**General Specification for Works at**

**Aston on Trent Recreation Centre, Shardlow Road, Aston on Trent**

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1. **General**

**Award of contract**

* 1. The contract will be awarded in sections as per the 4 schedules on the Form of Tender.
	2. The Employer will award the contract based on the following weighted criteria:
		1. 10% Quality of submission
		2. 10% Reputation of Tenderer judged from references.
		3. 10% Financial stability of Tenderer
		4. 10% Ability to meet start date and time for completion.
		5. 60% Tender price
	3. The Employer requests that the Tenderer supplies details of 3 references to include a contact name, business name, email address, and company address for item “B”.
	4. The Employer requests that the Tenderer completes form “Financial Standing Questionnaire” for item “C”.
	5. Items “A” and “D” will be established from the supporting information supplied with the tender.
	6. The Employer anticipates making an award of contract within 30 days of receiving tenders and the Tenderer should base his start date on the award date.
	7. The contract is split into 4 Schedules and the Employer will award one or more Schedules to one or more successful tenderers. The Employer reserves the right not to award any or all tenders.

**Finance and Payment**

* 1. The Tenderer shall include with his tender a schedule of “Milestones” by which the progress of the works can be judged. Each “Milestone” shall include an estimated time for completion to this point and a proposed percentage valuation of the works completed at this point in time.
	2. Valuations of the works based on the “Milestones” shall be made every 4 weeks
	3. Retention shall be 5% with half being released on Practical Completion and the remaining 21/2% at the end of the Defects Liability Period of 3 months.
	4. Payments will be made to the contractor 30 days from the date after the valuation has been agreed and received by the Parish Clerk.
	5. The contractors and employer’s insurance liabilities to be agreed. The contractor shall state in the supporting documentation what is proposed.
	6. The contractor should note that the project is being funded by the Parish Council, South Derbyshire District Council and Sport England and that any of these bodies may want to make arrangements to view the works and take photographs during the course of the works.
	7. Tenders shall be valid for a period of 3 months from the date of submission.
	8. All tender prices shall be exclusive of VAT, but a sum representing VAT shall be added at the end of each Tender schedule total.
	9. The Contractor selected to carry out the works in Schedule “A”, building works, will be designated the Principal Contractor and assume all relevant responsibilities.

**Extent of Works**

* 1. The works are fully detailed on the drawings and as far as possible have been checked to ensure the descriptions are complete and will result in a decorated, fully finished and operational building suitable for immediate use upon hand over. The schedule of works listed within this specification is not exhaustive but is included to provide the Tenderer with an indication of the amount of work required alongside the drawings.
	2. Should the contractor identify any discrepancy in the drawings during the tender period then these should be brought to the attention of the Parish Council by contacting the Parish Clerk, by email, theclerk@astonontrentparishcouncil.org.uk
	3. The tender shall not include any provisional sums. All work required to complete the extension and the improvements shall be fully priced so the final tender sum represents the cost to the Employer of the finished and useable building.
	4. Water, electricity and gas, is available on the site and these will be made available free of charge to the Contractor. The exact points where these services can be accessed will be agreed at the first site meeting.
	5. The contractor shall not use the existing toilets in the building. The Principal Contractor shall supply such portable facilities as are necessary for all operatives on the site and keep them clean and fit for purpose.
	6. A temporary dust proof screen shall be erected at the start of the works between the existing large hall and the small hall adjacent to the kitchen area. The screen shall be retained until completion of the works.
	7. All structural steelwork (not standard lintels over doors and windows) will be supplied FOC but the contractor should allow for raising and fixing them in place.
	8. The part of the building not occupied by the contractor while constructing the new upper floor will remain in use throughout the period of the works. The changing room to the rear of the building and the small shower room will be available to the contractor to install benches and other minor works by arrangement with the Employer. Access to the rear of the building will be through the large hall and this will not interfere with the upper floor works. A safe route for visitors to access the large hall, the patio area, the rear changing room, single toilet and the Umpires changing room shall be maintained at all times.
	9. The male toilets, front changing room and linking corridor which are under the area being extended, shall be available for use at weekends when required. Dates will be given to the successful contractor. At other times the use of the Centre will be restricted to the large hall, back changing room, single toilet and Umpires changing room.
	10. The contractor shall indicate in the supporting documentation how many weekends the female toilet, and disabled persons’ shower room will not be available.
	11. The single toilet adjacent to the Umpires changing room shall be kept operational at all times.
	12. Electricity and water shall be available at all times when the Centre is being used. As at Tender date these are every weekend, Monday and Thursday mornings and Monday evenings.
	13. The Employer requires that the work to install the electrical and gas and heating services shall be priced separately from the building work. Separate tenders will be sought by the Employer for these works and the Tenderer shall price the Form of Tender accordingly. The work for the provision of the services will form a nominated sub-contract if the Employer deems it is a more desirable method of construction. The contractor should allow for any attendance he requires on a nominated sub-contractor in the price of the building work.
	14. Included with the drawings is a plan of a car park to be constructed over the present hard area that is used as a car park. The contractor shall provide a price and specification for a suitable car park, including drainage and suitable edging to control parking. The Employer reserves the right not to include this work in the final award of tender. The price shall be inserted in the Form of Tender and the specification included with the supporting documents for the tender.
	15. At the end of the works, and upon practical completion, the contractor shall bring in a cleaning team with suitable equipment to thoroughly clean the entire building, including areas not worked on or incorporated in the works, to remove all dust and debris both at low level and high level, such as ceilings, so that the entire building is fit for use.
	16. The employer may suffer losses during the works period if access is not maintained as described above. No general loss is anticipated for a time over run for the whole project. The following re-charges will be made to the Principle Contractor in the event of;
		1. No access to building or lack of facilities (toilet, electricity, gas) on days specified £15.00 per session, either morning, afternoon or evening.
		2. No access to male toilets and front changing room at weekends causing cancellation of a match or game £40.00 per session. In the event that the changing room is not available but the game/match goes ahead then the loss reduces to £20.00 per session.
1. **Works external to existing building**
	1. Provide and lay concrete path on subbase provided above. Path to be cast in 3.0 alternate bays and joints formed of impregnated softboard with mastic sealant or alternatively cast in one piece then saw cut and sealed. Edges to be rounded with appropriate tool or formwork.
	2. Spread excavated top soil adjacent to new path to provide edge support and reduce level difference. Rake and shape top soil, seed all excavated and cleared areas so that good grass is established around building at end of works.
	3. Complete paving to North side of building in front of modified old hall using stock of paving slabs.
2. **Works to ground floor of existing building**
	1. Provide and install airtight, dust tight, screen in doorway between new and old halls.
	2. Kitchen – old hall
	3. Remove existing door in West wall, brick up opening.
	4. Remove existing window on East side of south wall and store for reuse.
	5. Demolish end wall of kitchen
	6. Construct half brick wall up to 1.2 m high from end of kitchen wall across to external wall.
	7. Plaster all new and damaged internal walls to kitchen and in hall to match existing.
	8. Provide and fix roller shutter made of light weight steel or similar across opening formed above new wall and work top.
	9. Provide and fix new window in kitchen part of window previously removed. Window to be fully openable and to fold back so that service to outside can be made.
	10. Brick up balance of removed window area to match existing wall finishes.
	11. Provide and install Formica finished work top to match existing kitchen work top across width of new wall and under new window/serving hatch.
	12. Install wall covering to match existing kitchen wall covering to all new and existing uncovered walls.
	13. Electrical – remove existing light switches adjacent to external fire door and relocate to lobby at foot of new stairs. Provide additional light in extended kitchen area linked to existing light.
	14. Adjust floor level in kitchen extension to match existing floor level in kitchen and cover with tiles to match existing floor in existing kitchen.

**Old Hall**

* 1. Remove old bookshelves from wall next to entrance doors.
	2. Remove radiator below bookshelves and relocate in hall as agreed
	3. Provide and fix new steel, fireproof, stairway to upper floor.
	4. “Box in” new stairs to form cupboard under stairs with bolts and locks as necessary to form secure storage area.
	5. Make opening, provide lintel, supply and fix opening “patio” double door to centre of North wall, make good all surrounds and exposed edges to leave neat and tidy.
	6. Supply and fix electrically powered roller shutter door to outside of new patio door to match other shutters.
	7. Convert existing roller shutters to electrically operated shutters linked to common switch with new shutter. Switch to be placed 2.0 m above floor level.
	8. Remove three steel posts in middle of hall and make good floor.
	9. NOTE Floor covering to this area is not required and will be fixed by Employer.

**New Changing room (rear of building)**

* 1. Supply and fix wooden benches around three walls of new changing room to match existing old changing room.
	2. Supply and fix coat hooks at 900mm centers to match existing old changing room.
	3. Connect showers to new hot water system.

**Old Changing Room**

* 1. Make good ceiling after inserting new upper floor.
	2. Connect showers to new hot water system

**Cupboard under stairs**

* 1. Ensure cupboard is reasonably secure with suitable locks.

**Passageway**

* 1. Make good ceiling after inserting new upper floor.

**Single Toilet**

* 1. No work

**Umpires Room**

* 1. Supply and fix wooden bench 1.0 m long to match bench in existing old changing room.
	2. Connect shower and basin to new hot water system

**New Large Hall**

* 1. Move existing control switch for electric shutter to high level (2.0m above floor level).
	2. Provide flush light switches adjacent to entry from passageway.

**Male Toilet**

* 1. Make good ceiling after inserting new upper floor.
	2. Connect basins to new hot water system

**Female Toilet**

* 1. Make good ceiling after inserting new upper floor.
	2. Connect basins to new hot water system.

**Disabled Changing room**

* 1. Make good ceiling after inserting new upper floor.
	2. Connect shower and basin to new hot water system

**General**

* 1. Supply and fix wooden cupboard around electrical supply units in entrance hall.
	2. Extend central heating system into both changing rooms, umpires room, disabled changing room and all toilets as per drawings.
1. **Works to Upper floor**

**Preliminaries**

* 1. Allow for scaffolding and access as necessary.
	2. Allow for temporary roof to existing ground floor area to prevent damage by rain and to ensure existing facilities can remain in use as far as possible while work is being carried out (existing changing room, toilets and disabled changing room). See attached notes and plan.

**Structure**

* 1. Remove existing roof.
	2. Provide and install new floor including access point for stairs (measured elsewhere).
	3. Raise external walls in brick work (all external walls) and blockwork (internal wall face) to new roof level. Insulate as required by Building Regulations.
	4. Raise single internal wall in blockwork to roof level to support roof.
	5. Provide and fix windows to front elevation including inward opening “patio” doors and including lintels as necessary.
	6. Remove from store and reuse existing window removed from old hall, including new lintel.
	7. Construct new roof. Including all down pipes and gutters. Allow for all insulation to roof spaces and exposed internal walls as required by Building Regulations.
	8. Provide and fix stud work walls between rooms and suitable to receive wall coverings.
	9. Provide and fix ceilings to all new rooms.
	10. Provide and fix hand rails to detail to “patio” door openings.
	11. Allow for making good all damage to ceilings on lower floor.
1. **Changing Rooms, toilets and showers**

**(Fitting out of two rooms is similar and only described once, referees room is to have similar cladding and finishes)**

* 1. Supply and fix ply wood sheet to all walls to match existing old changing room. Stain to match existing.
	2. Supply and fix wooden benches around three walls of new changing room to match existing old changing room.
	3. Supply and fix coat hooks at 900mm centers to match existing old changing room.
	4. Supply and fix vinyl floor covering to all changing room and passageway areas similar to flooring in new hall.
	5. Supply and fix waterproof plastic wall covering similar to existing shower areas to all walls exposed to water in shower areas.
	6. Supply and fix water proof, non-slip floor covering to floors of showers ensuring water tight joints between floor and wall coverings.
	7. Supply and fix showers (6 in total) (add 1 for referees room to include shower surround) including all plumbing and as per drawings.
	8. Supply and fix wall covering similar to shower areas and floor covering similar to shower areas to both toilets.
	9. Supply and fix toilet and wash basin to both toilets including all plumbing works.
	10. Supply and fix suitable lighting system with switches to all spaces including for two-way switch system to stairs.
	11. Provide and fix electric ventilation system to toilets and changing rooms with link to lighting system.
	12. Extend central heating system into changing rooms and toilets.
1. **Recreation Area (large upstairs room)**
	1. Supply and fix vinyl floor covering to all of Recreation area similar to flooring in new hall.
	2. Supply and fix suitable lighting system with switches to all spaces including for two way switch system to stairs.
	3. Extend heating system to new Recreation area.
	4. Provide small sink complete with all plumbing and mounted on small cupboard in corner of room.
2. **General notes**
	1. All rooms where work has been carried out is to be cleaned and painted to appropriate specification with two or more coats of paint to provide suitable protection and working life {walls (including plastered walls) ceilings and wood work (including wooden wall paneling)} to match the rest of the building. All rooms affected by any of the work shall be inspected and any damage made good by appropriate remedial work.
	2. Specialised thorough cleaning is to be carried out in all rooms (including rooms not worked in) before final hand over.
	3. Allow for new boiler, as per details, to heat water for showers and basins.
	4. The plumbing and heating contractor shall prepare the necessary documents for an application to increase the supply of water, if considered necessary, and to replace the existing gas meter with one adequate to supply the new boiler and existing boiler and heater.
	5. Allow for fixing steel work to support new 1500 litre cold tank in roof space. Steel work will be on free issue and able to be lifted by hand.
	6. All new security shutters complete with motors to be installed as part of the Building contract, Schedule “A”. Conversion of existing shutters to electrical operation to be included in Schedule “B” Electrical work. All electrical work in both cases to be by the Electrical contractor.
3. **Supporting Documentation**

Supporting information shall be included with the tender;

* 1. Proposal for Insurance.
	2. The tenderer has noted the requirements for Employers access and use of the building during the construction period.
	3. Number of times the female toilet and disabled changing room will not be available.
	4. Specification for carpark and extent of the works.
	5. Payment “Milestones” and percentage payments.
	6. Details of 3 references, including email addresses.
	7. Proposed start and finish dates for the main building works and services.
	8. Proposed start date for the car park work and completion period.
	9. Supporting Documentation Financial Standing Questionnaire.