

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.

Question	Answer
<p>Can the tender be submitted via email or must it be posted?</p>	<p>Must be posted or delivered by hand</p>
<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?</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.</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.</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>