SPARK & DATA
CONNECTION PERFECTION

OFFICE MOVE & INFRASTRUCTURE

BID PACK

Electrical | Data | IT | Project Management

ONE TEAM. ONE MOVE. ZERO HANDOFFS.

From decommissioning your old office to wiring, connectivity and endpoint redeployment at the new site.

PREPARED FOR **[Client / Tender]**

PROJECT **[Project / Office Move]**

REGION **www.sparkndata.co.uk**
London & Surrounding Regions

Delivering reliable electrical and technology infrastructure solutions from concept to completion.

A single delivery partner from old office to new.

Spark & Data is a specialist electrical, network infrastructure and IT services contractor delivering commercial projects across London and the surrounding regions.

Our office-move model brings work that is normally split between separate contractors into one accountable delivery team. We can coordinate the decommissioning of the existing workplace, the electrical and data installation at the new site, connectivity migration with your MSP/ISP, Wi-Fi and network deployment, and the redeployment of end-user equipment.

4 YEARS
Industry experience

£240K+
Largest project

END-TO-END
Project delivery

DUAL EXPERTISE
Electrical & IT

THE RESULT

Fewer handovers. Clearer ownership. Less programme risk.

What you get with Spark & Data

1

ONE POINT OF CONTACT

A single team managing interfaces from survey through handover.

2

MSP / ISP COORDINATION

We align service migration, access and cutover activity with the programme.

3

PHYSICAL + DIGITAL INFRASTRUCTURE

Electrical, structured cabling, network, Wi-Fi and endpoint deployment under one plan.

Why our office-move model is different.

Most office relocations create risk at the handover points between suppliers. We remove those gaps by managing the full chain under one delivery plan.

THE TYPICAL APPROACH

01 DECOMMISSION

Old-site shutdown, labelling and removal.

02 INSTALL & COMMISSION

New power, containment, data cabling and racks.

03 IT REDEPLOYMENT

Network, Wi-Fi and endpoints brought back online.

3 suppliers • 3 scopes • 3 handovers

THE SPARK & DATA MODEL

ONE TEAM

FROM SURVEY TO HANDOVER

- Decommission the old office
- Liaise with your MSP / ISP
- Install electrical + network wiring
- Build racks, patching and test cabling
- Deploy Wi-Fi and network infrastructure
- Configure network equipment where authorised
- Redeploy endpoints at the new office
- Test, document and support handover

1 accountable programme • 1 point of contact

One-stop does not mean cutting out your MSP or ISP.

It means we manage the physical works and interfaces so your technology partners can migrate services without gaps in ownership.

End-to-end office move scope.

A controlled move is built around the cutover date. We plan backwards from that milestone and coordinate dependencies across the old site, new site and technology providers.

1 **Survey & Move Plan**

Site surveys, floor plans, user/device counts, move milestones.

2 **Audit, Label & Decommission**

Identify assets, ports and equipment; controlled shutdown and decommission.

3 **MSP / ISP Coordination**

Circuit/service migration milestones, access, responsibilities and cutover.

4 **Electrical & Containment**

Power, distribution, containment, lighting and associated fit-out works.

5 **Structured Cabling**

Cat5e/Cat6/Cat6A/fibre, outlets, racks, patching, labelling and certification.

6 **Network & Wi-Fi**

Switches, APs and connectivity deployment; configuration where authorised.

7 **Endpoint Redeployment**

Desktops, docks, printers, phones and meeting-room endpoints.

8 **Test & Commission**

Electrical inspection, network certification, functional checks and defect closeout.

9 **Handover & Support**

Test records, labels, as-builts, handover information and ongoing support.

Typical move-control outputs: programme • RAMS • cable / port schedules • test results • labels • handover documentation

Our core services.

Four disciplines delivered under one project structure.



Electrical Services

- Commercial electrical installations
- Power distribution systems
- Lighting & emergency lighting
- Containment and fit-out
- Testing & inspection
- Maintenance & refurbishment



Network Infrastructure

- Structured cabling
- Cat5e, Cat6, Cat6A & fibre
- Data point installation
- Cabinet & rack installations
- Patching, labelling & certification
- Network testing



IT Services

- Network implementation
- Infrastructure support
- Connectivity solutions
- Wi-Fi deployment
- Endpoint / meeting-room deployment
- Cyber-security focused systems



Project Management

- Procurement
- Contractor coordination
- Site supervision
- Programme management
- Interface management
- Commissioning & handover

A clear process from survey to support.

Our delivery process is designed to keep the programme, interfaces and handover visible from day one.



Project governance

1

Single Point of Contact

One accountable lead coordinating client, site and technical interfaces.

2

Clear Communication

Direct, transparent progress updates and early escalation of blockers.

3

Programme Control

Procurement, sequencing and cutover activity aligned to the agreed milestones.

4

Interface Management

Coordination with principal contractor, FM, MSP, ISP and other specialist trades.

Direct & subcontract experience means we can integrate into the project structure you already have.

Why choose Spark & Data?

A practical delivery partner focused on accountability, standards and clear communication.

1

Accredited Contractor

We work to recognised industry standards and maintain the relevant site and technical credentials.

2

Single Point of Contact

From design coordination through handover, you deal with one delivery team.

3

Proven Experience

Commercial fit-out and infrastructure experience across direct and subcontract delivery.

4

Clear Communication

Direct, transparent updates through every stage of the project.

Built for office moves: one team, one programme and fewer interfaces to manage.

Health, safety, quality & technical standards.

Health, safety and quality are central to every project. Our controls are built into planning, site delivery, testing and handover.

SITE MANAGEMENT

Health & Safety / Quality

- CDM 2015 compliant delivery
- Risk assessments
- Method statements
- Toolbox talks
- Site inspections
- Quality assurance processes

CREDENTIALS

Technical capability

- **BSc Cyber Security**
- **Cisco CCNA**
- Cyber Essentials
- ECS Card Holders
- CSCS Card Holders

Technical standards

BS 7671:2018	IET Wiring Regulations
ISO/IEC 11801	Structured Cabling
BS 5266	Emergency Lighting
BS 5839	Fire Detection & Alarm Systems

Standards and controls are applied where relevant to the contracted scope and project requirements.

Commercial experience with dual electrical + IT capability.

Our value is the ability to see the whole infrastructure picture - power, data, connectivity, endpoints and delivery coordination.

4 YEARS
Industry Experience

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Largest Project

END-TO-END
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DUAL EXPERTISE
Electrical & IT

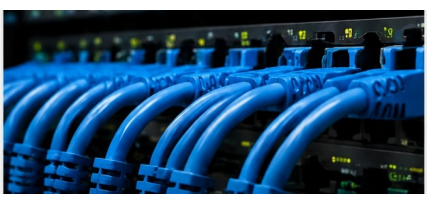
COMMERCIAL
Project Specialists

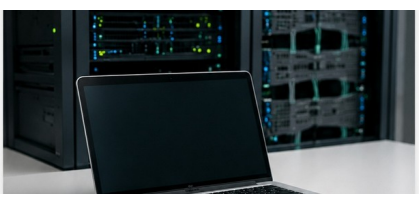
DIRECT & SUB
Contract Experience

Sectors we serve

- ★ **Office moves & commercial offices**
- Mixed-use developments
- Educational facilities
- Refurbishment projects
- Residential developments
- Retail environments
- Facilities management contracts







What we coordinate before cutover.

The smoother the information flow before the move, the lower the risk on cutover day. We use the following inputs to build a coordinated delivery plan.

CLIENT / PROJECT INPUTS

- Floor plans and desk layouts
- Move programme and cutover window
- Existing and new-site access constraints
- User, device and endpoint counts
- Power / data requirements by area
- MSP and ISP contacts
- Circuit and service migration details
- Network equipment ownership and access
- AV, telephony, security and other dependencies

SPARK & DATA OUTPUTS

- ✓ Survey findings and delivery scope
- ✓ Interface / responsibility matrix
- ✓ Procurement and installation plan
- ✓ Cabling and port schedules
- ✓ RAMS and site controls
- ✓ Testing and commissioning plan
- ✓ Cutover / endpoint redeployment sequence
- ✓ Handover records and defect closeout
- ✓ Post-move support plan

Responsibilities are agreed at the outset so the client, MSP, ISP and other contractors know exactly who owns each activity.

SPARK & DATA
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READY TO MOVE WITHOUT THE HANDOFFS?

Bring the electrical, data and IT work under one accountable delivery team.

GET IN TOUCH

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