



Demolition & Site Clearance Works
at
Station Road and Blyth Road, Southwold,
Suffolk, IP18 6AS
for
Southwold Town Council

Tender Documents – April 2021

Quality Information

Document name	Ref	Prepared by	Reviewed by	Date
Tender Documents	2072	KS	JN	16/04/2021

Revision History

Revision	Revision date	Details	Name	Position
April 2021	First issue	Tender Issue	Keith Sharpe	Associate Partner

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Section 1 – Instructions to Tender

INSTRUCTIONS RELATING TO PREPARATION AND SUBMISSION OF TENDERS FOR DEMOLITION & SITE CLEARANCE WORKS AT STATION ROAD AND BLYTH ROAD, SOUTHWOLD, SUFFOLK, IP18 6AS

- 110 DATE AND TIME FOR RECEIPT OF TENDERS – Your completed Form of Tender, Certificate of Bona Fide Tender, General Summary and any other relevant information as detailed below shall be returned in a blank envelope (the envelope must not feature any company-specific information) but must state “tender for demolitions works in Southwold.” To reach Richard Utting Associates LLP, 63C Thorpe Road, Norwich, NR1 1UD not later than **12.00 on Monday 10th May 2021.**
- 120 ERRORS IN PRICED SCHEDULE OF WORKS will be dealt with in accordance with the ‘JCT Tendering Practice Note 2017’ Alternative 1.
- 130 ALTERNATIVE TENDERS - The following alternative tenders are required:
Alternative Tender Nr 1 – Fixed priced tender on stated programme
Alternative Tender Nr 2 – Fixed priced tender on an alternative shorter/more economic programme programme
- 140 ACCEPTANCE OF TENDERS - The Employer and his/her representatives offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted, nor will they be responsible for any costs incurred in the preparation of any tenders.
- 150 INABILITY TO TENDER - If the Contractor cannot tender for any part(s) of the work as defined in the tender documents he must inform the Quantity Surveyor as soon as possible during the tender period defining the relevant part(s) and stating the reason(s) for his inability to tender.
- 160 SUBMISSION OF PRICING DOCUMENT - Submit a electronic copy of the Pricing Document fully priced to agree with the total of his tender. The request shall not constitute or imply acceptance of the tender.
- 170 PRICING OF SCHEDULE OF WORKS - Alterations and qualifications to the Schedule of Works must not be made without the written consent of the Quantity Surveyor, except where identifying items of work not covered elsewhere within the tender Preliminaries or Schedule of Work. Such alterations or qualifications to the printed text will be deemed to be null and void without written consent. Costs relating to items which are not priced will be deemed to have been included elsewhere in the Pricing Document.
- 180 PRICING PRELIMINARIES - The Contractor must submit a detailed build-up of his pricing of the Preliminaries showing "fixed charges" (charges for work the cost of which is to be considered as independent of duration) and "time related charges" (charges for work the cost of which is to be considered as dependent on duration) separately within seven days of being requested to do so by the Quantity Surveyor and in any event before he commences work on site.
- 190 PERIOD OF VALIDITY - Tenders must remain open for consideration (unless previously withdrawn) for not less than 90 days from the date fixed for the submission or lodgement of tenders.

A provisional timescale for appointment is as follows:

- a) It is anticipated that a Contractor will be appointed within 6 weeks of receipt of tenders.
- b) The date of possession will be within 3 weeks of a Contractor being appointed.

Attention is drawn to the wording of the Form of Tender and to the further conditions contained therein.

**INSTRUCTIONS RELATING TO PREPARATION AND SUBMISSION OF TENDERS FOR
DEMOLITION & SITE CLEARANCE WORKS AT STATION ROAD AND BLYTH ROAD,
SOUTHWOLD, SUFFOLK, IP18 6AS**

- 200 PROGRAMME - The Contractor's proposed programme as specified in Section A32 of the Preliminaries or a summary thereof showing the sequence and timing of the principal parts of the Works, periods for planning and design, and itemising any work which is excluded must be submitted within the tender returns.
- 210 QUALITY CONTROL RESOURCES - A statement must be submitted on request describing the organisation and resources which the Contractor proposes and undertakes to provide to control the quality of the Works, including the work of Sub-Contractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.
- 220 SITE VISIT - Before tendering the Contractor is advised to visit the site, inspect trial holes, ascertain the nature of the site, access thereto and all local existing conditions and restrictions likely to affect the execution of the Works.

A meeting time will be arranged via the Quantity Surveyor on 28th April 2021. Please contact Keith Sharpe via email: keith.sharpe@rua.co.uk (stating your full name, role and company address/contact details). Please note Covid-19 restrictions apply and we request no more than one person attends on the day.

- 230 TENDER SUBMISSION - Submit the following with your tender:
1. Tender Form(s) and Certificate Of Bona Fide Tender.
 2. Schedule of Work including a fully priced and extended copy of the Preliminaries.
 3. Programme(s).
 4. Quality Control Procedures.
 5. Health & Safety Information.
 6. Health & Safety Statement.

Section 2 – Preliminaries

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Demolition & Site Clearance Works at Station Road and Blythe Road, Southwold.
- Nature: Asbestos removal, demolition of existing commercial units Nrs. 1 to 5 inclusive and associated external works together with the decommissioning and removal of underground tanks and services thereto.
- Location: Station Road and Blyth Road, Southwold, Suffolk, IP18 6AS.
- Length of contract: Four weeks.

120 EMPLOYER (CLIENT)

- Name: Southwold Town Council.
- Address: Southwold Town Council, Town Hall, Market Place, Southwold, IP18 6EF
- Contact: Lesley Beevor.
- Telephone: 01502 722576.
- E-mail: townclerk@southwoldtowncouncil.com

130 PRINCIPAL CONTRACTOR (CDM)

- Name: -. The appointed Contractor
- Address: -.
- Contact: -.
- Telephone: -.
- E-mail: -.

141A PROJECT MANAGER / CONTRACT ADMINISTRATOR

- Name: Richard Utting Associates LLP.
- Address: 63c Thorpe Road, Norwich, NR1 1UD.
- Contact: Jason Wells.
- Telephone: 01603 611281.
- E-mail: jason.wells@rua.co.uk

145 QUANTITY SURVEYOR

- Name: Richard Utting Associates LLP.
- Address: Suite 217, Compass House, Vision Park, Chivers Way, Histon, Cambridge, CB24 9AD.
- Contact: Keith Sharpe.
- Telephone: 01223 785679.
- E-mail: keith.sharpe@rua.co.uk

150 PRINCIPAL DESIGNER

- Name: JP Chick & Partners Ltd.
- Address: 7 Museum Street, Ipswich, Suffolk, IP1 1HQ
- Contact: Yvonne Crowther.
- Telephone: 01473 280699.
- E-mail: Yvonne.Crowther@chick.co.uk

170 STRUCTURAL ENGINEER

- Name: JP Chick & Partners Ltd.
- Address: 7 Museum Street, Ipswich, Suffolk, IP1 1HQ
- Contact: Yvonne Crowther.
- Telephone: 01473 280699.
- E-mail: Robin.Crowther@chick.co.uk

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: Refer to drawing issue register.

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

140 INSPECTIONS

- Before tendering, carefully examine all documents referred to in these Specifications (e.g. drawings, reports, health and safety information, etc) and ascertain the full extent and character of the work. Insofar as it may be reasonably inferred from such documents, ascertain what restrictions are imposed upon freedom of choice to carry out the Works in the sequence and by the methods which would otherwise be considered to be the most appropriate.

150 SITE VISIT (see also A12/250)

- Tenderers shall visit the site prior to submission of tenders to fully ascertain site conditions, access routes and operational considerations and shall include in their tenders for everything necessary to complete the design and execute the works in accordance with the tender documentation. No claims will be accepted which are deemed to arise from want of knowledge due to a failure to comply with this requirement.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

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 office of Richard Utting Associates LLP.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: Existing unoccupied commercial units at the junction of Station Road and Blythe Road, located to the North/West of Southwold in Suffolk.

120A EXISTING BUILDINGS ON / ADJACENT TO THE SITE

- Description: 5 Nr. Commercial units and associated access. Units 2, 3 and 5 are steel framed and Units 1 and 4 are loadbearing masonry.
- Within the site boundaries there are 11 Nr. Underground tanks that have been identified to be decommissioned and removed.
- Adjacent to the site there is a mix of residential and retail/commercial properties along Blyth Road (North) and Station Road (East). To the West is a public footpath and allotments and to the South there are residential properties.
- Other information: Contractor to allow for carrying out any initial pre investigation of the existing Building and Surrounding site to ensure the method statement and demolition plan reflects any existing operations or restrictions.

140A EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): All information that has been obtained is included in the Pre-demolition information. Please note that the information provided should be considered incomplete as no CATV/Electric/Foul sewer/Surface Water sewer or Water record drawings have been made available during the production of the tender documents.
- Other information: Contractor to allow for carrying out any initial pre investigation of the existing Utilities and Services where uncertainties may occur, to prepare a methodology plan which reflects the onsite investigation, all to be carried out before works commence on site. All services are to be terminated at the site boundary; the Contactor is to provide new temporary water and electric connections for the site.

160 SOILS AND GROUND WATER

- Drawings: (Information shown is indicative only): All information that has been obtained is included in the Pre-demolition Information (see Appendix C). Please note that the information provided should be considered incomplete as no CATV/Electric/Foul sewer/Surface Water sewer or Water record drawings have been made available during the production of the drawing.
- Other information: As instructed in item A12/160.

170 GROUND INVESTIGATION

- Report: A Contamination Report has been prepared JPC Environmental Services – a division of JP Chick & Partners Ltd (see Appendix C to the Pre-demolition Information).

180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building is unavailable.
- Arrangements for inspection: Not applicable.

200 ACCESS TO THE SITE

- Description: Vehicular access available via the A12, the A1095 on the junction of Blyth Road and Station Road in Southwold. Compound entrance/exit is to be via the existing access point during the demolition works.
- Limitations: Although clear access is available, deliveries into site and existing live operations in adjacent properties will remain, therefore restrictions and limitations will need to be addressed to maintain continued use and safe management of the proposed demolition works. Ensure cooperation and liaising with neighboring management for vehicle movements and demolition programme, to best avoid conflicts and obstructions where possible. Keep shared access routes clear of any obstructions and safe for use.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles, designated within the site only.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: Provide and maintain access to and for (1) Nr. 3 Station Road and (2) Nr. 3 to Nr. 7 Station Road (refer to Pre-demolition information). Access must be maintained and available at all times during the demotion works.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - - Residential, leisure and Commercial operations.

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:
 - See Pre-demolition Information – Section 7.1.
 - See design Risk Assessment see Appendix B (PDI).
 - Contaminated land see Appendix C (PDI).
 - Asbestos see Appendix B of Appendix E (Specification).
 - Southwold is within a high area for Unexploded Ordinance (UXO) – A preliminary report is within Appendix D of Appendix E (Specification). The Employer will undertake a detailed UXO desk study and risk assessment and this will be issued as a Tender Amendment.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination, asbestos, UXO and the need to take all appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access there to and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: A meeting time will be arranged via the Quantity Surveyor on 28th April 2021. Please contact Keith Sharpe via email: keith.sharpe@rua.co.uk. Please note Covid-19 restrictions apply and we request no more than one person attends on the day.

A13 DESCRIPTION OF THE WORK

110 THE WORKS

- Description: Demolition works in accordance with Pre-demolition Information, Demolition Specification and Appendices comprising:
 - Surveying existing services; protect / terminate and / or isolate / provide temporary supplies as required. Discharge all statutory obligations that are required in order to commence the works.
 - Removal of asbestos.
 - Demolition of existing commercial units Nrs. 1 to 5 inclusive complete with all foundations.
 - Demolition of all associated external works complete with all foundations.
 - Decommissioning and removal of underground tanks, services thereto complete with all foundations, beds and surrounds and the like.
 - Backfilling all voids with granular material to existing ground levels.
 - Allow for attendance to/and for (1) Additional ground investigation work by Others (Surveys and the like); (2) Ground Validation Works to be undertaken by Others (Environmental Consultant - soil samples and the like) and (3) UXO Specialist whilst groundworks are being undertaken.
 - Site to be cleared and secured for future works.
 - Allow for leaving the site secure upon the completion of the works; temporary site hoarding, gates and signage; provision of temporary water and electricity.
- **Note:** No costs associated with any soil remediation works or hydrocarbon / fuel escape from the existing tanks (refs. 1 to 10 inclusive) are to be included by the tenderer. Except for providing attendance to / and for (1) Additional investigation work by Others (Surveys and the like) and (2) Validation Works to be undertaken by Others (Environmental Consultant - soil samples and the like) to be undertaken concurrently with the duration of the contract period.

120 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: Is described in section A50 of the tender documents.

130 WORK OUTSIDE THE SITE BOUNDARY

- Description: No work outside the site boundaries is anticipated.

140 COMPLETION WORK BY OTHERS

- Description: Not Applicable.

A20 JCT INTERMEDIATE BUILDING CONTRACT (IC)

INTERMEDIATE BUILDING CONTRACT (IC)

- The Contract: JCT Intermediate Building Contract with Contractor's Design, 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described therein against the headings below:

THE RECITALS

First - THE WORKS

- The Employer wishes to have the following works carried out:
- The project comprises the demolition of existing commercial units and associated external works; the decommissioning and removal of underground tanks at Station Road and Blythe Road, Southwold, Suffolk, IP18 6AS.

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - Demolition of existing ground floor slabs and all associated substructure to Units 1 to 5 inclusive.
 - Decommission and removal of underground tanks refs. 1, 3, 4, 6 and 7 and associated services thereto.

Third - CONTRACT DRAWINGS

- The Contract Drawings and schedule of works will be as listed in Appendix A to this document.

Fourth - OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- The reference to "Bills of Quantities" will be deleted.

Fifth - A: THE CONTRACTOR HAS PRICED

- The reference to "Option B" will be deleted.

Fifth - A: PRICED ACTIVITY SCHEDULE

- The words "has provided the Employer with the priced schedule of activities annexed to this Contract ('the Activity Schedule')" will be amended to "a priced schedule of activities ('the Activity Schedule') is not provided".

Sixth - CONTRACTOR'S PROPOSALS : DOCUMENTS SUBMITTED

- The Contractor's Proposals will be appended to the Contract.

Seventh - CONTRACTOR'S PROPOSALS : CONDITIONS

- The Contractor's Proposals will be appended to the Contract.

Eighth - CONSTRUCTION INDUSTRY SCHEME (CIS):

- Employer at the Base Date is a 'contractor' for the purposes of the CIS.

Ninth - INFORMATION RELEASE SCHEDULE:

- The ninth recital will be deleted.

Tenth - CDM REGULATIONS:

- The project is notifiable.

Eleventh - DIVISION OF THE WORK INTO SECTIONS:

- The Eleventh Recital does not apply.

Twelfth – FRAMEWORK AGREEMENT

- The Twelfth Recital does not apply.

Thirteenth – SUPPLEMENTAL PROVISIONS

- The Thirteenth Recital applies.

Fourteenth - AMENDMENTS, ALTERNATIVE AND OPTIONAL CLAUSES TO APPLY

- Insert new clause heading 'schedule of amendments'.

ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Project Manager/Contract Administrator: See clause A10/141.

4 – QUANTITY SURVEYOR

- Quantity Surveyor: See clause A10/145.

5 - PRINCIPAL DESIGNER

- Principal Designer: See clause A10/150.

6 - PRINCIPAL CONTRACTOR

- Principal Contractor: See clause A10/130 unless otherwise stated in section A10.

CONTRACT CONDITIONS

Section

- 1 Definition and Interpretation
Definitions
Interpretation
- 2 Carrying out the Works
Contractor's obligations
Possession
Supply of Documents, Setting Out etc
Errors, Inconsistencies and Divergences
Unfixed Materials and Goods - property, risk etc
Adjustment of Completion Date
Practical Completion, Lateness and Liquidated Damages
Partial Possession by Employer
Defects
CDP Design Work
3. Control of the Works
Access and Representatives
Sub-Contracting
Architect/Contract Administrator's Instructions
CDM Regulations

- 4 Payment
Contract Sum and Adjustment
Taxes
Payments, Certificates and Notices
Loss and Expense
Final Adjustment and Final Payment

- 5 Variations
General
The Valuation Rules

- 6 Injury, Damage and Insurance
Personal Injury and Property Damage
Insurance against Personal Injury and Property Damage
Insurance of the Works and Existing Structures
Joint Fire Code – Compliance
CDP Professional Indemnity Insurance

- 7 Assignment, Performance Bonds and Guarantees and Collateral Warranties
Assignment
Performance Bonds and Guarantees
Collateral Warranties

8. Termination
General
Termination by Employer Termination by Contractor Termination by either Party
and regulations 73(1)(a) and 73(1)(c) of the PC Regulations
Consequence of Termination under Clauses 8-9 to 8-11 etc

9. Settlement of Disputes
Mediation
Adjudication
Arbitration

EXECUTION: This Contract will be executed as a deed.

CONTRACT PARTICULARS PART 1 : GENERAL

Fourth Recital – EMPLOYER’S REQUIREMENTS

- Employer’s Requirements are: The tender documents

Sixth Recital – CONTRACTOR’S PROPOSALS

- Contractor’s Proposals are: TBC

Sixth Recital – CDP ANALYSIS

- CDP Analysis is: TBC

Eighth Recital and Clause 4.6 - CONSTRUCTION INDUSTRY SCHEME

- Employer at Base Date is a 'contractor' for the purposes of the CIS.

Tenth Recital - CDM REGULATIONS

- The project is notifiable.

Twelfth Recital - FRAMEWORK AGREEMENT

- Framework agreement: Does not apply.

Thirteenth Recital and Schedule 5 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies, the respective nominees of the parties are:
 - Employer's nominee: Jason Wells.
 - Contractor's nominee: TBC.

Article 8 - ARBITRATION

- Article 8 and clauses 9.3 to 9.8 do not apply.

Clause 1.1 - BASE DATE

- Base Date: 10 days prior to tender return date.

Clause 1.1 – CDM PLANNING PERIOD

- Shall mean the period of 2 weeks ending on the Date of Possession.

Clause 1.1 - DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply): 4 weeks from the Date of Possession.

Clause 1.7 - ADDRESSES FOR SERVICE OF NOTICES BY THE PARTIES

- Employer:
 - Address: See clause A10/120.
- Contractor:
 - Address: TBC.

Clause 2.4 - DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: TBC.

Clause 2.5 - DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 applies.
- Where clause 2.5 applies, maximum period of deferment is 12 weeks.

Clause 2.23.2 - LIQUIDATED DAMAGES

- Damages: At the rate of £1,500.00 per week or part thereof.

Clause 2.30 - RECTIFICATION PERIOD

- Period: 12 months from the date of practical completion of the Works.

Clause 2.34.3 - CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: £Unlimited.

Clause 4.3, 4.9 and Schedule 4 – CONTRIBUTION, LEVY AND TAX FLUCTUATIONS

- Percentage addition to fluctuation option, Paragraph 12
- Schedule 4: (Fluctuations Option) does not apply.

Clause 4.6 - ADVANCE PAYMENT

- Advance payment: Clause 4.6 does not apply.

Clause 4.6 - ADVANCE PAYMENT BOND

- Advance payment: An advance payment bond is not required.

Clause 4.8.1 - INTERIM PAYMENTS - DUE DATES

- The first due date is one month from the date of possession and thereafter the same date each month or the nearest business day in that month.

Clause 4.9.1 - INTERIM PAYMENTS - PERCENTAGE OF VALUE

- Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.
- Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5%.

Clause 4.10.4 - LISTED ITEMS - UNIQUELY IDENTIFIED

- The Contract Particulars item for Clause 4.10.4 will be deleted.

Clause 4.10.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED

- The Contract Particulars entry for Clause 4.10.5 will be deleted.

Clause 6.4.1 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE: INJURY TO PERSONS OR PROPERTY

- Insurance cover for any one occurrence or series of occurrences arising out of one event: £10,000,000.

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER

- Insurance maybe required.
- Minimum amount of indemnity for any once occurrence or series of occurrences arising out of one event: £10,000,000.

Clause 6.7 and Schedule 1 - WORKS INSURANCE - INSURANCE OPTIONS

- Schedule 1: Insurance option A applies.
- Insurance option A: Percentage to cover professional fees: 15 per cent.

Clause 6.10 and schedule 1 – TERRORISM COVER

- Details of the requested cover not required.

Clause 6.15 - JOINT FIRE CODE

- Joint Fire Code: Applies.
- Application: State whether the insurer under Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project': Contractor to advise.

Clause 6.18 - JOINT FIRE CODE - AMENDMENTS/ REVISIONS

- Joint Fire Code - Amendments/ revisions: The cost, if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor.

Clause 6.19 - CONTRACTOR'S DESIGN PORTION : PROFESSIONAL INDEMNITY
INSURANCE

- Level of cover: Amount of indemnity required:
 - relates to claims or series of claims arising out of one event;
 - and is £10,000,000.
- Cover for pollution and contamination claims:
 - relates to claims or series of claims arising out of one event;
 - and is £10,000,000.
- Expiry of required period of CDP Professional Indemnity insurance is:
 - 12 years.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the Form of Tender.

145 TENDERING PROCEDURE

- General: In accordance with the principles of the JCT Tendering Practice Note 2017.
- ERRORS IN THE PRICED DOCUMENTS: will be dealt with in accordance with JCT Tendering Practice Note 2017 – Alternative Provision 1.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.
- Date for possession/ commencement: See Section A20.

195 CONTRACTOR DESIGN

- Undertake and take full responsibility for the design of the following parts of the works.
- See A20/110 – Second Recital.

198 CONTRACTS FOR SUPPLY OF PRODUCTS

- Ensure that all contracts for the supply or the supply and fixing of products provide for the property in such products to pass unconditionally to the Contractor upon delivery to site.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- Measurement rules: Preliminaries/ General Conditions sections (A10-A55 inclusive) must not be relied on as having been prepared in accordance with SMM7.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

2072 - Demolition & Site Clearance Works at Station Road and Blythe Road, Southwold
Southwold Town Council
Section 2: Preliminaries

- 310 TENDER
- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
- 440A SCHEDULE OF WORK
- Schedule of work (unpriced): Included with the tender documents. The Contractor may insert additional items.
 - Fully priced copy: Submit with the tender documents including a fully priced and extended copy of the Preliminaries.
- 480 PROGRAMME
- Programme of work: Prepare a summary showing the sequence and timing of the principle setup and demolition works, including periods for planning and the serving of all notices required to complete the works. Itemize any work which is excluded.
 - Submit: With tender.
- 490 INFORMATION RELEASE SCHEDULE
- Compatibility with programme: At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule.
 - Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.
- 500 TENDER STAGE METHOD STATEMENTS
- Method statements: Prepare, describing how and when the following is to be carried out:
- Phasing plan.
 - Statements: Submit with the tender.
- 510 ALTERNATIVE METHOD TENDERS
- General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
 - Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
 - Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
 - Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
 - Submit: With tender.
- 515 ALTERNATIVE TIME TENDERS
- General: In addition to and at the same time as tendering based upon the date or period specified within the tender pack, an alternative tender based upon a different date for completion or period may be submitted.
 - Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

517A ALTERNATIVE TENDERS

- The following alternative tenders are required (see Form of Tender):
 - Alternative Tender Nr 1 – Fixed Price Tender, on stated programme.
 - Alternative Tender Nr 2 – Fixed Price Tender, on Contractor's shorter/more economic programme.
- Price the Schedule of Works on the basis of Alternative Tender Nr 1.
- Submit a second priced Schedule of Works for Alternative Tender Nr 2.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

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 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.

555 HEALTH AND SAFETY STATEMENT

- Content: Describe any significant and unavoidable hazards which may arise as a result of carrying out the work and the measures proposed to safeguard the health and safety of operatives and of any person who may be affected by the work.
- Submit: With Tender.

- 570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY 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.
- 590A SITE WASTE MANAGEMENT PLAN
- Person responsible for developing the Plan: The Contractor.
 - Content: Include details of:
 - Principal Contractor for the purposes of the plan
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
 - Additional requirements: Asbestos to be disposed of appropriately as advised by the HSE, with disposal tickets/certificates obtained & recorded in the Health and Safety File.
 - Monitor, maintain and update the Site Waste Management Plan throughout the project duration
 - Submit: With tender.
- 599 FREEDOM OF INFORMATION
- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
 - Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
 - Confidentiality: Maintain at all times.

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630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: Within one week of request.

645A 'LISTED' DOMESTIC SUBCONTRACTORS

- General: Not applicable.

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.
- 115 CONTRACT ADMINISTRATOR "CA"
- Meaning: The person nominated in the Contract as Project Manager or Contract Administrator or their authorised representative, which shall include the Engineer where reference to him is made in a Specification.
- 120A 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 person named in clause A10/141 unless specified otherwise.
 - Response: Do not proceed until response has been received.
- 125 CONTRACTOR
- Definition: Contractor/ subcontractor responsible for the whole of the work package described in section A10/130.
- 130 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.
- 132 APPROVAL
- Definition: (and words derived therefrom) means the approval in writing of the CA unless specified otherwise.
- 135 SITE EQUIPMENT
- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
 - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- 140 DRAWINGS
- Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.
 - CAD data: In accordance with BS 1192.
- 145A CONTRACTOR'S CHOICE
- Selection delegated to the Contractor, but liability to remain fully with the contractor/subcontractor.

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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: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labor, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
 - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200A 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.
- Whilst this is not tendered with Contractor's design items, should the tenderer submit an details of substitute products, these will be deemed to become Contractor's design by default and the design team can take no design responsibility for such items.

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.

240A SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.
- Whilst this is not tendered with Contractor's design items, should the tenderer submit any details of substitute standards, these will be deemed to become Contractor's design by default and the design team can take no design responsibility for such items.

250 CURRENCY OF DOCUMENTS AND INFORMATION

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

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 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Will only be available electronically.

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

510 DESIGN AND PRODUCTION INFORMATION

- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Design/ production information: Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- 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.
- Final version of design/ production information: Submit electronic.

550 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION

- General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.
- Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information from Subcontractors:
 - Obtain in time to meet the programme and in accordance with NAM/T where applicable.
 - Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-

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ordination and documentation.

- Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.
- Submit N/A.

600A CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information required: TBC. Format: electronic.
 - Number of copies: N/A.
- Submit: Within one week of request.

610 PRODUCTION INFORMATION

- Contractor/ Domestic subcontractor provide: TBC.
- Submit:
 - For comment and make any necessary amendments.
 - Sufficient copies of final version for distribution to all affected parties.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
 - Substructure to Units 1 to 5 inclusive: provide layout drawing to show depths for substructure removed during the demolition works.
 - Underground tanks ref 1, 3, 4, 6 and 7: provide layout drawing to show depths for tanks/structures removed during the demolition works.
- Submit: At least two weeks before date for completion.

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British, EN or ISO Standards.

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.
- Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

115 CONSIDERATE CONSTRUCTORS SCHEME

- General: Applies.

118A VEHICLE SAFETY REQUIREMENTS

- Vehicle equipment: Ensure that all vehicles have the following:
 - Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
 - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
 - Side under run guards.
- Driver training:
 - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
 - Drivers must have a valid driving licence and be legally able to drive the vehicle.

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.

130A 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 A10/141 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

210A PROGRAMME

Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:

- Production of design proposals, including provision for approvals process (see section A31)
- Notice periods for and to Local Authorities and statutory undertakers.
- Planning and mobilisation by the Contractor.
- All construction activities including Subcontractor's work.
- 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.
- Update master programme immediately when any change becomes apparent or necessary throughout the design and construction periods and resubmit each revision to the CA for approval forthwith.
- Submit: electronic.

230 SUBMISSION OF PROGRAMME

- Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 COMMENCEMENT OF WORK

- Notice: Before the proposed date for commencement of work on site give minimum notice of two weeks.

250A 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.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Monthly with the person named in clause A10/141.
- Location: On site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): the person named in clause A10/141.

265 CONTRACTOR'S PROGRESS REPORT

- General: Submit a progress report at least 48 hours before the site meeting.
- 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.

270A CONTRACTOR'S SITE MEETINGS

- General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress, if required.

280A PHOTOGRAPHS

- Before commencing work undertake a dilapidation survey photographic survey of the site, surrounding areas and of all buildings that may be affected by the Works, both internally and externally, and submit copies to CA forthwith.
- Provide weekly digital photographs showing all areas of the works on site during construction and submit copies to CA forthwith.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): 72 hours.

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - All other relevant information required.

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 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.

430A PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
- Include:
 - A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - Details of any additional resources required.
 - Details of any adjustments to be made to the programme for the Works.
 - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
- Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

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 daily spent by each and the equipment and products employed are correct.
- Submit: By the end of the week in which the work has been executed.

460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

480 LABOUR AND EQUIPMENT RETURNS

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- 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.

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.

131A PROHIBITED PRODUCTS

- Do not employ on or incorporate the Works any of the following products and impose a like obligation upon all the subcontractors:
 - High alumina cement in structural elements.
 - Woodwool slabs in permanent formwork to concrete or in structural elements.
 - Calcium chloride in admixtures for use in reinforced concrete.
 - Asbestos as described in the Asbestos (Prohibitions) Regulations 1985 and the Asbestos Products (Safety) regulations 1985.
 - Aggregates for use in reinforced concrete which do not comply with British Standard Specification 882: 1983 and aggregates for use in concrete which do not comply with the provisions of British Standard Specification 8110:1985.
 - Lead or any products containing lead for use in connection with drinking water.
 - Urea formaldehyde in quantities which may be hazardous with reference to the levels set out at the time of use by the Health and Safety Executive.
 - Products which are generally composed of mineral fibres either man made or naturally occurring which have a diameter of 3 microns or less and a length of 200 microns or less or which contain any fibres not sealed or otherwise stabilised to ensure that fibre migration is prevented.
 - Other products or substances generally known to be deleterious at the time of use or to the durability of the property in the particular circumstances in which they are being used.
- In the event of any such products being specified by the CA, immediately draw the attention of the CA to this fact and require him to issue alternative instruction in regard thereto:

132A PROPRIETARY PRODUCTS

- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/ Instructions. Inform CA if these conflict with any other specified requirement. Submit copies to CA when requested.
- The tender will be deemed to be based on the products as marketed and recommendations on their use current at the Base Date.
- Obtain confirmation from manufacturers that the products specified and recommendation on their use have not been changed since that time. Where such change has occurred inform the CA and do not place orders for or use the affected products without further instructions.
- Where British Board of Agrément certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.

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

- Preparatory work by others: Check and record setting out against the dimensions shown on the drawings and record the results on a copy of the drawings.
- Discrepancies: Notify and obtain instructions before proceeding

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 carry out the Works to ensure compliance with the tolerances stated.
- Location: Detailed on drawings, if required.

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.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

450 MECHANICAL AND ELECTRICAL SERVICES

- Details: Must have final tests and commissioning carried out so that they are in full working order at practical completion.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

505 COOPERATION

- Execution of work: Cooperate with other contractors, suppliers, Local Authorities and statutory undertakers.

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 agent.

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: 72 hours.
- 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 72 hours.

555 COVERING UP WORK

- Covered work: Give minimum 48 hours notice before covering the following work:
 - Excavations.
 - Services and utilities alterations.

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.

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, 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.

720 SECURITY AT COMPLETION

- 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.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Contract Administrator.
- Rectification: 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

110A PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - Description of project: Sections A10 and A11.
 - Client's consideration and management requirements: Sections A12, A13 and A36.
 - Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - Significant design and construction hazards: Section A34.
 - The Health and Safety File: Section A37.
- Addendum: See also Appendix A – Pre-demolition Information.

120A EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Refer to Risk Assessments and Method Statements (see Section 10 of the Pre-demolition Information).

130A PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
 - Refer to Risk Assessments and Method Statements (see Section 10 of the Pre-demolition Information).

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than one week before commencement of work on site.
- 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: Detailed proposals for managing health and safety during the construction phase together with site rules and emergency procedures. Include method statements for:
 - Management of any residual construction/ health hazards identified at tender stage.
 - Any other significant hazards arising from the development of the design of the works.
- 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.

150A SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any of the existing building which could be affected from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: None.

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.

170 OCCUPIED PREMISES

- Extent: Existing and adjoining buildings will be occupied and/ or used during the Contract as follows: Deliveries and Operations along Station Road and Blythe Road will be in continued use and in occupation throughout the duration of the works. Cooperation and liaising with all neighboring properties for vehicle movements and demolition programme.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorised in advance.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
 - None.

210A EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/141, 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: The Employer and the person stated in clause A10/141 and other visitors attending the site to supply their own.

220A WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: Presence of contamination ground, asbestos, UXO, decommissioning of underground tanks, neighboring site contains and various vehicular traffic in and around the site and entrance.
 - Precautions: Appropriately trained operatives, HGV movements and deliveries maintained - traffic management plan required, PPE.
 - Abortive Time: Prior to the commencement of works on site the Employer will have directly engaged a Stage 2 UXO investigation/evaluation works. Following this investigation works the extent of further investigation works which may be required during the main construction works will be determined. For the purpose of the tender the Contractor is to assume that the Employer will employ a UXO Specialist who will be present on site throughout the excavation works. The UXO Specialist will have a watching brief over all works which occur below ground level. No works below ground level shall occur without the UXO Specialist in attendance unless written notification is given to the contrary.
 - Allow for three days disruption within the tender to allow for stoppage/downtime whilst excavations are checked.

PROTECT AGAINST THE FOLLOWING

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.

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- 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.
- 371 DANGEROUS OR HAZARDOUS SUBSTANCES
- Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.
- 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 Construction Industry Publications 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.
- 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, surplus material, containers and packaging.
 - General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
 - Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
 - Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
 - Waste transfer documentation: Retain on site.

430 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
Special precautions: TBC.
Duty: Report immediately any suspected invasive species discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe eradication or removal.

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 utilities/ 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 Employer, Local Authority or other owner.

555 WILDLIFE SPECIES AND HABITATS

- General: Safeguard the following: Unknown.
Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

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.
- Special requirements: Provide temporary separate, segregated solid timber hoarding. To be left in upon completion of the works for future use by Others.

570 EXISTINGWORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Special requirements: Provide temporary separate, segregated solid timber hoarding. To be left in upon completion of the works for future use by Others.

620 ADJOINING PROPERTY

- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise 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.
 - Monitor adjacent structures and immediately report excessive movement to the CA.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
 - Provide, maintain and monitor the support and protection of the existing retained façade.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

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.
- 120A DESIGN CONSTRAINTS
- Restrictions: For working hours see A35/170.
- 130A METHOD AND SEQUENCE OF WORK
- Include the following specific limitations as to method/sequence of work in programme:
 - Issuing all relevant notices to Local Authority and statutory undertakers.
 - Vehicular access, deliveries and bulk removals are to be timed to avoid clashing with activities of adjacent sites, rush hour and/or schools (arrivals and departures).
 - Refer to any requirements in the CDM Pre-demolition Information
- 140 SCAFFOLDING
- Scaffolding: Make available to subcontractors and others at all times.
- 160 USE OR DISPOSAL OF MATERIALS
- Specific limitations: None anticipated but to be agreed with employer before works commences.
- 170 WORKING HOURS
- Specific limitations: Subject to amendment by East Suffolk District Council, the working hours are:
 - 07.30am to 18.00pm Monday to Friday.
 - 08.00am to 13.00pm Saturday
 - No working is permitted on Sunday or Bank Holidays.
- 180 COMPLETION IN SECTIONS OR PARTS
- Specific limitations: None anticipated. The Employer does not wish to take possession of the Works in Sections or Parts.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

- 105A RATES, FEES AND CHARGES
- Include for all rates, fees and charges on works of a temporary nature.
- 110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES
- Location: Give notice and details of intended siting of all spoil heaps, temporary works and services.
 - Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.
- 120 GENERAL COST ITEMS
- General: Allow for all such items, including:
 - Management and staff.
 - Site accommodation.
 - Services and facilities.
 - Mechanical plant.
 - Temporary works.

ACCOMMODATION

- 210A ROOM FOR MEETINGS
- Meetings can generally be held remotely to comply with the social distancing restrictions associated with COVID-19. However, as restrictions are in the process of being lifted, provide the following:
 - 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 8 people.

TEMPORARY WORK

- 320A TEMPORARY WORK
- The Contractor is required to provide adequate temporary works for the duration of the project. The Employer's Specific Requirements are as follows:
 - Temporary plant design, connections and controls will need to ensure the services at the site remain operational throughout the duration of the Works (except where noted otherwise).
- Temporary supports for adjoining properties throughout the duration of the Works.
Temporary supports for excavations throughout the duration of the Works.

SERVICES AND FACILITIES

- 410A LIGHTING
- Provide temporary lighting as necessary for execution of the Works.
- 420A LIGHTING AND POWER
- Supply: Existing. Provide a temporary electrical supply for the duration of the Works, meter readings to be taken and provided to the Contract Administrator prior to commencement and on completion of the works. Leave the temporary supply in a secure, operational capacity upon completion of the Works.

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430A WATER

- Supply: Existing. Provide temporary water supply for the duration of the Works, meter readings to be taken and provided to the Contract Administrator prior to commencement and on completion of the works. Leave the temporary supply in a secure, operational capacity upon completion of the Works.

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.

540A METER READINGS

- Charges for service supplies: The Contractor will be responsible for paying all charges:
 - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - Copies of readings are supplied to interested parties.

550 THERMOMETERS

- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

115 THE HEALTH AND SAFETY FILE

- Responsibility: Principal Contractor.
- Content: Obtain and provide the following information:
 - 0 a brief description of the work carried out;
 - 1 any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
 - 2 the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
 - 3 information and dimensioned as-built drawings of the retained services and utilities, including cut/capped off locations.
 - 4 Locations of all foundations, pits, tanks and other underground obstructions and the like that have been removed; any features that have been agreed to be retained in situ.
 - 5 All certificates and notices associated with the demolition.
 - 6 Post demolition survey showing site topography and levels based on a 5m x 5m grid.
- Format: 1 hard copy and electronic
- Delivery to: CA By two weeks before completion.

120A 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 works.
 - 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.
 - Relevant authorities, consents and approvals.
 - Third party certification, such as those made by competent persons in accordance with the Building Regulations
- Description and location of other key documents.
- Timescale for completion: Allow sufficient time for all the documents to be prepared to conform to the programme for the rest of the Building Manual.

- 140A CONTENT OF THE BUILDING MANUAL PART 2: BUILDING SERVICES
- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
 - As-built drawings for each system altered and recorded after demolition works have been carried out, together with an index, including:
 - Diagrammatic drawings inc.locations where items are cut/capped off.
 - Identification of services – a legend for colour coded services.
 - Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
 - Other specific requirements: TBC.
 - Timescale for completion: Allow sufficient time for all the documents to be prepared to conform to the programme for the rest of the Building Manual.
- 150A CONTENT OF THE BUILDING MANUAL PART 3: THE HEALTH AND SAFETY FILE
- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - a brief description of the work carried out;
 - any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
 - the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
 - information and as-built drawings of the retained services and utilities, inc. cut/capped off locations (e.g. the means of safe access to and from service voids and fire doors).
 - All certificates and notices associated with the demolition
 - Format: 1 hard copy and electronic
 - Delivery to: CA By two weeks before completion.
- 160 PRESENTATION OF BUILDING MANUAL
- Format: A4 size, plastics covered, loose leaf, 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.

A40 CONTRACTOR'S GENERAL COST ITEMS

110 MANAGEMENT AND STAFF

- Includes management, trades supervision, engineering, programming and production, quantity surveying support staff and the like.
 - Fixed cost
 - Time related cost

A41 CONTRACTOR'S GENERAL COST ITEMS : SITE ACCOMMODATION

For details of site accommodation required or made/not made available by the Employer see Section A36.

105 RATES, FEES AND CHARGES

- Include: for all rates, fees and charges on works of a temporary nature.
 - Fixed cost
 - Time related cost

110 SITE ACCOMMODATION

- Details: Include for offices, stores, compounds, welfare and sanitary facilities and the like.
 - Fixed cost
 - Time related cost

A42 CONTRACTOR'S GENERAL COST ITEMS : SERVICES AND FACILITIES

For details of services and facilities required or made/not made available by the Employer see section A36.

105A RATES, FEES AND CHARGES

- Include: for all rates, fees and charges on works of a temporary nature.

109A GENERAL ATTENDANCE

- In this section general attendance is deemed to include the use of the Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant, the provision of temporary lighting and water supplies, clearing away rubbish, provision of space for the statutory authorities'/undertakers' own offices and the storage of the Contractors plant and materials and the use of mess rooms, drying rooms, sanitary accommodation and welfare facilities provided by the Contractor.

110A SERVICES AND FACILITIES

- Cost significant items: Identify fixed charges and time related charges as appropriate
 - 1 POWER
 - 2 LIGHTING
 - 3 FUELS: (exclude fuels for testing and commissioning)
 - 4 Testing and commissioning (water, fuel, gas, electricity, and other supplies for testing and commissioning. Allow for all costs here)
 - 5 WATER
 - 6 TELEPHONE AND ADMINISTRATION
 - 7 SAFETY, HEALTH AND WELFARE (see A34)
 - 8 STORAGE OF MATERIALS (see A33)
 - 9 RUBBISH DISPOSAL (see A34)
 - 10 CLEANING (see A33)
 - 11 DRYING OUT
 - 12 PROTECTION OF WORK IN ALL SECTIONS (see A34)
 - 13 SECURITY (see A34)
 - 14 MAINTAIN PUBLIC AND PRIVATE ROADS (see A34)
 - 15 SMALL PLANT AND TOOLS
 - 16 OTHERS
- Additional services and facilities items: Insert below further cost items as may be required, with fixed charges and time related charges as appropriate.

A43 CONTRACTOR'S GENERAL COST ITEMS : MECHANICAL PLANT

110A MECHANICAL PLANT

- Cost significant items: Identify fixed charges and time related charges as appropriate
 - 1 CRANES
 - 2 HOISTS
 - 3 PERSONNEL TRANSPORT
 - 4 TRANSPORT / HAULAGE
 - 5 EARTHMOVING PLANT / DOZERS
 - 6 EXCAVATORS / GRABBERS / RIPPERS / BREAKERS
 - 7 SCREENERS / CONVEYORS
 - 8 DUMP TRUCKS
- Additional mechanical plant items: Insert below further cost items as may be required, with fixed charges and time related charges as appropriate.

A44 CONTRACTOR'S GENERAL COST ITEMS : TEMPORARY WORKS

For details of services and facilities required or made/not made available by the Employer see section A36.

105A RATES, FEES AND CHARGES

- Include: for all rates, fees and charges on works of a temporary nature.

110A TEMPORARY WORKS

- Cost significant items: Identify fixed charges and time related charges as appropriate
 - 1 TEMPORARY ROADS
 - 2 TEMPORARY WALKWAYS
 - 3 ACCESS SCAFFOLDING
 - 4 SUPPORT SCAFFOLDING AND PROPPING
 - 5 HOARDINGS, FANS, FENCING, ETC.
 - 6 HARDSTANDING
 - 7 TRAFFIC REGULATIONS
- Additional services and facilities items: Insert below further cost items as may be required, with fixed charges and time related charges as appropriate.

A50 WORKS/PRODUCTS BY/ON BEHALF OF THE EMPLOYER

Not applicable.

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A51 NOMINATED SUB-CONTRACTORS

Not applicable.

A53 WORKS BY STATUTORY AUTHORITIES/UNDERTAKERS

Not applicable.

Note: the Contractor is responsible for checking with all appropriate Statutory Undertakers that all services have been terminated at the site boundary.

A54 PROVISIONAL WORK

PROVISIONAL SUMS FOR DEFINED WORK

- 110 PROVISIONAL SUMS FOR DEFINED WORK:
- Not applicable.

PROVISIONAL SUMS FOR UNDEFINED WORK

- 210 PROVISIONAL SUMS FOR UNDEFINED WORK:
- - See pricing schedule within Section 3 of the Tender Documents.

590 CONTINGENCIES:

- - See pricing schedule within Section 3 of the Tender Documents.

A55 DAYWORKS

The following rates are for the purpose of assessing the potential cost of Contract Administrator's Instructions. Any sums generated, herein within Section A55, are not to be transferred elsewhere within the Tender Documents.

- 107A PRIME COST OF MATERIALS incurred on Daywork will be calculated at the rates set out in the Contractor's invoice(s), net of all discount applied.
 - The Contractor is to insert their percentage addition for overheads and profit%

- 108A PRIME COST OF PLANT incurred on Daywork will be calculated at the rates set out in the Schedule of Basic Plant Charges published by The Royal Institution of Chartered Surveyors and current at the date of tender.
 - The Contractor is to insert their percentage addition for overheads and profit%

- 109A DAYWORK to be calculated in accordance with the Definition of Prime cost of Daywork agreed and issued by the Royal Institution of Chartered Surveyors and The National Federation of Building Trades Employers (now Construction Confederation):
 - The contractor is to state below all inclusive daywork rates to be applied on this contract (based on a 37.5/hour week). Rates for individual sub-contractors should also be identified separately.

Construction Industry Joint Council (CIJC) Basic Rates of Pay

- - General Operative £..... / hour
- - Skill Rate 4 £..... / hour
- - Skill Rate 3 £..... / hour
- - Skill Rate 2 £..... / hour
- - Skill Rate 1 £..... / hour
- - Craft Rate £..... / hour
- - Other (*Contractor to state*)
- - £..... / hour
- - £..... / hour
- - £..... / hour
- - £..... / hour
- - £..... / hour
- - £..... / hour
- - £..... / hour
- - £..... / hour

COLLECTION

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Carried Forward £

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Carried to Summary (within Schedule of Works – Page Nr. 3/8) £

Section 3 - Schedule of Works

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Ref	Schedule of Work	Qty	Unit	Rate (£)	Total (£)
1.00	Preparatory Work				
1.01	Provide secure site area. Access to the site is to be restricted to authorised persons only. The site is to be kept locked closed at all times when unoccupied and controlled access when occupied.				
1.02	Protect existing boundary fencing / existing boundary structures to be retained with independent 2.0m high solid timber hoarding for the duration of the project. To be left in upon completion of the works for future use by Others.				
1.03	Install to the full perimeter of the site, where not protected by Item 1.02 above, a 2.0m high solid timber hoarding for the duration of the project. To be left in upon completion of the works for future use by Others.				
1.04	Form site compound, set up welfare facilities and secure the site boundary to enclose working areas and exclusion zones within the site to be demolished.				
1.05	Provide a suitably qualified competent site foreman / manager to be onsite at all times throughout the contract period. Nominated person is to be capable of receiving and acting upon instructions and is to be responsible for the day today operation, management and security of the site, with particular emphasis on H&S matters.				
1.06	Provide suitable welfare facilities with WCs, hot and cold (potable) water, canteen / rest area with means of heating food and office/ meeting room to comply in full with the requirements of Schedule 2 (Welfare Facilities) of the CDM Regulations 2015. Include for temporary connection to mains services and removal/reinstatement on completion. Full welfare facilities are to be in place prior to the commencement of works on site and are to be maintained in a fully operational and clean manner throughout the project.				
1.07	Carry out pre site investigation, including review of existing neighbouring operations and vehicular movement.				
1.08	Contractors method statement to ensure demolition of the structures restricts the works to be via the side of the building facing the compound area. This is to reduce the risk of working close to adjoining properties and minimise disruption or obstructions during the demolition works.				
1.09	Provide and maintain temporary access to and for Nr. 3 Station Road.				
1.10	Provide and maintain temporary access to and for Nr. 3 to Nr. 7 Station Road.				
	To Summary			£	

2072 - Demolition & Site Clearance Works at Station Road and Blythe Road, Southwold
Southwold Town Council
Section 3: Schedule of Work



Ref	Schedule of Work	Qty	Unit	Rate (£)	Total (£)
2.00	Existing Services				
2.01	Obtain survey information from relevant statutory Utility Companies, survey and locate all existing services, undertake CAT scan and trial holes as required. Protect / terminate and / or isolate all existing services and utilities. 1) Electricity 2) Telecommunications 3) Gas 4) Mains water 5) Foul and surface water 6) Other, Main Contractor to identify (if required)				
2.02	Provide temporary water supply for the duration of the Works, meter readings to be taken and provided to the Contract Administrator prior to commencement and on completion of the works. Leave the temporary supply in a secure, operational capacity upon completion of the Works				
2.03	Provide temporary electrical supply for the duration of the Works, meter readings to be taken and provided to the Contract Administrator prior to commencement and on completion of the works. Leave the temporary supply in a secure, operational capacity upon completion of the Works				
2.04	Connections associated with the buildings, tanks and the demolition site to be cut or capped off appropriately to allow for future works and use. Ensure systems are drained and pipe works purged and certified before works begin.				
2.05	Trace, test and confirm disconnection of all statutory services to buildings.				
2.06	Ensure protective measures are installed within the existing foul and surface water drainage system to prevent contamination during the demolition process.				
	To Summary			£	

2072 - Demolition & Site Clearance Works at Station Road and Blythe Road, Southwold
 Southwold Town Council
 Section 3: Schedule of Work



Ref	Schedule of Work	Qty	Unit	Rate (£)	Total (£)
3.00	Asbestos Removal				
3.01	Where asbestos materials have been notified within the Refurbishment and Demolition survey (Demolition Specification Appendix B), instruct Licenced Asbestos Removal works to be carried out, cleared correctly (obtain asbestos disposal ticket and certified safe by an Air test certificate before access and demolition works to proceed).				
3.02	All works are to be undertaken in accordance with the Control of Asbestos Regulations 2012. Leave site clear of asbestos containing materials and ready for demolition.				
3.03	Include for all necessary enclosures/ chamber construction / decontamination facilities and the like, as required by the Control of Asbestos Regulations 2012.				
3.04	Caution must be maintained during demotion works to check and ensure any suspect materials are reviewed and confirmed safe before removal.				
3.05	The Main Contractor is responsible for undertaking a watching brief whilst all asbestos is removed to ensure compliance with all current regulations.				
3.06	Asbestos removal; generally 1) Unit 1 - Clancys 2) Unit 2 - Cycle Shop 3) Unit 3 - Graham Finch Motors Garage 4) Unit 4 - Open Fronted Structure 5) Unit 5 - Southwold Auto Services Garage				
	To Summary			£	

2072 - Demolition & Site Clearance Works at Station Road and Blythe Road, Southwold
Southwold Town Council
Section 3: Schedule of Work



Ref	Schedule of Work	Qty	Unit	Rate (£)	Total (£)
4.00	Demolition Works				
4.01	Include for all necessary scaffolding, access equipment, hoists etc to undertake the works as specified. All scaffold contractors are to be full members of the NASC (National Access and Scaffolding Confederation). All scaffold works are to be undertaken in accordance with BSEN 12811-1 and NASC technical guidance document TG20:08.				
4.02	Where applicable, scaffold design calculations are to be provided prior to erection commencing onsite.				
4.03	Provide all necessary site hoardings, screens, debris nets etc to contain materials/dust within the site area.				
4.04	Include for all necessary temporary works required to undertake demolition works, including propping, shoring, bracing, temporary protection of open excavations, etc.				
4.05	In a controlled manner remove and dispose of all unfixed items, furniture, plant and machinery from building. Carry out internal soft strip out of all loose items, inc. linings, cabling, sanitaryware, lighting, plumbing, radiators and the like, and all other non-structural elements such as doors, window frames, linings and the like. Clear all debris and arising from site				
4.06	Soft strip removal; generally <ul style="list-style-type: none"> 1) Unit 1 - Clancys 2) Unit 2 - Cycle Shop 3) Unit 3 - Graham Finch Motors Garage 4) Unit 4 - Open Fronted Structure 5) Unit 5 - Southwold Auto Services Garage 				
4.07	In a controlled manner remove and dispose of all structural frame, shell and core down to Ground Floor slab. Clear all debris and arising from site.				
	To Summary			£	

2072 - Demolition & Site Clearance Works at Station Road and Blythe Road, Southwold
Southwold Town Council
Section 3: Schedule of Work



Ref	Schedule of Work	Qty	Unit	Rate (£)	Total (£)
4.08	Structural frame, shell and core removal; generally 1) Unit 1 - Clancys 2) Unit 2 - Cycle Shop 3) Unit 3 - Graham Finch Motors Garage 4) Unit 4 - Open Fronted Structure 5) Unit 5 - Southwold Auto Services Garage				
4.09	Break out and excavation of the ground floor slab and associated foundations, redundant drainage, hard standings, vehicle inspection pits and the like. Note: potential UXO risk. Backfill to existing ground level with Class 1A granular fill, compacted in accordance with the current Specification for Highway Works 1) Unit 1 - Clancys 2) Unit 2 - Cycle Shop 3) Unit 3 - Graham Finch Motors Garage 4) Unit 4 - Open Fronted Structure 5) Unit 5 - Southwold Auto Services Garage				
4.10	Extra over allowance for attendance to/and for (1) Additional ground investigation work by Others (Surveys and the like); (2) Ground Validation Works to be undertaken by Others (Environmental Consultant - soil samples and the like) and (3) UXO Specialist whilst groundworks are being undertaken				
	To Summary			£	

2072 - Demolition & Site Clearance Works at Station Road and Blythe Road, Southwold
Southwold Town Council
Section 3: Schedule of Work



Ref	Schedule of Work	Qty	Unit	Rate (£)	Total (£)
4.11	Break out and excavation of the underground tanks and associated foundations, redundant drainage, vents, supplies and the like. Note: potential UXO risk. Backfill to existing ground level with Class 1A granular fill, compacted in accordance with the current Specification for Highway Works. 1) Tank ref 1 2) Tank ref 3 3) Tank ref 4 4) Tank ref 6 5) Tank ref 7				
4.12	Extra over allowance for attendance to/and for (1) Additional ground investigation work by Others (Surveys and the like); (2) Ground Validation Works to be undertaken by Others (Environmental Consultant - soil samples and the like) and (3) UXO Specialist whilst groundworks are being undertaken				
4.13	Include a Provisional Sum of £10,000.00 for the removal of Tank ref 2, 5, 8, 9A, 9B and 10. To be expended in whole or part only on the Contract Administrator's instructions	1	PSUM	10,000.00	10,000.00
4.14	Allowance for attendance to/and for (1) Additional ground investigation work by Others (Surveys and the like); (2) Ground Validation Works to be undertaken by Others (Environmental Consultant - soil samples and the like) and (3) UXO Specialist whilst groundworks are being undertaken 1) Tank ref 2 2) Tank ref 5 3) Tank ref 8 4) Tank ref 9A 5) Tank ref 9B 6) Tank ref 10				
	To Summary			£	

2072 - Demolition & Site Clearance Works at Station Road and Blythe Road, Southwold
 Southwold Town Council
 Section 3: Schedule of Work



Ref	Schedule of Work	Qty	Unit	Rate (£)	Total (£)
4.15	Allow for removing all kerbs/pavements/edgings/steps/ground features and the like. Backfill to existing ground level with Class 1A granular fill, compacted in accordance with the current Specification for Highway Works.				
4.16	All demolition rubble and arisings to be disposed of off site.				
4.17	Clear site of all surplus debris and materials, leaving site clear and level to satisfaction of contract administrator. Any unsafe areas or openings/trenches which remain after the demolition works have been carried out, are to be safely secured and surrounded by 2m Heras temporary fencing.				
4.18	Provide electronic copies of marked up site plans. These are to include 1) Post demolition survey showing site topography and levels based on a 5m x 5m grid. 2) Dimensioned locations of all termination points of existing services pipe / cables / drainage; locations of all foundations, pits, tanks and other underground obstructions and the like that have been removed; any features that have been agreed to be retained in situ.				
4.19	Undertake 10 Nr. CBR tests, exact positions to be agreed on site.				
4.20	Any other items required to complete the works not identified on the drawings or in the schedule of works contractor to identify and cost here.				
	To Summary			£	

Ref	Schedule of Work	Qty	Unit	Rate (£)	Total (£)
5.00	Summary				
	<u>Section 2</u>				
5.01	Preliminaries				
	<u>Section 3</u>				
5.02	Page Nr. 3/1				
5.03	Page Nr. 3/2				
5.04	Page Nr. 3/3				
5.05	Page Nr. 3/4				
5.06	Page Nr. 3/5				
5.07	Page Nr. 3/6				
5.08	Page Nr. 3/7				
	<u>Generally</u>				
5.09	Overheads and Profit <i>(Main Contractor to identify the basis of their calculation)</i>				
5.10	Include a contingency sum of £10,000.00 to be expended in whole or part only on the Contract Administrator's instructions	1	PSUM	10,000.00	10,000.00
5.11	TOTAL:			£	

Section 4 – Form of Tender

FORM OF TENDER ALTERNATIVE NR 1 – FIXED PRICE TENDER ON STATED PROGRAMME

TENDER FOR DEMOLITION & SITE CLEARANCE WORKS AT STATION ROAD AND BLYTH ROAD, SOUTHWOLD, SUFFOLK

To:

Southwold Town Council
Town Hall
Market Place
Southwold
IP18 6EF

Sir/s,

We, having read the Conditions of Contract and Specification delivered to us and having examined the drawings referred to therein, do hereby offer to carry out and complete the whole of the Works described for the sum of.....

.....(£.....)
(Exclusive of VAT).

and will complete the works in four calendar weeks from the date of possession.

We undertake to commence the Works within of receiving a written order.

We undertake in the event of your acceptance to execute with you a Form of Contract embodying all the conditions and terms contained in this offer.

We agree that should obvious errors in pricing or significant errors in arithmetic be discovered in the priced Specification submitted by us before acceptance of this offer, these errors will be dealt with in accordance with Alternative 1 of the JCT '2017 Tendering' Practice Note current at the Date of Tender.

We confirm the additional percentage of overheads and profit required on the expenditure of Provisional Sums and Contingency is %.

This tender remains open for acceptance for weeks.

FORM OF TENDER ALTERNATIVE NR 1 – FIXED PRICE TENDER ON STATED PROGRAMME

Dated thisday of 2021

Signed

in the capacity of

For and on behalf of

Address

.....

Telephone Nr

Email address

FORM OF TENDER ALTERNATIVE NR 2 – FIXED PRICE TENDER ON CONTRACTORS PROGRAMME

TENDER FOR DEMOLITION & SITE CLEARANCE WORKS AT STATION ROAD AND BLYTH ROAD, SOUTHWOLD, SUFFOLK

To

Southwold Town Council
Town Hall
Market Place
Southwold
IP18 6EF

Sir/s,

We, having read the Conditions of Contract and Specification delivered to us and having examined the drawings referred to therein, do hereby offer to carry out and complete the whole of the Works described for the sum of.....

.....(£.....)
(Exclusive of VAT).

and will complete the works in Calendar weeks from the date of possession.

We undertake to commence the Works within weeks of receiving a written order.

We undertake in the event of your acceptance to execute with you a Form of Contract embodying all the conditions and terms contained in this offer.

We agree that should obvious errors in pricing or significant errors in arithmetic be discovered in the priced Specification submitted by us before acceptance of this offer, these errors will be dealt with in accordance with Alternative 1 of the JCT 2017 'Tendering' Practice Note current at the Date of Tender.

We confirm the additional percentage of overheads and profit required on the expenditure of Provisional Sums and Contingency is %.

This tender remains open for acceptance for weeks.

FORM OF TENDER ALTERNATIVE NR 2 – FIXED PRICE TENDER ON CONTRACTORS PROGRAMME

Dated thisday of 2021

Signed

in the capacity of

For and on behalf of

Address

.....

Telephone Nr

Email address

CERTIFICATE OF BONA FIDE TENDER

TENDER FOR DEMOLITION & SITE CLEARANCE WORKS AT STATION ROAD AND BLYTH ROAD, SOUTHWOLD, SUFFOLK

To

Southwold Town Council
Town Hall
Market Place
Southwold
IP18 6EF

Sir/s,

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

1. Communicating 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.
2. 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.
3. 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 of the sort described above.

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

Date:

Signed (as in Form of Tender)

For and on behalf of

Appendix A – List of Drawings and Documents

1. Tender Documents (prepared by Richard Utting Associates LLP, dated April 2021)

2. JP Chick & Partners Ltd Pre-Demolition Information, dated 13/04/21
 - Appendices:*
 - A Welfare Requirements
 - B Risk Register
 - C Contamination Report Rev 1 (prepared by JPC Environmental Services – a division of JP Chick & Partners Ltd, dated 23/10/20)
 - Appendices:*
 - A Site Location Plan (prepared by Ingleton Wood, dated 20/11/18)
 - B Architect's Layout Plan (prepared by Ingleton Wood, dated 19/06/18)
 - C Site Investigation Report (prepared by TerraConsult, dated 18/09/20)
 - Appendices:*
 - A Fieldwork Records and Monitoring Results
 - D Waste Classification Report, dated 23/10/20
 - Appendices:*
 - A Classifier defined and non CLP determinands
 - B Rationale for selection of metal species
 - C Version
 - E Gas/ Groundwater Monitoring Results (prepared by TerraConsult, dated 16/09/20 to 20/10/20)
 - F Laboratory Results (prepared by Analytical Ltd, dated 25/09/20)
 - D Asbestos Report – within demolition specification below
 - E Demolition Specification Rev 2, dated 30/03/21
 - Appendices:*
 - A Record Photographs
 - B Asbestos Demolition and Refurbishment Report (prepared by Ashbee Surveying Ltd, dated 15/12/20)
 - C Structural Report, dated 14/04/18
 - Appendices:*
 - A Photographic Schedule
 - D UXO Report (prepared by Dynasafe BACTEC Ltd, ref. 503844)

3. Stage 2 UXO Report (*to follow*).

Appendix B – Contract Amendments

Submitted by:

Keith Sharpe
Associate Partner

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