28th April 2023

**Army at Home Permanent Gallery – Tender Brief for Object Mounts**

**Project Brief**

The current Society permanent gallery is being represented with new displays and a new storyline. It will be called the Army at Home Gallery and will open to the public on 19th September 2023.

The new gallery will explore the role of the British Army on home soil, ranging from helping to enforce the idea of a unified nation in the 17th Century, through to counter terrorism and humanitarian aid in the 21st century. We are utilising existing display cases and creating two new ones. The Museum wishes to employ a suitably qualified and experienced mount maker to assist in the installation of the gallery, in particular, the manufacture and positioning of mounts for the display items. There will be many objects in the gallery requiring mounts to be made from scratch and a small number of objects that are re-using existing mounts these have been denoted on Annex A – Object Mount Schedule, which should also be used as the pricing document. Annex B are the Case Layouts.

In the costs, the mount maker will also need to account for measuring of objects at our Stevenage store and Chelsea Museum, both prior to making the mounts and after making to ensure they fit the objects seamlessly. The mount maker should also allow for attendance on site for around 2 weeks to fit the mounts on site during the installation of objects phase as noted in para 4. Programme below, of this document. They will work alongside the Museum’s team of conservators and collections staff.

The fee is in the region of **£35,000 + vat** inclusive.

Included as separate documents with this tender brief are:

* Annex A - Object Mount Schedule – Under Separate Cover (excel)
* Annex B –case layouts– under Separate Cover (pdf)

**Access to Objects Requiring Mounts**

It is important that the successful tenderer includes financial provision for attending site in Stevenage to measure the objects prior to manufacture also to measure them in Stevenage after manufacture, to ensure they fit the objects before coming to site for install in Chelsea. Some items are also at Chelsea already and provision should be made for measuring these on site too. In a separate line, please also account for attendance to fit mounts on site for 2 weeks in Chelsea. Access to both sites is strictly controlled and must be made by prior arrangement.

Contractors are to note that there is no workshop space at the main NAM off-site storage facility in Stevenage or at Chelsea, and there is currently no hot works permit or heat/extraction facility for working with metal.

The Contractor will need to describe their approach to the mount-making process including object assessments, measurement taking, mount making, checking the mount with the object prior to transfer to the museum site, and allowance within the tender price and time allocation for on-site installation of object mounts. NAM will need to see a breakdown from the Contractor of the allowance for on-site work during object installation and what the approach of the successful Contractor would be to making changes to mounts during this period.

**Annex A – Under Separate Cover**

Annex A is a full schedule of mounts, listing case number, object details, image and sizes where we have them, along with the type of mount required. The RAL colour for the metal mounts will be supplied to the successful tenderer. A column has been created to populate the price of the mounts individually and a total sum should be added at the end.

**Annex B – Under Separate Cover**

Annex B is the case layouts.

**Out of Scope**

Mannequins and mannequin mounts are by others and not in the scope of this tender. Framing is by others and not in the scope of this tender. Some textile items are on fabric boards that require mounts. The mounts form part of this tender, but the fabric boards will be made by the Museum’s.

1. **Liaison**

The appointed Contractor is to liaise closely with the NAM team to ensure the works meet all the specifications and timescales

* Client – Head of Exhibitions – Jane Holmes jholmes@nam.ac.uk

For tender queries.

* Client – Collections Co-ordinator for access to Stevenage and Chelsea site – Terri Dendy tdendy@nam.ac.uk

Tenderers will be deemed to have understood the extent of work in returning a tender and be confident they can produce the required mounts in the timeframe given., including off gassing of any sprayed mounts. They should ensure that they have ample resources to cover eventualities, such as staff sickness.

1. **Overall Quality**

The successful Contractor will be expected to work with the Client and Exhibition Designer to develop final treatments for approval.

The Contractor shall exercise in the design, execution and completion of the works all the skill, care and diligence to be expected of a properly qualified, experienced and competent Contractor and should have previously carried out work of a comparable scope, nature and size to the Works.

1. **Project Management**

The Contractor shall identify and provide a nominated person responsible for the coordination, liaison and development of the Works who shall efficiently supervise the execution of the Works using their best skill and attention. Thisperson will be responsible for the following:

* Liaison with team
* Liaison with Client on deliverables required to meet the programme
* Monitoring quality and consistency across the works
* Coordinating works to meet the requirements of the programme
* Confirmation of pre - and on-site programming requirements and co-ordination necessary for successful mounting and installation

If the appointed Contractor wishes to replace this nominated person, the replacement must be of equivalent competence and explicitly approved by the Client. Before any work is carried out by the nominated replacement.

1. **Programme**

Potential tenderers note the completion date is fixed and cannot be moved. All potential tenderers will be asked to commit to this completion date. The Contractor will be required to produce and work to a detailed programme within the constraints of the project programme. This programme must be supplied to the Client within two weeks of appointment.

**Timetable/ Schedule**

|  |  |
| --- | --- |
| **Milestone Dates** | **Start** |
| Tender Issued | 28th April 2023 |
| Tender Return | 24th May 2023 |
| Appointment | 26th May 2023 |
| Installation on site | 21st August to 1st September 2023 |

1. **Health and Safety**

The company will be required to provide method statements and risk assessments for any potentially hazardous process that take place on NAM property (e.g. use of lifting equipment, work at heights, etc.) and will be fully responsible for health and safety compliance for all work at NAM sites and during transit of items. Successful Contractors will be issued with the Museum’s Contractors Code of Conduct which they will be expected to sign and comply with.

1. **Site Visits**

Site visits to NAM are essential. The National Army Museum is a Covid -19 Secure environment. Contractors will be required to comply with the Museum’s access arrangements which will be made available to the successful tenderer on appointment. To arrange any visits please contact the Client representative.

1. **Tender Award Criteria**

In order of relevance:

* Strength of tender (Consideration of specific needs of objects). (30%)
* Overall cost. (40%)
* Proven experience of similar projects. (30%)
1. **Deadline for tenders**

All tender documents/electronic media are to be addressed to Secretariat or tenders@nam.ac.uk and annotated with “OBJECT TENDER DOCUMENTS NOT TO BE OPENED at 10am on 24th May 2023. **On no account are the tender documents to be passed to the requesting department before the tender board date**. The Museum reserves the right to disqualify any tender supplied in contravention of the a/m statement. NAM requires both a hard copy and an electronic copy.

Address for the return of ”hard” copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT

1. **Operation**

The Contractor will be required to provide staff with the information needed, prior to completion of the works, to enable the Client to mount, dismount, install and maintain the mounted objects on a regular basis.

The appointed Contractor will be required to produce two sets of final information for each mount type, explaining what the mount looks like, how it works and any maintenance notes that the Client will need to be aware of in the future.

1. **Insurance**

The successful tenderer will be expected to provide the relevant insurance for the duration of the works carried out. The minimum amount insured in respect of public liability shall be £5M for any one occurrence or series of occurrences arising out of any one event.

1. **Defects Liability**

Tenderers to allow for a Defects Liability Period of 12 months during which time they will need to rectify any issues that arise with the mounts as a result of the final design, fabrication or installation.

1. **Approvals**

Client approval stages are an important part of the production process for all the mount and material elements. Approval stages are to be programmed and are to include the following as a minimum:

* Pre-production presentation (including materials)
* Method statements for general approach to different materials
* Method statements for working with objects, on site at NAM storage and conservation facility, and for working on site in galleries during installation

The Contractor will need to work with the team and communicate key deadlines for information to be passed on.

1. **Sustainability**

The Contractor shall ensure that their working methods, performance, operational and maintenance are as sustainable as possible. For example, where possible/necessary the Contractor should:

* Use ethical and environmentally conscious technical subContractors
* Contribute towards Client staff skills development
* Commit to audience evaluation and testing where required
* Consider operating costs throughout design process
* Design in flexibility where required
1. **Conservation Rating**

The object schedules contain limited information on the current condition of the objects.

Many objects may be undergoing conservation work to ensure that they are suitable for display and the Contractor will need to discuss each object and its requirements/relative fragility with the conservator prior to finalizing the mount design.

The Contractor will need to bear this information in mind when returning their tender with regards to time allocated, materials proposed and the level of experience of the proposed team making the mounts. Off gassing of mounts also needs to be accounted for within the programme.