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| **Project:**  | Ceiling and Lighting Upgrade  |
| **Project no:**  | TVL1 |
| **Client**  | Public Health EnglandChiltonDidcotOxfordshireOX11 0RQ |
| **Project Manager** | Stuart Hosier -Engineering Officer -Public Health England |
| **Site visit** | Monday 25th November 2019 14:00 |
| **Tender Expiry date**  | Friday 6th December 2019 12:00 |
| **Project Start date** | Thursday 2nd January 2020 |
| **Project Competition** | Thursday 19th March 2020 |

**1.0 Introduction**

Public Health England (PHE) exists to protect and improve the nation's health and wellbeing and reduce health inequalities. It does this through advocacy, partnerships, world-class science, knowledge and intelligence, and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health. This specification covers work to take place at Public Health England, Chilton, OX11 0RQ.

A large proportion of existing suspended ceilings were installed when the building was constructed in the 1970s. The ceilings are of two construction types – obsolete interlocked self-supporting tiles or tiles suspended in a grid. There are common areas where upgrade is required to install contemporary lighting and gain above ceiling access. Many of the rooms and corridors have similar dimensions

This project incorporates supply, delivery and installation of new ceilings and lighting

Bidders should provide an intended methodology with their submission, along with all details of equipment that are proposed for supply under this tender. A detailed programme of work to be carried out should accompany the tender considering Health, Safety and Environmental requirement.

Site visits will be held on an agreed date advised in the ITT. Tenderers will be allocated a 2-hour slot to survey and will be limited to no more than 2 people. No further visits will be considered after the date indicated.

Whilst cost is an important factor, the technical solution and evidenced performance of the product will also be a significant factor in selection of suitable supplier as reflected in the Award Criteria weighting.

Tenderers should consider their availability to deliver this project as is a necessity the works are completed by the completion date listed

A full survey of the specification and building areas should follow award of contract ,with any findings reported to PHE

**2.0 Tenders**

The work will be awarded to a single contractor however tender values shall be separated into the following parts:

1. Supply and installation of ceilings and lighting as per room pricing schedule (See 3.1 attached table)
2. Builders works
3. Fire detection alteration
4. Room protection, clearances and assembly
5. Access equipment
6. Storage container
7. Waste

**3.0 Scope**

Building room numbers describe building locations and floors e.g. AG:14 (‘A’ Block Ground Floor, Room 14). All floors are accessible by a passenger lift which can be utilised during the project to transport materials.

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* **Requirements**
1. Allow for installation of complete suspended ceiling grid systems as listed in Table 3.1 and further specifications. **(**Unless otherwise stated Armstrong Ceilings Ltd. Tatra 958m is to be used in all areas)
2. Allow for alterations to existing ceiling grid to enable lighting only upgrade as listed in Table 3.1
3. Allow for all extended works to A3:01 Boardroom Foyer as per specification
4. Allow for all extended works to A3:03 Boardroom seminar room as per specification
5. Allow for replacement ceiling tiles in existing ceiling grid as listed in Table 3.1 ‘Tiles’
6. Allow for alterations to ceiling to enable 600mm x 600mm LED panels to be fitted and electrically installed into existing ceiling listed as ‘lighting only’ as listed in Table 3.1. LED panels to be fitted in the centre of corridors. Allow for any 1200mm x 600mm sized suspended grid in the areas listed to be altered to enable 600mm x 600mm ceiling tiles. Allow for LED panels to be fitted in the centre of corridors where new ceilings and alterations are required.
7. Allow for 1200mm x 600mm access panel to be fitted in C1 Corridor ceiling (See 3.3).
8. Allow for all Electrical installation, Lighting supply, Controls and Containment as per specification and 18th edition wiring regulations.
9. Allow for removal, installation and commission of existing fire / smoke detectors retained in ceilings sub-contracting Trinity Fire Ltd. Fire detection list to be issued on visit.
10. Allow for room content and building fabric protection
11. Allow for room preparation and any required room contents clearance.
12. Allow for removal of all waste applicable to the project.
13. Allow for all decoration and builders works as specified
14. Allow for access equipment such as scaffolding required for high level and stairwells
15. Allow for external dry storage for room contents and materials (6.06m/20ft container)
16. Allow for transit and removal of waste ceiling tiles in second storey ‘C’ Block plant room (Stairwell access only to lower floor with passenger lift)
17. Allow for transit and removal of waste lighting fittings and consumables in first storey ‘C’ Block plant room. (Passenger lift floor)
18. Allow for out of hours working from 6pm – 7am (Weekday and Weekend) to complete all areas of work highlighted in Red on Table 3.1
19. All staff offices to be fitted with adequately positioned Passive infrared sensors with photo cells unless omitted in this document.
20. Allow for each corridor to be fitted with Long Range Ultrasonic Sensors to operate a maximum of 10 metre sections of corridor.
21. Allow for emergency LED light fittings within corridor nearby to Entry, Exits and Stairwells to be fitted and operated by a single operating Presence detector to give separate operation from other circuits. (See G2 Corridor for example wiring)
22. Allow to supply 2 x lighting hand held remote control devices as specified.
23. Allow for building link corridors with windows to be fitted with Passive infrared sensors with photo cells to be control nearby lighting in consideration to environment light levels.
24. Corridors to have an emergency light at every emergency exit corridor transition. Corridor Lighting shall be equally spaced Emergency lighting shall be installed to be spaced no more than 10 metres in corridors.
25. Allow for Lighting to be uniformly positioned within rooms and corridors or as advised by PHE.
26. Allow for all electrical materials and installation to included but not limited to: containment, enclosures, lighting, passive infrared sensors (PIR), switching
27. Allow for staff offices to be fitted with presence detectors and adequate range unless omitted in this document.
28. Allow for each corridor to be fitted with Long Range Ultrasonic Sensors to operate a maximum of 10 metre section of corridor lighting, considering pedestrian traffic from all directions.
29. Allow lighting nearby to corridors to be fitted with a single operating PIR.
30. Allow to supply 2 x hand held device compatible with
31. Allow for building link corridors with windows beside to be fitted with Passive infrared sensors with photo cells to be control nearby lighting in consideration to environment light levels.
32. Corridor Lighting shall be equally spaced Emergency lighting shall be installed to be spaced no more than 10 metres in corridors.
33. Lighting is to be uniformly positioned within rooms or as advised by PHE.
34. Allow to assist with room preparation for any asbestos removal undertaken by Amity Limited which may occur during the project in the areas specified .Allow for further pricing of asbestos removal works through Amity Ltd to be submitted to PHE for approval
35. Allow for new emergency exit signage to be fitted in all corridors. The signs and placement of signs should conform to the BS 5499 Pt 4:2000 Building Regulations and the requirements of the Health and Safety 1996 – Safety Signs & Signals Regulations.

**3.3 Ceiling installation specifications**

* **Ceiling Tiles**

**Tatra 958m**

• Manufacturer: Armstrong Ceilings Ltd.

- Web: www.armstrong-ceilings.co.uk.

- E mail: ats@armstrongceilings.com.

- Product reference: Tatra 958m

• Modular size: 600mmx 600mm x 15mm

• Edge profile: Board Square Edge.

• Grid: Use with 24mm corrosive resistant exposed grid system.

**Rockfon Arctic**

• Manufacturer: Rockfon

- Web: https://www.rockfon.co.uk/contact/

- E mail: info@rockfon.co.uk

- Product reference: Arctic

• Modular size: 600 x 600 mm.

• Edge profile: Teglaur

• Surface:

• Grid: Use with 15mm corrosive resistant exposed grid system.

* **Ceiling Components**

• Aluminium sheet, strip and plate: To BS EN 485-1 and -2.

• Aluminium bars, tubes and sections: To relevant parts of BS EN 515, BS EN 573, BS EN 755 and

BS EN 12020.

* **Setting out**

• General: Completed ceiling should present, over the whole of its surface exposed to the room

below, a continuous and even surface, jointed (where applicable) at regular intervals.

• Infill and access units, integrated services: Fitted correctly and aligned.

• Edge/ perimeter infill units size (minimum): Half standard width or length.

• Corner infill units size (minimum): Half standard width and length.

• Grid: Position to suit infill unit sizes. Allow for permitted deviations from nominal sizes of infill

units.

• Infill joints and exposed suspension members: Straight, aligned and parallel to walls, unless

specified otherwise.

• Suitability of construction: Give notice where building elements and features to which the ceiling

systems relate are not square, straight or level.

• Corridors to have centre positioned full tiles to enable light uniformity in walkways

• Allow for any 1200mm x 600mm sized suspended grid in the areas listed to be altered to enable 600mm x 600mm ceiling tiles.

* **Protection**

• Loading: Do not apply loads for which the suspension system is not designed.

• Ceiling materials: When necessary, remove and replace correctly using special tools and clean

gloves, etc. as appropriate.

* **Installing hangers**

• Wire hangers: Straighten and tension before use.

• Installation: Install vertical or near vertical without bends or kinks. Do not allow hangers to press

against fittings, services, or insulation covering ducts/ pipes.

• Obstructions: Where obstructions prevent vertical installation, either brace diagonal hangers

against lateral movement, or hang ceiling system on an appropriate rigid sub-grid bridging across

obstructions and supported to prevent lateral movement.

• Extra hangers: Provide as necessary to carry additional loads.

• Fixing:

- Wire hangers: Tie securely at top with tight bends to loops to prevent vertical movement.

- Angle/ Strap hangers: Do not use rivets for top fixing.

• Spacings: As manufacturers recommendations.

* **Installing perimeter trims**

• Jointing: Neat and accurate, without lipping or twisting.

• External and internal corners: Mitre joints generally. Overlap joints at internal corners are not

acceptable.

- Intermediate butt joints: Minimize. Use longest available lengths of trim. Align adjacent lengths.

• Fixing: Fix firmly to perimeter wall, edge battens or other building structure.

- Fasteners: As manufacturers requirements.

- Fixing centres: 600 mm.

* **Openings in ceiling materials**

• General: Neat and accurate. To suit sizes and edge details of fittings. Do not distort ceiling

system.

* **Integrated services**

• General: Position services accurately, support adequately. Align and level in relation to the ceiling

and suspension system. Do not diminish performance of ceiling system.

• Small fittings: Support with rigid backing boards or other suitable means. Do not damage or

distort the ceiling.

- Surface spread of flame rating of additional supporting material: Not less than ceiling material.

• Services outlets:

- Supported by ceiling system: Provide additional hangers.

- In dependently supported: Provide flanges to support ceiling system.

* **Ceiling-mounted luminaires**

• Support: By ceiling system.

- In dependently supported luminaires: Suspension adjusted to line and level of ceiling.

- Ceiling supported luminaires: Modifications and/ or extra support required: To each luminaire.

• Surface mounted luminaires: Units installed so that in event of a fire the designed grid expansion

provision is not affected.

• Modular fluorescent recessed luminaires: Compatible with ceiling module. Extension boxes must

not foul ceiling system.

• Recessed rows of luminaires: Provide flanges for support of grid and infill units, unless mounted

above grid flanges. Retain in position with lateral restraint.

• Fire protecting/ resisting ceiling systems: Luminaires must not diminish protection integrity of

ceiling system.

• Access: Provide access for maintenance of luminaires

**3.1 A3:01 Boardroom Foyer Specification**

1. Remove existing textured plasterboard ceiling from clear from site
2. Remove and make good curved plasterboard allowing to expose upstand detail
3. Cloak and fill upstand detail and decorate
4. Install RockFon Arctic Tegular ceiling tiles into 15mm exposed lay in grid system to open area (See main boardroom for design reference.
5. Make good and decorate existing perimeter bulkhead Diamond Matt White Paint
6. Fully decorate room in Dulex diamond Matt Magnolia Paint
7. Allow for single Install PIR controlled circuit for all lighting
8. Remove existing lighting dimming management system and return lighting supplies to conventional lighting distribution.
9. Supply and install LED panels
10. Allow for PIR
11. Allow to install 13 x downlights as specified

**3.2 A3:02 Small Boardroom Specification**

1. Remove existing textured plasterboard ceiling from clear from site
2. Remove and make good curved plasterboard allowing to expose upstand detail
3. Cloak and fill upstand detail and decorate with matching paint
4. Install RockFon Arctic Tegular ceiling tiles into 15mm exposed lay in grid system to open area (See main boardroom for design reference)
5. Make good and decorate existing perimeter bulkhead.
6. Allow to remove automated lighting control system and redundant wiring.
7. Allow for separate switched circuits to Circuit 1 LED Downlights, Circuit 1 LED panel, Circuit 2 LED panel.
8. Remove existing lighting dimming management system and return lighting supplies to conventional lighting switched control to included new circuit protection and from existing board.
9. Allow for a brushed stainless steel 3 gang light switch to be mounted in place of existing lighting control switch.
10. Allow to install 13 x downlights as specified
11. Allow to install 1 x 13amp switched spur above suspended ceiling height.
12. Allow to install 1 x 240V / 1Ph / 50Hz 15Amp motor rated MCB terminated power supply to an IP65 isolator mounted alongside the external unit on roof top above room.
13. Supply and install 2 x LED panels mounted in Suspended ceiling
14. Allow to complete the project in conjunction with the room air conditioning upgrade to be provided by PHE.
15. No PIR required
16. Allow to work with air conditioning contractor installing new ceiling mounted air conditioning unit to ensure short programme duration.

**3.2 Lighting replacement JG:17 - Partitioned meeting room**

1. Allow removal for existing lighting
2. Allow for installation of lighting as per 4.3 Lighting replacement (JG:17)
3. Allow for new cable hanging of lighting in the existing positions
4. Allow for each row of lighting to include two batten fittings fixed to form a continuous fitting as per manufacture specification
5. Allow for each complete lighting row to be individually switched
6. Allow for new switch plates and switches
7. Allow for any new wiring required to install lighting
8. Allow for new electrical spiral cable connection to bridge wall to lighting hangers
9. Allow for each two rows in each partition area to be switched within the room

**3.3 Access panel in C1 Corridor Ceiling**

Allow for supply and installation of 1 x Ceiling access panel

The product information below is from the NBS Plus library of product clauses offered in NBS specification products. It has been created by NBS for Access Panel Company Ltd. Each product clause is authored in NBS format and is intended for inclusion in project specifications.

Manufacturer Name: The Access Panel Company Ltd Web: www.accesspanels.co.uk Tel: +44 (0)1724 853090 Product references: Exposed Grid Ceiling Access Panels

Size [1200 x 600 mm]

Aperture Ceiling

Square Drive Operated Lock with ‘Slik’ Invisible Keyhole]

**4.0 Lighting Specifications**

**Allow for all 600mm x 600mm LED panels to be positioned in ceilings**

**4.1 ‘Standard’ fitting**

• Standard: To BS EN 60598-1.

• Manufacturer: Tamlite.

• Product reference: MODLED MDL66330NW.

• Mounting: In Suspended Ceiling.

• Lamp: Light emitting diodes (LED).

• Wattage: Manufacturers standard.

**4.2 ‘Emergency’ fitting**

• Standard: To BS EN 60598-1.

• Manufacturer: Tamlite.

• Product reference: MODLED MDL66330NW + RM3 (Remote maintained 3 hours emergency) + A3 (Emergency self-test)

• Mounting: In Suspended Ceiling.

• Lamp: Light emitting diodes (LED).

• Wattage: Manufacturers standard.

**4.3 ‘Downlight’ fitting (A3:01 & A3:02)**

Standard: To BS EN 60598-1.

• Manufacturer: Orluna

• Product reference: 10DEG-C 2700K 2938K 95

• Mounting: Ceiling.

• Lamp: Light emitting diodes (LED).

• Wattage: 8.8w

**4.4 ‘Batten’ fittings**

Standard: To BS EN 60598-1.

• Manufacturer: Tamlite.

• Product reference:.TMPO4270NW

• Mounting: Chain suspended

• Lamp: Light emitting diodes (LED).

• Wattage: 17w

**Vision options**

V205 - Batten-fit PIR
V206 - Batten-fit PIR and photocell
V208 - Batten-fit with daylight dimming

**Gear options**

D - Dimmable DALI

**Emergency options**

M3 - 3 hours integrated emergency
A3 - Emergency self test
D3 - DALI self test

**4.5 Lighting replacement (JG:17)**

Standard: To BS EN 60598-1.

• Manufacturer: Tamlite.

• Product reference:. SLS5350NW

• Mounting: Chain suspended

• Lamp: Light emitting diodes (LED).

• Wattage: 38w

**4.5 Long range Ultrasonic Sensors -Corridors and large space areas**

Standard: To BS EN 60598-1.

• Manufacturer: MK

• Product reference:. K4031

• Mounting: Semi flush to be used to operate no more than 10 metre sections of corridor

**4.6 Compact, programming/commissioning handset - Ceiling Mounted PIR Presence Detectors**

• Manufacturer: CP electronics

• Product reference: Compact, programming/commissioning handset

• Mounting: Ceiling

**4.7 Ceiling Mounted PIR Presence Detectors**

• Manufacturer: CP electronics

• Product reference: EBDSPIR Compact, flush mounted, ceiling PIR presence detectors

• Mounting: Ceiling

**4.8 Photocell switches for corridor links and stairwells**

• Manufacturer: CP electronics

• Product reference: ALC Compact, IP40, flush mounted, ceiling, photocell switches

• Mounting: Ceiling

**5****.0 Fire Detection**

Allow for Gent Honeywell approved integrator Trinity Fire Ltd to make necessary changes to facilitate the removal and reinstallation of fire detection deceives into ceiling spaces.

Contact:

Trinity Fire Ltd

Anthony Peverill
Client Account Manager

Anthony.Peverill@trinitypro.co.uk

Mobile:07815 825433

Main Office:01235 862456

PHE facilities staff can provide fire detection isolation in work areas to enable temporary relocation of the detector and tile which device is fitted to. It is acceptable for detectors to stay in the original ceiling tile until refitting is arranged

No upgrade of devices are currently required, allow for reuse of existing devices. The contractor shall provide for any additional parts or installation costs relating to the installation of fire detection devices.

**6.0 Builders work / Painting**

Allow to Touch up or repair any walls damaged resulting the works, carefully matching colour.

Paint brand Dulux Diamond matt to be used in all areas, carefully matching colour.

Building caulk should be used on all interfaces;

Silicon should be avoided however, where required and approved, colour should be appropriate to finish;

Natural finish products where required should be stopped with the appropriate filler colour.

General / Preparation • Where required, surfaces should be made good, i.e. filling, sanding, decorators caulk where necessary.

Surface should be smooth and even unless exposed block or concrete formed walls/columns (project dependent).

All existing nails, screws, wall plugs etc should be removed and made good.

All signage, notice boards, whiteboards and fixings should be removed and protected and re-fixed on completion unless otherwise stated.

All switches, sockets etc must be released from the surface and not cut in.

All snots must be rubbed down and top coat reapplied. General / Preparation Joinery should be rubbed down to a sufficient standard Joinery

Any runs must be rubbed down and top coat reapplied.

**8.0 Warranties**

The guarantee period should a minimum of 12 months unreserved on workmanship and all new equipment and materials supplied by the contractor. The equipment and installation will meet the Manufacturers criteria to give an underwritten guarantee of the installation in conjunction with the completed air testing.

The defects liability period of 12 months will commence on the date of the successful handover from the contractor to PHE

PHE will not accept the date of the practical completion or date of commissioning as the start date for the defects liability period

**9.0 Contract management requirements**

A full survey of the specification and building areas should follow award of contract ,with any findings reported to PHE

It is fundamental that each room/area shall be completed in one continuous period to allow return of room function at the earliest point. PHE Staff will be relocated to temporary offices during the works. Where possible the least removal of room contents would be preferable with consideration to safe working. The contractor shall provide a 6.06m/20ft external storage container storage unit should PHE not be able to provide storage space around the building.

Allow for relocation and return of furniture and room contents to include dismantlement and reassembly of furniture.

Areas shall be returned to original layout and function.

Evidence should be given of previous design and installation projects of a similar nature. There may be a requirement to contact companies to verify this information.

Company structure charts and details of company size and qualifications of project-related personnel should be submitted. Any sub contracted work should be specified along with the details of the subcontractor’s experience and credentials.

A detailed plan of how the work will be carried out should accompany the tender considering H&S and environmental issues.

All calculations should be carried out in accordance with the Chartered Institute of Building Services Engineers (CIBSE) guidelines.

A management plan as to how the work will be project managed should be provided and a timeline for completion. Any sub-contractors should be listed with the tasks they will be completing. Where sub-contractors are used, a guide should be given as to any availability issues and foreseeable scheduling problems which would affect the dates of completion.

A description of your risk management should accompany the tender to highlight risk areas and any associated plans you have in place to minimise such risks.

Any legal requirements for the system must be adhered to and documented on the tender.

Asbestos is present in the building. All areas have been surveyed and a copy of the site asbestos register is available from Facilities on request. All Contractors should have current asbestos awareness training to be supplied to PHE as evidence in advance of works. Any additional asbestos works shall be undertaken by PHE

Following appointment, the successful contractor is to undertake a full survey of the works to satisfy itself of all necessary requirements.

The awarded contractor shall provide accommodation and services if required.

Site welfare services facilities will be offered by PHE at nil cost. The Site and the Work areas are to be kept clean and free from rubbish always. Disposal of waste from site, including skips will be the responsibility of the Contractor. Skips can be located within an allocated area

The Contractor will provide preparation of areas and movement of room furniture necessary to complete each room requirement and any temporary relocation of items required to enable PHE staff to work in other areas of the building. Room Furniture shall be returned to original layout.

The Contractor will provide all protection necessary to keep areas and existing finishes clean and free from damage and accessible where necessary

The defects liability period of 12 months will commence on the date of the successful handover from the contractor to PHE

PHE will not accept the date of the practical completion or date of commissioning as the start date for the defects liability period.

**10.0 Site Attendance**

The contractor is required to ensure that their employees have suitable work wear, are clean and tidy and shall conduct themselves in a polite and conscientious manner always. All contractor personnel attending site who have not done so previously will need to undertake a site induction with PHE.

Staff must have DBS clearance certificates.

All contractors attending site are required to comply with the PHE site rules and shall notify Facilities staff when leaving site for safety reasons.

There should be a designated site supervisor identified always

PHE will provide parking for a limited number of vehicles during working hours, subject to approval at the time of works.

Deliveries to the site must be scheduled directly to the contractor during normal working hours.

PHE will be able to provide onsite toilet facilities during working hours.

PHE can provide a limited amount of secure storage for equipment and materials on site. An outside area or garage may be used for large items.

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