

# Imperial College London

**Information & Communications Technology  
Network Infrastructure Group**

**Network Infrastructure Standards**  
**January 2018**

**Appendix A –Contractors**

Version 1.5

## Appendix A –Contractors

### 1. Contacts

The ICT Network Infrastructure group email address is [ictns-infra-dl@imperial.ac.uk](mailto:ictns-infra-dl@imperial.ac.uk)

The list of approved companies is as follows (Alphabetically):

#### **A-Tech**

A-Tech Data Solutions Ltd  
Unit 45  
Hoddesdon Industrial Centre  
Pindar Road  
Hoddesdon  
EN11 0FF

[sales@a-tech.it](mailto:sales@a-tech.it)

Tel.: 0203 640 1040

Nick Jones [nick@atechdatasolutions.com](mailto:nick@atechdatasolutions.com)  
(New Business Director)

Amy Hargreaves: [amy.hargreaves@atechdatasolutions.com](mailto:amy.hargreaves@atechdatasolutions.com)  
(Co-ordinations Manager)

<http://www.atechdatasolutions.com>

#### **ACS**

ACS – Advanced Communication Services Ltd  
47 Grand Avenue  
Camberley  
Surrey  
GU15 3QJ

Chris Flaherty  
[sales@acsvs.co.uk](mailto:sales@acsvs.co.uk)  
[chris@acsvs.co.uk](mailto:chris@acsvs.co.uk)

07837 826098

#### **AECOM**

AECOM  
63-77 Victoria Street

St Albans  
AL1 3ER

Tony Buckingham  
Regional Director  
ITC Group  
[Tony.buckingham@aecom.com](mailto:Tony.buckingham@aecom.com)

+44 (0)1727 535000 tel  
+44 (0)1727 535360 direct  
+44 (0)7921 646273 mobile

[www.aecom.com](http://www.aecom.com)

### **Cordless Consultants Limited**

2 Queen Anne's Gate Buildings  
Dartmouth Street  
London  
SW1P 4AX GB

Steve Jarvis  
(Account Manager)

[steve.jarvis@cordless.co.uk](mailto:steve.jarvis@cordless.co.uk)

Mobile: 07542 013 767

Website: [www.cordless.co.uk](http://www.cordless.co.uk)

### **Data Techniques**

Data Techniques  
Unit 7  
Farnborough Business Centre  
Eelmore Road  
Farnborough  
Hampshire  
GU14 7XA

General enquiries:

[icl@datatechniques.co.uk](mailto:icl@datatechniques.co.uk)

Mick Stephens  
(Operations Director)

[Mick.Stephens@datatechniques.co.uk](mailto:Mick.Stephens@datatechniques.co.uk)

Telephone: 01252 375566  
Fax: 01252 375577

Website: [www.datatechniques.co.uk](http://www.datatechniques.co.uk)

External works contact:

Mark Bell  
Email: [mark.bell@datatechniques.co.uk](mailto:mark.bell@datatechniques.co.uk)  
Mobile: 0780 349 5532

## **Excel IT**

Excel IT  
28 St John's Square  
London  
EC1M 4DN

[www.excelit.com](http://www.excelit.com)

Jay Strickland - Business Manager  
[Jay.strickland@excelit.com](mailto:Jay.strickland@excelit.com)  
Mobile: 07432797650

John Smethurst - Sales Director  
[John.smethurst@excelit.com](mailto:John.smethurst@excelit.com)  
Mobile: 07780131012

## **Hoare Lea Intelligent Buildings**

Western Transit Shed, 12-13 Stable Street, London, N1C 4AB  
Spiros Saklias  
[spirossaklias@hoarelea.com](mailto:spirossaklias@hoarelea.com)

Telephone: 020 3668 7100  
DDI: 020 3668 7261  
Website: [www.hoarelea.com](http://www.hoarelea.com)

## **Mix Consultancy**

St Clements House, 27 Clements Lane, London, EC4A 7AE

Adam Oliver, Commercial Director  
020 3319 1600  
[Adam.oliver@mixconsultancy.com](mailto:Adam.oliver@mixconsultancy.com)

Website: [www.mixconsultancy.com](http://www.mixconsultancy.com)

## **PTS Consulting Partners LLP**

60 New Broad Street  
London  
EC2M 1JJ

Mark Perrett – Account Manager  
Email: [mark.perrett@ptsconsulting.com](mailto:mark.perrett@ptsconsulting.com)  
Telephone: 0330 313 6241  
Mobile: 07947 346 340  
Website: <http://ptsconsulting.com>

## **Redstone**

40 Holborn Viaduct,  
London EC1N 2PB

Darren Smith  
(Account Manager)  
[darren.smith@redstone.com](mailto:darren.smith@redstone.com)

Matt Salter  
(Sales Director)  
[Matt.salter@redstone.com](mailto:Matt.salter@redstone.com)

Website: [www.redstone.com](http://www.redstone.com)

## **2. Roles:**

### **Cabling**

As the name indicates the companies that provide physical infrastructure works to the College. These will be identified in the matrix at the end of this document.

They will be required to do the removal of ICT infrastructure (passive and active) and isolations during soft and hard strip outs.

- Removal of dead cabling and old cabinets that will not fit to standards
- Removal of wireless and other services and equipment in communication with the ICT department (Networks team)
- Survey of existing services
- Other project enabling activities

### **Moves**

If you require resources to move people around the College or within projects, filling in the forms, patching and/or (additional) support for installing equipment on the floor. This may include survey of existing workspaces and re-instatement or green field setup.

We advise the projects to consider this as we understand that this component not being properly handled may lead to last minute stress, poor user experience in the first day(s) and may even cause delays on the provision of services if the User Coordinator(s) are pressed for time (or don't have enough information) to provide ICT to enable the needed services to operate.

***This is an optional service provided by our partners and it is not provided by ICT.***

We have asked them to provide the following levels of service (all optional):

### **I. Survey**

Carry out an exhaustive survey on an individual level to all workstations and equipment and provide a full report of each of them. All items to be connected to the ICT services and network will need to be identified and completely described to enable a seamless move to the new location. Even the placement of the devices (eg. Left hand or right hand) will be captured. The end report will be the compilation of all positions to be moved as well as shared resources (eg. Printers).

### **II. Move**

Liaise with the Project Manager and User Coordinator to understand where are the people and equipment will be moved to.

Use the information to provide a timely patch schedule to ICT to assist in the procurement of enough active equipment (switches) to support the move and enable ICT to create a budget.

Install the equipment in the final location patching the equipment to the wall sockets.

Patch the switches provided by ICT to enable the connectivity of the end user equipment to the network.

As potential optional requirements:

- Test the equipment prior to moving it (power off, power on).
- Move the equipment instead of relying on furniture company
- Manage the furniture (or other) company if the main component is technological
- Test equipment after installation

### **III. Support**

Provide resource(s) post move to support day one (and plus). Duration to be decided by the Project Manager and User Coordinator

## **Consultancy**

In many situations, the complexity of the work at hand requires specialist knowledge that can assist the projects in the design process and through to delivery and also interface between the project team and the ICT Department. If you require ICT consultancy for design, supervision and support during design and implementation of infrastructure projects.

The role has been established to make sure the initial requirements and design are captured and the interface with ICT is done by a professional that has made the first assessment of the requirements and intended deliverables for the client and used the standards. It will be also responsible to provide, and get, feedback to, and from, ICT and accompany the project through tender and delivery.

**This should not be considered an optional role in Major projects and very advisable in medium size or complex ones, even if smaller in scope and budget.**

## **Supervisory**

This can be a part of the consultancy role or independent to it, depending on the size and complexity of the project at hand. It is mutually exclusive with the cabling role. Meaning that a company cannot perform both roles simultaneously in a single project.

This role will take ownership of advising both the Project and ICT on the programme of works in what ICT infrastructure implementation is concerned. It is also responsible to comment on and appraise the design by the Consultant. Also needs to both make sure that the Cabling contractor has the right environment to work in and if it is doing its work competently and adhering to ICL standards.

To successfully run in this role the Supervisor needs to spend a good part of his/her time onsite and being a visible link with ICT and check on the work onsite.

## ICT Contractor Matrix

### Capital Projects

Total cost above £150k and complex environments. Please refer to Capital Projects and FM definitions.

Consultancy			
Company	Small & Medium Projects	Medium Projects	Large Projects
Cordless			
PTS			
Hoare Lea			
Redstone			
Mix Consultancy			
AECOM			

Supervisory			
Company	Small Projects	Medium Projects	Large Projects
Cordless			
PTS			
Hoare Lea			
Redstone			
A-Tech			
AECOM			



Installation			
Company	Small Projects	Medium Projects	Large Projects
Redstone			
A-Tech			
Data Techniques			
Excel IT			
ACS			
MB Cabling			
Trescray			

Moves			
Company	Small Projects	Medium Projects	Large Projects
A-Tech			
Data Techniques			
Redstone			

As an IT definition of project sizes we have:

- Small Projects <£50k IT project value
- Medium Sized Projects <£150k IT project value
- Large sized projects >150k IT infrastructure

## FM Projects

Total cost below £150k, and above but with less complex environments (not part of Capital Projects). Please refer to Capital Projects and FM definitions (Minor and small works process from Facilities Management).

There is less likelihood of needing a consultant or supervisor and ICT would consider that only very complex projects would potentially benefit from a dedicated resource. ICT will be able to advise and help as we have thus far and even if we need any additional support for the project lifetime.

Consultancy			
Company	Main Campuses (ICL)	Medical Campuses (NHS)	Halls of Residence
Cordless			
PTS			
Hoare Lea			
Redstone			
Mix Consultancy			
AECOM			

Supervisory			
Company	Main Campuses (ICL)	Medical Campuses (NHS)	Halls of Residence
Cordless			
PTS			
Hoare Lea			
Redstone			
A-Tech			
AECOM			

Installation			
Company	Main Campuses (ICL)	Medical Campuses (NHS)	Halls of Residence
Redstone			
A-Tech			
Data Techniques			
Excel IT			
ACS			
Trescray			

Moves			
Company	Main Campuses (ICL)	Medical Campuses (NHS)	Halls of Residence
A-Tech			
Data Techniques			
Redstone			

## Business As Usual (BAU)

These works will be managed by ICT and may comprise the Service Desk requests and installations for small installations (up to 4 data outlets provided from ICT for free for each staff member), or up to refresh cabling jobs for a few hundred outlets.

We will reserve the right to use any of the companies currently approved to work for Imperial College for any of these. The companies will be benchmarked by ICT on these works both between themselves and external companies invited to respond to a request from ICT, and also during the works requested (for elements such as: Communication, Project Management, H&S, Documentation, Installation, Price, Change Control, amongst others that may have not been mentioned).

Installation			
Company	< 4 data points	>4 <10 data points	>10 data points
Redstone			
A-Tech			
Data Techniques			
Excel IT			
ACS			
Trescray			

Moves/Migrations			
Company	Main Campuses (ICL)	Medical Campuses (NHS)	Halls of Residence
A-Tech			
Data Techniques			
Redstone			

Any company within our framework that accepts this structure and fails to comply with it will be automatically removed from the framework without resource to appeal.

## External Infrastructure

The installation of ducts, chambers and others, externally will be **overseen** by the following.

Moves/Migrations			
Company	Main Campuses (ICL)	Medical Campuses (NHS)	Halls of Residence
Data Techniques			

They will be responsible to de-snag the installation and pass on the information to ICL ICT. They will also be responsible for the maintenance of the information of all the cables installed. And chaperone the installation to make sure that installation is done to Imperial College standards.

All costs for the installation will be charged to the organisation requiring the services. This means that all the accrued costs with the installation and supervision will be charged in a proportional manner (and communicated as part of the overall accepted process) for the installation of the services but also a fee will be charged to enable the maintenance of the service in perpetuity, or until such date the service is removed from site.