

**OVERARCHING SPECIFICATION FOR:**

**OFFICE TRANSFORMATION PROGRAMME**

**INTERNAL FITTINGS AND FURNISHINGS**

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**SPECIFICATION – DOCUMENT 2**

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Definitions

ENC – East Northamptonshire Council

OTP – Office Transformation Programme

CEEP – Customer Experience Enhancement Programme

FN – Future Northants

1 Introduction

This specification document contains further information about the proposed works at East Northamptonshire House, Cedar Drive, Thrapston, Northamptonshire, NN14 4LZ.

We continue to live in challenging times financially. The Council’s funding from central government has reduced dramatically and we can no longer afford some of the plans and projects that we envisaged a few years ago.

The country’s financial problems have had a major impact on many of our residents and communities too, creating a greater demand than ever for some of our services and those of our partners. The challenge for all of us is to do more with less.

We have a record of improving services, investing in technology and staff to embrace new ways of working and to tackle specific issues. We have reduced our management costs by nearly a half in recent years, and have entered into a range of shared and contracted-out services to ensure that Council Tax payers get the best possible value for money.

Despite the financial constraints under which we have been operating, we have remained ambitious and have worked with the private sector to deliver significant growth in the District. It has been very challenging to achieve that growth while preserving the character of our towns and villages and ensuring that new development brings with it the associated infrastructure and services needed to support that development – road improvements and medical facilities, for example.

To ensure that our staff have a safe, clean and friendly environment to work in and that our customers are assured of a warm welcome, we have set about improving our main office hub – East Northamptonshire House. We are now ready to move forward with the next phase of our Office Transformation Programme.

The Office Transformation Programme (OTP) Phase 2, Customer Experience Enhancement Programme (CEEP) /Future Northants (FN) have completed their journey through East Northamptonshire Councils governance process and received funding. Therefore, it is certain that these three aspects of this procurement will go ahead.

2 Background

East Northamptonshire Council are going currently going through the Office Transformation Programme for East Northamptonshire House, Cedar Drive, Thrapston. The Office Transformation Programme is light touch refurbishment of various areas of the Council’s offices.

Already in 2018 and 2019, the Council has completed light touch refurbishment works in phases 1a and 1b. The purpose of the light touch refurbishment works is to move away from cellular offices and create a modern and refreshing open plan office environment. In simple terms, the light touch refurbishment works involves the removal of demountable partitions, redecorations, lighting improvements and replacement floor coverings. Ancillary works involve the upgrade of data cabling to CAT 6 and ironmongery hardware to the office doors. Fit out the open plan offices with new desks and office furniture.

The success of phases 1a (2018) and 1b (2019) in the Office Transformation Programme is to continue in 2020 with the Council now proposing to move onto phase 2 along with the Customer Experience Enhancement Programme (CEEP) /Future Northants (FN). Like phases 1a and 1b, the proposed works are to move away from cellular offices to open plan (phase 2) and also, improve the customer’s experience of the main Reception area (Customer Experience Enhancement Programme (CEEP) /Future Northants (FN)). All works being light touch refurbishment with a final fit-out of office furniture.

3 Scope

There are four sub phases to these works; Office Transformation Programme x2, Customer Experience Enhancement Programme (CEEP) and Future Northants (FN) programme. The four phases are as follows:

* Phase 1 – Lower Ground Floor, Environmental Services.
* Phase 2 – Staff Room (A), Lower Ground Floor (B)
* Phase 3 – Reception Area.
* Phase 4 – First Floor, Revs and Bens

East Northamptonshire Council House will be operational throughout the duration of the works. Therefore, the Council will be finding temporary accommodation within East Northamptonshire House for its staff. Carrying out the works in the phases identified allows the Council to temporarily decant and permanently relocate staff. The winning bidder must adhere to carry out the works in the phases noted above.

The general scope of works for this exercise is to supply sound inhibiting wall sections, work pods, a reception/concierge desk, office desks, desk furniture, customer transaction points, meeting room tables and soft furnishings. As Phases 1a and 1b of this Programme have already been completed the Office Transformation Programme has an established product list and brand. These include (but are not limited to):

* Nautilus sound inhibiting wall sections from Era Screens
* Claremont FT2 1600 and 1400 standard and sit/stand desks.

The provision of these products as part of the implementation is mandatory and will be assessed as a pass/fail when reviewing tender responses.

There is “contractors design” element to the works which the bidder must take responsibility for, this is focused on the main reception area. The contractor will be required to employ an appropriately qualified designer and sub-contractors (as required) as part of the contractor’s design and delivery element of works.

There will be a requirement to work out of hours and weekends in order to undertake the works in the Reception area. This must be priced accordingly within the Work Schedules.

A more detailed scope of works is available in the **Work Schedules** document and drawings which are included as part of the tender documentation. The bidder is required to refer to the drawings and price the Work Schedules which must be submitted with their tender return.

4 Schedule

This procurement is being run in parallel to the procurement process for delivery of the main building works and electrics involved in the refurbishment. This is a key scheduling dependency and therefore exact dates for delivery of this work can only be confirmed when award of the main building works contract is made and agreement of a programme of works complete. There will be between 4-6 install points over a 12-16 week programme. The following dates are an indicative timeline for reference when responding to section 5 of the Open Tender Instructions to bidders: Criteria for assessing tender responses.

* 1st install (Environmental Services) – 12/05/20
* 2nd install (Future Northants and Staff room) – 26/05/20
* 3rd Install – (CEEP/Reception area) – 09/06/20
* 4th Install – (Revs and Bens) – 30/06/20

5 Budgets

In order to understand the financial boundaries of the Programme and to enable the supplier to meet the financial pass/fail criteria listed in section 5 of the Open Tender Instructions to bidders: Criteria for assessing tender responses. The following provide budget ceilings to operate within:

|  |  |
| --- | --- |
| Environmental Services and Revs and Bens | £62,000 |
| CEEP (Reception and Atrium) | £41,000 |
| Future Northants + Staff room | £13,000 |

6 Service Conditions and Environmental Factors

* **Asbestos**

An Asbestos Management Survey and a Refurbishment and Demolition survey applicable to all areas within scope are available below:

 

* **Access**

The various phases are based on both the Upper and Lower ground floor on the Northern side of the ‘Modern’ element of the Cedar Drive Facility.

* Phase 1, 2A and 2B – Lower Ground
* Phase 3 and 4 – Upper Ground

For the duration of the implementation the car park situated on the Northern side of the facility will be cordoned off for site access. This is adjacent to both areas in scope of OTP .

This area will house a marquee that can be used as a temporary store for:

* Furniture that will be removed and returned to areas within the scope of the implementation
* Furniture to be disposed of by East Northamptonshire Council staff (out of scope of this quote)
* Furniture and other items to be installed

As Phases 3 and 4 are on the upper ground floor, through agreement with the ENC Project Team, large deliveries can be brought into the building through the main entrance. These deliveries would need to be organised out of hours.

* **Facilities**

There are adequate male/female toilet facilities situated in close proximity to the working area(s). At this point it is assumed that all workers involved in the implementation can use these facilities and no additional facilities will be needed. These facilities are to be treated with due care by anyone using them.

There is a kitchen situated in the Phase 1 area near the base of the stairs to Phase 4 that can be utilised. This contains a water boiler for hot drinks and a sink. At this point it is assumed that all workers involved in the implementation can use these facilities and no additional facilities will be needed. These facilities are to be treated with due care by anyone using them.

* **Health and Safety**

ENC require any companies quoting for this work to have and be able to evidence a minimum £5 million liability insurance

The management of Health and Safety during the implementation is the responsibility of the quoting party. There is an expectation that:

* Your company have a formal Health and Safety policy or statement
* Risk Assessments are undertaken on all aspects of implementation
* All staff whether contracted or directly employed are privy to and comply with risk assessment guidance
* The successful bidder will become the Principal Contractor under the CDM Regulations 2015.

7 Statement of Requirements

The bidder shall refer to the drawings, Work Schedules and Employer’s Requirements for the requirement of the tender. These documents contain the key information relating to the delivery of the works.

East Northamptonshire Council has secured funding for the proposed works. The project objectives are to ensure that the works:

* are safe and easy to clean and maintain;
* meet required branding specifications;
* are carried out with regards to the health and safety of contractors, workers and end users of the property; and
* the project is completed on time, within budget and to a high quality.

The Contractor (i.e. winning bidder) is required to:

1. manage, supervise, provide and deliver the whole of the works specifically described in the specifications and drawings.
2. draw up a construction phase plan and take overall responsibility for site health and safety ensuing the worksare completed in a safe manner.
3. ensure that the site supervisor is trained and competent to supervise the workers and subcontractors and know the critical safety aspects of the Works. Ensure the site supervisor has sufficient resources to deal with health and safety issues as part of ‘getting the job done’. The site supervisor must have up to date first aid training and is a designated First Aider on site.
4. provide all equipment needed to install all products listed in the specification
5. remove all equipment on completion of the *works*. Make good to any damaged surfaces (to match existing) caused by the Contractorand any their subcontractors /suppliers following the removal of equipment.
6. Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

8 Quality Requirements

When on site the site supervisor should introduce themselves to the client and reaffirm the order of works for that day. Throughout the day regular communication should take place to offset and issues that arise so they can be discussed and a way forward agreed.

The bidder’s site supervisor is to take responsibility for ensuring that workmanship and materials are to a high standard. Any defects must be rectified without delay. Prior to handover of the project, the bidder along with the Employer will snag the works however, it is the responsibility of the bidder to be snagging as they progress with the works.

The bidders site supervisor must be trained and competent to supervise the workers and subcontractors and know the critical safety aspects of the Works.

Ensure the site supervisor has sufficient resources to deal with health and safety issues as part of ‘getting the job done’.

Where appropriate, the site supervisor must have up to date first aid training and is a designated First Aider on site.

9 Security

The bidder is to be mindful that Council staff and visitors/customers will be going and coming throughout the working day*.* The Contractor is to protect and secure their working areas.

The Contractorwho will be the Principal Contractor under the CDM Regulations 2015. The site supervisor will be required to make sure all workers and subcontractors, visitors with identification badges or company logo high-viz vests which must be worn at all times on site.

The Contractormust manage a sign in/out register for those working on and visiting the site.

Damage caused by the Contractor consequent upon the *Works* is to be made good*.*

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the *Works*.

Prevent damage to existing property undergoing alteration. Remove the minimum amount necessary.

Internally, prevent damage from exposure to the environment, including weather, flora, fauna and other causes of material degradation during the course of the *Works*.

10 Implementation Criteria

The programme of building works is expected to take 12-16 weeks based on experiences from previous phases of the OTP. This installation programme will need to take place at appropriate points alongside these main works.

11 Monitoring Arrangements

Regular communication between the successful bidder and the Council will ensure the success of the project.