



# RIDGE

**PRICING DOCUMENT**  
**THE GARTH**  
**PPM WORKS 2020 - 2021**  
**BICESTER TOWN COUNCIL**  
November 2020



## **THE GARTH - PPM WORKS 2020 - 2021 BICESTER TOWN COUNCIL**

November 2020

### **Prepared for**

Bicester Town Council  
The Garth  
Launton Road  
Bicester  
OX26 6PS

### **Prepared by**

Ridge and Partners LLP  
The Cowyards  
Blenheim Park  
Oxford Road  
Woodstock  
OX20 1QR

Tel: 01993 815000

### **Contact**

Richard Gilmore  
Building Surveyor  
rgilmore@ridge.co.uk  
07788 337911

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## **1. INTRODUCTION**

### **1.1. Project Introduction**

- 1.1.1. This pricing document relates to The Garth, Launton Road, Bicester, OX26 6PS. The purpose of this project is to undertake necessary 'Year 1' priority repair and building maintenance works following a 10-year Planned Preventative Maintenance survey undertaken by Ridge LLP in September 2019 at The Garth.
- 1.1.2. The Garth was built as a private residence and hunting lodge in the 1870s and its architectural style is that of the 'Tudor revival'. It is a three-storey building of traditional construction, with redbrick external walls, part rendered with decorated pebble dash and clad with scalloped clay tile from the first floor and the multiple pitched roof is covered with plain clay tiles. Mock Tudor decorative details are present on several of the projecting gables and bay wings, including black and white timber framings, ornate barge boards and decorative ridges.
- 1.1.3. Windows are predominantly single glazed timber framed vertical sliding sashes and single glazed timber casements. Gutters and rainwater downpipes are a mixture of black uPVC and decorated cast iron. The surrounding grounds comprise of Garth Park, which is a public open space with play area, formal gardens and community café. Vehicular access to The Garth is via Launton Road, with the site secured by locked gates out of hours. There are limited parking spaces with the grounds of Garth Park.
- 1.1.4. The Garth is not listed, however it is recognised as a 'Locally Listed Building', designated by the Local Planning Authority – Cherwell District Council. The wider site, including Garth Park is situated within the Bicester Conservation Area. In this regard, the external character and appearance of the building is to be preserved in order to maintain historic integrity and local character.
- 1.1.5. The premises are partially occupied as Bicester Town Council offices on the ground and first floors, with the Citizens Advice Bureau occupying part of the ground floor, with independent access. The second floor is currently mothballed with some Town Council storage, due to the limited maintenance accessibility and current internal layout restricting usability. Large parts of the ground and first floors were historically occupied by Oxfordshire County Council Day Care Service, however these areas are now vacant.
- 1.1.6. Aside from a new roof in 2012 and grant funded ventilation and thermal improvement works in 2014, the interior of the building is somewhat dated and in need of refurbishment. This works package includes minor refurbishment works, in addition to repair and maintenance items identified through the PPM survey.

### **1.2. Summary of Works**

- 1.2.1. Ridge and Partners LLP were instructed by Bicester Town Council to carry out a 10-year Planned Preventative Maintenance survey for The Garth in September 2019 and to prepare an itemised schedule. Ridge were subsequently instructed to design, procure and manage the 'Year 1' priority repair and building maintenance works, in addition to light internal refurbishment items requested by the Council. The works are briefly summarised below:



## **External:**

- External window decoration cycle to all units and any localised repairs upon closer inspection
- External decorations and planned maintenance to all elevations
- Gutter clearance, redecoration and resealing
- Access scaffold
- Perimeter French drain installation to alleviate damp conditions along N, E and S elevations
- Emergency lighting installation externally

## **Internal:**

- Fire door replacement and upgrades, including closers and signage
- Emulsion and joinery decorations to the ground floor Council Chamber
- Replacement L.E.D lighting to the ground floor Council Chamber
- Emergency lighting installation to escape corridors
- Light refurbishment to staff kitchen (new vinyl floor and wall mounted water boiler)
- Minor repairs and redecoration to disabled WC in entrance foyer
- Replace sanitaryware and redecorate under-stair WC at ground floor

- 1.2.2. The approximate working areas are illustrated on Drawings 5012701-RDG-XX-XX-PL-B-0110, 5012701-RDG-XX-XX-PL-B-0111 and 5012701-RDG-XX-XX-EL-B-0101 (see Appendices).



**Figure 1:** General view of the Garth.

## 2. PRELIMINARIES

Item	Description	Cost (£)
2.1.	<b>General</b>	
2.1.1.	These Preliminaries are to be read in conjunction with the Introduction and Project Particulars preceding, along with the drawings and attached appendices.	
2.1.2.	General Contract Conditions; <u>JCT Minor Works Contract 2016 Edition.</u>	
2.1.3.	The following Schedule of Works applies to planned maintenance and repair works at The Garth, Launton Road, Bicester, OX26 6PS.	
2.1.4.	The Contractor should note that the works are to be carried out across multiple floors and should be aware that the remainder of the building will be occupied for the duration of the works, including adjacent rooms and offices. The wider Garth Park site is also a public open space. All works involving noise are to be carried out working with the Client and Contract Administrator (CA) to minimise disruption. Any out of hours/weekend working is to be agreed in advance with the CA.	
2.1.5.	Close working with the Bicester Town Council site team and staff will be essential to minimise the disruption these works are likely to create for the staff and visitors that use The Garth building and Park.	
2.1.6.	The Contractor is to provide their safe Site Operating Procedures (SOPs) in relation to Covid-19 prior to site commencement for Client and CA approval.	
2.1.7.	It is the Contractor's responsibility to maintain close liaison with the CA and Client to ensure full co-operation to carry out the works. In this respect, the Contractor should appoint a working foreman for the works to be present at all times throughout the duration of the project.	
2.1.8.	The Contractor must allow for protection to existing and new finishes to the working areas, hard standing/external areas (compound) and internal areas where refurbishment works are proposed.	
2.1.9.	The Contractor should include for and provide and maintain all necessary scaffold, access, plant, waste disposal etc. as required for the proper and workmanlike execution of the works and is to fully understand local restrictions.	
2.1.10.	All necessary protection, fencing, temporary works and temporary supports, etc should be provided by the Contractor in compliance with current Health & Safety Legislation and best practice standards.	
2.1.11.	The Contractor is required to understand and comply with the requirements of the Construction (Design and Management) Regulations 2015. The Contractor will be required to adopt the role of Principal Contractor for the duration of the works, appointing relevant and appropriately qualified sub-contractors as appropriate to execute the works.	
2.1.12.	The Contractor shall include for complying with all current Statutes, Regulations, Codes and Agreements (including amendments thereto) relating to the Building Industry in respect of Health, Safety and Welfare in respect of all persons likely to be involved in or affected by the works.	

Item	Description	Cost (£)
2.1.13.	The Client will make available one W/C and a breakout space for use by the contractor by way of welfare facilities. The contractor is to leave these spaces clean and tidy at all times.	
2.1.14.	Contractor is to note that parking on site is limited and the Client will provide parking spaces as illustrated on the appended <b>site location plan</b> , with this area to include the site compound also. Any additional parking required is to be in local pay and display facilities, with all costs borne by the contractor.	
2.1.15.	The Contractor shall not obstruct any rights of way, entrance or anything that might amount to a nuisance or annoyance. Any complaint must be communicated at once to the CA.	
2.1.16.	All items contained within the Specification should include for the removal and making good of adjacent structures, finishes and surfaces disturbed during the course of the works.	
2.1.17.	The Contractor will be required to make good any damage whatsoever occasioned by the works, allowing for all redecoration to any affected areas.	
<b>2.2.</b>	<b>Occupied Premises and Site Rules</b>	
2.2.1.	Radios and personal players will not be permitted on the site.	
2.2.2.	Working hours are to be agreed. In general, all work is to be undertaken and completed during the following working hours: 8:00am – 5.00pm Mondays to Fridays. Out of hours and weekend working may be required, please allow as required to achieve the master programme end date.	
2.2.3.	The Contractor must note that at no stage can any emergency escape routes be blocked or obstructed.	
2.2.4.	The Contractor must visit the site and consider these issues whilst pricing this specification. In the event that the Contractor is of the opinion that additional or alternative measures are required he must clearly identify these measures in his tender submission.	
2.2.5.	The Contractor should allow, where relevant, for inspection and isolation of existing live services and tracing of services positions prior to any removal, alterations or demolition works being carried out.	
2.2.6.	The Contractor shall assume responsibility for security of the working areas and routes exclusively used for construction site access throughout the contract.	
2.2.7.	All operatives must sign in daily at the Council reception in accordance with the Client's management of security for the building.	
2.2.8.	The Contractor shall identify by clear signage and necessary barriers, any safety hazards.	
2.2.9.	It is the responsibility of the Contractor to ensure the site is left safe and secure at the end of each working day.	
<b>2.3.</b>	<b>Standards and Workmanship</b>	



Item	Description	Cost (£)
2.3.1.	All works are to comply with the relevant Building Regulations, approved code of practices and British Standards.	
2.3.2.	Generally, works are to be carried out in accordance with BS 8000-0:2014.	
2.3.3.	All products are to be installed and used in accordance with manufacturers' recommendations.	
2.3.4.	The Contractor is to ensure that the site is kept clean at all times and all work areas are swept and cleared of material at the end of each day.	
2.3.5.	On completion, clear away all builder's rubbish and materials and leave clean and ready for occupation at handover. Thoroughly clean all surfaces etc.	
<b>2.4.</b>	<b>Pre-construction Information</b>	
2.4.1.	<p>Separate Pre-Construction Information is issued alongside this Pricing Document (see Appendix A). The pre-construction information incorporates the following surveys and investigations;</p> <ul style="list-style-type: none"> <li>• MDHS Asbestos Survey Report (May 2012) – Ground and 1<sup>st</sup> Floors</li> <li>• MDHS Asbestos Survey Report (May 2012) – Roof and 2<sup>nd</sup> Floor</li> </ul> <p>The Client in no way warrants any of the above information. In compiling his tender the Contractor shall be deemed to have;</p> <ul style="list-style-type: none"> <li>• Visited the site;</li> <li>• Considered the above information;</li> <li>• Satisfied himself as to the accuracy and completeness of the information provided, and</li> <li>• To have ascertained all local conditions and restrictions likely to affect the execution of the works</li> </ul>	
2.4.2.	The asbestos survey reports suggest that the works are not anticipated to disturb known asbestos, however the Contractor is to notify the CA of any suspected asbestos or asbestos containing materials immediately, that may become evident during the course of the works.	
2.4.3.	Prior to commencement, the contractor should allow to produce a Construction Phase Health and Safety Plan in accordance with the appended Pre-Construction Information.	
<b>2.5.</b>	<b>The Contract</b>	
	<p>JCT MINOR WORKS BUILDING CONTRACT  <b>The Contract:</b> JCT Minor Works Building Contract 2016 Edition.  <b>Requirement:</b> Allow for the obligations, liabilities and services described.</p> <p>THE RECITALS          THE WORKS (FIRST RECITAL)  <b>The Works comprise:</b> Priority repair and building maintenance works, in addition to light internal refurbishment.  <b>Architect/ Contract Administrator:</b> Ridge and Partners LLP</p>	

Item	Description	Cost (£)
	<p>CONTRACT DOCUMENTS (SECOND RECITAL)</p> <p><b>Contract documents and drawings:</b></p> <p>The following have been prepared which show and describe the work to be done:</p> <ul style="list-style-type: none"> <li>- Pricing Document, dated November 2020</li> <li>- Contract drawings: As referenced in Section 3, Works Specification.</li> </ul> <p>PRICED DOCUMENTS (THIRD RECITAL)</p> <p><b>Documents to be priced by the Contractor:</b> Specification of the works with all items priced.</p> <p>ARTICLES</p> <p>ARCHITECT/ CONTRACT ADMINISTRATOR (ARTICLE 3)</p> <p><b>Contract Administrator:</b> Ridge LLP</p> <p>PRINCIPAL DESIGNER AND PRINCIPAL CONTRACTOR (ARTICLES 4 AND 5)</p> <p><b>Principal Designer:</b> Ridge LLP</p> <p><b>Principal Contractor:</b> TBC.</p> <p>CONTRACT PARTICULARS</p> <p>BASE DATE (FOURTH RECITAL AND SCHEDULE 2)</p> <p><b>Base date:</b> 10 Days Prior to Tender Submission.</p> <p>CONSTRUCTION INDUSTRY SCHEME (CIS) (FOURTH RECITAL AND CLAUSE 4.2)</p> <p><b>Employer at the Base Date:</b> Is not a 'contractor' for the purposes of the CIS.</p> <p>CDM REGULATIONS (FIFTH RECITAL)</p> <p><b>The project:</b> Is not notifiable.</p> <p>SIXTH RECITAL - NUMBER NOT USED</p> <p><b>Details:</b></p> <p>Date: Does not apply</p> <p>Title: Does not apply</p> <p>Parties: Does not apply</p> <p>SEVENTH RECITAL - NUMBER NOT USED</p> <p><b>Collaborative working:</b> Supplemental Provision 1 does not apply.</p> <p><b>Health and safety:</b> Supplemental Provision 2 does not apply.</p> <p><b>Cost savings and value improvements:</b> Supplemental Provision 3 does not apply.</p> <p><b>Sustainable development and environmental considerations:</b></p> <p>Supplemental Provision 4 does not apply.</p> <p><b>Performance indicators and monitoring:</b> Supplemental Provision 5 does not apply.</p>	

Item	Description	Cost (£)
	<p><b>Disputes:</b> Notification and negotiation: Supplemental Provision 6 does not apply.</p> <p>ARBITRATION (ARTICLE 7) <b>Article 7 and Schedule 1:</b> Apply.</p> <p>COMMENCEMENT AND COMPLETION (CLAUSE 2.2) <b>Works commencement date:</b> TBC <b>Date for Completion:</b> TBC</p> <p>LIQUIDATED DAMAGES (CLAUSE 2.8) <b>Damages:</b> Rate: £500 pcw Per: per calendar week or pro-rata thereto.</p> <p>RECTIFICATION PERIOD (CLAUSE 2.10) <b>Rectification period:</b> 6 months from the date of practical completion.</p> <p>INTERIM PAYMENTS (CLAUSE 4.3) <b>Interim Valuation Dates:</b> <b>The first Interim Valuation Date:</b> 30 days after the commencement date <b>Thereafter at intervals of:</b> Every 30 days to the nearest working day <b>Payments due prior to practical completion:</b> Percentage of the total value of the work, etc.: 95 per cent. <b>Payments becoming due on or after practical completion:</b> Percentage of the total amount to be paid: 97½ per cent</p> <p>FLUCTUATIONS PROVISION (CLAUSE 4.3 AND 4.8) - NUMBER NOT USED <b>The following fluctuations provision applies:</b> Does not apply Where Schedule 2 applies, the percentage addition (paragraph 13) is: Does not apply</p> <p>SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED (CLAUSE 4.8.1) <b>Period:</b> 3 months from the date of practical completion.</p> <p>CONTRACTOR'S PUBLIC LIABILITY INSURANCE – INJURY TO PERSONS OR PROPERTY (CLAUSE 5.3) <b>Insurance cover:</b> For any one occurrence or series of occurrences arising out of one event. <b>Amount:</b> £1 million.</p> <p>INSURANCE OF THE WORKS ET - ALTERNATIVE PROVISIONS (CLAUSES 5.4A, 5.4B AND 5.4C) <b>Clause:</b> 5.4C (Works and existing structures insurance by other means) applies. Where Clause 5.4C applies, The Employer is to insure the existing building. The contractor is to insure all the Works for the duration of contract works.</p>	

Item	Description	Cost (£)
	<p>ADJUDICATION (CLAUSE 7.2)  <b>The Adjudicator is:</b> To be appointed by nominating body.  <b>Nominating body:</b> The Royal Institution of Chartered Surveyors.</p> <p>ARBITRATION (SCHEDULE 1 PARAGRAPH 2.1)  <b>Appointor of Arbitrator</b> (and of any replacement): President or a Vice president of the: The Royal Institution of Chartered Surveyors.</p> <p>CONDITIONS            SECTION 1 (DEFINITIONS AND INTERPRETATION)            SECTION 2 (CARRYING OUT THE WORKS)            SECTION 3 (CONTROL OF THE WORKS)            SECTION 4 (PAYMENT)            SECTION 5 (INJURY, DAMAGE AND INSURANCE)            SECTION 6 (TERMINATION)            SECTION 7 (SETTLEMENT OF DISPUTES)</p> <p>EXECUTION  <b>The Contract:</b> Will be executed as a deed.</p> <p>CONTRACT GUARANTEE BOND  <b>Contract Guarantee Bond:</b> Is not required</p>	
<b>3.</b>	<b>WORKS SPECIFICATION</b>	
3.1.	External	
	Access	
3.1.1.	Provide all external access, scaffold, ladders and platforms etc. as required for the full and proper execution of the works.	
	Windows and Doors	
3.1.2.	<p>It is assumed that a number of the windows will require isolated repairs to timber sash frames and casements upon closer detailed inspection. Refer to Appendix D for elevation drawing showing the window locations.</p> <p>For pricing purposes, to 1no. sash window allow to:</p> <ul style="list-style-type: none"> <li>Renew Rotten Cill. Cut out rotten half cill and clear from site. If rot exists through entire cill, notify CA, to undertake inspection and await further instruction. Supply and fix new hardwood cill to match existing, mechanically fixed internally, all surfaces primed and leave ready for decoration detailed elsewhere. Make good and touch in decorations internally.</li> </ul>	

Item	Description	Cost (£)
	<ul style="list-style-type: none"> <li>Renew Rotten Box Section frame. Cut out <b>200mm</b> rotten section to box frame and splice in new SW section, profile to match existing, all surfaces primed, mechanically fixed with non-ferrous fixings. Make good and leave ready for decoration.</li> <li>Renew Rotten Parting/glazing Bead. Renew rotten parting beads, any length, and re-pin as necessary prior to decoration.</li> <li>Renew Cracked Glazing. Remove existing cracked glazing and clear from site. Supply and fix 4mm annealed glass to suit, pin and re-putty.</li> </ul>	
3.1.3.	Hack out defective glazing putty and renew with linseed oil putty, colour natural, finish to a smooth neat triangle profile. Allow 7 days before application of paint primer and within 28 days apply paint finish as detailed. Allow a provisional <b>30lm.</b>	
3.1.4.	<p>Following repair, allow to clean, prepare and redecorate all windows externally with 1no. coat of external grade undercoat and 2no. coats of brush applied high-grade exterior gloss, Dulux Weathershield or similar CA approved. Colour White.</p> <ul style="list-style-type: none"> <li>Allow for <b>all timber</b> frame and sash window units across all elevations and floors. See Drawing ref. 5012701-RDG-XX-XX-EL-B-0101.</li> </ul>	
3.1.5.	Clean glazing and frames to all windows externally upon completion of the works.	
3.1.6.	<p>For external doors, with reference to Drawing ref. 5012701-RDG-XX-XX-EL-B-0101, allow for:</p> <ul style="list-style-type: none"> <li>ED01 &amp; ED02 – Light abrasion and apply 2no. coats of stain to match existing</li> <li>ED03, 04, 05 &amp; 06 - Clean, prepare and redecorate previously gloss doors with 2no. coats of brush applied high-grade exterior gloss, Dulux Weathershield or similar CA approved. Colour White.</li> </ul>	
3.1.7.	Following redecoration, allow to ease and adjust all external doors ED01 – ED06.	
<b>Decorations</b>		
3.1.8.	<p>Allow to prepare surfaces to receive new paint finish to <b>all areas</b> of exposed timber framing (mock Tudor details), barge boards and decorative details to all elevations, wings and gables:</p> <ul style="list-style-type: none"> <li>Allow provisional sum of £1,000 for timber repairs or timber care resin repairs to frame sections.</li> </ul>	£1,000

Item	Description	Cost (£)
	<ul style="list-style-type: none"> <li>Black timber framing – Redecorate with 2no. coats of brush applied high-grade exterior gloss, Dulux Weathershield or similar CA approved. Colour Black.</li> <li>White barge boards, fascia and soffits - Redecorate with 2no. coats of brush applied high-grade exterior gloss, Dulux Weathershield or similar CA approved. Colour White.</li> </ul>	
3.1.9.	Allow to redecorate all areas of infill pebbledash painted render to all elevations. Apply 2no. coats of high-quality exterior grade smooth masonry paint, Sandtex or similar CA approved. Colour White.	
3.1.10.	<p>Allow to prepare surface finish to all ironworks, weathervane, lamp brackets and railings on all elevations.</p> <ul style="list-style-type: none"> <li>Prime with surface rust corrosion spot primer</li> <li>Redecorate with 2no. coats of brush applied high-grade exterior metal gloss, Dulux Metalshield or similar CA approved. Colour Black.</li> </ul>	
<b>Hanging Tiles</b>		
3.1.11.	<p>Allow for the replacement of slipped and damaged vertical hanging tiles encountered during the course of the works.</p> <ul style="list-style-type: none"> <li>For pricing purposes, allow for 5no. vertically clad scalloped tiles to match existing. Sample to be provided to CA for approval.</li> </ul>	
<b>Gutters and Rainwater Goods</b>		
3.1.12.	Prior to redecoration, allow to clear all gutters, rainwater downpipes, hopper heads and gullies of debris and blockages to leave free flowing.	
3.1.13.	Following gutter clearance apply 2no. coats of Girosil Gutter RC-G liquid coat lining to all cast iron gutters in accordance with manufacturers recommendations.	
3.1.14.	Allow to redecorate external surfaces of all cast iron gutters, rainwater downpipes, hopper heads, brackets and SVPs on all elevations. Apply min 2no. coats of brush applied high-grade exterior metal gloss, Dulux Metalshield or similar CA approved. Colour Black.	
3.1.15.	Following redecoration, clear all gutters and leave free flowing.	
<b>French Drain</b>		
3.1.16.	<p>With reference to Drawing 5012701-RDG-XX-XX-PL-B-0110, allow to install a perimeter French drain to the following specification:</p> <ul style="list-style-type: none"> <li>Trench to measure 400mm deep x 300mm wide to the areas indicated by the redline drawing</li> <li>Trench to be lined with 'Terram 1000' or similar filtration geotextile membrane</li> </ul>	



Item	Description	Cost (£)
	<ul style="list-style-type: none"> <li>Fill material to be graded shingle between 20mm – 50mm diameter</li> <li>Excavation must not go beyond foundation footings or encroach within a 45-degree angle</li> </ul>	
3.1.17.	Prior to full drain excavation, allow for one trial pit to dimensions of c.600mm deep x 400mm wide, to ascertain the foundation makeup. Exact location of trial pit to be agreed in advance with CA.	
<b>External Emergency Lighting</b>		
3.1.18.	<p>Using Lowe &amp; Oliver as a named Electrical sub-contractor and in accordance with their quotation ref. KG/14116 dated 20<sup>th</sup> July 2020 (Appendix E), install external emergency lighting as specified in the quotation.</p> <p>Provide OHP% mark-up on their quotation.</p>	
3.1.19.	Allow to remove historic fixings, including PIR sensors, light fittings and brackets encountered during the course of the works. Provisional Sum £100	£100
<b>3.2. Internal</b>		
<b>Fire Doors</b>		
3.2.1.	<p>With reference to Drawing 5012701-RDG-XX-XX-PL-B-0111, allow to remove Doors D02, D03, D04, D08, D09, D10, D11, D12A, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D26 &amp; D27, salvaging the black room numbered discs to be reapplied to the new doors specified elsewhere.</p> <p>Doors to be set aside for client re-use – Location on site to be agreed.</p>	
3.2.2.	<p>Allow for all frames, linings, stops and architraves primed ready to receive decorations to supply and fit the following. With reference to Drawing 5012701-RDG-XX-XX-PL-B-0111, allow for new fire doors:</p> <ul style="list-style-type: none"> <li>Doors D02, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D26 &amp; D27 – Supply and fit internal grade FD30s traditional 4 panel timber doors hung on 3Nr 102mm twin ball bearing stainless steel hinges with chrome lever handles, primed ready to receive decorations.</li> <li>Doors D03, D04, D08, D09, D10, D11 &amp; D12A – Supply and fit internal grade FD30s flush panel door set with polished chrome lever handle and Perco door close, primed ready to receive decorations detailed below.</li> </ul>	
3.2.3.	To Doors D03, D04, D08, D09, D10, D11 & D12A, allow to decorate with 2no. coats of Dulux gloss paint, Colour Blue to match existing doors within the Citizens Advice.	
3.2.4.	To Doors D02, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D26 & D27 allow to decorate with 2no. coats of Dulux gloss paint, Colour White.	

Item	Description	Cost (£)
3.2.5.	Upon decoration of new doors, allow for 'FIRE DOOR KEEP SHUT SIGN' in aluminium finish, 76mm disc, to be mechanically fixed to all doors on both sides (D01 – D27).	
3.2.6.	To Door D01 supply and fit Briton 2003V Door Closer - Polished Brass.	
3.2.7.	To Doors D05, D06 & D07 supply and fit Briton 2003 Door Closer – Silver.	
<b>1<sup>st</sup> Floor Corridor Redecoration</b>		
3.2.8.	To the 1 <sup>st</sup> floor corridor area highlighted on Drawing 5012701-RDG-XX-XX-PL-B-0111, Allow to remove water damaged wallpaper, cutting back neatly to finish at the nearest door architrave. Prepare surface to receive new paint finish, colour to match adjacent wall surfaces. Redecorate isolated area of ceiling above where historic leak has stained ceiling.	
<b>Council Chamber Redecoration</b>		
3.2.9.	Allow to protect carpet floor covering during works.	
3.2.10.	Allow to fill minor cracks to walls and ceiling ready for decoration.	
3.2.11.	To all walls within the Council Chamber, decorate with minimum 2no. coats of Dulux (or similar approved) Matt Emulsion. Colour: White.	
3.2.12.	To ceilings, decorate with minimum 2no. coats of Dulux (or similar approved) Matt Emulsion. Colour: White.	
3.2.13.	To all joinery, skirting, architraves and internal glazing frames within the Council Chamber, decorate with 2no. coats of Dulux gloss paint, Colour White.	
<b>Council Chamber Lighting</b>		
3.2.14.	Allow to remove all ceiling mounted light fittings within the Council Chamber (9no.) and replace with new LED fittings comprising: <ul style="list-style-type: none"> <li>Franklite CF5793, IP44 LED Polycarbonate Flush Ceiling Fitting.</li> </ul>	
3.2.15.	Allow for any BWIC and making good in connection with the new ceiling light fittings.	
3.2.16.	Allow to remove all wall mounted light fittings within the Council Chamber (12no.) and replace with new LED fittings comprising: <ul style="list-style-type: none"> <li>Franklite Emmy 2lt Bracket FL2105/2</li> </ul>	
<b>Internal Emergency Lighting</b>		
3.2.17.	Using Lowe & Oliver as a named Electrical sub-contractor and in accordance with their quotation ref. KG/14116 dated 20th July 2020 (Appendix E), install internal emergency lighting as specified in the quotation.  Provide OHP% mark-up on their quotation.	

Item	Description	Cost (£)
<b>Staff Kitchen Refurbishment</b>		
3.2.18.	To the kitchen room only, allow to remove the existing vinyl floor covering and dispose off site.	
3.2.19.	Supply and lay 3mm ply covering over existing floorboards allowing to screw fix existing boards secure as required.	
3.2.20.	Supply and install 'Duraflor Resolute Safety Vinyl' in Colour - Manatee 5842, fitted in accordance with manufacturer's instructions.	
3.2.21.	Above the kitchen sink, supply and install a wall mounted 'Zip 3 Litre 1.5kW Econoboil Oversink Instant Boiling Water Unit' or similar to be approved by CA, Colour White.	
3.2.22.	Allow for all plumbing and electrical connection works in relation to the above item, with top down electrical connection to avoid disturbing wall tiles. Isolator switch to be located above countertop.	
<b>Entrance Foyer Disabled WC</b>		
3.2.23.	Allow to replace the single radiator below the window, approximate dimensions 800mm x 450mm. For pricing purposes, allow for Stelrad Compact Radiator, White, 450mm x 800mm - Single Panel, Single Convector.  Allow for all plumbing connection works and fixings for the above.	
3.2.24.	To the damp affected plaster next to the corner wash hand basin, allow to patch repair and fill damaged areas using Dryzone damp resistant plaster or similar.	
3.2.25.	To all walls and ceilings decorate with minimum 2no. coats of Dulux bathroom Diamond Eggshell. Colour; Magnolia.	
3.2.26.	To the utility cupboard doors, skirting and joinery, decorate with 2no. coats of Dulux gloss paint, Colour to match existing.	
3.2.27.	On completion of redecoration, allow for a thorough clean of the tile floor.	
<b>Ground Floor Under-stair WC</b>		
3.2.28.	Allow to remove all existing sanitaryware and fixings within the under-stair ground floor WC, including: <ul style="list-style-type: none"> <li>• 1no. WC and cistern</li> <li>• 1no. wall mounted WHB</li> <li>• 1no. mirror</li> <li>• 1no. toilet roll holder</li> <li>• 1no. hand towel holder.</li> </ul>	
3.2.29.	Following strip out, replace all damp affected skirtings with softwood in size and profile to match existing. Prepare with suitable undercoat to receive decoration.	
3.2.30.	Supply and fit Armitage Shanks units in white, including: <ul style="list-style-type: none"> <li>• Sandringham 21 Close Coupled Toilet – Lever handle and white plastic toilet seat</li> </ul>	

Item	Description	Cost (£)
	<ul style="list-style-type: none"> <li>Sandringham 21 45cm Handrinse Washbasin</li> <li>Sandringham 21 Washbasin Pillar Taps Crosshead</li> <li>2 rows of 300x300mm plain white ceramic tiles over wash hand basin</li> </ul>	
3.2.31.	Allow for all plumbing disconnection and connection works in association with the above.	
3.2.32.	Apply a bead of white proprietary mastic sealant between all junctions with sanitary ware and detailing to wall units and architraves etc.	
3.2.33.	To all walls and ceilings decorate with minimum 2no. coats of Dulux bathroom Diamond Eggshell. Colour; Magnolia.	
3.2.34.	To the skirting and joinery, decorate with 2no. coats of Dulux gloss paint, Colour White.	
3.2.35.	Supply and fix WC fixtures upon redecoration, including: <ul style="list-style-type: none"> <li>Mirror above WHB</li> <li>Toilet Paper Dispenser</li> <li>Hand Towel Dispenser</li> </ul>	
<b>Miscellaneous</b>		
3.2.36.	Undertake builders clean upon completion.	
3.2.37.	A simple O&M Manual shall be provided on completion of the works at handover and shall include: <ul style="list-style-type: none"> <li>NICEIC Certification</li> <li>Systems Test Certificates</li> <li>Warranties and All User Manuals</li> <li>As-Installed drawing of the installation and</li> <li>Details of the equipment installed</li> </ul>	
<b>Contingency</b>		
3.2.38.	General contingency in the sum of £5,000 for unforeseen works which may become apparent, upon the instruction of CA	£5,000
<b>Sub-total Contract Works (excl. VAT)</b>		

## 4. COLLECTION AND FORM OF TENDER

### 4.1. Collection

	COST CARRIED FROM £
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**Section 1** Project Particulars

**Section 2** Preliminaries

**Section 3** Works Specification

**Total**

SUPPORTING INFORMATION	INCLUDED
<b>APPENDIX A</b>	Pre-Construction Information
<b>APPENDIX B</b>	Drawing 5012701-RDG-XX-XX-PL-B-0110
<b>APPENDIX C</b>	Drawing 5012701-RDG-XX-XX-PL-B-0111
<b>APPENDIX D</b>	Drawing 5012701-RDG-XX-XX-EL-B-0101
<b>APPENDIX E</b>	Lowe & Oliver Quote KG/14116 and Drawing 000000/001/E01A

## 4.2. Form of tender

Tender for: The Garth PPM Works 2020 - 2021

To: Ridge and Partners LLP  
The Cowyards  
Blenheim Park  
Oxford Road  
Woodstock  
OX20 1QR

From: .....  
.....  
.....  
.....

We have examined the following documents:

- Drawings listed in the tender drawing issue sheet;
- Pricing Document;
- The JCT Form and other Conditions of Contract specified in the Pricing Document;
- Pre-Construction information pack;

We offer to carry out the whole of the Works as described in and in accordance with the documents referred to in this Tender;

for the sum of £ ..... (in words)  
exclusive of VAT

£ ..... (in figures) exclusive of VAT

within ..... weeks from acceptance of our tender, comprising a period of:

- ..... weeks from acceptance to the Date of Possession and
- ..... weeks from the Date of Possession to the Date for Completion.

Our fully priced document(s) and other documents required by the Pricing Document, namely

.....  
is/ are attached/ enclosed – We agree to supply our fully priced document(s) upon which the tender is based within 3 days of being required to do so.



For the purposes of the warranties and guarantee requirements mentioned in the Pricing Document, We have reviewed the contents of the Pricing Document and accept, without amendment, the wording set out in the appendices.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document[s] before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedures as described in JCT Tendering Practice Note (2017).

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer incorporating all the terms and conditions referred to in this offer within 21 days of being required to do so.

This tender remains open for acceptance for 56 days from the last date fixed for the submission of tenders.

We confirm that this tender is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other tender.

Signed by or on behalf of : .....

Signature : .....

Position : .....

Date : ..... 2020

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**Note: The completed form of tender must be received by Ridge at the above address not later than 12:00 on Wednesday 13<sup>th</sup> January 2021.**

## Certificate of Bona Fide Tender

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

Communication to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.

Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing or sort described above.

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

Signed : .....  
Sole proprietor/Partners/Directors duly authorised to sign

for and on behalf of .....

Date : .....

**APPENDIX A – PRE-CONSTRUCTION INFORMATION**

- MDHS Asbestos Survey Report May 2012 – Ground and 1<sup>st</sup> Floors
- MDHS Asbestos Survey Report May 2012 – Roof and 2<sup>nd</sup> Floor

**APPENDIX B – DRAWING 5012701-RDG-XX-XX-PL-B-0110**

**APPENDIX C – DRAWING 5012701-RDG-XX-XX-PL-B-0111**

**APPENDIX D – DRAWING 5012701-RDG-XX-XX-EL-B-0101**



**APPENDIX E - LOWE & OLIVER QUOTE KG/14116 AND DRAWING  
000000/001/E01A**



# RIDGE



[www.ridge.co.uk](http://www.ridge.co.uk)