SPECIFICATION

and

PRE TENDER HEALTH & SAFETY PLAN

for

WORKS TO BE EXECUTED AND MATERIALS TO BE USED IN

EXTERNAL REPAIRS AND REDECORATION OF NORTH-SITE BUILDINGS IWM DUXFORD.

for

IMPERIAL WAR MUSEUM
DUXFORD AIRFIELD
DUXFORD
CAMBS

Client:

Imperial war museum
Duxford Airfield
Duxford
Cambs
CB22 4QR

Date June 2015

SECTION 1

Preliminary Matters

1.0 Introduction

1.1 An Act of Parliament founded the Imperial War Museum in 1920 following the Great War to act as a National War Museum to collect and display material relating to that War. Due to the general interest displayed by the Dominion Governments this led to the title “Imperial War Museum” (IWM).

1.2 The Imperial War Museum was opened in 1920 at a site in Crystal Palace, but eventually acquired its current home at Lambeth Road in July 1936 on the site of the former Bethlem Royal Hospital.

1.3 At the commencement of the Second World War the Museum’s terms of reference were extended to cover both the Great War and the Second World War, and again in 1953 to cover all military operations involving British & Commonwealth forces since August 1914.

1.4 In addition, the IWM provides exhibits of educational and general interest to members of the public.

1.5 IWM Duxford is a former RAF fighter station originally dating from the First World War. It has a long and distinguished history from 1924 until its closure as an RAF Station in 1961 and is particularly famous for its role in the Battle of Britain in 1940.

1.6 Today, IWM Duxford is one of the world's leading aviation museums, housing some 200 aircraft ranging from flimsy biplanes to modern day jets. Many of the aircraft at IWM Duxford still fly. The airworthy aircraft at the Museum belong to private collectors and operators and are an important part of IWM Duxford's unique living atmosphere. IWM Duxford is internationally renowned for its annual programme of world-class air shows.

1.7 The American Air Museum stands as a memorial to the 30,000 Americans who died flying from bases in the UK including IWM Duxford, during the Second World War. This outstanding example of modern British architecture houses IWM Duxford's unique collection of historic American combat aircraft including the SR-71 Blackbird, the only one of its kind on display in Britain and the B-24 Liberator. The arrival of these new stunning exhibits led to the reconfiguration of the American Air Museum, and the Rededication Ceremony on 27 September 2002, with former president of the US, George Bush and HRH the Prince of Wales present.

1.8 IWM Duxford is not just about aircraft and the Museum houses an outstanding collection of tanks, military vehicles and artillery displayed in walk through battle scenes in the Land Warfare Hall. Two of the

most poignant exhibitions are 'The Normandy Experience' and the 'Monty' Exhibition.

1.9 As of 2003, the Imperial War Museum consists of 4 other major public tourist attractions:

1.0.1 HMS Belfast moored in the Pool of London
1.0.2 Cabinet War Rooms & Churchill Museum
1.0.3 Lambeth Road
1.0.4 IWM North, Trafford, Manchester

1.1 PRELIMINARY PARTICULARS ETC.

1.1.1 Employer

Imperial War Museum
Duxford Airfield
Duxford
Cambs
CB22 4QR

1.1.2 Contract Administrator

S J Rogers FRICS
Capital Projects manager
Imperial War Museum
Duxford CB22 4QR

Tel 01223 497220 e-mail sjrogers@iwm.org.uk

1.1.3 Principal designer.

IWM represented by S J Rogers FRICS as above.

1.1.4 General Description of the Works

The works comprise the external repairs and redecorations to a number of buildings located on the north site at IWM Duxford.

The buildings that form the subject of this specification are numbers 207,40, 288(N), 103, 104, 4, 130, 286, 287, 10.

Repair work comprises repair to the external building fabric- joinery, render, brick etc. ready to receive redecoration.

1.1.5 Location and Access to Site

The site is located immediately to the east of the M11/A505 junction in South Cambridgeshire.
Access into the site is from the A505 to the south side and via the staff entrance/guardroom.

1.1.6 Tender Drawings

The following drawings form part of this specification and will become contract documents.

Site Plan DUX SP 001 A

1.2 GENERAL MATTERS

1.2.1 Limits of site operations

The contractor shall limit his operations to the immediate area of the works.

The contractor shall be responsible for storing materials, arranging for loading/unloading materials and organizing his works in a manner that does not interfere with other parts of the site and access to same.

1.2.2 Preliminary investigation

The Contractor shall be deemed to have visited and inspected the site and to have examined drawings (if any) and contract documents and to have adequately acquainted himself with local conditions, accessibility of the works and site, the nature of the ground and subsoil, supply of and conditions affecting labour, the availability and supply of materials, water, electricity and telephones, all in relation to the execution of the works as no claim on the ground of want of knowledge in such respect will be entertained.

1.2.3 Abbreviations and references

The following abbreviations, references or terms are used in the Specification.

CP - British Standards Code of Practice
BS - British Standard Specification

The term ‘Contractor’ used throughout this document relates to the Contractor who is contracted to carry out and complete the works. The contractor shall be the ‘Principal Contractor’ under the CDM regulations.

Reference to CA means the Contract Administrator or other consultant, when appointed; with authority under the terms of the contract to act is such a capacity.

The reference to Building Inspector means Building Control Officer, District Surveyor or any other person with authority under statute to require compliance with any regulation or byelaw.

The terms ‘Approved’, ‘Selected’, or ‘Directed’ means the approval, selection, or direction of the client/CA.

The term 'Provide' means that the item(s) is to be supplied, delivered and fixed at the expense of the builder.

The term 'Day Work' is applicable to the work of an unknown or unforeseen nature that could not be specified and therefore estimated for during the preparation of the schedule of works. Such work is usually paid for on a time and material basis with the Contractor submitting evidence of hours of work and invoices for materials, plant, etc.

1.3 STATUTORY/GENERAL OBLIGATIONS

1.3.1 Safety/Health and Welfare

Allow for complying with all enactments, regulations and working rules relating to safety, health and welfare of work people.

The Contractor's attention is drawn to Section 2 of this Specification, which covers Health & Safety matters specifically.

These works are subject to the CDM.

1.3.2 Working Hours

Monday to Friday - 0730 - 1700. Weekend working will only be allowed with the prior agreement of Employer. The contractor may extend working hours on weekdays subject to approval of Employer.

1.3.3 Statutory Regulations

The works must be undertaken in compliance with Statutory Regulations, Building Regulations, Gas Safety Regulations, Water Bye Laws and IEE Regulations. Contractor is to allow in his tender for compliance, particularly in respect of service installations, which require contractors design input.

1.3.4 Noise

Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

1.3.5 Public and Private Services

Adequately protect, uphold, maintain and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or private owners or the CA as appropriate.

1.3.6 Existing Features

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas, other of the site features, which are to remain in position during the execution of the works.

The contractor shall be responsible for properly making good to the satisfaction of the C.A. all areas disturbed during the execution of the works. Contractor is to plan the works and in particular the maneuvering of plant and machinery so as to cause minimal disturbance to adjacent areas.

1.3.7 Structural Fabric

The contractor is advised the hangars are grade 2* listed buildings. Works must be undertaken in a manner that causes the minimum of damage/disturbance to the fabric of the building.

1.4 MANAGEMENT/ADMINISTRATION PROCEDURES

1.4.1 Supervision

Accept responsibility for co-ordination, supervision and administration of the works, including subcontractors. Arrange and monitor a programme with each subcontractor, supplier, Local Authority and statutory undertaker and obtain and supply information as necessary for co-ordination of the work.

The Contractor is to provide a competent person to constantly supervise the works and shall inform the CA of the name of such person.

The person is to be able to adequately receive directions given to him by the CA and is to remain on site throughout the duration of the contract and shall not be changed without prior approval from the CA.

The person is to implement the requirements of the Construction (Design & Management) Regulations 2007 as they apply to this project, and must assist the Planning Coordinator in maintaining the health and safety file for this project.

1.4.2 Insurances

Before starting work on site submit to the employer (through the CA) documentary evidence and/or policies and receipts for all insurances which are required to be taken out by the Contractor.

1.4.3 Programme

As soon as possible and prior to starting work on site, prepare, in an approved form, a programme for the works that should make allowance for all:

1.Subcontractors works including completion of drawings etc.

2. Work resulting from instructions issued with regard to the expenditure of provisional sums.

3. Other work concurrent with the contract.

1.4.4 Commencement of Work

Inform CA as least seven working days before proposed date for commencement of the work on site.

1.4.5 Monitoring

Record progress on site and keep a copy of the programme on site. Update or re-draft without delay if circumstances arise which affect the progress of the works with copies of all revisions to CA.

1.4.6 Site Meetings

Hold regular site meetings as necessary for the proper management and co-ordination of the contract and as required by the CA. Meetings will normally be held every four weeks. Attend all meetings and inform subcontractors and suppliers when their presence is required. Notify all consultants. The CA will take the Chair and minutes will be taken and distributed by the CA.

1.4.7 Notice of Completion

Give CA at least one week's notice of anticipated dates of practical completion of the whole or parts of the works.

1.4.8 Measurements

Give reasonable notice to the CA before covering up work, which the CA requires to be measured.

1.4.9 Covering Up

Give not less than one working days notice to the CA or Clerk of Works before covering up.

1.5 RESOURCES/TEMPORARY WORKS AND SERVICES

1.5.1 Accommodation

Provide necessary temporary sheds, offices, mess rooms, sanitary accommodation, and other temporary buildings required for Contractor's own and domestic subcontractor's use.

Routes from fire escape staircases away from the building must not be obstructed at any time.

Scaffolding/access platforms must not be placed so as to restrict access into/out of the building by any of the users, private, or commercial.

1.5.2 Protection

Provide temporary fencing, hoardings, screens, vans, planked footways, guard rails, gantries and the like as may be necessary for protecting the public and others, for the proper execution of the works and for meeting the requirements of the Local or other Authority.

The contractor will be required to fence the works to prevent unauthorized persons entering into the working area. Plastic mesh fencing held by metal posts, to 1.2m height is considered adequate. Contractor's materials storage areas will need to be enclosed by Herras fencing, which is to be secured closed at the end of each working day.

1.5.3 Scaffolding

The contractor must allow in his tender for providing a safe means of access for operatives to all areas subject to works. In deciding what access equipment is necessary, the contractor must fully appraise the works, undertake a risk assessment and identify the most suitable method of operation.

Scaffolding must be in accordance with BSEN12811-1 (2003).

Unless the scaffold is a basic configuration described in recognized guidance, for example NASC publication TG20-08 (volume 1), the scaffold should be designed by calculation, by a competent person, to ensure it will have adequate strength and stability.

If proposing a scaffold that is termed a 'basic' scaffold under volume 1 of TG20-08, the contractor must demonstrate to the CA that the scaffold meets all of the criteria for a basic scaffold.

Any proposed modifications or alterations outside a generally recognized basic configuration must be designed by a competent person.

Where the scaffold falls outside the scope of a 'basic' scaffold, the contractor must supply to the CA detailed information to show compliance with the BSEN12811-1 standard. Further advice on what is required is contained in volume 2 of TG20-08. **As a minimum, this must include drawings showing the general scaffold arrangement, a method statement describing the erection and dismantling sequence, the permitted platform loadings, restrictions on use and calculations to show compliance with the standard.**

On completion of the scaffold erection, a handover certificate must be issued to the CA, which should refer to the relevant drawings, permitted working loads, and restrictions on use. The handover certificate must be issued by a competent person (by means of experience or assessment, appropriate for the type and complexity of the scaffold erected).

Where the scaffold is the subject of design the person responsible for the design shall make an inspection and certify the scaffold is erected in accordance with the design and drawings.

Regular inspection should be carried out (minimum weekly) also by a competent person.

Erection, alteration and dismantling of all scaffolds must be under the direct supervision of a competent person – an advanced scaffolder or design engineer with the appropriate industry experience.

The contractor is referred to HSE guidance note for a list of scaffold structures that need to be the subject of design.

For the avoidance of doubt, the means of access to any particular working platform must be arranged so that it is outside of the working platforms and does not obstruct or restrict their use. eg a ladder access tower, or platform steps. (The use of trap doors within the platforms will not be permitted).

If ladders are proposed for access to scaffold platforms, these must not be used for bringing materials or tools of any sort to the working platform. A separate arrangement must be made for bringing material to the platform level – hoists etc.

NOTE: The purpose of the scaffold is to facilitate safe access to undertake the various repairs and redecorations described in later sections of this specification. Particular care should be taken in the siting and fitting of tubes and boards – for example by ensuring there is sufficient (but not excessive) gap between the end of a transom and the wall, to enable the wall to be painted.

The scaffold that is required across the southern gable elevations will need to be designed so as to allow access in/out of the hangar for small aircraft. The scaffold will need to have a clear opening of 14m

1.5.4 Water

Water for the works is available on site free of charge. Contractor is to make temporary arrangements for storing and distributing around the site.

1.5.5 Electricity

The contractor is to make his own arrangements for the supply of power he may require.

1.6 THE WORKS GENERALLY

GENERALLY

1.6.1 Good Practice

Where and to the extent the materials, products and workmanship are not fully specified they are to be:

1. Suitable for the purposes of the work stated in or reasonably to be inferred from the contract documents, and

2. In accordance with good building practice including the relevant provisions or current BSI documents.

1.6.2 Manufacturers Recommendations

Handle, store, prepare and use, or fix each product in accordance with manufacturers printed or written instructions/recommendations. Inform CA if this conflict with any other specified requirement.

1.6.3 Workmanship

The works to be carried out by, or under the close supervision of, experienced tradesmen, skilled in the particular type of work.

1.6.4 Service Runs

Make adequate provisions for services, including unobstructed routes and fixtures. Wherever possible, ducts, chases and holes to be formed during construction rather than cut.

PRODUCTS/MATERIALS GENERALLY

1.6.5 Products to be New

Unless otherwise specified. Ensure that the whole quantity of each product and material required to complete the work is of consistent kind, size, quality and overall appearance.

Handle, store and fix products with care to ensure that they are not damaged when incorporated into the works.

1.6.6 Or Equivalent Approved

Means that the products of different manufacturers may be substituted if prior approval has been obtained, but the CA reserves the right to insist on a named product(s) the rates or prices will be held to be based on the product(s) specified, unless agreed otherwise.

1.6.7 Proprietary Names

The phrase ‘or equivalent’ is to be deemed included whenever products are specified by proprietary names.

1.6.8 Single Source

Where a choice of manufacturer or source of suppliers is allowed for any particular product or material, the whole quantity required to complete the works must be the

same type manufacturer or source. **Do not change without approval.** Produce written evidence or sources of supple requested by CA.

ACCURACY/SETTING OUT

1.6.9 Accuracy

The contractor is to set out the route of the path and obtain CA approval prior to commencement of excavations.

PROTECTION/CONDITION OF WORK/DRYING OUT

1.6.10 Site administration and Security

Adequately safeguard the site, products, materials, plant, the works and any existing buildings affected by the works from damage and theft. Take all responsible precautions to prevent unauthorized access to the site, the works and adjoining property.

1.6.11 Stability

Accept responsibility for stability and structural integrity of the works during the contract, and support as necessary. Prevent overloading/damage. Details of design loads may be obtained from the CA.

1.6.12 Inclement Weather

Adequately protect the works from damage by inclement weather and use all reasonable and approved building aids and methods to prevent or minimize delays during cold or inclement weather.

1.6.13 Rubbish

Remove rubbish and debris as it accrues and keep the site and works clean and tidy.

1.6.14 Drying Out

Control the drying and humidity of the works and the application of heat to prevent:

1. Blistering and failure of adhesion.

2. Damage due to trapped moisture.

3. Excessive movement.

ALTERATIONS/EXTENSIONS/MAINTENANCE WORK

1.6.19 Make Good

Means carry out local remedial work, including the following as appropriate and necessary to leave the work sound and neat to approval:

1. Remove defective parts of existing finishes and components and around any stated features.

2. Fill, dress down, piece in, patch, extending existing finishes, make minor repairs and adjustments.

3. Refix or re-stick.

4. Redecorate.

5. Consequent upon alteration, extension and maintenance work is deemed to be included in such items.

SAMPLES/APPROVALS/TESTING/INSPECTION

1.6.22 Samples - materials

Where approval of products or materials is specified, submit samples or other evidence of suitability. Do not confirm orders or use materials until approval has been obtained. Retain approved samples on site for comparison with products and materials used in the works. Remove when no longer required.

1.6.23 Samples - workmanship

Where samples of finished work are specified, obtain approval of stated characteristics before proceeding with the works.

Retain approved samples on site for comparison with the works. Remove samples which are not part of the finished works when no longer required.

1.6.24 Approvals

Inspection of any other action by the CA must not be taken as approval of materials, products or work unless the CA confirms in writing the express terms referring to:

1. Date of inspection.

2. Part of the work inspected.

3. Respect or characteristics which are approved.

4. Extent and purpose of the approval.

5. Any associated conditions.

FIXING/FASTENINGS/ADHESIVES/MORTAR

1.6.25 Fixings Generally

Use fixings and jointing methods and types and spacings of fastenings which are suitable having regard to:

1. Nature of compatibility with products/materials being fixed and fixed to.

2. Recommendations of manufacturers of fastenings and manufacturers of products/material being fixed and fixed to.

3. Materials and loads to be supported.

4. Conditions expected in use.

5. Appearance - being subject to approval.

WORK AT COMPLETION/MAKING GOOD DEFECTS

1.6.26 Cleaning

Cleaning materials and methods are to be as recommended by manufacturer of product being cleaned.

In the absence of such recommendations cleaning materials and methods are to be approved by CA.

1.6.27 Certification

Not required.

1.7 CONTRACTUAL MATTERS

1.7.1 Form of Contract

The Form of Contract will be the JCT Agreement for Minor Works 2011 Edition, together with amendments to date, including April 2015 amendments incorporating the CDM Regulations 2015 .

The Contractor should include for all costs incurred in compliance with the Terms and Conditions of the Contract.

The Specification and drawings (if any) will become contract documents.

The Contractor must include for all works shown on the drawings, whether referred to in the Specification or not, and for all works which are not included in the Specification, or on the drawings which could reasonably be expected to be included in the works.

1.7.2 Appendix 1 to these Preliminaries

Appendix 1 at the end of these Preliminaries describes the contractual details that will be included in the Contract Conditions.

1.8 CONTINGENCY/ PROVISIONAL/ PRIME COST SUMS

1.8.1 Contingency Sum

Allow the contingency sums of £3000 for works of an unforeseen nature.

Expenditure of such sum shall only be made on express authority of CA.

1.8.2 Provisional Sum

Refer to section 4 for details of provisional sums allowed for the various sections of work.

1.8.3 Provisional Repairs

Refer to section 4 as above.

1.8.4 Prime Cost Sums

Not used.

1.9 APPROVED SUB-CONTRACTORS

Not used

1.10 PROVISIONAL DAYWORKS

Not used.

1.11 WORKS UNDERTAKEN CONCURRENTLY BY OTHERS

Building services and fabric are maintained on the site by an FM contractor appointed by the IWM. (Cofely GDF Suez). This contractor will be permitted access to the buildings at all times. The normal activities of this contractor are not expected to interfere with these contract works.

1.12 PHASING OF WORKS

There are no specific requirements for phasing. The contractor will be required to submit a programme setting out the proposed order of the works, and the duration of work on a particular building.

1.13 TEMPORARY SIGNAGE AND FENCING.

The working area is to be enclosed by temporary fencing – 'Herras' interlocking fencing or similar, adequately braced to ensure it is robust and will not blow over. Fencing must be arranged so that is does not obstruct pedestrian access/egress from the building.

Contractor is to provide appropriate warning signs and notices in order to warn the public or site users.

Contractor/subcontractor advertising will not be permitted.

1.14 SITE RULES

The Museum operate specific rules for 'Safe Working Conditions and Protection of its Staff, Visitors and Collections'.

The C.A. will carry out a site induction for all contractors' operatives on the morning of the first day of starting on site. All of the contractors site operatives will be expected to read and understand the site rules, and sign to say they understand them and will adhere to them for the duration of the works.

Before any work starts on site, the CA will issue an authorization to work. This will only be issued if a satisfactory risk assessment, and method statement has been submitted to and found acceptable by the CA.

1.15 SECURITY CLEARANCE

All of the contractor's staff will need to be security cleared prior to undertaking any work on site. Security forms are available from the guardroom and must be competed and returned at least 3 weeks prior to commencement.

1.16 NEW SUPPLIER

The successful contractor if not on the museum's approved supplier system, will be required to complete a 'New Suppliers Form' and return it to the C.A. within 5 days of award of contract.

APPENDIX 1

Contract:

The form of contract will be the JCT Agreement for Minor Building Works 2011 together with amendments to date.

ARTICLES OF AGREEMENT:

Recitals:

First. The work required is the repair and redecoration of North site buildings at IWM Duxford.

Second. Documents comprise the contract specification and site plan.

Third. The contractor shall supply a fully priced copy of the specification to the employer.

Fourth. The employer is not a contractor under the CIS rules.

Fifth. This project is considered not to be notifiable under the CDM Regulations 2015.

Sixth. Not applicable.

Seventh. Applies, excepting paragraphs 3,4 and 5.

Articles :

Article 3 The Contract Administrator shall IWM Duxford

Article 4 Not applicable.

Article 5 Not applicable.

Article 7 (and Schedule 1) the arbitration provisions of article 7 and schedule 1 apply.

Contract Particulars:

Base date	01 January 2015.
Clause 1.1	**2** weeks. Beginning on the date of receipt by the contractor of the tender documentation.

Clause 2.2	**Commencement Completion**	To be agreed
Clause 2.8	**Liquidated Damages**	£ Nil
Clause 2.10	**Rectification Period**	12 months
4.3		Percentage is 95%
4.4		Percentage is 95%
4.8.1.		3 months
4.11		Deleted
5.3.2		Contract Insurance required is £10million minimum
5.4A & 5.4B		Clause 5.4A applies % addition to cover fees – 20%
7.2		Nominator shall be President of the RICS
Schedule 1		Appointment of arbitrator shall be the President of The Royal Institute of Chartered Surveyors

SECTION 2

HEALTH & SAFETY

PRE CONSTRUCTION INFORMATION.

GENERAL REQUIREMENTS

The works that are the subject of this Specification are subject to the Construction (Design & Management) Regulations 2015. Specifically Part 4 – General Requirements for all construction sites. The principal contractor will be required to comply with the relevant regulations contained in part 4.

The project however is not considered to be notifiable under those regulations.

The Contractor will be required to operate as the 'Principal contractor' under those regulations and co-ordinate and manage Health & Safety issues during construction work, and, liaise with the Contract administrator during the course of these works.

Prior to commencement the contractor must ensure a construction phase health and safety plan has been produced, and that adequate provision is made on site for provision of welfare.

The Contractor will be responsible for ensuring that subcontractors employed by him operate in a safe manner appropriate to the work they are employed to undertake.

Special attention is to be paid to the scaffold work, not only the design of same, but also the erection and dismantling sequence and methodology.

2.0 INFORMATION ON BUILDING/ENVIRNMENT/RISKS.

The following aspects of the work are considered to represent a risk, either to the person engaged in undertaking that work directly, or to other persons in the area of the works. These are to be addressed in the Principal contractor's Construction Phase Plan.

2.1 The building fabric.

The buildings date predominantly from around 1928 to 1938. The construction form is typical for the period. The rendered buildings are generally built with walls of single brick (102mm) with intermediate brick reinforcing piers – some projecting outwards, others project inside the building. These buildings were classed as 'temporary' buildings at the time of construction. However many are now listed, and all fit within the conservation area.

The external walls are not particularly robust – and on no account should they be used to support load from scaffolds.

The method of removal of exterior render for repair will need to be undertaken carefully, using disc grinders and careful use of bolsters.

The pitched roof covering to building 207 is asbestos cement. This should not be disturbed by the works, but nevertheless the contractor should make his operative aware.

2.2 Proximity to Public and staff

The work will involve working in areas where staff, and occasionally public have access around, and into buildings.

Contractor is to plan work such that the minimum disruption is caused, and must ensure the working area is properly segregated.

2.3 Checking/Handling and Site Storage of Materials and Components

Contractor is to pay particular attention to how paint and associated materials are handled and stored.

Manufacturer's COSSH data sheets should be followed and available on site for inspection by CA.

Some products are likely to be flammable - specific provisions for safe storage and handling must be identified by Contractor.

2.4 Lead

Existing joinery is likely to have been painted with lead pigmented paints previously. Burning off of previously painted surfaces is not permitted. Contractor to undertake a risk assessment, and produce a Method Statement detailing specifically how preparation work is to be undertaken, and what control measures are to be put in place.

Wet flatting, or chemical stripping methods are preferred but if dry flatting cannot be avoided then use of appropriate dust respirators should be worn.

Steps should be taken to contain dust created, which must be cleaned up thoroughly.

2.5 Working at Heights

Some of the work to be executed is at high level.

The contractor is to detail the measures to be taken to ensure safe working access and platforms.

Details of scaffolding proposals are to be included in Method Statement.

Handover Certificates are to be issued by the scaffolding contractor stating specifically:

(i) It is complete and complies with the Construction (Working Places) Regulations 1966 and relevant British Standards.

(ii) The distributed loads which are permitted on the working lifts.

(ii) Guarding of working platforms.

(iii) That inspection is required every 7 days, or immediately following adverse weather.

(iv) Inspection findings to be recorded.

(v) No unauthorized modifications or alterations are to be made.

2.6 Risk Assessments and Method Statements

The Contractor shall provide, with his tender, an outline Method Statement setting out how the work is to be approached, organized and monitored in order to ensure the works are undertaken both efficiently and safely.

2.7 Construction phase plan.

Before works commence on site, the Principal contractor must draw up a Construction Phase Plan. This must set out the health and safety arrangements and site rules, taking account of the nature of the site and use of the building.

Throughout the construction phase the principal contractor is to ensure the plan is reviewed, and updated, or revised so that it continues to be sufficient to ensure construction work is so far as is reasonably practicable carried out without risks to health or safety.

2.9 Health & Safety File

The Principal Designer will prepare the Health and Safety file. The Principal Contractor is to provide information on request to enable the file to be prepared. Such information is likely to include, but not be limited to

a. The contractor’s risk assessment and method statements.

b. Copies of manufacturer’s current technical literature and COSHH data sheets for all materials, plant and equipment selected by the contractor.

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SECTION 3

Trade Preambles

3.01 MATERIALS

0.01 Sharp Sand: Sand shall be clean washed sand to BS 882.

0.02 Cement: Cement to BS EN-4:2004. CEM 1. Ordinary Portland cement.

0.03 Water: Clean, fresh water from local mains supply.

0.04 Render: Render for external repairs to comprise 1:1:5 cement:lime:sharp sand for the base coat (designation iii) and 1:2:8 for the finish coat (designation iv). A proprietary plasticiser may be used in lieu of lime.

0.05 Bonding Slurry. Febond SBR bonding mixed with cement. 1.5:1 mix, cement:Febond.

0.06 Crack repair bars: Austentic stainless steel 4.5mm*750mm long, as supplied by Helifix.

0.07 Epoxy grout for crack repairs- Helibond as supplied bt Helifix.

0.08 Epoxy filler: Watco Concrex fine surface filler, and Tack coat primer.

0.09 Not used.

0.10 Knotting

Knotting to be in accordance with BS 1336

0.12 Stopping

Stopping for timber should be of proprietary manufacture subject to approval by the CA

0.13 Sources of Supply

Paints are to be obtained from one manufacturer, within the limitations set out below.

0.14 Oil Paint

Oil paint for joinery to be as follows (unless stated otherwise in section 4 schedule of works):

Dulux Trade undercoat and gloss.

Colours from BS range as follows:

Door frames and linings	BS00E55 White
Window frames	BS00E55 White
Door leaves and panels	BS14C39 Hollybush

0.05 Primer

Oil based wood primer as supplied by the manufacturer of the gloss/undercoat paint described above and Dulux trade Metalshield Zinc Phosphate primer for metalwork.

0.06 Masonry Paint

Masonry paint for use on rendered finishes is to be Bedec Extraflex exterior masonry paint. Bedec products ltd – Tel 01279 876657.

Existing painted green surfaces BS12B 21
Existing black surfaces – 00E53 Black.

0.07 Exterior stain

Exterior stain Jotun Demidekk Ultimate (Optimal) colour 12C39 (Green) or, BS00E53- (Black).

Where specified as part of the paint system in section 4, primer is to be Jotun ‘visir’.

0.08 Metal Work

Windows - Dulux Metalshield Gloss finish. Two coats. Use in conjunction with Dulux Zinc Phosphate primer.

Metal Doors – International Protective coatings. System comprising Interplus primer, Interseal 670HS intermediate coat and Interthane 870 weathering coat.

0.09 Stabilising solution.

Sandtex stabilizing solution for chalking, weathered and porous surfaces.

0.10 Epoxy Wood Stabiliser

Where specified to undertake filling repairs, to be Epoxy System from Nickerson Chemicals (01924 461341)

0.10 Epoxy mortar repair.

Not used.

0.11 Rainwater goods.

Alumasc, Heritage cast aluminium guttering, supplied in textured black finish.

125mm ½ round Heritage gutter – complete with stop ends, running outlets, brackets etc.

75mm eared, downpipes, complete with brackets and shoe outlet to discharge into gully.

2no. No round circular cast aluminum hopper head, with 75mm outlet.

0.12 Flush doors

External grade ply flush doors with solid sw laminated core, 44mm thickness. Doors to be cut down from blanks as required to suit size. Door to be finished on all four edges with hardwood strip, min. 6m thickness.

3.02 WORKMANSHIP

0.01 Generally

Comply with the requirements of BS 6150 ‘Painting of Buildings’ subject to any qualifications given below.

Comply also with the requirements of BS 8000 Part 12 1989 ‘Workmanship on Building Sites’.

0.02 Ordering of Materials

Obtain liquid materials in containers sized to suit the extent of the work and to prevent deterioration of residual quantities in opened containers. Maximum generally 5 litres.

0.03 Order of Working

Work in a sequence that ensures the finished work is not spoilt by dust and debris arising from subsequent preparation work. When planning the work consider the need for cleaning, washing down, heating or drying equipment.

0.04 Initial Preparation of Surfaces

Remove all dirt, and any contaminants before commencing abrasive cleaning, rub down with suitable abrasive paper or cloth, nylon pads and wire wool, all surfaces prior to application of paint system.

Wherever possible use wet abrasives for the reasons described earlier in this Specification.

Masonry paint applied to wall surfaces is generally loose and will require thorough brushing/scraping to remove loose/flaked paint back to a firm edge.

Rub down in a manner that does not cause damage to adjacent surfaces, arrises, mouldings etc.

Remove wet abrasion dust by washing down to remove all surface contaminant.

Stop nails, screws and cracks etc.

Fill and smooth depressions, coarse grained surfaces and like defects and blemishes that cause surfaces to be unsuitable for painting.

Remove any high spots and leave smooth, fill and stop as early as possible before decorating work commences.

Remove defective, flaking, peeling and poorly adhering coatings back to a firm coating or back to the original background.

Note – the preparation of surfaces will require considerable work as the existing paints finishes are in poor condition.

0.05 Defective Backgrounds

Advise CA of defective backgrounds and seek clarification on how to proceed. Areas of rot, unstable, or incompatible components will usually be subject to replacement or repair on the direction of the CA.

0.06 Preparation of Coatings

Generally follow paint manufacturer's specific site instructions in respect of preparation of coatings prior to application.

This will usually involve thoroughly stirring liquid paints so that all solids are fully and evenly incorporated.

DO NOT THIN PAINTS UNLESS SO DIRECTED BY THE CA.

Take particular care to observe manufacturer' pot life, timing and queueing directions when preparing two part coatings.

0.07 Final Preparation of Surfaces

Examine surfaces immediately before painting and where necessary undertake following final preparation.

Wash, wipe or otherwise remove any dirt or contaminant. (Do not use a brush as this move dust to another surface.)

Remove any moisture or condensation by drying surfaces and/or applying general warmth if necessary.

0.08 Unsuitable Conditions

Do not apply coatings when:

(a) Airborne dust and grit is present.

(b) Air temperature is below 4 degrees centigrade.

(c) Relative humidity exceeds 80%.

(i) Temperature of the surface is too low eg. heavy metalwork, plastered external walls etc.

(d) Substrates have not properly dried out.

(e) Lighting is inadequate.

(f) There is inadequate ventilation.

0.09 Application

Subject to the requirements of BS 6150 and BS 8000, apply coatings as follows:

Wipe naturally greasy hardwoods eg teak, or metal, with white spirit.

Apply knotting to any resinous or potentially resinous surfaces for example knots. Rub down hard knotting with glass paper.

Make good to any existing priming.

Applied specified coatings allowing adequate intervals between coats.

Lightly rub down between coats if necessary by fine wet and dry paper on fully hardened surfacing.

Apply primers by brush unless otherwise approved.

Apply other coatings in accordance with manufacturer=s preferred methods eg brush, roller or spray for the coating and surfaces involved.

When brushing apply full coat, evenly worked.

0.10 Inspections

CA will make frequent site inspections to judge the preparation and quality of the work.

A final visual inspection will be made and the general quality will be judged as follows:

a. Satisfactory stopping and filling.

b. Uniformity of gloss, sheen or texture.

c. Uniformity of colour and obscuration of the substrate.

d. Freedom from film defects such as run, snag, shrinking, bulking, thinning, unevenness caused by dust, dirt or paint drips.

e. Accuracy of cutting in.

f. General cleanliness and an overall appearance of the work.

0.11 Sampling and Testing

Contractor shall supply samples of paints for analysis at the CA=s request during the course of the work. The samples may be taken from open tins, or from applied work.

0.12 Joinery Surfaces to be Oil Painted

Where preparation of existing joinery results in timber being exposed, timber is to be primed, and painted with undercoat.

All prepared joinery (including those primed and undercoated) to receive **one** undercoat, and **one** full coat of gloss paint.

Top edges of doors, leading edges, top/bottom and leadings edges of openable windows to be so painted.

Openable windows/sashes to be eased if found paintbound following redecoration works.

0.13 Metal Surfaces to be Oil Painted

Unless otherwise defined in the Schedule of Work, existing metal surfaces, following preparation shall be finished with two coats of Dulux Metalshield. Any bared metal surfaces are to be suitably prepared and primed with Dulux Zinc Phosphate primer.

0.14 Masonry Surfaces

Masonry surfaces to be painted smooth rendered, and rough cast surfaces to receive **two** full coats of masonry paint.

Where the paint finish has lifted from the substrate, additional preparation will be required to remove defective coatings. Bared brick/render finishes are to receive a coat of stabilising solution where chalky/weathered, followed by an **additional** coat of masonry paint prior to two further full coats as described above.

0.15 Surfaces to be Varnished, Lacquered or Wax Polished

Unless stated elsewhere **two** coats of varnish, lacquer or wax polish should be applied

0.16 Surfaces to receive stain finish.

Unless otherwise stated surfaces to be stained are to receive **two** full coats of stain.

SECTION 4

SCHEDULE OF WORKS

Undertake repairs and redecorations to the following buildings.

4.1 BUILDING 207 (CINEMA).

4.1.1 Repairs. (Note these repairs are an estimate of the work required and will be adjusted on site to suit what is needed.)

Render repair.

- Chop out existing hollow/loose render from wall and dispose off site. Clean down brickwork to remove loose material. Wash exposed brickwork with clean water. Apply Feb bond bonding slurry in accordance with manufacturer's instruction. Apply two coat render finish, undercoat and top coat in mix proportions stated and finish flush to adjacent surfaces.

- Allow 10 no repairs in isolated areas to walls and piers, n.e 0.5 m^2

- Allow 10 no. repairs in isolated areas n.e. 1.0m^2

For each patch repair, cut render to form a neat square patch with a straight edge, slightly undercut.

- Chop off loose/damaged render at low level, along render drip – and include for removal of drip bead. Clean down wall, provide and fit new stainless steel drip bead, and re render in two coat work to new bead.
  Allow 2No locations, each n.e. 2000mm.

- Rake out cracks in render, and prime and fill with Watco 'concrex' fine surface filler to leave flush with adjacent surfaces ready for redecoration.

  Allow 10 No. locations, each at 2500mm length.

- To north elevation of projection room, remove foam infill to former opening – approx. 30mm dia. Carefully chop out brickwork to form a roughly square opening, and infill opening

with clay common brick. Finish externally with cement render as above.

- Undertake repair to tops of 2No pier cappings. Chop off 2 courses of frost damaged brickwork to pier and bed new bricks in cement mortar forming raked top
surface to receive tile capping. Provide and bed plain tiles, smooth red to match existing, in mortar bed.

- To external steps on the north side, remove existing render finish complete. Provide and fit stainless steel expanded metal lath to wall, and finish in 3 coat render. (approx. 10.0m^2).

- To external steps on east side (leading to projection room), chop off defective render – approx.. 3 sqm. Undertake patch render repair as previously described.

Joinery repairs

- Remove existing timber louvred door to plant room and frame. Remove and set aside ironmongery for re use. Provide and fit new purpose made door and frame into opening. Re fix ironmongery. Hang dor on 1&1/2 pairs stainless steel butt hinges.

- Remove 4no. ply flush doors. Take off existing ironmongery and fit to replacement door. Provide and fit 4No. new ply flush doors – size to suit existing frames. Each door hardwood lipped on all edges. Each door to be hung on 1&1/2 pairs stainless steel butt hinges.

- Undertake splice repair to door frames in various locations. Approx. 97*44mm rebated. Replacement timber to be European Redwood.

  Allow 4 No. splice repairs each 300mm long.

- Remove pair of doors from first floor opening on North elevation.
  Remove ironmongery and fit same to new replacement pair. Provide and fit new pair ply flush doors into existing frame.

Each leaf to be hung on 1&1/2 pairs stainless steel butt hinges.

- Remove 2 no timber louvres in east elevation of projection room (first floor).
  Each louvre approx. 1.0m wide by 0.6m high.

  Fabricate 2 No timber louvres in European Redwood, all to match existing. Fix into existing openings. (Apply a coat of Black stain to louvres prior to fixing into openings).

- On south elevation of projection room, remove ply panel and frame containing extractor fan. (IWM will arrange for fan to be disconnected). Provide and fit new frame – approx. 600mm by 500mm in 25*100mm softwood (European Redwood), and new 12mm ply panel, cut to accommodate extractor fan.

4.1.2 **Redecorations**.

Undertake external redecoration works as follows.

- Walls: Clean down prepare and paint walls above render drip with two full coats of masonry paint. Green.

  To walls below damp course, clean down and paint with two full coats masonry paint – black.

- Windows: Clean down, prepare and paint two ful coats Metalshield – white. Throughoughly prepare window frames and rake out any loose areas/rust. Treat rust with rust inhibitor prior to painting.

- Rake out loose putties, and remake using ‘metal’ putty to existing profile. Allow 100 lin.metres of putty repairs in total to existing windows.

- Allow for replacement of cracked glass. Carefully remove cracked glass, and replace with new 4m clear float glass, fixed using glazing sprigs and finished with putty. Allow 4 No panes each approx. 300mm*400mm.

- Doors and frames: Clean down, prepare and paint existing doors and frames, with one undercoat and one finish coat oil paint. Prime any bared timber before application of undercoat.

To new doors, prime doors and frames with general purpose primer before application of paint finish as described above. Ensure all edges of the doors are painted prior to hanging.

- Facia: Clean down exposed facia (below gutters) and apply two coats black stain.

- Ballusters/guarding to steps: Clean down, prepare and paint two full coats Metalshield – BS colour to be confirmed.

- Timber louvres (2No) and ply panel (1No): Apply two full coats black Demidek stain.

4.2 BUILDING 40

4.2.1 Repairs.

- Take off timber bargeboard – approx. 25*175mm in 2No locations. Provide and fit new bargeboard, in European Redwood, sized to match existing including chamfered edge detail.
  Allow 2No. Locations, each 2000mm long.

4.2.2. Redecoration.

Undertake redecoration works as follows.

- Windows: Clean down metal windows. Prepare, and redecorate with two coats white Metalshield. Note windows are in poor order. Ire brush to remove loose paint and surface rust. Apply a coat of rust inhibitor prior to painting.

- Allow for raking out lose putties and replacement – allow 50 lin. metres.

- Allow for taking out cracked glass and replacement with new 4mm clear float, seated in glazing sprigs and pointed in metal glazing putty.
  Allow 4No. approx. 200mm*300mm.

- Doors: Clean, prepare and redecorate existing pair of doors and frame. Prime bared areas. Paint one undercoat and one top coat.

- Timber facia and barge: Celan down, and apply two full coats Demidek black stain finish.

4.3 BUILDING 288 (N)

Note – Building 288 is in two main sections. The original building is built in clay facing brickwork under a slated roof. This part is known as 288(S).
288(N) is an addition on the north side of the original building. This part is finished with cement render, under a pitched and fibre cement roof. These repair/redecoration works relate to 288(N) only.

4.3.1 Repairs

Render repairs:

- Allow for raking out cracks, priming and filling with Watco fine surface filler. Allow 4no. locations, each n.e. 2000mm long.

- Patch render repairs. Allow for chopping out loose/hollow areas of render. Apply slurry and two coat render to make a patch repair as described above.
  Allow 4No. locations, each n.e. 0.5m^2

- To redundant w.c. area, chop off cracked render around door frame. Apply slurry and two coat render repair.

Joinery

Allow for cutting out rot affected door frame at low level, and splicing in a new repair 300mm long. Allow approx. 97*57mm rebated frame. Timber or replacement to be European Redwood.

On south elevation, remove existing pair of framed, ledged and boarded timber doors. Provide and fit new pair of doors, to suit existing dimensions and hang in existing frame, each leaf on 1&1/2 pairs stainless 100mm steel butt hinges.

4.3.2 Redecoration.

Undertake external redecoration as follows.

Walls: Clean down to remove dirt/lichen and treat with fungicide. Apply two full coats of masonry paint. (Green).

Windows: Clean down windows and frames. Prepare and apply two full coats Metalshield paint. Note – windows are rust affected and significant preparation is needed. Remove all loose material/rust and apply rust inhibitor prior to painting.

Allow for replacing defective putties – allow 50 lin.m in various locations n.e. 300mm length.

Allow for cutting out cracked/broken glass panes in various locations. Allow 10 no panes, approx. 300mm*400mm.

Doors: clean down, prepare and paint external doors and frames.

Timber roof louvre: To the 'link' block connecting 288(N) to 288(S) there is a timber louvre in the roof. Apply two full coats Demidek stain. (Note – the profiled roof covering is not asbestos, but must be treated as a fragile roof covering).

4.4 BUILDING 103

4.4.1 Repairs

Above each of the doors in the East elevation, cut, and remove the steel flat providing notional support to the outer brick leak. Chop out the mortar each side of the door where the stell bears into the brickwork.
Provide and fit new steel flat plate – 60mm wide*6mm*1500mm long, galvanized. Fit into position above the door and wedge underside of plate at its bearing onto the brick with slate. Point up the mortar course containing the plate each side of the door with cement mortar – gauged to match the existing mortar.

4.4.2 Redecorations

Clean down, prepare and paint 2No personnel doors and frames located on the east side of the building.

Clean down, wire brush to remove loose material and rust. Apply 2 coats Black Hammerite smooth, to 2No cast iron rainwater downpipes, including cast hoppers. Check hopper fixings and advise CA if defective. Include for cleaning inside of hopper and painting with Hammerite as above.

4.5 BUILDING 104

4.5.1 Repairs.

No repairs are identified.

4.5.2 Redecoration works.

Windows: Prepare and paint windows in east and west elevations as previously described. (8No).

Doors: Prepare personnel doors and frames in the east and west elevations. Paint two coats gloss oil paint as previously described.

Sliding doors and rails:

On North, and south elevations there are 11No steel sliding doors – each approx. 4.5m wide by 5.0m high.
Prepare doors by mechanical abrading, to remove all loose paint and surface rust. Apply paint system from International Paints comprising

Primer coat – a full coat to the whole area. Product reference Interplus 256, applied to a wet film thickness of 156 micron minimum.

Intermediate coat – a full coat product reference Interseal 670HS applied to wet film thickness 122 micron min.

Finish coat – a full coat product reference Interthane 870 (semi gloss) applied to a film thickness 134 micron minimum.

Colour to BS to be confirmed.

Area to be painted includes the front face of the doors together with the return edge to sides and top, together with the steel hangar rails and brackets.

Rainwater goods: Prepare rainwater downpipes and hoppers on the east and west elevations for redecoration. Remove all loose paint and wire brush to remove loose/surface rust. Rake out and repoint joints with gutter sealant. Apply two coats black Hammerite paint (smooth). Include for cleaning out and painting the cast hoppers.

Check fixings supporting hoppers and advise CA of any defects.

4.6 BUILDING 4

4.6.1 Repairs.

No repairs are scheduled.

4.6.2 Redecorations

Windows: Clean down, prepare and paint metal windows (10No).

Allow for raking out loose putties and re-puttying as required. Allow 30 lin m in lengths n.e 300mm.

Allow for removing broken/cracked glass, and replacement of same in 4mm clear float. Allow panes at approx. 500mm*300mm.

Cladding: On east elevation, prepare and apply two full coats Demidek stain finish – black to timber cladding- approx..4.0m^2.

Doors: On the north elevation, clean down, prepare and apply 3 coats Sadolins classic exterior wood preserver – colour Redwood.

4.7 BUILDING 130

4.7.1 Repairs

Remove existing plywood infill between the concrete wall and polycarbonate roof sheet on the north and east elevations.

Provide and fit new shiplap boarding to the north and east elevation. Cladding to comprise 25*145mm English larch. Fix to existing timber framework using galvanized steel nails.

Allow provisional sum of £750 for the provision of a metal shroud/drip detail over the pair of doors to the gardener’s storage area.

4.7.2 Redecorations

Cladding/fascia

Prepare and apply 3 coats Jotun Demideck – colour ref 12C39 to existing, and new perimeter cladding.

Doors (3 Pairs).

Prepare and apply two coats oil paint to existing doors and frames.

4.8 BUILDING 286

4.8.1 Repairs

Render repairs

Undertake patch render repairs to walls as follows.

- Chop out existing hollow/loose render from wall and dispose off site. Clean down brickwork to remove loose material. Wash exposed brickwork with clean water. Apply Feb bond bonding slurry in accordance with manufacturer's instruction. Apply two coat render finish, undercoat and top coat in mix proportions stated and finish flush to adjacent surfaces.

- Allow 10 no repairs in isolated areas to walls and piers, n.e 0.5 m^2

- Allow for undertaking repairs to cracks – rake out, prime, and fill ready for redecoration. Allow 10 no. locations, each n.e. 2000mm.

- Take off existing guttering along east, and west elevations and dispose off site. Remove existing fascia board (50*150mm sw).

- Provide and fix new fascia board – 50*150mm preservative treated timber.

- Provide and fit new cast aluminium guttering as specified above, securing with proprietary brackets to new facia. Fix and join gutters in accordance with manufacturer's installation details. Include for running outlet to suit existing downpipe locations – and – a new downpipe to be installed approximately mid-point of the east elevation.

- Provide and fix new 75mm cast aluminium downpipes, including brackets and discharge via shoe outlet into gully. (3No).

- Provide and fit 2 No new cast aluminium hoppers (2No).

4.8.2 Redecorations

Walls: Prepare, and apply two coats masonry paint to external rendered walls. Green to main area and black to wall below render drip.

Windows: Prepare and apply two coats Metalshield paint to windows.

Allow for removal of loose putties, and re-puttying to various locations – allow 50 lin.m in lengths n.e. 300mm.

Doors: Prepare and paint timber doors and frames two coats oil paint.

4.9 BUILDING 287

4.9.1 Repairs.

- Undertake isolated patch repairs to render. Chop out existing hollow/loose render from wall and dispose off site. Clean down brickwork to remove loose material. Wash exposed brickwork with clean water. Apply Feb bond bonding slurry in accordance with manufacturer's instruction. Apply two coat render finish, undercoat and top coat in mix proportions stated and finish flush to adjacent surfaces.

- Allow 10 no repairs in isolated areas to walls and piers, n.e 0.5 m^2

- Allow for undertaking repairs to cracks as previously described.
  Allow 5 no. locations, each n.e. 2000mm.

- Rainwater gutters and downpipes. Take off existing gutters and downpipes and dispose off site. Provide and fit new cast aluminium gutters and downpipes as previously described, including stop ends, running outlets, shoe outlets and all fixing brackets to complete the installation.

4.9.2 Redecorations

Undertake redecoration works as follows.

Walls: Prepare rendered walls and apply two full coats masonry paint. Green to wall above render drip, black to render below.

Windows: Clean, prepare and paint window frames with two coats Metalshield as previously described.

In addition, allow for cleaning glass from 2No windows in south elevation, and painting with oil paint, on undercoat and one top coat – black.

Doors: Prepare and paint doors and frames with two coats oil paint as previously described.

Fascia: Clean down and paint fascia two coats Demidek black stain finish.

4.10 BUILDING 10

4.10.1 Repairs

No repairs scheduled.

4.10.2 Redecorations

Soffitts: Clean down, prepare and paint soffit board to perimeter of the building. Apply two coats oil paint.

SECTION 5

Tender Submission

The contractor will be required to comply with the following in order for their tender to be considered.
If the contractor does not comply fully, then the tender may be rejected by the Museum.

5.1 Site Visit

As part of the process the Contractor shall visit site to acquaint themselves with the site, the extent of the work and the conditions under which it is to be carried out.

The contractor is to contact Mr. S Rogers at the Duxford site on 01223 497220 to make arrangements.

Alternatively e-mail on sjrogers@iwm.org.uk to confirm which of the two site inspection dates (stated below) to tenderer wishes to use.

Two dates are available for site inspection as follows.

14 July 2015 – 2.00pm until 4.00pm.
16 July 2015 – 2.00pm until 4.00pm.

5.2 Tender Declaration.

The ‘Tender Declaration Form’ included in this specification must be submitted, in an envelope, by post. Electronic submissions or e-mails will not be considered. The form, together with the pricing schedule must be fully completed.

The tender envelope should be marked TENDER DOCUMENT REF IWM/VPS1317. Other than this envelopes and/or packages should be plain and bear no reference to the tenderer's name; franking machines that automatically print the company name should not be used.

Tenders in envelopes that in any way may identify the tenderer will not be considered.

It is the responsibility of the tenderer to ensure that their tender is delivered no later than the appointed date and time.

The Trustees do not undertake to consider tenders received after the appointed date and time unless clear evidence of posting is available (i.e. a clear postmark and/or certificate of posting).

Late tenders franked with the firm's own franking machine will automatically be rejected.

The Trustees do not bind themselves to accept the lowest or any tender and reserve the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise on his tender. Tenders shall remain open to acceptance by the Trustees for a period of 6 weeks from the date required for submission.

The Trustees will not accept liability for any expenses incurred in the preparation of the tender.

5.3 Priced specification

The tenderer is required to price all of the work items scheduled in section 4 of the specification. This is to enable a proper analysis of the tender as well as to assist in valuation assessments during the course of the works.

5.4 Basis of Prices

All prices must be quoted on the basis of lump sum fixed price based on no re-measurement, as indicated in the accompanying documents. Quantities given are for guidance only and prices entered should exclude VAT.

5.5 Supporting Information

The contractor shall as part of tender submission include the following information:

a) An **outline** Method Statement describing how the work are to be undertaken and what arrangements will be put in place to manage health and safety.

b) The names & contact details of two references where the company has carried out similar work.

c) Copy of the company's Health & Safety Statement
.

d) This tender document complete, with each page initialed to indicate reading.

e) The schedule of work items priced up.

f) The tender form properly completed and signed.

g) Proposed programme of works.

5.4 Award Criteria (other than price)

The employer does not bind himself to accept the lowest or any tender; when awarding the contract in addition to price the Employer will have regard to the following.

h) Accuracy of submission.

i) Compliance with tender instruction for submission of documentation.

j) Suitability of the Method Statement and Risk assessment referred to above.

k) Contractor's ability to demonstrate his competence in carrying out works of this nature.

In assessing the tender, the following weightings will apply.

Tender sum – weighting 7.

Quality of submission (outline method statement and programme) – weighting 3.

Accuracy of submission (fully priced specification) – weighting 2.

Errors in the tender submission will be dealt with via alternative 1 of the code of procedure for single stage tendering issued by NJCC. In the event of inaccuracies or mistakes the tenderer will be advised of the errors by the CA and asked to

confirm, or withdraw his tender.

SECTION 6

CONTRACT TIMETABLE

7.0 CONTRACT TIMETABLE

The following schedule represents the proposed timetable for the appointment of a consultant and commencement of the contract for the services in relation to various external building projects as detailed within the tender documents on behalf of the Trustees of the Imperial War Museum.

CT 1.0	**Issue of Tenders:**	2 July 2015
CT 1.1	**Tender Period**	3 weeks
CT 1.2	**Tender Submission Date:**	22 July 2015
CT 1.3	**Tender Submission Time:**	Noon
CT 1.4	**Tender Opening Time:**	TBA
CT 1.6	**Tender Evaluation Period:**	one week
CT 2.0	**Contract Award:**	TBA
CT 2.1	**Contract Lead-in Time**	To be advised
CT 2.2	**Contract Start Date:**	TBA.
CT 2.3	**Contract Completion Date:**	TBA

Tender Declaration; Contract Reference: IWM/VPS/1317

Project. **IWM Duxford Northside** Repairs and redecorations
To: The Trustees of the Imperial War Museum

I/We having read the following documents delivered to me/us in respect of the above Contract:

Do hereby offer to execute and complete in accordance with the Conditions of Contract the whole of the works as described for the sum of: -

£_ **(excluding VAT)**
(_ amount in words)

Company name:

_____

Address:

_____

_____

_____

Tel. No. _____

Fax. No. _____

Signature:

_____

Print Name:

_____

In the Capacity of:_____

(The above named person is duly authorised to sign tenders for and on behalf of the Company)

Dated this . . . . . .day of 2015

TENDER BREAKDOWN.	**(£)**
Preliminaries.	_____
Contingency sum.	£3000
Section 4 schedule of works.	
4.1 Building 207	_____
4.2 Building 40	_____
4.3 Building 288(N)	_____
4.4 Building 103	_____
4.5 Building 104	_____
4.6 Building 4	_____
4.7 Building 130	_____
4.8 Building 286	_____
4.9 Building 287	_____
4.10 Building 10	_____
Total Tender figure. (Exclusive of VAT)	_____