**WORK SCHEDULES AND**

**EMPLOYER’S REQUIREMENTS**

**OTP Phase 2**

**Internal Fixtures and Fittings**

At

**EAST NORTHAMPTONSHIRE COUNCIL**

**CEDAR DRIVE**

**THRAPSTON**

**NORTHAMPTONSHIRE**

**NN14 4LZ**

For

**EAST NORTHAMPTONSHIRE COUNCIL**

**Prepared by:**

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Business Transformation Manager

East Cedar Drive

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NN14 4LZ

Northamptonshire Council

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| **Item** | **Description of Works** | **Price** |
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|  | **GENERAL REQUIREMENTS** |  |
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|  | **General notes** |  |
|  | The contractor will be deemed to have visited site at tender stage to ascertain the nature and extent of the works including materials required.  |  |
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|  | Removal any of waste and rubbish associated with any installations |  |
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|  | All colours and materials will be notified/confirmed prior to the commencement of the works. |  |
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|  | The Contractor is to accept responsibility for co-ordination, supervision and administration of the Works, including subcontracts. Obtain and supply information as necessary for coordination of the works. |  |
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|  | **Asbestos** |  |
|  | The Employer has commissioned a Refurbishment & Demolition Asbestos survey. The results are available to the Contractor in Document 2. Specification-Internal fittings and furnishings |  |
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|  | **Protection of existing surfaces** |  |
|  | The contractor shall protect existing surfaces adjacent the work areas in all phases 1 - 4 from damage, paint splashes, etc; provide and install temporary floor, wall and ceiling protection as required; remove temporary protection on completion of the works. |  |
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|  | **Phasing of the works** |  |
|  | The contractor shall carry out the works in the following order as required by the Employer (East Northamptonshire Council). |  |
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|  | * Phase 1 – Lower Ground Floor: Environmental Services.
* Phase 2 – Lower Ground Floor: Staff Room (A) and Collaborative Space (B)
* Phase 3 – Reception Area.
* Phase 4 - First Floor, Revs and Bens
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|  | **Total c/fwd to page 9 £** |  |
| **1** | **ENVIRONMENTAL SERVICES** |  |
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| **Item** | **PHASE 1 – LOWER GROUND FLOOR** | **Price** |
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|  | **Office furniture and accessories** |  |
| **1.1** | The contractor is required to supply and install the following office furniture and accessories as noted on drawing Environmental Services Procurement Plan v1.0 and detailed in the Desks furniture procurements requirements v1.0 specification document |  |
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| **1.2** | Provision, assembly and installation of the Era Screens Nautilus range sound inhibiting wall sections and PODS as illustrated in Environmental Services Procurement Plan v1.0 and detailed in the Walls/Pods specification document |  |
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| **1.3** | Provision, assembly and installation of meeting room tables and placing them in their final locations. (further detail and requirements on desk and furniture requirements document) |  |
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| **1.4** | Provision, assembly and installation of Claremont FT2 desks (1600, 1400 and sit stand versions) with oak work surface and silver frame. (further detail and requirements on desk and furniture requirements document) |  |
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| **1.5** | Provision, assembly and installation of desk mounted soundboards - 400mm and 600mm in height (further detail and requirements on desk and furniture requirements document) |  |
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| **1.6** | Provision, assembly and installation of small, tall and twin lockable storage units (further detail and requirements on desk and furniture requirements document) |  |
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| **1.7** | Provision and installation of operator chairs (further detail and requirements on desk and furniture requirements document) |  |
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| **1.8** | Provision and installation of stackable meeting room chairs (further detail and requirements on desk and furniture requirements document) |  |
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|  | **Total c/fwd to page 9 £** |  |
| **2** | **FUTURE NORTHANTS: STAFFROOM AND COLLBORATIVE WORKING SPACE** |  |
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|  | **PHASE 2A – STAFF ROOM**  |  |
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| **2.1** | The contractor is required to supply and install the following office furniture and accessories as noted on drawing Future Staff Room Procurement Plan v1.0 and detailed in the Desks furniture procurements requirements v1.0 specification document |  |
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| **2.2** | Provision of an initial design with the intention of Provision, assembly and installation of a hanging acoustic solution (e.g. ReSorb bars or Puzzle Pieces) 3000mm in length |  |
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| **2.3** | Provision, assembly and installation of tables and placing them in their final locations. (further detail and requirements on desk and furniture requirements document) |  |
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| **2.4** | Provision and installation of dining room chairs (further detail and requirements on desk and furniture requirements document) |  |
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| **2.5** | Provision, assembly and installation of soft furnishings (further detail and requirements on desk and furniture requirements document) |  |
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|  | **PHASE 2B – FUTURE NORTHANTS: COLLABORATIVE WORKING SPACE** |  |
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| **2.6** | The contractor is required to supply and install the following office furniture and accessories as noted on drawing Future Northants: Collaborative Working Space Procurement Plan v1.0 and detailed in the Desks furniture procurements requirements v1.0 specification document |  |
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| **2.7** | Provision, assembly and installation of the Era Screens Nautilus range sound inhibiting wall sections as illustrated in Future Northants: Collaborative Working Space Procurement Plan v1.0 and detailed in the Walls/Pods specification document |  |
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| **2.7** | Provision, assembly and installation of meeting room tables and placing them in their final locations. (further detail and requirements on desk and furniture requirements document) |  |
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| **2.8** | Provision, assembly and installation of bench desks aiming to meet the the established branding of the Claremont FT2 range with oak work surface and silver frame. (further detail and requirements on desk and furniture requirements document) |  |
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|  | **Total c/fwd to page 9 £** |  |
| **2.9** | Provision and installation of stackable meeting room chairs (further detail and requirements on desk and furniture requirements document) |  |
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| **2.10** | Provision and installation of operator chairs (further detail and requirements on desk and furniture requirements document) |  |
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| **3** | **CUSTOMER EXPERIENCE ENHANCEMENT PROGRAMME** |  |
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|  | **PHASE 3 – UPPER GROUND FLOOR** |  |
|  | The contractor is required to supply and install the following office furniture and accessories as noted on drawing Future CEEP Procurement Plan v1.0 and detailed in the Desks furniture procurements requirements v1.0 specification document |  |
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|  | **Out of Hours Working**  |  |
|  | The contractor shall allow for out of hours and weekend working to carry out the works in the main Reception area after 5:30pm and before 8:00am. The main Reception will be in operation and open to staff and members of the public for the duration of the works. The contractor must ensure that the area is kept clean and tidy and that there are no issues that would give rise to a health, safety and welfare concern.  |  |
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| **3.1** | Provision, assembly and installation of the Era Screens Nautilus range sound inhibiting wall sections and PODS as illustrated in CEEP Procurement Plan v1.0 and detailed in the Walls/Pods specification document |  |
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| **3.2** | Provision, assembly and installation of meeting room tables and placing them in their final locations. (further detail and requirements on desk and furniture requirements document) |  |
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| **3.3** | The production of a design for a 600mm wide bench desks with the option to **supply**, assemble and install; complete with desktop cable ports and metal legs; colour to be agreed with the employer. Place in final location as shown on drawing |  |
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| **3.4** | Provision, assembly and installation of small, tall and twin lockable storage units (further detail and requirements on desk and furniture requirements document) |  |
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| **3.5** | Provision and installation of operator chairs (further detail and requirements on desk and furniture requirements document) |  |
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| **3.6** | Provision and installation of stackable meeting room chairs (further detail and requirements on desk and furniture requirements document) |  |
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| **3.7** | Provision and installation of soft furnishings including high backed sofas (further detail and requirements on desk and furniture requirements document) |  |
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|  | **Total c/fwd to page 9 £** |  |
| **3.8** | The provision of design(s) for the reception area; with the option to supply and install with all associated fixtures, fittings and furnishings. To contain the following requirements:**General Requirements*** All aspects of the design must meet DSE and Health and Safety requirements and include features to help meet Equalities act compliance
* The reception counter/concierge desk and customer transaction points need to act as a continuous barrier between the public and staff areas as a security measure.
* Secure access needs to be available for staff to travel between the public element of the reception area and the back office
* Free access needs to be retained between the reception counter/customer transaction points and the internal door to the call centre

**Customer Transaction points*** Screened on either side to add an element of sensitivity
* To allow the Council Staff member to complete their work when they are not speaking directly to a customer. This means they must contain 2 x screens (1 x 28”, 1 x 19”) a keyboard, mouse, phone and a thin client. (All tech will be provided by ENC
* This same technology must not act as a barrier when customers are speaking to a staff member
* Hidden storage for leaflets and reference materials
* The customer side of the transaction point needs to accommodate two customers

**Reception counter/concierge desk*** Has to accommodate two staff members
* Each of these staff members has two screens (2 x 19”) a keyboard, mouse, phone and a thin client. (All tech will be provided by ENC
* It needs to accommodate a hearing loop device which can be accessed by both staff and customers which measures approx. 25cm high, 25 cm wide and 7cm deep.
* It needs to accommodate a cheque endorsement machine measuring approx. 30cm x 30cm
* Lockable storage for contractors access cards, high visibility vests, fire procedure documentation and other sensitive materials.
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| **3.9** | Provision and installation of coffee tables / side tables (further detail and requirements on desk and furniture requirements document) |  |
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| **4.0** | Provision and installation of media tables (further detail and requirements on desk and furniture requirements document) |  |
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|  | **Total c/fwd to page 9 £** |  |
| **4** | **REVENUES AND BENEFITS**  |  |
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|  | **PHASE 4 – OFFICE TRANSFORMATION PROGRAMME UPPER GROUND FLOOR** |  |
|  | The contractor is required to supply and install the following office furniture and accessories as noted on drawing Revenues and Benefits Procurement Plan v1.0 and detailed in the Desks furniture procurements requirements v1.0 specification document |  |
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| **4.1** | Provision, assembly and installation of the Era Screens Nautilus range sound inhibiting wall sections and PODS as illustrated in Revenues and Benefits Procurement Plan v1.0 and detailed in the Walls/Pods specification document |  |
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| **4.2** | Provision, assembly and installation of meeting room tables and placing them in their final locations. (further detail and requirements on desk and furniture requirements document) |  |
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| **4.3** | Provision, assembly and installation of Claremont FT2 desks (1600, 1400 and sit stand versions) with oak work surface and silver frame. (further detail and requirements on desk and furniture requirements document) |  |
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| **4.4** | Provision, assembly and installation of desk mounted soundboards - (further detail and requirements on desk and furniture requirements document) |  |
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| **4.5** | Provision, assembly and installation of small and tall lockable storage units (further detail and requirements on desk and furniture requirements document) |  |
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| **4.6** | Provision and installation of operator chairs (further detail and requirements on desk and furniture requirements document) |  |
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| **4.7** | Provision and installation of stackable meeting room chairs (further detail and requirements on desk and furniture requirements document) |  |
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|  | **Total c/fwd to page 9 £** |  |

**FINANCIAL SUMMARY FOR WORK SCHEDULES**

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| Total for Page 2 |  |
| Total for Page 3 |  |
| Total for Page 4 |  |
| Total for Page 5 |  |
| Total for Page 6 |  |
| Total for Page 7  |  |
| Total for Page 8 |  |
| **TOTAL COST c/fwd TO DOCUMENT FOUR (TENDER RESPONSE) £** |  |