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**Museum Estate & Development Fund (MEND)**

**Invitation to Tender**

**Electrical installation work to support new local exhaust ventilation (LEV) system for the Foundry Project at Blists Hill Victorian Town, Madeley.**

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**Section One**

**INSTRUCTIONS AND INFORMATION TO BIDDERS**

**About these Instructions**

1. These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

**Timetable and Administrative Arrangements**

1. You should send tenders by email to [lucy.oldnall@ironbridge.org.uk](mailto:lucy.oldnall@ironbridge.org.uk)

or alternatively provide one printed original and one copy of your tender to the following address:

Lucy Oldnall

Ironbridge Gorge Museum Trust

Coalbrookdale

Telford

Shropshire

TF8 7DQ

1. Your tender should consist of:
   1. Tender document including the information requested in Schedule A
   2. Pricing proposal as per Schedule B
   3. Quality standards as per Schedule C
   4. Declaration by the Bidder as per Schedule D
   5. Anti Collusive Bidding Certificate as per Schedule E
   6. Confidentiality Undertaking as per Schedule F
   7. Most recent audited financial statements of the contracting entity
2. The preferred timetable for the contract is:

It is recommended that you book in a site visit to gain a good understanding of the current electrical provision as soon as possible. Contact [Lucy.Oldnall@ironbridge.org.uk](mailto:Lucy.Oldnall@ironbridge.org.uk)

|  |  |
| --- | --- |
| Task | Date |
| Issue of Tender Documentation. | 17th April 2024 |
| Contractor tender review, clarification and tender review period. | 18th April – 1st May 2024 |
| Tender submission deadline | 8th May 2024 11:59pm |
| IGMT tender review, clarification and decision (phone interview may be organised). | 9th May – 16th May 2024 |
| Notification of appointment | w/c 27th May 2024 |
| Start-up meeting | ASAP |
| Implementation | ASAP |
| Work completion | Target August 2024 |

1. If you have any doubt as to what is required, have general enquiries, questions or clarifications about the requirement please contact: **Lucy Oldnall**

Tel: 01952 435970 Email: [lucy.oldnall@ironbridge.org.uk](mailto:lucy.oldnall@ironbridge.org.uk)

1. In the first instance, tenders should be returned by email. If paper copies are to be delivered then Bidders are required to submit an original and one copy of their tender in a sealed envelope. The tender should be completed legibly either clearly typed, in black ink or black ballpoint. Note that there will be no extension to the tender period except in the circumstances set out in section 13.

**Incomplete Tender**

1. Tenders may be rejected if the complete information called for is not given at the time of tendering.

**Receipt of Tenders**

1. Tenders will be received up to the time and date stated. It is the Bidders’ responsibility to ensure that their tender is received on time. **The** **Museum does not undertake to consider tenders received after that time.** Those received before the date will be retained unopened until then.
2. Tenders will **not** be considered if sent by facsimile or telephone.Hand delivery of envelopes will be accepted, these should be delivered to the reception desk at Ironbridge Gorge Museum Trust, Coach Road, Coalbrookdale, Telford, TF8 7DQ. Bidders should ensure that a member of the Museum’s reception staff notes the time and date of receipt.
3. The Museum does not issue acknowledgement of receipt of tender documents and accepts no responsibility for loss or non-receipt of applications.

**Acceptance of Tenders**

1. By issuing this invitation the Museum is not bound in any way and does not have to accept the lowest bid or any tender.

**Period for which Tender shall Remain Valid**

1. Unless otherwise stated by the Bidder, tenders shall remain valid for 90 days from the closing date for receipt of tenders.

**Amendments to Tender Documents**

1. The Museum reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated, and issued by Lucy Oldnall to all Bidders in accordance with paragraph 24 below. Where amendments are significant, the Museum may at its discretion extend the deadline for receipt of tenders.

**Inducements**

1. Offering an inducement of any kind in relation to obtaining this or any other contract with the Museum will disqualify your tender from being considered and may constitute a criminal offence.

**Collusion and Confidentiality**

1. The Bidder must not try to obtain any information about any other parties tender or proposed tender before the contract is awarded.
2. The Bidder must not inform anyone else of their tendered price. If required strictly for the preparation of the Bid, the only exceptions are: a quotation for insurance, surety or a performance bond; or the taking of professional advice.
3. Under the Government Code of Practice on Access to Government Information, the Museum must reserve the general right to disclose either information about your tender or the tender itself, including your range of prices, once a contract is awarded. However, you may request that certain information is not disclosed if to do so would prejudice your legitimate commercial interests. Requests for non- disclosure must accompany your tender and include a clear and substantive justification together with a suggested time limit when any confidential information could be disclosed. It would be helpful if you could keep the areas that you consider should not be disclosed separate from the other areas of your tender. The Museum will then consider your request.

**Costs and Expenses**

1. The Museum does not offer guidance on costs and budgets in relation to tenders. Bidders are expected to assess the costs based on their understanding of the scope and scale of the specification. You will not be entitled to claim from the Museum any costs or expenses which you may incur in preparing your tender whether or not your bid is successful.
2. Trading names/invoicing: Where invoices will be rendered by, or payments made to, an entity whose title differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender. Successful Bidders who fail to provide this may experience delays in payment of their invoices.

**Debriefing**

1. Following the award of contract, debriefing will be offered to unsuccessful Bidders.

**Enquiries**

1. All enquiries in connection with the ITT should be addressed to the following:

Lucy Oldnall Project Manager Conserving the Historic Estate

[lucy.oldnall@ironbridge.org.uk](mailto:lucy.oldnall@ironbridge.org.uk), 01952 435970.

Details as to how requests for further information and access during this stage will be managed are explained below.

No approach of any kind should be made to any other person in connection with this project or this document unless directed by the above.

**Further Information**

1. Requests for further information may be made in writing or by e-mail. To ensure that fairness is maintained in the process, responses to points raised by Bidders will be circulated to all Bidders, albeit in a non-attributable form. If Bidders do not want responses for individual requests for clarification or further information to be notified to all Bidders, the request should be clearly marked as commercially confidential.

The Museum will decide whether any response to the query would, for reasons of equal availability of information, need to be notified to all Bidders. If this is the case, the Museum will ask the Bidder whether or not they want to retract the query. If the Bidder wishes to retract the query, then the Museum will not disclose the information to any Bidders unless it receives a subsequent request for the same information from a different Bidder and that Bidder is content for the information to be made available to all Bidders.

The Museum will endeavour to answer all requests for further information as quickly as possible but cannot guarantee to provide a response within a given time period. The Museum will not guarantee that any requests for information made within seven days prior to the deadline for receipt of Bids will be answered.

**Addenda to the ITT**

1. If, as a result of bi-lateral discussions and clarifications, the Museum wishes to amend or update the contents of this ITT, an addendum will be issued. Addenda issued in advance of Bid submission will supersede the contents of this ITT for Bid submission purposes.

**Evaluation Process**

1. The procurement of this project will follow standard public procurement routes. Proposals received in response to this brief will be evaluated against the Museum’s specified objectives. Procurement authority will remain with IGMT; The Museum have appointed Oliver Architecture to provide contract administration services with overall responsibility for the project.
2. Discussions may be held with each short-listed prospective supplier to clarify their proposals and to verify that all the requirements can be met. It should be noted that, at this stage, the Museum will wish to assess the proposed solutions as specified in the Supplier’s proposal. The Supplier must provide at least two reference sites where they have provided similar services and solutions.

**Award Criteria**

1. The Museum’s evaluation is designed to determine the Bid with the most economically advantageous basis and will be assessed against the evaluation criteria.

**Evaluation Criteria**

1. The list below sets out, in order of importance, the criteria the Museum will use for Bid evaluation:
   1. Cost & Value
   2. Overall Scheme Proposal
   3. Project delivery date and delivery period
   4. Professional Experience
   5. Professional Approach

**Section Two**

**Background Information and Museum Requirements**



The Foundry pour, Blists Hill Victorian Town

1. **Introduction to the Project**

**Project Overview**

Ironbridge Gorge Museum Trust (IGMT or Trust) is an Industrial Heritage organisation. The Trust are seeking to appoint a supplier to provide electrical services to support the installation of new Local Exhaust Ventilation (LEV) equipment to our traditional Foundry and the associated function buildings which are the Painting and Fettling shops at Blists Hill Victorian Town, Madeley, Telford.

**Confidentiality Agreement**

Please note, the materials supplied in this ITT and appendices, along with any subsequently supplied information, should be held in the strictest confidence. Tendering companies will have a licence to use the documents and information for the purposes of preparing a tender but will acquire no other right in respect of the documents or information. Tendering companies should ensure that they review the full contents of the documents, and fully comply with the ITT. If interviews are required, they will be held at Blists Hill Victorian Town, Legges Way, Madeley, Telford, TF7 5DU, date to be confirmed.

* 1. **Our history**

In the 18th century, the Ironbridge Gorge, together with Coalbrookdale, became the epicentre of world industrialisation. The area was rich in the fuel and materials needed to improve the processing and quality of cast iron, while the River Severn provided transport to the coast and on to global markets.

Because of this richness, many industries, industrialists, entrepreneurs and workers settled in the Gorge. It was the Silicon Valley of its day.

As the Industrial Revolution spread and processes and mechanisation developed

elsewhere, many of the original buildings, structures and machinery in the Gorge

slowly declined.

The historic importance of this unique collection of buildings, structures,

monuments, machinery and landscape was recognised in 1967, when the

Ironbridge Gorge Museum Trust was founded. It became the guardian of these many treasures, interpreting them to explain how and why this small area ushered in the age of industry. Its international significance was confirmed in 1986 when the Gorge with the Iron Bridge at its centre was designated a UNESCO World Heritage Site, one of the first such designations in the UK.

* 1. **Ironbridge Gorge Museum Trust**

The Trust is a charitable body that depends largely on its own trading and its

fundraising ability to provide the resources to fulfil its aims. The Charity acts as custodian of the museums, buildings, machinery and monuments within the Gorge. Its work is of paramount importance. As one of the members of the World Heritage Steering Committee, it is incumbent upon the Trust and its partner organisations to deliver on the site plan’s objectives.

The Trust owns ten museums. This presents a unique set of complications

stemming from the sheer quantity of sites and buildings in its care. Overall

presenting a greater burden of overheads when compared with similar museums. Its greatest challenge is to find funding for the conservation, repair backlog and ongoing maintenance of its multitude of properties.

Visit our website for further details [ironbridge.org.uk](https://www.ironbridge.org.uk/)

1. **Museum Estate Development Fund (MEND) Project**
   1. **What is MEND?**

MEND is an open-access capital fund targeted at non-national Accredited museums and local authorities based in England to apply for funding to undertake vital infrastructure and urgent maintenance backlogs which are beyond the scope of day-to-day maintenance budgets.

The criteria for the Museum Estate and Development Fund have been set by the Department for Digital, Culture, Media and Sport (DCMS), Arts Council England (ACE), Historic England (HE) and The National Lottery Heritage Fund (NLHF). The grants are administered, awarded and monitored by Arts Council England. Funding has been provided by DCMS.

The impacts that ACE expect this fund to achieve are that:

* Museums across England improve their core infrastructure by tackling their maintenance backlogs.
* Museums across England reduce the immediate risks to buildings, visitors, staff and collections due to improved core infrastructure.

* 1. **MEND Funding**

The Trust applied to this fund and was successful in receiving £1,064,348 to fund a total of five projects at Blists Hill Victorian Town. For IGMT, the funding we have received will implement vital infrastructure and maintenance backlog work at Blists Hill Victorian Town. At 56 acres, Blists Hill is the largest museum we operate, and the remains of past industries can be seen in the three scheduled monuments and one grade ll listed building contained within the site.

The projects funded by MEND at Blists Hill include a new perimeter fence, voltage optimisation, restoration of the Inclined Plane (a scheduled monument), a new fire alarm and the work of this tender which is LEV installation to the foundry operation and associated functions of the paint and fettling shops.

* 1. **The Project**

Blists Hill welcomes around 150,000 visitors per year who experience the way of life around the year 1900. Costumed demonstrators explain the various exhibits, work machinery, and carry out trades of the time. This museum is key to IGMT’s financial resilience, driving c. 80% of total annual admissions income annually from ticket admissions and secondary spend in catering and retail outlets.

The Foundry is a major attraction at Blists Hill and keeping it running is vital to ensure that our revenue is not impacted by the loss of a key exhibit. The foundry also produces products for sale in our retail outlets. It is a hugely popular part of the site and if forced to close due to compliance issues this would greatly impact on the visitor experience.

This work on LEV will protect the Foundry’s long-term future by ensuring the operation is compliant with regulations, enabling staff to work in a safe and healthy environment and improving the situation for visitors.

IGMT have agreed a schedule of works to install LEV systems in the Foundry buildings and now need to upgrade the electrical installation to ensure a suitable electric supply is in place for the new equipment.

1. **Schedule of services**

IGMT is seeking to recruit a contractor that has the necessary expertise to support the Foundry project. Experience of working within a heritage setting with an understanding of the requirements regarding Listed Buildings and working within a conservation area would be advantageous. The contractor must have the resources to manage this project to an agreed programme as funding is time bound.

The success of the project is dependent on managing costs carefully and ensuring best value is achieved when undertaking the works.

The award of this contract is subject to approval of our funding partner although the successful contractor will be appointed directly by IGMT.

* 1. **Summary of services required**
     1. **Foundry**

The Foundry is situated in the visitor area of the site. Although it is used to complete the full casting process, it is also an area which can be accessed and viewed by the public. Both the safety of the public and the aesthetic of a traditional working foundry, set in the year 1900 must be considered.

We will be installing LEV to the chalk mould and press area.

Electrical supply required: 3 phase, 400V, 50Hz, 10 amp with D Type Breaker

Contractor to complete the electrical install including any electrical control wiring required.

* + 1. **Painting Room**

The painting room is away from the visitor area and therefore less consideration is required for the Victorian aesthetic and modern appearance of equipment internally is not a concern.

Electrical supply required – 3 phase, 400V, 50Hz, 10amp with D Type Breaker

Contractor to complete electrical install including any electrical control wiring required.

* + 1. **The fettling room**

The fettling room is also away from the visitor viewing area and therefore equipment does not need to consider the Victorian appearance of the foundry building internally. The fettling room requires a new installation to control the grinding dust created on the two double wheel grinding machines.

Electrical supply required (grinding filter) – 3 phase, 400V, 50Hz, 10amp with D Type Breaker

Electrical supply required (down draft bench) – 1 phase, 230V, 50Hz, 13amp (3 pin socket)

Contractor to complete electrical install including any electrical control wiring required.

* + 1. **Electrical upgrade work**

In order to provide the electrical supply to each area set out above IGMT believe that some upgrade of the existing supply is required. This includes:

* Supply and install of new sub-main from feeder pillar to Warehouse
* Any civil works as required through the main street
* Supply and installation of new panel board in Warehouse
* Supply and installation of new distribution boards for Paint and Fettling shops.

A detailed electrical survey was completed in 2023, and is included with this ITT document. The pages relevant to the work area covered above are pages 41 – 58.

**For detailed information to support your Tender please refer to Oliver Architecture’s schedule of works and the latest ECIR report for the site, sent out with this ITT.**

**Section Three**

**Tender Documentation Requirements**

Your tender should consist of the following documents:

* 1. Tender document including the information requested in Schedule A
  2. Pricing proposal as per Schedule B
  3. Quality standards as per Schedule C
  4. Declaration by the Bidder as per Schedule D
  5. Anti Collusive Bidding Certificate as per Schedule E
  6. Confidentiality Undertaking as per Schedule F
  7. Most recent audited financial statements of the contracting entity

**RESTRICTED – COMMERCIAL**

**SCHEDULE A - TENDER DOCUMENT**

Your tender document should include the following sections.

**Information About Your Organisation**

Provide background statement on:

* your organisation
* your experience of working for similar organisations.
* your experience of working on this type of project

**Compliance with Specification**

Set out your plans for meeting the requirements as set out in Section 2 of the ITT.

**Implementation Plan**

Set out your plans for the implementation phase of the project detailing how you will work with the Trust to ensure the that the project meets its objectives.

**Risk and Contingencies**

Set out your plans for managing risks and contingencies that may arise during the project. The Trust would be particularly interested to understand what would happen in the event of a delay to the proposed timescales of the project.

**Quality Plan**

Give details of how you will ensure that a high quality of service is maintained and that all criteria set out in the Specification will be met.

**On Going Support**

Give details of your on-going support during the project including timescales.

**Reference Sites**

Give details of two reference sites where you have provided similar services and solutions.

**Additional Information**

Set out any additional information you think would be helpful in support of your tender, including any additional items not included in the Specification you could or will offer that will add value to the Service you will provide.

**Insurance Cover**

Provide details of your insurance for all risks.

**RESTRICTED – COMMERCIAL**

**SCHEDULE B - PRICES AND RATES**

|  |
| --- |
| **Tender For: Electrical installation work to support new local exhaust ventilation (LEV) system for the Foundry project** |

**Costs**

Please set out costs for meeting the requirements as set out in Section 3 of the ITT under the headings below.

1. Foundry
2. Painting Room
3. Fettling Room
4. Electrical supply upgrade work

Signed (as on Form of Tender):

Name (BLOCK CAPITALS:

For and on behalf of:

Postal Address :

Date:

**RESTRICTED – COMMERCIAL**

**SCHEDULE C - QUALITY STANDARDS**

|  |
| --- |
| **Tender For: Electrical installation work to support new local exhaust ventilation (LEV) system for the Foundry project** |

Please provide details of any quality assurance accreditation that your company holds or has applied for in the table below. If no accreditation is held please attach an outline of your quality assurance policy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quality System** | **Part** | **Activities** | **Certifying Body** | **Certificate Number** | **Date** |
| **In Place** | | | | | |
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Signed (as on Form of Tender):

Name (BLOCK CAPITALS:

For and on behalf of:

Date:

**SCHEDULE D – DECLARATION BY BIDDER**

|  |
| --- |
| **Tender For: Electrical installation work to support new local exhaust ventilation (LEV) system for the Foundry project** |

To :       Date:

I/We have examined the tender documents enclosed under cover of your Invitation to Tender letter dated      . I/We offer to enter into a contract with the Ironbridge Gorge Museum Trust Limited (“the Museum”) on the basis of: the services submitted in Schedule A; and the rates and prices as set out in the enclosed Schedule B.

I/We agree that this Tender and any contract which may result from it shall be based on the documents listed below:

* Museum Trust Requirements as per Section 3 of the ITT
* Schedule A – Tender Document
* Schedule B – Prices and Rates
* Schedule C – Quality Standards
* Schedule D – Declaration by the Bidder
* Schedule E – Anti-Collusive Bidding Certificate

I/We agree that any unauthorised alterations of Tender Documents; other terms and conditions of contract; and any general reservations which may be printed on any correspondence issued by me/us in connection with this Tender or with any contract resulting from this Tender shall not be applicable to any contract entered into as a result of this Tender. I/We further undertake to execute a contract for the proper fulfilment of the Tender, and unless and until a formal agreement is executed, this Tender and its acceptance shall constitute a binding contract between us.

I/We understand that the Museum is not bound to accept the lowest or any Tender. I/We also understand that the Museum has the right to only accept part of a Tender unless I/We have expressly stipulated otherwise.

This Tender shall remain open for acceptance by the Museum for a period of       days after the due date of return of tenders specified in your Invitation to Tender.

Signed: ……………………………………………………

Name:       In the capacity of:       Date:

Duly authorised to sign Tenders for and on behalf of:       (Company/Organisation name)

**SCHEDULE E – ANTI COLLUSIVE BIDDING CERTIFICATE**

|  |
| --- |
| **Tender For: Electrical installation work to support new local exhaust ventilation (LEV) system for the Foundry project** |

I/We hereby certify that this is a bona fide Bid Submission and (except as authorised by the Ironbridge Gorge Museum Trust Limited (“the Museum”) in the Invitation to Tender, I/ we have not:

1. entered into any agreement with any other person with the aim of preventing any bid being made or as to the amount of any bid or the conditions on which any bid is made; or
2. informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain insurance premium quotations, or the surety for any performance bonds or professional advice required for the preparation of the bid; or
3. caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or
4. committed any offence under the Prevention of Corruption Acts 1889 to 1916 nor under Paragraph 8 of Schedule 2 of the Regional Development Agencies Act 1998.

I/We also undertake that I/we shall not do or procure the doing of any of the acts mentioned in paragraphs 1, 2, 3 and 4 above before the hour and the date specified for the return of the bid nor (in the event of my/our Bid being accepted) shall we do so before the hour and date of the completion of the Contract.

In this certificate:

“person” includes any persons and any body of persons corporate or unincorporated;

“agreement” includes any arrangement whether formal or informal and whether legally binding or not.

**IN WITNESS** whereof:

Signed: Signed:

For and on behalf of: For and on behalf of:

Dated: Date

**Section Four**

**Award Criteria**

**AWARD CRITERIA**

**Selection Criteria - Pass/Fail Questions:**

The information in the table below will be provided for proof of compliance with the tender and will be judged on a pass or fail basis. Tenderers must comply with these matters to demonstrate their proven competence, financial stability, resources and other arrangements.

|  |  |
| --- | --- |
| **Section/Schedule** | **Selection Criteria** |
| Schedule A | Adequate information provided regarding:   * Tendering Organisation * Requirement compliance * Risk Management * Quality * Project support * Experience * Insurances |
| Schedule B | Adequate understanding and setting out of total cost of project |
| Schedule C | Adequate qualifications and industry expertise |
| Schedule D | Adequate protection for all parties to enter into a contract based on the tender proposal |
| Schedule E | Guarantee bona fide competitive tendering process |
| Response to G – Financial Statements of contracting entity | Adequate financial stability |

**Tender Award weight marking**

Tenders will be evaluated on the answers provided in the ‘pass/fail’ questions and judged against the criteria shown in the table below. The following award criteria is made up of ‘Quality’ and ‘Price’ and shows how each criteria is to be weighted. Proposals will be assessed on best value, 40% quality/60% price ratio.

Quality submission criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref.** | **Criteria** | **Details** | **% Weighting** |
| 1 | Professional experience | Provides IGMT with understanding of the bidder that has the greatest level of experience to deliver the project. | 15 |
| 2 | Professional approach | IGMT will assess quality of documentation, interaction with bidder during tender process, clarity of information in submission, certainty that all information has been responded to. | 15 |
| 4 | Overall Scheme Proposal | IGMT will assess the scheme presented by the bidder, whether it meets the brief and if all necessary equipment has been proposed. We will be keen to understand how all legislation has been met so that the foundry operation is brought into compliance and our workforce have greater protection. We will consider how the bidder has responded to the issue of the foundry staying as faithful as possible to the Victorian aesthetic the museum portrays and positively contemplated the issues of our heritage estate, perhaps taking note of how canopy hoods and ducting has been shrouded in other areas of the site to be in keeping and preserve the historic architecture. Information regarding on-site support during the project and regarding what paperwork and warranty would be provided post installation would support a higher score in this area. | 25 |
| 5 | Project cost and value | Please set out your proposal for fees and resources to cover the services in Section three, together with a proposed cashflow. Please ensure that your fee includes for all reasonable expenses, disbursements, materials and the like, that IGMT may require.  IGMT is not bound to take the lowest tender, marking is weighted across several elements as can be seen in this award criteria but budget is an important factor in taking a decision on the tender. | 30 |
| 6 | Project delivery date and period of installation | IGMT has a narrow window to complete this work. Project funding is limited and we need to complete the construction elements of the project outside of the main spring/summer visitor season. Scoring in this section reflects how a bidder responds to this issue. In addition, the length of time the overall project will take to complete will be contemplated as any down time in our operation will reduce revenue and affect visitor experience. | 15 |

**Essential:**

* Proven track record of electrical installation work.
* Relevant and recognised industry qualifications
* Understanding of current Health and Safety regulations including CRM and Equality Act requirements
* Familiar with current building regulations and planning requirements
* Good IT skills

**Desirable:**

* Knowledge of public sector procurement procedures
* Experience of working with external funding agencies such as National Lottery Heritage Fund or Historic England.
* Experience of working in a heritage setting with historic/listed buildings.

**Personal approach:**

* Confidential in all matters
* Professional approach, coupled with strong interpersonal skills
* Excellent planning, organisational and time management skills
* Excellent verbal, written communication and presentation skills
* Ability to work on own initiative
* Ability to work in and adapt to a rapidly changing environment
* Ability to work co-operatively with others to complete tasks and implement process improvements.

At IGMT our commitment to diversity and equality is a long-standing one. We believe that heritage, culture, and arts organisations should ensure that their work draws on and reflects the full range of backgrounds and perspectives to be found in our society. Disabled, D/deaf and/or neurodivergent people, those from Black, Asian, and Ethnically Diverse backgrounds are under-represented in our workforce so we particularly encourage people from those backgrounds, identities, and experiences to apply.

**IGMT reserves the right to:**

* Make no appointment
* Negotiate the scope and fee for the works with a preferred supplier
* Extend the commission to further stages of work by negotiation and within the terms of our procurement policy.

*Document End*