

Annex A

Specification / Scope of Requirement

1. Scope of Work

To remove selected Collingwood Collections from HMS Collingwood buildings by 1st Sept, ingress into NMRN stores may extend beyond this date.

To pack and transport selected Collingwood collections from HMS Collingwood to NMRN Collections Stores including Storehouse 12, in Portsmouth Historic Dockyards and Cobham Hall at Fleet Air Arm Museum in Yeovilton. Limited space in stores at Explosion Museum, Gosport may be used as a contingency space.

To supply packing materials and pack collections for transport and future storage locations.

To load, transport, unload and locate collections onto selected shelving in NMRN stores. Assist in adjusting shelving as required to suit the collections.

Work with the NMRN Senior Conservators based in Portsmouth/Gosport and Yeovilton to schedule packing and transport to NMRN sites.

Work alongside NMRN Conservation and Curatorial teams

2. Deliverables

The Collingwood Collection consists of objects, library, archive and photos, see more detail in the table below. More information on the collection can be found on <http://www.rnmuseumradarandcommunications2006.org.uk/index.htm> please note some images show collections not required for movement in this contract, site visits are encouraged.

This project will follow principles and standards referenced in the NMRN Conservation & Collections Care Policy.

Prior or during the packing and movement process NMRN staff will catalogue every object, check for hazards and condition check objects to check they are ready to travel. NMRN staff will document the packing and movement process using barcodes, to ensure location of objects are kept up to date.

Collection Type and details	Contractor Scope	NMRN input
<p>Archive and Library</p> <p>Consists of mostly of reference material on paper in plastic folders and some books. 210 LM</p> <p>2000 photos in up to 8 filing cabinets</p>	<p>Paper archive and library to be packed into standard archive boxes with separate lid [not heritage specific]. Each box wrapped in plastic to prepare for freezing.</p> <p>Photos to be housed in Melanex sleeves [if not already] and packed into acid free or low acid archive boxes.</p>	<p>Condition check by NMRN Conservation team</p> <p>Cataloguing, packing and location documentation by NMRN Curators</p> <p>Packing, loading and unloading supervised by NMRN Conservation Team</p>

<p>Collections are currently located in ground floor access rooms.</p>	<p>Weight to not exceed 20kg per box.</p> <p>Transport to Storehouse 12 in Portsmouth Historic Dockyard, boxes placed onto pre-prepared shelves on 1st floor via lift. Each shelf cannot exceed 300kg loading.</p> <p>Vehicle restrictions at SH12 are limited to 18t trucks.</p>	<p>and NMRN Librarian and Archive Curators</p> <p>Shelf heights to be prepared by NMRN staff.</p> <p>If required, freezing the archive will be carried out by the NMRN Conservation Team</p>
<p>Objects</p> <p>Est 1500 objects [large objects may include parts which are recorded as separate objects]</p> <p>Est 240m³ and 95m²</p> <p>Radar and communication equipment</p> <p>Range of sizes from desktop equipment and models to large freestanding cabinets and control panels.</p> <p>Materials consist of glass, metal, plastic and wood.</p> <p>Weights are likely to be high especially with the larger panels and cabinets. Larger items are on ground floor access rooms. Smaller objects are located on a 1st floor mezzanine.</p> <p>Collection includes some large glass/silica</p>	<p>Dismantle collections if required for transport, or add support to object for transport with cotton tape.</p> <p>Pack objects less than 20kg into low acid/acid free/plastic boxes, lined and padded out with acid free tissue and/ or plastazote. Boxes should be stackable if possible.</p> <p>Medium size objects to be packed into wooden or plastic crates, which can be moved using a pallet truck. Lined and padded out with acid free tissue and/or plastazote</p> <p>Larger objects to be palletised, pallet should be lined with correx and plastazote should be placed between the object surface and straps</p> <p>Some more fragile items in the collection will require Bubble Crates, these are skeleton crates with plastic sides sealed with aluminium tape which buffer environmental changes but also allow some degree of visual monitoring.</p> <p>Any wood should comply with ISPM 15 regulation of wood packaging material.</p>	<p>Hazard and condition check by NMRN Conservation team. Any hazards identified to be made safe prior to packing and transport.</p> <p>Cataloguing, packing and location documentation by NMRN Curators</p> <p>Packing, loading and unloading supervised by NMRN Conservation Team</p> <p>1 Forklift is located in Cobham Hall, and at least 1 driver from the NMRN Conservation team.</p>

<p>valves which are fragile and will require careful handling.</p>	<p>Recycled plastic should be used where possible.</p> <p>Transport to Cobham Hall, Yeovilton and unload into mezzanine store lift via forklift and placed in store or on existing shelving. Depending on heights of objects/packaging some shelves may need to be adjusted as they are shelved.</p> <p>There are no vehicle restrictions at Cobham Hall.</p> <p>The collection will need to be accessible for further cataloguing and condition checking. Therefore accessibility should be considered when packing and/or unpacked onto shelving.</p>	
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Suggested Programme-

			W/C Aug 2 2021	W/C Aug 9 2021	W/C Aug 16 2021	W/C Aug 23 2021	W/C Aug 30 2021	W/C Sep 6 2021
Pack archive, photos and Library	2-Aug-21	6-Aug-21	█	█	█			
Library/archive/photos quarantine in Collingwood [TBC]	9-Aug-21	20-Aug-21		█	█	█		
Pack objects from museum area	9-Aug-21	20-Aug-21		█	█	█		
Collections Move – ALL	16-Aug-21	27-Aug-21			█	█	█	
Collections Ingress – ALL	16-Aug-21	10-Sep-21			█	█	█	█

3. Additional Requirements

Show experience and relevant examples for carrying out similar scope of work within heritage organisations. Including handling and packing large and awkward heritage collections

Experience of project managing complex heritage collection moves while ensuring best practise is maintained

Experience of working with heritage collection teams to deliver well-coordinated and outstanding work

Provide method statement, risk assessment and suggested programme, including contingency proposals. Contingencies should include price and programme.

Understanding and implementation of Health and Safety rules and guidelines. Including details on COVID risk management.

Provide details of insurance, vehicle size, capacity and specification [air ride suspension/environmental control]

Access onto naval sites [HMS Collingwood and Portsmouth Naval base] is required to carry out this contract, compliance with site rules and regulations is compulsory