

Preliminaries
Nantwich Civic Hall
Rear Extension and Internal Works

12 October 2020

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Items have been printed in Purple Text for Issue of this document for Tender to draw the specifics of the project to the contractors attention

Items will be changed to Black Text once this document is printed as a contract document

A10 PROJECT PARTICULARS

110 THE PROJECT

Name: Nantwich Civic Hall
Address: Market Street, Nantwich, Cheshire, CW5 5NF.
Nature: Rear Single Storey Extension and Internal Alterations .
Location: Access from the rear car park.
Length of contract: Approx 17 – 18 weeks subject to Contractors programme

120 EMPLOYER (CLIENT)

- Name: Nantwich Town Council.
- Address: Market Street, Nantwich, Cheshire, CW5 5NF
- Contact: Samantha Roberts, Town Clerk.
David Thomas, Facilities Manager
- Telephone: 01270 619 224.
- E-mail: samantha.roberts@nantwichtowncouncil.gov.uk
david.thomas@nantwichtowncouncil.gov.uk

130 PRINCIPAL CONTRACTOR

- Name: TBC.
- Address: TBC.
- Contact: TBC.
- Telephone: TBC.
- E-mail: TBC.

132 PRINCIPAL CONTRACTOR (CDM and SWMP)

- Name: As clause 130.
- Address: As clause 130.
- Contact: TBC.
- Telephone: TBC
- E-mail: TBC

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: bpArchitecture Ltd.
- Address: 93 High Street, Biddulph, Staffordshire, ST8 6AB.
- Contact: Beverley Poole.
- Telephone: 01782 515555.
- E-mail: Beverley@bpArchitecture.co.uk.

150 PRINCIPAL DESIGNER

- Name: bpArchitecture Ltd.
- Address: 93 High Street, Biddulph, Staffordshire, ST8 6AB.
- Contact: Lesley Turner
- Telephone: 01782 515555
- E-mail: Lesley@bpArchitecture.co.uk

160 QUANTITY SURVEYOR

- Name: None appointed.
- Address: ..
- Contact: ..
- Telephone: ..
- E-mail: ...

- 170 STRUCTURAL ENGINEER:
- Name: C2C Consulting Engineeres.
 - Address: The Old Church Offices, Shelton New Road, Hartshill, Stoke on Trent, ST4 6DP.
 - Contact: Karl Jervis.
 - Telephone: 01782 980 330.
 - E-mail: karl.jervis@c2cconsulting.co.uk
- 175 MECHANICAL ENGINEER CONSULTANT
None appointed Contractors Design
- 178 ELECTRICAL ENGINEER CONSULTANT
- Name: None appointed Contractors Design
 - Address: ..
 - Contact:
 - Telephone: .
- 200 SPECIALIST CONTRACTOR
- Description: Temporary Works Design, Steel Frame Connections , M&E Works
 - Name: TBC
 - Contact: TBC
 - Address: TBC
 - Telephone: TBC
 - Email: TBC

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are:

Schedule of Works including

Add List here to capture all drawings issued during the tender period.

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings and any drawing issued during the tender period.

130 QUANTITIES DRAWINGS

- The drawings from which the quantities included in the specification/ schedules have been prepared are: Not Applicable as no Quantity Surveyor is appointed.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given in the Pre Construction information and information referred to in the Schedule of Works and on drawings.

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 bpArchitecture.
- The documents include: Pre Construction Information Pack which has been circulated to all Tendering parties

220 THE BIM INFORMATION REQUIREMENTS (EIR)

- Comprise: Not applicable
The Tender and Contract drawings have been produced to comply with BIM Level 2

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: Site to the rear of Nantwich Civic Hall accessed from Cromwell Court and the rear car park .

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The Civic Hall consists of double storey historic Town Hall – circa late 1950'2 with pitched rooved Civic Hall to the rear. The Civic Hall does not appear on the 1954 or 1957 old map but we are advised that the original Civic Hall was constructed in 1951
The Civic Hall had flat rooved side extensions constructed in the very late 1960's which appears on the 1970 map, and was extended further to provide the kitchen, changing rooms blocks and a rear stage extension between 1978 and 1981. The current form appears on the 1981 map.
 - To the immediate North is the Library,
 - To the North West fronting onto market street is the Bus station.
 - The rear and South of the building consists of a Public Car Park run by Cheshire East District Council , a pay machine serving this car park is immediately adjacent to a Store block which is to be demolished and reconstructed as part of the works. The pay machine links into the rear of the Civic Centre and its connection point is to be adjusted as part of these works.
 - To the East of the rear car park is M&S Food Store
The Public Car Park accessed off Cromwell Close
 - Cromwell Court Retirement properties
 - Market Street: Chapel Mews Residential properties

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only):
 - Sewer, Water, Drainage, plans are contained in the Pre Construction Information pack. However, the United Utilities plan does not show the Foul and Surface Water drainage in the immediate vicinity to the Civic Hall, so it can be assumed that these drains are private drawing serving the Town Hall, Library and Car Park.
 - No Electric plans are available
 - No existing Rainwater services plans are available
 - A Topographic Survey has been carried out by Malcolm Hughes which picks up Levels and Details to the perimeter of the Civic Hall.
 - Malcolm Hughes have also carried out a Ground Floor Survey of the Civic Hall. This survey information has been incorporated into the Revit Model produced by bpArchitecture to allow the Tender drawings to be produced.

160 SOILS AND GROUND WATER

- Information:

Two Trial holes were carried out to the rear of the Civic Hall in September and inspected by the Structural Engineer, this information has been used to determine the proposed foundations.

170 SITE INVESTIGATION

- Report: none carried out .

180 HEALTH AND SAFETY FILE

- Availability for inspection: no existing Health and Safety file is available.
Only information contained in the Pre Construction Information Pack is available relating to the existing building,

200 ACCESS TO THE SITE

- Description: Via Cromwell Close and the rear car park.
The rear car park will be given over to the contractor for use as a Site compound for the duration of the contract. Refer to the Site Constraints plan
- Limitations: Normal Working Hours 8.00 am to 6:00pm Monday to Friday .
8.00am to 2pm Saturday, No work on Sundays or Bank Holidays

By arrangement with the Client light work can be carried out, out of working hours once the superstructure is complete, but should not cause noise and disruption to adjacent building owners or residential properties on Chapel Mews on the opposite side of Market Street

- The Contractor to be provided with a key to the rear doors, and be shown how to operate the alarm system.
- The building must be locked up at the end of the day.
- The contractor should note that CCTV is in operation within the building so movements around the building can be tracked and are being recorded.
- All offices and stores that the contractor is not allowed access to will be kept locked.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles:
Vehicles to be parked within 3 parking spaces left in front of the contractors compound where a delivery pull in area has been provided, and within the contractors compound itself.
It should be noted that the Public Car Park is a pay and display car park with numberplate recognition.

Any parked vehicles should not prevent use of the public car park or access to adjacent buildings

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - Library and Bus Station to the North ,
 - Residential properties on the opposite side of Market Street and to the South of Cromwell Close
 - M&S Food Store to the East
 - Car Park to the South and East
 - Auctioneers to the South
 - Primary Care Centre to the South East

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:
 - Public Footpath running between the Library and the Civic Hall
 - The pitched roof to the rear of the stage which is to be removed and replaced with a flat roof, is corrugated cement sheeting which is known to contain asbestos
There is an Asbestos register in the office that the contractor can view. A contract was carried out some time ago to remove all Asbestos from the building, it is believed that all Asbestos has been removed, but the contractor should be aware due to the age of the building that items such as pipe lagging in concealed places may have been missed. The roof sheet to the stage was left in place at the time as this was an external surface that daily staff would not disturb.
 - Existing gas pipes running along the rear of the building which need to be adjusted into the ceiling void, the existing gas main comes in from the rear and its route is to be adjusted to run under the back pavement and into the new delivery lobby where a new /relocated gas meter is to be located to move it from the kitchen wall which will become a corridor as part of these works.

- There is also a vertical gas pipe and stop cock in the kitchen which is to be relocated onto an adjacent partition to allow the new corridor to be formed.
- Existing electric cables running in cable trays along the back of the building which need to be adjusted into the ceiling void
- Existing electric connection for the pay meter which needs to be adjusted and an altered connection provided to keep the car park operational
- Existing highway lights
- Existing pole mounted lighting
- Existing Foul and Surface Water drainage beneath the building including internal manholes, and running down the alley between the two buildings.
 - The Existing drains are private, therefore A Build over agreement will not be required
- Information: The accuracy and sufficiency of this information is not guaranteed. 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 including the potential for Asbestos to be found due to the age of the building, 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: via the Facilities Manager as clause 120 .

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Not applicable.
- Description: Not Applicable.

120 THE WORKS

- Description: ..
- All works are as described in the Schedule of Works issued with the Tender Documentation; the Schedule of works has been set up as a pricing document

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: All works in the kitchen and to remove unwanted items from the works areas will have been completed by the time the site area is handed over to the contractor. .

140 COMPLETION WORK BY OTHERS

- Description: Not Applicable.

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

- The Contract: [JCT Intermediate Building Contract with Contractor's Design 2016 Edition](#).
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS

- Comprise: [Demolition of the existing store and shed , removal and alterations of existing items within the vicinity of the works area, alteration of the hall floor to provide a ramp, widening of existing door openings as identified on plan, construction of a wall and partition in the kitchen and kitchen store area and formati0on of an opening to the rear to provide a means of escape route from the kitchen](#)
- Location: . [Nantwich Civic Hall Market Street Nantwich CW5 5NF](#)

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - Temporary Works associated with installation of a steel frame, erection of concrete flat roofs, widening of existing openings through existing walls,
 - Steel frame connections, the steel frame itself is designed by the Structural Engineer.
 - Mechanical and Electrical works

Third - CONTRACT DRAWINGS

- The Contract Drawings: As listed in clause A11/120.

Fourth - OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- Comprise: Information contained in the Pre Construction Pack and Schedule of Works
- Named person: The whole of the text referring to a named person as a subcontractor Select from list be deleted.

Fifth A - PRICING BY THE CONTRACTOR

- Priced document: [~The Schedule of Works is to be Priced](#)
 - Contract Sum: [TBC](#)

ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

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

4 - QUANTITY SURVEYOR

- Quantity Surveyor: See clause A10/160. None appointed

- 5 - PRINCIPAL DESIGNER
 - Principal Designer: See clause A10/150.
- 5 - PRINCIPAL DESIGNER
 - Article 5 will be deleted.
- 6 - PRINCIPAL CONTRACTOR
 - Principal Contractor: See clause A10/130.
- 6 - PRINCIPAL CONTRACTOR
 - Article 6 will be deleted.
- 9 - LEGAL PROCEEDINGS
 - Amendments: _____.

CONTRACT PARTICULARS

Fourth Recital - EMPLOYER'S REQUIREMENTS

- Comprise: As per the Contractors Proposals.

Sixth Recital - CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- Comprise: To be completed by the Contractor.
- Specific Requirements: None.

Eighth Recital and Clause 4.6 - CONSTRUCTION INDUSTRY SCHEME

- Employer at Base Date 01 Dec 2020 for the purposes of the CIS.

Tenth Recital - CDM REGULATIONS

- The project is notifiable.

Eleventh Recital - DESCRIPTION OF SECTIONS

- Description of Sections:
- Not Applicable.

Twelfth Recital - FRAMEWORK AGREEMENT

- Framework agreement: **Not Applicable**.
- Details:
- Date: _____.
- Title: _____.
- Parties: _____.

Thirteenth Recital and Schedule 5 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5
- Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies, the respective nominees of the parties are:
 - Employer's nominee: Mr David Thomas.
 - Contractor's nominee: **Mr ?? ??**. Or such replacement as each party may notify to the other from time to time.

Article 8 - ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) Royal Institution of Chartered Surveyors

Clause 1.1 - BASE DATE

- Base Date: 01 Dec 2020.

Clause 1.1 - BIM PROTOCOL

- BIM Protocol (where applicable): not applicable

Clause 1.1 - DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply) **To be Confirmed**

Clause 1.1 - DATES FOR COMPLETION OF SECTIONS

- Dates for completion of sections: **Partial Possession will apply**
- Section: **Existing Hall, Kitchen, Changing and other areas**
 - The Client would like main structural works, the ramp and formation of the corridor and electrical alterations in the kitchen, hall and laundry to be completed for January so that the Client may open up and use the Hall and Kitchen space. The Client is conscious that the Mechanical works to the Hall ceiling may not be completed in this time, but would want a programme to be agreed to allow these areas to open up as soon as possible

The kitchen, hall and changing block must be available for use for the Nantwich Jazz and Blues Festival which commences 1 April 2021

The remainder of the extension does not need to be available for 1 April but is likely to be substantially complete

- Section: _____: Date: _____.
- Section: _____: Date: _____.

Clause 1.7 - ADDRESSES FOR SERVICE OF NOTICES

- Employer:
 - Address: **Nantwich Town Council, Market Street, Nantwich CW5 5NF.**
- Contractor: **To be confirmed**
 - Address: **To be confirmed.**

Clause 2.4 - DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: To allow a meaningful start from 1 December 2020

Clause 2.5 - DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 Not Applicable.
- Where clause 2.5 applies, maximum period of deferment (if less than six weeks) is _____.

Clause 2.23.2 - LIQUIDATED DAMAGES

- Damages: At the rate of £0 per week.
 - £16k where the existing building areas are not complete and available for the Nantwich Jazz and Blues Festival, this is the value of the Festival to the Town Council
 - No other LAD's would be set.

Clause 2.29 - SECTION SUMS

- Section sums: **Not applicable**
- Section **Existing Building Areas** Sum: _____.
- Section **Rear Extension** Sum: _____.
- Section _____: Sum: _____.

Clause 2.30 - RECTIFICATION PERIOD

- Period: 12 months from the date of practical completion of the Works.

Clause 2.34.3 - CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: Not applicable as this relates to dismantling and removal of a structure

Clause 4.3 and 4.9 - FLUCTUATIONS PROVISION

- Fluctuations Provision: Not Applicable.
- Where Schedule 4 applies, percentage addition (paragraph 12): _____.

Clause 4.7 - ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1 - INTERIM PAYMENTS - INTERIM VALUATION DATES

- The first Interim Valuation Date is: **23 December 2020**, and every Four weeks from 2 January 2021 thereafter or the nearest Business Day in that month.
To be confirmed once the contract Start Date is finalised

Clause 4.9.1 - INTERIM PAYMENTS - PERCENTAGE OF VALUE

- Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is **95%**.
- Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is **97.5%**.

Clause 4.10.4 - LISTED ITEMS - UNIQUELY IDENTIFIED

- The Contract Particulars item for clause 4.10.4 will be deleted.

4.10.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED

- Listed items: The Contract Particulars entry for Clause 4.10.5 will be deleted.

Clause 6.4.1 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE: INJURY TO PERSONS OR PROPERTY

- Insurance cover for any one occurrence or series of occurrences arising out of one event: **£1 million**.

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER

- Insurance **the existing Civic Hall is insured by ????**.
The Employer will not be liable for anything carried out in the Contractors Work Area, until the area is transferred back into the Employers Possession by issue of a Partial Possession certificate.

Clause 6.7 and Schedule 1 - WORKS INSURANCE - INSURANCE OPTIONS

- Schedule 1: Insurance option A applies.
- Percentage to cover professional fees: 15% per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): **_____**.
- Where Insurance Option C applies, Paragraph C1: _____.

Clause 6.10 and Schedule 1 - TERRORISM COVER

- Details of the required cover: Not applicable

Clause 6.15 - JOINT FIRE CODE

- The Joint Fire Code: Does not apply.

Clause 6.19 - CONTRACTOR'S DESIGN PORTION - PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:
 - £ 500,000 Temporary Works
 - £1m New Build Works
- Cover for pollution and contamination claims: £1m
- Expiry of required period of CDP Professional Indemnity Insurance:

Clause 7.2.1 - PERFORMANCE BOND OR GUARANTEE

- Bond or guarantee from bank or other approved surety: Not applicable
 - Required form:
 - Initial value (percentage of the Contract Sum):
 - Period of validity:
 - Reduction in value:

Clause 7.2.2 - GUARANTEE FROM THE CONTRACTOR'S PARENT COMPANY

- Guarantee: Not applicable
 - Parent company's name and registration number:
 - The required form of guarantee is set out in:

Clause 7.3 - COLLATERAL WARRANTIES

- Details: Not applicable.

Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: 2 Months.

Clauses 8.11.1.1 to 8.11.1.5 - PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: 2 Months.

Clause 9.2.1 - ADJUDICATION

- The Adjudicator is: _____.
- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): Royal Institute of Chartered Surveyors.

Clause 9.4.1 - ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the Royal Institute of Chartered Surveyors.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.5 - RECKONING PERIODS OF DAYS

- Amendments: _____.

1.12 - APPLICABLE LAW

- Amendments: The law of England and the UK

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

3.7 - NAMED SUBCONTRACTORS

- General: not applicable hereby named as subcontractors as provided in Intermediate Building Contract clause 3.7.
(For each such person a completed Form of Tender and Agreement ICSub/Nam, together with the Numbered Documents referred to therein, is included with the Main Contract tender documents).
- Work to be executed: Deconstruction of existing covered recycling bays, dismantling of uncovered recycling bays , removal of redundant structures from the site
- Named person: NOT APPLICABLE
- Agreement: The JCT Form of Agreement ICSub/Nam/E _____ be used.
- Subcontractor's drawings, etc. to be prepared during the course of the Contract:
 - Temporary Works proposals
- Allow for attendance: As described in ICSub/NAM.

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a contract.

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.
- 145 TENDERING PROCEDURE
- General: In accordance with the principles of: Not Applicable.
 - Arithmetical errors: The tender quote submitted dated 24 May 2019 have been checked for errors.
- 145 TENDERING PROCEDURE
- General: In accordance with NBS Guide to Tendering for Construction Projects.
 - Errors: _____ is to apply.
- 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 6 Months.
 - Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION
- Measurement rules: Preliminaries/ General Conditions have been prepared in accordance with _____.
- 220 PRICING OF PRELIMINARIES
- Abbreviations: The following have been used:
 - F = Fixed charge item.
 - TR = Time related charge item.
- 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: _____.
- 300 QUANTITIES IN THE PRICED DOCUMENT
- Quantities: Where included in the priced document, these have been prepared in accordance with – **not applicable**

- 300 QUANTITIES IN THE PRICED DOCUMENT
- Quantities: Where included in the priced document, these have been prepared in accordance with SMM7/ NRM2 only where and to the extent stated.
 - Other items, descriptions and measurements not prepared in accordance with SMM7/ NRM2: Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.
- 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.
- 360 PRICED ACTIVITY SCHEDULE:
- Submit: Not applicable
- 440 SCHEDULE OF RATES
- Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items.
 - Fully priced copy: Not applicable
 - The Tender price has been based on a Schedule of Works and Tender Drawings
- 440 SCHEDULE OF RATES
- Content: Rates for all significant items of work including at least the following:
Fully priced copy:
- 440 CONTRACT SUM ANALYSIS
- Content of the Analysis: A breakdown of the Contract Sum into at least the following categories: ???
- A Breakdown of the Tender Sum dated ????
 - Fully priced copy: Submit with tender.
- 480 PROGRAMME
- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and submit this with the tender, including periods for planning and design. Itemize any work which is excluded.
 - a Detailed programme: showing a full sequence for the work should be submitted prior to commencement on site.
- 490 INFORMATION RELEASE SCHEDULE
- Compatibility with programme: At the same time as submitting the detailed programme or summary, confirm that it is compatible with the Information Release Schedule.
 - Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.
- 500 TENDER STAGE METHOD STATEMENTS
- Method statements: Prepare, describing how and when the following is to be carried out:
 - Formation of Openings in existing walls
 - Brickwork Repairs to the lower South elevation
 - Alterations to 2no gas pipes across the rear elevation to bring these into the proposed ceiling void zone
 - Alterations to the electric connection to the pay meter
 - Other works items which will affect power supplies and services to the existing building and would affect the running of the Town Hall or the Civic Hall areas
 - Statements: Submit prior to commencement on site as part of Contractors Construction plan.
 - No works on site can commence until Method statements, Lifting Plans, Temporary Works proposals, RAMs and Construction plan are in place and accepted

510 ALTERNATIVE METHOD TENDERS

- General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
- Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
- Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
- Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
- Submit:

520 DESIGN DOCUMENTS

- Scope: Submit the following:
 - Design drawings: Temporary Works proposals
 - Design drawings – Steelwork connections
 - Contractors proposals Lighting, Power, Fire Alarms, Data
 - Technical information: Lifting plan
- Submit: Prior to commencing these works on site .

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.

540 QUALITY CONTROL RESOURCES

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
- Submit: with Construction Plan

545 BIM EXECUTION PLAN (BEP): Not applicable

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organization 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 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: 7 Days prior to commencement of 'physical construction works' on site.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information for the Pre contract Meeting:
 - 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: _____.
- Submit prior to commencement of works on site .

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

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: 7 Days prior to commencement on site.

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: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and 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.
 - Excludes: Products and equipment or anything intended to form or forming part of the permanent works.
- 140 DRAWINGS
- Definitions: Design activities and drawing definitions.
 - AD data: In accordance with BS 1192 and PAS 1192-2:2007
- 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 SCHEDULE OF WORKS
- 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 person or legal entity under whose name or trademark the particular product, component or system is marketed
 - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- 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.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued on request and charged to the Contractor.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

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

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

510 DESIGN AND PRODUCTION INFORMATION

- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Design/ production information: Submit copies by email, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract.
 - Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
- Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.
- Final version of design/ production information: Submit to the CA

- 550 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION
- General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.
 - Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
 - Information from Subcontractors:
 - Obtain in time to meet the programme and in accordance with NAM/T where applicable.
 - Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.
 - Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
 - Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.
 - Submit to the CA
- 600 CONTRACTOR'S DESIGN INFORMATION
- General: Complete the design and detailing of parts of the Works as specified.
 - Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
 - Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- 610 PRODUCTION INFORMATION
- Contractor/ subcontractor provide: [Temporary Works Design, Steel Connections Design, Finalisation of the electrical works design.](#)
 - Submit:
 - For comment and make any necessary amendments.
 - Sufficient copies of final version for distribution to all affected parties.
- 620 AS BUILT DRAWINGS AND INFORMATION :
- As Built drawings for [M&E services should be provided where the installation differs from the information shown on the contract drawings](#)
- 630 TECHNICAL LITERATURE
- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works. Relevant British, EN or ISO Standards.
- 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES
- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
 - Information location: In Building Manual.

DOCUMENT/ DATA INTERCHANGE

850 ELECTRONIC DATA INTERCHANGE (EDI)

- Data: Types and classes of communication: Emails and PDF format information
- Parties: Between: Consultant, Client and Contract Team
- Requirements: -
- All Emails and Documents should identify the project by Job No: Contract and Short Address, followed by a hyphen and short Subject Title for example:-

20-051: Nantwich Civic Hall – Electrical Supply Email subject

This information helps various parties file all emails electronically and be able to track and trace subject matter more easily

No emails should be issued as replies to other information on the project.

Emails should only be forwarded and replied to where they pertain to the same subject matter.

-

900 CONTRACTORS PROPOSALS

- Acceptance of any Changes to the Design Proposals should not be assumed.
- The Contractors should present any proposed changes to layouts or materials to the CA for consideration and agreement with the Client Team. This is to ensure that the Client Team can ensure that any variation in the proposals fits with their ongoing business needs

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.

115 CONSIDERATE CONSTRUCTORS SCHEME

- Registration: Before starting work, register the site and pay the appropriate fee:
- Contact:
 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - Tel. 01920 485959.
 - Fax. 01920 485958.
 - Free phone 0800 7831423
 - Web. www.ccscheme.org.uk
 - E mail. enquiries@ccscheme.org.uk
- Standard: Comply with the Scheme's Code of Considerate Practice.
 - Minimum compliance level: 5

118 VEHICLE SAFETY REQUIREMENTS

- Vehicle equipment: Ensure that all vehicles have the following:
 - Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
 - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
 - Side under run guards.
- Driver training:
 - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
 - Drivers must have a valid driving licence and be legally able to drive the vehicle.
- Scheme membership: Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)

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.

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
 - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
 - Planning and mobilization by the Contractor.
 - Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - 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 (see section A54)
 - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: prior to commencement on site.

230 SUBMISSION OF PROGRAMME

- Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 COMMENCEMENT OF WORK

- Notice: Before the proposed date for commencement of work on site give min notice of 1 Day.

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.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Monthly. As and when notified
- Location: A table [several tables] will be set up in the corner of the Civic Hall in front to the Laundry to allow social distanced meetings. OR VIA Microsoft Teams

The contractor must provide a pack of antibac wipes and an Antibac surface cleaner left next to these tables to allow them to be wiped down before and after every meeting.

- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator. To chair Client Meetings, the Site Manager/Contract Manager to chair any Sub contractors meetings.

- 265 CONTRACTOR'S PROGRESS REPORT For Client Meetings
- General: Submit a progress report at least 3 days before the site meeting.
 - Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - A progress statement by reference to the master programme for the Works.
 - Details of any matters materially affecting the regular progress of the Works.
 - Subcontractors' and suppliers' progress reports.
 - Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

- 270 CONTRACTOR'S SITE MEETINGS
- General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

- 280 PHOTOGRAPHS
- Number of locations: To demonstrate the progress of the works.
 - Frequency of intervals: Contractors discretion for record purposes and to record any items of note
 - Image format: jpg
 - Number of images from each location: Contractors discretion
 - Other requirements: Record condition of uncovered or retained items on site that were otherwise covered up

285 PARTIAL POSSESSION BY EMPLOYER:

- Applicable: Existing areas of the building will be taken into the Employers possession as soon as these works are deemed fit for occupation. This will allow the Civic Hall and Kitchen to re-open.

Local Services operated by Town Council Officers will remain operational from the front of the building, but functions operating from the Civic Hall itself have been cancelled for the immediate future. Occupation of the existing building areas MUST be available by 1 April 2021 including the Means of Escape corridor serving the changing rooms as the changing rooms will be used by bands performing at the Jazz and Blues festival

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): Within 2 days of anticipated completion to allow an inspection to be carried out.

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

- 410 CASH FLOW FORECAST: Not required for the demolition contract.

Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works

- 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.
 - Include:
 - A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - Details of any additional resources required.
 - Details of any adjustments to be made to the programme for the Works.
 - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
 - Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.
- 440 MEASUREMENT
- Covered work: Give notice before covering work required to be measured.
- 450 DAYWORK VOUCHERS: Not applicable
- 470 PRODUCTS NOT INCORPORATED INTO THE WORKS
- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
 - Evidence: When requested, provide evidence of freedom of reservation of title.
- 475 LISTED PRODUCTS STORED OFF SITE: Not applicable
- 480 LABOUR AND EQUIPMENT RETURNS
- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
 - Records must show:
 - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
 - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

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: Not defective, 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. Water on site is not potable
- Other: Do not use until:
 - 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.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

445 SERVICE RUNS

- General: Provide adequate space and support for services, including unobstructed routes and fixings.
- Ducts, chases and holes: Form during construction rather than cut.
- Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Evidence: Submit, including details of the person proposed, their relevant skills training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history, work related assessments and management structure.
- Submittal date: _____.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: 2 days
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
 - Hinder access to defective products or work; or
 - Be rendered abortive by remedial work.

550 ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than 24 hours

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

610 PROPOSALS FOR RECTIFICATION OF 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.

620 MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
 - Will be at the expense of the Contractor.
 - Will not be considered as grounds for revision of the completion date.

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
 - Identification of the element, item, batch or lot including location in the Works.
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.
 - Details of corrective action.

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 dated 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 together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with the End User and CA
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

740 HIGHWAY/ SEWER ADOPTION

- Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104: Description: No known works are to be carried out to Adoptable Sewers. All sewer work is domestic
- Work for adoption must be:
 - Completed by the Contractor to the satisfaction of the Highway/ Sewer Authorities before the certificate stating the Works are complete is issued.
 - Subject to a Defects Liability/ Rectification Period of 12 months (see Appendix to the Contract/ Contract Particulars).
 - Maintained during the Defects Liability/ Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/ Sewer Authorities.

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - Description of project: Sections A10 and A11.
 - Client's consideration and management requirements: Sections A12, A13 and A36.
 - Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - Significant design and construction hazards: Section A34.
 - Pre construction Information Pack
 -
 - The Health and Safety File: Section A37.

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards:

130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: No known hazards

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than one week prior to start of the Demolition works themselves
- 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.

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:

The Existing Town Hall entered from the front of the building will remain open for the duration of the contract.

Events to be held in the Civic Hall itself have been cancelled, events will be reopened in January 2021 as soon as the existing Civic Hall, Kitchen, Served, Laundry works are completed

Access to the Changing Rooms can be delayed until the works to form the new Dressing room are completed and handed back to the Employer, this can be on a phased basis.

Works to the existing building MUST be complete and operational by 1 April 2021,
The Extension works may continue beyond this date but must be substantially complete so as not to disrupt operation of the building for the Jazz and Blues Festival

All adjacent buildings will remain operational for the duration of the contract

The public car park will remain operational

- 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.

180 ACCESS CONTROL

- Controlled areas: All traffic entering the site should be logged in
All Pedestrians should sign in and out of the site at the site office
- Control type: Paper log
- Security : Controlled by Fob/Keypad to turn alarm system on and off. The contractor will be shown how to operate the alarm.
- Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
- Return of credentials: When requested or on completion of the work to which the controlled area relates.
- Staff are currently working shifts on either a morning or afternoon until the end of November when this is to be reviewed.

190 OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies:
 - Location: Displayed within the Site Hut

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
 - Mobile phones can be used on the site

210 SAFETY PROVISIONS FOR SITE VISITS

- Safety: Submit details in advance 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: All Visitors to the site are to provide protective clothing suitable for the *inspection or work being carried out on site* .

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: Access to the main car park should not be blocked by site traffic and delivery vehicles
 - Pedestrian Access to the Pay Machine should not be blocked
 - Access to the main Town Hall from the side and front of the building should not be blocked
 - Pedestrian access down the side public footpath between the building will need to be notified to have this temporarily suspended whilst works to the side elevation in the vicinity are being carried out. These should be identified on the programme of works so that the relevant notice can be issued to the Local Authority.
 - Roof: The contractor should note that there are changes in level on the existing flat roof, fragile surfaces and no side guarding. Personnel working on the roof should be provided with temporary edge protection.
 - Permit to work: Operatives must comply with procedures in the following areas:
- Work area: Hot Works Permits are required

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

- Use: Not permitted

320 NOISE CONSENT BY LOCAL AUTHORITY

- Consent: Granted by the Local Authority under Part III of the Control of Pollution Act relating to the Works providing the following conditions are met: No work before 8.00am and After 18.00

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.

350 PESTICIDES

- Use: Not permitted.

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.

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found.
- Special requirements: _____.

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.

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.

440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

450 LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

460 POWDER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Special precautions: _____.
- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe eradication or removal. **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.

- 530 EXISTING TOPSOIL/ SUBSOIL: Not applicable
- 540 RETAINED TREES/ SHRUBS/ GRASSED AREAS – Not applicable
- 550 RETAINED TREES – Not applicable
- 555 WILDLIFE SPECIES AND HABITATS – Not applicable
- 560 EXISTING FEATURES
- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
 - Special requirements: _____.
- 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.
- 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT
- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
 - Extent: Before work in each room starts, the following will be removed:
 - All items in the Shed and Store have been removed from the works areas
 - Existing kitchen fixtures cannot be removed and should be protected for the duration of the works
 - Existing fixtures in the hall should be protected when working in this area.
- The Centre dance floor is adjustable Canadian Maple sprung floor and cost £80 to lay not including the cost of the Canadian Maple to the side flooring areas . This must be protected when altering the side floor to provide the ramp, and working to provide heating and ventilation equipment in the ceiling void.
- Appropriate access equipment and crash mats should be provided as well as protective covers for fixtures
- 610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS
- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - _____.
 - Method statement: Submit within one week of request describing special protection to be provided.
- 620 ADJOINING PROPERTY
- Agreement: Access to and/ or use of the following has been agreed with adjacent owners:
 - Permission: Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.
- Notification will need to be provided where any permanent scaffold is erected in the side ally or to the car park area to the side of the building backing onto the Pay Machine.
- The Contractor should consider use of Hi lifts to access higher working areas, to avoid the use of scaffold.
- 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 overstressing 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.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

- General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

120 DESIGN CONSTRAINTS

- Details: Temporary works proposals for Lifting and Dismantling of the existing structure are to be provided

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Reverse order dismantling of the existing building

140 SCAFFOLDING – Not applicable mechanical lifting equipment to be used.

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: Disposal to be to licenced tip or other disposal method

170 WORKING HOURS

- Specific limitations: 8.00am to 6pm Monday to Friday 8.00am to 2pm on Saturdays

180 COMPLETION IN SECTIONS OR IN PARTS

- General: Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice and details of intended siting. The site compound area is restricted The contractor should arrange for all demolition, spoil and arisings to be removed from site on a regular basis.
- Maintenance: Remove when no longer required and make good.

ACCOMMODATION

210 ROOM FOR MEETINGS

- Facilities:

Meetings on site will take place in the ??? room,

Any larger meetings will be arranged by booking table space within the side of the Civic Hall

Where Social distancing rules are in place and meetings cannot be set up in the Civic Hall using well spaced tables , these will be run using MS Teams

220 SITE ACCOMMODATION

- Purpose: Mess hut
- Facilities:
 - Location: within the site compound
 - Floor area: Standard portacabin
 - Furniture and equipment: Table and Chairs, sink unit and storage cupboards,
 - Temperature control: Heater
 - Lighting: Task lighting
 - Services: Double socket outlet
 - Hot drinks: Contractor to provide own kettle
 - Sanitary facilities: WC with separate shower
 - Consumables: Contractor to provide own consumables
 - Septic Tank/Drains: Where the contractor cannot connect to an existing foul drain in the vicinity of the site compound he should arrange for collection of all waste.
 - Site Compound: It is used solely for the purposes of carrying out the Works.
 - The use to which it is put does not involve undue risk of damage.
 - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
 - It is vacated on completion of the Works or determination of the Contract.
 - When vacated, its condition is at least equivalent to its condition at the start of the Contract.

260 SANITARY ACCOMMODATION

- Requirement: Portacabin within the site compound
Maintain in clean condition and provide all consumables.

290 PARKING

- Provide and maintain exclusively for use by Employer's representatives:
not applicable Visitors to site will park on the public pay and display car park

TEMPORARY WORKS

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
 - Details: The rear car park as shown on the Site Constraints Plan

- 320 TEMPORARY WORKS
- Employer's specific requirements: Provide: Herras fence in the Highways yard to the rear of the building being dismantled for the duration of the dismantling works
- 330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION
- Temporary protection: Not required as there are no trees within the site works area
- 340 NAME BOARDS/ ADVERTISEMENTS
- Name boards/ advertisements: Only directional signage identifying the access to the works from the road and car park will be permitted for the purposes of identifying the site. No other identifying signage will be permitted.

SERVICES AND FACILITIES

- 410 LIGHTING
- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.
- 420 LIGHTING AND POWER: All power for the works is to be provided by mobile generators
- 430 WATER
 - Supply: The existing mains may be used for the Works as follows:
 - Metering: Not applicable
 - Source: Existing taps on site within the rear site area
 - 440 MOBILE TELEPHONES
 - Direct communication: As soon as practicable after the start on site:
 - provide the Contractor's person in charge with a mobile telephone.
- 470 E-MAIL AND INTERNET FACILITY: Not applicable
All Email communication for the purposes of the works will be via main registered offices.
Communication with site will be via mobile phone, Tablet and Laptop with Wi Fi connection (where available)
- 510 TEMPERATURE AND HUMIDITY
- Levels required by the Employer: Not applicable
- 520 USE OF PERMANENT HEATING SYSTEM
- Permanent heating installation: Not applicable
- 540 METER READINGS
- Charges for service supplies: Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - Copies of readings are supplied to interested parties.
 - 550 THERMOMETERS
 - General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.
- 570 PERSONAL PROTECTIVE EQUIPMENT
- General: Provide for the sole use of those acting on behalf of the Employer/ Client, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2
 - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 2
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2
 - Disposable respirators to BS EN 149.FFP1S.
 - Eye protection to BS EN 166.
 - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

GENERALLY

110 THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
 - Part 1: General: Content as clause 120.
 - Part 2: Fabric: Content as clause 130.
 - Part 3: Services: Content as clause 140.
 - Part 4: The Health and Safety File: Content as clause 150.
 - Part 5: Building User Guide: Content as clause 151.
- Responsibility: The Building Manual is to be produced by _____ and must be complete no later than _____.
- Information provided by others: Details: _____.
- Compilation:
 - Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - Obtain or prepare all other information to be included in the Manual.
- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
- Final copies of the Manual:
 - Number of copies: _____.
 - Format: _____.
 - Latest date for submission: _____ weeks before the date for completion stated in the contract.
- As-built drawings and schedules:
 - Number of copies: _____.
 - Format: _____.

115 THE HEALTH AND SAFETY FILE

- Responsibility: _____.
- Content: Obtain and provide the following information: _____.
- Format: _____.
- Delivery to: _____ By (date): _____.

115 HEALTH AND SAFETY INFORMATION

- Content: Obtain and provide the following information: _____.
- Format: _____.
- Deliver to: _____ No later than: _____.

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
 - Index: list the constituent parts of the manual, together with their location in the document.
 - The Works:
 - Description of the buildings and facilities.
 - Ownership and tenancy, where relevant
 - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
 - The Contract:
 - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - Overall design criteria.

- Environmental performance requirements
- Relevant authorities, consents and approvals.
- Third party certification, such as those made by competent persons in accordance with the Building Regulations
- Operational requirements and constraints of a general nature:
 - Maintenance contracts and contractors.
 - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
 - Emergency procedures and contact details in case of emergency.
 - Other specific requirements: _____.
- Description and location of other key documents.
- Timescale for completion: _____.

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
 - Detailed design criteria, including:
 - Floor and roof loadings.
 - Durability of individual components and elements.
 - Loading restrictions.
 - Insulation values.
 - Fire ratings.
 - Other relevant performance requirements.
 - Construction of the building:
 - A detailed description of methods and materials used.
 - As-built drawings recording the construction, together with an index.
 - Information and guidance concerning repair, renovation or demolition/ deconstruction.
 - Periodic building maintenance guide chart.
 - Inspection reports.
 - Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
 - Fixtures, fittings and components schedule and index.
 - Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
 - Test certificates and reports required in the specification or in accordance with legislation, including:
 - Air permeability.
 - Resistance to passage of sound.
 - Continuity of insulation.
 - Electricity and Gas safety.
 - _____.
 - Other specific requirements: _____.
 - Timescale for completion: _____.

140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
 - Detailed design criteria and description of the systems, including:
 - Services capacity, loadings and restrictions
 - Services instructions.
 - Services log sheets.
 - Manufacturers' instruction manuals and leaflets index.
 - Fixtures, fittings and component schedule index.
 - Detailed description of methods and materials used.
 - As-built drawings for each system recording the construction, together with an index, including:
 - Diagrammatic drawings indicating principal items of plant, equipment and fittings
 - Record drawings showing overall installation

- Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
- Identification of services – a legend for colour coded services.
- Product details, including for each item of plant and equipment:
 - Name, address and contact details of the manufacturer.
 - Catalogue number or reference
 - Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - Information and guidance concerning dismantling, repair, renovation or decommissioning.
- Operation: A description of the operation of each system, including:
 - Starting up, operation and shutting down
 - Control sequences
 - Procedures for seasonal changeover
 - Procedures for diagnostics, troubleshooting and fault finding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
 - Electrical circuit tests.
 - Corrosion tests.
 - Type tests.
 - Work tests.
 - Start and commissioning tests.
- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
- Lubrication: Schedules of all lubricated items
- Consumables: A list of all consumable items and their source.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- Emergency procedures for all systems, significant items of plant and equipment.
- Annual maintenance summary chart.
- Other specific requirements: _____.
- Timescale for completion: _____.

150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - residual hazards and how they have been dealt with
 - hazardous materials used
 - information regarding the removal or dismantling of installed plant and equipment
 - health and safety information about equipment provided for cleaning or maintaining the structure;
 - the nature, location and markings of significant services,
 - information and as-built drawings of the structure, its plant and equipment
 - _____.
- Information prepared by others: Details: _____.
- Timescale for completion: _____.
- Submit to: _____.

151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE

- Content: Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy & environmental strategy.
 - Water use.
 - Transport facilities.

- Materials & waste policy.
 - Re-fit/ re-arrangement considerations.
 - Reporting provision.
 - Training.
 - Links & references.
 - Other specific requirements: _____.
 - " Timescale for completion: _____ .
- 160 PRESENTATION OF BUILDING MANUAL
- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
 - Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
 - As-built drawings: The main sets may form annexes to the Manual.
- 190 MAINTENANCE SERVICE
- Scope; provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items
 - _____.
 - Terms: _____.
 - Commencement: _____.
 - Duration: _____.
- 220 TRAINING
- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
 - Level of training _____.
 - Time allowance: Include a minimum of _____ days.
- 230 SPARE PARTS
- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
 - Content: Include in the priced schedule for:
 - Manufacturers' current prices, including packaging and delivery to site.
 - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
 - Referencing to the plant and equipment list in Part 3 of the Building Manual.
 - Painting, greasing, etc. and packing to prevent deterioration during storage.
 - Latest date for submission: _____.
- 250 TOOLS
- General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
 - Quantity: Two complete sets.
 - Time of submission: At completion.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

- 110 MANAGEMENT AND STAFF
- Cost significant items:
The Contractor is to provide One competent Site Manager for the duration of the works. The Site Manager may be a working member of the site team

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

- 110 SITE ACCOMMODATION
- Details: Site accommodation : See section A36.
 - Cost significant items: not applicable

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

- 110 SERVICES AND FACILITIES
- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
 - Cost significant items: Not applicable

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

- 110 MECHANICAL PLANT
- Cost significant items: Mechanical Lifting Equipment

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

- 110 TEMPORARY WORKS
- Details: Temporary works required : See section A36.
 - Cost significant items: Support of the existing building during dismantling

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

110 WORK BY/ ON BEHALF OF EMPLOYER

- Title: None required

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120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

- General: Group Two fixtures are to be provided by the Client for fixing by the Contractor as described in the Schedule of Works

A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS

110 WORK BY LOCAL AUTHORITY

- Item: Not applicable

120 WORK BY STATUTORY UNDERTAKERS

- Item: Not applicable

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A54 PROVISIONAL WORK/ ITEMS

520 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – LA FEES

- Provisional sum: Building Control Fees have been paid direct by the Employer
- Planning Approval for the Works was obtained on 12 March 2020, A Copy of the approval is contained in the Pre construction Information pack
- An application for discharge of materials has been submitted.
- A Planning Application Minor Amendment is to be submitted at the same time as this Tender is issued, with the intention that the Minor Amendment is agreed before works come out of the ground, the amendment to the Planning approval is identified on the Elevations Fees have/are to be been paid direct by the Client

A55 DAYWORKS

Not applicable