

Standard Specification & Preliminaries

1.00 Abbreviations used in the specifications and schedule of works:-

BS: means the British Standard current three months before the date for return of tender.

CP: means the British Standard Code of Practice current three months before the date for return of tender.

Materials: items for incorporation in the works.

mm - millimetre
m - metre
m² - square metre
m³ - cubic metre
N - Newton
kg - kilogramme
no - number
t - tonne

2.00 PROGRAMME

Works are to be programmed within 10 working days of letter of intent or order.

Programme content:- produce a programme to include dates for period of time covering all activities for which the contractor, nominated or other sub-contractors are responsible, including the preparation of drawings, fabrication off site, delivery to site, installation and testing etc.

Approval of the programme by the Project Managers or other representative appointed by the Woodham Ferrers Town Council will neither affect the contract date for completion nor relieve the contractor of their responsibility to complete the works by the contracted completion date.

The Project Managers will call meetings as required. The contractor is to attend all meetings without exception and inform sub-contractor to attend meetings when their presence is required. The Project Managers will take and distribute minutes of meetings.

3.00 CDM REGULATIONS 2015

3.01 Atlas House Consultancy Ltd have been appointed in the role of Principal Designer.

3.02 See Pre-contract Health and Safety Plan for detailed information.

4.00 MATERIALS

4.01 All materials are to be of good trade quality and used/installed as per manufacturer's instructions, any variation in the contract documents and the manufacturer's instructions should be brought to the attention of the Project Managers.

4.02 If an item is to be replaced but is either no longer available or the delivery is extensive that the contract completion date could be affected, the contractor can offer an alternative item providing it is equal to in all respects or a higher specification than the original item. The Town Council reserves the right to reject any such offer and seek an alternative themselves. In either case the contractor is to meet all cost involved in providing a replacement item.

5.00 SITE SETUP AND STORAGE

5.01 An area will be allocated to the contractor for the duration of the contract to allow them to provide a site office, welfare accommodation, a small container for the storage of materials and small plant, a skip and if required a protected from view smoking shelter. The area is to be protected by Heras fencing or similar installed and maintained during the whole of the contract. The client is unable to offer any services to your site setup and therefore please allow for a generator for electrical supply plus a water supply.

5.02 There is no additional storage area available all storage is to be within the allocated contractors compound.

6.00 HOARDING AND GANTRIES

6.01 The allocated contractors compound and working area is to be suitably and adequately protected at all times to prevent access by unauthorised persons, children and the general public.

6.02 The following additional requirements are:- NONE

7.00 GENERAL ATTENDANCE

The following additional attendance is required on the following nominated sub-contractors or specialist contractors:- NONE

8.00 PROTECTION OF WORKS

8.01 The new concrete surface is to be suitably and adequately protected to ensure that damage does not occur while drying takes place.

8.02 The following additional protection is required: - NONE

9.00 NORNINATED SUB-CONTRACTOR

9.01 The following companies are nominated sub-contractors:- NONE

10.00 PROVISIONAL SUMS

10.01 Please allow for the following provisional sums:- See Tender Summary

11.00 MAINTENANCE

11.01 The following facilities and service are required to be provided by the contractor/sub-contractor at completion or shortly afterwards to help Woodham Ferrers Town Council operate and maintain the finished works/building project:-

11.02	All product guarantees.	At handover meeting.
	Operation and maintenance manuals.	Within four week of handover meeting.
	Test certificates.	At handover meeting.
	Health and safety manual.	Within four week of handover meeting.
	As built drawings and schematics.	Within four week of handover meeting.

11.03 The maintenance period for the contract will be:- Six months

12.00 RETENTION.

The following retention will apply to this contract:-

12.01	During the contract	5%
12.02	After practical completion until the end of the maintenance period	2.5%

13.00 COMPLETION DATE

13.01 All works are to be completed within 6 weeks of agreed start date on site.

14:00 CRB CHECKING OF CONTRACTORS EMPLOYEES

14.01 It is not intended during this contract to have any interaction with children or vulnerable adults'. However there are children's' activity buildings on site and it is also surrounded by public parks and the contractor and his staff need to be fully aware that if any interaction with children or vulnerable adults' takes place the Woodham Ferrers Town Council or the Project Managers will instruct the contractor to remove their member of staff from site within 60 minutes of being told to do so and that further action may be taken.