



CONTRACT

BETWEEN

THE BOARD OF TRUSTEES OF THE VICTORIA & ALBERT MUSEUM

AND

QWERK LTD

RELATING TO

Temporary Exhibition Build for “Light From The Middle East”

VA/CON/29/12



FORM OF AGREEMENT

“Light From The Middle East” Temporary Exhibition Build

THIS AGREEMENT is made the 27th day of July 2012 BETWEEN:

- 1) The Board of Trustees of the Victoria and Albert Museum of South Kensington, London SW7 2RL (hereinafter called the "V&A")

AND

- 2) QWERK LTD, TDS Buildings, Mark Road, Hemel Hempstead, HP2 7DN, Company Registration No 6154824 (hereinafter called the “Contractor”)

WHEREAS

- 1) The V&A intends to purchase the Works described in the documents listed in Clause 1 hereof (hereinafter called the "Works").
- 2) The Contractor represents that it is fully experienced, qualified, able and willing to execute the Works subject to and in accordance with the documents referred to in Clause 1 hereof.

NOW IT IS HEREBY AGREED as follows:-

1. The following documents (hereinafter called the "Contract") shall be read as one and shall constitute the entire express agreement between the parties with respect to the Works:
 - a) This Form of Agreement including GC Works/4 (1998) Contract for

Building, Civil Engineering, Mechanical & Electrical Small Works
including Abstract of Particulars

ATTACHMENT 1

b) Qwerk tender submission dated 26th July 2012

c) V&A General Purchase Order WKS/TBC **ATTACHMENT 2**

2. No amendment or addition to the Contract shall be binding on the parties hereto unless in writing and signed on behalf of each of the parties by their duly authorised agents.
3. The Contractor covenants with the V&A to diligently execute the Works in all respects in accordance with the Contract.
4. In consideration of the foregoing the V&A covenants with the Contractor to pay the Contractor the sum or sums due at the times and in the manner stated in the Contract.
5. The Contract shall be governed by and construed in accordance with the laws of England and in the event of any dispute relating thereto the parties hereto submit to the exclusive jurisdiction of the Courts of England.
7. No person who is not a party to the Contract (including without limitation any employee, officer, agent, representative, or sub-contractor of either party) shall have any right to enforce any term of the Contract which expressly or by implication confers a benefit on him without the express prior agreement in writing of the parties which agreement must refer to this clause.

IN WITNESS whereof the V&A and the Contractor have caused this Contract to be signed for and on their behalf by the signatories hereto who have been duly authorised to do so by the V&A and the Contractor respectively.

For and on behalf of the V&A

Signed:

Name:

Position: Head of Exhibitions

Date:

Signed:

Name:

Position:

Date:

For and on behalf of Qwerk Ltd

Signed: Signed:

Name:



Position: Project Manager

Date: 26.07.12

Name:



Position: Director

Date: 26.07.12

GC/Works/4 General Conditions (1998)
MODEL FORM 1



ABSTRACT OF PARTICULARS AND ADDENDUM

ABSTRACT OF PARTICULARS

Works: Temporary Exhibition Fit Out.

**Site: “Light From The Middle East” Temporary Exhibition Build, Gallery 48
at the Victoria and Albert Museum**

Condition 1 (1) (*Definitions, etc.*) Employer

The Employer shall be The Board of Trustees of the Victoria and Albert Museum
Of Cromwell Road, London, SW7 2RL

Conditions 1(1) (*Definitions, etc.*): Project Manager, and 3(1) (*Delegations and representatives*)

The Project Manager shall be

All the CDM Regulations apply.

Condition 7 (*Defects in Maintenance Periods*)

Other than for the services listed below, the Maintenance Period for the Works shall be three months and shall apply from the day after that on which the Works are completed as certified by the PM.

Condition 8 (*Occupier's rules and regulations*)

Condition 10 shall apply. The occupier's rules and regulations are appended in Annex A.

Condition 12 (*Passes*)

Condition 12 shall apply.

Condition 16 (*Photographs*)

Condition 16 shall not apply.

Condition 15 (*Commencement and completion*)

Period within which Order to Proceed to be given: 7 Days of the acceptance of the tender. In the absence of such notice the Contractor may take possession 14 Days after the acceptance of tender.

The Date for Completion of the on-site build is 26.10.12.

Condition 20 (*Advances on Account*)

Condition 20 shall not apply. The Contractor shall be eligible to submit invoices in accordance with the schedule at Model Form 3 - Tender Price Form.

Condition 26 (*Damages for delay*)

Damages for delay shall be at large.

Condition 28 (*Adjudication*)

The adjudicator shall be:



Gardiner & Theobald Fairway limited
Dispute Management
of
Dragon Court
27-29 Macklin Street
London
WC2B 5LX

or, if he is deceased or unwilling or unable to act, or is not or ceases to be independent of the Employer, the Contractor and the PM; such other person as the Employer and the Contractor choose by mutual agreement in writing or, failing such agreement, such other person as may

be chosen by the President or a Vice President of the Chartered Institute of Arbitrators (or, where the Contract is a Scottish contract, by the Chairman or a Vice Chairman of the Chartered Institute of Arbitrators (Arbiters) (Scottish Branch)) at the request of either the Employer or the Contractor.

***Supplementary Conditions and Annexes

The following Supplementary Conditions and Annexes (if any) are incorporated into the Conditions of Contract, and shall prevail over the other Conditions of Contract:

◆ Supplementary Conditions listed below:

1. Definitions, etc.

CDM Regulations shall mean 'Construction Design and Management Regulations 2007'

The words 'Planning Supervisor' shall be replaced by 'CDM Co-ordinator'.

32. Design

(1) - Where the Contractor, either by himself or by means of any employee, agent, subcontractor or supplier, is required under the Contract to undertake the design of any part of the Works, he shall in accordance with the Contract or as Instructed by the PM submit to the PM for approval two copies [or such other number as stated in the Abstract of Particulars] of a suitable drawing, design document or other suitable design information relating to that work, in the form and medium stated in the Specification, or instructed by the PM. The Contractor shall not commence any work to which such drawings, design document or design information relates unless the design has been approved in writing by the PM, and the Contractor shall not alter that design without the further written approval of the PM. The approval of the PM shall not relieve the Contractor of any liability which he would otherwise have in respect of the design in accordance with paragraph (2).

(2) - The Contractor's liability to the Employer in respect of any defect or insufficiency in any design undertaken by the Contractor himself or by means of any employee, agent, subcontractor or supplier shall be the same as would have applied to an architect or

other appropriate professional designer who had held himself out as competent to take on work for such design and who had acted independently under a separate contract with the Employer and supplied such a design for, or in connection with, works to be carried out and completed by a contractor not being the supplier of the design.

(3) - The Contractor warrants to the Employer that any Works designed by the Contractor, or any employee, agent, subcontractor or supplier of his, will be fit for purpose, as made known to the Contractor by the Contract.

Annex A - Victoria & Albert Museum Preliminaries as detailed below:

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1.0 THE SITE

- 1.1 The site is as described and shown on the Drawings.
- 1.2 The Contractor shall take possession of the site on the dates and for the duration described in the programme.
- 1.3 The site shall not be used for any purpose other than the execution of the Contract Works.
- 1.4 The V&A reserve the right absolutely to refuse admission to the Museum premises to any Contractor's employee as defined whether or not that employee has previously been admitted to the premises, or to require such an employee to leave the Museum premises.
- 1.5 The Contractor shall be deemed to have visited and inspected the site before tendering to satisfy himself as to the accessibility of the site, including the layout and condition of the adjoining public and private

roads, the full extent of the existing conditions and character of the site particularly implication resulting from the Grade 1 listing, services and their suitability for use for temporary lighting and power and of other services required in the execution of the works, and for the works themselves.

- 1.6 No claim shall be entertained for lack of knowledge of the sites conditions arising from the failure of the Contractor to visit the site prior to the submission of the tender.
- 1.7 Site operations, and the storage of materials accommodation plant and equipment must be confined to within the site boundaries.

Existing Structures & Services on or adjacent to the Site

- 1.8 See the Conditions Governing Work.
- 1.9 The Contractor shall locate, protect and maintain all pipes, ducts, drains (if applicable), service mains, cables and the like affected by the works and which are to be retained and any new work from damage and give notice to the Museum and arrange protection, maintenance, diversion or removal of such mains, services or lines as may be necessary.
- 1.10 Approval for the interruption of existing services shall be obtained at least two weeks prior to such interruption. Copies of approvals are to be submitted to the Clients Representative.
- 1.11 Existing ducts or drains displaced or blocked during the course of the works shall immediately be reinstated in working order including any necessary diversions to the satisfaction of the Client and all relevant statutory authorities.
- 1.12 All damage shall immediately be made good at the Contractor's expense. No claim for delay to the works arising from the above damage, interruption, etc. to such services, mains or lines will be allowed.

2.0 ENVIRONMENTAL CONTROL

- 2.1 Notwithstanding the conditions set out below and the conditions required within the 'Conditions Governing Work', section 1, part 2 of Form of Contract, (which takes precedence over the requirements detailed below if there is any contradiction) regarding environmental control of the works the Contractor shall establish the Local Authorities requirements in respect of environmental management of construction sites. All such requirements are to be accommodated within the Contractors tender.

Noisy Work

- 2.2 Generally the amount of noise made on site shall be kept to a minimum.
- 2.3 The Client insists that noisy site operations occur only during weekdays between the hours of 8.30am and 5.30pm.
- 2.4 As such the Contractor shall indemnify the Client against any claim or proceeding in respect of noise made on the works.
- 2.5 Allow all programming and other on costs incurred by this requirement.

- 2.6 The Contractor is responsible for all costs incurred from stoppage, wasted time, and reprogramming the works because of noise.
- 2.7 Noisy operations when carried out shall be carried out in such a way so as to prevent disturbance, inconvenience or nuisance to the occupiers of adjacent properties.

Control of Pollution Act

- 2.8 The Contractor's attention is drawn to the Control of Pollution Act 1974 with particular reference to the provision of Parts 11 and 111 of the Act.

Protection

- 2.9 The Contractor shall adequately protect the site from trespass, theft and the like and also the adjacent properties, services, roads and paved areas from damage caused by the works and/or the trespass of the Contractors operatives.

Nuisance

- 2.10 Prevent nuisance from water, dust, rubbish and other causes. In particular dust should be controlled at source with a fine water spray and the Contractor shall minimise the formation and spread of dust at all times.
- 2.11 Additionally the Contractor shall indemnify the Client against any liability, loss, claim or proceedings whatsoever arising under any statute or common law in respect of noise, vibration, nuisance and the like arising from or caused by carrying out the works.

Maintenance and damage to roads

- 2.12 The Contractor shall be responsible for all damage to roads and footpaths (whether public or private) arising out of or in the course of or by reason of the execution of the works. The Contractor shall be responsible at all times for keeping roads adjacent to the site of the works free from mud, dirt, rubbish, etc. or other waste materials arising from the works and for the observance of any by-law or regulation imposed by a competent authority requiring roads to be kept free from mud, dirt, rubbish etc. Loaded vehicles leaving the site shall be loaded and covered to comply with the Road Traffic Acts. Mud on highways caused by such vehicles shall be cleaned away immediately.

Trespass

- 2.13 All reasonable means shall be used to avoid inconveniencing adjoining owners and occupiers. All plant, machinery or equipment shall be placed and used on the site so as to avoid any nuisance or trespass on adjoining property. The Contractor shall indemnify the Client against any claim or action for damage arising from the use of any plant, machinery or equipment. If the execution of the works requires that workmen must enter upon adjoining property the necessary permission from the Client to approach the residents shall first be obtained by the Contractor.
- 2.14 The Contractor shall not obstruct any public or private way or otherwise do or suffer to be done anything which may amount to a nuisance or annoyance, and shall not interfere with any right of way or light to adjoining property, and any notice received by him or left upon the site requiring the continuance or suspension of any part of the works shall at once be forwarded by him to the Client, or if given verbally, shall at once be forwarded to him by the Client in writing and indemnified against any claim or loss

consequent upon any act, neglect or omission of the Contractor or his Agents, Servants or Workmen in this respect.

- 2.15 The Contractor shall indemnify the Client against any claim or action for damages on account of any trespass or other misconduct of the Contractor's employees.

Fire precautions

- 2.16 Take all reasonable precautions to prevent loss or damage by fire.

Parking

- 2.17 Vehicles owned by the Contractor or his employees may be parked at the Premises with the express permission of the V&A, subject to parking facilities being available. The V&A reserve the right to check the contents of all such vehicles as may be parked. The V&A will inspect such vehicles both on entry and exit, and if necessary make a search of such vehicles, and their occupants. Where vehicle pass schemes are prescribed, the Contractor will be expected to comply with the same.

3.0 MANAGEMENT

- 3.1 Provide for all on and off site management and supervisory costs and charges

Site meetings

- 3.2 The Client Representative will arrange for progress meetings to be held at regular intervals prior to work commencing on site and then at weekly (or more) intervals when work commences on site. Representatives from the Client, Design Team and Project Manager will be present and in addition to the Contractor, members of the Contractor's Design Team will attend by invitation.
- 3.3 At progress meetings the Contractor shall update the Client upon the progress of the works, the design, outstanding issues to be resolved, etc. A report shall be produced which satisfies this, and also indicates the percentage completion of each element on the master programme and the extent ahead or behind programme in each case. Snagging, Pre-handover inspection and Practical Completion and handover dates shall be renewed during the course of the works, but shall comply with the requirements of item 5.0, Practical Completion.
- 3.4 Design meetings shall also be held on site in the accommodation provided, with the relevant Sub-Consultants and Sub-Contractors attending any meetings as necessary.

Master programme

- 3.5 The Contractor shall provide the Client with three copies of the Master Programme for the execution of works not less than 14 days prior to the date of commencement of works or before the first valuation payment falls due, whichever is sooner. This shall be based upon the draft copy submitted with the tender and as may be adjusted during post tender negotiations.

- 3.6 The programme shall make due allowance for the submission, comment, adjustment (if necessary) and final approval of design information. The Client requires 14 working days in which to comment each time information is submitted by the Contractor.
- 3.7 The Contractor shall note that the requirements for commissioning and testing of any Mechanical and Electrical Engineering Installation shall be completed by the date of Practical Completion and preferably by the time of the Pre-handover inspection, and such periods allowed shall be clearly indicated on the Master Programme.
- 3.8 The Contractor shall provide and maintain a copy of the Master Programme clearly displayed in the site office and ensure the programme is regularly and accurately updated to indicate the actual progress for comparison and in time for presentation at each site meeting.
- 3.9 The Contractor shall note that the Client's approval and comments regarding the submitted programme shall be interpreted only as a matter of liaison and that nothing suggested or agreed by the Client shall be construed as an instruction under the Conditions of the Contract nor relieve the Contractor of his responsibilities.
- 3.10 The Contractor shall note that nothing contained within or indicated on the Master Programme shall relieve the Contractor of his responsibility to apply in writing for instructions, drawings, etc., in accordance with the Conditions of Contract.

Co-ordinating the Work

- 3.11 The Contractor shall co-ordinate the design, the works and arrange for the Sub-Contractors and Suppliers, as to the times of commencement of work on site or delivery of materials, and shall give them such notice as may be necessary and otherwise co-operate with them to ensure the integration of all works and sub-contract work into the general programme and proper progress of the work.
- 3.12 The Contractor shall co-ordinate the location of all service terminal installations of all kinds and installations to all parts of the site in the Main Contract; the location shall be as indicated on the design drawings and specifications.
- 3.13 The Contractor shall ensure that drawings prepared for installation purposes meet the design requirements in that access locations or services are not installed in inaccessible positions where items (e.g. locks for showcases fronts) are required to be accessible for maintenance and servicing.

Commissioning

- 3.14 The Contractor shall take note of the requirements for commissioning to ensure the ultimate advance of the installations to a stage of full specified working order and calibration.
- 3.15 Due allowance for the time required for commissioning and associated work throughout the Contract Period, and particularly for final acceptance testing, shall be made in the Contractor's and Sub-Contractor's programmes and access shall be provided throughout for inspection of the engineering installations by the Client.

Notices and fees

- 3.16 Give all notices and pay all fees and charges required by any local authority, public service or statutory undertaker.

Two way radios and radio controlled plant

- 3.17 The Contractor shall obtain all operating licences and comply with all current regulations in respect of the use of two-way radios and/or radio controlled plant.

Finance (No. 2) Act 1975

- 3.18 The attention of the Contractor is drawn to Sections 68 and 71 and Schedules 12 and 13 of the Finance (No. 2) Act 1975 which came into effect on 6 April 1977. The provisions of these sections and schedules are set out in the Board of Inland Revenue's pamphlet IR 145/15 (1976).
- 3.19 The Contractor will be required to satisfy the Client, prior to signing the Contract, that he has an appropriate Sub-Contractors Certificate from the Inland Revenue.
- 3.20 The Contractor is also reminded that it is his duty and responsibility to satisfy himself that all Sub-Contractors, whether nominated or otherwise, also hold appropriate Sub-Contractor's Certificate from the Inland Revenue.

Holidays for workpeople

- 3.21 The Contractor is to allow for all liabilities incurred by the Building and Civil Engineering Holiday Scheme and Public Holiday Scheme.

Sub-Contractors and Suppliers

- 3.22 The Contractor should allow for all supervision and co-ordination of all sub-contract works, and for supplying Sub-Contractors with all information and co-operation necessary to ensure that deliveries of materials and execution of the works is in accordance with the Contractors programme.
- 3.23 The Contractor should note that the responsibility for obtaining the working/shop drawings for manufacturing/installation purposes lies between the Contractor and Sub-Contractor.
- 3.24 The Contractor shall ensure that the Sub-Contractors working shop drawings which are required to be submitted to the Client for comment are submitted in adequate time to meet the requirements of the programme.

CDM Regulations

- 3.25 The attention of the Contractor is directed to the requirements of the CDM Regulations 2007 which shall be complied with and in addition is directed to the requirements of the Factories Act 1961, and the Health and Safety at Work, etc. Act 1974 and to the regulations made thereunder, in relation to the Works comprised herein. If for any reason the Contractor feels that the accommodations provided by the Client becomes unsuitable, he is to inform the Clients Representative at once. It is assumed that the Contractor will use his fixtures and fittings in occupying the rooms set aside for accommodation, taking meals and drying clothes (see clause below)

- 3.26 The Contractor shall provide suitable safety, health and welfare measures and amenities from the date for possession to comply with the current statutory requirements and the Code of Welfare Conditions of the National Joint Council for the Building Industry. Particular regard should be given to the needs of female site staff and operatives.
- 3.27 The Contractor shall comply with his Written Policy Statement concerning the safety, health and welfare of workpeople which shall be submitted with his tender.
- 3.28 Proper arrangements should be made for tea and lunch breaks for site employees. Sitting in public areas or congregating on the public highway is not permitted.
- 3.29 The Contractor shall provide personal protective equipment to all site staff, including; industrial safety helmets (BS 5240), protective shoes, gloves, etc. The Contractor shall ensure that this equipment is worn where appropriate by all personnel on site.
- 3.30 The Contractor is advised that full requirements of The Construction (Design and Management) Regulations 2007 and its associated Approved Code of Practice will apply to this Contract.
- 3.31 The award of the Contracts will form the appointment of the Principal Contractor in accordance with regulation 6(1)(g) of the Regulations.
- 3.32 The Contractor should be aware of and allow in the tender for all costs associated with complying with and ensuring that the Sub-Contractors comply with their duties under the Regulations.
- 3.33 The Contractors attention is drawn to the pre-tender health and safety file which is included as part of the documentation. The purpose of the plan is to identify the main health and safety issues in connection with the construction work on the projects and to form the basis of tenderers to submit their proposals for managing the problems.
- 3.34 The successful Principal Contractor will be required to develop this initial plan to a construction phase health and safety plan as part of his duties under the Regulations. Guidance on the contents on the construction phase health and safety plan can be found in Appendix 3 of the HSE publication. "A Guide to Managing Health and Safety Construction".
- 3.35 The Contractor must provide the following health and safety related documentation with his tender return:
1. A copy of the company's health and safety policy.
 2. Evidence of competence to carry out the construction work to the requirements of the health and safety legislation.
 3. An outline submission e.g. method statement, to demonstrate the adequacy of the time allowed for the works together with an analysis of the financial provisions made in respect of all matters relating to the management of health and safety and for measures to deal with specific hazard or precaution not included in the pre-tender plan which the contractors own assessment identifies as entailing a significant cost.
 4. A clear specification of resources to control and manage the major health and safety risks.

Normal working hours

- 3.36 The normal working hours at the Museum are 08.00 to 17.45 Monday to Friday inclusive except bank holidays or such other days as the Museum may be closed. Contractors' staff should not normally arrive before 08.00 or remain later than 18.00 unless special arrangements have been made. Any contractor wishing and authorised by the Project Manager under the contract to work outside normal hours must give the Property Services Department a minimum of 48 hours notice of his wish to do so.
- 3.37 Any cost incurred by the Museum for additional security staff as direct result of the contractor's request to work outside normal working hours will be directly charged against the contractor.
- 3.38 The Contractor shall in all matters arising in the performance of the Contract conform in all respects with the Local Authority working rules governing noise control.
- 3.39 Delivery of plant and materials to locations within public areas of the Museum will not be permitted after 10.00 am from Monday to Sunday inclusive, unless by prior arrangement. Arrangements must be made at least 48 hours in advance.
The back road is narrow and staff will be present along the route.
The speed limit along the back road is 5mph. Contractors exceeding this limit may be asked to leave the premises and not return. They may also be reported to their employer. Museum staff will not unload or sign for deliveries. Full protection will be given by the Contractor to all surfaces from the point of delivery to the final working areas, such protection must be maintained in a safe condition for the duration of the contract.
- 3.40 All trolleys, wheel barrows etc, used for transporting plant and materials shall be well maintained, clean and fitted with protective rubber tyres.

Identification

- 3.41 All Contractor's employees sent to work at the Museum site must enter the premises only via the official entrance and report there each day on arrival. They cannot be permitted to begin work unless the Museum has received prior notification by the furnishing of names to the Project Manager.
Contractors' employees will be required to give their private address and to permit their photograph to be taken. All Contractors' employees will be issued with a contractor's pass which must be displayed in a prominent position on their clothing at all times whilst they are working on Museum premises.
Temporary passes must be returned whenever the employees leave the site

Workmanship

- 3.42 All work, whether design, construction or installation, shall be carried out by qualified and competent Architects/Engineers/Tradesmen of the best appropriate grades and in accordance with the best contemporary practice. The Contractor shall be responsible for ensuring that all aspects of the works and materials meet with the approval of the Local Authority or the Public Utility Authorities, as appropriate.
- 3.43 Defective works or materials shall be replaced at the Contractors expense upon the Clients Instruction in a diligent manner to the satisfaction of the Client.

Protecting the works

- 3.44 Protect the whole of the works against any form of damage or deterioration including that caused by weather, storm and surface water. All finished works must come to site, wrapped , sealed and protected.
- 3.45 Do not permit anything to be done that is likely to injure the stability of the works or existing building. The Contractor will be held responsible for all damage arising through carelessness or inadvertence in this respect. Any work damaged or soiled by weather, traffic, dust or other causes shall be taken down and re-executed or otherwise made good by and at the cost of the Contractor.
- 3.46 Take all necessary precautions to avoid excessive electromagnetic disturbance of apparatus outside the site.
- 3.47 Install, use and store construction laser equipment in accordance with BS EN 60825 and the manufacturer's instructions. Use either Class 1 or Class 2 laser equipment ensuring that the laser beam is not set at eye level and is terminated at the end of its useful path. The use of Class 3A and Class 3B laser equipment will not be permitted without the approval of the Client's Agent and subject to the submission of a method statement on its safe use.
- 3.48 Ensure existing services adequately protected. Before starting work check positions of existing services. Where positions are not shown on drawings obtain relevant details from service authorities or other owners. Observe Client Agent's recommendations for work adjacent to existing services. In particular
- adequately protect, and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.
 - if any damage to services results from the execution of the Works, notify Client's Agent without delay. Make arrangements for the work to be made good without delay to the satisfaction of the Client's Agent. Any measures taken by the Client's Agent to deal with the emergency will not affect the extent of the Contractor's liability.
 - replace any marker tapes or protective covers disturbed during site operations to the service authority's recommendations.
- 3.49 Protect existing structures. Provide and maintain during the execution of the Works all incidental protective screens and covers, floor protection, shoring, or strutting and other supports as may be necessary to preserve the finish of the building and stability of same. Do not remove supports until new work is strong enough to support the existing structure. Prevent overstressing of completed work when removing supports.

Safeguarding the works, materials and plant against damage and theft

- 3.50 Safeguard the works from theft, protect the works from damage by overloading and keep the site and works clean and tidy.
- 3.51 Provide all watching and lighting and everything else necessary by day and night for the protection of the Museum staff, public and for the protection and security of the works, goods, materials, plant, etc. on the site of works to whomsoever belonging. In this latter connection the Contractor's attention is drawn to the advice available on security from the Museum.

Protection of persons and property

- 3.52 Provide for the efficient protection of the public, the Client's officers, servants and property and all other persons occupying or using the premises, also of adjoining or neighbouring property during the progress of the works included in or required to be done in connection with the Contract.
- 3.53 Take all precautions to eliminate as far as possible the danger to the public or other persons arising from the arrival and departure of vehicles at the site. The Contractor shall be responsible for ensuring that all plant is placed and used and all operations carried out in such a manner as to prevent the injury to persons or loss or damage to property in the event of any accident occurring.
- 3.54 The Contractor is responsible for keeping the site safe and securely protected at all times with particular attention given to keeping children away from the site and from items of plant. Ensure that ladders and the like are tied up out of reach at weekends and all other times when the site is unoccupied.

Removal of rubbish and debris

- 3.55 The Contractor shall remove all rubbish and debris from the site, both as it accumulates from time to time and at completion.

Drying the works

- 3.56 The Contractor shall dry out and control the temperature and humidity of the works as necessary to facilitate the progress and satisfactory completion of the works including the work of Sub-Contractors. Prevent the work from becoming wet or damp where this may cause damage.
- 3.57 The Contractor shall maintain a constant temperature to ensure that all work is protected from damage caused by changes to atmospheric conditions up to the day named in the statement of Practical Completion. Control the drying out and humidity of the works and the application of heat, in particular to prevent blistering and failure of adhesion, damage due to trapped moisture and excessive movement.
- 3.58 The Contractor shall allow for all costs, including the provision of all necessary appliances, labour, fuel, electricity, water, supervision, insurances, attendance and maintenance and everything necessary during and outside normal working hours to comply with these requirements.
- 3.59 If so desired, the Contractor may, subject to the written agreement of the Client, use the permanent Museum heating or any part thereof, for drying out, etc., subject to the relevant section of the installation being available and having been satisfactorily tested to the approval of the Client, that the system is operated only in accordance with the normal use intended for that system and all charges over and above normal operation in connection therewith are paid by the Contractor.
- 3.60 Whatever method of drying out and heating the building is adopted, the Contractor shall provide a control system to limit the temperature range and humidity.

Cleaning the works on completion

- 3.61 The Contractor shall remove protective covers, casings and films and screens and thoroughly clean the whole of the works, removing stains, touching up paint work and varnish work, cleaning floors, sanitary fittings, all surfaces and leave the works to the satisfaction of the Client. **Note: Showcase glass is to be cleaned such that hand marks, fingerprints and so forth are to be cleaned prior to handover.**

Co-ordination

- 3.62 The Contractor shall exercise all due care and attention when co-ordinating each element of the works within the development as a whole.
- 3.60 The design and co-ordination of the works shall take full and timely account of each and every element, together with the services and systems to be installed.
- 3.61 Particular attention shall be paid to the location and alignment of components, in that they may affect the appearance of the exhibition or otherwise detract from the stated performance criteria.
- 3.62 The Contractor shall ensure the co-ordination of the works particularly in instances when requirements are variously identified in different specifications and/or parts of the Client's Requirements that demand cross reference, one with another.
- 3.63 The Contractor shall include for the preparation and submission of all design information needed to demonstrate the considered/co-ordinated relationship of each element or component thereof, one with another throughout the whole of the works and demonstrate compliance with the Client's Requirements and to substantiate its performance-in-use prior to comment by the Client (e.g. production of rod drawings).
- 3.64 The Contractor shall be responsible for the co-ordination of the total works and shall ensure that all matters for comment by the Client are compliant with the contract requirements.
- 3.65 The nature of the access to the site, parking restrictions, and the limited access into the building mean that the delivery of fabricated goods, plant, materials, fittings etc. together with the disposal of rubbish debris and the like will be difficult and will cause a hazard to road users and pedestrians and potential nuisance.
- 3.66 Control, consistency and reliability of deliveries and removal of rubbish are fundamental.
- 3.67 The Contractor shall verify all information requiring comment with co-ordination drawings sufficient to clearly demonstrate the intended performance of the proposed installation.
- Drawings not less than 1:50 scale indicating the layout location and extent of each of the services and systems, their interaction one with another and general distribution throughout the building.
 - Drawings not less than 1:10 scale sufficient to demonstrate the co-ordination of all engineering services with the various building elements and the overall architectural design concept.
- 3.68 The Contractor shall demonstrate direct and active control of the design co-ordination at all times, and shall not be seen to absolve his responsibility by resorting to sub-contract devices.

Cost Control

- 3.69 As soon as possible and before starting work on site submit to the V&A Client Representative confirmation that the payment schedule is being adhered to, i.e. that the progress of works against the programme merits the stage payments.

Samples and Approvals

- 3.70 Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.
- 3.71 Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself (if approval of the finished work as a whole is required this is specified separately). Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works. Retain approved sample in good, clean condition on site. Ensure that the relevant characteristic(s) of the Works match the approved characteristic(s) of the sample. Remove samples required.
- 3.72 Where and to the extent that products, materials or work are specified to be approved or the Client's Agent instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:
- To the express approval of the Client's Agent or
 - To match a sample expressly approved by the Client's Agent as a standard for the purpose.
- 3.73 Inspection or any other action by the Client's Agent must not be taken as approval of products or work unless the Client's Agent so confirms in writing in express terms referring to:
- Date of inspection
 - Part of the work inspected
 - Respects or characteristics which are approved
 - Extent and purpose of the approval
 - Any associated conditions.

4.0 TEMPORARY WORKS

Generally

- 4.1 The Contractor shall include for all necessary measures to investigate and secure the site areas indicated whilst taking full account of all existing site services and below ground obstructions and thereafter to carry out all temporary works to enable the completion of the works under the Contract.

Location of temporary works and Museum Objects

- 4.2 The Client may, with reasonable reason, require changes to the siting of temporary workshop areas, rubbish deposits, access ways, etc.
- 4.3 If works are to be carried out near any Museum object (including any cases containing any objects) the Contractor concerned must first inform the Property Services Department and liaise with the curatorial staff in whose gallery the objects are located. Contractors' staff are not permitted to erect scaffold without consultation and approval of the relevant Museum department. Museum staff must be given adequate notice in order that they can either relocate or protect objects that are in the vicinity of, or on the access route, or to arrange for personal invigilation.

Temporary lighting and power for the works

- 4.4 Provide temporary artificial lighting and electric power for the execution of the works and meters and temporary arrangements for distribution around the site for lighting and hoardings and the like in accordance with good practice including that required by statutory undertakers. Pay all costs and charges in connection therewith and clear away and make good on completion.

Temporary accessways and roads, etc.

- 4.5 The Contractor shall determine for himself if the Private roads of the Museum are suitable for use by heavy vehicles required in the course of the works.

Temporary fencing, hoarding, gantries and shoring

- 4.6 The Contractor shall provide and maintain any necessary protective screens or hoardings and gates for the protection of the public and for the proper execution of the works to the site in accordance with the requirements of the Client and Local Authorities (where relevant) and keep them clean.
- 4.7 Alter, shift and adapt from time to time as necessary and make good to the satisfaction of the Client and dismantle on completion of the Contract. Pay all costs and damages in connection therewith.
- 4.8 The use of corrugated steel sheets or chain link fences will not be permitted.
- 4.9 The Contractor shall provide and maintain all necessary fans, gantries, planked footways, guard rails and other temporary works for protection of the public and the occupiers of the Museum and for the protection of the Museum Building and for the proper execution of the works and in accordance with requirements of the Client and local authorities (where relevant). Alter, shift and adapt from time to time as necessary and clear away and make good when no longer required. Pay all costs and charges in connection therewith.

Operation of mechanical plant

- 4.10 The quietest plant available shall be used and maintained in good mechanical order and fitted with appropriate silencers, mufflers and acoustic controls. When working outside normal hours plant and machinery shall not be audible at the site boundary. Cartridge operation comply with BS 4078 and the requirements of the Construction (General Provisions) Regulations 1961 are to be observed at all times.
- 4.11 No advertisements or trade signs will be permitted.
- 4.12 The Contractor shall not use any reference to the Contract or any photographs or information relating to the same for publicity purposes or any printed articles and no communication shall be made to the press or other media either by himself, his agent or any Sub-Contractor employed by him without prior express written permission being obtained from the Client.

5.0 PRACTICAL COMPLETION

Handover procedures

- 5.1 The Contractor shall provide notice at least 5 days prior to practical completion and handover dates. At this time a pre-handover meeting date can be arranged. Before offering the works for Practical Completion the Contractor shall comply with the following procedure.
- 5.2 When in the opinion of the Contractor the works are ready for handing over the Project Manager should be informed. A meeting will be held on site at which the Contractor, the Client and the Project Manager will attend for the purpose of a "pre-handover inspection". At least two days notice of a "pre-handover inspection" is required.
- 5.3 At this "pre-handover inspection" a list of defects requiring rectification will be drawn up by the Project Manager/Designer. The Project Manager/Designer will ensure that the list of items to be completed is distributed to all those present at the meeting.
- 5.4 Once the defects are rectified the Contractor shall notify the Project Manager. In the interim period before the handover date (it is assumed that the Contractor will plan to achieve handover and completion while still rectifying some 'defects' brought to his attention in the interim period after the pre-handover inspection) depending upon the number, type and seriousness of any 'defects' found, the handover date may be reviewed. At handover keys must be handed to the Client. Without them handover will not be accepted. See also clause 5.8 and it's requirements for Handover.

Health and Safety File

- 5.5 Health and Safety File in accordance with CDM Regulations 2007 should be provided at the time of handover and must include the following:
1. Record or as-built drawings and plans used and produced throughout the construction process.
 2. The design criteria.
 3. General details of the construction methods and materials.
 4. Details of the equipment and maintenance facilities within the structure.
 5. Maintenance procedures and requirements for the structure.
 6. Manuals produced by specialists contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure.
 7. Details of the location and nature of utilities and services including emergency and fire-fighting systems.

Fire Precautions and Permits to work

- 5.6 The Contractor must comply with the Fire Officers reasonable requirements.
- 5.7 General - The Contractor shall familiarise both himself and the Contractors Personnel with all fire precautions, fire alarms, means of escape, and emergency evacuation procedures in force at the Premises. Because of the nature of the premises and the consequences of a fire, no work involving the use of naked flames or work which might produce sparks (e.g. welding, metal cutting, grinding etc) is permitted

without the explicit authority of the Fire Officer and the signature of the Project Manager responsible for the contract. 48 hours notice is usually required.

- 5.8 Any contractor required to undertake such work must discuss this with the V&A representative who will usually inform the Control Room. Contractors must await instructions before commencing work and must be in possession of a hot work permit before starting work. Conditions of permit must be complied with. The Control Room can be contacted by any Security Officer.
- 5.9 Contractors requiring to undertake such work must ensure that adequate fire-fighting equipment is present, and ensure adequate screens are provided for the protection of personnel and the public.
- 5.10 Before leaving the Premises the Contractor shall ensure that naked lights and other ignition sources have been extinguished and electrical apparatus, where practicable, switched off. Conditions of permit must be complied with.
- 5.11 The Contractor shall comply with the current regulations and guidance in relation to the safe use and storage of Highly Flammable Liquids & Liquefied Petroleum Gases with particular reference to the storage of the aforementioned flammable items.

6.0 DEFECTS LIABILITY PERIOD

- 6.1 If any defect arises which causes or may cause unreasonable inconvenience or damage to any person lawfully in occupation of the dwelling, the Contractor shall, notwithstanding the stipulated time periods, immediately tend to the defect.
- 6.2 Should the Contractor fail to respond to defects within the stipulated period(s), the Client reserves the right to employ others to execute the work and contra-charge the Contractor through this Contract for all costs incurred.

7.0 Occupational Health, Safety and Security Rules

- 7.1 The V&A require a high standard of safe working from its employees, enjoys a good reputation with its client in this regard, and requires that same high standard from the Contractor. These rules do not exempt the Contractor from his statutory duties on Health & Safety but are intended to assist him in attaining a high standard of compliance with those duties. The V&A will be pleased to assist the Contractor in any practical way to facilitate safe working and requests co-operation in observing these rules.
- 7.2 All work carried out must comply with the current relevant Health & Safety Regulations and codes of practice. Risk assessments must be produced in advance for all activities of 'significant risk'. This includes hot work, work with live electrical equipment, confined spaces, roof work, working at height and similar activities. These must be sent to the responsible manager at least 10 days in advance of the works commencing. When working at heights a rescue plan should be prepared in the event of persons being suspended subsequent to a fall. Emergency works will still require a permit and must be discussed with the responsible manager first.
- 7.3 Contractors who will be carrying out any surface preparation or activity which requires surfaces to be removed or penetrated must ensure that they have obtained the relevant safety information about the nature of the materials they will be working on. Asbestos is known to be present in some areas and information about known locations is available from the Property Services Department. Contractors must satisfy themselves that all significant hazards have being taken into account in their risk assessments before commencing work.

- 7.4 Certain roof areas at all V&A sites are hazardous to work on or near and clarification must be sought by the Contractor before work commences.
- 7.5 Adequate precautions must be put in place to prevent so far as is reasonably practicable, the fall of persons, tools and materials. The Contractor must provide warning signs and lighting as appropriate.
- 7.6 Contractors using scaffolds must ensure that all ladders are in sound condition and suitable for the intended use. Ladders must be made secure when not in use, to prevent misuse or security breaches.
- 7.7 All safety equipment including safety harness must be suitable and sufficient for the intended work.
- 7.8 The Contractor or their authorised representative must satisfy themselves that any structural handhold and/or foothold likely to be used by their employees is secure for the intended purpose. Where there is any doubt the employee must be instructed not to use this means of access. The Contractor must also inform the V&A Representative immediately of the defect.
- 7.9 Any vehicles brought onto the premises (such as fork lifts, elevated mobile platforms etc) must be operated by trained persons holding relevant certificates (where required by legislation).
- 7.10 Any safety matters on which this document is silent should be addressed in the first instant to the V&A Representative and the Safety Advisor as necessary.

Pre-Contract as to Safe Working Procedures

Where the operations of the Contractor are likely to put any person at risk, the Contractor must advise the V&A and agree safe work procedures, if necessary involving permits to work, and any necessary warning notices.

A site specific risk assessment will be required, usually at least 10 days prior to work commencing.

Compliance with Statutory Regulations

The Contractor shall in all matters arising in the performance of the Contract conform in all respects with the provisions of any statute, ordinance or other law, or any regulation or bye-law of the Local or other duly constituted Authority, or working rules of any industry associated with the Maintenance Tasks that shall affect the Contractor in the performance of his obligations under the Contract.

Compliance with Terms & Conditions of the Premises Licence

The Contractor must comply with all the Mandatory and Specific Conditions of the V&A Premises Licence.

Compliance with Site Safety and Security Regulations

The Contractor must be familiar with and follow any site safety or security regulations specified in relation to the Premises.

Scaffolding and Safe Means of Access/Work

Scaffolding contractors must be qualified and hold a current scaffold certificate. The Contractor will pay where appropriate adhere strictly to the Construction (Health, Safety and Welfare) Regulations 1996, and will keep statutory inspection registers available for inspection both by Health & Safety Executive Inspectors and the V&A. Particular attention will be paid to strength and stability of both mobile and fixed scaffolding, provision of guard rails and toe boards, quality and proper support of timber. All ladders provided by the Contractor must be in sound condition, placed at the correct angle, and firmly secured when in use. Scaffolding should be lit, protected and alarmed to the Museum's approved standard.

Lifting Operations

Before the Contractor carries out any lifting operation by the use of a machine, he shall produce for inspection by the V&A:

The appropriate statutory inspection reports/certificate.

Evidence that the operator of any crane or lifting machine is trained and competent.

Detailed information as to the way in which lifting operations are to be carried out and as to the equipment to be used.

The Contractor must also consult with the V&A before carrying out any lifting operations with a crane or lifting machine to ensure:

that the ground or place where the crane or lifting machine is standing is suitable and will withstand the weight imposed on it.

That no part of the crane or lifting machine is likely to foul overhead gantries, pipelines, electric lines or adjacent electrical conductors.

Fencing of Machinery

All prime movers, transmission machinery and dangerous parts of machinery will be securely fenced in accordance with statutory requirements. It is the contractor's duty to ensure this before any plant or machinery is brought to the Premises by him.

Electrical Work

On-site portable electrical apparatus and electric lighting are preferred to be supplied at 110 volts by means of mains isolation transformers with the secondary wiring centre tapped to earth. If for any reason this is not practicable, safe working procedures must be agreed with the V&A.

Services and Operating Processes

Where any work to be done by the Contractor is likely to affect operating process, machinery, or service, the permission of the V&A must first be obtained. The same rule applies to coupling into any compressed air line, steam line, oxygen line, vacuum line, fuel line or other service.

Personal Protective Equipment

The Contractor must ensure that the Contractor's Personnel make full use of such equipment as the circumstances demand. This includes safety helmets, eye protection, safety shoes, gloves etc. Where it is a site rule that such items of equipment are worn, the V&A has the right to request removal from the Premises of any Personnel not complying with this rule.

Reporting of Accidents, Dangerous Occurrences, Fires, Occupational Illness,

Property Loss/Damage

In addition to his own procedure in the above regard, the Contractor shall, in connection with any of the above events, immediately report to the V&A and provide written notification of the occurrence.

Security

The Contractor will ensure that all items of its plant, tools and equipment are properly marked and/or coloured to ensure ready identification and are securely kept when not in use.

The V&A may sometimes prescribe a personnel identification scheme involving use of photographs or identity cards. Where this is the case, the Contractor will be expected to comply with it and the V&A has the right to refuse access to the Premises to any employee not wearing, or able to produce, his identity card.

No plant, equipment or material may leave the Premises without the express permission of the V&A. All such plant, equipment and materials leaving the Premises will be listed on the relevant release documentation which will be signed by the V&A.

MODEL FORM 3

TENDER AND TENDER PRICE FORM

TENDER



Works: Exhibition Build for "Light From The Middle East" Temporary Exhibition

Site: Gallery 48

- 1 We have examined GC/Works/4 General Conditions (1998), and the following documents:
 - (a) Abstract of Particulars and Addendum;
 - (b) Supplementary Conditions and Annexes (if any) referred to in the Abstract of Particulars;
 - (c) Specification;
 - (d) Drawings listed in the Schedule of Drawings;
 - (e) Outline Health and Safety Plan (and confirm that we will provide a statement and details of how we plan to implement and develop it, together with details to establish our competence and resources to comply with the requirements and prohibitions imposed upon us relative to health and safety in the execution and/or management of the Works); and

- 2 We enclose for your approval the enclosed documents, which shall be deemed to form part of our tender, listed below:

- 3 We have obeyed the rules about confidentiality of tenders and will continue to do so as long as they apply.

- 4 We undertake, within 7 days of being so required by the Employer, to submit to the Employer for his approval a schedule of rates to be used to value variations in the Works. Notwithstanding such approval, we undertake to satisfy the Employer that the prices in the schedule of rates as approved are fair, and should reasonably be used to value variations in the Works.

- 5 We agree that, should obvious errors in pricing or errors in arithmetic be discovered in any schedules of rates submitted by us during consideration of this offer, we will be afforded the opportunity of confirming or withdrawing our offer/confirming our offer, or of amending it to correct such errors.*

6 Subject to and in accordance with paragraphs 3 to 5 above and the terms and conditions contained or referred to in the documents listed in paragraphs 1 and 2, we offer to execute the Works referred to in the said documents in consideration of payment by the Employer of the sum shown in our accompanying Tender Price Form, which shall be deemed to form part of our tender, plus reimbursement by the Employer of Value Added Tax in accordance with Condition 27 (VAT).

7 We agree that differences or questions arising out of or relating to the Contract shall be resolved in accordance with Conditions 42 (*Adjudication*) and 43 (*Arbitration and choice of law*) of the General Conditions.

SIGNED by

for and on behalf of Qwerk Ltd

Tel: [REDACTED]

Fax:

Telex:

Date: 26.07.12

**Employer to delete inapplicable item before issuing tender documents.*

TENDER PRICE FORM

Works: Exhibition Build for "Light From The Middle East" Temporary Exhibition

Site: Gallery 48

The sum referred to in our accompanying form of Tender is

Breakdown of fee as follows:

Phase 1

Produce, transport, deliver and install:
Installation of Protean walls and decoration
Ceiling structure, option1

[REDACTED]
[REDACTED]
[REDACTED]

3no Graphic walls
Video room sound panelling
Bench
Deep clean

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Phase 2

Make good and paint walls
Dismantle Protean walling and put in
store
Dismantle ceiling structure and remove
Cleaning

£
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

**Subtotal before Amendments (see
overleaf)**

[REDACTED]

TOTAL

£60,559.01

Each item to include any preliminary work, project
management
and transportation in cost.



**QUOTATION PREPARED FOR THE V&A
LIGHT FROM THE MIDDLE EAST ADDITIONAL SCOPE**

Costs are based on drawing and scope package received 16.08.12 and are subject to final designs & specifications

All costs shown are exclusive of VAT

ADDITIONAL SCOPE

Lighting installation

- Install 10no low level, free issue 3m lengths of track
- Install 10no low level feeds (PC SUM)
- Feed off existing track above using track adaptors and FB200 cable
- Install 2no feeds and free issue fittings into lightbox
- 2 days light focus
- Install feeds to free issue AV supplies within 5m of local points (PC SUM)
- Test and certificates

Video room walls – sound panelling

- Acoustic foam tiles as per spec in scope
- 9mm FR MDF panels prepared in our workshop
- Fixed to gallery walls on split baton

Additional Installation

- Including transport and additional plant hire for lighting

TOTAL OF ESTIMATED COSTS

- PC SUMS have been included due to additional information needed on positioning of existing power connections.

Our Payment Terms are 50% with order and 50% on completion of delivery or installation

E&OE

WT/17.08.12



“Light From The Middle East Temporary Exhibition Build”

Invitation to Tender Package - Specification

V&A Ref: VA/CON/29/12

July 2012

Invitation To Tender: – Temporary Exhibition Build for “Light From The Middle East” at the Victoria and Albert Museum.

V&A Contract Reference: VA/CON/29/12

‘Light from the Middle East’ is a temporary photography exhibition in Gallery 48. The objects are all wall mounted as per elevations. The exhibition has been designed using colour to frame spaces.

Team

3D Designers: [REDACTED]

Line Lund has designed the exhibition but is going on maternity leave from the 5th July.

[REDACTED] will be overseeing the exhibition from tender through to completion.

For any queries please contact [REDACTED] on [REDACTED] or [REDACTED]

2D designer: [REDACTED]

Curator: [REDACTED]

Project Coordinator: [REDACTED]

Lighting Designer: [REDACTED]

Electrical contractor: [REDACTED]

Structural Engineer: [REDACTED]

Key dates

Tender Out	10/07/12
Tender Return	27/07/12
Tender Review	27/07/12 – 10/08/12
Appoint Contractors	20/08/12
Off-site Production	10/08/12 – 18/10/12
On-site Production	18/10/12 – 26/10/12
Removal of light fittings	18/10/12
Electrical work	2d during on-site production
Object installation	29/10/12 – 08/11/12
Light installation ‘1st fix’	29/10/12
Light installation ‘2nd fix’	08/11/12 - 09/11/12
Private View	12/11/12
Open to public	13/11/12
Deinstallation	TBC 15/04/13 – 23/04/13

Important general information

Specification to be read in conjunction with drawings and V&A rules and regulations.

The Contractors should make sure they have fully understood all aspects of the job. There will be no extra funding for additional design time or structural issues relating to the elements

shown in the tender document.

Contractor to make sure they can complete all listed elements in the timeframe given, as no extra time is available.

List of subcontractors and their qualifications to be listed in tender return.

Tenderers to provide method statement describing how they propose to undertake the works off-site and on-site including the deinstallation and redecoration.

Particular reference should be made to the approaches made to protection of existing finishes and new works, the removal of protection, the management of dust to permit finishing and the approach to snagging and handover.

Contractor to measure all dimensions on site.

Contractor to ensure that all structures are safe and stable to avoid damage to the public, objects or the fabric of the building.

All new Materials to be fire rated 'Grade 1'.

Standard sheets of materials should be used where possible to minimize cost and waste.

All edges to have sharpness taken off. (No rounding unless specified).

All joins in wall surfaces to be smooth and invisible. No visible fixings.

Where decoration is required, make good and paint to cover, minimum of 3 coats.

Contractor to provide protection to floors when necessary.

Fixing to floor is not possible.

Please suggest cost savings where possible.

Contractor to work around installation of security cameras and wiring of ceiling track. Dates t.b.c

Samples

Appointed Contractor should provide samples of:

Detail of metal framework at entrance

4 no paint samples, approx A2 size

Curtain material, fire rated 'Grade1'.

Phase 1

Exhibition components

Walls

The V&A has invested in a reusable walling system from Protean Ltd that we would like to make use of in this exhibition. For info see www.protean.uk.com/reform, enclosed instruction manual and drawing of wall unit. To ensure stability of walls wires could secure new walls back to the existing gallery walls. Wires should be kept to a minimum and be as discrete as possible. Protean walls to sit in a trough provides by the V&A to prevent damage to the floor. All elements relating to the Protean walling system will be supplied by the V&A. All walls to be painted Dulux matt emulsion. Colours t.b.c.

Graphic walls

Transparent, decorative and structural walls positioned in three locations throughout the gallery forming part of the language of the exhibition.

The entrance wall (A) is the main feature and allows views into the exhibition.

The "Graphic wall" contains of three layers: framework, front and back cladding. Wall (A) only has in addition a lightbox which is a 3D graphic installation incorporating the title and the intro text.

The framework of the wall is structurally supporting the new build roof. See drawing for proposed materials and construction method. Contractor to advice on construction method and material (wood or metal) to ensure an aesthetic and structurally sound installation, painted finish, colour t.b.c. Front cladding as lasercut mdf 18mm, pattern t.b.c spraypainted finish, colour t.b.c, fixed to framework, seems t.b.c.

Back cladding as perspex or equivalent with transparent coloured film, colour t.b.c, fixed to framework, seems t.b.c. Maximum hight of perspex to be advised by contractor.

The lightbox is constructed as mdf box, spraypainted finish, different colour inside and outside, colour t.b.c front with lasercut lettering 'Light', backside fixed to cladding, removable, fixation not visible. Lighting and fitting of lighting in box is done by others.

Two smaller Graphic walls (B&C) have the same look and structure as the entrance wall.

Contractor will be responsible for the structural strength of the framework.

Ceilings

Contractor to build a ceiling fitted to the inside of the Protean walls. It would be preferable if the ceiling could be seamless but for cost reasons we might have to go

with visible seams. Please cost for both options. If visible seams are chosen positioning of seams should be designed in to the layout and the contractor should ensure that no light is visible through the joins. As an additional cost saving exercise we would also like to explore the possibility of a fabric ceiling. This can not let any light through and could be either black or painted to match the walls (dark grey)

The Protean walls have a thickness of 188mm when doubled up and the ceiling parapet should follow the same dimension. If for structural reasons the beams will need to be deeper, an angle to the front is needed. Ceilings can have support wires back to the existing walls as a secondary measure but these should be kept to a minimum and be as discrete as possible. The ceiling should also be able to hold the weight of light fittings. Each fitting weighs 0.7kg. Please see Lighting layout for guidance. Ceilings to be painted Dulux matt emulsion. Colour t.b.c.

Ceiling option 1 ; Solid seamless ceiling

Ceiling option 2: Solid ceiling with visible joins

Ceiling option 3: Black fabric ceiling, except Video Room

Ceiling in Video Room

For acoustic reasons the Video Room ceiling will need additional sound proofing using acoustic foam tiles.

www.amazon.co.uk/Acoustic-Foam-Tiles-AFW305-Tile/dp/Boo6l1J25E/ref=sr_1_3?ie=UTF8&qid=1339410809&sr=8-3.

Please allow for purchase and installation.

A heavy curtain should be supplied to dampen the sound. Contractor to suggest suitable material. Fabric to be fire-rated.

Cleaning

Contractor to organise deep clean of the galleries before handover of site.

Phase 2

De-installation

Removal of all exhibition elements. De-installation includes dismantling of all Protean walls

and moving them into gallery storage area, removal of projector and speakers and move to store. Contractor to note V&A's waste management policy

Perimeter Walls

Approx 500 sqm. All walls to be made good and painted to cover, minimum of 3 coats Dulux matt emulsion. Colour t.b.c by following exhibition.

Cleaning

Gallery to be left in a good, clean condition ready for the next exhibition build.

