a mutually acceptable delivery slot within the given timeframe. A contact for each delivery shall be provided should there be problems with the delivery of the roll cages.
- Once delivered the Boroughs themselves are responsible for transporting the roll cages to their designated Count Centre.
- The roll cages used by any Boroughs whose votes are being counted at Alexandra Palace will be left at Alexandra Palace during the hire period until the morning of Saturday 7th May 2016. The Contractor needs to arrange a timeslot before 12 noon on Saturday 7th May 2016 during which the roll cages must be collected. Quantities for collection from Alexandra Palace will be advised by the GLA.
- The roll cages that Boroughs transport to Excel and Olympia cannot be accommodated at the venues and will be returned to their original delivery point by each Borough for collection by the Contractor over a three day period week commencing Monday 9th May 2016. The Contractor is required to liaise with the nominated Borough contact to arrange a mutually acceptable collection slot within the given timeframe. The collection address and quantities will be advised by the GLA.

10.0 Quality Assurance

The Contractor shall have in place appropriate quality assurance arrangements and measures to ensure that:

- a) The programme and schedules that support the delivery of this specification are well planned, co-ordinated with other contractors and meet the timescales.
- b) The equipment shall be fit for its intended purposes, properly maintained and operate correctly in line with the manufacturer's design parameters.

- c) The equipment shall be free from significant marks, graffiti, deformities and dents, normal wear and tear excepted.
- d) All equipment is laid out as per the final versions of the drawings for each of the venues.

The Contractor shall provide to the GLA details of these quality assurance arrangements and measures.

11.0 Health, Safety and Staff Welfare

The Contractor is responsible for ensuring that all aspects of the set-up, deliveries, support operation, collection and de-rig of the equipment provided are undertaken in a safe manner and in accordance with health and safety legislation.

Risk Assessments and Method Statements will be required by both the GLA and the respective venues no later than 31st March 2016.

In the case of Lots 1, 2 and 3 the set-up and de-rig must be compliant with the requirements of the respective venue's Safety and Fire Officers. Achieving compliance may mean that some changes have to be made to the layout plans.

The Contractor is responsible for ensuring appropriate welfare provisions and breaks are provided for their staff. Toilet facilities are available at each of the venues throughout the period of the Event.

12.0 Event Insurance

The Contractor shall be required to manage all risks associated with the selection of furniture and equipment, set-up, operational support, de-rig, delivery and management of the services specified.

The contractor is required to ensure it has the following insurance cover in place:

- Public Liability Insurance of five million pounds (£5'000'000.00) for each and every occurrence or series of occurrences arising out of any one occurrence.
- Product liability insurance of five million pounds (£5'000'000.00) in aggregate for any one or a series of claims

- Employers liability insurance which complies with the event organiser's statutory duties under the Employers' Liability (Compulsory Insurance) Act 1969

Copies of valid, dated insurance certificates will be required by the GLA prior to the Event.

13.0 Value added services

The Contractor should indicate in their proposal any value added, free of charge, services that the GLA would benefit from should the Contractor be awarded the contract. Any value added services offered must be directly relevant to the delivery of this specification and not promises of future discounts or services.

14.0 Payment Schedule and Invoicing

Payments to the Contractor will be in accordance with the invoicing table below.

Invoicing Schedule		
Stage	Description	Payment
1	On successful delivery of the requirements of this specification and submission of a correctly presented invoice	

The GLA will only pay for the number of items covered by section 8.0 and 9.0 that were actually delivered and any shortages should be reflected in the invoice.

* The GLA also reserves the right to withhold payment of up to 10% of the total contract value if the Contractor fails to achieve delivery of this specification in full. Agreement on the level of the withheld payment will be mutually agreed with the Contractor.

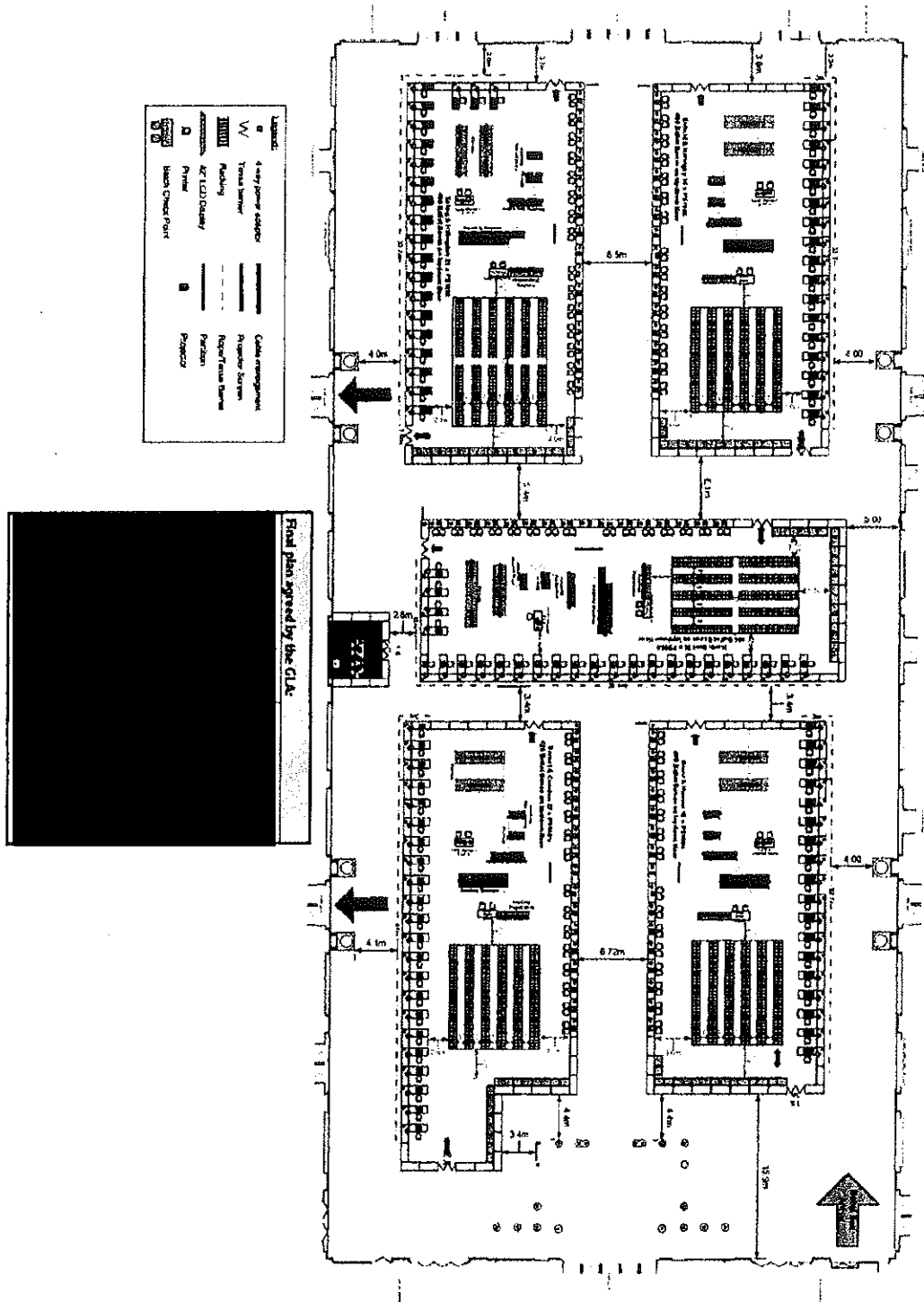
Invoicing arrangements must be in line with the details set out in the Contract and the official purchase order which will be issued shortly after award of contract. In order to be paid all invoices must state the correct purchase order number.

***** ENDS *****

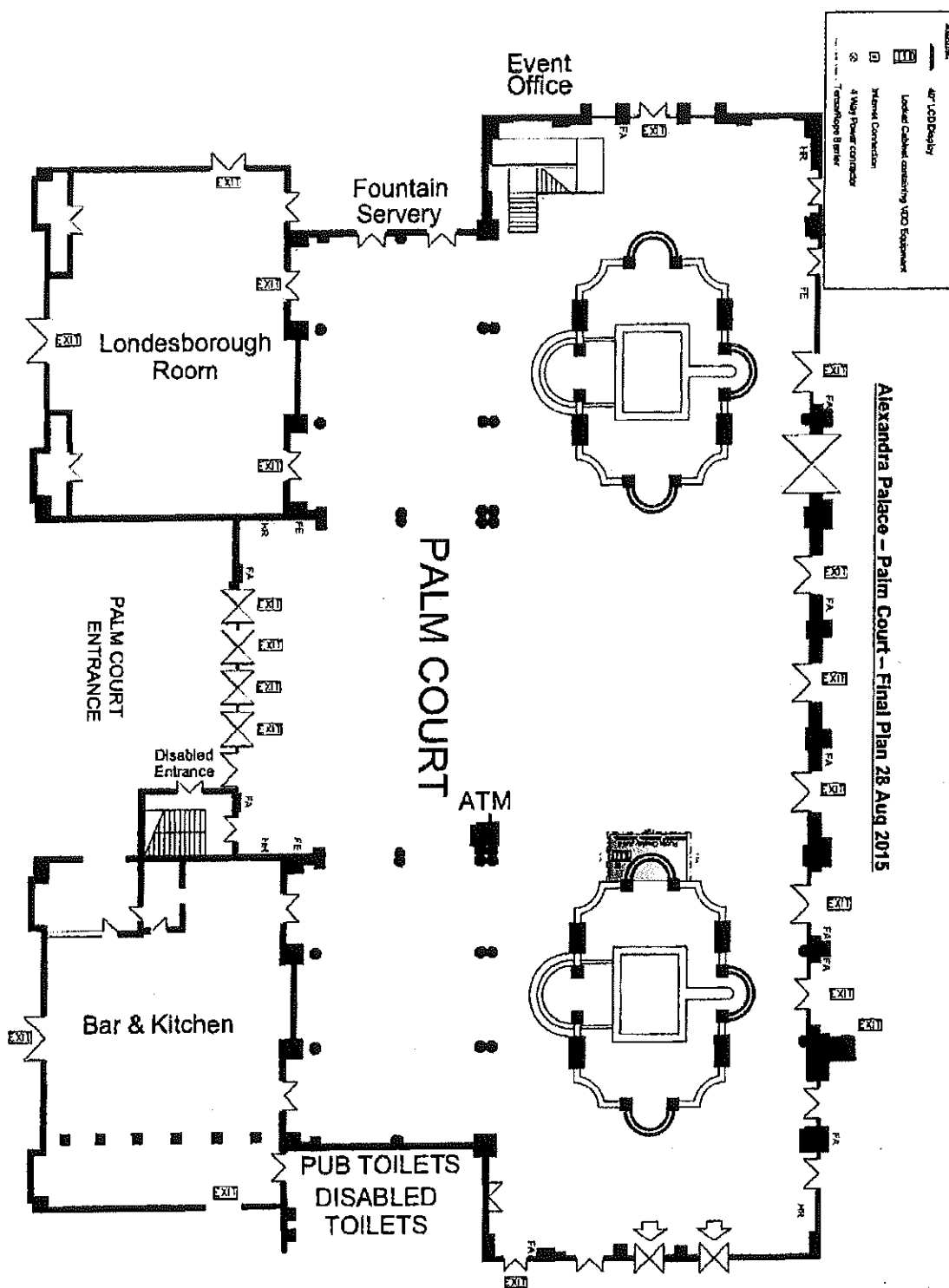
ANNEX A

Lot 1 - Alexandra Palace Great Hall Layout Plan 2016 – (subject to change)

Please note this drawing does not show the GLA Organiser's Office or security and reception set-up.



Lot 1 - Alexandra Palace Great Hall Layout Plan 2016 – (subject to change)
Please note no layout is currently shown in this space.



ANNEX A

Lot 2 - Excel Layout Plan 2016 – (subject to change)

Please note this drawing does not show the GLA Organiser's Office or security and reception set-up.

ENTRANCE
S1

ANNEX A

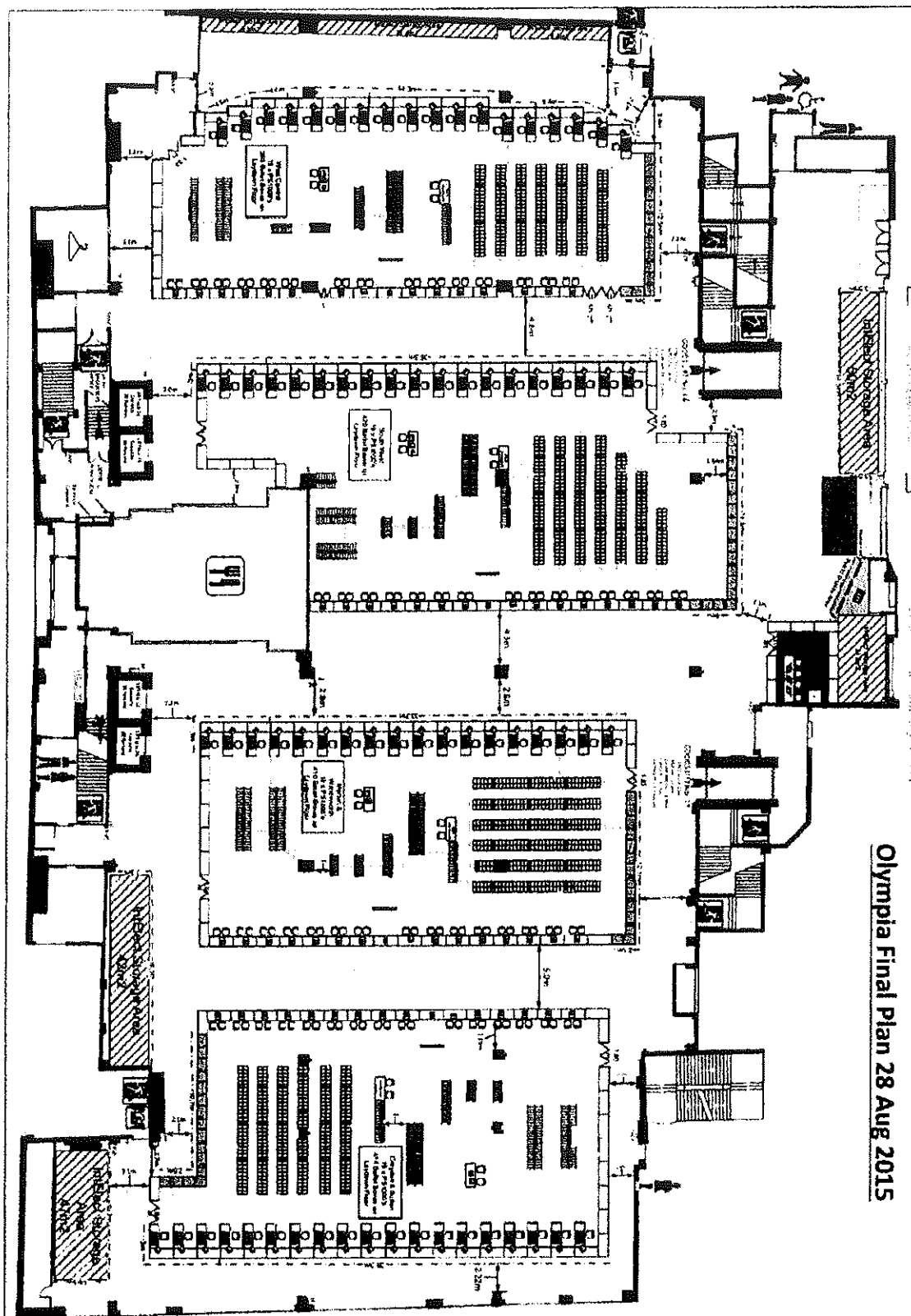
Lot 2 - Excel Layout Plan 2016 – (subject to change)

TBC

ANNEX A

Lot 3 - Olympia Central Level 1 Layout Plan 2016 – (subject to change)

Please note this drawing does not show the GLA Organiser's Office or security and reception set-up.



Olympia Final Plan 28 Aug 2015

ANNEX A

Lot 3 - Olympia Central Level 1 Layout Plan 2016 – (subject to change)

TBC

ANNEX B

Lot 4 - Roll Cage quantities and distribution in 2012

BOROUGH	No. of roll cages	Delivery address	Collect from Alexandra Palace
Barking & Dagenham	TBC	TBC	
Barnet	33	North London Business Park, Building 4, Oakleigh Road, N11 1NP	yes
Bexley	15	Civic Centre, Broadway, Bexley DA6 7LB	
Brent	20	Brent Town Hall, Forty Lane, Wembley HA9 9HD	yes
Bromley	23	Bromley Civic Centre, Stockwell Close, Bromley BR1 3UH	
Camden	18	Camden Centre, Bidborough Street, WC1H 9AU	yes
Corporation of London	0		
Croydon	20	Croydon Town Hall, Katherine Street, CR9 1DE	
Ealing	0		
Enfield	12	1, Gentlemens Row, Enfield, EN2 6QQ	yes
Greenwich	20	Town Hall, Wellington Street, SE18	
Hackney	12	Hackney Town Hall, Mare Street, E8 1EA	yes
Hammersmith & Fulham	14	Hammersmith Town Hall, King Street, W6 9JU	
Haringey	10	Wood Green Civic Centre, N22 8LE	yes
Harrow	15	Civic Centre, Station Road Harrow, HA1 2XQ	yes
Havering	15	Town Hall, Main Road, Romford RM1 3BD	
Hillingdon	16	Civic Centre, High Street, Uxbridge UB8 1UW	
Hounslow	20	Hounslow Bridge Road Depot, Pears road, TW3 1SQ	
Islington	15	Town Hall Upper Street, Upper Street, N1 2UD	yes
Kensington and Chelsea	TBC	TBC	
Kingston upon Thames	15	Guild Hall, High Street, Kingston upon Thames KT1 1EU	
Lambeth	30	Assembly Hall, Lambeth Town Hall, Acre Lane, SW2 1RW	
Lewisham	20	363 Bensham Lane, Thornton Heath, CR7 7ER	
Merton	TBC	TBC	
Newham	15	East Ham Town Hall, Barking Road, E6 2RP	
Redbridge	20	Redbridge Town Hall, High Road, Ilford, IG1 1DD	
Richmond upon Thames	16	York House, Richmond Road, Twickenham, TW1 3AA	
Southwark	TBC	TBC	
Sutton	0		
Tower Hamlets	0		
Waltham Forest	14	Waltham Forest Town Hall, Forest Road, E17 4JF	yes
Wandsworth	TBC	TBC	
Westminster	0		
	408		

Please note this table has missing data. The total number of roll cages used in the 2012 Election was 621 (although this number is not actually shown on the table above). It is estimated this number could increase to c. 700 in 2016 but this is purely an estimate.

Adfield's Response to the Brief

(These responses only include those that relate to actual deliverables)

- 1. Please confirm you have in stock and are able to supply the quantity of items (including contingency amounts) specified in section 8 of the specification and referred to in Schedule 4 – Pricing Schedule.**

We can confirm that that we have all items in stock including contingency. In our meeting on Friday we discussed delivering spares with the main stock of furniture as increased back-up.

- 2. Please provide a detailed method statement for how you plan to deliver the requirement for set-up within the two hour limit specified in section 4 of the specification.**

Refer to Table A below

- 3. Please provide a detailed method statement for how you plan to deliver the requirement for de-rig within the two hour limit specified in section 4 of the specification**

Refer to Table A below

Table A

Item	Description
Activity on Site	
Means of Delivery	
Means of offloading vehicles & delivery to required location Collection of furniture at the end of the event	
Date / Time of working	
Staff	

Working alongside other Contractors	

4. There is an expectation of a sufficient number of operatives to be on-site for support during the elections. Please state the number of staff that will be available to the GLA and rationale for why this is a sufficient number of operatives.

The number of operatives for support is included in the attached spreadsheet. We feel that x2 operatives per venue during the elections will be sufficient. As soon as the furniture is in place we will ensure that the GLA manager for each venue is 100% content with the layout so that minimal changes will be needed during the elections. However if required the x2 operatives will be on-site to make any changes should this be required.

Lot No.	Venue	Activity	No. of Operators	No. of hours	Total Hours	Hourly Rate	Total Cost
Lot 1	Alexandra Palace	Set-up	12	8	96		
		On-going	2	31.5	63		
		De-rig	12	5	60		
			26	44.5	0		
Lot 2	Excel	Set-up	12	8	96		
		On-going	2	31.5	63		
		De-rig	12	5	60		
			26	44.5	0		
Lot 3	Olympia	Set-up	9	8	72		
		On-going	1	31.5	31.5		
		De-rig	9	5	45		
			19	44.5	148.5		
	GRAND TOTAL						

The set-up includes setting up of chairs, tables and tensa type barriers as per the final signed off version of the drawings as well as general portorage of other delivered items such as ballot boxes Set-up also includes the GLA Organiser's Office, reception area, security arrangements and queuing system.

During the Count itself operators may be required to perform ad-hoc portorage tasks, such as adjusting layouts and carrying ballot boxes

On-going means on-going support during the count operation and announcement

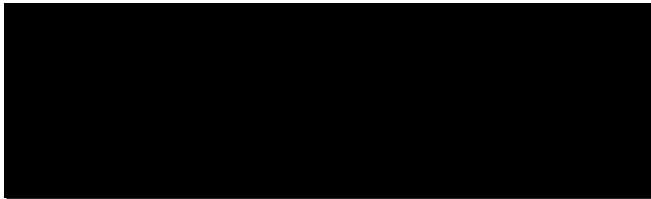
1. Timetable

Call-Off Term: 14th March - 9th May 2016

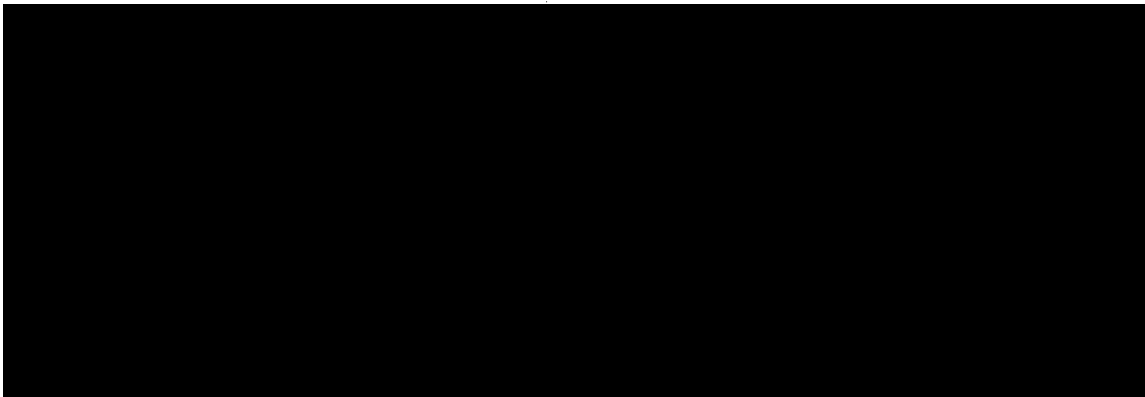
2. The Authority account details



3. The Authority's Call-Off Co-ordinator



4. Insurance (if any) to be held by Service Provider:



5. Termination at Will

The period of notice to be given by the Authority in order to terminate the Call-Off Contract in accordance with Clause 7 of the Call-Off Contract is 90 days.

Attachment 2

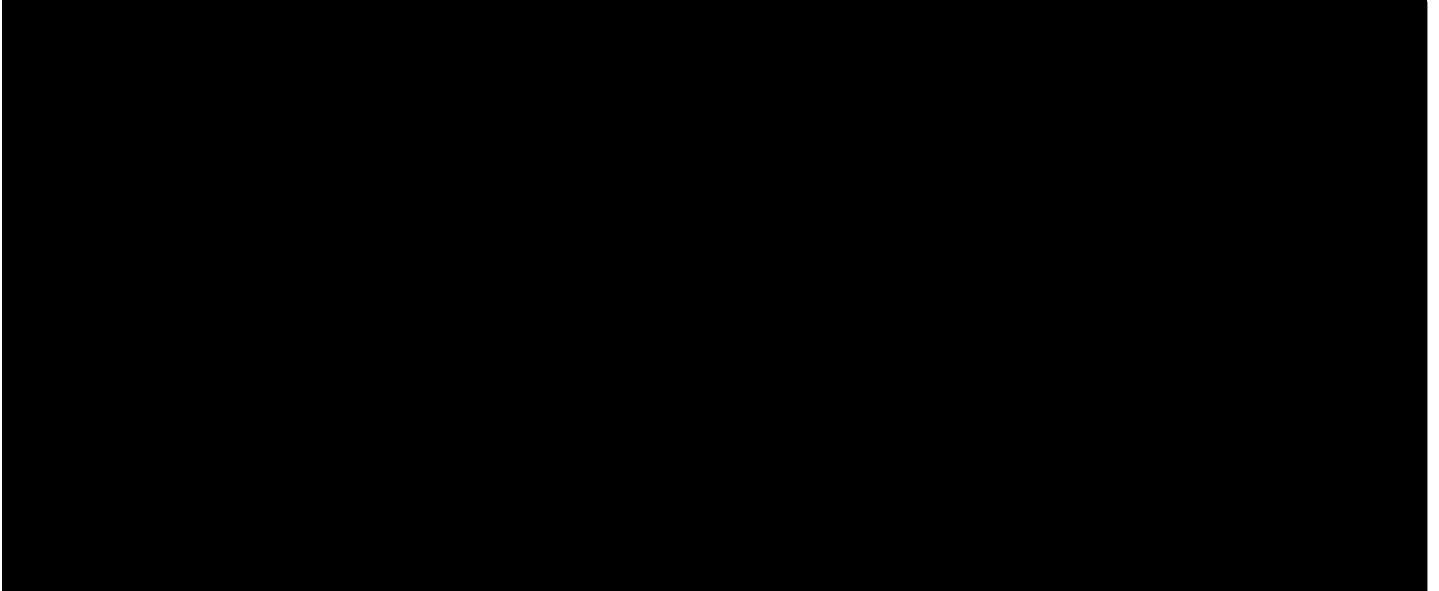
1. Charges

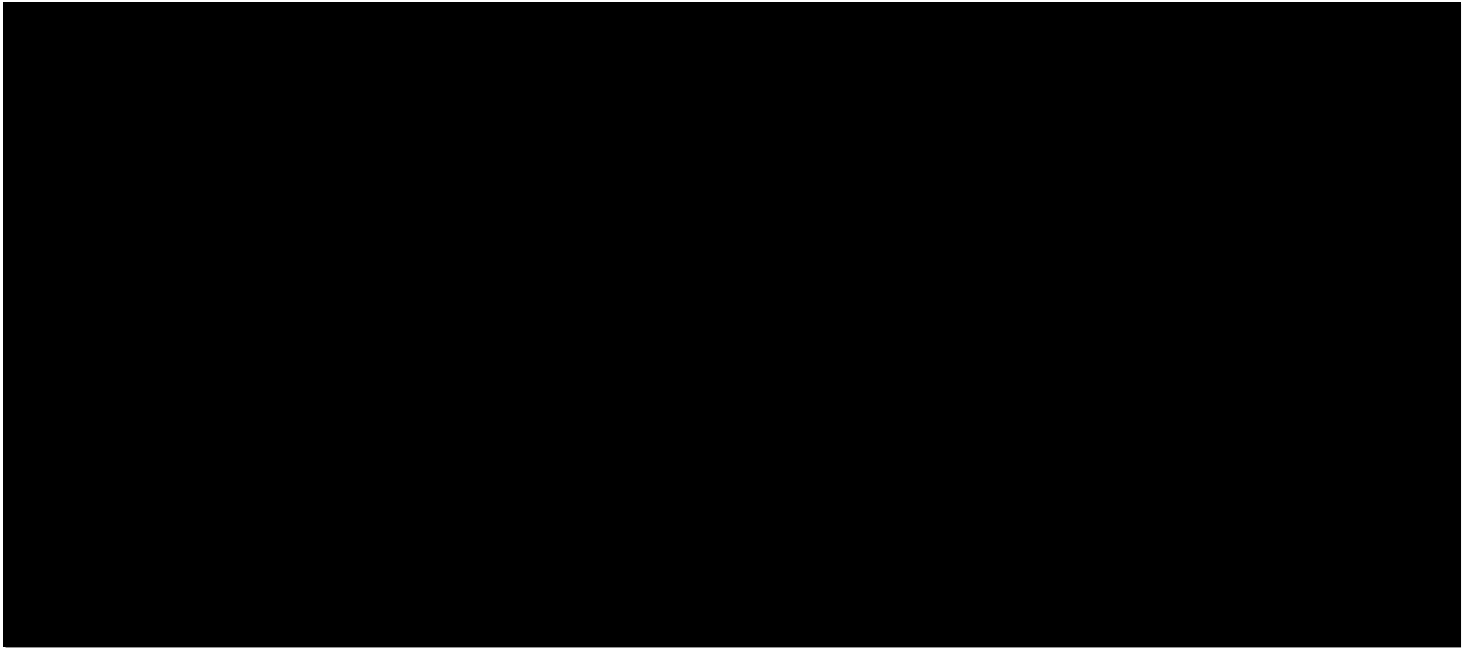
Charges to be specified on a time and materials or fixed fee basis.



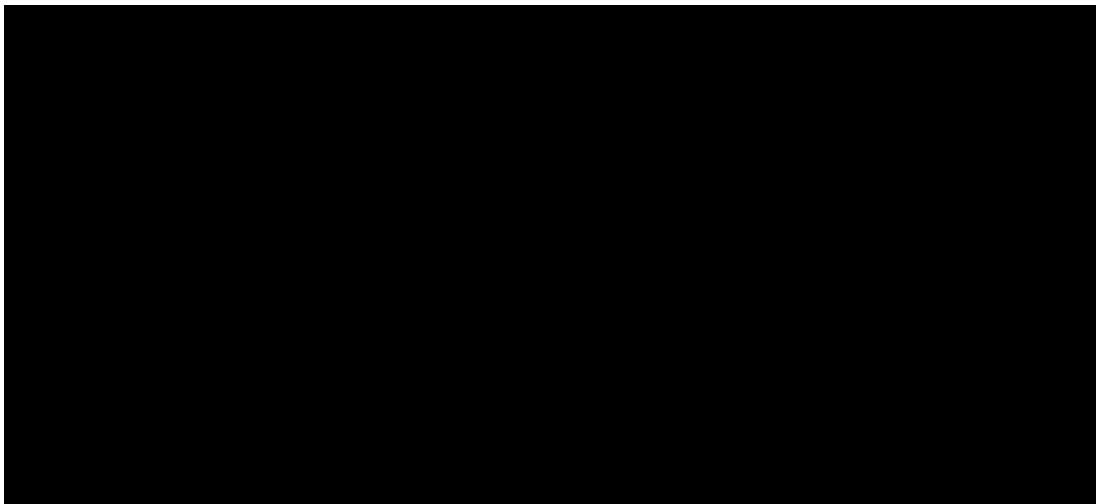
1.2. Hire Equipment

The following quantities are a guide to the amount of furniture that will be required for the GLA 2016 election count. Final quantities will be confirmed once layouts for the 3 venues are approved by all parties. These quantities are a rough estimate based on past requirements and anticipated need.

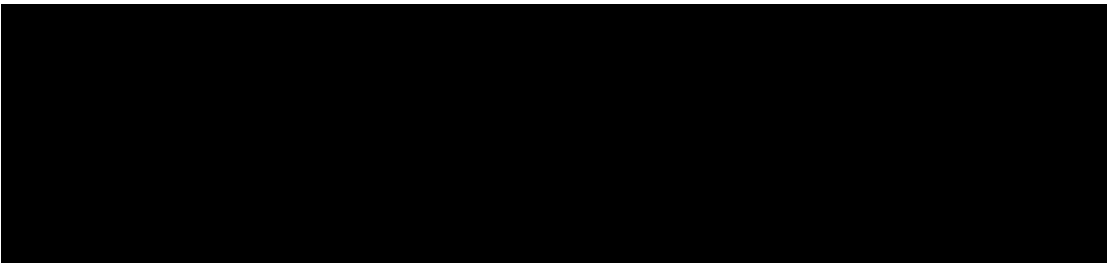




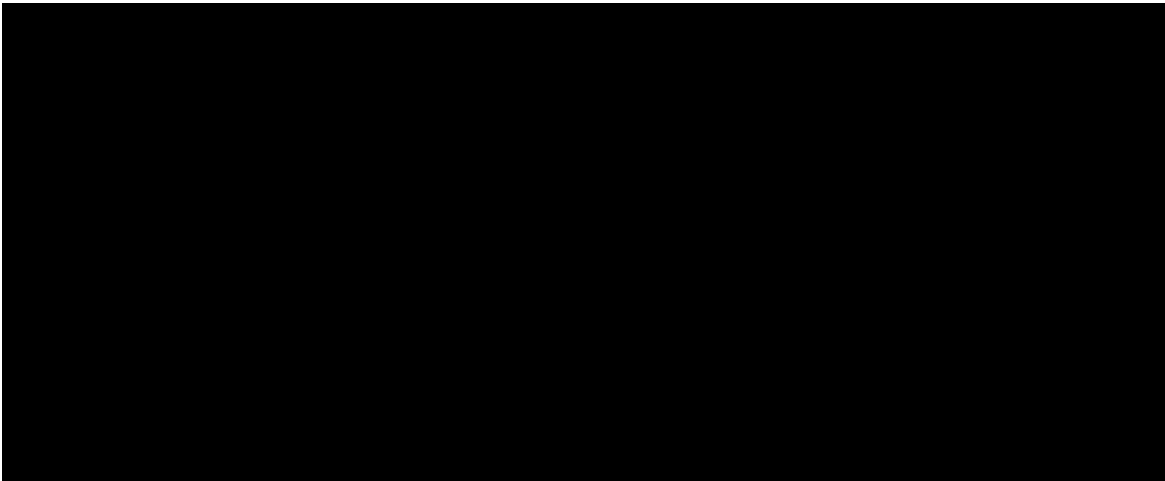
1.3. Count Centre Stage and PA system



1.4.Count Centre Platform Trolley



1.5. Count Centre Set-up and De-rig Labour Costs



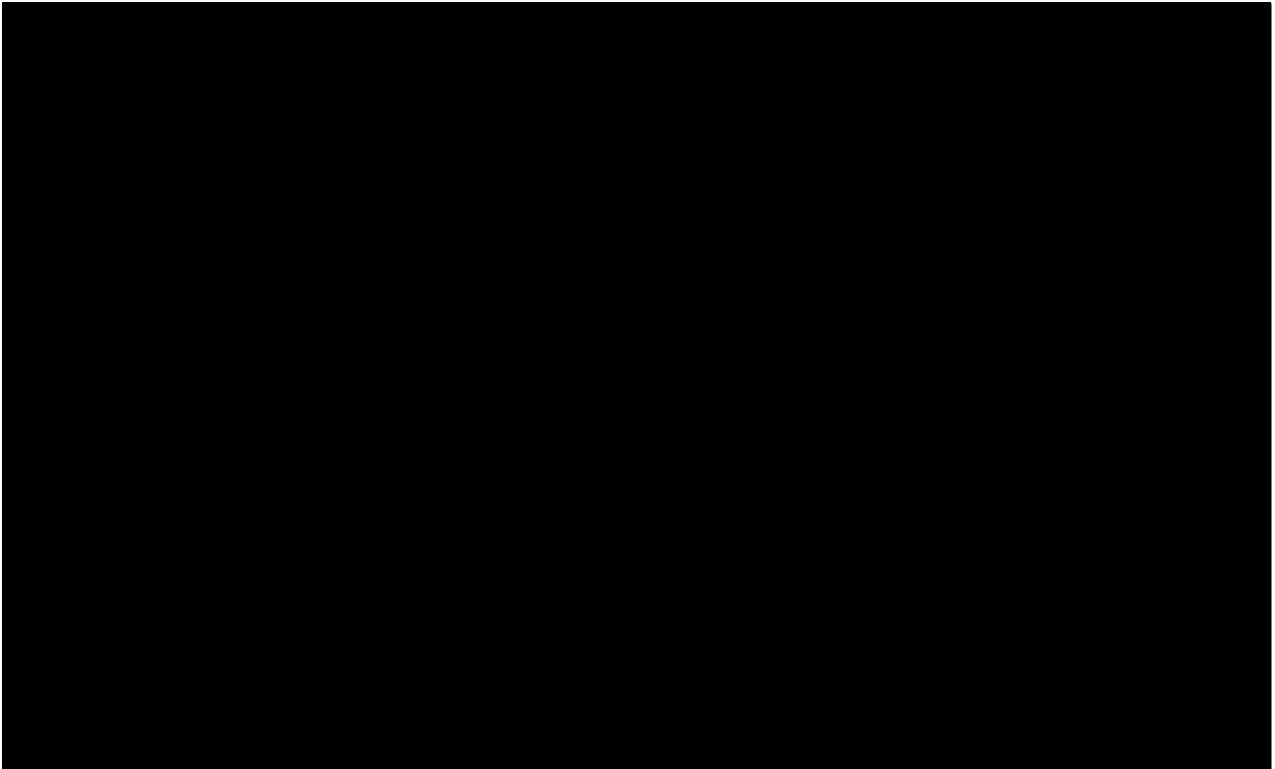
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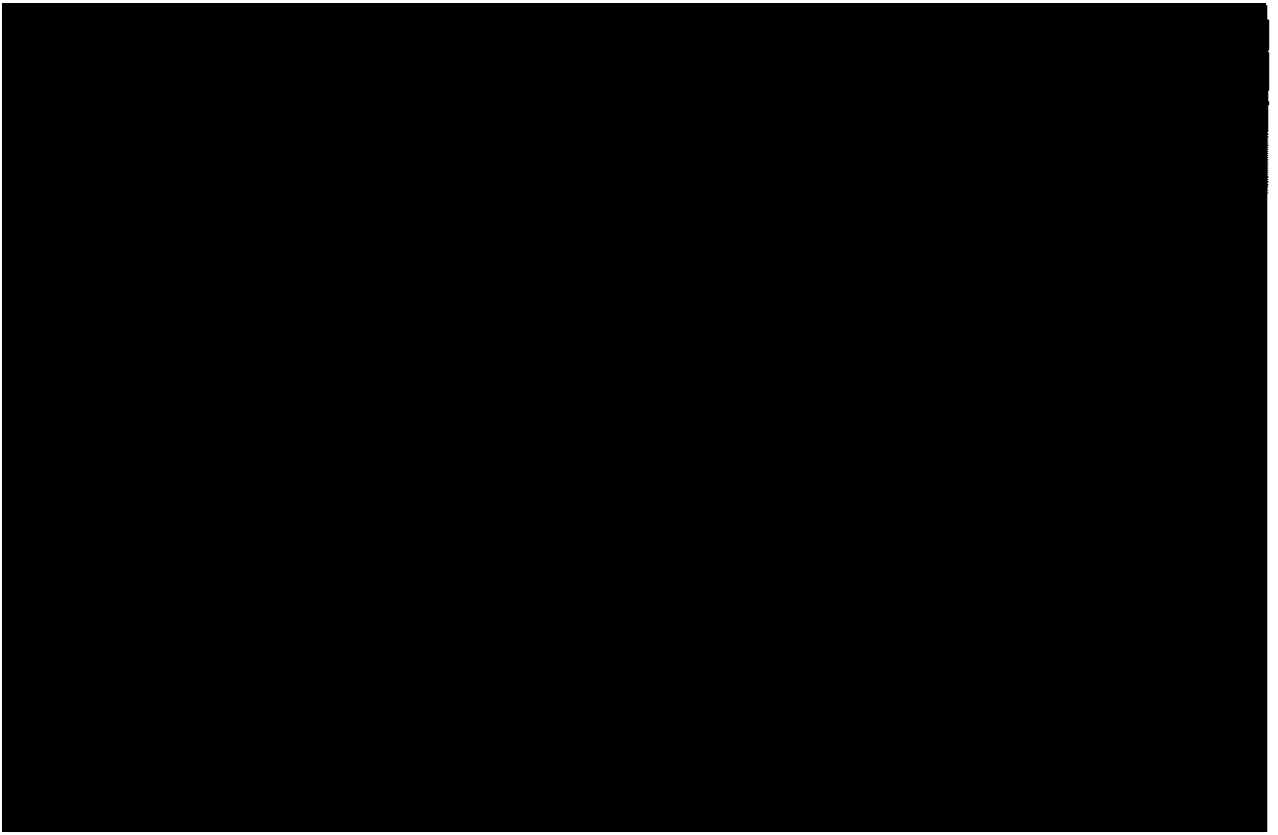
Set-up also includes the GLA Organiser's Office, reception area, security arrangements and queuing system.

During the Count itself operators may be required to perform ad-hoc portorage tasks, such as adjusting layouts and carrying ballot boxes

On-going means on-going support during the count operation and announcement

1.6. Roll Cage Hire and Delivery



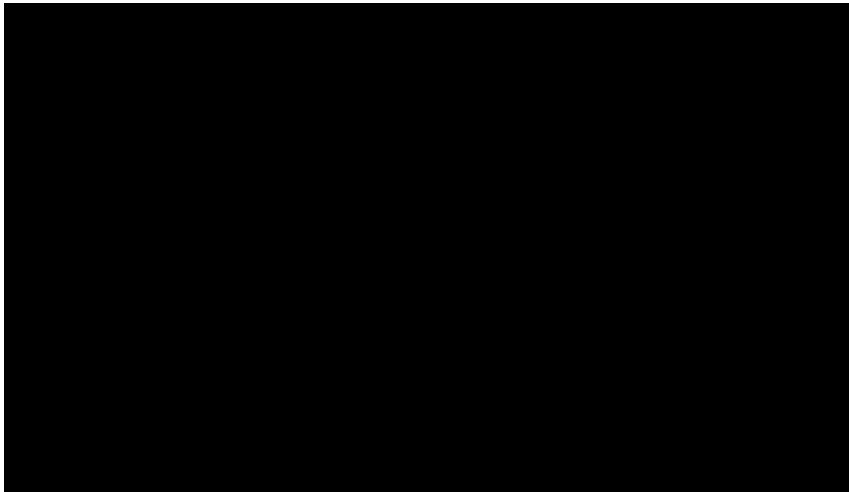




* The number of roll cages is based on the numbers ordered in the 2012 Mayoral and Assembly Elections and should be used as a guide only. Actual numbers will be confirmed later. Up to 700 may be required.

+ The address provided are based on those used in the 2012 Mayoral and Assembly Elections and should be used as a guide only. Actual addresses will be confirmed later.

1.7. Replacement costs for lost or damaged equipment



Notes

To charge the full replacement cost the unit must be damaged beyond economic repair or lost

2. Charges – Contingency Planning (Additional services to support Mayoral Elections)



3. Key Personnel



4. Proposed sub-contractors



5. Proposed completion date

Completion date is 9th May 2016