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| **1.00**  **1.01**  **a**  **b**  **c**  **d**  **e**  **f**  **1.02**  **a**  **b**  **c**  **d**  **e**  **f**  **1.03**  **a**  **b**  **c**  **d**  **e**  **f**  **g**  **h**  **i**  **j**  **1.04**  **a**  **b**  **c**  **d**  **e**  **f**  **g**  **h**  **i**  **1.05**  **a**  **b**  **c**  **d**  **e**  **f**  **g**  **h**  **i**  **j**  **k**  **l**  **m**  **n**  **o**  **1.06**  **a**  **b**  **c**  **d**  **e**  **f**  **g**  **h**  **i**  **j**  **k**  **l**  **1.07**  **a**  **b**  **c**  **d**  **f**  **1.08**  **a**  **b**  **1.09**  **1.10**  **a**  **b**  **1.10.1**  **a**  **b**  **c**  **d**  **e**  **f**  **1.11**  **a**  **b**  **1.12**  **a**  **1.13**  **a**  **1.14**  **a**  **1.15**  **a**  **1.16**  **a**  **1.17**  **a**  **1.18**  **a**  **1.19**  **a**  **1.20**  **a**  **1.21**  **a**  **1.22**  **a**  **1.23**  **a**  **1.23**  **a**  **1.24**  **a**  **1.25**  **a**  **1.26**  **a**  **b** | **General Description of the Project**  Chesham House is a Later 18 C Grade II listed Building. In principal the property comprises of a Three storey stucco fronted detached building, with a cut timber roof with Welsh slate tiles. Other noticeable features of the property include, stone cornice moulding, stone coped side elevation gables, sash windows with glazing bars and key stones and panelled timber doors in surround with engaged columns.  **Project Information and Contract Particulars**  The Project Information & Contract Particulars are issued separately from this document and should be read in conjunction with it and the Contractor should allow for compliance.  **PRELIMINARIES**  **Pricing and Tendering**  Work items are to be priced in these Employers Requirements / Schedules of Work and an individual price should be entered for each item. If any items are unpriced, it will be assumed that their cost has been included elsewhere in the document. The totals of all priced items should be totalled and then carried forward to the Collection which should in turn be totalled and carried to the General Summary and Form of Tender. The basis of calculation of any unit rates which are required (where no schedule of rates if requested) shall be the actual quantities of work proposed at the time of Tendering.  Tenders shall be submitted in strict accordance with the Invitation to Tender.  Tenders detailing the Contract Sum shall be a fixed, all-inclusive price based upon the Contract documents and a full inspection of the site, including an allowance for all risks. It should include for handing over the works clean, functional and fit for immediate use as intended.  No alteration shall be made to the text or other items by the Contractor except by the written permission of the Employer.  The Employer shall not be bound to accept the lowest or any Tender.  Tenders must remain open for acceptance for not less than 180 days from the date fixed for submission of Tenders.  **The Site / Existing Building / Utilities & Services**  The site is located on a busy road and access to it is from Lower Street. The Contractor will be allocated 2 parking spaces whilst undertaking works on the premises. The Contractor shall take the utmost care to ensure that he or his subcontractors do not cause an obstruction to the highway, or entrance to the premises at any time.  The Contractor should ascertain at tender stage the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. Arrangements for visit to be with the Employer.  The Contractor must not use the site for any purpose other than carrying out the works.  Known hazards present are described in these documents but the accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer’s Representatives and the Contractor is to ascertain if any additional information is required to ensure the safety of all persons and the Works and draw to the attention of all personnel working on the site the nature of any possible contamination or hazard and the need to take appropriate precautionary measures.  The Contractor is to provide all temporary, hoarding & fencing and include within his Preliminaries for all costs involved.  The Contractor should make good any damage caused and remove any obstruction without delay so as to safeguard the health and safety of the general public. Any injury arising from the Contractor’s failure to immediately repair any damage will be the sole responsibility of the Contractor.  **Provision, Content & Use of Documents**  The drawings and Specifications provided with the Tender Package are for the general guidance of the Contractor, the Contractor is to visit the site to ascertain they have all the information required prior to submitting their Tender.  Whether or not specifically mentioned in the Schedules of Works or on the drawings, all Works are to be carried out to the relevant current British Standards / Codes of Practice and relevant current European Standards, manufacturer’s recommendations and instructions and the best practice of respective trades.  Where any items include reference to the manufacturer’s name, such goods are to be used strictly in accordance with that manufacturer’s recommendations.  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.  Terms that may be used within the Specification –  (a) Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials includes taking out and disposing of associated pipework, wiring, ductwork or other services.  (b) 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.  (c) Supply & Fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.  (d) 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 or for use in the Works as instructed.  ( e ) Make Good: Execute local remedial work to designated work. Make secure, sound and neat. Include redecoration and/or replacement as required.  (f) Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.  (g) Execute remedial work to designated products. Make secure, sound and neat.  (h) Refix: Fix removed parts.  i) Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.  (j) 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.  (k) System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.  (l) Approved: The term ‘approved’ shall mean that the Employer’s approval must be obtained in writing before that article or material is ordered. If the Employer does not approve the Contractor shall obtain an alternative that is approved and no extra cost or charge will be allowed.  Products are materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.  Manufacturer and Product References –when used in this combination means –  (a) Manufacturer: The firm under whose name the particular product is marketed.  (b) Product Reference: The proprietary brand name and/or reference by which the particular product is identified.  References are to the particular product as specified in the manufacturer’s technical literature current on the date of the invitation to tender.  If an alternative product to that specified or the Benchmark specified is proposed both at Tender stage or thereafter, obtain approval as described above before ordering the product and submit reasons and relevant information for the proposed substitution, including:-  Manufacture 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 to be submitted before ordering  Do not rely on scaled dimensions and the accuracy and sufficiency of any measured quantities. The Contractor is to take all dimensions necessary for the construction of the works from the building itself.  All sections of the Employers Requirements / Specification must be read in conjunction with the Preliminaries/General Conditions.  The Contractor shall supply maintenance instructions and guarantees on components and equipment, as relevant in connection with their works.  **Management of the Works**  The Contractor shall accept responsibility for coordination generally, supervision and administration of the Works, including subcontracts and arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaken, and obtain and supply information as necessary for coordination of the work.  The Contractor shall submit details before starting work on site of policies and receipts for the insurances required by the Conditions of Contract and if any event occurs which may give raise 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, and the Insurers. The Contractor should indemnify the Employer against any loss, which may be caused by failure to give such notice.  Materials arising from alteration/clearance work become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.  Before starting work on site, the Contractor is to submit an approved form of Master Programme for the Works which should include the earliest and latest start and finish dates for each activity and identification of all critical activities. If any circumstances arise which may affect the progress of the works, the Contractor shall submit proposals to minimise any delay and to recover any lost time.  Site meetings will be held on site at regular intervals as agreed at the pre-contract / start phase to review progress and other matters arising from administration of the Contract. The Contractor is to inform subcontractors and suppliers when their presence is required. Any such meetings will be chaired and minuted by the Employers /Clients Contract Administrator. The Contractor is to submit a progress report to the Employer / Client within 2 days of the request being made by the Employers / Clients Contract Administrator or their representative.  When a notice is given under the Contract of the cause of any delay or likely delay in the progress of the Works, written notice must also be given of other causes which apply concurrently. Details shall be given as soon as possible of:-  (a) Relevant particulars of the expected effects, if appropriate related to the concurrent causes.  (b) 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.  If a proposed Instruction by the Employer requests an estimate of cost, the Contractor shall submit without delay and in any case within seven days to include:-  (a) A detailed breakdown of cost  (b) Details of any additional resources required.  © Details of any adjustments to be made to the programme for the Works.  (d) Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.  Give notice before covering work required to be inspected and/or measured by the Employer.  Interim valuations applications shall include details of amounts requested under the Contract together with all necessary supporting information at least seven days before established dates.  Any details not received in time will be carried forward to the date of the next Certificate. The value of unfixed materials and goods stored off site by the Contractor will not be included in any interim valuations. At the time of each valuation, details are to be supplied of 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.  **Quality Standards/Controls**  The Schedules of Works must not be regarded as a complete summary of all works included in the Contract. The Tenderer must allow for all work detailed within the Contract documents and, in addition to all works not so detailed but which may be reasonably inferred as being necessary for the complete and proper execution of the works.  Where and to the extent that products or work are not fully documented, they are to be:-  (a) Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.  (b) Suitable for the purposes stated or reasonably to be inferred from the project documents.  Omissions or errors in description and/or quantity in the Contract Documents shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.  Operatives shall be appropriately skilled and experienced for the type and quality of work, registered with Construction Skills Certification Scheme and must produce evidence of skills/qualifications when requested.  Products shall be new and from the same source or manufacturer and be fixed, applied, installed or laid securely, accurately, plumb, neatly and in alignment. On-site dimensions to be checked. All finished work shall not be damaged, disfigured, dirty, faulty or out of tolerance.  Comply with manufacturer’s printed recommendations and instructions and any ancillary products and accessories shall be those supplied or recommended by main product manufacturer.  Undertake submissions, samples, inspections and tests & execution of products and arrange to suit the Works programme. Do not confirm orders or use the product until approval of the sample has been obtained and retain in good clean condition on site. Remove when no longer required.  Check and record dimensions where required and notify discrepancies and obtain instructions before proceeding. Tolerances and dimensions likely to be critical to execution or difficult to achieve, as early as possible either –  Submit proposals; or  Arrange for inspection of appearance of relevant aspects of partially finished work.  General tolerances are to be to BS Standard for the relevant works being undertaken.  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.  If any undocumented defects in existing works are discovered, immediately give notice. Do not proceed with affected work until response has been received. Do not execute work which may hinder access to defective products or work or be rendered abortive by remedial work.  Agree and record dates and times of tests and inspections to enable all affected parties to be represented and submit a copy of test certificates and retain copies on site.  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. If any such proposals are unacceptable, contrary instructions may be issued.  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 –  Will be at the expense of the Contractor; and  Will not be considered as grounds for revision to the completion date.  Establish and maintain procedures to ensure that the Works, including the work of subcontractors, comply with specified requirements and maintain full records, keep copies on site for inspection and submit copies on request.  Give reasonable notice and make arrangements with the Employer for the making good of defects and notify the Employer when remedial works have been completed.  **Security/Safety/Protection**  Refer to the Pre-Construction Information / ‘List of Know Hazards’, provided with the Tender issue documentation and control common significant hazards procedure and product hazards by good management and site practice.  Where CDM applies present a Construction Phase Health & Safety Plan to the Employer no later than two weeks prior to work commencing and do not start construction work and confirm in writing that the Construction Phase Health & Safety Plan includes the procedures and arrangements required by CDM Regulations. Develop the plan to suit the progress of the Works and draw on Pre-construction information as applicable. Where CDM does not apply provide the relevant Risk Assessments and Method Statements prior to starting any works.  Safeguard the site, the Works, products, materials and any existing buildings affected by the Works from damage and theft and take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.  Submit details in advance to the Employer or Employer’s representative of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.  Provide and maintain on site protective clothing and/or equipment and comply with procedures related to hazardous areas and permits to work.  Minimise noise levels during the execution of the Works and ensure noise levels from the works are kept to a minimum. Do not use:-   * Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.   Report immediately any additional materials suspected of containing asbestos or other dangers or hazards discovered during execution of the Works. Do not disturb. Agree methods of safe removal or encapsulation.  Prevent personal injury or death and damage to the Works or other property from fire and 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’).  Smoking on site is not permitted.  Burning of waste on site is not permitted.  Prevent wetness or dampness where this may cause damage to the Works and during drying out. Control humidity and the application of heat to prevent –  (a) Blistering and failure of adhesion.  (b) Damage due to trapped moisture.  (c) Excessive movement.  Minimise waste including rubbish, debris, spoil, containers and surplus material and keep the site and Works clean and tidy, including frequent removal and disposal off site in a safe and competent manner of –  (a) Non-hazardous material – in a manner approved by the Waste Regulation Authority.  (b) Hazardous material – as directed by the Waste Regulation Authority and in accordance with relevant regulations.  Remove rubbish, dirt and residues from voids and cavities before closing in. Retain all / any waste transfer documentation on site.  Prevent damage to existing buildings, services, structures, fences, gates, walls, roads, paved areas and other features of the site and its vicinity which are to remain in position during execution of the Works and after they have been completed.  **Timing/Facilities/ Temporary Works/Services**  The working hours are limited to between 7.00 a.m. and 6.00 p.m. Monday to Friday, this can be adjusted providing a written request has been made to the Clients CA, with a 5 day notice period.  The Contractor is to provide welfare facilities for their employees    Contractor to provide accommodation for the use of the Foreman and the storage of site documents as required. Provision shall be made to ensure that communication is possible between the Foreman and the Employer either by fixed landline or mobile phone.  Contractor to allow for clearing all dust / debris created as a result of their works at the end of each day and on completion of their works in general. Contractor to provide all consumables and equipment for the duration of their works, as required.  Where required provide temporary protection to any existing trees and vegetation in the vicinity of the site before starting work. Where required, protective barriers and any other relevant physical protection measures to be to BS 5837 and are to be maintained for the duration of the Works and removed on completion.  **Regulations, Codes of Practice, Recommendations**  All materials and workmanship supplied during the course of the work shall conform with all British statutory instruments and regulations and, in particular with, and all relevant / any amendment to the following:  (a) Health & Safety at Work Etc. Act 1974.  (b) CDM Regulations 2015  (c) European/British Standards and Codes of Practice.  (d) Manufacturer’s recommendations.  (e) The Climate Change and Sustainable Energy Act 2006.  (f) COSHH 1988.  (g) Controlled Waste Regulations 2012  The Contractor is to give and comply with any notices required (if relevant to their works undertaken in this contract) by any Acts of Parliament, Building Regulations, Local Authority Byelaws and any Public Service Company or Authority and is to pay and indemnify the Employer against any fees or charges legally demandable thereunder.  **British & European Standard Specification**  Where a European and British Standard Specification or Code of Practice issued by the British Standard Institution is current at the date of tender and appropriate to the case, the Contract shall require that goods, materials and works executed shall be in conformity with the Specification or Code of Practice.  **Health and Safety – General Requirements**  Where applicable; The Contractor shall comply with all legislation issued under the Construction, Design & Management Regulations 1994 as amended 2015, the Health & Safety at Work Act 1974, the Factories Act 1961, the Offices, Shops & Railway Premises Act 1986 and all subordinate legislation together with any amendment or enactment thereof or regulation made thereunder and allow for all costs incurred by compliance.  The Employer will require, on request, a copy of the Contractor’s Safety Policy (where applicable) and be supplied with the name and designation of the Company’s employee responsible for ensuring safe working practices and confirmation that the employees have received an appropriate level of information, instruction and training on COSHH on asbestos identification and minor removal and all other Health & Safety matters.  **Health & Safety – CDM Regulations (If CDM Applies)**  The appointed Contractor will be the Principal Contractor under CDM Regulations. His sub-contractors and any statutory undertakers will also be Contractors under the CDM Regulations.  If CDM applies the ‘Principal Contractor’ shall develop the Construction Phase Health & Safety Plan into a management document within the following periods (after selection but before Contract).  • Development of plan by preferred tender – 1 week  • Review of the developed plan by Employer – 1 week  • Final amendments to Health & Safety Plan by preferred tenderer – 1 week  Upon acceptance of his tender, the Principal Contractor shall take full responsibility of all matters of health, safety and welfare during the Contract period.  The Principal Contractor and any sub-contractor is required by the regulations to consider the health and safety of any person at work carrying out construction and of any person affected by the construction work.  The Contractors are required to document their design decisions, including choice of materials, in a way that demonstrates that they have properly considered health and safety.  Should a Contractor’s design decision present an unavoidable and significant risk to health and safety, then the Principal Contractor must amend the construction stage health and safety plan to describe how he intends to manage the risk.  **Asbestos Containing Materials – Presence Identified at Tender Stage**  **Generally:** The Asbestos register **(see Appendix A)** has been included in these documents, the Contractor is strongly advised to look over the register to determine if any part of their works will impact on disturbance of any Asbestos Containing Material. Subsequently allow for this within their Health and Safety Plan / Method Statements and Risk Assessments, and allow for any costs related within their Tender.  All works must be in compliance with the requirements of the Control of Asbestos at Work Regulations 2012.  **Asbestos Containing Materials – Unplanned Exposure/Disturbance**  If during the course of the works the Contractor exposes materials which they consider are likely to contain asbestos then they shall immediately suspend the works, leave the area in a safe condition and inform the Supervising Officer of the situation.  **Safeguarding the Works**  The Contractor shall protect the works and provide all warning notices, barriers, etc., for the safety of the general public, operatives and shall indemnify the Employer against any claims arising therefrom. The Contractor shall not leave steps, ladders or other plant accessible after the cessation of the daily work.  **Removal of Rubbish**  Allow for the clearing away and removing from site of all dirt, rubbish and superfluous materials on a daily basis to leave the whole site in a clean and orderly condition at all times. All skips shall be covered and kept secure against unauthorised access. At no time will materials be thrown from roof level or any other above ground level.  **Scaffolding / Working at Height**  All works shall be undertaken in full compliance with the current Work at Height Regulations and associated legislation. Contractor to allow for all Scaffolding and access equipment as required in order to undertake the works in phases 1 & 2.  **Variations**  The Employer / Client shall have power to order the Contractor to vary by way of extras or omissions from the Specification without in any way affecting or violating the contract but no variation is to be made and no claim for any extra will be allowed unless authorised by written order, no variation(s) shall absolve the Contractor from his responsibility under any of the conditions contained in the Contract and all extra work shall be carried out under these conditions.  **Foreman**  A responsible person shall in the absence of the Contractor be on the site during all working hours and any directions given to him shall be held as given to the Contractor.  **Work during unfavourable weather (frost, rain, heat)**  The Contractor should not execute any portion of the works liable to damage due to the effects of unfavourable weather and shall periodically supply the Supervising Officer with an account of time so lost over and beyond the specified time for the completion of the Contract, ‘lost’ time will not be subject for a claim, there will be no payment made for ‘lost’ time.  **Noise Control**  The Contractor shall reduce the noise level of machinery and tools on the site to comply with the recommendations contained in the leaflet No. 72 ‘Noise Control on Building Sites’, published by the Department of the Environment.  **Sub-Letting of Work**  The Contractor shall be prohibited from transferring or assigning, directly or indirectly to any person or persons whatsoever any portion of his Contract without the written permission of the Supervising Officer.  **Contractor to Keep Wages Books and Time Sheets**  The Contractor shall keep proper wages books and other time sheets showing the wages paid (so far as practicable) the time worked by the work people in his/her employ in and about the execution of the Contract and such wages books and time sheets shall be produced whenever required for the inspection of any officer authorised by the Employer / Client.  **Carriages, etc**.  The Contractor shall provide for all carriage by rail and road and cartage to the site, and shall allow for and include all and every expense connected with this item.  **Insurance of Workmen**  The Contractor shall allow for insuring all workmen engaged in the works against injury or death by accident and shall indemnify the Employer against all claims in respect thereof.  **Damage to Persons and Property**  The Contractor shall be liable for and shall indemnify the Employer in respect of any injury or damage whatsoever to any person or to any property insofar as such injury or damage is due to any negligence, omission or default of the Contractor, his/her servants or agents and the Contractor shall, if required by the Employer, insure against such risks. The Contractor shall take any and all measures reasonably required by the public or statutory authority for the full protection of its roads, footpaths, crossings, mains, pipes, cables, sewers and other apparatus during the progress of the works, all in accordance with the requirements of the Public Health Act 1961, as amended by the Local government (Miscellaneous Provisions) Act 1982, and to their apparatus situated in or under the site as may be necessary for inspecting, repairing, maintaining, removing, renewing or for any other purpose. The Contractor shall make arrangements with all statutory undertakers for the disconnection of their respective supplies and shall include the cost of this in his tender. The Contractor will be responsible for upholding and maintaining the adjoining premises and will be required to make good any damage caused by the carrying out of these works entirely at his own expense.  **Ordering Materials**  This Specification must not be used for ordering materials. Immediately the Contract is let, the Contractor must order all materials and have them delivered to his works or the site as required and provide adequate storage.    **Operation / Maintenance of the Finished Works**  The Contractor shall provide a Building Manual which shall be a comprehensive information source and guide for the Employer / Client.  **The Manual shall contain** –   * Product / manufacturer’s technical literature / instruction manuals / Guarantees / Warranties / maintenance manuals and all relevant / any applicable test certificates as part of their works. * Name and address of manufacturer / supplier * The Health & Safety File   Information to be provided shall include:-  - Method Statements and Risk Assessments, all signed by the contractors / personnel undertaking the works  - Residual hazards and how they have been dealt with.  - Hazardous materials used.  - Health & Safety information about equipment provided for cleaning or maintaining the structure.  -The nature, locations and markings of significant services.  On completion of the project, 1 hard copy of the Manual shall be provided and 1 to be sent on a word document via electronic means, a draft copy is to be provided Two weeks before completion, and final version to be received with 2 weeks after completion. |  |  |  |  |  |