

STRATEGIC PLANNING & PLACE BUILDING CONTRACT DIRECTIVE

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REFERENCE

PROVISION FOR FURNITURE, ICT AND EQUIPMENT IN BUILDING CONTRACTS

This directive has been prepared to provide (a) guidance on the separation of furniture, ICT and equipment costs between those to be included in the net cost of the building works and other items to be included in the building contract, but for which the costs are to be set against other financial provision and identified separately in the cost plan for the scheme and (b) guidance on the working relationship between the consultant/contractor designer/installer WSCC Client Services and Supplies Section and the final fit out of buildings.

1 Capital Budget and Estimate Stages:

When preparing estimates for building works both at feasibility and scheme design stage, the building cost element must include for items of equipment which are specified for the Contractor to purchase and fix or fix only as part of the structure. This applies even where the purchase may subsequently be by WSCC as part of a joint order for both fixed and unfixed units from the same supplier.

Because there may be confusion about which items to include, those agreed with the client normally as being within this category on Educational buildings are listed on appendix A attached to this directive. Non-Education buildings may have separate FFE purchase arrangements and the consultant shall clarify this at design stage.

The items provided within the building cost need to be consistent, and comply with national guidelines in order that realistic comparisons can be made between schemes for the County Council and those of other authorities.

During the preparation of schemes it needs to be made quite clear which items of equipment are to be allowed for within the contract to remove any uncertainty that is likely to exist. All other furniture and equipment will need to be provided from the separate loose equipment budget provided for in the capital programme on major named schemes, and under the control of the client department.

2 Scheme Preparation

The furniture and equipment to be supplied and fixed, or fixed only (including salvaged or refurbished equipment) within the Building Contract must be agreed with the client department in detail at working drawing stage.

WSCC have found that the production of room/location data sheets

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See Appendix
A

NOTE:

THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.

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[E569](#)[E561](#)See Appendix
A

facilitates this process and helps coordinate the fit out and construction tasks. WSCC room data sheets are to be used in these circumstances, and should include for external locations.

Finally the equipment will need to be integrated into a schedule containing all the items proposed to be included in the contract. Before tenders are sought the consultant must issue this to the client department who will discuss with the end user and prepare a final fit out schedule including all loose equipment and when agreement has been reached, this will be confirmed by the client department, along with colour schedules.

3 **Client's Furniture and Equipment**

The furniture and equipment to be included within the building contract and that which the client department selects AND ORDERS need to closely correspond. Typical items that fall into the later category are set out in the attached appendix under the heading CLIENT'S SUPPLIED EQUIPMENT. This equipment is not under the Consultant's control nor the control of the main contractor and this can give rise to problems if not suitably co-ordinated.

The consultant will be required to provide 1.50 scale plans in hard and CAD format to the supplies team to facilitate the fit out process.

The main contractor's involvement with furniture and equipment in this category will be limited to taking delivery, fixing and/or the provision of services.

4 **Fit Out**

The timing of practical completion in the main contract is crucial in these arrangements because sufficient time is needed between practical completion and planned occupation by the client department for the building to be completed and commissioned. These aspects should be discussed with the client department early and any revision to the arrangements that may be required as a result of delaying completion of the works, require close consultation with the client department, and the supplies team.

5 **Protocol for Education Projects**

It is a principle of this guidance that the client supplies team is an inherent part of any project team. However, the scale of their involvement will vary in relation to the scale and complexity of the project. Working in partnership will ensure customers receive a co-ordinated build /fit out package.

In any project the funding of loose furnishings and fittings is ring fenced and the sole responsibility of the client department to administer. The fixed element of equipment which maybe jointly ordered with loose equipment (i.e. from the same supplier) requires co-ordination and co-operation between the supplies team and the project team. The selection of suppliers shall be a joint matter between the contractor and education supplies in conjunction with the consultant/ project manager and all parties shall adhere to WSCC standing orders and EU procurement directives.

It is recognised that the importance of co-ordination in any project between the delivery of the building and the fittings and equipment is a shared responsibility requiring communication between all parties especially when changes are made.

Where projects require fit out as part of sectional completions i.e. where part of

a building is handed over whilst works are carried out elsewhere, the role of the contract administrator or project manager is recognised as requiring greater support and input from the supplies team. This support is from an early stage in the project.

6 Procedure for Education Projects

The procedure is for the consultant to issue fixture and fitting schedule and room data sheets to the client before tenders are sought in a traditional project. In a non-traditional approach, e.g. two stage tendering, these documents need to be issued to accord with the programme of deliverables.

The WSCC project manager/lead consultant should invite a representative of the supplies team to attend all pre-contract and design development meetings involving fit out. The supplies team will advise on any operational or ordering issues and the extent of their work. The project manager or CA shall in conjunction with the main contractor (when appointed) and the supplies team co-ordinate the integration of the contractor's build programme with the supply of equipment. Call off dates for fixed equipment should be detailed on the contractor's programme.

The supplies team will continue to deal direct with schools to ascertain the fit out requirement. Where there is a direct link between fit out and design and construction requirements, e.g. heavy tech equipment, reception desks, the project manager/lead consultant will be invited to attend such meetings. The supplies team will be advised by the project manager/lead consultant of the build programme in these circumstances, and the key decision dates. NB This situation may arise during the pre construction/design phase.

Following the meeting with the school, the supplies team will issue to the project manager/lead consultant a list of all equipment to be provided, indicating the name of the supplier and when the delivery date is intended. This is likely to be a live document requiring update but can be electronically managed.

Ordering of Equipment of a linked nature e.g. benching (fixed) and underbench (loose units) will be agreed with the supplies team. When a single order is placed in the supplies team a corresponding omission will be required under the contract.

The supplies team will inform the Project Manager/CA/Cost Manager of those costs attributed to the works element of the project upon request for adjustment of sums included.

The performance of equipment suppliers rests entirely with the supplies team except where the supplier is required to enter a working building site in the possession of a Contractor. Where upon the supplier's performance is the joint responsibility of the Contractor and supplies team.

After practical completion and handover of a building the supplies team is responsible for the performance of any follow-on equipment suppliers, including any making good to damaged areas, removal of waste and enabling of services, unless this has been previously agreed with the main contractor as an additional project requirement.

7 Provision ICT in Schools

The consultant is to include within any FEASIBILITY Study the cost of the full value of ICT works. This is to include an allowance for all cabling, data points,

Form E569 & E561

hardware and active equipment and software applications. The extent of this work will vary from the entire new provision of ICT in a new school or substantial extension to minor classroom extension.

The extent of ICT work in a project shall be defined from an early stage and the source of funding identified.

The client will confirm the ICT strategy for the project. The consultant will be expected to liaise with the WSCC ICT service and any appointed WSCC ICT project manager to facilitate a co-ordinated approach with the building works to ensure that all required ICT work is included.

In most cases the WSCC ICT project manager will arrange the data cabling, provision of data points and supply of ICT servers, hubs and portable equipment and the Contractor will provide the Containment including Cableways raised floors, ducts and trunking including floor boxes and data backing boxes.

In any Education project being developed from RIBA stage 2 (formerly RIBA stage C) onwards the following costs will be provided in the building works cost element - 1. Data cabling and data points. 2. Cableways raised floors, ducts and trunking including floor boxes and data backing boxes.

The appointed WSCC ICT Project Manager will place orders and arrange payment for data cabling, ICT servers, hubs, PC's and portable equipment.

Telephony and AV equipment will also be arranged by the appointed WSCC ICT Project Manager.

The Consultant must ensure that provision is included within the works contract for the Contractor to incorporate the WSCC sub contractor into his work programme, and contract liabilities.

Not all Education schemes will include for full ICT works within the building costs.

In the case of there not being an appointed WSCC ICT project manager on the project the Consultant should make provision in the tender for all necessary ICT works to be carried out by the Contractor. In the absence of a brief then a Provisional Sum should be allowed for data cabling, data points, hardware active equipment, software, telephony and AV equipment.

Appointment of specialists

8.

On Education and Non Education schemes Standing Orders makes allowance for employing specialists. Wherever practicable at least three quotations, or tenders, should be sought, but a single quotation, or tender, may be sought from a specialist contractor provided the services of work can only be reasonably provided by one contractor, statutory undertaking or other genuine reason. The general requirements that apply are to provide value for money, being affordable and being fair. Standing Orders stipulates the upper limit value of this type of appointment of £5,000. For quotations that exceed £5,000 procurement advice should be sought.

CONCLUSION

EDUCATION SCHEMES	
<p>This appendix gives guidelines on the responsibility for supplying and fixing equipment in Education Buildings.</p> <p>The choice of furniture and equipment, agreement of the layout and arrangements for supply must be agreed in detail with the Service on each scheme, and close consultation with the Supplies Section will be necessary both prior to the invitation of tenders and during the execution of the works to co-ordinate purchase arrangements, programme, delivery dates and other matters.</p>	
A	<p>MAIN CONTRACT – Equipment to be supplied and fixed as part of the building contract.</p>
	<p>The following built-in basic equipment is normally part of any main contract and is to be included for within the cost of the building works:</p> <ul style="list-style-type: none"> • Storage and equipment shelving to cupboards forming part of the structure. (Quantity to be determined with room data sheets) • Appropriate fixings for window blinds or curtains (including drama curtains) • Drama lighting rig/stage lighting and tracking and lighting control desk. • Door stops. • Drinking fountains (internal) and water coolers. • Cat ladders. • Servery counters. • Kitchen or servery hatch and shutters. • Kitchen equipment (apart from Steamplicity kitchen equipment in primary schools and included in category C) • Ventilators, insectocutors, and hand basins in Steamplicity kitchens. • Roller fly screen for kitchen windows. . • Changing room benches, coat and hat hook rails. • Draining boards. (Sluices and the like) • Bench seats. • Staff room kitchen units. • Shower room seats. • Carpet and/or vinyl (if it is the primary floor covering). • Mats/Barrier Matting. • External fire resistant and enclosed waste bins • Cloakroom rails and seating shelving units • Hoists and tracking but not the sling units. • Room signage. • Site/wayfinding and external building designation/name. • Statutory or Advisory road signage. • Meter cupboards/housing. • Fixed laboratory fittings and worktops. • Pin boards. • Sun control blinds or curtains situated at high level requiring mechanical/electrical operation. • Fixed display panels and shelving (Client supply freestanding units normally used). • Mirrors (To WCs, Music Practice and Dance Studios) • Fixed benching in classrooms, worktops and all necessary fittings. • Vanitory Units • Fixed kitchen equipment. (All commercial kitchen equipment) • Fixed benching/worktops in kitchens and classbases including sink units • Security systems. (WSCC has a central contract with a security company that carries out maintenance and remote monitoring to fire and security

	<p>systems. Refer to Project Manager for more information.)</p> <ul style="list-style-type: none"> • Fire alarms • Fire Resistant letter boxes • Medical Cabinets • Electrical hand driers • External fixed sports equipment eg goal posts and the like fixed to MUGAs. • Fixed PE equipment • Toilet roll holders • Paper towel dispensers (Unless supplied as consumables via a hire arrangement) • Hydroboils • External play equipment (fixed) and rubber safety surfacing (Nursery and Reception Classes only)
B	<p>CLIENT'S SUPPLIED EQUIPMENT – Fixtures, Fittings and Equipment to be 'Fixed' as part of the building contract.</p> <p>The following equipment is selected, ordered and purchased by the Education Service but the cost of fixing or servicing connections including wiring where required is to be included for within the contract cost of the building works.</p> <ul style="list-style-type: none"> • Machines, appliances, furniture and equipment not provided above • Sound recording equipment • Underbench units in classrooms • Underbench units in kitchens • Lockers • Projector pole mountings • Brackets for projection screens • Black out blinds • Audio-visual blinds • Battery operated electric clocks • Kilns • Standard whiteboards • AV systems in Halls, Dance & Drama Areas • Sanibins (If required) • Evacuation Chairs • COSHH cupboards • Wash up bench with inset sink, pillar tap and spray arm tap in kitchens (Steamplicity kitchens) • White goods that require installing (i.e dishwashers, washing machines etc.) <p>Note : <i>Details of all items under B above requiring fixing or service connections will need to be agreed in detail with the Education Service on individual schemes.</i></p>
C	<p>CLIENT EQUIPMENT</p> <p>The following equipment is selected, ordered and purchased and FITTED by the Education Service (not solely Education Supplies) and no contract allowance is required.</p> <ul style="list-style-type: none"> • All window blinds/curtains to all elevations and including door and privacy blinds. • Sensory play equipment • Projectors • Staging • ICT Servers/Hubs/PCs/Portable equipment

	<ul style="list-style-type: none">• Consumables• All loose furniture and fittings• Telephone installations and handsets where linked to ICT voice and data.• Library shelving and associated equipment.• External play equipment (loose)• Curtains and curtain track (including drama curtains)• Portable sports equipment eg demountable goal posts.• Fire Fighting equipment (portable) supplied by WSCC Fire & Rescue Services as BCD 14.• Tills (Cashless or otherwise)• Steamplivity kitchen equipment• Staffroom pigeon holes• White goods, stand alone (i.e fridges, freezers etc.)
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