



EMPLOYER'S REQUIREMENTS

for

**PROPOSED REFURBISHMENT & ALTERATIONS WORKS OF
TABOR CHAPEL FOR VALLEYS FAMILY CHURCH**

at

DAVIES STREET, BRYNMAWR

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SECTION NR 1

INVITATION TO TENDER

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1.1 INTRODUCTION

- 1.1.1 Valleys Family Church wishes to invite tender's and Contractor's proposals for the design and construction of the proposed alteration works to the existing Tabor Chapel at Davies Street, Brynmawr.
- 1.1.2 The scheme comprises alteration works to redevelop the ground floor main hall and upper balcony level to form new multi-functional areas, new stage with integral baptistery, Installation of new mechanical, electrical and specialist installations, new toilet facilities and offices. Refurbishment and extension of the side hall will accommodate the main toilets and creation of a kitchen and café. Refer to Section 3.0 Project Brief/Outline Specification and Appendix B for full details of the Employer's Requirements.
- 1.1.3 The Employer's Requirements incorporate information, brief and specifications to guide and assist the tenderers to develop and complete their Contractor's Proposals.
- 1.1.4 Planning approval has been obtained for the proposed works.
- 1.1.5 The Contractor shall be responsible for obtaining Building Regulations approval and is to include for all costs in connection therewith. Structural drawings and design calculations have been prepared by Portico Engineer to form the basis of the tender package. This information should developed by the contractors structural engineer and form part of the contractors proposals and the building regulation submission.
- 1.1.6 The Contractor shall take account of the findings of the **Asbestos Survey** for the intended works and is to include all necessary precautions in connection therewith. Removal of any asbestos subsequently discovered will be covered by instruction.
- 1.1.7 The Contractor is to provide a programme that provides confidence that the end date is clearly achievable and the effect on adjacent residents will be minimized.
- 1.1.8 This document gives background information about the site, and sets out the Employer's technical requirements for the design and construction of the works. The document describes the information that the Employer will require from the Contractor at tender stage and during the construction and post-construction stages. The document also sets out general obligations on the Contractor for the design and management of the construction project. The document is to be read in conjunction with the drawings and other information comprising the Employer's Requirements.

1.2 TENDERING PROCEDURE

- 1.2.1 The Contractor is to develop his design proposals and must advise the EA early in the tendering period that the Employer's Requirements as provided in this tender invitation are achievable without great material change.
- 1.2.2 Full tendering instructions are included in Section 4 of the Employer's Requirements and may be supplemented by instructions given in the tender invitation letter.
- 1.2.3 Contractors are required to prepare design proposals which offer the Employer the 'best value' achievable.

1.2.4 It should be noted the Employer together with his advisors may decide to interview any number of tendering contractors as part of this selection process.

1.3 TENDERING INSTRUCTIONS

1.3.1 Confirm receipt of this Invitation to Tender and your willingness to submit a bona fide tender or otherwise within two working days of date of receipt.

1.3.2 The Contractor is to provide a printed copy of his proposals with his tender, plus an electronic version on CD with all drawings in PDF format.

1.3.3 The Contractor will be required to enter into a contract under the JCT Design and Build Contract (DB), 2011 Edition and will be fully responsible for the complete design, construction and commissioning of the works.

1.3.4 The contractor is to adopt or supersede the structural design prepared by Portico Engineer. Further structural design is to be commissioned by and will be the responsibility of the contractor and is to include for all costs in connection therewith.

1.3.5 It is the contractor's specific responsibility to liaise closely with the Employer and his team to fully understand their requirements and to prepare a design, which meets those requirements. The Contractor shall be assumed to have priced all associated risk.

1.3.6 All materials and workmanship shall comply with the requirements of all relevant British Standards Codes of Practice, Statutory Requirements and Manufacturers Recommendations as a minimum.

1.3.7 These documents shall be construed as the Employer's Requirements as referred to in the first recital to the Articles of Agreement. Any reference to the Employer's Requirements contained within any of these documents shall be deemed to mean any part, combination of parts or the entire document referred to.

1.3.8 Survey information provided by the Employer as part of these Employer's Requirements eg existing building information, structural building application details, services, sewers etc is provided in good faith for information purposes only. The Employer disclaims any responsibility for the accuracy of the information provided. The Contractor is free to take all measures that he deems necessary to satisfy himself as to the correctness of the information contained in these Employer's Requirements.

1.3.9 Confirm receipt that all information necessary for preparing the tender has been provided. Report any missing documents, pages, divergences or discrepancies to the Employer's Agent.

1.3.10 The Documents are for use in the preparation of your tender. All enclosed documents remain the property of the Employer and the contents are to be treated as confidential.

1.3.11 Do not amend the documents without the written consent of the Employer's Agent.

1.3.12 The Employer reserves the right to issue amendments during the tendering period, which the Contractor must take into account in the preparation of his tender.

- 1.3.13 If the Contractor wishes to put forward a solution, which is at variance with these Employer's Requirements, he must check during the tender period that this is acceptable to the Employer to avoid abortive work and instant rejection.
- 1.3.14 The Contractor should request clarification of any tender document as soon as possible, and in sufficient time to allow the Employer's Agent to respond no later than 2 days prior to the tender return date.
- 1.3.15 The Contractor's Proposals must be fully compliant with the Employer's Requirements in every respect. Alternative proposals should only be offered to supplement the principal offer and in each case must be discussed with the Employer's Agent prior to implementation.
- 1.3.16 The submission of a tender against the Tender Documents will constitute your agreement to the conditions referred to and signifies that you are fully conversant with and aware of all such conditions, and the type and nature of the project which the Employer wishes to construct.
- 1.3.17 The Contractor's tender must be returned fully in accordance with the instructions given in the tender invitation letter which will be forwarded separately on the day that the tender documents are dispatched.
- 1.3.18 Your tender must remain open for acceptance for 13 weeks from the date of submission of tenders.
- 1.3.19 The Employer shall not be responsible for, or pay any expenses or losses which may be incurred by the Contractor, in the preparation or submission of his tender, or in attending post-tender meetings, site meetings or negotiations, prior to appointment.
- 1.3.20 Provide all information required in 'Section Nr 4 - Tender Submission and Contractor's Proposals' of the Employer's Requirements. Failure to provide all required information render the response incomplete and preclude continued participation in the process.
- 1.3.21 The Contract Sum Analysis (CSA) included in the Employer's Requirements is structured to allow the Employer to assess the cost of requirements required by Valleys Family Church. All items in the CSA must be fully priced and extended without group cost sums.
- 1.3.22 The Contractor is required to submit with his tender an itemised projected cash flow expenditure for the project including costs likely to be incurred between award and start on site as detailed in 1.4.2 below.
- 1.3.23 Information included in the Contractor's Proposals should be concise and limited to a reasonable number of pages. A common sense approach to the volume of information provided is welcomed. General company information is not required unless it is specifically requested or is wholly applicable and relevant. Do not include general marketing or promotional material for your Company.

1.4 POST AWARD PROGRAMME

- 1.4.1 Once the employer has awarded the project, the contractor will be expected to work closely with the client team to develop the details of un-designed elements (provisional items) and propose value engineering opportunities, where appropriate, to ensure the project value remains within the tender sum.

- 1.4.2 The contractor is to submit the building control application in due course in order to prevent delay to the start date.
- 1.4.3 The contractor will be instructed to order any long lead in items to ensure the construction programme and completion date can be achieved once funding is confirmed.
- 1.4.4 The employer will reimburse all reasonably justifiable costs incurred during the period between award and start on site, to the limit of the contractors tender for these works, should the project be cancelled or postponed. Valuation Nr 1 shall be carried out within two weeks of commencement and will include the pre-commencement costs.
- 1.4.5 The contractor is to submit with his tender an itemised forecast for the pre-commencement costs to include all likely expenditure from award to start on site.

1.5 PROGRAMME

1.5.1 Pre-Contract:

- Tenders invited 19th May 2014
- Tenders returned: 13th June 2014
- Target contract award: 20th June 2014
- Design/cost development : 26th June to 3rd October 2014
- Final Contract Sum Agreement : 17th October 2014

1.5.2 Post-Contract:

- Target submission of building control applications : 3rd October 2014
- Place order for long lead items : 5th January 2014
- Anticipated start on site : 19th January 2015
- Anticipated contract Completion date : 16th September 2015

1.6 EMPLOYER'S REQUIREMENTS DOCUMENT

The Employers Requirements Document comprise Sections One to Four inclusive and Appendices A to F inclusive.

These documents shall be construed as the Employer's Requirements as referred to in the third recital to the Recitals. Any reference to the Employer's Requirements contained within any of these documents shall be deemed to mean any part, combination of parts or all of the document referred to.

The Contractor is to check these documents and is to report any errors, omissions or divergences to the Employer's Agent.

The Contractor is free to take all measures that he deems necessary to satisfy himself as to the correctness of the information contained in these documents and all other Appendices.

Contractor's Design Responsibilities

The Contractor shall be responsible for assessing all the design and cost implications of Local Authority, Statutory and Fire officer approvals.

The Contractor will be held liable for all inspection fees associated with the adoption of roads and sewers required to enable the relevant part of the development to be adopted at a later date (if appropriate).

The Contractor will be held liable for determining whether or not such items as piling, soil stabilisation, pressure grouting, work to site boundaries, petrol interceptors, on site hydrobrakes, electricity sub-stations, diversion or lowering of existing services or watercourses are required.

Non-remeasurement of Works

The Contractor should note that the Works will not be re-measured except to take account of contract instructions issued by the Employer's Agent. The Contractor should only accept instructions from the Employer's Agent and not from any other source.

Statutory Approvals

The design is to be in accordance with the following and with any amendments or superseding documents which shall come into force prior to the completion of the works:-

1. The Local Authority's interpretation of the current Building Regulations, and any subsequent amendment thereto or superseding documents, including associated legislation and approved documents, subject only to relaxation sanctioned by the Department of the Environment.
2. Any other statutory requirements including the Fire Officer's requirements relevant to the building use, the Health and Safety at Work Act.
3. By-Laws, Regulations and Requirements of the Local Authority departments or any other statutory bodies.
4. The design should be compliant with the Workplace (Health, Safety and Welfare) Regulations 1992.
5. The latest Edition of the IEE Regulations (for electrical installations).
6. Current and relevant Code of Practice and British Standards.
7. Current CIBSE recommendations.

8. Construction (Design and Management) Regulations 2007.
9. Requirements of the Utility Supply Companies.
10. The Asbestos Regulations.
11. Manufacturers recommendations for design, installation and testing.

Design, Materials and Workmanship

The Contractor is free within the restraints of these Employer's Requirements, to adopt the design solution he considers most suitable (see clause 1.3.13 in relation to this).

Design, materials and workmanship are to comply with the latest editions of the relevant British Standards and Codes of Practice current at the date of tender and are to be in accordance with current good building practice.

The Contractor is to ensure that the Prohibited Materials listed in the Building Contractors Warranty are not used in the Construction of the works.

All materials which are incorporated into the works and which have a current BBA or Agreement Certificate are to be installed strictly in accordance with the manufacturers instructions.

Generally

The Employer does not warrant the adequacy of the tender drawings and the Contractor shall allow for all costs in connection with completing the design to meet Statutory and Building Regulation approvals.

Contractors Tender Stage Programme

The Contractor's Proposals shall contain the following Programme:

A design development/construction programme in linked bar chart form which clearly identifies:-

- i) Lead in times for the procurement of all activities.
- ii) The general design sequence and shows how design information will be submitted to the Employer's Agent for comment/sanction.
- iii) When access for fitting out by the tenant/occupier will be achieved.
- iv) Achieve overall completion of each element of the Project Works.
- v) Achieve Local Authority and other approvals.

Upon acceptance of his tender, the Contractor shall provide a master programme in accordance with the requirements of Preliminaries clause A32.210.

Contractor's Proposals Generally

The Contractor must submit sufficient information to enable an assessment to be made of the type of construction, standards of fittings and finishing's, together with a detailed specification and a schedule of items not specifically mentioned in the Employer's Requirements.

SECTION NR 2

PRELIMINARIES/GENERAL CONDITIONS

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A50	Work / Products by / on behalf of the Employer	2/32
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<p>A10 PROJECT PARTICULARS</p> <p>110 THE PROJECT</p> <ul style="list-style-type: none"> - Name: Valleys Family Church. - Nature: Refurbishment and alteration of existing Tabor Chapel - Location: Davies Street, Brynmawr. - Length of contract: To be advised by Contractor. <p>120 EMPLOYER (CLIENT)</p> <ul style="list-style-type: none"> - Name: Valleys Family Church. - Address: c/o 74 Bailey Street, Brynmawr, NP23 4AH. - Contact: Stuart Wheatman. <p>130 PRINCIPAL CONTRACTOR (CDM)</p> <ul style="list-style-type: none"> - Name: _____TBC . - Address: _____ . - Contact: _____ . - Telephone: _____ . - Email: _____ . <p>140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER</p> <ul style="list-style-type: none"> - Title: _____ . - Name: David Davis. - Address: _____ . - Contact: _____ . - Telephone: _____ . - Email: _____ . <p>150 CDM COORDINATOR</p> <ul style="list-style-type: none"> - Name: _____ . - Address: _____ . - Contact: _____ . - Telephone: _____ . - Email: _____ . <p>160 QUANTITY SURVEYOR</p> <ul style="list-style-type: none"> - Name: King Construction Consultants Ltd. - Address: 5 Neptune Court, Vanguard Way, Cardiff. - Telephone: 07811919065. <p>200 STRUCTURAL ENGINEER (Pre-contract)</p> <ul style="list-style-type: none"> - Name: Derick Matotwe Ngulube. <p>205 ARCHITECT (Pre-contract)</p> <ul style="list-style-type: none"> - Name: David Davies. 			
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<p>A11 TENDER AND CONTRACT DOCUMENTS</p> <p>110 TENDER DRAWINGS - The tender drawings are as listed in Appendix B.</p> <p>120 CONTRACT DRAWINGS - The contract drawings: Same as the tender drawings. - Exceptions: where superseded by Contractors Proposals</p> <p>160 PRECONSTRUCTION INFORMATION - Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.</p> <p>A12 THE SITE/ EXISTING BUILDINGS</p> <p>110 THE SITE - Description: The existing main Tabor Chapel building and side hall with small rear yard area.</p> <p>120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE - Description: Residential buildings are adjacent and opposite the site.</p> <p>140 EXISTING UTILITIES AND SERVICES - Drawings: No Information is available – the contractor is to establish service routes.</p> <p>160 SOILS AND GROUND WATER - Information: Included in the tender documents.</p> <p>170 SITE INVESTIGATION - Report: Included in the tender documents.</p> <p>180 HEALTH AND SAFETY FILE - None available for inspection:</p> <p>200 ACCESS TO THE SITE - Description: Pedestrian access off Davies Street. - Limitations: One way town centre road system.</p> <p>210 PARKING - Restrictions on parking of the Contractor's and employees' vehicles: Parking on adjacent roads and nearby carpark. Do not cause unnecessary disruption to adjacent/local residents.</p> <p>220 USE OF THE SITE - General: Do not use the site for any purpose other than carrying out the Works.</p> <p>230 SURROUNDING LAND/ BUILDING USES - General: Adjacent or nearby uses or activities are as follows: - Domestic residences and retail properties.</p>			
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<p>240 HEALTH AND SAFETY HAZARDS</p> <ul style="list-style-type: none"> - General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present: <ul style="list-style-type: none"> - Refer to Pre-Construction Information. - Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works. - Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures. <p>250 SITE VISIT</p> <ul style="list-style-type: none"> - Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. - Arrangements for visit: Stuart Wheatman (wheaty@freeuk.com) on 07752158162. <p>A13 DESCRIPTION OF THE WORKS</p> <p>120 THE WORKS</p> <ul style="list-style-type: none"> - Description: The refurbishment and alteration to the existing Chapel including piled foundations, new internal steel frame, suspended ground and first floors, internal partitions and doors, new roof extension, floor/wall/ceiling finishes, mechanical and electrical installations throughout, new kitchen equipment, IT and loose furniture <p>130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT</p> <ul style="list-style-type: none"> - Description: None. <p>140 COMPLETION WORK BY OTHERS</p> <ul style="list-style-type: none"> - Description: None. <p>A20 JCT DESIGN AND BUILD CONTRACT (DB)</p> <p>222 JCT DESIGN AND BUILD CONTRACT</p> <ul style="list-style-type: none"> - The contract: JCT Design and Build Contract (DB), 2011 Edition. - Requirement: Allow for the obligations, liabilities and services described as follows: <p>THE RECITALS</p> <p>First THE WORKS</p> <ul style="list-style-type: none"> - Comprise: Refurbishment and alteration of Tabor Chapel. <p>Fifth DIVISION OF THE WORKS INTO SECTIONS</p> <ul style="list-style-type: none"> - The Fifth Recital will be deleted. 			
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THE ARTICLES

3
EMPLOYER’S AGENT
- Employer’s Agent: See clause A10/140.

5
CDM COORDINATOR
- CDM Coordinator: See clause A10/150.

6
PRINCIPAL CONTRACTOR (CDM AND SWMP)
- Principal Contractor: See clause A10/130 and A10/132.

9
LEGAL PROCEEDINGS
- Amendments: Do not apply .

CONTRACT PARTICULARS

PART 1: GENERAL

Fourth recital and clause 4.5
CONSTRUCTION INDUSTRY SCHEME (CIS)
- Employer at the Base Date is not a contractor for the purposes of the CIS.

Seventh Recital and Part 1 of Schedule 2
SUPPLEMENTAL PROVISIONS - PART 1
- Site manager: Paragraph 1 does not apply.
- Named subcontractors: Paragraph 2 does not apply.
- Bills of quantities: Paragraph 3 does not apply.
- Valuation of changes - Contractor's estimate: Paragraph 4 does not apply.
- Loss and expense - Contractor's estimates: Paragraph 5 does not apply.

Seventh Recital and Part 2 of Schedule 2
SUPPLEMENTAL PROVISIONS - PART 2
- Acceleration quotation: Paragraph 6 does not apply.
- Collaborative working: Paragraph 7 applies.
- Health and safety: Paragraph 8 applies.
- Cost savings and value improvements: Paragraph 9 applies.
- Sustainable developments and environmental considerations: Paragraph 10 applies.
- Performance indicators and monitoring: Paragraph 11 does not apply.
- Notification and negotiation of disputes: Paragraph 12 applies.
- Where paragraph 12 applies, the respective nominees of the parties are:
- Employer's nominee: Stuart Wheatman.

<ul style="list-style-type: none"> - Contractor's nominee: TBC. - Or such replacement as each party may notify to the other from time to time. <p>Article 4 EMPLOYER'S REQUIREMENTS, CONTRACTOR'S PROPOSALS, CONTRACT SUM ANALYSIS</p> <ul style="list-style-type: none"> - Employer's Requirements: Tender documentation and Appendix B. - Contractor's Proposals: TBC. - Contract Sum Analysis: TBC. - Specific Requirements: None. <p>Article 8 ARBITRATION</p> <ul style="list-style-type: none"> - Article 8 and clauses 9.3 to 9.8 (arbitration) applies. <p>Clause 1.1 BASE DATE</p> <ul style="list-style-type: none"> - Base Date: 16th May 2014. <p>Clause 1.1 CDM PLANNING PERIOD</p> <ul style="list-style-type: none"> - Shall mean the period of 4 weeks ending on date of possession. <p>Clause 1.1 DATE FOR COMPLETION OF THE WORKS</p> <ul style="list-style-type: none"> - Date for completion of the Works to 35 working weeks from possession or to be confirmed by Contractor. <p>Clause 1.7 ADDRESSES FOR SERVICE OF NOTICES</p> <ul style="list-style-type: none"> - Employer: <ul style="list-style-type: none"> - Address: c/o 74 Bailey Street, Brynmawr. - Contractor: <ul style="list-style-type: none"> - Address: TBC. <p>Clause 2.3 DATE OF POSSESSION OF THE SITE</p> <ul style="list-style-type: none"> - Date of Possession of the site: January 2015. <p>Clause 2.4 DEFERMENT OF POSSESSION OF THE SITE</p> <ul style="list-style-type: none"> - Clause 2.4 applies <ul style="list-style-type: none"> - Where clause 2.4 applies, maximum period of deferment is 6 weeks. <p>Clause 2.17.3 LIMIT OF CONTRACTOR'S LIABILITY FOR LOSS OF USE, ETC.</p> <ul style="list-style-type: none"> - Limit of Contractor's liability for loss of use: £100,000. <p>Clause 2.29.2 LIQUIDATED DAMAGES</p> <ul style="list-style-type: none"> - Damages: At the rate of £2,500.00 per week or part of. 			
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<p>Clause 2.35 RECTIFICATION PERIOD</p> <ul style="list-style-type: none"> - Period: 12 months from the date of practical completion of the Works. <p>Clause 4.6 ADVANCE PAYMENT AND ADVANCE PAYMENT BOND</p> <ul style="list-style-type: none"> - Advance payment: Clause 4.6 does not apply. <p>Clause 4.7 METHOD OF PAYMENT - ALTERNATIVE B</p> <ul style="list-style-type: none"> - Payment: Periodically, in accordance with Alternative B (clause 4.14). - Dates of Interim Application: The first date is 4 weeks after possession and thereafter the same date in each month or the nearest Business Day in that month. <p>Clause 4.15.4 LISTED ITEMS - UNIQUELY IDENTIFIED</p> <ul style="list-style-type: none"> - Listed items: Clause 4.15.4 will be deleted. <p>Clause 4.15.5 LISTED ITEMS - NOT UNIQUELY IDENTIFIED</p> <ul style="list-style-type: none"> - Listed items: Clause 4.15.5 will be deleted. <p>Clause 4.17 CONTRACTOR'S RETENTION BOND</p> <ul style="list-style-type: none"> - Clause 4.17 does not apply. <p>Clause 4.18.1 RETENTION PERCENTAGE</p> <ul style="list-style-type: none"> - Retention: 3 per cent. <p>Clause 4.19 and Schedule 7 FLUCTUATIONS OPTIONS – Do not apply</p> <p>Clause 5.5 DAYWORK</p> <ul style="list-style-type: none"> - Percentage additions to each section of the prime cost or, if they apply in respect of labour, the All-Inclusive Rates, are set out in the following document: See section A55. <p>Clause 6.4.1.2 CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY</p> <ul style="list-style-type: none"> - Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000. <p>Clause 6.5.1 INSURANCE - LIABILITY OF EMPLOYER</p> <ul style="list-style-type: none"> - Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £1,000,000. 			
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<p>Clause 6.7 and Schedule 3 INSURANCE OF THE WORKS - INSURANCE OPTIONS</p> <ul style="list-style-type: none"> - Schedule 3: Insurance option [REDACTED] applies. - Percentage to cover professional fees: 15 per cent. - If option A applies, annual renewal date (as supplied by the Contractor): [REDACTED] TBC . <p>Clause 6.10 and Schedule 3 TERRORISM COVER</p> <ul style="list-style-type: none"> - Details of the required cover: <ul style="list-style-type: none"> - Not required. <p>Clause 6.12 PROFESSIONAL INDEMNITY INSURANCE</p> <ul style="list-style-type: none"> - Level of cover: Amount of indemnity required: <ul style="list-style-type: none"> - relates to claims or series of claims arising out of one event; - and is £1,000,000. - Cover for pollution and contamination claims: Not applicable. - Expiry of required period of Professional Indemnity Insurance: 12 years. <p>Clause 6.14 JOINT FIRE CODE</p> <ul style="list-style-type: none"> - The Joint Fire Code: Does not apply. <p>Clause 7.2 ASSIGNMENT/ GRANT BY EMPLOYER OF RIGHTS UNDER CLAUSE 7.2</p> <ul style="list-style-type: none"> - Clause 7.2 does not apply. <p>Clause 8.9.2 PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)</p> <ul style="list-style-type: none"> - Period of suspension: 2 months. <p>Clauses 8.11.1.1 to 8.11.1.6 PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)</p> <ul style="list-style-type: none"> - Period of suspension: 2 months. <p>Clause 9.2.1 ADJUDICATION</p> <ul style="list-style-type: none"> - The Adjudicator is: to be nominated. <ul style="list-style-type: none"> - Nominating body: Where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors. <p>Clause 9.4.1 ARBITRATION</p> <ul style="list-style-type: none"> - Appointor of Arbitrator (and of any replacement): President or a Vice President of the Royal Institution of Chartered Surveyors. <p>PART 2: THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES Not Required</p>			
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<p>THE CONDITIONS</p> <p>SECTION 1: DEFINITIONS AND INTERPRETATION</p> <p>1.5 RECKONING PERIODS OF DAYS - Amendments: 10 working days .</p> <p>1.10 APPLICABLE LAW - Amendments: None.</p> <p>SECTION 2: CARRYING OUT THE WORKS</p> <p>SECTION 3: CONTROL OF THE WORKS</p> <p>SECTION 4: PAYMENT</p> <p>SECTION 5: CHANGES</p> <p>SECTION 6: INJURY, DAMAGE AND INSURANCE</p> <p>SECTION 7: ASSIGNMENT, THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES</p> <p>SECTION 8: TERMINATION</p> <p>SECTION 9: SETTLEMENT OF DISPUTES</p> <p>EXECUTION - The Contract: Will be executed under Deed.</p> <p>CONTRACT GUARANTEE BOND - Contract Guarantee Bond: Not required.</p> <p>A30 TENDERING/ SUBLETTING/ SUPPLY</p> <p>MAIN CONTRACT TENDERING</p> <p>110 SCOPE - General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.</p> <p>145 TENDERING PROCEDURE - General: In accordance with Code of Procedure for Single Stage Selective Tendering (June 1996) published for the National Joint Consultative Committee for Building by RIBA Publications Limited - Errors: paragraph 6.3 alternative 2 is to apply.</p> <p>160 EXCLUSIONS - Inability to tender: Immediately inform if any parts of the work as</p>			
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	<p>defined in the tender documents cannot be tendered.</p> <ul style="list-style-type: none"> - Relevant parts of the work: Define those parts, stating reasons for the inability to tender. 		
170	<p>ACCEPTANCE OF TENDER</p> <ul style="list-style-type: none"> - Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given. - Costs: No liability is accepted for any cost incurred in the preparation of any tender. 		
180	<p>CDM PLANNING PERIOD</p> <ul style="list-style-type: none"> - Minimum: 4 weeks ending on date of possession. 		
190	<p>PERIOD OF VALIDITY</p> <ul style="list-style-type: none"> - Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 13 weeks. - Date for possession/ commencement: See section A20. 		
PRICING/ SUBMISSION OF DOCUMENTS			
210	<p>PRELIMINARIES IN THE SPECIFICATION</p> <ul style="list-style-type: none"> - Measurement rules: Preliminaries/ General Conditions has not been prepared in accordance with SMM7. 		
220	<p>PRICING OF PRELIMINARIES</p> <ul style="list-style-type: none"> - Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries, those charges must be clearly shown against the items. 		
250	<p>PRICED DOCUMENTS</p> <ul style="list-style-type: none"> - Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. - Measurements: Where not stated, ascertain from the drawings. - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender. - Submit: With Tender Submission. 		
300	<p>QUANTITIES IN THE PRICED DOCUMENT</p> <ul style="list-style-type: none"> - Quantities: Where included in the priced document, the descriptions and measurements have not been prepared in accordance with SMM7. The tender sum must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work. 		
310	<p>TENDER</p> <ul style="list-style-type: none"> - General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works. 		

<p>350 PC AND PROVISIONAL SUMS</p> <ul style="list-style-type: none"> - Contractor's profit on PC Sums: Included in Preliminaries sections A51 and A52, not in the pricing document. - Provisional sums and items: Included in Preliminaries sections A53, A54 and A55 not in the pricing document. - Submit: A copy of sections A51-A55 (as applicable), priced to include profit, attendance and percentage adjustments. <p>440 CONTRACT SUM ANALYSIS</p> <ul style="list-style-type: none"> - Content of the Analysis: A breakdown of the Contract Sum into at least the elements and format provided in Appendix A - Fully priced copy: Submit with tender. <p>460 ANALYSIS OF THE CONTRACTOR'S DESIGNED PORTION</p> <ul style="list-style-type: none"> - Form: As proposed by the Contractor. - Content: As proposed by the Contractor. - Fully priced copy: Submit with the tender. <p>470 RISK ANALYSIS</p> <ul style="list-style-type: none"> - Form: As proposed by the Contractor. - Content: As proposed by the Contractor. - Fully priced copy: Submit with the tender. <p>480 PROGRAMME</p> <ul style="list-style-type: none"> - Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded. - Submit: Submit with the tender. <p>490 INFORMATION RELEASE SCHEDULE</p> <ul style="list-style-type: none"> - Compatibility with programme: At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule. - Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information. <p>500 TENDER STAGE METHOD STATEMENTS</p> <ul style="list-style-type: none"> - Method statements: Prepare, describing how and when the following is to be carried out: <ul style="list-style-type: none"> - Retention of structural integrity of the building during piling installation, frame installation and upper floor removal. - Statements: Submit with Tender. <p>510 ALTERNATIVE METHOD TENDERS</p> <ul style="list-style-type: none"> - General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered. - Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme. - Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a 			
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<p>safety method statement suitable for incorporation in the Health and Safety Plan.</p> <ul style="list-style-type: none"> - Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works. - Submit: With Tender. <p>515 ALTERNATIVE TIME TENDERS</p> <ul style="list-style-type: none"> - General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted. - Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender. <p>520 DESIGN DOCUMENTS</p> <ul style="list-style-type: none"> - Scope: Include the following in the Contractor's Proposals: <ul style="list-style-type: none"> - Design drawings: As necessary to define deviations from Employers Requirement - Technical information: As necessary to define deviations from Employers Requirement. - Submit: With tender. <p>530 SUBSTITUTE PRODUCTS</p> <ul style="list-style-type: none"> - Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered. - Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200. <p>540 QUALITY CONTROL RESOURCES</p> <ul style="list-style-type: none"> - Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors. - QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties. - Submit: Within one week of request. <p>550 HEALTH AND SAFETY INFORMATION</p> <ul style="list-style-type: none"> - Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect. - Include: <ul style="list-style-type: none"> - A copy of the contractor's health and safety policy document, including risk assessment procedures. - Accident and sickness records for the past five years. - Records of previous Health and Safety Executive enforcement action. - Records of training and training policy. - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties. - Submit: With Tender. 			
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<p>570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN</p> <ul style="list-style-type: none"> - Content: Submit the following information within one week of request: <ul style="list-style-type: none"> - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. - Details of the management structure and responsibilities. - Arrangements for issuing health and safety directions. - Procedures for informing other contractors and employees of health and safety hazards. - Selection procedures for ensuring competency of other contractors, the self-employed and designers. - Procedures for communications between the project team, other contractors and site operatives. - Arrangements for cooperation and coordination between contractors. - Procedures for carrying out risk assessment and for managing and controlling the risk. - Emergency procedures including those for fire prevention and escape. - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded. - Arrangements for welfare facilities. - Procedures for ensuring that all persons on site have received relevant health and safety information and training. - Arrangements for consulting with and taking the views of people on site. - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance. - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. - Review procedures to obtain feedback. <p>596 ENVIRONMENTAL TARGETS</p> <ul style="list-style-type: none"> - BREEAM targets: <ul style="list-style-type: none"> - CO² or energy arising from site activities _____. - CO² or energy arising from transport to and from site _____. - Water consumption arising from site activities _____. - Air (dust) pollution arising from the site _____. - Water (ground and surface) pollution occurring on the site _____. - 80% of site timber is responsibly sourced and 100% is legally sourced. - Compliance: Monitor and submit report: Within one week of request. <p style="text-align: center;">SUBLETTING/ SUPPLY</p> <p>630 DOMESTIC SUBCONTRACTS</p> <ul style="list-style-type: none"> - General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'. - List: Provide details of all subcontractors and the work for which they will be responsible. - Submit: With Tender. 			
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<p>A31 PROVISION, CONTENT AND USE OF DOCUMENTS</p> <p>DEFINITIONS AND INTERPRETATIONS</p> <p>110 DEFINITIONS</p> <ul style="list-style-type: none"> - Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary. <p>120 COMMUNICATION</p> <ul style="list-style-type: none"> - Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements. - Format: In writing to the person named in clause A10/140 unless specified otherwise. - Response: Do not proceed until response has been received. <p>130 PRODUCTS</p> <ul style="list-style-type: none"> - Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works. - Includes: Goods, plant, materials, site materials and things for incorporation into the Works. <p>135 SITE EQUIPMENT</p> <ul style="list-style-type: none"> - Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities. <p>140 DRAWINGS</p> <ul style="list-style-type: none"> - Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions. - CAD data: In accordance with BS 1192. <p>145 CONTRACTOR'S CHOICE</p> <ul style="list-style-type: none"> - Meaning: Selection delegated to the Contractor, but liability to remain with the specifier. <p>150 CONTRACTOR'S DESIGN</p> <ul style="list-style-type: none"> - Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements. <p>155 SUBMIT PROPOSALS</p> <ul style="list-style-type: none"> - Meaning: Submit information in response to specified requirements. <p>160 TERMS USED IN SPECIFICATION</p> <ul style="list-style-type: none"> - Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, 			
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<p>supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.</p> <ul style="list-style-type: none"> - Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose. - Supply and fix: As above, but including supply or products to be fixed. All products to be supplied and fixed unless stated otherwise. - Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed. - Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement. - Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed. - Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement. - Refix: Fix removed products. - Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions. - Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible. - System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function. <p>170 MANUFACTURER AND PRODUCT REFERENCE</p> <ul style="list-style-type: none"> - Definition: When used in this combination: <ul style="list-style-type: none"> - Manufacturer: The firm under whose name the particular product is marketed. - Product reference: The proprietary brand name and/ or reference by which the particular product is identified. - Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender. <p>200 SUBSTITUTION OF PRODUCTS</p> <ul style="list-style-type: none"> - Products: If an alternative product to that specified is proposed, obtain approval before ordering the product. - Reasons: Submit reasons for the proposed substitution. - Documentation: Submit relevant information, including: <ul style="list-style-type: none"> - manufacturer and product reference; - cost; - availability; - relevant standards; - performance; - function; - compatibility of accessories; - proposed revisions to drawings and specification; - compatibility with adjacent work; - appearance; - copy of warranty/ guarantee. - Alterations to adjacent work: If needed, advise scope, nature and cost. 		
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<ul style="list-style-type: none"> - Manufacturer's guarantees: If substitution is accepted, submit before ordering products. <p>210 CROSS REFERENCES</p> <ul style="list-style-type: none"> - Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to. - Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply. - Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply. - Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions. <p>220 REFERENCED DOCUMENTS</p> <ul style="list-style-type: none"> - Conflicts: Specification prevails over referenced documents. <p>230 EQUIVALENT PRODUCTS</p> <ul style="list-style-type: none"> - Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included. <p>240 SUBSTITUTION OF STANDARDS</p> <ul style="list-style-type: none"> - Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK. - Before ordering: Submit notification of all such substitutions. - Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English. <p>250 CURRENCY OF DOCUMENTS</p> <ul style="list-style-type: none"> - Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender. <p>260 SIZES</p> <ul style="list-style-type: none"> - General dimensions: Products are specified by their co-ordinating sizes. - Timber: Cross section dimensions shown on drawings are: <ul style="list-style-type: none"> - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections. - Finished sizes for non-structural softwood or hardwood sawn and further processed sections. <p style="text-align: center;">DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER</p> <p>410 ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS</p> <ul style="list-style-type: none"> - Additional copies: Issued upon request at the Contractors cost. <p>440 DIMENSIONS</p> <ul style="list-style-type: none"> - Scaled dimensions: Do not rely on. 			
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<p>450 MEASURED QUANTITIES</p> <ul style="list-style-type: none"> - Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed. - Precedence: The specification and drawings shall override the measured quantities. <p>460 THE SPECIFICATION</p> <ul style="list-style-type: none"> - Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions. <p>470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS</p> <ul style="list-style-type: none"> - Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities. - Action: Inform immediately. <p style="text-align: center;">DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS</p> <p>510 CHANGES/ AMENDMENTS TO EMPLOYER'S REQUIREMENTS</p> <ul style="list-style-type: none"> - Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information. - Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed. <p>600 CONTRACTOR'S DESIGN INFORMATION</p> <ul style="list-style-type: none"> - General: Complete the design and detailing of parts of the Works as specified. - Provide: <ul style="list-style-type: none"> - Production information based on the drawings, specification and other information. - Liaison to ensure coordination of the work with related building elements and services. - Master programme: Make reasonable allowance for completing design/ production information, submission (including to the CDM Coordinator), comment, inspection, amendment, resubmission and reinspection. - Information required: As necessary to define contractors design proposal. <ul style="list-style-type: none"> - Format: Hard and electronic copy. - Number of copies: 1. - Submit: Within one week of request. <p>610 PRODUCTION INFORMATION</p> <ul style="list-style-type: none"> - Contractor/ Domestic subcontractor provide: Staircase design information . - Submit: <ul style="list-style-type: none"> - For comment and make any necessary amendments. - Sufficient copies of final version for distribution to all affected parties. 			
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<p>620 AS BUILT DRAWINGS AND INFORMATION</p> <ul style="list-style-type: none"> - Contractor's designed work: Provide drawings/ information: - Submit: At least two weeks before date for completion. <p>630 TECHNICAL LITERATURE</p> <ul style="list-style-type: none"> - Information: Keep on site for reference by all supervisory personnel: - Manufacturers' current literature relating to all products to be used in the Works. - Relevant British Standards. <p>640 MAINTENANCE INSTRUCTIONS AND GUARANTEES</p> <ul style="list-style-type: none"> - Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works. - Information location: In the Building Manual. - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: minimum of 1 year. <p>650 ENERGY RATING CALCULATION</p> <ul style="list-style-type: none"> - Calculation documentation: - Number of copies: _____. - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual. <p>A32 MANAGEMENT OF THE WORKS</p> <p>GENERALLY</p> <p>110 SUPERVISION</p> <ul style="list-style-type: none"> - General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts. - Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work. <p>115 CONSIDERATE CONSTRUCTORS SCHEME</p> <ul style="list-style-type: none"> - Registration: Before starting work, register the site and pay the appropriate fee: - Contact: - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX. - Tel. 01920 485959. - Fax. 01920 485958. - Free phone 0800 7831423. - Web. www.ccscheme.org.uk - Standard: Comply with the Scheme's Code of Considerate Practice. - Minimum compliance level: _____. <p>120 INSURANCE</p> <ul style="list-style-type: none"> - Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract. 			
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<p>130 INSURANCE CLAIMS</p> <ul style="list-style-type: none"> - Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers. - Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice. <p>140 CLIMATIC CONDITIONS</p> <ul style="list-style-type: none"> - Information: Record accurately and retain: <ul style="list-style-type: none"> - Daily maximum and minimum air temperatures (including overnight). - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost. <p>150 OWNERSHIP</p> <ul style="list-style-type: none"> - Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. <p style="text-align: center;">PROGRAMME/ PROGRESS</p> <p>210 PROGRAMME</p> <ul style="list-style-type: none"> - Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of: <ul style="list-style-type: none"> - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31). - Planning and mobilization by the Contractor. - Earliest and latest start and finish dates for each activity and identification of all critical activities. - Running in, adjustment, commissioning and testing of all engineering services and installations - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54) - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents. - Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme. - Submit: Within one week of request. <p>215 REVISED PROGRAMME</p> <ul style="list-style-type: none"> - Format and content: Compatible with master programme. - Revised programme interval: Monthly or when significant change affects programme. 			
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<p>230 SUBMISSION OF PROGRAMME</p> <ul style="list-style-type: none"> - Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract. <p>240 COMMENCEMENT OF WORK</p> <ul style="list-style-type: none"> - Notice: Before the proposed date for commencement of work on site give minimum notice of 2 weeks. <p>250 MONITORING</p> <ul style="list-style-type: none"> - Progress: Record on a copy of the programme kept on site. - Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time. <p>260 SITE MEETINGS</p> <ul style="list-style-type: none"> - General: Site meetings will be held to review progress and other matters arising from administration of the Contract. - Frequency: Monthly. - Location: On site. - Accommodation: Ensure availability at the time of such meetings. - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required. - Chairperson (who will also take and distribute minutes): CA/EA. <p>265 CONTRACTOR'S PROGRESS REPORT</p> <ul style="list-style-type: none"> - General: Submit a progress report at least 2 days before the site meeting. - Content: Notwithstanding the Contractor's obligations under the Contract the report must include: <ul style="list-style-type: none"> - A progress statement by reference to the master programme for the Works. - Details of any matters materially affecting the regular progress of the Works. - Subcontractors' and suppliers' progress reports. - Any requirements for further drawings or details or instructions. <p>270 CONTRACTOR'S SITE MEETINGS</p> <ul style="list-style-type: none"> - General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress. <p>280 PHOTOGRAPHS</p> <ul style="list-style-type: none"> - Number of locations: To be agreed to suit view points. - Frequency of intervals: Monthly. - Image format: Digital. <p>285 EARLY POSSESSION/ TAKE OVER OF PARTS OF THE WORKS BY THE EMPLOYER</p> <ul style="list-style-type: none"> - Possession/ take over of parts of the Works: As completed, provided all necessary access, services and other associated facilities are also complete. <p>290 NOTICE OF COMPLETION</p> <ul style="list-style-type: none"> - Requirement: Give notice of the anticipated dates of completion of the 			
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<p>whole or parts of the Works.</p> <ul style="list-style-type: none"> - Associated works: Ensure necessary access, services and facilities are complete. - Period of notice (minimum): 2 weeks. <p>310 EXTENSIONS OF TIME</p> <ul style="list-style-type: none"> - Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the conditions of contract, written notice must also be given of all other causes which apply concurrently. - Details: As soon as possible submit: <ul style="list-style-type: none"> - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes. - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion. - All other relevant information required. <p style="text-align: center;">CONTROL OF COST</p> <p>410 CASH FLOW FORECAST</p> <ul style="list-style-type: none"> - Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works. <p>420 REMOVAL/ REPLACEMENT OF EXISTING WORK</p> <ul style="list-style-type: none"> - Extent and location: Agree before commencement. - Execution: Carry out in ways that minimize the extent of work. <p>430 PROPOSED INSTRUCTIONS</p> <ul style="list-style-type: none"> - Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. - Include: <ul style="list-style-type: none"> - A detailed breakdown of the cost, including any allowance for direct loss and expense. - Details of any additional resources required. - Details of any adjustments to be made to the programme for the Works. - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction. - Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements. <p>440 MEASUREMENT</p> <ul style="list-style-type: none"> - Covered work: Give notice before covering work required to be measured. <p>450 DAYWORK VOUCHERS</p> <ul style="list-style-type: none"> - Before commencing work: Give reasonable notice to person countersigning daywork vouchers. - Content: Before delivery, each voucher must be: <ul style="list-style-type: none"> - Referenced to the instruction under which the work is authorized. - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct. - Submit: weekly. 			
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<p>460 INTERIM VALUATIONS</p> <ul style="list-style-type: none"> - Applications: Include details of amounts requested under the Contract together with all necessary supporting information. - Submission: At least seven days before established dates. <p>470 PRODUCTS NOT INCORPORATED INTO THE WORKS</p> <ul style="list-style-type: none"> - Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values. - Evidence: When requested, provide evidence of freedom of reservation of title. <p>475 LISTED PRODUCTS STORED OFF SITE</p> <ul style="list-style-type: none"> - Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor. - Include for products purchased from a supplier: <ul style="list-style-type: none"> - a copy of the contract of sale; - a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge. - Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor: <ul style="list-style-type: none"> - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled. <p>480 LABOUR AND EQUIPMENT RETURNS</p> <ul style="list-style-type: none"> - Records: Provide for verification at the beginning of each week in respect of each of the previous seven days. - Records must show: <ul style="list-style-type: none"> - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors. - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services <p>A33 QUALITY STANDARDS/ CONTROL</p> <p>STANDARDS OF PRODUCTS AND EXECUTIONS</p> <p>110 INCOMPLETE DOCUMENTATION</p> <ul style="list-style-type: none"> - General: Where and to the extent that products or work are not fully documented, they are to be: <ul style="list-style-type: none"> - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used. - Suitable for the purposes stated or reasonably to be inferred from the project documents. - Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract. 			
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<p>120 WORKMANSHIP SKILLS</p> <ul style="list-style-type: none"> - Operatives: Appropriately skilled and experienced for the type and quality of work. - Registration: With Construction Skills Certification Scheme. - Evidence: Operatives must produce evidence of skills/ qualifications when requested. <p>130 QUALITY OF PRODUCTS</p> <ul style="list-style-type: none"> - Generally: New (Proposals for recycled products may be considered). - Supply of each product: From the same source or manufacturer. - Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance. - Tolerances: Where critical, measure a sufficient quantity to determine compliance. - Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence. <p>135 QUALITY OF EXECUTION</p> <ul style="list-style-type: none"> - Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. - Colour batching: Do not use different colour batches where they can be seen together. - Dimensions: Check on-site dimensions. - Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. - Location and fixing of products: Adjust joints open to view so they are even and regular. <p>140 COMPLIANCE</p> <ul style="list-style-type: none"> - Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied. - Compliance with performance specifications: Submit evidence of compliance, including test reports indicating: <ul style="list-style-type: none"> - Properties tested. - Pass/ fail criteria. - Test methods and procedures. - Test results. - Identity of testing agency. - Test dates and times. - Identities of witnesses. - Analysis of results. <p>150 INSPECTIONS</p> <ul style="list-style-type: none"> - Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to: <ul style="list-style-type: none"> - Date of inspection. - Part of the work inspected. - Respects or characteristics which are approved. - Extent and purpose of the approval. - Any associated conditions. <p>160 RELATED WORK</p> <ul style="list-style-type: none"> - Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure 			
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<p>previous related work is:</p> <ul style="list-style-type: none"> - Appropriately complete. - In accordance with the project documents. - To a suitable standard. - In a suitable condition to receive the new work. <ul style="list-style-type: none"> - Preparatory work: Ensure all necessary preparatory work has been carried out. <p>170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS</p> <ul style="list-style-type: none"> - General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. - Changes to recommendations or instructions: Submit details. - Ancillary products and accessories: Use those supplied or recommended by main product manufacturer. - Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates. <p>180 WATER FOR THE WORKS</p> <ul style="list-style-type: none"> - Mains supply: Clean and uncontaminated. - Other: Do not use until: <ul style="list-style-type: none"> - Evidence of suitability is provided. - Tested to BS EN 1008 if instructed. <p>SAMPLES/ APPROVALS</p> <p>210 SAMPLES</p> <ul style="list-style-type: none"> - Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either: <ul style="list-style-type: none"> - To an express approval. - To match a sample expressly approved as a standard for the purpose. <p>220 APPROVAL OF PRODUCTS</p> <ul style="list-style-type: none"> - Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. - Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained. - Complying sample: Retain in good, clean condition on site. Remove when no longer required. <p>230 APPROVAL OF EXECUTION</p> <ul style="list-style-type: none"> - Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. - Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed. - Complying sample: Retain in good, clean condition on site. Remove when no longer required. 			
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ACCURACY/ SETTING OUT GENERALLY			
310	<p>ACCURACY OF INSTRUMENTS</p> <ul style="list-style-type: none"> - Accuracy in measurement: Use instruments and methods described in BS 5606, Appendix A: 		
320	<p>SETTING OUT</p> <ul style="list-style-type: none"> - General: Submit details of methods and equipment to be used in setting out the Works. - Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding. - Inform: When complete and before commencing construction. 		
330	<p>APPEARANCE AND FIT</p> <ul style="list-style-type: none"> - Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either: <ul style="list-style-type: none"> - Submit proposals; or - Arrange for inspection of appearance of relevant aspects of partially finished work. - General tolerances (maximum): To BS 5606, tables 1 and 2. 		
340	<p>CRITICAL DIMENSIONS</p> <ul style="list-style-type: none"> - Critical dimensions: Set out and construct the Works to ensure compliance with the material tolerances. 		
350	<p>LEVELS OF STRUCTURAL FLOORS</p> <ul style="list-style-type: none"> - Maximum tolerances for designed levels to be: <ul style="list-style-type: none"> - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm. - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm. - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm. - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm. - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm. - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm. 		
360	<p>RECORD DRAWINGS</p> <ul style="list-style-type: none"> - Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion. 		
SERVICES GENERALLY			
410	<p>SERVICES REGULATIONS</p> <ul style="list-style-type: none"> - New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority. 		
420	<p>WATER REGULATIONS/ BYELAWS NOTIFICATION</p> <ul style="list-style-type: none"> - Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, 		

<p>diagrams and details.</p> <ul style="list-style-type: none"> - Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions. <p>430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE</p> <ul style="list-style-type: none"> - On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including: <ul style="list-style-type: none"> - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - The Contractor's name and address. - A statement that the installation complies with the relevant Water Regulations or Byelaws. - The name and signature of the individual responsible for checking compliance. - The date on which the installation was checked. <p>435 ELECTRICAL INSTALLATION CERTIFICATE</p> <ul style="list-style-type: none"> - Submit: When relevant electrical work is completed. - Original certificate: To be lodged in the Building Manual. <p>440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE</p> <ul style="list-style-type: none"> - Before the completion date stated in the contract: Submit a certificate stating: <ul style="list-style-type: none"> - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - Any special recommendations or instructions for the safe use and operation of appliances and flues. - The Contractor's name and address. - A statement that the installation complies with the appropriate safety, installation and use regulations. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. <p>450 MECHANICAL AND ELECTRICAL SERVICES</p> <ul style="list-style-type: none"> - Final tests and commissioning: Carry out so that services are in full working order at completion of the Works. - Building Regulations notice: Copy to be lodged in the Building Manual. <p>SUPERVISION/ INSPECTION/ DEFECTIVE WORK</p> <p>510 SUPERVISION</p> <ul style="list-style-type: none"> - General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. - Replacement: Give maximum possible notice before changing person in charge or site agent. 			
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<p>520 COORDINATION OF ENGINEERING SERVICES</p> <ul style="list-style-type: none"> - Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally. - Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned. <p>530 OVERTIME WORKING</p> <ul style="list-style-type: none"> - Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done. <ul style="list-style-type: none"> - Minimum period of notice: 2 days. - Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense. <p>540 DEFECTS IN EXISTING WORK</p> <ul style="list-style-type: none"> - Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received. - Documented remedial work: Do not execute work which may: <ul style="list-style-type: none"> - Hinder access to defective products or work; or - Be rendered abortive by remedial work. <p>550 ACCESS FOR INSPECTION</p> <ul style="list-style-type: none"> - Removal: Before removing scaffolding or other facilities for access, give notice of not less than 1 week. <p>560 TESTS AND INSPECTIONS</p> <ul style="list-style-type: none"> - Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented. - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. - Records: Submit a copy of test certificates and retain copies on site. <p>570 AIR PERMEABILITY</p> <ul style="list-style-type: none"> - Method: Pressure test in accordance with the ATTMA publication: TS 1: Measuring Air Permeability of Building Envelopes. - Requirement: Air leakage not to exceed _____ m³/(h.m²) at an internal to external pressure difference of _____ Pascals. - Results: Submit _____. - Copy: To be lodged in the Building Manual. <p>580 CONTINUITY OF THERMAL INSULATION</p> <ul style="list-style-type: none"> - Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include: <ul style="list-style-type: none"> - The address of the premises. - The Contractor's name and address. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. - Submit: Before completion of the Works. - Copy: To be lodged in the Building Manual. 			
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<p>595 ENERGY PERFORMANCE CERTIFICATE</p> <ul style="list-style-type: none"> - Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested. - Building Type: _____. - Method: _____. - Format: <ul style="list-style-type: none"> - Certificate: To be incorporated in the Building Manual. - Report: _____. - Submit: _____. <p>610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS</p> <ul style="list-style-type: none"> - Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. - Acceptability: Such proposals may be unacceptable and contrary instructions may be issued. <p>620 MEASURES TO ESTABLISH ACCEPTABILITY</p> <ul style="list-style-type: none"> - General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures: <ul style="list-style-type: none"> - Will be at the expense of the Contractor. - Will not be considered as grounds for revision of the completion date. <p>630 QUALITY CONTROL</p> <ul style="list-style-type: none"> - Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements. - Records: Maintain full records, keep copies on site for inspection, and submit copies on request. - Content of records: <ul style="list-style-type: none"> - Identification of the element, item, batch or lot including location in the Works. - Nature and dates of inspections, tests and approvals. - Nature and extent of nonconforming work found. - Details of corrective action. <p style="text-align: center;">WORK AT OR AFTER COMPLETION</p> <p>710 WORK BEFORE COMPLETION</p> <ul style="list-style-type: none"> - General: Make good all damage consequent upon the Works. <ul style="list-style-type: none"> - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. - Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials. - Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other 			
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<p>materials or construction.</p> <ul style="list-style-type: none"> - COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. - Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions. - Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls. <p>720 SECURITY AT COMPLETION</p> <ul style="list-style-type: none"> - General: Leave the Works secure with, where appropriate, all accesses closed and locked. - Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt. <p>730 MAKING GOOD DEFECTS</p> <ul style="list-style-type: none"> - Remedial work: Arrange access with Stuart Wheatman. - Rectification: Give reasonable notice for access to the various parts of the Works. - Completion: Notify when remedial works have been completed. <p>A34 SECURITY/ SAFETY/ PROTECTION</p> <p>SECURITY, HEALTH AND SAFETY</p> <p>110 PRECONSTRUCTION INFORMATION</p> <ul style="list-style-type: none"> - Location: Integral with the project Preliminaries, including but not restricted to the following sections: <ul style="list-style-type: none"> - Description of project: Sections A10 and A11. - Client's consideration and management requirements: Sections A12, A13 and A36. - Environmental restrictions and on-site risks: Section A12, A35 and A34. - Significant design and construction hazards: Section A34. - The Health and Safety File: Section A37. <p>120 EXECUTION HAZARDS</p> <ul style="list-style-type: none"> - Common hazards: Not listed. Control by good management and site practice. - Significant hazards: The design of the project includes the following: <ul style="list-style-type: none"> - Hazard: _____. - Precautions assumed: _____. - Specification reference: _____. - Drawing reference: _____. <p>130 PRODUCT HAZARDS</p> <ul style="list-style-type: none"> - Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure 			
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<p>Limits.</p> <ul style="list-style-type: none"> - Common hazards: Not listed. Control by good management and site practice. - Significant hazards: Specified construction materials include the following: <ul style="list-style-type: none"> - Hazard: _____. - Material: _____. - Specification reference: _____. <p>140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN</p> <ul style="list-style-type: none"> - Submission: Present to the Employer/ Client no later than _____. - Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations. - Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information. <p>150 SECURITY</p> <ul style="list-style-type: none"> - Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft. - Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property. <p>160 STABILITY</p> <ul style="list-style-type: none"> - Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract. - Design loads: Obtain details, support as necessary and prevent overloading. <p>210 EMPLOYER'S REPRESENTATIVES SITE VISITS</p> <ul style="list-style-type: none"> - Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. - Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site. <p>220 WORKING PRECAUTIONS/ RESTRICTIONS</p> <ul style="list-style-type: none"> - Hazardous areas: Operatives must take precautions as follows: <ul style="list-style-type: none"> - Work area: _____. - Precautions: _____. - Permit to work: Operatives must comply with procedures in the following areas: <ul style="list-style-type: none"> - Work area: _____. - Procedures: _____. <p style="text-align: center;">PROTECT AGAINST THE FOLLOWING</p> <p>310 EXPLOSIVES</p> <ul style="list-style-type: none"> - Use: Not permitted. 			
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<p>320 NOISE CONSENT BY LOCAL AUTHORITY</p> <ul style="list-style-type: none"> - Consent: Granted by the Local Authority under Part III of the Control of Pollution Act relating to the Works providing the following conditions are met: - _____. <p>330 NOISE CONTROL</p> <ul style="list-style-type: none"> - Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works. - Noise levels from the Works: Maximum level: _____ dB(A) when measured from _____. - Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. - Restrictions: Do not use: <ul style="list-style-type: none"> - Pneumatic drills and other noisy appliances without consent during the hours of _____. - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance. <p>340 POLLUTION</p> <ul style="list-style-type: none"> - Prevention: Protect the site, the Works and the general environment including the atmosphere, lands, streams and waterways against pollution. - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information. <p>350 PESTICIDES</p> <ul style="list-style-type: none"> - Use: Not permitted. <p>360 NUISANCE</p> <ul style="list-style-type: none"> - Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes. - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads. <p>370 ASBESTOS CONTAINING MATERIALS</p> <ul style="list-style-type: none"> - Duty: Report immediately any suspected materials discovered during execution of the Works. <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe removal or encapsulation. <p>371 DANGEROUS OR HAZARDOUS SUBSTANCES</p> <ul style="list-style-type: none"> - Duty: Report immediately suspected materials discovered during execution of the Works. <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe removal or remediation. <p>375 ANTIQUITIES</p> <ul style="list-style-type: none"> - Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works. - Preservation: Keep objects in the exact position and condition in which they were found. 			
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<p>380 FIRE PREVENTION</p> <ul style="list-style-type: none"> - Duty: Prevent personal injury or death, and damage to the Works or other property from fire. - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code'). <p>390 SMOKING ON SITE</p> <ul style="list-style-type: none"> - Smoking on site: Not permitted. <p>400 BURNING ON SITE</p> <ul style="list-style-type: none"> - Burning on site: Not permitted. <p>410 MOISTURE</p> <ul style="list-style-type: none"> - Wetness or dampness: Prevent, where this may cause damage to the Works. - Drying out: Control humidity and the application of heat to prevent: <ul style="list-style-type: none"> - Blistering and failure of adhesion. - Damage due to trapped moisture. - Excessive movement. <p>420 INFECTED TIMBER/ CONTAMINATED MATERIALS</p> <ul style="list-style-type: none"> - Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building. - Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels. <p>430 WASTE</p> <ul style="list-style-type: none"> - Includes: Rubbish, debris, spoil, containers and surplus material. - Minimize: Keep the site and Works clean and tidy. - Remove: Frequently and dispose off site in a safe and competent manner: <ul style="list-style-type: none"> - Non-hazardous material: In a manner approved by the Waste Regulation Authority. - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations. - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in. - Waste transfer documentation: Retain on site. <p>440 ELECTROMAGNETIC INTERFERENCE</p> <ul style="list-style-type: none"> - Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site. <p>450 LASER EQUIPMENT</p> <ul style="list-style-type: none"> - Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions. - Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path. - Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use. 			
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<p>460 POWER ACTUATED FIXING SYSTEMS</p> <ul style="list-style-type: none"> - Use: Not permitted. <p>470 INVASIVE SPECIES</p> <ul style="list-style-type: none"> - General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically. - Duty: Report immediately any suspected invasive species discovered during execution of the Works. <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe eradication or removal. <p style="text-align: center;">PROTECT THE FOLLOWING</p> <p>510 EXISTING SERVICES</p> <ul style="list-style-type: none"> - Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations. - Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners. - Work adjacent to services: <ul style="list-style-type: none"> - Comply with service authority's/ statutory undertaker's recommendations. - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners. - Identifying services: <ul style="list-style-type: none"> - Below ground: Use signboards, giving type and depth; - Overhead: Use headroom markers. - Damage to services: If any results from execution of the Works: <ul style="list-style-type: none"> - Immediately give notice and notify appropriate service authority/ statutory undertaker. - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate. - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability. - Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertaker's recommendations. <p>520 ROADS AND FOOTPATHS</p> <ul style="list-style-type: none"> - Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. - Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner. <p>560 EXISTING FEATURES</p> <ul style="list-style-type: none"> - Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works. 			
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<p>570 EXISTING WORK</p> <ul style="list-style-type: none"> - Protection: Prevent damage to existing work, structures or other property during the course of the work. - Removal: Minimum amount necessary. - Replacement work: To match existing. <p>580 BUILDING INTERIORS</p> <ul style="list-style-type: none"> - Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work. <p>620 ADJOINING PROPERTY</p> <ul style="list-style-type: none"> - Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property. <p>625 ADJOINING PROPERTY RESTRICTIONS</p> <ul style="list-style-type: none"> - Precautions: <ul style="list-style-type: none"> - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. - Pay all charges. - Remove and make good on completion or when directed. - Damage: Bear cost of repairing damage arising from execution of the Works. <p>630 EXISTING STRUCTURES</p> <ul style="list-style-type: none"> - Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. - Supports: During execution of the Works: <ul style="list-style-type: none"> - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works. - Do not remove until new work is strong enough to support existing structure. - Prevent overstressing of completed work when removing supports. - Adjacent structures: Monitor and immediately report excessive movement. - Standard: Comply with BS 5975 and BS EN 12812. <p>640 MATERIALS FOR RECYCLING/ REUSE</p> <ul style="list-style-type: none"> - Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants. - Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed. <p>A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING</p> <p>110 SCOPE</p> <ul style="list-style-type: none"> - General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings. 			
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<p>130 METHOD/ SEQUENCE OF WORK</p> <ul style="list-style-type: none"> - Specific Limitations: Include the following in the programme: <ul style="list-style-type: none"> - Phased sequencing to remove existing floors and install new floors and internal frame - Temporary / supports to maintain structural integrity of the existing structure. <p>140 SCAFFOLDING</p> <ul style="list-style-type: none"> - Scaffolding: Make available to subcontractors and others at all times. <p>170 WORKING HOURS</p> <ul style="list-style-type: none"> - Specific limitations: _____. <p>180 COMPLETION IN SECTIONS OR IN PARTS</p> <ul style="list-style-type: none"> - General: Where the Employer is to take possession of any section or part of the Works and such section or part will, after its possession, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place. - Remainder of the Works: During execution, ensure that completed sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access. <p>A36 FACILITIES/ TEMPORARY WORK/ SERVICES</p> <p>GENERALLY</p> <p>110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES</p> <ul style="list-style-type: none"> - Location: Give notice and details of intended siting. - Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good. <p>ACCOMMODATION</p> <p>210 ROOM FOR MEETINGS</p> <ul style="list-style-type: none"> - Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices. - Furniture and Equipment: Provide table and chairs for 10 people. <p>260 SANITARY ACCOMMODATION</p> <ul style="list-style-type: none"> - Requirement: Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables. 			
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TEMPORARY WORKS			
<p>340 NAME BOARDS/ ADVERTISEMENTS</p> <ul style="list-style-type: none"> - General: Obtain approval, including statutory consents, and provide a temporary name board displaying: <ul style="list-style-type: none"> - Title of project: _____ . - Name of Employer: _____ . - Names of Consultants: _____ . - Names of Contractor and Subcontractors: _____ . - Special requirements: _____ . 			
SERVICES AND FACILITIES			
<p>410 LIGHTING</p> <ul style="list-style-type: none"> - Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation. 			
<p>420 LIGHTING AND POWER</p> <ul style="list-style-type: none"> - Supply: Electricity from the Employer's mains may be used for the Works as follows: <ul style="list-style-type: none"> - Metering: To be recorded at possession and completion. - Point of supply: Incoming meter position / existing distribution board. - Available capacity: Contractor to establish. - Frequency: Contractor to establish. - Phase: Contractor to establish. - Current: Alternating. - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply. 			
<p>430 WATER</p> <ul style="list-style-type: none"> - Supply: The Employer's mains may be used for the Works as follows: <ul style="list-style-type: none"> - Metering: To be recorded at possession and completion. - Source: Incoming water main. - Location of supply point: Incoming meter position / existing stop valve. - Conditions/ Restrictions: None. - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply. 			
<p>440 TELEPHONES</p> <ul style="list-style-type: none"> - Temporary on site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay all charges. - Responses: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly. 			
<p>450 MOBILE TELEPHONES</p> <ul style="list-style-type: none"> - Direct communication: As soon as practicable after the start on site: <ul style="list-style-type: none"> - provide the Contractor's person in charge with a mobile telephone. - pay all charges reasonably incurred. 			

<p>520 USE OF PERMANENT HEATING SYSTEM</p> <ul style="list-style-type: none"> - Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels. - Installation: If used: <ul style="list-style-type: none"> - Take responsibility for operation, maintenance and remedial work. - Arrange supervision by and indemnification of the appropriate Subcontractors. - Pay costs arising. <p>530 BENEFICIAL USE OF INSTALLED SYSTEMS</p> <ul style="list-style-type: none"> - Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning. - Other uses: If permission is given for any other use of a system before the Works are accepted as complete, it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10. <p>540 METER READINGS</p> <ul style="list-style-type: none"> - Charges for service supplies: Where to be apportioned ensure that: <ul style="list-style-type: none"> - Meter readings are taken by relevant authority at possession and/ or completion as appropriate. - Copies of readings are supplied to interested parties. <p>550 THERMOMETERS</p> <ul style="list-style-type: none"> - General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location. <p>570 PERSONAL PROTECTIVE EQUIPMENT</p> <ul style="list-style-type: none"> - General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified: <ul style="list-style-type: none"> - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 5. - High visibility waistcoats to BS EN 471 Class 2. Number required: 5. - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 5. - Disposable respirators to BS EN 149.FFP1S. - Eye protection to BS EN 166. - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2. - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate. <p>A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS</p> <p>GENERALLY</p> <p>110 THE BUILDING MANUAL</p> <ul style="list-style-type: none"> - Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient 			
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<p>and safe operation and maintenance.</p> <ul style="list-style-type: none"> - Scope: <ul style="list-style-type: none"> - Part 1: General: [Content as clause 120]. - Part 2: Fabric: [Content as clause 130]. - Part 3: Services: [Content as clause 140]. - Part 4: The Health and Safety File: [prepared and supplied by the CDM Coordinator]. [Content as clause 150]. - Responsibility: The Building Manual is to be produced by Contractor and must be complete no later than 2 weeks before Completion. - Information provided by others: Details: TBC. - Compilation: <ul style="list-style-type: none"> - Prepare all information for Contractor designed or performance specified work including as-built drawings. - Obtain or prepare all other information to be included in the Manual. - Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized. - Final copies of the Manual: <ul style="list-style-type: none"> - Number of copies: 2. - Format: Hard and electronic on CD. - Latest date for submission: 2 weeks before the date for completion stated in the contract. - As-built drawings and schedules: <ul style="list-style-type: none"> - Number of copies: 2. - Format: Hard and electronic on CD. <p>115 The Health and Safety File</p> <ul style="list-style-type: none"> - Responsibility: Contractor. - Content: Obtain and Provide all necessary building and service information. - Format: Hard and electronic on CD. - Delivery to: CDMC. By (date): Completion . <p>120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL</p> <ul style="list-style-type: none"> - Content: Obtain and provide the following, including all relevant details not included in other parts of the manual: - Index: list the constituent parts of the manual, together with their location in the document. - The Works: <ul style="list-style-type: none"> - Description of the buildings and facilities. - Ownership and tenancy, where relevant. - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations. - The Contract: <ul style="list-style-type: none"> - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers. - Overall design criteria. - Environmental performance requirements. - Relevant authorities, consents and approvals. - Third party certification, such as those made by ‘competent’ persons in accordance with the Building Regulations. - Operational requirements and constraints of a general nature: <ul style="list-style-type: none"> - Maintenance contracts and contractors. - Fire safety strategy for the buildings and the site. Include drawings 		
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	<p>showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.</p> <ul style="list-style-type: none"> - Emergency procedures and contact details in case of emergency. - Other specific requirements: None. <p>- Description and location of other key documents.</p> <p>- Timescale for completion: Before completion.</p>		
<p>130</p>	<p>CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC</p> <ul style="list-style-type: none"> - Content: Obtain and provide the following, including all relevant details not included in other parts of the manual: - Detailed design criteria, including: <ul style="list-style-type: none"> - Floor and roof loadings. - Durability of individual components and elements. - Loading restrictions. - Insulation values. - Fire ratings. - Other relevant performance requirements. - Construction of the building: <ul style="list-style-type: none"> - A detailed description of methods and materials used. - As-built drawings recording the construction, together with an index. - Information and guidance concerning repair, renovation or demolition/ deconstruction. - Periodic building maintenance guide chart. - Inspection reports. - Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components. - Fixtures, fittings and components schedule and index. - Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors. - Test certificates and reports required in the specification or in accordance with legislation, including: <ul style="list-style-type: none"> - Air permeability. - Resistance to passage of sound. - Continuity of insulation. - Electricity and Gas safety. - Timescale for completion: Before completion. 		
<p>140</p>	<p>CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES</p> <ul style="list-style-type: none"> - Content: Obtain and provide the following, including all relevant details not included in other parts of the manual: - Detailed design criteria and description of the systems, including: <ul style="list-style-type: none"> - Services capacity, loadings and restrictions. - Services instructions. - Services log sheets. - Manufacturers' instruction manuals and leaflets index. - Fixtures, fittings and component schedule index. - Detailed description of methods and materials used. - As-built drawings for each system recording the construction, together with an index, including: <ul style="list-style-type: none"> - Diagrammatic drawings indicating principal items of plant, equipment and fittings. - Record drawings showing overall installation. 		

	<ul style="list-style-type: none"> - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings. - Identification of services – a legend for colour coded services. - Product details, including for each item of plant and equipment: <ul style="list-style-type: none"> - Name, address and contact details of the manufacturer. - Catalogue number or reference. - Manufacturer's technical literature, including detailed operating and maintenance instructions. - Information and guidance concerning dismantling, repair, renovation or decommissioning. - Operation: A description of the operation of each system, including: <ul style="list-style-type: none"> - Starting up, operation and shutting down. - Control sequences. - Procedures for seasonal changeover. - Procedures for diagnostics, troubleshooting and faultfinding. - Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors. - Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including: <ul style="list-style-type: none"> - Electrical circuit tests. - Corrosion tests. - Type tests. - Work tests. - Start and commissioning tests. - Equipment settings: Schedules of fixed and variable equipment settings established during commissioning. - Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems. - Lubrication: Schedules of all lubricated items. - Consumables: A list of all consumable items and their source. - Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required. - Emergency procedures for all systems, significant items of plant and equipment. - Annual maintenance summary chart. - Timescale for completion: Before completion. <p>150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE</p> <ul style="list-style-type: none"> - Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including: <ul style="list-style-type: none"> - residual hazards and how they have been dealt with. - hazardous materials used. - information regarding the removal or dismantling of installed plant and equipment. - health and safety information about equipment provided for cleaning or maintaining the structure. - the nature, location and markings of significant services. - information and as-built drawings of the structure, its plant and equipment. - Information prepared by others: Details: TBC. - Timescale for completion: Before completion. - Submit to: CDMC . 			
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<p>151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE</p> <ul style="list-style-type: none"> - Content: Obtain and provide the following: <ul style="list-style-type: none"> - Building services information. - Emergency information. - Energy & environmental strategy. - Water use. - Transport facilities. - Materials & waste policy. - Re-fit/ re-arrangement considerations. - Reporting provision. - Training. - Links & references. - Timescale for completion: Before completion. <p>160 PRESENTATION OF BUILDING MANUAL</p> <ul style="list-style-type: none"> - Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. - Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. - As-built drawings: The main sets may form annexes to the Manual. <p>210 INFORMATION FOR COMMISSIONING OF SERVICES</p> <ul style="list-style-type: none"> - General: Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation. - Time of submission: At commencement of commissioning. <p>220 TRAINING</p> <ul style="list-style-type: none"> - Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual. - Level of training: Operational Use. - Time allowance: Include a minimum of 2 days. <p>230 SPARE PARTS</p> <ul style="list-style-type: none"> - General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations. - Content: Include in the priced schedule for: <ul style="list-style-type: none"> - Manufacturers' current prices, including packaging and delivery to site. - Checking receipts, marking and numbering in accordance with the schedule of spare parts. - Referencing to the plant and equipment list in Part 3 of the Building Manual. - Painting, greasing, etc. and packing to prevent deterioration during storage. - Latest date for submission: 2 weeks before completion. 			
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250	<p>TOOLS</p> <ul style="list-style-type: none"> - General: Provide tools and portable indicating instruments for the operation and maintenance of all services, plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing. - Quantity: Two complete sets. - Time of submission: At completion. 		
A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF			
110	<p>MANAGEMENT AND STAFF</p> <ul style="list-style-type: none"> - Cost significant items: _____ . 		
A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION			
110	<p>SITE ACCOMMODATION</p> <ul style="list-style-type: none"> - Details: Site accommodation required or made/ not made available by the Employer: See section A36. - Cost significant items: _____ . 		
A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES			
110	<p>POWER</p> <ul style="list-style-type: none"> - Cost significant items: _____ . 		
120	<p>LIGHTING</p> <ul style="list-style-type: none"> - Cost significant items: _____ . 		
130	<p>FUELS</p> <ul style="list-style-type: none"> - Cost significant items: _____ . 		
140	<p>WATER</p> <ul style="list-style-type: none"> - Cost significant items: _____ . 		
150	<p>TELEPHONE AND ADMINISTRATION</p> <ul style="list-style-type: none"> - Cost significant items: _____ . 		
160	<p>SAFETY, HEALTH AND WELFARE</p> <ul style="list-style-type: none"> - See clause A34/210. - Cost significant items: _____ . 		
170	<p>STORAGE OF MATERIALS</p> <ul style="list-style-type: none"> - Cost significant items: _____ . 		
180	<p>RUBBISH DISPOSAL</p> <ul style="list-style-type: none"> - See clause A34/430. - Cost significant items: _____ . 		

<p>190 CLEANING - See clause A33/710. - Cost significant items: _____ .</p> <p>200 DRYING OUT - See clause A34/410. - Cost significant items: _____ .</p> <p>210 PROTECTION OF WORK IN SECTIONS - Cost significant items: _____ .</p> <p>220 SECURITY - See clause A34/150. - Cost significant items: _____ .</p> <p>230 MAINTAIN PUBLIC AND PRIVATE ROADS - See clause A34/520. - Cost significant items: _____ .</p> <p>240 SMALL PLANT AND TOOLS - Cost significant items: _____ .</p> <p>250 OTHERS - _____ . - Cost significant items: _____ .</p> <p>300 GENERAL ATTENDANCE ON NOMINATED SUBCONTRACTORS - See section A51. - Cost significant items: _____ .</p> <p>310 ADDITIONAL SERVICES AND FACILITIES ITEMS - Heading: _____ . - Cost significant items: _____ .</p> <p>A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT</p> <p>110 CRANES - Cost significant items: _____ .</p> <p>120 HOISTS - Cost significant items: _____ .</p> <p>130 PERSONNEL TRANSPORT - Cost significant items: _____ .</p> <p>140 TRANSPORT - Cost significant items: _____ .</p> <p>150 EARTHMOVING PLANT - Cost significant items: _____ .</p>			
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160	CONCRETE PLANT - Cost significant items: _____ .		
170	PILING PLANT - Cost significant items: _____ .		
180	PAVING AND SURFACING PLANT - Cost significant items: _____ .		
200	ADDITIONAL MECHANICAL PLANT - Cost significant items: _____ .		
A44	CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS		
110	TEMPORARY WORKS - Details: Temporary works required or made/ not made available by the Employer: See section A36. - Cost significant items: _____ .		
110	TEMPORARY ROADS - Cost significant items: _____ .		
120	TEMPORARY WALKWAYS - Cost significant items: _____ .		
130	ACCESS SCAFFOLDING - Cost significant items: _____ .		
140	SUPPORT SCAFFOLDING AND PROPPING - Cost significant items: _____ .		
150	HOARDINGS, FANS, FENCING, ETC. - Cost significant items: _____ .		
160	HARDSTANDING - Cost significant items: _____ .		
170	TRAFFIC REGULATIONS - Cost significant items: _____ .		
200	ADDITIONAL TEMPORARY WORKS - Cost significant items: _____ .		

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER			
110 WORK BY/ ON BEHALF OF EMPLOYER			
<ul style="list-style-type: none"> - Title: _____. - Description of work: _____. - Carried out by: _____. - Attendance: Allow for the following additional to those reasonably required by the conditions of contract: _____. 			
120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER			
<ul style="list-style-type: none"> - General: Details of such products are given in the work sections, for fixing by the Contractor. Use for no other purpose than the Works. - Handling: Accept delivery, check against receipts and take into appropriate storage. - Surplus products: Keep safe and obtain instructions. 			
A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS			
120 WORK BY STATUTORY UNDERTAKERS			
<ul style="list-style-type: none"> - Item: Relocate incoming gas service. - Description of work: Alter incoming service and meter to suit housing in external wall. - Provisional Sum: Include: £1,000 - Add for Contractors profit and overheads _____% - Allow for general attendance. 		1,000	00
A54 PROVISIONAL WORK/ ITEMS			
110 PROVISIONAL SUMS FOR DEFINED WORK			
<ul style="list-style-type: none"> - Refer to Provisional Sum list in Contract Sum Analysis 			
A55 DAYWORKS			
150 DAYWORK CHARGES			
<ul style="list-style-type: none"> - General: Where an instruction is issued requiring a variation which is not of a similar character or executed under similar conditions to work included in the Contract and where work cannot properly be measured and valued, the Contractor shall be allowed payment on a daywork basis at the following rates: <ul style="list-style-type: none"> - RICS/ Construction Confederation: Prime cost of labour: The sum of £1,000.00. - Percentage adjustment to cover incidental costs, overheads and profit: _____ %. - Prime cost of materials and goods: The sum of £ 500.00. - Percentage adjustment to cover incidental costs, overheads and profit: _____ %. - Prime cost of plant: The sum of £500.00. - Percentage adjustment to cover incidental costs, overheads and profit: _____ %. 		1,000	00
		500	00
		500	00

- RICS/ Electrical Contractors' Association: Prime cost of labour: The sum of £1,000.00.	1,000	00
- Percentage adjustment to cover incidental costs, overheads and profit: _____ %.		
- Prime cost of materials and goods: The sum of £500.00.	500	00
- Percentage adjustment to cover incidental costs, overheads and profit: _____ %		
- Prime cost of plant: The sum of £500.00.	500	00
- Percentage adjustment to cover incidental costs, overheads and profit: _____ %.		
- RICS/ National Association of Plumbing, Heating and Mechanical Services contractors: Prime cost of labour: The Sum of £1,000.00	1,000	00
- Percentage adjustment to cover incidental costs, overheads and profit: _____ %.		
- Prime cost of materials and goods: The Sum of £500.00.	500	00
- Percentage adjustment to cover incidental costs, overheads and profit: _____ %.		
- Prime cost of plant: The Sum of £500.00.	500	00
- Percentage adjustment to cover incidental costs, overheads and profit: _____ %.		

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SECTION NR 3

PROJECT BRIEF/OUTLINE SPECIFICATION

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1.0 SITE INFORMATION

1.1 Location

1.1.1 The Valleys Family Church is located in the Tabor Chapel on Davies Street, Brynmawr

1.2 Ground Conditions

1.2.1 A site investigation has been undertaken, the contractor is required to satisfy himself of the ground conditions when designing the underpinning and piling.

1.3 Access

1.3.1 Any parking must be organised so as to not cause an obstruction to passing vehicles or adjacent residential properties.

1.3.2 There are pedestrian access routes to the front and side of the church.

1.4 Surface and Foul Water Drainage

1.4.1 The proposed drainage connections are to link to the existing system and it is the contractor's responsibility to satisfy himself of the adequacy of proposals.

1.5 Services Generally

1.5.1 The Contractor should make direct contact with all relevant undertakings to ascertain the accurate location and depth of all existing services.

2.0 BUILDING BRIEF REQUIREMENTS

2.1 The Project Generally

- 2.1.1 This brief has been prepared to assist Contractors in providing acceptable designs and proposals. The brief will be adjusted to incorporate any agreed changes and will form part of the contract.
- 2.1.2 The scheme comprises alteration works to redevelop the ground floor main hall and upper balcony level to form new multi-functional areas, new stage with integral baptistry, Installation of new mechanical, electrical and specialist installations, new toilet facilities and offices. Refurbishment and extension of the side hall will accommodate the main toilets and creation of a kitchen and café.

2.2 Outline Building Requirements

- 2.2.1 The accommodation is as shown on the drawings included as a part of the Employer's Requirements.

2.3 Layout and Appearance requirements

- 2.3.1 The building design should have high standards of design, detailing and construction.

2.4 Performance Requirements

- 2.4.1 The design shall conform with, or be better than the minimum performance standards described in this document. The Contractor shall offer a specification that is compatible with, and not less than the standard described in this document.
- 2.4.2 The Contractor shall ensure that the Works are fit for their intended use and the attendant wear and tear inherent in this use. All proprietary products shall be used in accordance with the manufacturers' recommendations and specifications
- 2.4.3 The construction specification shall comply with all relevant current British Standards and Codes of Practice or their European equivalents, including the following requirements in particular: -
- A. BS 476 Fire tested on building materials and structures
 - B. BS 5306 Fire fighting installation and equipment
 - C. BS 5493 Code of practice for protective coating of iron and steel
 - D. BS 5572 Code of practice - Sanitary pipework
 - E. BS 5588 Fire precautions
 - F. BS 5750 Quality systems
 - G. BS 5810 Code of practice for access for the disabled to buildings
 - H. BS 5839 Fire detection and fire alarm systems
 - I. BS 5950 Structural steelwork
 - J. BS 6399 Loading for buildings
 - K. BS 6465 Code of practice - Sanitary installations
 - L. BS 7671 Requirements for electrical installations
 - M. BS 8000 Workmanship on building sites
 - N. BS 8004 Code of practice for foundations

- O. BS 8110 Structural concrete
- P. BS 8233 Sound insulation and noise reduction for buildings
- Q. BS 8300 Design of buildings and their approaches to meet the needs of disabled people.
- R. BS EN 12056 Gravity drainage systems inside buildings
- S. CIBSE Publications and guidelines
- T. BSRIA Publications
- U. Local Electricity Supply Authority Regulations
- V. Water Regulations including local requirements
- W. Gas Regulations
- X. Proprietary products are to be used and installed in accordance with manufacturers recommendations

2.5 Statutory Approvals and Requirements

- 2.5.1 The Contractor shall be entirely responsible, at all stages, for ensuring that his detailed proposals will conform with the current Building Regulations. Where the Tender Documents call for standards higher than those indicated in the Building Regulations, those standards shall be followed. It will be the contractor's responsibility to obtain all necessary statutory approvals in this respect.
- 2.5.2 The Contractor must ensure that the development complies with all other statutory regulations including:
- Building Regulations 2000 and as currently amended and Local Acts, By-laws and fire legislation
 - BS 5810 Code of practice for access for the disabled to buildings
 - Health & Safety Regulations/Factories Acts.
 - Rules of the Fire Officers Committee.
 - Environmental Regulations.
 - Services installations shall be designed to the standards required by the National Engineering Specification (NES) or other equal and equivalent standard specification (e.g. CLAW, PSA/DWS etc) and any other pertinent regulation.

2.6 Durability

- 2.6.1 The design life for the major structural components and for the main elements of the building fabric shall be 60 years unless stated differently elsewhere. Where the achievement of the stated design life is subject to a regular maintenance programme, this must be clearly stated and the programme clearly described in the Building Manual described elsewhere.

- 2.6.2 The design life of the building shall be: -

Sixty years for the main elements of the structure, including floor slabs and the masonry elements and primary steelwork.

Design life will be subject to the relevant British Standard and compliance with a regular maintenance schedule to be stated in the Operation and Maintenance Manuals required for the completion documentation.

The life to first maintenance shall be demonstrated with reference to the relevant British Standard or product publication.

- 2.6.3 Notwithstanding any requirements stated elsewhere, it is a particular requirement that the following minimum protective measures are taken on certain structural materials so as to enable them to at least meet the design life required – 15 years to first maintenance.

Steel - Structural steelwork shall be protected against corrosion in accordance with BS 5493 (Protective coating of iron and steel) for hot rolled sections.

2.7 Materials

- 2.7.1 All materials and workmanship shall be fit in all respects for the purpose for which they are intended, all as stated in the current Approved Building Regulations Documents.

- 2.7.2 The minimum acceptable standard shall be that all materials and workmanship shall conform with, or are better than, the relevant current British Standard or British Standard Code of Practice. Where a current British Standard does not cover materials, they shall either have an Agreement Certificate or have been tested and certified by a recognised authority and the Contractor shall submit these for agreement.

2.8 Access and Facilities for the Disabled

- 2.8.1 The design of the building should include for all the requirements for access facilities for the disabled, as required by Part M of the current Building Regulations.

2.9 Fire Precautions

- 2.9.1 The Contractor must obtain a report from the Fire Officer that demonstrates compliance with the Fire Precautions Act 1971 and all legislation as stated in the current Approved Building Regulations Documents.

- 2.9.2 The installation of all emergency signs, emergency lighting, door closers, vision panels, fire alarm etc are to be incorporated into the scheme, and the cost must be included within the Tender. Signage shall be dual language in Welsh and English and must take account of the Disability Discrimination Act.

2.10 Hazardous and deleterious materials

- 2.10.1 No materials or substances shall be specified or used that are known to be deleterious at the time of use or may become in the future by way of its application, including but not limited to materials and substances referred to by the Building Research Establishment as being hazardous to health and safety or to the durability of the property. Also substances that are not in accordance with British Standards and Codes of Practice or their European equivalents.

2.11 Maintenance

- 2.11.1 Preference will be given to materials and components that are durable and proven to be of low maintenance cost.

3.0 SPECIFICATION

3.1 Layouts

3.1.1 Demolish The layout of the facility is to be as the General arrangement drawings accompanying the Employer's Requirements

3.2 Specification

3.2.1 Outline specification for building works (Rev 2) dated 24th December 2013

3.3 General Items

3.3.1 Building Regulation Fees and application

3.3.2 Design fees and charges as necessary

SECTION NR 4

TENDER SUBMISSION AND
CONTRACTOR'S PROPOSALS

1.00 GENERALLY

- 1.01 CONTRACTOR'S PROPOSALS: The documents provided by the Contractor will constitute the 'Contractor's Proposals' referred to in the Conditions of Contract.
- 1.02 FURTHER INFORMATION SUPPLIED BY CONTRACTOR: The Contractor may also supply further details in addition to the basic requirements listed. However, the specification must not be of a lower standard than described in the Employer's Requirements.

2.00 DOCUMENTS REQUIRED AT TENDER SUBMISSION STAGE

- 2.01 DRAWINGS: The Contractor must submit drawings in sufficient detail to identify the basic construction, spatial arrangements, materials, colours and general appearance when submitting his tender for the Works for the purpose of preliminary tender evaluation by the Employer. Any variations from the Employer's Requirements shall be stated. Details of the following must be provided with the tender:
- Contractors compound requirements.
- 2.02 FORM OF TENDER: Completed Form of Tender on the pro-forma included with the tender documentation (refer to Appendix 'F' of the Employer's Requirements).
- 2.03 CONTRACT SUM ANALYSIS: The Contractor must provide an itemised breakdown of his tender price on the pro-forma included in the tender documentation (refer to Appendix 'A' of the Employer's Requirements).
- 2.04 CERTIFICATE OF NON-COLLUSION: The Contractor must provide a Certificate of Non-collusion on the pro-forma included in the tender documentation (refer to Appendix 'E' of the Employer's Requirements).
- 2.05 SPECIFICATION: The Contractor shall provide a full specification relative to the offered design and proposed Works. Any variation to the Employer's specification must be highlighted. Technical information and a statement regarding quality control resources are also to be provided as clauses A30/530 and 540 of Section Nr 2 of the Employer's Requirements. Details of the following must be provided with the tender:
- Proposed baptistery construction, cover panel design and waterproof lining solution
 - Proposed polyester powder coated staircase and glass balustrading
 - Proposed details of aluminium door screen, disabled access buttons and automatic door gear
 - Folding / Sliding partitions
 - WC cubicles
 - Proposed CCTV systems, Security Systems, Fire Alarm Systems and Door Voice Entry Systems
- 2.06 DRAFT PROPOSED PROGRAMME OF WORKS: The Contractor shall provide a draft proposed programme for the Works. The programme must include proposed Contractor's lead in time and main elements of work within the construction period.
- 2.07 BUILDING REGULATIONS: The Contractor is to confirm that he has consulted with Building Control as clause A13/160 of Section Nr 2 of the Employer's Requirements.

-
- 2.08 COLLATERAL WARRANTY AGREEMENTS: Confirmation must be given that the Contractors Design Team Consultants and Subcontractors responsible for significant design elements are willing and able to enter into standard BPF Collateral Warranty: COWA/P&T Purchaser & Tenant (3ed, 2005) to the same PI levels as defined in the main contract conditions.
 - 2.10 HEALTH AND SAFETY: The Contractor must confirm that his tender includes for the cost of meeting all Health and Safety requirements including compliance with the Construction (Design and Management) Regulations 2007. The Contractor must indicate his ability to be the Principal Contractor and also that his Design Team are competent and able to comply with the Regulations as stated elsewhere. The Contractor is also required to name the competent person or organisation that provides his advice at this stage. The Contractor is also to provide all information required by clauses A12/240 and A30/550 of Section Nr 2 of the Employer's Requirements.
 - 2.11 Provide evidence that the contractor meets the standards set out in Appendix 4 of Managing Health and Safety in Construction L144 Approved Code of Practice.
 - 2.12 DEVELOP OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN as clause A30/570 of the Section Nr 2 of the Employer's Requirements
 - 2.13 Confirmation of undertaking to complete full Construction Phase Health and Safety Plan prior to commencement on site
 - 2.14 TENDER STAGE METHOD STATEMENT as clause A30/500 of Section Nr 2 of the Employer's Requirements
 - 2.15 Confirmation of design life of all elements including details of all related warranties.
 - 2.16 DELETERIOUS MATERIALS: Confirmation must be given that deleterious materials do not form part of the Contractor's proposals.
 - 2.17 Provide details of the Contractor's proposed management and design teams giving relevant experience and where possible curriculum vitae's.
 - 2.18 CASHFLOW : Provide an itemised projected cash flow expenditure for the project including costs likely to be incurred between award and start on site.
 - 2.19 Details of preliminaries provisions and facilities, in particular site accommodation, temporary protection and fencing, compounds and workforce car parking.
 - 2.20 Details of policies for insurances (including those against negligent design)
 - 2.21 Substitute products as Section Nr 2 item A31/200 (if applicable)

3.00 DOCUMENTS REQUIRED IN SUPPORT OF TENDER AT POST TENDER SUBMISSION STAGE

- 3.01 **GENERALLY:** The Contractor shall provide further drawings, documents and tender breakdowns in support of his tender, within one week of a written request from the EA.
- 3.02 **DRAWINGS:** The Contractor shall provide fully dimensioned, full design constructional plans, sections, services connections and interfacing with existing, drainage layouts, plan drawings indicating levels and setting-out etc.
- 3.03 Specifications relating to all aspects of the Works.
- 3.04 **AGREEMENTS:** The Contractor is to provide Collateral Warranty Agreements for any subcontractors that have any significant design responsible or designers.
- 3.05 **PROOF OF EVIDENCE** of existence of existing insurance's.
- 3.06 **MASTER PROGRAMME OF THE WORKS** as clause A32/210 of Section Nr 2 of the Employer's Requirements. Programme to identify information required from the Employer and his Design Team together with critical dates to meet the contractor's programme.

4.00 DOCUMENTS/DETAILS REQUIRED DURING THE CONSTRUCTION STAGE

- 4.01 **DOCUMENTS/DETAILS:** Where the Contractor proposes to incorporate changes to his original tender proposals full details are to be provided to the EA prior to the work being undertaken.
- 4.02 When the Employer requests a variation of this work a quotation is to be provided within 7 days of the instruction issue. If the variation will cause either disruption or affect the programme then this must be stated by the Contractor when the quotation is provided and the quotation shall include the costs of all disruption and prolongation.
- 4.03 The Contractor must make available for inspection by the EA copies of all materials and test certificates as construction is undertaken.
- 4.04 The Contractor will be expected to provide on a weekly basis daily reports on progress, work undertaken, labour and plant resources and prevailing weather conditions and their affects on progress.
- 4.05 **BUILDING MANUAL AND HEALTH AND SAFETY FILE** together with as built drawings as clauses A37/110, 115, 155 and 160 of Section Nr 2 of the Employer's Requirements.

APPENDICES

APPENDIX A
CONTRACT SUM ANALYSIS

Item Ref	Item description	Qty	Unit	Rate	Amount
	<u>Summary</u>				
	Provisional Sums				167,970.00
	General Site Costs & Demolitions				-
	Substructures				-
	Roof				-
	External Walls				-
	Upper floors				-
	Windows and Doors				-
	Internal Walls				-
	Wall, Floor & Ceiling Finishes				-
	Decorations				-
	Fittings and Equipment				-
	Mechanical Installations				-
	Electrical Installations				-
	Drainage & External Works				-
	<u>Generally :</u>				
	The schedule of work itemises the individual elements of work required to be carried out to the property. The quantities cannot be fully relied upon and the Contractor should satisfy himself that all works are included in the tender.				
	The Contractor is to fully ascertain the scope of the works and include all incidental costs and labours as necessary to complete the works, whether specifically mentioned or not.				
	Total (excluding VAT)				167,970.00
	VAT Zero rated works Reduce rated works				
	Total (including VAT)				167,970.00

Item Ref	Item description	Qty	Unit	Rate	Amount
	<u>Provisional Sums</u>				
	Incoming service issues - gas supply/housing	1	Item		1,500.00
	Add Profit & Overheads		%		-
	Damp injection / Timber Treatment	1	Item		2,000.00
	Add Profit & Overheads		%		-
	Asbestos removal	1	Item		500.00
	Add Profit & Overheads		%		-
	Repairs to structural cracking	1	Item		1,500.00
	Add Profit & Overheads		%		-
	Coffee machine, soup kettle and cake displays	1	Item		5,000.00
	Add Profit & Overheads		%		-
	Tip up seating to raised areas in hall; 11 seats (2nr)	1	Item		2,000.00
	Add Profit & Overheads		%		-
	Seats (176nr)	1	Item		13,000.00
	Add Profit & Overheads		%		-
	Sound & Light desk	1	Item		8,000.00
	Add Profit & Overheads		%		-
	Display monitors (10nr)	1	Item		2,000.00
	Add Profit & Overheads		%		-
	External painted signage - illuminated to front and side	1	Item		1,000.00
	Add Profit & Overheads		%		-
	Internal signage	1	Item		400.00
	Add Profit & Overheads		%		-
	Stage gantry	1	Item		2,000.00
	Add Profit & Overheads		%		-
	Power and control lighting to stage gantry	1	Item		10,000.00
	Add Profit & Overheads		%		-
	Tables (18nr)	1	Item		4,000.00
	Add Profit & Overheads		%		-
	Café / Lower hall chairs (93nr)	1	Item		4,500.00
	Add Profit & Overheads		%		-
	Sofas (3nr)	1	Item		1,200.00
	Add Profit & Overheads		%		-
	Phone handsets (4nr)	1	Item		120.00
	Add Profit & Overheads		%		-
	Photovoltaic panels (30KW on both sides of main roof)	1	Item		38,000.00
	Add Profit & Overheads		%		-
	External tables to rear yard	1	Item		750.00
	Add Profit & Overheads		%		-
	CCTV survey and repairs to existing drainage	1	Item		500.00
	Add Profit & Overheads		%		-
	Contingency				70,000.00
				Total (excluding VAT)	167,970.00

Item Ref	Item description	Qty	Unit	Rate	Amount
<u>General items</u>					
Preliminaries					
A	Contractors Pre-commencement Costs (July to December)	1	item		-
B	Contractors Preliminary costs (Section 2)	1	item		-
C	Building Regulation fees	1	item		-
D	Structural design fees	1	item		-
E	M & E design fees	1	item		-
<u>Demolitions</u>					
F	Remove window/door and dispose	17	nr		-
G	Demolish internal walls; dispose	140	m2		-
H	Remove ceilings;dispose	274	m2		-
I	Take up floor finishes; dispose	100	m2		-
J	Enlarge window opening for hatch/doorway	2	nr		-
K	Removed stage and steps; dispose	9	m2		-
L	Remove staircase	2	nr		-
M	Form opening in external wall; insert lintels; make good	5	nr		-
N	Remove balcony parapet	1	Item		-
O	Remove loose wall plaster; dispose	109	m2		-
P	Remove kitchen fittings	1	Item		-
Q	Remove sanitary fittings	1	Item		-
R	Isolate and remove electrical installations	1	Item		-
S	Isolate and remove mechanical installations	1	Item		-
T	Remove waistcoat panelling; dispose; make good	1	Item		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
<u>Substructures</u>					
A	Excavate to reduce levels and trenches	18	m3		-
B	Compact ground	24	m2		-
C	Disposal of excavated material off site	37	m3		-
D	1200 gauge damp proof membrane	258	m2		-
E	C30 Concrete strip foundations and bed	6	m3		-
F	215 blockwork wall	6	m2		-
G	Type 1 sub-base backfill to excavations	18	m3		-
H	25mm sand layer	24	m2		-
I	120mm floor insulation	258	m2		-
J	25mm insulation to perimeter	89	m		-
K	80mm reinforced screed	258	m2		-
L	Take up existing floor boards; dispose	258	m2		-
M	Take up existing floor joists; dispose	258	m2		-
N	Remove structural floor beams	1	Item		-
O	Reduce height of brick piers; dispose	12	nr		-
P	Prepare existing wall shelf to receive beam ends	74	m		-
Q	Beam and block floor	234	m2		-
R	DPM separating membrane	234	m2		-
S	A98 mesh	234	m2		-
T	Radon sump and ducting	1	Item		-
U	Formed slab for lift pit; 500 thick; 2 layers mesh	4	m2		-
V	Cut back flooring for piling	24	nr		-
W	Piles	24	nr		-
X	Ground beams including reinforcement	63	m		-
				c/fwd	-

Item Ref	Item description	Qty	Unit	Rate	Amount
				b/fwd	-
A	Holding down bolt assemblies	18	nr		-
B	Columns to basement	34	m		-
C	Steel beams to underside of GF	64	m		-
D	Intumescent coating to beams	92	m		-
E	Dewatering during underpinning and basement construction	1	Item		-
F	Underpinning to existing structure	7	m		-
G	Excavate for basement	19	m3		-
H	Formwork to walls	35	m2		-
I	Concrete to walls	6	m3		-
J	Tanking	10	m2		-
K	Reinforcement	1	t		-
L	Concrete to base slab	6	m3		-
M	Reinforcement mesh; A393	44	m2		-
N	Extra for steps formwork & concrete	1	Item		-
O	Aerofil filler and sealant joint	12	m		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
	Roof				
A	Remove verge fascia, extend roof tiles over verge and verge /soffit	17	m		-
B	Remove and replace guttering - main building	32	m		-
C	Remove and replace downpipes - main building	43	m		-
D	Remove and replace fascia and soffits - main building (10%)	6	m		-
E	Redecorate fascia & soffit - all buildings	62	m		-
F	Replace lead box gutter	20	m		-
G	Timber adjustments to roof structure for forming office	1	Item		-
H	Check and repair roofing	1	Item		-
I	Velux rooflights	2	nr		-
J	300mm roof insulation	178	m2		-
K	75mm solid insulation between rafters; 25mm below rafters to side hall roof	88	m2		-
M	Strip roof	70	m2		-
N	Remove roof structure	65	m2		-
O	New flat roof structure and decking	65	m2		-
P	Single ply roof finish; edges and abutments	65	m2		-
Q	Build up rear external wall	10	m2		-
R	Steel beams to roof	14	m		-
				Total	-

Item Ref	Item description	Qty	Unit	Rate	Amount
	<u>External Walls</u>				
A	215mm blockwork skins	6	m2		-
B	Forming cavity 100mm thick	3	m2		-
C	Kooltherm K8 insulation; 50 thick	3	m2		-
D	Form recess for gas meter housing	1	Item		-
E	Cut drip in stone cills	24	nr		-
F	Hack off render; apply eml and waterproof re-render to rear and side elevations	453	m2		-
G	Reveals	72	m		-
H	Redecorate all elevations; Keim Soldalit	628	m2		-
				Total	-

Item Ref	Item description	Qty	Unit	Rate	Amount
Upper Floors					
A	Remove upper floor structure and tiered boarding; dispose	125	m2		-
B	Remove ceiling joist structure; insert propping	75	m2		-
C	Prepare existing wall shelf to receive beam ends	76	m		-
D	Beam and block floor	178	m2		-
E	DPM separating membrane	178	m2		-
F	A98 mesh	178	m2		-
G	80mm reinforced screed	178	m2		-
H	Form baptistery and steps	1	Item		-
I	Support structure to baptistery - see steelwork	1	item		-
J	Waterproof lining	14	m2		-
K	Form stage	26	m2		-
L	Steps up to stage	2	nr		-
M	Cover to baptistery	4	m2		-
N	Steel support beams	1	Item		-
O	225 x 50 C24 timber joists	225	m		-
P	Timber joists bearers	52	m		-
Q	25mm chipboard decking	75	m2		-
R	Hangers, clips & nails	1	Item		-
S	PPC steel staircase with concrete infill to lobby	1	Item		-
T	Balustrading with glass infill	1	Item		-
U	Timber staircase to fire exit	1	Item		-
V	Balustrading/handrail	1	Item		-
W	Steps to FF office	1	Item		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
<u>Windows & Doors</u>					
A	PPC aluminium single door; frame; ironmongery	1	nr		-
B	PPC aluminium door and half; FE door; frame; ironmongery	2	nr		-
C	PPC aluminium glazed screen; 2615 x 2657; automatic slider door; frame; ironmongery; disabled push buttons/remote	1	nr		-
D	Overhaul existing window	18	nr		-
E	Reglaze windows W10 & W11	2	nr		-
F	New internal door, lining, architraves and ironmongery	13	nr		-
G	New internal door with vision panel, lining, architraves and ironmongery	10	nr		-
H	New internal double door, lining, architraves and ironmongery	4	nr		-
I	New internal double door with vision panel, lining, architraves and ironmongery	1	nr		-
J	Remove window boards and replace	40	m		-
K	UPVC window; 1200 x 2000;	3	nr		-
L	UPVC window; 1200 x 2500; arched insulated panel	5	nr		-
M	New timber external door, frame and ironmongery	2	nr		-
N	Serving hatch (H01); frame; ironmongery	1	nr		-
O	Serving hatch (H02); frame; ironmongery	1	nr		-
P	Shelves to kitchen hatch	2	nr		-
Q	Security bars to window	1	nr		-
R	Boxing to electrical cupboard	1	nr		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
<u>Internal Walls</u>					
A	100mm concrete blockwork skins	18	m2		-
B	Stud partition; 2 layers plasterboard b/s; 25mm insulation	124	m		-
C	100mm concrete blockwork skins infilling openings	10	m2		-
D	Half hour fire resisting glazed vision panel; 1100 x 1100	2	nr		-
E	Folding / Sliding Partitions; 2208 x 2700; RW 52dB; including supports	1	nr		-
F	Folding / Sliding Partitions; 3067 x 2700; RW 52dB; including supports	1	nr		-
G	Folding / Sliding Partitions; 5000 x 2700; RW 52dB; including supports	1	nr		-
H	Columns to Ground floor	65	m		-
I	Steel beams to underside of FF	149	m		-
J	Fixings/bracing to existing external walls	1	Item		-
K	Helifix cementie to bowed wall	28	nr		-
L	Padstones built in	17	nr		-
M	WC cubicles; 5nr	1	Item		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
<u>Wall Finishes</u>					
A	Dub out walls	147	m2		-
B	13mm two coat plaster to new block and existing walls	225	m2		-
C	Corner protectors	12	nr		-
D	Plain white wall tiling to all walls in toilets	150	m2		-
E	Acrovyn hydroclad to kitchen area	18	m2		-
F	Insulated lining to external walls of main hall	260	m2		-
G	Insulated reveals	32	m		-
H	Plasterboard casing to soil stacks	8	m		-
<u>Floor Finishes</u>					
I	Vinyl coved / painted softwood skirting	398	m		-
J	Heavy duty carpet	285	m2		-
K	Extra for risers	67	m		-
L	Vinyl sheeting	167	m2		-
M	Slip resistant heavy duty vinyl	58	m2		-
N	Anti dust sealer to concrete steps	2	m2		-
O	Matwell	3	m2		-
P	Nosings	67	nr		-
<u>Ceiling Finishes</u>					
Q	Ceiling structure and decking to first floor	32	m2		-
R	New plasterboard ceilings	148	m2		-
S	Suspended ceiling	227	m2		-
T	Window bulkheads	13	nr		-
U	Fire cladding to steel beams and columns	132	m		-
V	Access hatch to main hall ceiling	1	nr		-
W	Access ladders	2	nr		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
<u>Decorations</u>					
A	Emulsion walls; one mist coat and two full coats	#####	m2		-
B	Emulsion ceilings; one mist coat and two full coats	161	m2		-
C	One undercoat and two coats stain; door linings and architraves; n.e 300 girth (28nr)	140	m		-
D	Prepare and apply fire retardant finish to existing ceiling	178	m2		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
	<u>Fittings</u>				
A	Urinals	3	nr		-
B	Tea point	1	nr		-
C	Kitchen sink with stainless steel base stand	2	nr		-
D	Kitchen whb	1	nr		-
E	WHB's	8	nr		-
F	WC's	9	nr		-
G	Doc M Pack	2	nr		-
H	Kitchen equipment inc utensils - as ACE quotation	1	Item		-
I	Extract systems - as ACE quotation	1	Item		-
J	PA system - speakers	1	Item		-
K	Sky TV dish and decoder linked to control desk	1	Item		-
L	Power operated screen and projector on main hall	1	Item		-
M	Toilet accessories	1	Item		-
				Total	-

Item Ref	Item description	Qty	Unit	Rate	Amount
<u>Mechanical</u>					
A	Lift	1	nr		-
B	New boiler / heating system	1	Item		-
C	(PROVISIONAL)	38	nr		-
D	Hot & cold to supplies to sanitaryware, kitchen and baptistry	1	Item		-
E	Wastes from fittings	32	nr		-
F	Gas Supplies to cooker and boiler	1	Item		-
G	Soil stack with AAV	2	nr		-
H	Mechanical ventilation unit to lower Hall	1	Item		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
<u>Electrical</u>					
A	Lights and emergency fittings	1	Item		-
B	New distribution boards	1	Item		-
C	Light switches	1	Item		-
D	CCTV system; 10nr cameras; monitors and recording	1	Item		-
E	Security alarm system	1	Item		-
F	Fire alarmsystem/Smoke/Heat detection system	1	Item		-
G	Disabled alarms	1	Item		-
H	Double power sockets	1	Item		-
I	Fused spur for fittings	1	Item		-
J	BT outlet point	1	Item		-
K	Test certificate	1	Item		-
L	External light and PIR (assumed)	6	nr		-
M	3 phase supply to lift and PA/lighting system	2	nr		-
N	Extract fan and ducting; external louvre to toilets	7	nr		-
O	Wifi router and repeaters	1	Item		-
P	Emergency exit signs	10	nr		-
Q	Door bell/Voice entry system; 1nr call point, 3 receiver points	1	nr		-
R	Hand dryers and fused spur	5	nr		-
S	Hearing induction loops	1	Item		-
T	AV / IT installations - allow	1	nr		-
Total					-

Item Ref	Item description	Qty	Unit	Rate	Amount
	<u>Drainage</u>				
A	Excavate trenches for pipes n.e. 200; 1m deep	3	m		-
B	110mm dia pvc pipework	3	m		-
C	Concrete surrounds	3	m		-
D	Break through foundation and wall	1	nr		-
E	Joint to existing manhole	1	nr		-
F	Vertical pipework	2	m		-
G	Underslung drainage	22	m		-
H	Rest bend with rodding access	4	nr		-
	<u>Externals</u>				
J	Repair/replace railings; repaint	11	m		-
K	Repair / redecorate entrance gates	1	nr		-
L	Repointing stone/brickwork walls	1	Item		-
M	Redecorate copings and piers	1	Item		-
N	Rebuild external staircase	1	Item		-
O	Resurface yard; scrape back, geotextile, gravel	70	m2		-
P	Raise manhole cover and frame	2	nr		-
Q	Pathway to Davies Street	20	m		-
R	Hack off and re-render rear of boundary wall	12	m2		-
S	New gate and screen to courtyard with panic hardware	1	Item		-
T	Panic hardware to existing gate	1	Item		-
U	Patch repair render	20	m2		-
V	Two coats masonry paint to courtyard	33	m2		-
W	Clean down brickwork	15	m2		-
X	New paving to front forecourt	25	m2		-
Y	Cycle racks to forecourt	4	nr		-
				Total	-

APPENDIX B

PROJECT INFORMATION

Existing Building Information

Ground Investigation Information
Asbestos Survey Report
Damp proofing and Timber Treatment Report

Proposed Requirements

Specification for Building Works – Revision 3

74/10K – Ground Floor Plan as Proposed
74/11K – First Floor Plan as Proposed & Sections
74/12D – Plan & Sections showing Baptistry
74/13F – Lower Ground Undercroft Plan
74/17B – Detail Section EE
74/18A – Detail Section FF
74/36B – Elevation Sheet 4
74/19B – Fire Strategy Plans

1309-200C – Proposed Foundation Plan
1309-201B – Proposed First Floor Steelwork
1309-202B – Proposed Foundation Sections
1309-203B – Proposed Foundation Sections
1309-204C – Proposed First Floor Sections
1309-205B – Proposed Piling Scheme
1309-206A – Proposed Piling Scheme Section A-A
1309-207 – Proposed Piling & Basement Slab
1309-208 – Proposed Stair Sections B-B & C-C

APPENDIX D

PROPOSED LIST OF DESIGNERS

List of Designers whom the Main Contractor proposes to appoint to carry out design of the Works.

Discipline	Name of Company	Address
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APPENDIX D

PROPOSED LIST OF SUB-CONTRACTORS

List of Sub-contractors whom the Main Contractor proposes to appoint to carry out sections of the Works.

Name of Company	Address	Section of Work to be Sub-let
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APPENDIX E

CERTIFICATE OF NON-COLLUSION

CERTIFICATE OF NON-COLLUSION

TENDER FOR: PROPOSED ALTERATION WORKS TO TABOR CHAPEL, BRYNMAWR FOR VALLEYS FAMILY CHURCH

TO BE RETURNED WITH FORM OF TENDER

The essence of selective tendering is that the Client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:

- (a) communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender,
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
- (c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word 'person' includes any persons and any body or association, corporate or unincorporate; and 'any agreement or arrangement' includes any such transaction, formal or informal and whether legally binding or not.

Signed

On behalf of

Full Name of Tenderer

Address

.....

.....

(in the case of a Limited Liability Company the Address of the Registered Office)

.....

.....

Date

APPENDIX F
FORM OF TENDER

FORM OF TENDER

**TENDER FOR: PROPOSED ALTERATION WORKS TO TABOR CHAPEL BRYNMAWR
SUBMITTED : 12PM 13th JUNE 2014
TO: Valleys Family Church, c/o 74 Bailey Street, Brynmawr**

Dear Sirs

We, having read the Conditions of Contract and the Employers Requirements delivered to us and having examined the drawings, etc. referred to therein and having studied the existing building information understand all the risks to Health and Safety and have taken account of all the hazards in our tender, do hereby offer to design and execute and complete in accordance with the Conditions of Contract the whole of the works described for the sum of

(in words)

(£) and within **35 working** weeks from the date of possession.

Alternative Programme Period (optional):

We, having read the Conditions of Contract and the Employers Requirements delivered to us and having examined the drawings, etc. referred to therein and having studied the existing building information understand all the risks to Health and Safety and have taken account of all the hazards in our tender, do hereby offer to design and execute and complete in accordance with the Conditions of Contract the whole of the works described for the sum of

(in words)

(£) and within weeks from the date of possession.

The above tender remains open for consideration for thirteen weeks from the date fixed for the submission of this tender.

We are also prepared, when called upon to do so, to provide and obtain from ourselves and our Professional Design Team Consultants and Sub-contractors with design element Collateral Warranty Agreements in a standard form stated.

**TENDER FOR: PROPOSED ALTERATION WORKS TO TABOR CHAPEL BRYNMAWR
SUBMITTED : 12PM 13th JUNE 2014
TO: Valleys Family Church, c/o 74 Bailey Street, Brynmawr**

The contractors are recommended to visit the site during the tender period to ascertain the existing building restraints and nature of the working area conditions. No claims will be entertained for failing to visit the site.

We agree that, should errors in computation be discovered in the priced Contract Sum Analysis accompanying the Employer's Requirements submitted by us before acceptance of this offer, these errors be adjusted in accordance with the recommendations contained in paragraph 6.3 alternative 2 of the June 1996 edition of the Code of Procedure for Single Stage Selective Tendering currently published for the National Joint Consultative Committee for Building by RIBA Publications Limited, 66 Portland Place, London W1N 4AD.

We understand that neither the lowest nor any tender will necessarily be accepted in whole or in part.

**TENDER FOR: PROPOSED ALTERATION WORKS TO TABOR CHAPEL BRYNMAWR
SUBMITTED : 12PM 13th JUNE 2014
TO: Valleys Family Church, c/o 74 Bailey Street, Brynmawr**

Supplementary Information

Additions/Omissions for changes to the Employer's Requirements.

For Change Orders which entail changes to the Architectural design:

Architectural Design Fees:	%	for additions not exceeding £5k
	%	for omissions not exceeding £5k
	%	for additions exceeding £5k
	%	for omissions exceeding £5k

For Change Orders which entail changes to the structural design:

Structural Design Fees:	%	for additions not exceeding £5k
	%	for omissions not exceeding £5k
	%	for additions exceeding £5k
	%	for omissions exceeding £5k

For Change Orders which entail changes to the services design:

Services Design Fees:	%	for additions not exceeding £5k
	%	for omissions not exceeding £5k
	%	for additions exceeding £5k
	%	for omissions exceeding £5k

For change orders generally

Overheads and Profit:	%	for additions
	%	for omissions
Preliminaries and Associated Management Costs:	%	for additions
	%	for omissions

The above percentages to be applied as applicable and where appropriate to the nett cost of Change Orders (i.e. exclusive of builders discount).

The Contractor's attention is drawn to the 'Additional Fees' Section of the Contract Sum Analysis in Appendix A. The above percentages must bear close correlation to the percentages inserted in that Section.

**TENDER FOR: PROPOSED ALTERATION WORKS TO TABOR CHAPEL BRYNMAWR
SUBMITTED : 12PM 13th JUNE 2014
TO: Valleys Family Church, c/o 74 Bailey Street, Brynmawr**

Dated this _____ day of _____ 2014

Name _____

Address _____

Signature _____

Witnessed,

Dated this _____ day of _____ 2014

Name _____

Address _____

Signature _____