

MICHAEL JONES M.R.I.C.S., M.C.I.O.B.

Chartered Building Surveyor

Chartered Quantity Surveyor

*Construction Cost, Building Design and Project Management
Consultant*

CDM Regulations Consultant

Vale View, North Rew Lane, Martinstown, Dorset. DT2 9DU

Telephone and Fax: 01305 889379 Mobile: 07788 718718

Email:michael@mjsurveyors.co.uk

SPECIFICATION

FOR

REPOINTING WORKS

AT

**THE ELMS
ST ANDREWS DRIVE
CHARMOUTH
DORSET
DT6 6LN**

OCTOBER 2019

SECTION ONE – CONTRACT PARTICULARS AND PRELIMINARIES

£

p

The Works

The works comprise repointing works to all elevations of the building together with garden and boundary walls to the west and north of the building.

Client

Charmouth Parish Council
The Elms
St Andrews Drive
Charmouth
Dorset
DT6 6LN

Building Surveyor/Contract Administrator

Michael G. W. Jones, MRICS, MCIQB,
Vale View
North Rew Lane
Martinstown
Dorchester
Dorset
DT2 9DU
Tel: 01305 889379 Mob. 07788 718718

Quantity Surveyor

Michael G W Jones, ARICS, MCIQB
Vale View
North Rew Lane
Martinstown
Dorchester
Dorset
DT2 9DU
Tel: 01305 889379 Mob. 07788 718718

Contract

The works are to be let under the JCT Minor Works Contract 2016.
A retention of 5% will be held until practical completion, with a 2½% retention held for a period of a six months defects liability period.
Damages for non-completion will be £250.00 per week.
Commencement and completion dates are to be confirmed.
Period for supply of documentation for final certificate is to be one month.
Insurance cover for injury or damage to property is to be £5,000,000.00
The Contract Documents comprise this specification and drawing no.19/291/01.

Tender

The tender for the work will be fixed priced with no fluctuations in wages or materials being permitted.

The Employer will not be bound to accept the lowest or any tender nor to pay any expenses incurred by the Contractor in connection with the preparation of the Tender.

Unless specifically stated (i.e., fix only, supplied by Client etc) the tender is to allow for the supply and fixing of all materials and goods.

Alterations and qualifications to the Tender Document must not be made without the written consent of the Contract administrator, nor qualified in any way, otherwise the tender may be rejected.

Upon receipt of the Tender documents the Contractor is to check that all information necessary for preparing the tender has been provided, and is to report any missing documents, pages or discrepancies, as no claim for loss consequent upon failure to do so will be entertained.

Should an error on pricing or arithmetical error be discovered before acceptance, the priced specification will be adjusted in accordance with the recommendations of the National Joint Consultative Committee for Building contained in Section 6 of the 'Code of procedure for Single selective Tendering 1996 – Alternative 2'.

Access to Site

The Contractor shall visit the site to make himself fully acquainted by his own independent observations as to the nature, extent and practicability of the works and building structures on which the works are to be constructed and all other points which could in any way affect the prices inserted in this document. No allowance will be made for lack of knowledge of the site.

Access to the site is via the parking area off St Andrews Drive at the rear of The Elms.

Arrangements to visit the site can be made by contacting the Clerk to the Council, Lisa Tuck, on 01297 560826 between 9.00am and 12.00 noon Monday to Friday only.

The Contractor is to take all necessary precautions to protect these adjoining properties and to minimise noise, dust etc.

The Contractor is to note that the building will be occupied during the works. with the main building being occupied during business hours both for Parish Council and Tenants business. Access is to be maintained at all times to the premises.

The Contractor's attention is drawn to the Site Plan which shows the extent of the working area available and Contractor's vehicles must be parked strictly within this area. One parking space may be available in the rear parking area for a Contractor's vehicle. Any necessary further arrangements are to be made with the Parish Council with regard to delivery of plant and materials etc.

Prime Cost and Provisional Sums

The Contractor shall include any prime costs or provisional sums listed in the specification are to be spent only as directed by the Contract Administrator.

Contingency

The Contractor shall include the contingency sum included in the summary and is to be spent only as directed by the Contract Administrator.

Programme

The Contractor, upon acceptance of his tender, shall produce a programme of the proposed works clearly setting out the sequence of all operations giving durations, commencement and completion dates to coincide with the time limits set by the Contract Administrator. The Contractor shall produce such a programme within fourteen days of acceptance of the offer.

Interim Applications for Payment

The Contractor shall submit to the Contract Administrator detailed, approximate priced statements of work executed in support of each application for interim payment. Each application for payment must be prepared on an individual basis and the Contractor shall keep for inspection all delivery notes and invoices for

materials etc used for the purpose of this contract and make available to the Contract Administrator upon request.

Employers Requirements

The Contractor shall carry out the work in accordance with the instructions received from the Contract Administrator. All contract work will be executed in a tradesman-like manner and must be to the reasonable satisfaction of the Contract Administrator. Sub-standard work will be rejected and the Contractor will be liable to make good at his own expense.

The Employer reserves the right at any time during the duration of the contract to vary the schedule of works, as found necessary, by the removal or addition from the schedule of any item or items related to this contract.

Materials – The Contractor will, as instructed by the Contract Administrator, supply samples of materials used by him on the works. Should any testing reveal inferior materials or non-compliance with this specification; the Contractor will renew all work at his own expense.

Where possible materials are to be sourced locally.

Good Practice – All materials and workmanship shall comply with the relevant British Standards and Agreement Certificates and where methods and materials are not fully specified the manufacturer's written recommendations and instructions shall be followed.

All completed works must comply with the Building Regulations Act 2000 and all subsequent amendments, its subsequent amendments and associated Codes of Practice.

Noise and Pollution Control

The Contractor shall use his best endeavours to ensure minimal disturbance to the general public, site operatives and occupants of adjacent houses and take all reasonable measures to control fumes, dust, noise, etc from plant and materials on site.

Work at or After Completion

Touch up minor faults in newly painted/repainted work, carefully matching colour. Repaint badly marked areas back to suitable breaks or junctions.

Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows.

Make good all damage consequent upon the work. Remove all temporary markings and protective coverings.

Industrially clean the works associated with the Contract thoroughly including all glass, metalwork and pipes, remove all splashes, deposits, efflorescence, rubbish and surplus materials, examine and clear away all deposits from drains and leave the whole of the works clean and tidy on completion.

Defects during or at the End of Defects Liability Period

The Contractor shall note the following particular requirements of the Employer with regard to making good defects, which appear during or at the end of the defects liability period.

If any defects notified have not been rectified by the time specified or a valid reason not given, the Employer may employ and pay other persons to carry out the work and all costs incurred shall be deducted by the Employer from any monies due or which may become due to the Contractor.

Defects and Works at Practical Completion

Within one week of the date for Practical Completion of the Works the Contract Administrator will convene a meeting on site and compile a list of any defects, which will be issued to all parties within two working days of the meeting. Any additional work will also be listed. Where possible this work should be completed within two weeks of notification of such items to the Contractor. Any deferred items of work will be listed with an agreed deferred date and the time period to complete the deferred items. Any optional additional items will be listed. Any of these items may be required to be carried out and will be notified to the Contractor prior to the issue of the Final Certificate. The Contractor must provide quotations for these items and the time period after notification by which they will be completed.

End of Defects Liability Period

At the end of the Defects Liability Period the Contract Administrator will convene a meeting on site and compile a list of any remaining defects, which will be issued to all parties within seven working days of the meeting.

Inclement Weather

The Contractor must avail himself of all reasonable means and aids to working in inclement weather, which are currently available in using his best endeavours to minimize delays. The Contractor's attention is drawn to Clause 8.7 of BS6031.

Security/Safety/Protection/Quality Standards/Control

CDM Regulations – The works will be carried out under the CDM Regulations 2015. For the purposes of this the role of Principal Designer will be carried out by Michael Jones. Pre-construction information is provided with this specification. The Contractor may be required to take on this role but will act as Principal Contractor and will be required to prepare a Construction Phase Health & Safety Plan for review by the client prior to work commencing on site and shall carry out all duties required under the Regulations. A Health & Safety File will be required to be prepared and handed to the Client on completion of the works.

Safety, Health and Welfare of Work People

- (a) The Contractor shall ensure that all safety and welfare measures required under or by virtue of the provisions of any enactment or regulation, or the working rules of any industry are strictly complied with.
- (b) The Contractor's attention is drawn in particular to the following and all amendments thereto:-

The Construction (Design and Management) Regulations 2015.
The Management of Health and Safety at Work Regulations 1992.
The Provision & Use of Work Equipment Regulation 1998.
The Manual Handling Operations Regulation 1992.
The Personal Protective Equipment at Work Regulation 1994.
The Electricity at Work Regulations 1999.
The First Aid at Work Regulations 1981.
The Construction (Head Protection) Regulations 1989.
The Health & Safety (Signs & Signals) Regulations 1996.
Noise at Work Regulations 1989.
The Construction (Health, Safety & Welfare) Regulations 1996.
The Lifting Operations & Lifting Equipment Regulations 1998.
The Factories Act 1961.
The Health & Safety at Work Act 1974.
The Offices, Shops and Railways Premises Act 1963.

Control of Pollution Act 1989.
The Mines & Quarries Act 1954.
Environmental Protection Act 1990.
The Byelaws of the Environment Agency.
BS5228 Code of Practice for Noise Control on Construction and Demolition Sites BS 6187.
Codes of Practice for Demolition.
BS 5973 Code of Practice for Access and Working Scaffold and Special Scaffold Structures in Steel.

Site Debris

Debris arising from demolitions, excavations and preparatory works must be removed from site in a safe manner as work proceeds. Accumulated debris must not be permitted on site.

Cleaning

The Contractor shall clean the site of all dust, dirt and debris to all roof areas, scaffolding, elevations etc at the end of each working day.

Site Facilities

Facilities – The Employer requires the Contractor to provide on site for the duration of the contract, suitable portable buildings that can be used for storage and welfare facilities to comply with the requirements of the CDM Regulations and the Health & Safety at Work Act, with particular attention to the taking of meals, washing facilities and sanitary conveniences.

Telephone – Provide a temporary telephone line or mobile phone within the temporary facilities to ensure a contact point for the Contractor's site supervisor within normal working hours and pay all charges and expenses in connection therewith.

Management and Staff

Site Supervision – The Contractor shall provide at all times during the contract works a competent person in charge and any instructions issued to him by the Contract Administrator shall be deemed to have been given to the Contractor.

Site Liaison - The Contractor shall liaise with the adjoining property occupiers in order to good working relationships. The Contractor must carry out his duties in a professional manner whilst being respectful of the occupiers and their properties.

Maintenance

The Contractor shall make good, entirely to the Contract Administrator's satisfaction, all defects arising, in the opinion of the Contract Administrator, from the work or materials not in accordance with the drawings or the specification or the instructions of the Contract Administrator, that may appear within six months from the completion of the building. Should the defects not be made good within such time as the Contract Administrator shall determine and entirely to his satisfaction, the Contract Administrator may call on such other persons as he may think fit to amend and make good such defects, shrinkage or other faults or damage, and may deduct the cost of the same from any money due to the Contractor from the Employer.

Insurance

The Contractor must have a minimum £5,000,000.00 Public Liability Insurance in place and shall be liable for any damage to the works or the surrounding lands

and property belonging to adjoining owners which are attributable to the neglect of himself, his workmen or sub-contractors during the execution of the works. The Employer shall in the joint names of the Employer and Contractor insure against loss or damage to any existing structure (together with any contents for which he is responsible) and to the works and all unfixed materials and goods delivered to, placed on or adjacent to the works and also against fire, lightening, storm, tempest, flood, bursting or overflowing of water tanks, apparatus or pipes, earthquake, aircraft and other aerial devices or articles dropped therefrom, riot and civil commotion.

Records

Photographs are to be taken prior to works commencing on site and any damage caused by scaffolding etc is to be made good by the Contractor.

Setting Out

The Contractor is responsible for all setting out.

Water and Electricity

Water and electricity supplies are available free of charge from the main building. Water, electricity and gas supplies are to be installed up to an entry point by others.

Security

The Contractor shall provide temporary screens tarpaulins, sheets and the like and keep the building secure and watertight at all times during the works. The Contractor shall remove all rubbish, clean floors and glass, flush out drains and generally leave the whole of the works clean and ready for use on completion.

Access to the Building and Safety of the Staff and Public

Access to the building for the staff and public during working hours is to be maintained at all times.

Any public areas that need to be closed off during the works are to have diversion signage directing the staff and public to alternative means of access.

Advance notification of noisy and dusty work will be required.

To Summary

£

SECTION TWO – THE WORKS

Main Building

- 1.00 Erect scaffolding to all elevations of building including gable end abutting East Wing, the adjoining property on the east elevation, and also above the single storey flat on the south elevation.

The scaffolding to the north elevation is to be cantilevered over the front garden of the adjoining property in order for access scaffolding to be erected along the east gable, all necessary protection to the roof and gutter to East Wing is to be carried out, and the Contractor is allow for liaising with the Owner.

All scaffolding is to have the necessary protection, lighting etc in accordance with current CDM Regulations and Health and Safety requirements.

North (roadside) Elevation.

- 1.01 Inspect brickwork to feature head, jambs, sill, transom and mullions to large composite window and repoint as necessary.
- 1.02 Hack out pointing to the whole of the brickwork area to the right side of this elevation for a depth of 25mm, prepare and repoint in gauged mortar (1:1:6).

West (side) Elevation including Entrance Porch.

- 1.03 Hack out pointing, prepare and repoint as previously described to the following areas: -
Above 2 no. first floor windows.
Brickwork at high level above windows.
Small area of 3 no. courses above tiled projection to porch.
Isolated joints in brickwork adjacent to the projecting bay.
Isolated joints in brickwork adjacent to the first floor window frames.
Brickwork at low level to be projecting bay.
- 1.04 Replace broken tile at left hand end of projection over porch.
- 1.05 Replace missing brick next to the first floor window sill of the projecting bay.

South (rear) Elevation

- 1.06 Hack out pointing, prepare and repoint as before described to the following areas:-
Isolated areas to brickwork between south west corner and rear porch.
Larger areas between first floor level and eaves soffit.
Joints abutting lead soakers to the projecting bay.
Areas previously pointed with mortar not matching the general area.
Brickwork above the steel beam over the porch.
The complete wall area above the gutter to the single storey building including the pier adjacent to the porch.
- 1.07 Inspect wall return adjacent lean-to corrugated roofing and repoint as necessary.
- 1.08 Inspect stone cladding to wall area to east end of this elevation, above corrugated roofing, replace missing or damaged slates, refix loose slates and replace vertical mortar fillet between the slates and brickwork.

Chimneys/Roof Areas

- 1.09 Hack out pointing, prepare and repoint as previously described, all brickwork to the 2 no. large chimneys.
- 1.10 Remove all vegetation growth from chimney cappings.
- 1.11 Inspect stone over lapping verge copings to the gable ends, re-bed any loose copings and repoint all joints.

Other Works

- 1.12 Rub down painted cast iron rainwater downpipes, prepare, prime and paint one undercoat and one gloss finishing coat.
- 1.13 Rub down fascias and soffits to rear elevation, prepare, prime and paint one undercoat and one gloss finishing coat.

Garden and Boundary Walls

- 1.14 Hack out pointing, prepare and repoint as previously described to the following areas:-
Isolated areas of walls around pedestrian and planting areas to the north and west elevations (allow 10sm).
- 1.15 Cut out damaged brickwork and pointing to the vertical crack in the wall bounding the public footpath to the west, towards the sub-station end, replace with bricks to match existing and repoint in cement mortar (1:3).

Generally

- 1.16 Allow for removing all cables, pipework, flue outlets, signage etc and refixing on completion.
- 1.17 Allow for cleaning off brickwork on completion, cleaning excess mortar, droppings etc from paved areas, roof slopes etc and leaving site clean and tidy.

To Summary

SUMMARY

Section 1 – Preliminaries and Preambles

Section 2 – The Works

Contingency Sum for Unforeseen Works

2,000.00

Total to Form of Tender, excluding VAT

Addendum

Photographs of Elevations