

Ipswich Specialist Site - Business Specification:

Purpose

1. To supply, deliver and install furniture as per the Government Hubs Lot 1 Furniture Specification to Brooke Lawrance House, 80 Civic Drive, Ipswich, Suffolk, IP1 2AN.

Background to the Contracting Authority

2. The Contracting Authority shall be HMRC. As a department its purpose is to maximise revenues and bear down on tax avoidance, tax evasion and other non-compliance through well-designed tax policy, a transformed compliance strategy and effective delivery through digital channels.

Background to the Requirement/Overview of Requirement

3. The square meterage for this project is 3,939 square metres, as per floor as follows:
 - 5th Floor – 888 square metres (NIA)
 - 6th Floor – 1,525.7 square metres (NIA)
 - 7th Floor – 1,525.7 square metres (NIA)
4. This requirement is to have one lot for both task furniture and loose furniture with a single supplier. It is one of the work packages on the Phase 2 FFE Call-Off.
 - Work Package – Ipswich Specialist Site – Furniture
5. A validation check will take place for selected task and loose furniture. The details of the validation check is provided in the document titled Phase 2 FFE Hubs and Specialist Sites Validation Check. The loose furniture will be validated on 24th February 2020 and the loose furniture will be validated at Cardiff Hub on 26th February 2020. You will be provided with a timed slot following tender return.
6. As this project is part of the Phase 2 furniture call-offs which includes other hubs there will only be one validation check of furniture to cover all of the work packages.
7. Compliance to fabric and finishes as specified in FFE Furniture Schedule will be checked against the Suppliers furniture schedule returns. Images of all products should be provided in a catalogue format to include images and specification details and returned as part of the tender. This should cover all furniture for all lots that you have tendered for in a single document.
8. It should be noted that an e-Auction may be applied to this tender following completion of the tender evaluation.
9. A post contract award “mock-up” on site will take place for furniture with power such as meeting tables, fixed benching and height adjustable desks to include monitor arms and power modules. This will be carried out by the appointed Furniture Contractor post contract award at a date agreed with the CAT B Fit-Out Contractor and IT Supplier (via CDIO). The requirements for the “mock-up” will be as follows:
 - Meeting Room furniture (COLAB-01-TIM) – which is essentially a meeting room table and associated power and to include for AV power.
 - Quiet Room furniture – which is essentially the fixed bench (CORE-01-TWB) with monitor arms (CORE-01-MS) and associated power.

- 2P Height Adjustable Bench (CORE-01-TWD)
- 2P Fixed Bench (CORE-01-TWB)
- Meeting Booth: Open Meeting Area Upholstered Booth with Integrated Table (4 Person) (COLAB-01-TWD)

Definitions

Expression or Acronym	Definition
NIA	Net Internal Area

Scope of Requirement

10. The scope of the works are detailed in the schedules and floor plans attached, together with other key documents.

- Task Furniture Schedule
- Loose Furniture Schedule
- Floor Plans (one for each floor)
- Logistics Management Plan (Annex A to the Business Specification)
- Asset Inventory
- Site Briefing Presentation (8th January 2020)
- KPIs & MI
- Power Options
- Phase 2 FFE Hubs & Specialist Sites Validation Check V1

The Requirement

11. The requirement is for the manufacture, supply and install (including fixing and fitting on-site where necessary) the office and associated furniture to the site in accordance with the CCS Furniture & Associated Products Lot 1 Government Hubs Programme.
12. The Potential supplier shall provide operational support and maintenance to all items supplied as defined in Section 5 for the term detailed in the supply framework.
13. The Potential Supplier shall provide the ancillary items to the furniture such as locker inserts/graphics and numbers and also as indicated on the schedules under “Power, data, cabling requirements”, to include monitor arms, power modules, data cable trays vertical and horizontal cable management and risers. Providing all cables and cable management from desk to floor box. You will be expected to connect the cables from desk to floor box. IT contractor will make all IT connections to monitor. You should note that there will be floor boxes in the meeting rooms and GOP boxes for the banks of desks. All of the other areas such print hubs, mail rooms, recovery rooms etc., will have the wall mounts.
14. All height adjustable workstations should be provided with an upper and lower horizontal cable tray to include for dust covers. The lower horizontal cable tray must have adequate aperture to accommodate GOP/cables as appropriate.
15. The static benching should be 730mm high static benching with a 700mm clearance below.

16. Power modules code SUNT-03 should be provided with a grey fascia.
17. All leg frames and locker carcasses need to be in RAL 9016.
18. All task chairs (codes: CORE-01-STC, COLAB-01-STC, CONC-01-STC and ACC-01-STC), to be supplied in fabric Camira Urban Square. All task chairs to be provided with lumbar support range of 0-100 mm.
19. All lockers to have 10 digit digital locks with master code specific to each different HMRC site and to be provided with recessed handles (codes: ACC-01-RLK, AMENI-01-RLK and ACC-02-RLK).
20. All furniture should be provided with an 8 year warranty.
21. For item COLAB-01-TWD 4P and 2P Meeting Booth coat hooks should be included.
22. All furniture should be provided with an 8 year warranty.
23. The cable riser FT-034 and cable trays should not be priced as a separate item but with the cable management to be supplied with height adjustable work stations and fixed benching.
24. All furniture should be asset tagged in line with framework requirements.

Key Milestones

25. The start and completion dates as referenced below should be regarded as the key on-site milestones. The Potential Provider's programme should be able to integrate with the CATB Construction and Fit-Out programme key to note is the sectional completions to the floors to meet the key office closures. Summary below:
 - 01/06/20 Levels 5-7
26. The Potential Provider shall indicate lead in, manufacture and logistic milestones that enable the on-site milestones to be achieved, these lead-times should include lead times on third party supplied products and sundry items where necessary.
27. Additionally the Potential Provider should note the following project milestones that the Authority has regarding the project administration and project delivery.

Milestone	Description	Timeframe
1	Provision of the detailed delivery programme for the supply and installation of all furniture, team structure,	Within week 1 of Contract Award
2	Quality Plan and Security compliance requirement – including Single Point of Contact and reporting framework performance.	Within week 3 of Contract Award
3	Full RAMS and coordinated logistics schedule, including compliance with the security requirements for the project team.	Within week 4 of Contract Award

Activity	Start	End
Manufacturing Lead Time (based on 28 days) but looking for flexibility where required.	To meet delivery and installation required by Fit-Out Programme	To meet delivery and installation required by Fit-Out Programme
Delivery and Installation – to be arranged with Fit-out contractor with full programme integration. Furniture installation and all snagging to be completed prior to end of project date of 15/07/2020 *This date could move forward	27/05/20 *likely to be later	24/06/2020 *likely to be later
	4 weeks overall onsite 1.5 weeks per floor, working top down. NB some furniture required in advance for AV	

Delivery Times:	Monday – Friday *to be confirmed with AXA/CBRE during the site visit
Installation times:	Monday – Friday *To be confirmed with AXA/CBRE during the site visit- AXA have expressed their desire for this to be done out of normal 9-5 working hours to avoid disruption to the business

Visit to Brooke Lawrance House, Ipswich

28. A visit to the premises and the floors as part of this project took place on 8th January 2020 at 14:00 hours until 15:00 hours. A separate site briefing presentation took place on 10th January 2020. The purpose of the visit and presentation was to:

- Look at the delivery route.
- View the Project Area.

29. A separate tender briefing was provided on 12th December 2019.

Authority's Responsibilities

30. The Authority and by definition all of the Potential Providers working for the Authority are obligated to work within the rules imposed for Brooke Lawrance House, Ipswich provided at **Appendix A** of this document. The Potential Provider shall review this document and comply with the requirements.

Reporting

31. A formal weekly report covering the full scope of the services will be expected in line with the requirements of the framework, and the MI and KPI documents provided. These shall be developed to enable a full understanding of actual progress against the project plan. Weekly rather than monthly is required due to the requirements for this project.

32. The Potential Provider shall outline their reporting format and methodology within their Draft Project Execution Plan for review and approval by the Authority.
33. The Potential Provider shall be required to attend all CATB Fit-Out Contractors site meetings as scheduled. The Potential Provider will need to work collaboratively with all trades on site.

Sustainability

34. The Potential Provider shall comply with the obligations within the framework in terms of sustainability.
35. During the works on site, the Potential Provider shall minimise the quantity of packing material and maximise the recyclable proportion of that needed. The Potential Provider shall make their own arrangements for removal from site and appropriate reuse/disposal.

Quality

36. The Quality of the product and the service shall be as defined in the framework document.

Price

37. The Potential Provider shall complete all Pricing Schedule **columns J and K** of the Pricing Schedule.
38. Prices are to be submitted via the e-Sourcing Suite excluding VAT.

Payment

39. Invoices shall only be raised once the assurance has been completed and approved. Payment will follow in accordance with the terms in the Framework. Purchase orders will be issued via 'MyBuy' and all invoices should be submitted through this system.

Additional Information

40. The Potential Provider shall comply with the requirements and obligations of working at Brooke Lawrance House, Ipswich and within the site curtilage. The Potential Provider shall review the contractor obligations included as an exhibit and ensure that they can comply with all obligations and ensure that they understand the scheduling implications of all aspects. No additional time or cost will be considered beyond the quotation for complying with these requirements.

Location

41. The locations of the Services will be carried out at;

Brooke Lawrance House 80 Civic Drive Ipswich IP1 2AN	
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Annex A – Furniture Logistics:

Brooke Lawrance House, Ipswich:

1. Furniture is to be delivered in the last 12 weeks of the project and it's a very busy time for material movements within the building.
2. Access:
 - Vehicle Access:
 - a. General vehicular and deliveries access is via the gates at Great Gipping Street. AXA will have security protocols in place. There is a height restriction ***AXA to confirm the height at the meeting/walk around.**
 - b. The main entrance to the building is on Civic Drive, it is on the eastern elevation located centrally, the existing AXA reception will be used by staff only, please note this is not accessible for visitors with 'motor' disabilities, there are approximately 12 steps up from the pedestrian pavement.
 - c. Car Parking:

There is a multi-storey car park to the rear of the site. This car park has step access in the pedestrian areas. There are also a limited number of spaces to the rear of the building, which may be used by delivery vehicles with prior permission from AXA.
 - d. Vehicles should be FORS silver Standard and be CLOCS compliant.
3. Pedestrian Access is gained by:
 - a. The main entrance to the building is on Civic Drive, it is on the eastern elevation located centrally, the existing AXA reception will be used by visitors, please note this not accessible for staff with 'motor' disabilities, there are approximately 12 steps up from the pedestrian payment, visitors with disabilities are required to use the rear entrance at lower ground floor level.
 - b. Rear gated level entrance is from the rear of the site via Friars Bridge Road. This is the entrance used by staff and step free access to the site, along with where deliveries would enter.
4. Car Parking for Staff and Operatives:
 - a. There is a multi-storey car park to the rear of the site. This car park has step access in the pedestrian areas. There are also a limited number of spaces to the rear of the building, which may be used by delivery vehicles with prior permission from AXA.
5. It should be assumed that furniture deliveries are undertaken **as per agreed delivery times** and installation can progress during the day.
6. It is advisable to have an onsite lift engineer during furniture deliveries in case of a break down; this should be provided by the CATB Fit-Out Contractor. The lifts will be in constant use with the large volumes of products so this de-risks the process. **(Requirements to be reviewed).**
7. The furniture contractor will need to provide protection for the routes which could be hardboard to all routes across finished floors, Hardboard storage area, foam/corex to doors and frames.

8. The furniture contractor will need to provide protection on their furniture until such time as the area is confirmed as cleared of all trades working in the area.
9. The furniture contractor must provide a qualified Banksman for the control of vehicle movements during their deliveries.
10. All HMRC contractors must have CSCS accreditation certs or another recognised form of proving competence.
11. Power and data grommet setting out is to be done by the furniture contractor to suit their bespoke furniture. Wates will provide base drawings with raised access floor grid.
12. Refer to presentation slides as provided at the Supplier Briefing on 8th January 2020 and ensure compliance with requirements.

Access Booking:

1. Company would contact site BRM's with
 - Name of Driver
 - Make of Vehicle
 - Size
 - Reg. Number

Access and Security

2. Via a nominated security procedure set by the property FM team/or equivalent during Fit-Out. The following will be required for operatives:
 - FULL NAME
 - PHOTO I.D
 - (Driver's license, passport, CSCS card)
3. The property operates a strict NO SMOKING policy in accordance with the Health & Safety at Work Act.
4. All operatives accessing site should hold CSCS Cards and hold BPSS level of security.
5. All contractors should operate to CLOCS National Standard.
6. The use of illegal drugs, controlled substances and the consumption of alcohol on site are expressly prohibited. Any persons identified as being under the influence of any of these substances will be removed from site immediately.

Waste Removal

7. All suppliers are required to remove their waste at regular intervals and not leave stored items within the working areas.
8. You will be required to provide waste transfer notices as proof of waste away.