

**TENDER**

for

**EXTENSION, ALTERATION AND REFURBISHMENT WORKS**

to

**BENSON PARISH HALL  
SUNNYSIDE, BENSON, WALLINGFORD OX10 6LX**

for

**BENSON PARISH COUNCIL**

**Somerset Consult Limited  
Southside (6th Floor)  
105 Victoria Street  
Westminster  
London  
SW1E 6QT**

**26th November 2020**

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## **SECTION 1**

### **PRELIMINARIES**

A PRELIMINARIES

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**A10 PROJECT PARTICULARS**

**110 THE PROJECT**

Name: Benson Village Parish Hall Extension

Nature: Extension, alterations and refurbishment of the facilities area of the Parish village / sports hall.

Location: Sunnyside, Benson, Wallingford OX10 6LZ

**120 EMPLOYER (CLIENT)**

Benson Parish Council  
Benson Parish Hall  
Sunnyside, Benson,  
Wallingford OX10 6LZ

**130 CONTRACTOR AND PRINCIPAL CONTRACTOR (CDM)**

The Contractor

**140 ARCHITECT AND PRINCIPAL DESIGNER**

Cutler Architects  
43 St Mary's Terrace  
Wallingford  
OX10 0EU

**145 STRUCTURAL ENGINEER**

Kenneth R Paul Consulting Engineers  
239 College Road  
College Town  
Sandhurst  
Berkshire GU47 0RJ

**158 MECHANICAL AND ELECTRICAL ENGINEER**

MEC Bird Associates  
190C Wendover Road  
Weston Turville  
Buckinghamshire HP22 5TG

**160 QUANTITY SURVEYOR AND CONTRACT ADMINISTRATOR**

Somerset Consult Ltd  
Southside (6th Floor)  
105 Victoria Street  
Westminster, London  
SW1E 6QT

**A11 TENDER AND CONTRACT DOCUMENTS**

**110 TENDER DOCUMENTS**

The tender documents are listed in the Tender Document.

**120 CONTRACT Documents**

The contract drawings are (to be advised).

**160 PRECONSTRUCTION INFORMATION**

To be issued prior to the commencement of the Works.

**180 OTHER DOCUMENTS**

Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the offices of the Employer or the respective member of the Employer's design team.

## **A12 THE SITE/ EXISTING BUILDINGS**

### **110 THE SITE**

Description: The building is a single domestic residence over 5 floors that has been recently extended and altered.

### **120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE**

Description: The contractor is deemed to be aware of the of the existing buildings adjacent to the site-  
No claim through lack of knowledge will be entertained with regard to the precise location and condition of existing and adjacent buildings, and with all restrictions or particulars as to the nature of the Works, means of access, limitations of working space and any precautions necessary, having regard to the occupation or use of the premises adjacent to the Works and to the conditions affecting the supply and delivery of labour, plant and materials and any matters of a like nature that may in any way affect the tender. The contractor will be responsible for all contingencies arising from lack of attention to these particulars, and no claim for compensation nor extras arising from such neglect will be entertained.

The Contractor is to allow in his prices and in his programming for carrying out the Works so as to cause the minimum of disturbances to the surrounding buildings, the public and for complying with all reasonable instructions for the Contract Administrator to achieve this effect.

### **130 WORKS BEYOND BOUNDARY OF SITE:**

The Contractor will be responsible for making all necessary arrangements for executing work beyond the boundary of the Site and making good all work disturbed on completion including all statutory services and drainage connections and footpath crossings and the like. He shall be responsible for watching and lighting and protection of the public, all in accordance with relevant authorities' regulations and making good any damage by traffic or other causes as a result of the Works.

### **140 EXISTING MAINS AND SERVICES**

It is understood that the existing supply utilities enter the building at the existing plant room adjacent to the main entrance. The route of the utilities is understood to be straight from the road known as Sunnyside and enter the plant room under the West wall and therefore not within the area of the proposed excavations.

Notwithstanding the above, the Contractor will, before commencing site operations, ascertain the position of all drains, gas, water, electricity and telephone services on or adjacent to the Site and take all precautions to protect them from injury by or through carrying out of the Works.

The Contractor is deemed to have included costs for the Works required in working adjacent to these services.

The Contractor shall be responsible for liaising with and obtaining all necessary permission and licenses, also for giving all necessary notices and paying all fees in respect of the relevant Utility Services for any working around any services in or serving the Site. The Contractor shall provide all access, facilities and attendances to the utility companies.

Notwithstanding the above, the Contractor is to allow for protecting and maintaining any existing services and drainage within the Site and the Property, during the Works to the satisfaction of the Contract Administrator.

Any damage is to be made good and in the event of any such services being found in the way of new work, the Contractor must make arrangements for them to be lowered, diverted or removed.

Any damage caused to these services due to the execution of the Works is to be made good at the Contractor's expense.

160 SOILS AND GROUND WATER

No report available.

170 SITE INVESTIGATION

No report available. The Contractor is to allow costs within their Tender to carry out soil tests to establish if the excavated soil to be disposed off-site is contaminated.

200 ACCESS TO THE SITE

The Contractor must note the requirement that the roads be free from any obstruction and fully functional at all times during the Works.

The Contractor must allow for complying with the reasonable requirements of any Public or Local Authority requirements concerning access to the Site, loading and unloading of vehicles and parking, uninterrupted access across right of way, provision of traffic warning signs and keeps the road clear of mud etc at all times.

210 PARKING

Contractor's and employees' vehicles will not be permitted on Sunnyside public road.

220 USE OF THE SITE

General: Do not use the site for any purpose other than carrying out the Works.

230 SURROUNDING LAND/ BUILDING USES

General: Surrounding properties are predominantly residential and the upmost care should be taken to minimise the disruption to the enjoyment of their land.

240 HEALTH AND SAFETY HAZARDS

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:



- 1) The possibility of hazardous materials including asbestos.
- 2) Live incoming services
- 3) Live electricity supply.
- 4) Live water in supply pipes and heating pipes

Notwithstanding this list, these risks and others are identified in the Pre-construction Information Pack.

Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Contract Administrator. The Contractor should ascertain if any additional information is required to ensure the safety of all persons and the Works.

There is no Asbestos survey or register. The Contractor is to arrange to carry out this Survey as soon as possible after being awarded the Contract and prior to the commencement of the Works, to the satisfaction of the Employer and the Contract Administrator.

Site staff: The Contractor is to 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.

## 250 SITE VISIT

The Contractor is deemed to have visited and inspected the Site and to make himself thoroughly and correctly informed as to the condition of the Site in its present state, the nature of the ground and the full extent and character of the Works to be executed. No extra payment will be entertained for want of knowledge in such respects.

## 290 SCHEDULE OF CONDITIONS:

A photographic Schedule of Condition of the Property, including the Site boundary and adjoining properties, roof, elevations, roads and parking areas shall be prepared by the Contractor within 3 days prior to the commencement of these works and another survey on the Completion Date.

The Contractor will be required to sign this Schedule of Condition before work commences and again upon completion. The Contractor is to allow for all costs in this respect. This Schedule of Condition will record the condition of the property. The Contractor shall be responsible for making good any damage caused during the course of the Works to the satisfaction of the owners.

## 300 EXISTING STRUCTURE SURVEY

The Contractor is to carry out such additional surveys and investigations of the existing structure as necessary to enable him to take responsibility for the design and installation of the temporary propping while making alterations to the structure. In particular propping of the roof structure to retain the existing roof while the structure is being altered. The Contractor is to allow within his tender for all costs for the surveys, design and temporary Works in this respect.

## **A13 DESCRIPTION OF THE WORK**

### **120 THE WORKS**

The full scope of the Works is detailed in the Tender Documents, being the extension and alterations, internal fit out and refurbishment Works to a good quality and standard. Works to be carried out while allowing the continued use of the hall area, specifically, but not limited to the Wi-Fi and telephone service is to be maintained and the availability of WCs for the safe use of the building tenants and hall users.

The Works comprise, but are not limited to, the following:

#### Demolition Works

Soft strip finishes to ground floor except to the Lounge area. Ceiling tiles to lounge area to be removed temporarily to install new ducts from the WCs. Soft strip the first floor except to the Office area. Heating and water supply pipes to be cut back and terminated to a suitable location to be extended to proposed new locations and specialist installations to be altered and adapted to the new layout.

Carefully remove the existing entrance door and set aside for reuse.

Existing quarry tile floor finishes to kitchen, stores and WCs to be retained and protected.

Remove block and stud partitions to areas where it's not required.

Install temporary propping to roof structure to retain as much roof structure as practical. Strip roof finishes and retain tiles where possible. Remove roof structure where required to form the new roof shape.

Take up external paving and set aside some of the paving for reuse.

Demolish existing external wall and windows on entrance façade and grub out brickwork below ground. Prepare walls, columns and slab for new work.

#### Substructure

Excavate to reduce levels and dispose off-site.

Excavate and cast concrete pad and strip foundations. Backfill with imported fill to make up levels and cast reinforced concrete slab.

#### Superstructure and Envelope

Erect steel frame to form extension and install timber roof and floor structures. Lay insulation to floor and roof structure. Lay felt and roof tiles to match existing, reusing as many salvaged roof tiles as possible. Adapt and extend existing rainwater goods for new roof shape.

Erect new face brickwork and face blockwork cavity external walls to Ground Floor. Install new windows. Reinstall existing entrance door to new location.

#### Internal Fit Out

Screed and insulation to new concrete floor.

Dry lining to wall and ceilings, and stud partitions to first floor area to form new Stores and Meeting rooms. Construct face block work partitions to ground floor to match existing to form new layout of rooms.

Install fire resistant roller shutters to Office, Reception and Kitchen. Install new veneer doors, frames and architraves.

#### Mechanical installation

- Review existing heating installation and carry works necessary to allow the new configuration of heating and hot water supply pipes.
- Install new radiators, hot and cold supplies, wastes to suit proposed layout.
- Install new ventilation and MVHR fans.

Electrical installation, small power and lighting. Alterations and upgrading of existing specialist installations, fire alarm, CCTV, lightning protection and door entry. Install new Wi-Fi and data system, and move BT incoming service.

Install new disabled access lift, including power supplies.

Install new counters to Offices and cupboard to Reception rooms. Install new Kitchen fittings and proprietary WC partitions, sanitaryware and brassware. Existing Cleaners cupboard Belfast sink and brassware to be retained and reinstalled.

Lay new carpet floor finishes to Office and Reception on ground floor. Lay new carpet to the first floor Meeting Room and Store. New floor matting to entrance area and Amtico Commercial type vinyl flooring to the Lobby. WCs, Stores and Kitchen floors to be patched with quarry to match existing and made good.

Install new ceiling tiles to ground floor area, except the Lounge area.

Decorate first floor walls and ceilings and ground floor WC walls only with emulsion paint. Oil paint skirtings, door frames, architraves and the like.

#### Externals

Relay previously set aside pavements and paving slabs to external area and make good.

121 PLANNING CONSENT

Planning Consent for the works has been received. The Employer will be responsible for obtaining any further planning consents and discharging the planning conditions with the assistance of the Contractor as required. The Contractor will be required to work to any restrictions placed on the Works by the Planning Consent.

122 BUILDING REGULATIONS

The Employer will be responsible for obtaining building regulation approval. The Contractor will be responsible for the coordination of the site inspections and providing additional information as and when required in particular for the Contractor Designed Portion designs.

The Contractor is to carry out and complete the air tightness tests and EPC certificates as part of their works. The costs of which are to be included in their Tender sum.

125 DESIGN RESPONSIBILITY

The Contractor will be responsible for the following Contractor Design Portions:

- Mechanical and Electrical installation
- Lift installation

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

Description: The Contractor is to make all necessary allowances within their Tender for any maintenance works required on the remainder of the building and the implications that this will impose on restricting the progress of the Works.

131 PROHIBITED MATERIALS

The following shall not be specified for use or used in the Works:

Any substances or materials which are not in accordance with the guidelines contained in the publication of the current Ove Arup deleterious materials list and “*Good Practice in the Selection of Construction Materials 2011*” published by The British Council for Offices or such other version of such publication current at the time of use unless such substances, products, goods or materials are used in accordance with the points of caution and good practice notes set out in such publication.

190 PARTY WALL AWARDS

There are no Party Wall Awards in respect of these Works.

## **A20 JCT STANDARD FORM OF CONTRACT**

### **THE BUILDING CONTRACT**

#### **JCT STANDARD BUILDING CONTRACT WITHOUT QUANTITIES**

The contract: JCT Standard Building Contract Without Quantities, 2016 Edition

#### **RECITALS**

##### **First – THE WORKS**

The extension and alterations, internal fit out and refurbishment of the Benson Village Hall facilities area to a good quality and standard.

##### **Second - CONTRACT DRAWINGS**

The contract drawings: As listed in clause A11/120.

##### **Third - PRICING BY THE CONTRACTOR**

Option: Pricing Option B will apply. Pricing Option A will be deleted.

Activity Schedule: To be deleted

##### **Fourth – CIS**

The Employer is not a Contractor, as stated in the Contract Particulars.

##### **Fifth - INFORMATION RELEASE SCHEDULE**

The Fifth Recital will be deleted.

##### **Sixth - DIVISION OF THE WORKS INTO SECTIONS**

The Sixth Recital will be deleted.

##### **Seventh – FRAMEWORK AGREEMENT**

No Framework Agreement, as stated in the Contract Particulars.

##### **Eighth – SUPPLEMENTAL PROVISIONS**

As stated in the Contract Particulars.

##### **Ninth, Tenth, Eleventh and Twelfth - CONTRACTOR'S DESIGNED PORTION**

Ninth - The works include the design and construction of:

- Mechanical and Electrical installation
- Lift installation

Tenth - The Employer has provided Employer's Requirements in the Tender.

Eleventh - The Contractor's Proposals are to be submitted in the Tender Submission

Twelfth – Delete clause and insert “The Contractor has examined the Employer’s Requirements and subject to the Conditions confirms that the Employer’s Requirements are satisfied by the Contractor’s Proposals and the CDP Analysis and agrees to adopt and accept responsibility for the design and specifications contained in the Employer’s Requirements as if the same had been undertaken by the Contractor.”

## **THE ARTICLES**

### **Article 1 – CONTRACTOR’S OBLIGATIONS**

Article 2 – CONTRACT SUM  
To be completed.

Article 3 – ARCHITECT/CONTRACT ADMINISTRATOR  
See clause A10/160.

Article 4 - QUANTITY SURVEYOR  
See clause A10/160.

Article 5 - PRINCIPAL DESIGNER  
See clause A10/140.

Article 6 - PRINCIPAL CONTRACTOR  
Principal Contractor: See clause A10/130.

Article 8 – ARBITRATION  
Clause to be deleted.

Article 9 - LEGAL PROCEEDINGS  
Amendments: None.

New Article 10  
Amendments: “The Articles of Agreement, Conditions and Schedules shall have effect as modified by the Schedule of Amendments attached hereto and initialled on behalf of the Parties.”

## **PART 1: GENERAL**

Third Recital - THE PRICING OPTION/ THE PRICED DOCUMENT  
The Pricing Option that applies is Pricing Option B.  
The Priced Document is the tender sum analysis.

Fourth Recital and clause 4.7 - CONSTRUCTION INDUSTRY SCHEME (CIS)  
Employer at the Base Date is not a contractor for the purposes of the CIS.

Sixth Recital - DESCRIPTION OF SECTIONS  
Not applicable

Seventh Recital - FRAMEWORK AGREEMENT  
Framework agreement: does not apply.

Eighth Recital and Schedule 8 - SUPPLEMENTAL PROVISIONS  
Collaborative working: Paragraph 1 Applies.

Health and Safety: Paragraph 2 Applies.

Cost savings and value improvements: Paragraph 3 Applies.

Sustainable development and environmental considerations: Paragraph 4 Does not apply.

Performance indicators and monitoring: Paragraph 5 Does not apply.

Notification and negotiation of disputes: Paragraph 6 Applies.

Where paragraph 6 applies, the respective nominees of the Parties are:

- Employer's nominee: Michael Winton
- Contractor's nominee. TBA  
or such replacement as each Party may notify to the other from time to time.

Named Specialists: Does not apply

Tenth Recital - EMPLOYER'S REQUIREMENTS

As tender document

Eleventh Recital - CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

As tender submission.

Article 8 - ARBITRATION

Article 8 and clauses 9.3 to 9.8 (arbitration) does not apply.

Clause 1.1 - BASE DATE

Base Date: 2<sup>nd</sup> January 2021.

Clause 1.1 - DATES FOR COMPLETION

Date for Completion: To be confirmed

Dates for completion of sections: Does not apply

Clause 1.7 - ADDRESSES FOR SERVICE OF NOTICES

Employer address:

Benson Parish Council

Benson Parish Hall

Sunnyside, Benson,

Wallingford OX10 6LZ

Contractor address: To be advised

Clause 2.4 - DATE OF POSSESSION OF THE SITE

To be confirmed

Clause 2.5 - DEFERMENT OF POSSESSION OF THE SITE

Clause 2.5 applies, maximum period of deferment is: 6 weeks

Clause 2.9.1.2 - MASTER PROGRAMME

Critical paths: are required

Clause 2.19.3 - CONTRACTOR'S DESIGNED PORTION  
Limit of Contractor's liability for loss of use: £5,000,000.00.

Clause 2.32.2 - LIQUIDATED DAMAGES  
Damages: At the rate of £1,500.00  
Period: per week or part thereof

Clause 2.37 - SECTION SUMS  
Section sums: Not applicable

Clause 2.38 - RECTIFICATION PERIOD  
Period: 12 months from the date of practical completion of the Works.

Clause 2.38 - RECTIFICATION PERIOD  
Period from the date of practical completion of each section: Not applicable.

Clause 4.3 and 4.14 - FLUCTUATIONS  
Does not apply.

Clause 4.7 - ADVANCE PAYMENT AND ADVANCE PAYMENT BOND  
Advance payment: Clause 4.8 does not apply.

Advance Payment Bond: is not required.

Clause 4.8 - INTERIM PAYMENTS, DUE DATES  
The first due date is to be confirmed and thereafter on the same date in each month or the nearest Business Day in that month.

Clause 4.16.4 - LISTED ITEMS - UNIQUELY IDENTIFIED  
Will be deleted.

Clause 4.16.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED  
Will be deleted.

Clause 4.18 - CONTRACTOR'S RETENTION BOND  
Does not apply.

Clause 4.19.1 - RETENTION PERCENTAGE  
Retention: Five per cent.

Clause 5.7 - DAYWORK  
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: To be confirmed

Clause 6.4.1 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY  
Insurance cover (for any one occurrence or series of occurrences arising out of one event):  
£10,000,000.00

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER  
Insurance may be required.  
Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £10,000,000.00



Clause 6.7 and Schedule 3 - INSURANCE OF THE WORKS - INSURANCE OPTIONS

Schedule 3: Insurance option A applies.

Percentage to cover professional fees: 15 per cent.

Clause 6.10 and Schedule 3 - TERRORISM COVER

Not required

Clause 6.15 - CONTRACTOR'S DESIGNED PORTION PROFESSIONAL INDEMNITY INSURANCE

Level of cover: Amount of indemnity required: £ 5,000,000.00

Cover for pollution and contamination claims: £250,000.00

Expiry of required period of CDP Professional Indemnity Insurance: 12 years

Clause 6.17 - JOINT FIRE CODE

The Joint Fire Code: Does not apply.

Clause 7.2 - ASSIGNMENT/ GRANT BY EMPLOYER OF RIGHTS UNDER CLAUSE 7.2

Sections: Rights under clause 7.2 apply to each Section.

Clause 7.3.1 – PERFORMANCE BOND

Is required

Clause 7.3.2 – PARENT COMPANY GUARANTEE

Is not required

Clause 7.4.1 – COLLATERAL WARRANTIES

Required

Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

Period of suspension: 2 Months.

Clauses 8.11.1.1 to 8.11.1.5 - PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

Period of suspension: 2 Months

Clause 9.2.1 - ADJUDICATION

Nominating body: Where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): RICS

Clause 9.2.1 – ARBITRATION

Clause deleted

PART 1: THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES

Part 2(A) Clauses 7A, 7C and 7E - P&T RIGHTS PARTICULARS

Part 2 (A): Identity of Purchasers/ Tenants on whom P&T Rights may be conferred, and whether (in the case of the Contractor) those rights are to be conferred as third party rights (clause 7A) or by Collateral Warranty (clause 7C):

- Name, class or description of person: To be confirmed
- The part of the Works to be purchased or let: To be confirmed.
- State in each case which of clause 7A or 7C applies: To be confirmed.

**Part 2 (E) - COLLATERAL WARRANTIES FROM SUBCONTRACTORS**

**Part 2(E):**

- Conditions: Clauses 3.7 and 3.9 of the Contract.
- Collateral warranties may be required from the following subcontractors or categories of subcontractor:
- Name or category: Mechanical and Electrical, Lift:
- Types of warranty required from each subcontractor: Employer.
- Professional Indemnity Insurance required: Level: £5,000,000.00, Period 12 years.

**THE CONDITIONS**

**SECTION 1: DEFINITIONS AND INTERPRETATION**

**SECTION 2: CARRYING OUT THE WORKS**

**SECTION 3: CONTROL OF THE WORKS**

**SECTION 4: PAYMENT**

**SECTION 5: VARIATIONS**

**SECTION 6: INJURY, DAMAGE AND INSURANCE**

**SECTION 7: ASSIGNMENT, THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES**

**SECTION 8: TERMINATION**

**SECTION 9: SETTLEMENT OF DISPUTES**

## **A30 TENDERING/ SUBLETTING/ SUPPLY**

### **MAIN CONTRACT TENDERING**

#### **110 SCOPE**

General            These conditions are supplementary to those stated in the Instructions to Tenderers and the Form of Tender

#### **540 QUALITY CONTROL RESOURCES**

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: with the tender.

#### **550 HEALTH AND SAFETY INFORMATION**

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:

- 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.

#### **570 CONSTRUCTION PHASE PLAN**

Content:            Submit the following information within one week of request:

- 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.

## **SUBLETTING/ SUPPLY**

### **630 DOMESTIC SUBCONTRACTS**

General: Comply with the Construction Industry Board 'Code of Practice for the selection of Sub-contractors'.

List: Provide details of all subcontractors and the work for which they will be responsible.

Submit: with the tender.

### **640 'LISTED' DOMESTIC SUBCONTRACTORS**

General: The Employer has included suppliers and contractors for certain elements of the Works within the Tender. The Contractor can include alternative quotes for these elements if they are similar to those in the Tender Documents. Any alternative suppliers and contractors are to be noted as a qualification to the Tender submission.

## **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

### **DEFINITIONS AND INTERPRETATIONS**

#### **110 DEFINITIONS**

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.

#### **120 COMMUNICATION**

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 Contract Administrator or Contractor unless specified otherwise.

Response: Do not proceed until response has been received.

#### **121 CONTRACT ADMINISTRATOR**

Means the person nominated in the Contract as the Contract Administrator or his authorised representative.

When the materials and Workmanship Specifications refer to the Architect, Engineer or Employers Representative they shall also mean the Contract Administrator and where approvals or instructions are required these shall only be given in writing by the Contract Administrator.

#### **122 CONTRACTOR:**

The term "Contractor" shall include, where appropriate, any Sub-Contractor to whom work may be sub-let and the Contractor shall be responsible for all costs incurred by such sub-letting.

#### **126 LOCAL AUTHORITY:**

The term "Local Authority" as used throughout this document shall mean the Local Authority with statutory power to control the quality of work and its compliance with local Bye-Laws and the Building Regulations

#### **130 IN WRITING:**

When required to notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.

#### **131 ALLOW:**

The term 'allow' shall mean that the item is to be at the Contractor's expense.

#### **133 PRODUCTS**

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.

135 SITE EQUIPMENT

Definitions: 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.

145 CONTRACTOR'S CHOICE

Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

150 CONTRACTOR'S DESIGN

Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

155 SUBMIT PROPOSALS

Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

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. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.

Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.

Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. 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 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.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
- 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.

200 SUBSTITUTION OF PRODUCTS

- 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:
- 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.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

- 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.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

250 CURRENCY OF DOCUMENTS

Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Contract.

260 SIZES

General dimensions: Products are specified by their co-ordinating sizes.

Timber: Cross section dimensions shown on drawings are:

- Target sizes as defined in BS EN 336 or as updated from time to time, for structural softwood and hardwood sections.
- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

**TERMS USED IN REFURBISHMENT/ALTERATION**

311 REMOVE means:

Disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.

321 KEEP FOR REUSE means:

During removal prevent damage to the stated components or materials, and 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.

331 REPLACE means:

Remove the stated existing components, features and finishes. Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed. Make good as necessary.

341 REPAIR means:

Carry out local remedial work to components, features and finishes as found in the existing building. Re-secure or re-fix as necessary and leave in a sound and neat condition. It does not include:

- Replacement of components or parts of components.
- Redecoration

351 MAKE GOOD means:

Carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include:

- Replacement of components or parts of components.



Redecoration.

The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.

361 EASE means:

Make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.

371 TO MATCH EXISTING means:

Use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

#### **DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER**

440 DIMENSIONS

Scaled dimensions: Do not rely on.

460 THE SPECIFICATION

Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

#### **DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS**

505 COMMENTS ON DRAWINGS, SCHEDULES ETC:

The Contractor will be required to submit all designs and fabrication drawings, plans, sections, calculations and the like that are proposed, in sufficient time prior to their incorporation in the Works, to enable the Contract Administrator and the Employer's Design Team to comment upon such proposals.

510 DESIGN AND PRODUCTION INFORMATION

Master programme: Make reasonable allowance for completing design/ production information, submission (including to the Principle Designer), comment, inspection, amendment, resubmission and re-inspection.

The programme is to allow time to allow for completion of commissioning, cleaning prior to Practical Completion.

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 it has been carried out, may not be allowed.

620 AS BUILT DRAWINGS AND INFORMATION

General:	Provide the following Drawings/ information:
Submit:	Two complete sets of all As-built drawings at A1 size for the Employer. Two electronic copies all As-built drawings on CD (1Nr. for the Employer, 1Nr. for the Tenant).
Programme for submission:	As-built drawings are to be produced by the Contractor and final versions submitted no later than two weeks after the date of Practical Completion. A draft copy (1 hard copy and one electronic copy) will however be required at the Pre Handover Meeting to be scheduled two weeks prior to the date for completion.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

Components and equipment:	Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
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## A32 MANAGEMENT OF THE WORKS

### GENERALLY

#### 110 SUPERVISION

General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.

The Contractor is to engage the agreed site personnel to supervise the works. These staff are not to be removed from site or replaced without the prior consent of the Employer

This level of supervision must not be reduced from this level but if additional staff are deemed to be required then these are to be supplied at no additional cost to the Contract.

Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, including Employer's suppliers, and tradesmen and artisans, and obtain and supply information as necessary for coordination of the work.

#### Public Health, Mechanical and Electrical Installation

The Main Contractor and Subcontractors (including Sub-Sub-Contractors,) of the PH and M&E installation to cooperate fully with the M&E design consultant to fully inspect, review and witness testing of the installations to ensure that the installation is to the specification and the design agreed

#### 115 CONSIDERATE CONSTRUCTORS SCHEME

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](http://www.ccscheme.org.uk)
- E mail. [enquiries@ccscheme.org.uk](mailto:enquiries@ccscheme.org.uk)

Standard: Comply with the Scheme's Code of Considerate Practice.

#### 120 INSURANCE

Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract. Provide copies of renewal of the insurance.

130 INSURANCE CLAIMS

- 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.

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
- 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.

150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

**PROGRAMME/ PROGRESS**

210 PROGRAMME

- 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:
- 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.

240 COMMENCEMENT OF WORK

Notice: Before the proposed date for commencement of work on site, Employer to provide a minimum notice of 2 weeks

250 MONITORING

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.

251 MONITORING and RECORDS:

Description: The Contractor is to maintain on Site a daily record of events including, but not necessarily limited to:-

- Any accidents or Health and Safety at Works Act matters.
- Start and finish dates of scheduled activities.
- Staff, labour, plant engaged on the Works and where they were working.
- Normal hours and overtime worked.
- Weather affecting the Works.
- Strikes or other forms of dispute.
- Findings of any contamination.
- Causes and extent of delays to design, manufacture, construction and commissioning Works.
- Investigations, tests and inspections carried out.
- Receipt and dispatch of design information.
- Receipt and dispatch of materials and waste.
- Mark-up a set of drawings with all deviations and changes.

260 SITE MEETINGS

General: Site meetings will be held to review progress and other matters arising from administration of the Contract.

Frequency: Once per week

Location: Site

Accommodation: Ensure availability at the time of such meetings for 10 people.

Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.

Chairperson  
(who will also take  
and distribute minutes): Contract Administrator

265 CONTRACTOR'S PROGRESS REPORT

General: Weekly.

Content: Notwithstanding the Contractor's obligations under the Contract the report must include:

- 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 to fulfil any obligations under the Conditions of Contract.
- Instructions required from the Contract Administrator
- RFI schedules
- Information required
- Decisions required
- Health and safety report
- Number of operatives
- Neighbourly matters
- Site progress in the week with photos
- Anticipated progress in the coming week

276 SIGNBOARDS, LETTING BOARDS, ADVERTISEMENTS ETC

Details of any temporary signage and its location shall be submitted for approval by the Contract Administrator before erection.

The Contractor shall not otherwise display or permit to be displayed any signs or advertisements on the temporary buildings and fences, etc., or elsewhere on the Site. The sole right of advertising upon or adjacent to the property or on any land or building used in connection with the Works is reserved to the Employer.

280 PHOTOGRAPHS

Provide digital progress photographs taken on Site from 12 different pre-agreed locations at weekly intervals and submit to the Contract Administrator in the weekly progress report.

**CONTROL OF COST**

410 CASH FLOW FORECAST

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 cashflow on the programme for the Works.

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

Extent and location: Agree before commencement.

Execution: Carry out in ways that minimize the extent of work.

440 MEASUREMENT

Covered work: Give notice before covering work required to be measured.

450 DAYWORK VOUCHERS

Before commencing work: Give reasonable notice to person countersigning daywork vouchers.

Content: Before delivery each voucher must be:

- Referenced to the instruction under which the work is authorised.
- Signed by the Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.

460 INTERIM PAYMENTS

Application by Contractor: If made under Conditions of Contract include details of amounts considered due together with all supporting information.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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.

No payments to be made for materials off-site or for deposits.

Evidence: When requested, provide evidence of freedom of reservation of title.

475 LISTED PRODUCTS STORED OFF SITE

Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.

Include for products purchased from a supplier:

- A copy of the contract of sale and 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:

- 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.

480 LABOUR AND EQUIPMENT RETURNS

Records must show:

- 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

490 PROVISIONAL SUMS/AGREEMENT OF PACKAGES OF WORKS

Costs for the expenditure of Provisional Sums items or works to be instructed must be supported by a minimum of 3 competitively obtained quotations and include any suggestions from the Employer for the inclusion of other contractors. The contractor is obliged to engage with the selected contractor as confirmed in a Contract Administrator's Instruction and engage them on the basis of a Domestic Sub Contractor.



## **A33 QUALITY STANDARDS/ CONTROL**

### **STANDARDS OF PRODUCTS AND EXECUTIONS**

#### **110 INCOMPLETE DOCUMENTATION**

- General: Where and to the extent that products or work are not fully documented, they are to be:
- 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.

#### **120 WORKMANSHIP SKILLS**

- 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.

#### **130 QUALITY OF PRODUCTS**

- 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 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.

#### **135 QUALITY OF EXECUTION**

- 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.
- 140 COMPLIANCE
- 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:
- 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.
- 150 INSPECTIONS
- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
- Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.
  - Any associated conditions.
- 160 RELATED WORK
- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
- Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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.

180 WATER FOR THE WORKS

Mains supply: Clean and uncontaminated.

Other: Do not use until:  
- Evidence of suitability is provided.  
- Tested to BS EN 1008 if instructed.

**SAMPLES/ APPROVALS**

210 SAMPLES

Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:

- To an express approval.
- To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

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.

230 APPROVAL OF EXECUTION

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.

## **ACCURACY/ SETTING OUT GENERALLY**

### **320 SETTING OUT**

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 APPEARANCE AND FIT**

Tolerances and dimensions: If 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 (maximum): To BS 5606, tables 1 and 2.

### **340 CRITICAL DIMENSIONS**

Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.

### **360 RECORD DRAWINGS**

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 SERVICES REGULATIONS**

New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

### **420 WATER REGULATIONS/ BYELAWS NOTIFICATION**

Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.

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.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

On completion of  
the work:

Submit (copy where also required to the Water Undertaker) a certificate including:

- 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.

445 SERVICE RUNS

General:

Provide adequate space and support for services, including unobstructed routes and fixings.

Ducts, chases and  
holes:

Where possible, form during construction rather than cut.

Coordination with  
other works:

Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

**SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

510 SUPERVISION

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 manager.

520 COORDINATION OF ENGINEERING SERVICES

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.
- 530 OVERTIME WORKING
- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
- Minimum period of notice: One week.
- 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.
- 540 DEFECTS IN EXISTING WORK
- 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:
- Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.
- 550 ACCESS FOR INSPECTION
- Removal: Before removing scaffolding or other facilities for access, give notice of not less than One week.
- 560 TESTS AND INSPECTIONS
- 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.
- 580 CONTINUITY OF THERMAL INSULATION
- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
- 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.

**610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS**

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.

**620 MEASURES TO ESTABLISH ACCEPTABILITY**

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:

- Will be at the expense of the Contractor.
- Will not be considered as grounds for revision of the completion date.

**630 QUALITY CONTROL**

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:

- 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.

**WORK AT OR AFTER COMPLETION**

**710 WORK BEFORE COMPLETION**

General: Make good all damage consequent upon the Works. 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 materials or construction.
	COSHH 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.
720	<b>SECURITY AT COMPLETION</b>	
	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.
725	<b>WORKS AFTER COMPLETION</b>	
	Contractor is to arrange maintenance contracts for any of the works requiring maintenance for the defects period. For example, and not limited to, the landscaping, and mechanical and electrical installation including the lift.	
	Costs for this are to be included in the tender to allow the option to remove them from the works	
730	<b>MAKING GOOD DEFECTS</b>	
	Remedial work:	Arrange access with Employer's representative
	Rectification:	Rectification works to be carried out within 7 days of the schedule being issued. Give reasonable notice for access to the various parts of the Works.
	Completion:	Notify when remedial works have been completed.



## **A34 SECURITY/ SAFETY/ PROTECTION**

### **SECURITY, HEALTH AND SAFETY**

#### **110 PRECONSTRUCTION INFORMATION**

Location: The Pre Construction Information is to be issued prior to the Commencement of the Works.

#### **140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

Submission: Present to the Employer no later than one week before Date of Possession.

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 the 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.

#### **150 SECURITY**

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.

#### **160 STABILITY**

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.

#### **210 EMPLOYER'S REPRESENTATIVES SITE VISITS**

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. – Allow 5 sets of PPE

## PROTECT AGAINST THE FOLLOWING

### 310 EXPLOSIVES

Use: Not permitted

### 330 NOISE CONTROL

Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works. Noisy working restrictions imposed by RBKC are to be adhered to.

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:

- Pneumatic drills and other noisy appliances without consent during the hours of retail trading
- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

### 340 POLLUTION

Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.

Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

### 350 PESTICIDES

Use: Not permitted.

### 360 NUISANCE

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.

### 370 ASBESTOS CONTAINING MATERIALS

Duty: Report immediately any suspected materials discovered during execution of the Works.

- Do not disturb.
- Agree methods for safe removal or encapsulation.

### 380 FIRE PREVENTION

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').
390	SMOKING ON SITE	
	Smoking on site:	Not permitted.
400	BURNING ON SITE	
	Burning on site:	Not permitted.
410	MOISTURE	
	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"> <li>- Blistering and failure of adhesion.</li> <li>- Damage due to trapped moisture.</li> <li>- Excessive movement.</li> </ul>
420	INFECTED TIMBER/ CONTAMINATED MATERIALS	
	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.
430	WASTE	
	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"> <li>- Non-hazardous material: In a manner approved by the Waste Regulation Authority.</li> <li>- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.</li> </ul> Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
	Waste transfer documentation:	Retain on site.
440	ELECTROMAGNETIC INTERFERENCE	
	Duty:	Prevent excessive electromagnetic disturbance to apparatus outside the site.

## PROTECT THE FOLLOWING

### 510 EXISTING SERVICES

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 mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

Work adjacent to services:

- 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:

- Below ground: Use signboards, giving type and depth;
- Overhead: Use headroom markers.

Damage to services: If any results from execution of the Works:

- 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 undertakers recommendations.

### 520 ROADS AND FOOTPATHS

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 Contract Administrator, Employer, Local Authority or other owner.
- 560 EXISTING FEATURES
- 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.
- 570 EXISTING WORK
- 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.
- 580 BUILDING INTERIORS
- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
- 620 ADJOINING PROPERTY
- Permission: Obtain as necessary from owners if requiring to access or use adjoining property.
- 625 ADJOINING PROPERTY RESTRICTIONS
- Precautions:
- 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.
- 630 EXISTING STRUCTURES
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
- 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 or as updated from time to time.

640 MATERIALS FOR RECYCLING/ REUSE

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.

### **A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**

- 110    **SCOPE**  
      General:                    The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.
- 140    **SCAFFOLDING**  
      Scaffolding:                Make available to subcontractors and others at all times.
- 160    **USE OR DISPOSAL OF MATERIALS**  
      Specific limitations:        Adhere to Local Authority waste management guidelines.
- 170    **WORKING HOURS**  
      Specific limitations:        None other than those imposed by the local authorities or other applicable requirements.

## **A36 FACILITIES/ TEMPORARY WORK/ SERVICES**

### **GENERALLY**

#### **110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES**

Location: Give notice of intended siting.

Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

### **ACCOMMODATION**

#### **210 ROOM FOR MEETINGS**

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 five people.

#### **260 SANITARY ACCOMMODATION**

Facilities: Provide and maintain in a clean condition, sanitary accommodation for the Employer's representatives, either separate or shared with the Contractor's supervisory staff.

#### **340 NAME BOARDS/ ADVERTISEMENTS**

General: Obtain approval, including statutory consents, and provide a temporary name board displaying:

- Title of project:
- Name of Employer:
- Names of Consultants:
- Names of Contractor

### **SERVICES AND FACILITIES**

#### **410 LIGHTING**

Finishing work and  
inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

#### **420 LIGHTING AND POWER**

Electricity supply from the Site mains may be used for the Works. The Contractor is to allow for visiting the Site to ascertain the nature and capacity of the supply. The Employer will not be held responsible for the effects of any failure or restriction in supply.



430 WATER

Water supply from the Site mains may be used for the Works (avoidable waste excepted). The Contractor is to allow for visiting the Site to ascertain the nature and capacity of the supply. The Employer will not be held responsible for the effects of any failure or restriction in supply.

440 MOBILE TELEPHONES

Direct communication: As soon as practicable after the start on site:

- provide the Contractor's person in charge with a mobile telephone.
- pay all charges reasonably incurred.

470 E-MAIL FACILITY

General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and those acting on behalf of the Employer.

Use on behalf of  
Employer:

Allow for the cost of for use by those acting on behalf of the Employer.

480 PHOTOCOPIER

General: Provide reasonably unrestricted access to and reasonably limited free use of an on-site photocopier, which may be located in the Contractor's own site offices.

540 METER READINGS

Charges for service supplies: Where to be apportioned ensure that:

- Meter readings are taken by relevant authority or the Contract Administrator at possession and/ or completion as appropriate.
- Copies of readings are supplied to interested parties.

570 PERSONAL PROTECTIVE EQUIPMENT

General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:

- Safety helmets to BS EN 397, neither damaged nor time expired.  
Number required: five
- High visibility waistcoats to BS EN 471 Class 2. Number required: five
- Safety boots with steel insole and toecap to BS EN ISO 20345.  
Pairs required: five
- 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.

## **A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS**

### **GENERALLY**

#### **110 THE BUILDING MANUAL**

**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 and safe operation and maintenance.

**Scope:**

- 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 Principle Contractor]. Content as clause 150

**Responsibility:** The Building Manual is to be produced by the Contractor and must be complete and the final version submitted no later than two weeks after the date of Practical Completion.

A draft copy (One hard copy and one electronic copy) will be required at the Pre Handover Meeting to be scheduled two weeks prior to the date for Practical Completion of the Works. The following documentation is required to be included in the draft Building Manual in order for Practical Completion to be given:-

**Compilation:**

- 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 authorised.

**Final copies of the Manual:**

- Number of copies: Four
- Format: Two Hard copies and two electronic copies on CD.
- Latest date for submission: two weeks within the date for completion stated in the contract.

**As-built drawings and schedules:**

- Number of copies: Four
- Format: Two 'full size' hard copies, two electronic copies in .dwg (AutoCAD) format.

115 THE HEALTH AND SAFETY FILE

Responsibility: As the Principal Contractor, the Contractor will be required to provide sufficient information to the Principle Designer as detailed in the Pre Construction Information Pack. The format of the Health & Safety File is set down in the Pre Construction Information Pack.

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

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:

- 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:

- 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:

- Maintenance contracts and contractors.
- Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
- Emergency procedures and contact details in case of emergency.
- Description and location of other key documents.

Timescale for

completion: As per A37 110 above

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:

- Detailed design criteria, including:
- Floor and roof loadings.

- Durability of individual components and elements.
- Loading restrictions.
- Insulation values.
- Fire ratings.
- Other relevant performance requirements.

Construction of the building:

- 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:

- Air permeability.
- Resistance to passage of sound.
- Continuity of insulation.
- Electricity and Gas safety.

Timescale for completion:

As per A37 110 above.

Submit to: The Contract Administrator

150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

Content: Obtain and provide the following, including all relevant details not included in other parts of the manual, including:

- 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

Timescale for completion:

2 weeks prior to Practical Completion. Draft to be issued prior with final approval prior to production of the final copies

Submit to: Contract Administrator

160 PRESENTATION OF BUILDING MANUAL

Format: A4 size, plastic 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.

## **SECTION 2**

### **WORKS PRICING SCHEDULE**

**TENDER SUM ANALYSIS**

for

**EXTENSION, ALTERATION AND REFURBISHMENT WORKS**

to

**BENSON PARISH HALL  
SUNNYSIDE, BENSON, WALLINGFORD OX10 6LX**

for

**BENSON PARISH COUNCIL**

**Somerset Consult Limited  
Southside (6th Floor)  
105 Victoria Street  
Westminster  
London  
SW1E 6QT**

**20th November 2020**

**Extension and Refurbishment**

Ref	Item	£
1	Demolitions	2,500.00
2	Alterations and Repairs	-
3	Excavating and filling	2,000.00
4	Insitu Concrete Works	-
5	Masonry	2,000.00
6	Structural Metalwork	5,000.00
7	Carpentry	-
8	Sheet Roof Coverings	-
9	Tile and Slate and Wall Coverings	-
10	Linings and Partitions	-
11	Cladding	-
12	General Joinery	-
13	Windows, Screens and Lights	-
14	Doors, Shutters and Hatches	-
15	Glazing	-
16	Floor, Wall, Ceiling and Roof Finishes	1,000.00
17	Decoration	-
18	Suspended Ceilings	-
19	Insulation, Fire Stopping and Fire Protection	1,000.00
20	Furniture, Fittings and Equipment	2,750.00
21	Drainage Below Ground	Excluded
22	Site Works	-
23	Fencing	Excluded
24	Soft Landscaping	Excluded
28	Builder's Work In Connection with Mechanical, Electrical and Transportation Installations	
29	Site Works	-
	Sub-Total	16,250.00
30	Preliminaries	-
	Sub-Total	16,250.00
	Main Contractor's Overheads and Profit @ %	
	Sub-Total	16,250.00
	CONTRACTOR DESIGN PORTION - Including Main Contractor preliminaries and attendances	
25	Mechanical Services	750.00
26	Electrical Services	1,242.89
27	Transportation	-
	<b>TOTALS</b>	<b>£ 18,242.89</b>



Ref	Item	Qty	Unit	£/Unit	£ Total
<b>30</b>	<b>Preliminaries</b>				
30.1	Supervision and labour				
	Site Manager	17	weeks		-
	Quantity Surveyor	17	weeks		-
	Contracts Manager	17	weeks		-
	Safety inspections	9	weeks		-
	Labourer	17	weeks		-
30.2	Utilities				
	Power and water for the works	17	weeks		-
	Temporary connections	1	Item		-
30.3	Welfare Facilities				
	Set up and dismantle, including making good finishes	1	Item		-
	temp toilets	17	weeks		-
	temp office and site meeting room, including furniture	17	weeks		-
	temp canteen/drying room	17	weeks		-
	storage containers	17	weeks		-
	consumables	17	weeks		-
	Phone and internet	17	weeks		-
	printer	17	weeks		-
	PPE	17	weeks		-
30.4	Security				
	Hoarding	1	Item		-
	CCTV/Alarm	17	weeks		-
30.5	Access				
	Scaffolding	1	Item		-
	Lightweight Access towers	17	weeks		-
30.6	Plant				
	Forklift	5	weeks		-
	Cranage	2	lifts		-
	Small plant and tools	17	weeks		-
	Drying heaters and dehumidifiers	5	weeks		-
30.7	Cleaning and Protection				
	Builder's and sparkle clean	1	Item		-
	Protection of carpets/finishes	1	Item		-
	Protection of kerbs and car park surface	1	Item		-
	Skips/rubbish removal	17	weeks		-
30.8	Surveys and Fees				
	Dilapidation survey	1	Item		-
	Asbestos	1	Item		-
	Soil investigation	1	Item		-
	Soil Contamination	1	Item		-

[illegible]

Ref	Item	Qty	Unit	£/Unit	Total £
	<b>1 Demolitions</b>				
	1.1 Strip roof coverings, tiles, battens, felt and dispose off site	76	m2		-
	1.2 Remove gable roof structure over existing entrance	1	item		-
	1.3 Install and maintain temporary waterproofing to protect the meeting room and store on the first floor during the works.	1	item		-
	1.4 Take down face brickwork and blockwork cavity wall, and dispose off site	14	m2		-
	1.5 Grub up brickwork and blockwork cavity wall below ground, approx. 450mm deep and dispose off site	6	m2		-
	1.6 Remove rainwater gutter and down pipe and dispose off site	1	item		-
	1.7 Carefully remove sign above door and set aside for reuse	1	item		-
	1.8 Remove high-level windows from existing entrance elevation and dispose off site	5	m2		-
	1.9 Remove triangular windows from entrance gable elevation and dispose off site	3	m2		-
	1.10 Remove existing internal entrance door and angled glazed side panels. 4.6m long, 2.1m high. Dispose off site	1	item		-
	1.11 Remove existing internal single timber doors, frame and the like. Dispose off site	9	nr		-
	1.12 Remove existing internal double timber doors, frame and the like. Dispose off site	2	nr		-
	1.13 Carefully remove existing ground floor blockwork partitions to WC area and store area in kitchen, 2.5m high, and dispose off site	75	m2		-
	1.14 Carefully remove existing first floor stud partitions to area of new roof. Height varies. Dispose off site	1	item		-
				<b>Carried forward £</b>	-

Ref	Item	Qty	Unit	£/Unit	Total £
	<b>1 Demolitions</b>				
				<b>Brought forward £</b>	-
	1.15 Remove toilet cubicles and sanitaryware to disabled WC, male and female WCs	1	item		-
	1.16 Carefully take up floor finishes in the ground floor lobby area, meeting room and landing, make good substrate to receive new.	106	m2		-
	1.17 Carefully take down ground floor ceilings and dispose off site	110	m2		-
	1.18 Disconnect hot and water supply, heating pipework and electrical connections and make safe.	1	Item		-
	1.19 Remove all hot and cold water, heating, lighting, small power, above ground drainage and ventilation as set out in the M&E specification to ground floor (excluding lounge) and meeting room on first floor.	173	m2		-
	1.20 Allow Provisional Sum for the removal of Asbestos	1	Prov Sum	2,500.00	2,500.00
	1.21 Carefully remove belfast sink, brackets and taps from the Cleaners Cupboard and set aside for reuse	1	Item		-
				<b>Total £</b>	<b>2,500.00</b>

Ref	Item	Qty	Unit	£/Unit	Total £
<b>2 Alterations</b>	2.1 Carefully remove a section of the existing rainwater gutter immediately adjacent to the new roof extension. Install stop end and outlet, including reconfiguring the down pipe to suite the new roof configuration.	1	item		-
	2.2 Carefully remove blockwork column casings and external cladding to 4nr existing ground floor steel columns, 2.5m high to existing entrance elevation and dispose off site. Steel columns to remain.	17	m2		-
	2.3 Remove roof timbers after installing new valley support structure, including cutting down steel column and removing steel rafter on Grid Line 3.	112	m2		-
	2.4 Remove window adjacent plant door on external wall and infill cavity wall.	1	item		-
	2.5 Manhole 3 - Remove manhole lid and dispose off site. Block off drain run and seal.	1	item		-
	<b>Total £</b>				-

Ref	Item	Qty	Unit	£/Unit	Total £
	<b>3 Excavating and Filling</b>				
	Surveys				
	3.1 Locate all underground existing utility services (BT, Electricity and Gas) and drains	1	item		-
	Site Preparation				
	3.2 Take up paving slabs and excavate bedding under. Dispose off site.	45	m2		-
	3.3 Carefully take up paving slabs and excavate bedding under. Clean off and set aside slabs for reuse Dispose of bedding off site.	35	m2		-
	3.4 Take up brick paviour to entrance area and excavate bedding under. Dispose off site.	17	m2		-
	3.5 Carefully take up brick paviments at entrance area and excavate bedding under. Clean off and set aside for reuse. Dispose of bedding off site.	9	m2		-
	Excavating				
	3.6 Excavating to reduce levels to slab, not exceeding 2.00m deep. Earthwork support at contractor's discretion	22	m3		-
	3.7 Excavating strip foundation, not exceeding 2.0m deep. Earthwork support at contractor's discretion	15	m3		-
	3.8 Excavating to pad foundation, not exceeding 2.0m deep. Earthwork support at contractor's discretion	5	m3		-
	3.9 Excavating alongside or over existing services and drainage	1	Prov Sum	1,000.00	1,000.00
	Disposal				
	3.10 Disposal of excavated material	42	m3		-
	3.11 Extra Over disposal of excavated material for contaminated soil	1	Prov Sum	1,000.00	1,000.00
	3.12 Disposal of ground water	1	Item		-
	3.13 Disposal of surface water from excavations	1	Item		-
	<b>Carried forward £</b>				<b>2,000.00</b>

Ref	Item	Qty	Unit	£/Unit	Total £
3 Excavating and Filling				Brought forward £	2,000.00
	Filling				
	3.14 Imported filling, type 1 or type 2, to slab area. Thickness 150mm. Over 50mm thick but not exceeding 500mm deep.	9	m3		-
	3.15 Imported filling, type 1 or type 2, to foundations. Thickness 300mm. Over 50mm thick but not exceeding 500mm deep.	3	m3		-
	3.16 Blinding bed, not exceeding 50mm, sand	3	m3		-
	Damp Proof Membrane				
	3.17 Damp proof membrane, 1000 gauge polythene	63	m3		-
				Total £	2,000.00

Ref	Item	Qty	Unit	£/Unit	Total £
	<b>4 Insitu Concrete Works</b>				
	4.1 Mass concrete, trench filling, poured on or against earth. Mix GEN 3 (KRP Drawing 20100/01 T1)	14	m3		-
	4.2 Mass concrete, pad foundation filling, poured on or against earth. Mix GEN 3 (KRP Drawing 20100/01 T1)	3	m3		-
	4.3 Horizontal work, not exceeding 300mm thick, in ground bearing slab structure, 200mm thick, reinforced, Mix RC35 (KRP Drawing 20100/01 T1)	13	m3		-
	4.4 Vertical work, concrete cavity filling, not exceeding 300mm thick. Mix GEN 1 (KRP Drawing 20100/01 T1)	1	m3		-
	4.5 Vertical work, 5nr column casings to base, over 300mm thick. Mix GEN 3 (KRP Drawing 20100/01 T1)	0.5	m3		-
	Surface finishes to concrete				
	4.6 Trowelling to top surface of slab	63	m2		-
	Formwork				
	4.7 Plain formwork, to sides of horizontal work, not exceeding 500mm high, to slab 200mm high	18	m		-
	Reinforcement				
	4.8 High yield steel bars, H10 U bars to perimeter of slab, tied to top and bottoms layers of mesh reinforcement, 1.5m long at 200mm centres (KRP Drawing 20100/01 T1)	0.14	t		-
	4.9 Mesh reinforcement, A393, laps as Structural Engineers details. (KRP Drawing 20100/01 T1)	126	m2		-
	Accessories cast in to concrete				
	4.10 Holding down bolts, sets of 4 cast in proprietary bolt box, 300mm long bolts. Fix only, supplied by steel contractor (KRP Drawing 20100/01 T1)	5	nr		-
	<b>Carried forward £</b>				-



[illegible]

**Benson**

Ref	Item	Qty	Unit	£/Unit	Total £
<b>5</b>	<b>Masonry</b>				
	Walls				
	5.1 102.5mm face brickwork skin of hollow wall, pointed one side	15	m2		-
	5.2 100mm 3.6N blockwork skin of hollow wall, fair faced one side, paint grade blocks (KRP Drawing 20100/01 T1, CA dwgs P/001 and D/003)	119	m2		-
	5.3 100mm 3.6N blockwork skin of hollow wall, not exceeding 600mm high (KRP Drawing 20100/03 T2 section 3-3)	6	m2		-
	5.4 102.5mm brickwork skin of hollow wall, below ground level (KRP Drawing 20100/01 T1)	8	m2		-
	5.5 100mm 3.6N blockwork partition, fair faced both sides, paint grade blocks (KRP Drawing 20100/02 T1)	78	m2		-
	5.6 140mm 7.3N blockwork skin of hollow wall, below ground level (KRP Drawing 20100/01 T1)	6	m2		-
	5.7 215mm 7.3N blockwork wall, below ground level (KRP Drawing 20100/01 T1)	12	m2		-
	5.8 100mm 7.3N solid blockwork column casing base of columns, below ground level, built around steel columns, overall dimensions 665 x 665 x 450mm high, used as formwork (KRP Drawing 20100/01 T1)	2	m		-
	5.9 100mm 3.6N solid blockwork paint grade finish and fair faced one side, isolated column casing, built around existing steel columns, overall dimensions 665 x 665mm (KRP Drawing 1896/04 T1)	3	m		-
	5.10 100mm 3.6N solid blockwork fair faced one side and paint grade blocks, attached column casing, built around steel columns in new cavity wall, two sides, overall dimensions 265 x 265mm (KRP Drawing 1896/04 T1)	5	m		-
	<b>Carried forward £</b>				-

Ref	Item	Qty	Unit	£/Unit	Total £
5	Masonry				
				<b>Brought forward £</b>	-
	5.11 100mm 7.3N solid blockwork, fair faced one side and paint grade blocks, attached column casing, built around steel columns in new cavity wall, three sides, overall dimensions 665 x 265mm (KRP Drawing 1896/04 T1)	15	m		-
	5.12 Supporting wall to Lift and structural alterations	1	Prov Sum	2,000.00	2,000.00
	Copings				
	5.13 Extra over walls, copings under windows, horizontal	15	m		-
	Cavities				
	5.14 Forming 100mm cavity, ties (CA drawing D/001 A)	76	m2		-
	5.15 Cavity insulation, 90mm Celotex CF5000 (CA drawing D/001 and 003 and 006)	69	m2		-
	5.16 Closing 100mm cavity, vertical, proprietary insulated cavity closer and DPC. Pointing to reveal.	7	m		-
	5.17 Closing 100mm cavity, horizontal proprietary insulated cavity closer and DPC. Pointing to cill.	20	m		-
	Damp proofing				
	5.18 Hyload, 100mm Damp proof course, not exceeding 300mm wide (CA drawing D/001 A)	68	m		-
	5.19 Damp proof course, exceeding 300mm wide, stepped to form 600mm cavity tray	20	m2		-
	Joints				
	5.20 Ties to head and base of blockwork partitions, as structural engineer details (KRP Drawing 20100/03 T2).	77	m		-
	5.21 Vertical joint to existing structure, furfix ties at 450mm centres (KRP Drawing 20100/02 T2)	14	m		-
	5.22 Mastic vertical joint with existing masonry	2	m		-
				<b>Carried forward £</b>	2,000.00

Ref	Item	Qty	Unit	£/Unit	Total £
<b>5 Masonry</b>					
				<b>Brought forward £</b>	2,000.00
	Lintels (KRP Drawing 20100/02 T2)				
	5.23 Pre cast concrete lintel, 140 mm deep fair faced, 4.0m long.	1	nr		-
	5.24 Pre cast concrete lintel, 215 mm deep fair faced, 3.2m long.	1	nr		-
	5.25 Pre cast concrete lintel, 215 mm deep fair faced, 2.5m long.	1	nr		-
	5.26 Pre cast concrete lintel, 65 mm deep fair faced, 1.3m long.	6	nr		-
	(KRP Drawing 1896//04 T2)				
	5.27 Insulated galvanised steel lintels to blockworks cavity wall, 1.5m long.	2	nr		-
	Ties (KRP Drawing 21896/04 and /03 - T1)				
	5.28 Ancon SPV ties, tek screwed to steel columns or posts, 75mm long at 450mm centres, built into blockwork	15	nr		-
	5.29 Ancon SPV ties, tek screwed to steel columns or posts, 125mm long at 450mm centres, built into blockwork	180	nr		-
	5.30 Ancon SPV ties, tek screwed to steel columns or posts, 150mm long at 450mm centres, built into blockwork	30	nr		-
	5.31 Ancon SPV ties, tek screwed to steel columns or posts, 200mm long at 450mm centres, built into blockwork	180	nr		-
				<b>Total £</b>	<b>2,000.00</b>

**Benson**

Ref	Item	Qty	Unit	£/Unit	Total £
	<b>6 Structural Steelwork</b>				
	(KRP Drawing 20100/02 T2)				
	6.1 Framed steel, column, length exceeding 1.0m, not exceeding 9.0m - 152 x 152 UC37	0.629	t		-
	6.2 Framed steel, column, length exceeding 1.0m, not exceeding 9.0m - 120 x 120 x 10 SHS	0.422	t		-
	(KRP Drawing 20100/02 T2 and 1896/04 T2)				
	6.3 Framed steel, column, length exceeding 1.0m, not exceeding 9.0m - 100 x 100 x 10 SHS	0.095	t		-
	6.4 Framed steel, beam (ridge), length exceeding 1.0m, not exceeding 9.0m - 203 x 133 UB25	0.285	t		-
	6.5 Framed steel, beam, length exceeding 1.0m, not exceeding 9.0m - 254 x 146 UB37	1.629	t		-
	6.6 Framed steel, eaves beam , length exceeding 1.0m, not exceeding 9.0m, bolted to UC - 300 x 100 PFC 54	0.173	t		-
	6.7 Framed steel, beam, length exceeding 1.0m, not exceeding 9.0m, bolted to UC - 150 x 90 PFC 24	0.296	t		-
	6.8 Framed steel, rafter, length exceeding 1.0m, not exceeding 9.0m, 254 x 16 UB 31	1.265	t		-
	6.9 Framed steel, valley rafter, length exceeding 1.0m, not exceeding 9.0m, 254 x 16 UB 31	0.375	t		-
	(KRP Drawing 20100/02 T2)				
	6.10 Framed steel, stub column, length not exceeding 1.0m - 254 x 146 UB31	0.031	t		-
	6.11 Framed steel, eaves bracket - see also KRP drawing 20100/09 T2	2	nr		-
	6.12 Framed steel, 100 x 50 PFC eaves tie	0.469	t		-
	(KRP Drawing 20100/03 T2 and CA drawing D003c)				
	6.13 Framed steel, plate, 250 x 8 welded to steel beam	0.145	t		-
	<b>Carried forward £</b>				-

Ref	Item	Qty	Unit	£/Unit	Total £
	<b>6 Structural Steelwork</b>				
				<b>Brought forward £</b>	-
	6.14 Framed steel, plate, 100 x 8 welded to steel beam	0.112 t			-
	6.15 Isolated steel beam, replacement ridge, length exceeding 1.0m, not exceeding 9.0m - 254 x 146 UB37, connected between existing steel structure including relocating timber joists	0.150 t			-
	6.16 Isolated steel beam, new ridge beam, length exceeding 1.0m, not exceeding 9.0m - 254 x 146 UB37, connected between existing steel framing	0.241 t			-
	6.17 Temporary propping retained roof structure and cutting out existing ridge beam. Disconnect, relocate and connect existing timber rafters and reconnecting after.  (KRP Drawing 20100/02 T2)	1 item			-
	6.18 Isolated steel beam, new floor beam, length exceeding 1.0m, not exceeding 9.0m - 254 x 146 UB37, connected between existing steel framing	0.150 t			-
	6.19 Locally remove floor boarding to existing meeting room and cut joists to receive new steel beam, including temporary propping and making good floorboparing after.  (KRP Drawing 20100/01 T2)	1 item			-
	6.20 Holding down bolts, sets of 4 cast in proprietary bolt box, 300mm long bolts. supply only, fixed by others	5 nr			-
	6.21 Fittings, 10% of steel weight	0.632 t			-
	6.22 Provisional Sum for unforeseen Works arising as a result of the opening up of the structure.	1 Prov Sum		5,000.00	5,000.00
				<b>Total £</b>	<b>5,000.00</b>

**Benson**

Ref	Item	Qty	Unit	£/Unit	Total £
<b>7</b>	<b>Carpentry</b>				
	(KRP Drawing 1896/04 T2)				
7.1	Structural timbers, rafters, 75 x 100 C24 timber, fitted at 400mm centres, including 450mm lap, bolted with 5Nr M12 bolts (KRP Drawing 20100/09 T2)	524	m		-
7.2	Structural timbers, double rafters, 75 x 100 C24 timber, bolted with M12 bolts at 600mm centres. Including 450mm lap joint bolted with 5Nr M12 bolts (KRP Drawing 20100/09 T2)	20	m		-
7.3	Structural timbers, strutting to rafters, 75 x 100 C24 timber, fitted at 1.5m centres	161	m		-
7.4	Structural timbers, ties to rafters at eaves ridge and valley, 75 x 100 C24 timber, fitted at 400mm centres (KRP Drawing 20100/09 T2 and CA drawing D/003 A, D/004 A and D/005 A)	49	m		-
	(KRP Drawing 20100/02 T2)				
7.5	Structural timbers, joists, 50 x 200 C24 timber, fitted at 400mm centres	168	m		-
7.6	Structural timbers, strutting to joists, 50 x 200 C24 timber, fitted at 1.5m centres	54	m		-
7.7	Structural timbers, joists, 50 x 125 C24 timber, fitted at 400mm centres	13	m		-
7.8	Structural timbers, joists, 50 x 150 C24 timber, fitted at 400mm centres	34	m		-
7.9	Structural timbers, triple joists, 50 x 200 C24 timber, bolted	5	m		-
7.10	Structural timbers, strutting to joists, 50 x 125 C24 timber, fitted at 1.5m centres	4	m		-
7.11	Structural timbers, plate 50 x 125 C24 timber, bolted with M12 resin anchors to wall, 75mm embedment, at 600mm centres (KRP Drawing 20100/03 T2 section 3-3)	12	m		-
7.12	Structural timbers, plate 50 x 100 C24 timber, bolted with M12 resin anchors to wall, 75mm embedment, at 600mm centres (KRP Drawing 20100/03 T2 section 3-3)	8	m		-
<b>Carried forward £</b>					-

Ref	Item	Qty	Unit	£/Unit	Total £
7	<b>Carpentry</b>				
				<b>Brought forward £</b>	-
	7.13 Structural timbers, plate 50 x 125 C24 timber, bolted with M12 to steel, at 600mm centres (KRP Drawing 20100/03 T2 section 3-3 and 20100/09 T2)	14	m		-
	7.14 Structural timbers, plate 50 x 75 C24 timber, tec screwed to steel, at 600mm centres (KRP Drawing 20100/03 T2 section 3-3 and 20100/09 T2)	14	m		-
	7.15 Structural timbers, layboard, 2nr 50 x 250 C24 timber, bolted M12 bolts at 600mm centres (KRP Drawing 1896/04 T2)	4	m		-
	7.16 Structural timbers, plates to steel webs 75 x 175 C24 timber, bolted M12 bolts at 600mm centres (KRP Drawing 20100/03 T2)	23	m		-
	7.17 Structural timbers, plates to steel webs 75 x 225 C24 timber, bolted M12 bolts at 600mm centres (KRP Drawing 20100/03 T2)	200	m		-
	7.18 Structural timbers, purlins, composite member, 3nr 50 x 250 C24 timber, bolted M12 bolts at 600mm centres (KRP Drawing 1896/04 T2)	33	m		-
	7.19 Structural timbers, posts, 100 x 100 C24 timber (KRP Drawing 1896/04 T2)	4	m		-
	7.20 Strengthening works over the cooker hood (KRP Drawing 20100/02 T2)	1	Item		-
	<b>Eaves</b>				
	7.21 Eaves soffit, 12mm Cape Board Supalux, including framing, (CA drawing D/003 A)	6	m2		-
	7.22 Fascia to match existing	5	m		-
	<b>Verge</b>				
	7.23 Verge soffit, 12mm Cape Board Supalux, including framing	10	m2		-
	7.24 Verge board to match existing	20	m		-
				<b>Carried forward £</b>	-



Ref	Item	Qty	Unit	£/Unit	Total £
7	<b>Carpentry</b>				
				<b>Brought forward £</b>	-
	Decking				
	7.25 22mm ply, horizontal, glued and screwed to all joists at 300mm centres (KRP Drawing 20100/03 T2)	63	m2		-
	Valley gutters				
	7.26 Allowance to form near horizontal valley gutter at junction between existing and new roofs	1	item		-
	7.27 Allowance to form raking valley gutter, 250mm wide ply and batten	35	m		-
	Fittings				
	7.28 Hangers, joists, 50 x 200, tec screwed to steel (KRP Drawing 20100/03 T2)	127	Nr		-
	7.29 Hangers, joists, 50 x 125 (KRP Drawing 20100/03 T2)	25	Nr		-
	7.30 Hangers, joists, 50 x 150 (KRP Drawing 20100/02 T2)	27	Nr		-
	7.31 Straps 1500mm long, fixed to steel or blockwork at 1.5m centres and strutting to rafters and joists (KRP Drawing 20100/03 T2)	182	Nr		-
				<b>Total £</b>	-

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**Benson**

Ref	Item	Qty	Unit	£/Unit	Total £
	<b>13 Windows, Screens and Lights</b>				
	Windows				
	13.1 Window ref L1-01, fixed window, double glazed - 900mm wide 1,050mm high	1	nr		-
	13.2 Window ref L1-02, fixed window and 2 top hung sashes including ironmongery, double glazed - 3,150mm wide 1,050mm high	1	nr		-
	13.3 Window ref L1-03, fixed window and 1 top hung sashes including ironmongery, double glazed - 2,400mm wide 1,050mm high	1	nr		-
	13.4 Window ref L1-04, fixed window, double glazed - 1,200mm wide 1,050mm high	1	nr		-
	13.5 Window ref L1-05, fixed window and 1 top hung sashes including ironmongery, double glazed - 2,100mm wide 1,050mm high	1	nr		-
	13.6 Window ref L1-09, 1 top hung sashes including ironmongery, double glazed - 1,200mm wide 1,050mm high	1	nr		-
	13.7 Window ref L2-05 and L2-06, double side hung sashes including ironmongery, double glazed - 1,200mm wide 1,050mm high	2	nr		-
	Screens				
	13.8 Internal entrance screen with double, hinged doors and 800mm fixed glazed screens either side, including glazing and ironmongery. Overall size 3600mm wide 2100mm high	1	nr		-
	13.9 Existing external entrance screen - ref L1-06, 07, 08. with double sliding doors and 800mm fixed glazed screens either side to be moved to new location. See Executive Alarms quotation ref 27798-0820 rev 1 dated 3/9/20 in M&E Specification Appendix H	1	nr		-
	<b>Total £</b>				-

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Ref	Item	Qty	Unit	£/Unit	Total £
<b>16 Floor, Wall, Ceiling and Roof Finishings</b>					
	Floor				
	16.1 Screed, 75mm thick, cement sand, with A98 reinforcing grid and separating sheet under	63	m2		-
	Carpet, to match existing				
	16.2 Office	21	m2		-
	16.3 Reception	7	m2		-
	16.4 Lounge	excluded	m2		-
	16.5 Landing	34	m2		-
	16.6 Art room	26	m2		-
	16.7 Meeting	29	m2		-
	Flooring to utility areas				
	16.8 Female WC	excluded	m2		-
	16.9 Male WC, quarry tiles to match existing	9	m2		-
	16.10 Disabled WC	excluded	m2		-
	16.11 Cleaners cupboard	excluded	m2		-
	16.12 Kitchen	excluded	m2		-
	16.13 Store	excluded	m2		-
	16.14 Patch repairs in quarry tiles where partitions have been removed, including making good to floor finish levels where they differ.	1	Prov Sum	1,000.00	1,000.00
	16.15 Quarry tile skirtings	78	m		-
	16.16 Amtico commercial flooring to lobby	38	m2		-
	16.17 Forbo Coral Classic matting to entrance lobby	14	m2		-
	Ceilings				
	16.18 12.5 mm plasterboard and skim coat to sloping ceiling, height above structural floor 1.8 to 5.00m,	197	m2		-
	<b>Total £</b>				<b>1,000.00</b>

Ref	Item	Qty	Unit	£/Unit	Total £
<b>17</b>	<b>Decorations</b>				
	Skirtings, new and existing				
	17.1 Knot, prime stop, 2 coats undercoat and 1 coat gloss, not exceeding 300mm	230	m		-
	Window boards, new and existing				
	17.2 Knot, prime stop, 2 coats undercoat and 1 coat gloss, not exceeding 300mm	46	m		-
	Door frames and architraves, new and existing				
	17.3 Knot, prime stop, 2 coats undercoat and 1 coat gloss, not exceeding 300mm	49	m		-
	Walls				
	1 mist and 2 full coats emulsion to walls. No omission for windows and doors - works not exceeding 600mm not measured.				
	17.4 Office	excluded	m2		
	17.5 Reception	excluded	m2		
	17.6 Kitchen	excluded	m2		
	17.7 Female WC and lobby	51	m2		-
	17.8 Male WC and lobby	48	m2		-
	17.9 Disabled WC	17	m2		-
	17.10 Cleaners	excluded	m2		
	17.11 Landing	122	m2		-
	17.12 Art room	81	m2		-
	17.13 Meeting Room	119	m2		-
	17.14 Small office, first floor	36	m2		-
	Ceilings				
	17.14 1 mist and 2 full coats emulsion to sloping ceiling, height above structural floor 1.8 to 5.00m,	197	m2		-
	<b>Total £</b>				-

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Ref	Item	Qty	Unit	£/Unit	Total £
<b>25 Mechanical Services</b>					
25.1	Modifications of existing heating system	1	Prov Sum	750.00	750.00
25.2	Radiators				
	Radiators supply - ref MHS quotation dated 24/08/20 ref RQ583556 in Appendix D of the M&E specification	1	Item		-
	Installation including pipework	13	nr		-
25.3	Hot and cold water installations	1	Item		-
25.4	Waste and drainage	1	Item		-
25.5	Ventilation				
	MVHR Fans - supply - ref Vectaire Quotation ref 204790/1 dated 07/08/20 in Appendix C of the M&E specification	1	Item		-
	Ductwork	1	Item		-
	Installation	1	Item		-
	Extract Fans - supply - ref Vectaire Quotation ref 204790/1 dated 07/08/20 in Appendix C of the M&E specification	1	Item		-
	Ductwork	1	Item		-
	Installation	1	Item		-
25.6	Thermal insulation	1	Item		-
25.7	Remove existing installation	1	Item		Included in Demolition Package
25.8	Sundries				
	Preparation of design, calculations, working drawings and as-built drawings	1	Item		-
	Testing and commissioning	1	Item		-
	Operation & Maintenance Manuals	1	Item		-
	12 months routine maintenance	1	Item		-
				Sub-Total	750.00
	Sub-contractor preliminaries and attendances				-
				Sub-Total	750.00
	Sub-contractor overheads and profit				-
	Main Contractor Preliminaries and attendances				
				<b>Total £</b>	<b>750.00</b>

Ref	Item	Qty	Unit	£/Unit	Total £
<b>26 Electrical Services</b>					
26.1	Mains Distribution and Fuse Gear	1	Item		-
26.2	Lighting				
	Emergency exit signs power	1	Item		-
	Circuits	80	nr		-
	Light Fittings				
	Omega LED 600x600 fitting	29	nr		-
	Chalice LED downlight	6	nr		-
	Enlight FR downlight	22	nr		-
	Zeta ECOP LED Tri-Proof	4	nr		-
	Lyric Deco excluded				
	Thorn Novaline	2	nr		-
	Thorn Thames	7	nr		-
	Thorn Equaline	2	nr		-
	Thorn Escort	6	nr		-
	Carefully take down existing meeting room light and set aside. Reinstall upon completion	1	Item		-
	MK Edge switch fitting	18	nr		-
26.3	Power				
	Power to mechanical plant	1	Item		-
	Power to lift	1	Item		-
	Power to roller shutters	1	Item		-
	Small power to sockets	32	nr		-
	Small power to hand dryers and air fresheners	1	Item		-
	Small power to sensors on urinals and taps	1	Item		-
	Power to Kitchen fittings	10	nr		-
	Power to over door heater and fitting	1	Item		-
	Dado trunking to offices	1	Item		-
	MK Edge DSSO and USB	32	nr		-
<b>Carried forward £</b>					-



Ref	Item	Qty	Unit	£/Unit	Total £
<b>26 Electrical Services</b>					
				<b>Brought forward £</b>	-
26.4	Fire Alarms				
	Alterations as Executive Alarms quotation ref 27798-0820 rev 1 dated 03/09/20 in Appendix H of the M&E Specification	1	Item		-
	Upgrade remainder to the existing building system	1	Item		-
26.5	CCTV				
	Alterations as Executive Alarms quotation ref 27798-0820 rev 1 dated 03/09/20 in Appendix H of the M&E Specification	1	Item		-
26.6	Door Release Speech Unit				
	Alterations as Executive Alarms quotation ref 27798-0820 rev 1 dated 03/09/20 in Appendix H of the M&E Specification	1	Item		-
	Moving of existing door in separate package				
26.7	Wi-Fi / Data				
	As defined in OXIT quotation ref 1064 dated 17/08/20 in Appendix L of the M&E Specification	1	Item		-
26.8	Telephones				
	Moving BT line quotation dated 14/09/20 - Appendix B of the M&E Specification	1	Prov Sum	1,242.89	1,242.89
	Wiring to telephone points in office, meeting ro	1	Item		-
26.9	Lightning Protection				
	Alterations as defined in Central High Rise quotation dated 10/09/20 in Appendix N of the M&E Specification	1	Item		-
26.10	Disabled WC Call, Emergency Call and induction loop Supply and install	1	Item		-
				<b>Carried forward £</b>	1,242.89

Ref	Item	Qty	Unit	£/Unit	Total £
<b>26 Electrical Services</b>					
				<b>Brought forward £</b>	1,242.89
26.11	Remove existing installation	1	Item		Included in Demolition Package
26.12	Sundries				
	Preparation of design, calculations, working drawings and as-built drawings	1	Item		-
	Testing and commissioning	1	Item		-
	Operation & Maintenance Manuals	1	Item		-
	12 months routine maintenance	1	Item		-
				Sub-Total	1,242.89
	Sub-contractor preliminaries and attendances				-
				Sub-Total	1,242.89
	Sub-contractor overheads and profit				-
	Main Contractor Preliminaries and attendances				
				<b>Total £</b>	<b>1,242.89</b>

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### **SECTION 3**

### **APPENDICES**

## **APPENDIX 1**

### **Drawings and Specifications**

**Extension and Refurbishment**

**Tender Drawings**

**Cutler Architects**

EL01 D Existing site location plan  
EB01 D Existing site block plan  
E001 B - Existing level 1 Ground Floor plan  
E002 - Existing level 2 First Floor plan  
E003 - Existing level 3 Roof plan  
E004 - Existing Elevations  
E005 - Existing Sections

P001 N - Proposed Level 1 Ground Floor Plan  
P002 N - Proposed Level 2 First Floor Plan  
P003 H - Proposed Level 3 Roof Plan  
P004 D - Proposed Elevations  
P005 D - Proposed Sections

P103 - Proposed Kitchen Plan  
P104 - Proposed Kitchen Elevations  
P105 A - Proposed WC Elevations  
P106 A - Proposed WC Plan

D001 A Proposed foundation section - Perimeter  
D002 A Proposed foundation section - Sleeper Wall  
D003 C Proposed Eaves  
D004 A Proposed Valley  
D005 A Proposed Ridge  
D006 C Proposed Gable

768.3 Building Regulations: Brief Specification dated 26th November 2020  
768.4 Finishes Schedule

**KPR - Structural Engineer**

20100/01 T1 Foundation Plan and Ground Floor Slab Details  
20100/02 T2 Ground Floor Plan and First Floor Structure  
20100/03 T2 First Floor Structure Details  
1896/04 T2 First Floor Layout and Roof Structure  
20100/05 T2 Steel Framing Elevations - 1 of 4  
20100/06 T2 Steel Framing Elevations - 2 of 4  
20100/07 T2 Steel Framing Elevations - 3 of 4  
20100/08 T2 Steel Framing Elevations - 4 of 4  
20100/09 T2 Roof Section Structural Timber

20100/SI 1 Site Investigation 1 of 3  
20100/SI 2 Site Investigation 2 of 3  
20100/SI 3 Site Investigation 3 of 3

Structural Specification dated October 2020

**Extension and Refurbishment**

<b>Tender Drawings</b>	<p><b><u>Contractors Design Portion - Employer's Requirements</u></b></p> <p><b><u>MEC Bird Associates - Services Consultant</u></b></p> <p>Performance specification August 2020, 3rd revision 3rd revision of tender drawings as follows</p> <p>991.11 Existing Ground Floor 991.12 Existing Ground Floor 991.13 Existing First Floor 991.14 Existing First Floor 991.15 Existing Elevations 991.16 Existing Sections 991.17 Existing Roof 991.18 Proposed Ground Floor 991.19 Proposed Ground Floor M&amp;E 991.20 Proposed Ground Floor - WCs, kitchen, store and lounge 991.21 Proposed Ground Floor - kitchen 991.22 Proposed First Floor 991.23 Proposed First Floor M&amp;E 991.24 Proposed Elevations 991.25 Proposed Roof Plan 991.26 Proposed Kitchen Elevations 991.27 Proposed WC Elevations</p> <p>Caterplan drawing Kitchen layout</p> <p>1877/M/01 EEP Existing heating system layout 1877/M/03 EEP Existing heating system boiler 1877/M/04 EEP Existing heating system schematic</p> <p>A501 A CIBES lift - A5000 lift 1 of 2 A501 A CIBES lift - A5000 lift 2 of 2</p>
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## **APPENDIX 2**

### **Contract Amendments**

**SCHEDULE OF AMENDMENTS TO THE JOINT CONTRACTS TRIBUNAL  
STANDARD BUILDING CONTRACT WITHOUT QUANTITIES 2016 EDITION**

**BENSON PARISH COUNCIL  
(Employer)**

**and**

**(Contractor)**

---

- relating to -

the extension and alteration of Benson Parish Hall

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This is the Schedule of Amendments referred to in the Articles of Agreement

Signed: \_\_\_\_\_  
For and on behalf of the Employer

Signed: \_\_\_\_\_  
For and on behalf of the Contractor

## **SCHEDULE OF AMENDMENTS TO THE JOINT CONTRACTS TRIBUNAL STANDARD BUILDING CONTRACT WITHOUT QUANTITIES 2016 EDITION**

The Contract shall comprise the JCT Standard Building Contract without Quantities 2016 edition, and the following amendments.

### **RECITALS**

**Twelfth** Delete existing Twelfth Recital and insert:

“The Contractor has examined the Employer’s Requirements and subject to the Conditions confirms that the Employer’s Requirements are satisfied by the Contractor’s Proposals and the CDP Analysis and agrees to adopt and accept responsibility for the design and specifications contained in the Employer’s Requirements as if the same had been undertaken by the Contractor.”

### **ARTICLES**

**New Article 10** “The Articles of Agreement, Conditions and Schedules shall have effect as modified by the Schedule of Amendments attached hereto and initialled on behalf of the Parties.”

### **Section 1: Definitions and Interpretation**

#### **Clause 1.1**

Add the following definition in alphabetical order to the existing definitions in clause 1.1:

<i>Word or phrase</i>	<i>Meaning</i>
Practical Completion	the point at which the Works are complete in all respects and, in particular: <ul style="list-style-type: none"><li>(a) the Statutory Requirements and any planning control requirements have been complied with and any necessary consents or approvals obtained in as far as is the responsibility of the Contractor. The Employer is responsible for obtaining the necessary planning consents and discharging the conditions.;</li><li>(b) neither the existence nor the execution and completion of any minor outstanding works or minor defects and deficiencies would affect the use and/or occupation of the completed Works;</li><li>(c) any stipulations identified by the Specifications, Work Schedules, Employer's Requirements and/or Contractor's Proposals and the Contract to be satisfied prior to practical completion of the Works including, without limitation, the delivery of the draft as-built drawings and other information</li></ul>

*Word or phrase*

*Meaning*

and evidence required to be delivered to the Employer have been satisfied and/or delivered. The final O&M and H&S files are to be delivered within four weeks of Practical Completion.

(d) all collateral warranties have been procured by and delivered to the Employer pursuant to Section 7; Any Collateral Warranties not provided will incur an adjustment to the Contract Sum of £5,000.00 deducted per Collateral Warranty not provided

(e) the Contractor's programme is to provide a reasonable allowance for the works of the Employer's Tradesmen and Artisans.

the Relevant Event for the impediment of progress caused by the Client's Tradesman and Artisans, Suppliers and the like remains in the contract.

Where the Partial Possession is agreed then save in relation to Practical Completion of the last part and subject to the requirements of the Specifications, Work Schedules, Employer's Requirements and/or Contractor's Proposals, Practical Completion for each part shall be the point at which the Works for the part are complete in all respects and comply with paragraph (b) above.

Practical Completion of the last part and accordingly, the Works, shall be the point at which the Works are complete in all respects as described at (a) to (e) above.

All references to "practical completion" in this Agreement shall be deemed to be references to "Practical Completion".

## **Section 2: Carrying Out the Works**

### **Clause 2.29.14**

Insert “, with the exception of any Pandemic and consequential effect of appropriate Government guidelines.” after the words “force majeure”.

## **Section 4: Payment**

### **Clause 4.11.1**

Delete "14" in the second line and insert "28".

## **Section 7: Assignment, Third Party Rights and Collateral Warranties**

### **Assignment**

#### **Clause 7.1**

Replace entire clause with:

“The Contractor shall not without the consent, not to be reasonably withheld or delayed, of the Employer, assign this Contract or any rights thereunder. The Employer may assign this Contract or any right thereunder to any third party for any reason without the Contractor’s consent on two occasions and thereafter with the Contractor’s consent which is not to unreasonably withheld or delayed.”

## **APPENDIX 3**

### **Form of Tender**

**FORM OF TENDER**

for

**EXTENSION, ALTERATION AND REFURBISHMENT WORKS**

to

**BENSON PARISH HALL  
SUNNYSIDE, BENSON, WALLINGFORD OX10 6LX**

for

**BENSON PARISH COUNCIL**

To:  
Somerset Consult Limited  
Southside (6th Floor)  
105 Victoria Street  
Westminster  
London  
SW1E 6QT

I/We, the undersigned, offer to conform with the Conditions of Contract and to carry out the whole of the Works, described in the Drawings and Specifications and all other Sections dated 26th November 2020, to your entire satisfaction for the sum of :  
£.....  
.....

I/We agree that, should obvious errors in pricing or errors in the arithmetic be discovered before the acceptance of this offer in the documents submitted to you, these errors will be dealt with at the discretion of the Employer, but along the general guidelines dealt with in accordance with Alternative 2 contained in Section 6 of the JCT "Practice Note - Tendering 2017".

I/We undertake to commence the works within ..... weeks after receipt of instruction to proceed and to complete the whole of the works within ..... weeks from the Date of Possession.

I/We certify that this is a "bona fide" tender and that we have not disclosed any information or entered into any agreement or made any offer to any person or body that could prejudice your intention to obtain truly competitive tenders.

This tender remains open for acceptance for twelve weeks from the date fixed for the return of the tenders.

I/We understand that you are not bound to accept the lowest or any tender you may receive and that you are not liable for any costs that we have incurred in the preparation of this tender. Unless or until a formal Agreement is entered into, this tender together with your written acceptance, will constitute a binding Contract.

Signed: .....  
.....

Dated: .....