

OVER-CLADDING ROOF & UPGRADE WORKS

RILEY CLOSE

INDUSTRIAL ESTATE

INVITATION TO TENDER

&

PRE-CONSTRUCTION INFORMATION

Date: 26th September 2016

Prepared by Christopher Layton BSc (Hons) MRICS

Business Team

Project reference: A972 – Daventry Cemetery

BUSINESS TEAM – CONSTRUCTION



Riley Close - Roof

26 September 2016

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A
**JCT 2016 Minor Works Building Contract with Contractor's
Design**

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Over Clad Roofing .
- Nature: Over Clad existing metal profile roof to three industrial unit blocks on a rolling programme.
- Location: Riley Close Industrial Estate, Daventry NN11 8QY .
- Length of contract: 6-8 Weeks .

120 EMPLOYER (CLIENT)

- Name: Daventry District Council .
- Address:
Civic Office
Lodge Road
Daventry
Northamptonshire
NN11 4FP .
- Contact: Christopher Layton.
- Telephone: 01327 302423.
- E-mail: clayton@daventrydc.gov.uk .

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Daventry District Council .
- Address: Civic Offices, Lodge Road, Daventry, Northamptonshire, NN11 4FP .
- Contact: Christopher Layton.
- Telephone: 01327 302423.
- E-mail: clayton@daventrydc.gov.uk .

150 PRINCIPAL DESIGNER

- Name: Daventry District Council .
- Address: Civic Office, Lodge Road, Daventry, Northamptonshire, NN11 4FP .
- Contact: Christopher Layton.
- Telephone: 01327 302423.
- E-mail: clayton@daventrydc.gov.uk .

A11

TENDER AND CONTRACT DOCUMENTS

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are:
 - A972-25 - Riley Close Units Survey Details Location Plan
 - A972-26 - Riley Close Units Survey Details Site Plan
 - A972-29 - Riley Close 13-17 Unit Floor Plans (NTS)
 - A972-27 - Riley Close 5 - 9 Unit Floor Plans (NTS)
 - A972-28 - Riley Close 10 - 12 Unit Floor Plan (NTS)

120 CONTRACT DRAWINGS

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

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 Caversham District Council.
- The documents include: Management Asbestos Surveys

THE SITE/ EXISTING BUILDINGS

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: The sites are used as active industrial units with multiple tenancies. Works are required to stop when tenants requests and no alternative way of working is possible.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: Various Industrial Buidling .

200 ACCESS TO THE SITE

- Description: The sites are located on the outskirts of Daventry town centre with good access routes to the surrounding areas. Access roads are provided to all units for vehicular access, restricted parking is available on the estates.
- Limitations: The site is restricted by one way access into and exiting the site .

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: Restricted parking is available on the estates.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: An area within the public car park can be used for site compound and Welfare Facilities.

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:
 - High Venicle Traffic and public access routes .
- 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 and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: By contacting Christopher Layton, Daventry District Council .

A13 DESCRIPTION OF THE WORK

120 THE WORKS

- Description: Over-cladding the existing roof structure with new profile sheet covering to match existing, incorporating additional insulation. Existing roof covering to remain in situ with Z roofing bars fixed to the structure and over cladding. .

A20

**JCT MINOR WORKS BUILDING CONTRACT WITH
CONTRACTOR'S DESIGN (MWD)**

A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (MWD)

JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN

- The Contract: JCT Minor Works Building Contract with Contractor's Design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: A972 – Over-cladding Roof & Upgrade Works – Riley Close .
- Architect/ Contract Administrator: See clause A10/140.

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - Flashing details and fixings .

Third - CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
- Contract documents: The following have been prepared which show and describe the work to be done Schedule of Works - Over cladding & Upgarde Works - Riley Close .

Fourth - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor:
 - Scheudle Of Works Document
 - Daventry District Council Anti-Collusion Certificate
 - Daventry Dustrict Council Form of Tender

THE ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.

4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Articles 4 and 5 will be deleted.

CONTRACT PARTICULARS

Fifth Recital and Schedule 2 - BASE DATE

- Base date: 29/09/2016.

Fifth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at base date is a 'contractor' for the purposes of the CIS.

Sixth Recital - CDM REGULATIONS

- The project is notifiable.

Clause 2.3 - COMMENCEMENT AND COMPLETION

- Works Commencement date: 1st November 2016.
- Date for Completion: 16th Decmber 2016.

Clause 2.11 - RECTIFICATION PERIOD

- Period: 12 Months from the date of practical completion.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: three months from the date of practical completion.

Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY

- The required level of cover for any one occurrence or series of occurrences arising out of one event:
 - Not less than: £5 Million Pounds

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

A30

TENDERING/ SUBLETTING/ SUPPLY

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.

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.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

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 the tender.

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.

515 ALTERNATIVE TIME TENDERS

- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, 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.

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.

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 one week of request .

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.

590 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: None.
- 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.

SUBLETTING/ SUPPLY

PROVISION, CONTENT AND USE OF DOCUMENTS

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.

120 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 A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

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.

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.

145 CONTRACTOR'S CHOICE

- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

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 labour, 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 firm under whose name the particular product is marketed.
 - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 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.

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.

240 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.

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.

460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

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.

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.

130 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 A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

PROGRAMME/ PROGRESS

210 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:
 - Planning and mobilisation by the Contractor
 - 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.
 - Work by others concurrent with the Contract.
- Submit one copy.

245 START OF WORK ON SITE

- Notice: Before the proposed date for start of work on site give minimum notice of two week

250 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.
- Key Performance Indicators:
 - Details: block completion dates .
 - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

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): one week.

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

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

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.

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: Without defects, 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

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

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.

610 DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

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 inside and out, 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.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

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 Mr C Layton.
- 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

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before commencement .
- 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: 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.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works 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 buildings will be occupied and/ or used during the Contract as follows: All industrial units .
- 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 authorized in advance.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
- none.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, 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: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

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.

- 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.
 - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
 - Waste transfer documentation: Retain on site.
- 460 **POWER ACTUATED FIXING SYSTEMS**
- Use: Not permitted.

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.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

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.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent oversteering of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A54 PROVISIONAL WORK/ ITEMS

590 CONTINGENCIES

- Provisional sum: Include: £5,000.00 (Five Thousand Pounds).

SCHEDULE OF WORKS

8: SCHEDULE OF WORKS –

Over-cladding Roof & Upgrade Works – Riley Close

NOTE: Whilst it is hoped that all information is correct when issued, the contractor shall ensure that all works necessary to fully complete this project are properly allowed for and any omissions in the schedule of work shall be listed below and priced accordingly. Any discrepancies or queries shall be directed to DDC Business Team-Construction for clarification prior to works commencing on site.

	GENERALLY			
	<p>The builders work schedule is to be read in conjunction with the tender drawings and included specification and is indicative only, not exhaustive, and is to be used only as a minimum common basis for pricing. The Contractor is responsible for ascertaining the full extent of the work and the pricing thereof.</p> <p>Prior to completing his tender the Contractor shall take his own site particulars and make his own assessment of the full extent of the works.</p> <p>All demolitions and breaking up items are deemed to include the associated disposal off site.</p> <p>Products specified may be substituted for another of equivalent or superior standard only on the approval of the contract administrator after subsistence of product specification.</p>			
	ASBESTOS BASED MATERIALS			
	<p>Report immediately to the CA any suspected asbestos based materials discovered during the works that have not been identified already, and work should stop immediately. Avoid disturbing such materials and agree with CA a safe method of removal/ encapsulation. Work can only commence following the written approval of the CA.</p> <p>If the material which the sample represents is to be stripped, removed or disturbed in any way then arrangements must be made to comply with The Control of Asbestos at Work Regulations 1987,1992,1998 and where appropriate The Asbestos (Licensing) Regulations 1983;1998 approved Codes of Practice and any other relevant legislation.</p>			

	Bring to site at commencement, maintain and remove from site on completion of works, all plant including skips, material containers, site cabins, access and lifting equipment, toilets, compound and site fencing, warning signs etc. required in order to carry out the work as described herein, in accordance with current Codes of Practice. NOTE – Storage cabins and welfare facilities can be positioned within the adjoining carparks subject to approval from Daventry District Council.	Item		
	CDM Regulation 2015 – Appointment as principle contractor for the works. The winning contractor will be appointed as Principle Contractor for the works and be fully responsible for the responsibilities under the CDM Regulations 2015.	Item		
	Preliminaries and General Conditions as per section 1.	TOTAL C/F		
1.00	Allow to carefully remove all existing UPVC guttering and down pipes to the industrial Units. The contractor is to include for the removal and approved disposal of all debris from site. Whilst works are being undertaken to the roof the contractor is to protect all outlet openings to all drains at ground level to ensure no debris enters drainage pipes.			
1.01	Phase 1	Item		
1.02	Phase 2	Item		
1.03	Phase 3	Item		
2.00	Allow to carefully remove all the existing timber fascia boards, soffit boards (shutters), and barge boards to the industrial units. The contractor is to include for removing all redundant fixings and for the removal and approved disposal of all debris from site			
2.01	Phase 1	Item		
2.02	Phase 2	Item		
2.03	Phase 3	Item		
3.00	Allow to carefully remove all the existing roof lights from the existing roof finish including the removal of all fixings and the approved disposals of all debris from site.			

3.01	Phase 1	Item		
3.02	Phase 2	Item		
3.03	Phase 3	Item		
4.00	Allow to supply and install new galvanised steel 2mm thick Z Section purlins to the existing roof structure. New Z section purlins are to be sized according to accommodation 100mm deep mineral quilt insulation. Z sections are to be mechanically fixed through the existing roof covering into the existing steel purlins and eaves beams, in accordance with manufacturer's written instructions. The contractor is to include for any additional framework for the appropriate amount of purlins to be provided to adequately support the new roofing sheets.			
4.01	Phase 1	Item		
4.02	Phase 2	Item		
4.03	Phase 3	Item		
5.00	Allow to supply and lay new 100mm deep Kingspan Mineral Wool insulation to the entire roof structure. Contractor is to ensure the insulation is fitted between all voids etc. around the Z section purlins for the complete installation. No gaps are uninsulated areas will be approved by DDC. PM to inspect insulation prior to over sheeting roof.			
5.01	Phase 1	Item		
5.02	Phase 2	Item		
5.03	Phase 3	Item		
6.00	Allow to supply and install new profile roofing sheets to entire area, mechanically fixed to new Z purlins as per the manufacturers written instructions. New roofing sheets to be either profiled fibre glass sheets or plastisol coated profiled galvanised metal sheets, colour - Goosewing Grey. New roofing sheets to be installed with a minimum 250mm end lap and side lap adjoining sheets by a minimum of two profiles. All fixings to be adequately weather protected and fixing caps to match the roof colour provided.			
6.01	Phase 1	Item		

6.02	Phase 2	Item		
6.03	Phase 3	Item		
7.00	Allow to supply and install new profiled GRP roof lights to the new roof covering. Each roof light is to be provided with a new roof light to the existing roof covering and to the new roof covering. Roof lights to be fully trimmed out between sheets for the complete installation.			
7.01	Phase 1	Item		
7.02	Phase 2	Item		
7.03	Phase 3	Item		
8.00	Allow to supply and install new Rockpanel Soffit and fascia boards to all areas previously removed. The contractor is to include for all on site cutting, screw fixing all boards and matching the existing design. New Rockclad is to be 8mm thick (colour black). The contractor is to include for all packers and filler boards as required for the complete installation.			
8.01	Phase 1	Item		
8.02	Phase 2	Item		
8.03	Phase 3	item		
9.00	The contractor is to include for all flashings, ridge cover, vent flashings, foam profile fillers, verge details and fascia trims for the complete installation. All flashing are to be neatly installed to the satisfaction of the PM. The contractor is to include for providing a bargeboard flashing to replace the previously removed timber bargeboard. Detailing of bargeboard to be agreed with PM prior to installation.			
9.01	Phase 1	Item		
9.02	Phase 2	Item		
9.03	Phase 3	Item		
10.00	Allow to supply and install new Marley Alutec or similar approved powder coated aluminium guttering and down pipes to match the layout. The new gutters are to be of box section design with square down pipes to match (Colour Black). All new guttering and down pipes to be mechanically fixed as per			

	manufacturers written instructions. New guttering to have same capacity or greater than the system removed.			
10.01	Phase 1	Item		
10.02	Phase 2	Item		
10.03	Phase 3	Item		
11.00	Contractor to leave site clean and tidy on completion of the works to the satisfaction of the PM. Contractor is to include for a full site clearance and the approved disposal of all debris from the site.	Item		
	TOTALS			
	Preliminaries and General Conditions as per section 1.	Item		
	Builders Works	Item		
	ADDITIONAL WORK ITEMS PRICED BY CONTRACTOR			
1.				
2.				
3.				
4.				
5.				
	Total Quotation for Works	£		

DAVENTRY DISTRICT COUNCIL
FORM OF TENDER

TO: DAVENTRY DISTRICT COUNCIL

Over-cladding Roof & Upgrade Works – Riley Close

I/We, _____, having read the Council Terms and Conditions and the Specifications, do hereby offer to execute and complete the works described in the drawings and specification all for the sum of (in words)

.....

.....

Amount of Quotation (excluding VAT) ,.....

I/We confirm that this Quotation is submitted at my/our expense and both agree and understand that the employer is under no obligation to accept either the lowest or in fact any other tender.

I/We understand that this Quotation shall not be considered unless the accompanying Certificate stating that this is a Bona Fide Quotation has been completed, signed and returned with this form of Quotation.

The works will be for working weeks.

The earliest date we can commence the work is.....

I/We agree that this quotation is submitted on the basis that the offer shall remain in force without variation for a period of two calendar months from the date of tender.

Dated this day of 2016.

Signed:.....

Company Name:.....

Company Address:

.....

.....

Telephone Number:

Contact:

DAVENTRY DISTRICT COUNCIL
ANTI-COLLUSION CERTIFICATE

Over-cladding Roof & Upgrade Works – Riley Close

1. We certify that this quotation is made in good faith, 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 and we undertake that we will NOT before the award of any contract for the work:-
 - (i)
 - a) Communicate to any person (outside this consortium) other than Daventry District Council or a person duly authorised by them in that behalf the amount or approximate amount of the quotation or proposed quotation, except where the disclosure, in confidence, of the approximate amount of the quotation was necessary to obtain insurance premium quotations required for the preparation of the quotation;
 - b) Enter into any agreement or arrangement with any person (outside this consortium) that they shall refrain from quoting, that they shall withdraw any quotation once offered or vary the amount of any quotation to be submitted;
 - (ii) Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person (outside the consortium) for doing or having done or causing or having cause to be done in relation to any other quotation or proposed quotation for the work, any act or thing of the sort described at (i) a) or b) above.
2. We further certify that the principles described in paragraph 1(i) and (ii) above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the quotation and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word "Person" includes any persons and any-body or association, corporate or unincorporated; "any agreement or arrangement" includes any transaction, formal or informal and whether legally binding or not, and "the work" means the work in relation to which this quotation is made.

Dated this day of 2016.

Signed:..... In the capacity of.....

Duly authorised to sign formal quotations and acknowledge the content of the Anti-collusion Certificate for and on behalf of :-

Company Name:

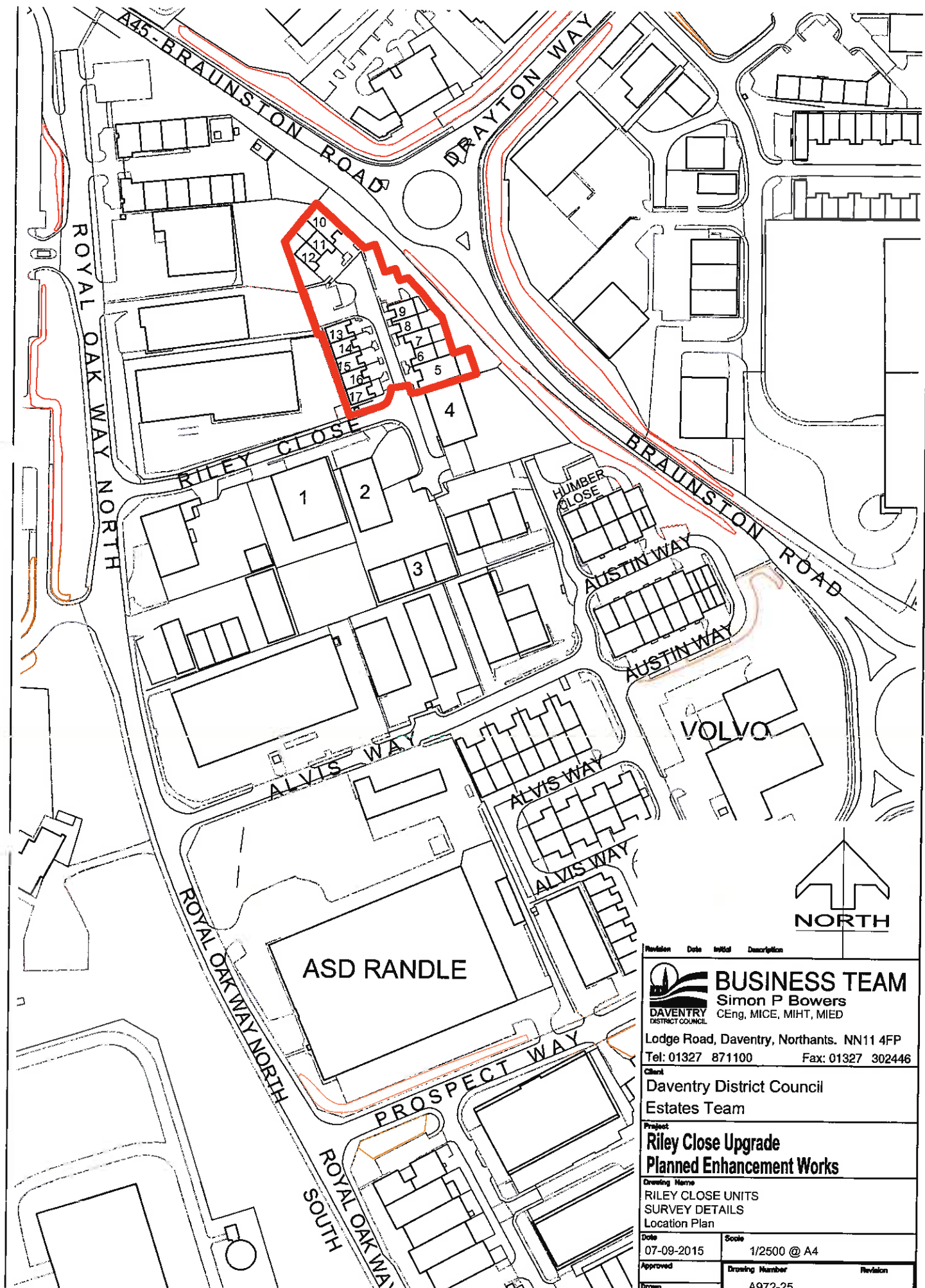
Company Address:


.....

Telephone Number:

APPENDIX A

LOCATION PLANS



Revision	Date	Initial	Description
 BUSINESS TEAM Simon P Bowers CEng, MICE, MIHT, MIED Lodge Road, Daventry, Northants. NN11 4FP Tel: 01327 871100 Fax: 01327 302446			
Client Daventry District Council Estates Team			
Project Riley Close Upgrade Planned Enhancement Works			
Drawing Name RILEY CLOSE UNITS SURVEY DETAILS Location Plan			
Date	07-09-2015	Scale	1/2500 @ A4
Approved		Drawing Number	A972-25
Drawn		Revision	

APPENDIX B


UNIT/BLOCK FLOOR PLANS

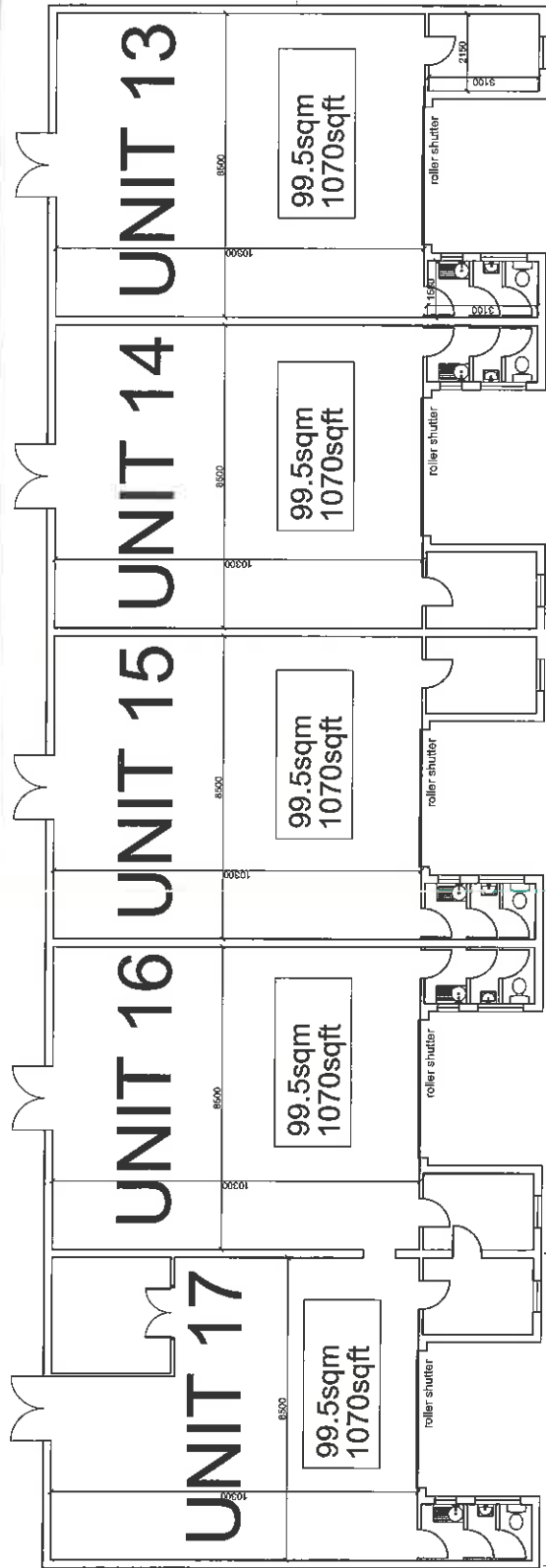


RILEY CLOSE



Phase One - Units 13-17
Phase Two - Units 5 - 9
Phase Three - Units 10-12

 BUSINESS TEAM Simon P Bowers CEng, MICE, MIHT, MIED		
Lodge Road, Daventry, Northants. NN11 4FP Tel: 01327 871100 Fax: 01327 302446		
Client Daventry District Council Estates Team		
Project Riley Close Upgrade Planned Enhancement Works		
Drawing Name RILEY CLOSE UNITS Unit Upgrade Phase Plan		
Date 22-08-2016	Scale 1/500 @ A4	
Approved	Drawing Number A972-26	Revision
Drawn CDL		



BUSINESS TEAM
Simon P Bowers
CENG, MICE, MIHT, MIED
Lodge Road, Daventry, Northants. NN11 4FP
Tel: 01327 871100 Fax: 01327 302446

Client
Daventry District Council
Estates Team

Project
Riley Close
Planned Enhancement Works

Drawing Name		13 to 17 Riley Close
SURVEY DETAILS		Unit Floor Plans
Date	08-09-2015	Scale
1/100 @ A2		
Approved		Drawing Number
		A872-20
Issue		Revision

RILEY CLOSE

UNIT 5

249sqm
2679sqft

UNIT 6

99.5sqm
1070sqft

UNIT 7

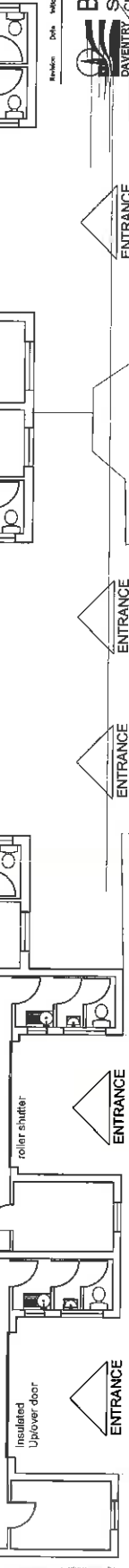
99.5sqm
1070sqft

UNIT 8

99.5sqm
1070sqft

UNIT 9

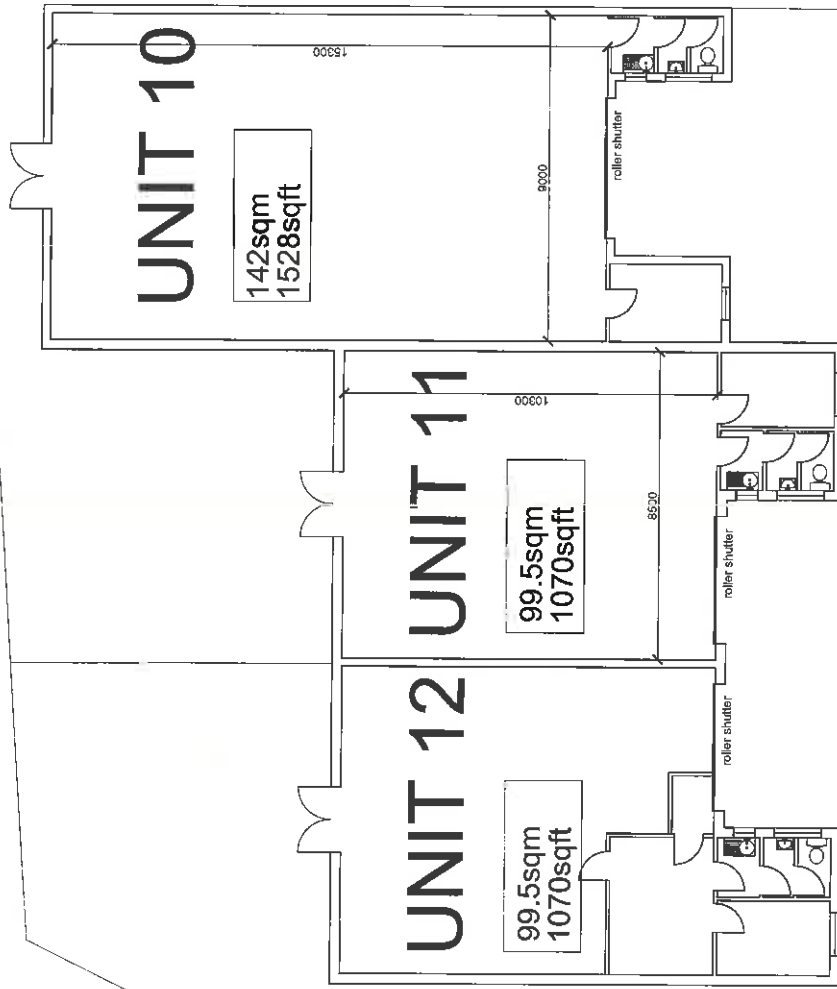
99.5sqm
1070sqft



BUSINESS TEAM
Simon P Bowers
DAVENTRY
CENG, MICE, MIHT, MIED
Lodge Road, Daventry, Northants, NN11 4FP
Tel: 01327 871100 Fax: 01327 302446

Client	Daventry District Council
Project	Estates Team
Project	Riley Close
Project	Planned Enhancement Works
Created By:	S to S Riley Close
Survey Details	SURVEY DETAILS
Unit Floor Plans	Unit Floor Plans
Date	08-06-2015
Scale	1/100 @ A2
Approved	
Created By	Simon
Created Number	A972-27
Revision	
Drawn	JCW

RILEY CLOSE



Revision	Date	Initial	Description
BUSINESS TEAM Simon P Bowers DAVENTRY DISTRICT COUNCIL Lodge Road, Daventry, Northants, NN11 4FP Tel: 01327 871100 Fax: 01327 302445			
Client	Daventry District Council		
Estates Team			
Project	Riley Close Planned Enhancement Works		
Drawing Name	10 to 12 Riley Close		
SURVEY DETAILS			
Unit Floor Plans			
Date	08-09-2015	Scale	1/100 @ A2
Approved		Drawn	
Checked		Quantity Number	A972-28
Author	JGW		

RILEY CLOSE

APPENDIX C

PHOTOGRAPHS



Photograph:	1	-	Phase 1 – Units 13 - 17
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Photograph:	2	-	Phase 1 – Units 13 - 17
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Photograph:	3	-	Phase 2 – Units 5 - 9
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Photograph:	4	-	Phase 2 – Units 5 - 9
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Photograph:	5	-	Phase 3 – Units 10 - 12
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Photograph:	6	-	Phase 3 – Units 10 - 12
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