

**Specification of Works:  
Repair and Refurbishment Works**

**At:  
The Flat, 21 Market Place, Southwold, Suffolk**

**On behalf of:  
Southwold Town Council**

**Ref:  
1910005**

**Version:  
B - Tender**

**Date:  
23rd April 2020**

**Prepared by**

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1	SECTION 1 – PRELIMINARIES/GENERAL CONDITIONS	Cost (£)	
1.01	<b>Contract Parties</b>		
1.02	Employer:		
	Southwold Town Council		
1.03	Contractor:		
	TBC		
1.04	<b>Contractual Matters</b>		
	i. It is intended that these preparatory works will be contracted by way of a JCT Minor Works with Contractor Design 2016. All Contract Terms apply.		
	ii. Base Date: Not applicable		
	iii. CDM Planning Period: 2 weeks		
	iv. Date for Commencement / Completion of Works:		
	Commencement to be confirmed. Completion within 5 weeks of commencement date.		
	v. Liquidated Damages: £500 per week		
	vi. Rectification Period: 6 months		
	vii. Retention Percentages: 95% for Interim Valuations and 97½% after Practical Completion.		
	viii. Adjudication clauses apply. Arbitration clauses do not apply		
	ix. Insurances: Clause 5.4B applies - Employer arranges composite cover for the Works and for the existing structures. The Contractor shall maintain a Contractors All Risk Policy of not less than £1,000,000. The Contractor must provide evidence of suitable current Contractors All Risks, Public Liability and Employer's Liability insurance cover to a minimum level of £5 million. The Employer will insure the building.		
	x. Contractors Design Portion:		
	Electrical design		
	In respect of performance specified items, it is the contractor's duty to check the integrity of the item advised in contract documents or notify the CA where this is not checked.		
1.05	<b>Restrictions and Requirements</b>		
	- No smoking will be permitted within any part of the building.		
	- No burning will be permitted on site.		
	- No trespass of workmen, plant or materials onto or over adjoining owner's property.		
	- The Contractor will be responsible for security of the building and all fixed or unfixed contents during the contract period.		
	- The Contractor will be responsible for the stability of the building at all times - provide all necessary temporary works and supports.		
	- The Contractor will be responsible for safe isolation, protection and termination of all mechanical & electrical services prior, during and after the works.		
	- No noisy work is to be undertaken outside normal working hours.		
	The site must be kept clean and tidy at all times. Do not allow rubbish, dirt or debris to spread off site.		
	At the end of the contract the buildings and grounds must be left in 'as found' condition. Clear away all equipment, rubbish & debris.		
	Comply with all relevant road traffic and parking legislation at all times.		
	All work to gas services must be undertaken by a qualified Gas Safe Register registered fitter. The Contractor will be responsible for the provision of safe access equipment.		

	All electrical works to be completed by a register NICEIC electrician. All necessary certification to be provided on completion of the Works.		
1.06	<b>Health &amp; Safety</b>		
	The relevant sections of the CDM Regulations 2015 apply. The project will not be notifiable. Submit method statements and risk assessments at pre-start meeting stage.		
	The Contractor must take all due precautions when drilling or opening up previously enclosed areas.		
	An asbestos survey will be provided by the Employer.		
	All normal Health & Safety practices must be applied and enforced, including (but not limited to):		
	Personal Protective Equipment		
	Working at heights		
	Isolation of services		
	Preventing falls		
	Preventing objects dropping from height		
	Working in enclosed areas		
	Control of dust		
	Control of noise		
	Vibration injuries		
	Manoeuvring vehicles and plant		
	Lifting & carrying heavy items		
	Structural Collapse		
	Hygiene & disease control		
	Fire Prevention		
	COSSH Regulations		
	The Contractor must take due regard to other occupiers in the adjacent buildings and providing adequate warning and protection from the works at all times.		
	The Contractor is permitted to use excising WC and welfare facilities on site.		
1.07	<b>General</b>		
	The Contractor is to allow for all foreseeable preliminary items including welfare, hoarding and scaffolding/access.		
	The Contractor may use existing utility services where installed however no undertaking is provided that these are suitable for the Contractors use.		
	Adequate full time supervision must be provided at all times and a responsible person must be designated and present throughout working hours.		
	The Contractor must fully comply with all relevant legislation, codes and byelaws.		
1.08	<b>Accommodation</b>		
	The Contractor is permitted use of the building within agreed areas, for the provision of site accommodation required to comply with health and safety requirements		
	There is limited public highway parking available.		
1.09	<b>Attendance</b>		
	The Contractor is to allow for all necessary attendance and builder's work on all trades/sub-Contractors to facilitate the works.		
1.1	<b>Scaffolding/High Level Access</b>		

	The Contractor shall provide and install all necessary scaffolding hoists, ladders, staging, tackle, tarpaulins etc., and alter or adapt them during the works and maintain same and keep in good order. Scaffolding shall comply with British Standard 5974:2010 and British Standard EN 12811:1 and all subsequent British Standards.		
	All scaffolding etc. shall be erected and maintained where necessary to include use by all sub-contractors. All scaffolding shall be erected in accordance with current Codes of Practice and in compliance with the Construction (Design and Management) Regulations 2015. All necessary watching and lighting shall be provided. All scaffolding shall be dismantled on completion of the works and carted away from the site.		
	CDM Note: Ensure scaffolding and scaffold towers are inspected before use and every 7 days.		
<b>1.11</b>	<b>Extent of Works</b>		
	The works described herein are general refurbishment and repair as further described in the scope of work.		
<b>1.12</b>	All dimensions, sizes and areas are to be checked on site prior to the commencement of works or ordering of materials and the CA is to be advised of any discrepancies. Dimensions quoted in this specification and accompanying documents are for information only and are not to be used for construction. On no account will the Employer be held responsible or liable for extras or omissions.		
<b>1.13</b>	Where particular materials, products or manufacturers are specified, equivalents may be used, provided the prior consent and approval of CA has been obtained.		
<b>1.14</b>	The Contractor is to clearly establish the extent of the works required to complete them satisfactorily. All queries must be raised during the tender period, as no claim for additional items will be considered once the contract has been awarded.		
<b>1.15</b>	The drawings to accompany this specification are:		
	North and Hawkins Drawing 1910005/PL01		
	<b>Sub - Total - Preliminaries</b>		

<b>Externally</b>			
1	Replace latch to yard gate.		
2	Redecorate gate, frame, timber panelling and corrugated steel cladding forming the edge of the courtyard.		
3	Sweep through the courtyard to remove all weeds, vegetation and clear out gulleys.		
4	Reposition the existing shed slightly away from the brick flank wall to allow a gap along the rear. Refelt the roof of the shed, forming a welted drip detail to the perimeter.		
5	Rub down and redecorate timber shed with colours to match existing.		
6	Ease and adjust main entrance door, rub down and redecorate to match existing colour, satin finish paint.		
7	Allow to redecorate external pipework where previously painted, colour black. Deep clear where PVCu black rainwater goods and soil and vent pipe is present.		
8	Allow the provisional sum of £150 for external joinery repairs.		
9	Allow to gain access to and redecorate all windows externally to include timber sills and sub-sills, frames and linings. Include access to chimney to aid removal of flue liner.		
<b>Internally</b>			
10	On the first floor landing, remove the existing small loft hatch. Cut out opening to form new loft hatch approximately 500 x 500mm structural opening, allow to install additional timber bracing to line opening. Supply and fit MDF loft hatch within lining, with rigid insulation adhered to the top face to maintain thermal integrity. (100mm PIR insulation).		
11	By reference to the Trinity report and quotation dated 9th January 2019, to the ground floor entrance lobby, allow to treat damp party walls to the areas as shown on plans. All works to be undertaken by approved specialist damp remediation contractor, with 5 year insurance backed guarantee to be provided to the employer. For pricing purposes allow for hacking off skirtings, dado rail and plaster to heights shown on the Trinity plan, treating masonry substrate with injected silicone treatment, and make good with damp inhibiting renovating plaster to match existing finish. Reinstatement to include new skirtings. No allowance for Newton membrane at this stage although this may be installed as a variation once brickwork is exposed.		
12	Within the ground floor lobby, allow to hack off an area of damp damaged ceiling plaster and make good with new 12.5mm plasterboard and skim finish. Allow for 2 sq.m.		

13	To first floor landing, hack off plaster ceiling complete and cart away. Re-line with 12.5mm tapered edge off-set plasterboard, fill joints and skim finish ready for redecoration.		
14	To first floor landing, remove area of damaged plaster to staircase partition and replaster in plasterboard or gypsum multi finish as necessary to provide finish ready for decoration. Allow for 3 sq.m.		
15	To the kitchen ceiling, allow to board over existing soffit with 12.5mm plasterboard, tapered edge tape joints and skim ready for decoration. Allow to bring forward detectors and light rose as necessary. Leave ready for decoration.		
16	Allow to refix the cupboard door below the kitchen sink.		
17	Allow to refix 1 No. loose balustrade to the staircase and reline the treads complete, with new MDF sections, cut to match existing profile. Allow to stiffen the staircase with additional blocks, glued and screwed to the underside of the stairs. To achieve this, allow to remove the plaster soffit from the understairs cupboard and reinstate with 12.5mm plasterboard, skim finished upon completion.		
18	Remove curtain rail from bedroom and make good prior to decoration.		
19	Remove existing multi fuel log burner from the living room including the flue liner throughout and cart away. Stud and plasterboard the fireplace opening and skim finish. External access costs shown elsewhere.		
20	Provide adhesive, grouting and quarry tile finish to the existing fireplace recess.		
21	To 3 No. windows within the living room, allow to dismantle and fully refurbish allowing to leave the bottom sashes of all three opening windows fully operational. Allow for new weights, pulleys, cords and fasteners. Reassemble and leave fully operational.		
22	To the bedroom sash window, allow for lightly easing and adjusting to leave fully operational.		
23	To casement window serving the kitchen, bathroom and lobby between the two, allow for easing and adjusting to leave all fully operational. Allow for replacement catches and fasteners to all opening casements.		
24	Allow for 2 No. minor repairs where wet rot decay has affected the casement.		

25	Internal redecoration to comprise removal of wallpaper finishes to the kitchen and bedroom. Wood chip paper to living room can remain. Redecoration to comprise of such rubbing down preparation and making good as is necessary and finishing walls and ceilings with 2 No. coats Dulux Trade emulsion paint, colour - white. Joinery to be rubbed down, prepared and redecorated with 2 No. coats of Dulux Trade satin finish paint. Colour white generally, but with light grey to skirtings and architraves.		
26	Replace light fitting to ground floor lobby with LED lamp.		
27	To living room, remove 2 No. pendant light fittings. Alter electrical cabling and supply and install 6 No. LED spotlights recessed to the ceiling.		
28	To the bedroom, remove existing pendant light fitting and alter cabling as necessary. Supply and fit 2 No. LED recessed light fittings.		
29	Within the kitchen, remove existing light fittings and cart away. Supply and fit new multi directional LED light bar with 4 No. lamps.		
30	Within bathroom, remove existing pendant light fittings, alter and extend light cabling and supply and install 2 No. LED light fittings, appropriately IP rated for bathroom environment.		
31	At high level within the bathroom, form opening through the external wall, extend power supplies as necessary, supply and install new silent running Silivent extraction fan, connected to the light fitting, with override situated outside the bathroom, to achieve 15 litres/second. Install black cover grille to opening externally.		
32	To kitchen, supply and fit externally ducted extractor hood Lamona LMS2400 60cm Stainless Steel Chimney Cooker Hood or equivalent. Include for boxing in rigid extract duct and brick coloured external louvre. To achieve 30 litres/second. Install black cover grille to opening externally.		
33	Lift existing carpet finishes where present and cart away.		
34	Allow to supply and lay new hardboard base layer over existing floorboards where carpet currently laid.		
35	Within the kitchen, allow to lift damaged floorboards, without removing kitchen units, and make good decayed damaged section. Reinstall floorboards. Overlay kitchen flooring area where exposed, with 9mm ply fully fixed in position to existing floorboards. Ply layer to extend to lobby between kitchen and bathroom.		
36	Lift existing vinyl to bathroom and understairs cupboard.		
37	To all existing carpeted areas, allow to supply and lay new hardwearing broadloom carpet. Allow provisional sum of £20 per sq.m. for supply only of carpet. Lay complete including all gripper rods, adhesive and wastage as necessary.		

38	To the understairs cupboard, kitchen and bathroom, supply and lay new sheet vinyl flooring, allowing £20 per sq.m. for supply only. Lay complete including all adhesive and trims as necessary.		
39	Supply and fit new roller blinds to all windows.		
40	Design, supply and install new secondary glazing to all windows, to be aluminium framed powder coated white, with opening arrangement to match each individual window so as to ensure ease of continued operation.		
41	Where older style, discoloured sockets and switches are present, allow to remove complete and replace with new MK standard sockets, switches and boxes. (2 No. within living room).		
42	Remove existing Dimplex heaters to living room and bedroom. Supply and fit new glass fronted Dimplex Girona panel heater (white). Contractor to design output. For pricing purposes allow for 1no. 1kW unit.		
43	Extend electrical supply as necessary to provide a plug socket within the newly boarded fireplace recess (to allow future use of fire effect electric heater if desired).		
44	Provide new EICR fixed wiring electrical installation test certificate.		
45	Test and provide certificate for hard wired smoke detection and CO alarm.		
46	Fully deep clean all areas prior to handover.		
47	Preliminaries (brought forward sub-total from Preliminaries pages).		
	<b>Total, excluding VAT</b>		



## Form of Tender

\*I/We: .....

carrying on business at:

.....

having examined the specification and manufacturers recommendations and literature, hereby tender and undertake to execute and complete the whole of the said Works in conformity with the aforementioned documentation for the sum of:

£..... (in figures)

.....(in words)

exclusive of VAT (or such other sum as may be ascertained in accordance with the Conditions of Contract).

Should My/Our tender be accepted, and if requested by the Employer, I/We agree to enter into the Articles of Agreement. Unless and until such an agreement is executed this Form of Tender and the acceptance hereof shall constitute a binding contract between us.

I/We agree that the insertion by me/us of any conditions qualifying this tender or any unauthorised alteration to any of the tender documents may cause the tender to be rejected and confirm that I/We have not inserted any conditions qualifying this tender or made any unauthorised alteration to any of the tender documents.

I/We certify that the details of this tender have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person, firm or company.

I/We also certify that I/We am/are not a party to a scheme or arrangement under which any other tenderer was reimbursed any part of his/her tender cost.

I/We confirm that the above sum includes all Provisional Sums and all Contingencies and agree that this tender shall remain open for acceptance by you and shall not be withdrawn for a period of **10 weeks** from the closing date for return of tenders.

I/We understand that you are not bound to accept the lowest or any tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

I/We hereby warrant and undertake to you in the terms set out in the Instructions to Tenders.

I/We certify that this is a bona fide Tender.

I/We undertake to complete and deliver the whole of the Works comprised in the Contract within **5 weeks** from the Date of Possession.

**Contractor's Representative's Signature:**

**(Print Name in Full):** .....

**Position in Company/Firm (must be a director or secretary or another person authorised by the company to sign \*):**

.....

**Name of Company/Firm:**

.....

**Address:**

.....

.....

.....

**Tel. No(s):** .....

**Email Contact:** .....

**Date** .....

## Risk Classification

**Likelihood:** Remote = 1; Possible = 2; Probable = 3

**Severity:** Minor = 1; Serious = 2; Severe / Fatal = 3

**Risk rating:** 1, 2 = Low; 3 - 5 = Medium; 6 - 9 = High

[illegible]