

LAMBETH COUNCIL - Office Extension and Conversion works at Thornicroft House Stockwell. SW9 9PT at the Waltham TMO office.

No.	ITEM DESCRIPTION	Unit	Quantity	Rate	Amount (£)
1.00 Preliminaries					
1.01	The Contractor shall note that the form of Contract to be used to administer the works will be the: JCT Intermediate Building Contract with Contractor's Design 2011: (ICD). All Contract Conditions shall apply, and a Contract will be signed prior to commencing the Works, or a Letter of Intent will be issued.	Item	1		
1.02	Construction (Design and Management) Regulations 2015 will be applicable to all the works, and the Contractor will act as Principal Designer and Main Contractor. There will be design responsibilities in terms of central heating design room temperatures and layout of radiators, the contractor has full responsibility for office lighting design and layout and the Contractor is expected to take full responsibility for this under the terms of the Contract, and in relation to the CDM Regulations 2015.	Item	1		
1.03	The Contractor will be required to provide: Working Site Manager, Design co-ordination in line with the Contract, Resident Liaison Officer where necessary, welfare facilities, waste segregation skips at the site of the works and container storage within main compound area to support 'just in time delivery' of materials to the site. excavation and construction works must be protected with Herras Fencing and appropriate H&S signage at all time.	Item	1		
1.04	Material deliveries shall be delivered to site, from a central storage compound, on a 'just in time basis' to minimise on site storage requirements. Crew vehicles shall be provided for moving staff. A professional clean team shall be provided when the works are completed. Saturday working if required shall be at no additional cost and with prior authorisation of the CA.	Item	1		
1.05	Works: contractor to provide all necessary materials, management and skilled & unskilled labour to complete the works. Site support – full time manager to be provided to ensure the works are managed and delivered.	Item	1		
1.06	Works contractors to provide all necessary protection to working areas within dwellings and its surrounding areas including communal and public access routes and areas of use.	Item	1		
1.07	Under no circumstance must asbestos or asbestos based material be used or unnecessarily disturbed. Apart from the areas in which it is being removed as part of the main works.	Item	1		
1.08	Contractor to allow for carrying out asbestos surveys to all parts of the site prior to the works, and providing the Client with a copy of all applicable documents to enable system updates. This is to include survey and analytical results and waste consignment notes if applicable.	Item	1		
1.09	Contractor needs to consider and take due care as adjacent properties are occupied by residents and the office will be operational during works, therefore works can only take place during designated time 8.00am to 17.00pm Monday to Friday with some minor works being undertaken on a Saturday morning with the prior agreement on the CA.	Item	1		
1.11	On-Site contingency "first aid kit". This is to provide contingency for any unforeseen errors that would otherwise inconvenience the programme.	Item	1		
1.12	Where significant items of plant are required, such as lifting and excavating equipment, contractor to allow for this.	Item	1		
1.13	All works to be in accordance with structural diagram provided and at the direction of the authorising officer.	Item	1		

1.14	The contractor is to provide in advance of the works, a written method statement and sequencing plan which details how the works will be executed and phased.	Item	1
	The contractor is required to appoint a qualified structural engineer to calculate loadings and specify suitable structural steels and stone pad to account for demolition of internal walls within both properties, the Councils building control team must be advised in advance and notified for the purpose of inspection. The Council building Control officer can be contacted on Tel: 0207 926 9000	Item	1
1.15	Contractor is responsible for the design and electrical installation including load calculations to ensure the lighting and power sockets conform to the latest IEE wiring regulations. Certification will be required on completion of the works along with electrical and mechanical O&M manual.		
2.00 Preamble			
2.01	It is intended that all prices will include the following:		
	1) Receipt Order from Client		
	2) Contact details for site Manager and Contract Administrator.		
	3) Asbestos survey to all working areas		
	4) Provide method statement		
	5) Provide details of the contractors Asbestos license and insurance (if applicable) or details of their sub contractor		
	6) Agree commencement date for the works		
	7) Attend pre contract commencement meeting		
	8) Refer to Client for Client approval before ordering materials		
	9) Provide client with programme of works		
	10) Commence works and complete date of contract		
	11) Final site inspection snagging lists offered by the client and a final date for completion of any sub standard or snagging works no later than two weeks from practical completion date.		
2.02	All Works to be completed within agreed start and completion dates. To be confirmed prior to official order from the CA.	Note	
3.00 Payment			
3.01	Payment shall only be made on completion of works and sign off by CA an QS	Note	
	Valuations will only be considered at 70% and 100% of works stage, and valued by the clients QS with a certificate of payment being issued, there will be a 5% retention held on the contract sum for a period of 12 months from practical completion.		
3.02	Materials on site will not be allowed in any valuation.		
Section 4			
4.01	Works contractors are to ensure public rights of way are kept clean and tidy at all times during the course of the works.	Item	1
4.02	Demolition		
	The contractor is to allow in his price for all demolition and the removal of all associated debris from site during the contract period, skips must be secured from the public at all times.	Item	1
5.00 Section 5 Materials and workmanship, Building Regulations and Approved Codes of Practice			
5.01	All workmanship and supply of materials shall comply with all current codes of practices and any relevant BS standards, Building Regulations and Health and Safety regulations and manufacturers guidance. Local labour to be used where possible.		
	Works must proceed on a building notice to the local authority building control office, the contractor must within his price make allowance for the fees associated with the building control officers notices and inspection process, building control can be contacted on tel: 0207 926 9000, buildingcontrol@lambeth.gov.uk		
5.02	All roof timbers to be c24 grade		

5.03	Concrete for footings to be C20 ST1 mix and in accordance with Building Regulations Approved Document A (structures)	
5.04	Electrical cable and fittings to conform to BS 7671 17th Edition	
5.05	Windows to be FENZA approved (A FENZA certificate will be required on hand over of the site at practical completion stage)	
5.06	All works must conform to the following Building Regulations:	
5.07	Structure Building Regulations Part A	
5.08	Drainage and waste Building Regulations Part H	
5.09	Fuel & Power Building Regulations Part L	
5.10	Access & Use of Buildings, Building Regulations Part M	
5.11	Electrical Safety Building Regulations Part P	
5.12	Materials and Workmanship Building Regulations Approved Document 7	
5.13	Security in Dwellings Building Regulations Approved Document Q	
5.14	Drainage and waste Building Regulations Part H	
6.00	Section 6 The Works	
6.01	Fence of site using heras fencing with appropriate H&S signage, ensure appropriate authorities are notified in advance the works and provide emergency telephone numbers to staff and on signage board. Undertake drainage survey to identify location of existing drains and other services prior to any opening or excavation, ensure structural design and calculations are undertaken prior and that opening are suitably shored up, propped and supported before removal of any internal load and non loading walls and partitions.	Item 1
6.02	Remove wall between existing reception small 1 person office and main office space. Remove ceiling tiles and grid ab=nd install new grid and tiles to form one area. Reinstall existing lights into new grid to suit new layout. Make good all walls ready to decorate. decorate all walls and wood work. Adapt existing power and data to suit new layout. Replace existing carpet tile with new interface fern carpet tiles and install new straight folding wall in a white smooth vinyl finish. clear all debris. Flat 31 Remove solid internal walls storage cupboard adjacent to front door and install steel lintel as walls are removed and following recommendation from structural engineer, make good all surfaces and ceilings prepar for decorations. Install new toilet and shower room including vinyl floor and white rock to walls. Install new tea point and breakout area with vinyl floor and tiles splash backs. Install new lighting throughout to suit layout. Decorations to walls and ceilings in vinyl matt and wood work in satin wood finish. Install new power and lighting points to suite layout. Installation of network data cable to be back to server point, please note the Council will appoint contractors to undertake the net work connections. Install new fern carpet tiles. the construction of the new office front extension is dealt with later in this document, and will be done by breaking out two front parking bays. installation of data cable back to server, install new reception counter with glass screen above (to be agreed on site with TMO manager)	
6.03	Externals works to single storey ground front extension in accordance with drawing, excavate trench to a dept of 1000mm by 600mm wide ensuring trench has no loose debris after excavation, seek building control approval at this stage, following inspection deep fill with C20 ST1 mix concrete to 100mm below ground level, ensure all drains have suitable PRC lintels above. Brickworks inner and outer course works in semi engineering bricks up to DPC both inner and outer cavity, cavity below DPC to be filled with lean concrete mix, outer face brickwork to be in mild yellow stock or similar approved and inner cavity to be 100mm lightweight airrated themille blocks tiled with stainless steel wall ties, 75mm cavity bats to be inserted to provide thermal efficiency rating., stainless steel wall starters to be used where brick work joins existing , contractor is to ensure brickwork, alines with existing and pointing matches existing building. contractors is to ensure inner brickwork is tied to roof timbers using 300mm x 1000mm galvanised straps to be fixed at 1 meter centres, timber wall plates to be C24 grade timbers with 200x50mm C24 grade timber rafters and furrings to form sufficient pitch to flat roof, the extension is to have a warm roof configuration using pearl decking system covered in a three layer roofing system with fails to rainwater shoot and external hopper head and 75mm rainwater pipe as drawings. top of brick parapet wall to be fitted with PRC coping stones with pre formed drip edge with sufficient over sail on new brick work. roof and rain water shoot to have non lead dressings (ubiflex or similar) windows to be white UPVC 28mm argon filled units with tenastration to match existing building. windows to be fitted with 100mm external seal with casements openings as per drawings, front entrance door to be discussed with CA and office manager prior to installation, contractor should set aside a provisional item of £1000.00 for this item in there quotation all works to be in accordance with current building regulations at the time of construction, inner walls of new brick work to be fixed with 42mm insulated taped plaster thermal board mechanically fixed, all new ceilings to be fitted with 12.5mm plaster board and receive 3mm thistle plaster coat finish.	Item 1

	Flooring	
6.04	Flooring to the newly constructed extension are to be solid, comprising of sub base, 150mm re-inforced concrete 1200mm damp proof membrane 100mm kingspan / celotex insulation, 75mm screen to levels, damp proof membrane to be turned up inner brick work 150mm above screed level.	Item 1
6.05	Floor coverings to newly formed Kitchen and bathroom to be non slip Marley Altro floor coverings suitable affixed with welded joints, contractor is to allow for all substraights and preparatory works compounds floor leveling etc.	Item 1
6.06	Floor coverings to newly formed office and reception area to be commercial quality Nouveau Natural Carpet tiles or similar approved, contractor needs to include removal of existing floor coverings in his price and cover the costs of floor preparations	Item 1
6.07	Electrical Installation: to be in accordance with current 17th Edition wiring regulations as amended, additional power and lighting to be adapted from the CCU located in the adjoining vacant property No 31, all electrical wiring in new extension to be installed below surface, contractor is to allow for sufficient lighting and number of double sockets outlets to be agreed at commencement of works, (6 x 2G in new extension), Additional wiring to new office location can be surface mounted provided suitable white marshall tuflex PVC conduit and fittings are installed, location of double socket outlets to be agreed at commencement of works agreed drawings will be provided, all electrical fittings should be Crabtree or MK logic BS approved fittings.	Item 1
	Note: The net work cat 5 cabling is to be undertaken by the Councils ITC team, the main contractor will therefore need to make allowance for this in his pricing, and that close collaboration will be required when the main office works are designed and when the new front office counter is to be constructed.	
6.07	The contractor will have full responsibility for the electrical design and insulation required during the works, power outtage must be kept to a minimum as the housing office operates Monday to Friday 9.00 to 17.00pm. Any interruption of power needs to be agreed with the on site housing manager in advance.	Item 1
	Note: Electrical Lighting must conform to the office lighting regulations LG3 & LG7, the contractor must ensure that a minimum of category 2 fittings are installed as part of these works, all office areas are to have a lux 500 lighting reading and meeting rooms lux 300, kitchens bathrooms and toilets are to be fitted with IP65 sealed light fittings.	
6.08	Central Heating Installation: the vacant flat which is to be converted into office accommodation has a gas fired combination central heating appliance fitted, the appliance is approximately 2 years old but has not been used for some time. The heating appliance is to be tested by a Gas Safe registered engineer so the appliance is serviceable for operation. The current heating system will need to be extended to allow for the installation of heating to the new front extension and the existing office accommodation. All system pipework is to be run in either 22 or 15mm copper pipe, plastic heating pipe will not be allowed, the contractor will install suitable radiators to allow for an internal temperature of 24c with an outside temperature of -1c, the contractor has responsibility for heating design, new radiators are to be fitted with TRV controls with the exception of one radiator that will act as a system buy-pass, all copper pipe work to be suitably clipped at 500mm centres, the existing heating boiler will need to be connected to the newly installed gas meter that the client has requested from the gas net work supplier. Following the installation the heating will need to be tested and commissioned in accordance with the boiler manufacturers instructions.	Item 1
6.09	Heating Radiators Note: the contractor is to allow for the installation of new radiators to the newly constructed office reception, and the existing office which currently has heating supplied by electric wall heaters. Contractor needs to make allowance to remove old wall heaters, disconnection of the supply and capping of the electrical outlet point.	
6.10	Structural Works The contractor has to, within the design responsibility, undertake a structural survey of the proposed dual space option 1 configuration, contractor will need to familiarise himself with the alterations required. Structural calculations will need to be approved with the Council's building control officer prior to any opening up or demolitions taking place, steel inlets must be supported on pre formed concrete stone pads. All internal partitions are to be constructed using C24 grade stress treated timbers suitably fixed with centres of 400mm, tapered wall boards scrimmed and plastered joints made ready for decorations, rockwool or similar sound proofing materials to be installed to all partitions.	Item 1
7.00	Decorations	

	General Decorations to be two coats magnolia vinyl silk to walls, ceilings to be two coats matt white, all wood work including skirting architraves, window boards, to be primed undercoated and white satinwood coat, doors to be undercoat and two satinwood coat white. All paint to be Dulux trade or similar approved.	Item	1	
	All painted surfaces to be prepared sealed and ready for decorations, door furniture to be removed prior to painting.			
8.00	Reception Counter The contractor is required to manufacture a bespoke customer service counter within the new office extension, with durable service counter top, half height door. The contractor is to set aside a provisional sum in his price of £1500.00 for such item to include a glass counter screen. Products can be manufactured on site or by RDM Industrial Products Limited (www.rdm-ind.com) or similar approved supplier.	Item	1	
9.00	Suspended Ceilings Adaptations Suspended ceilings are to be adapted and replaced where works have altered the design or layout of the existing rooms, ceilings panels need to be same type pattern and design as existing.	Item	1	
10.00	Bi Folding Sliding door office partition Contractor to install acoustic bifolding door system to newly formed opening between 2x meeting interview rooms as shown on drawing proposed dual space option 1, similar system as can be supplied by Becker Creative Space Solutions tel:01923 236906 or similar approved product.	Item	1	
11.00	Cycle Ramp & handrail As per drawings the contractor is to supply and install an angled wall mounted cycle rake suitably installed and bolted to existing structure in accordance with the manufacturers instructions.	Item	1	
12.00	DDA bathroom Adaptations DDA bathroom door M pack to be installed as per drawing, all service connections and equipment to be supplied, tiling to be white 150x150mm with contrast colour band at eye, the contractor is to allow for water power drainage and all associated sanitary ware materials fittings when pricing this document.	Item	1	
13.00	Security Railings As per drawings, the contractor is to measure design and install railing to the front balcony above the proposed front extension, railing are to be galvalised steel powder coated to prevent access to the roof and to prevent access to the 1st floor of thornicroft House, contractor design to be approved by CA prior to manufacture.	Item	1	
14.00	Data The contractor is to run all data cables during the works to the designed work station locations back to the server, the Council will appoint its own contractor or staff to undertake the connections and data entry points.	Item	1	
15.00	Internal Doors and Furniture New internal doors to be flush panel with georgian wired glass vision panel with hard wood door lipping, primmed prepared and painted, with suitable heavy duty 150mm butts and door furniture to match existing office equipment. Door frames to be 25mm soft wood liners door stops and architraves to match existing.	Item	1	
16.00	Contingency The contractor is to allow a contingency sum to cover all unseen works that may arise, use of the contingency sum is at the sole discretion on the contract administrator and if not used will be deducted from the final sum.		1	£5,000.00
TOTAL - to Collection Page				
				£5,000.00