

**Tender Enquiry for the Demolition of
Existing Groundsman Machine Store
and Construction of New Machine Store
with Offices Above.**

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Section One, Preliminaries

1. Parties

Client	Minster Parish Council Library & Neighbourhood Centre 4a Monkton Road, Minster-in-Thamet, Nr Ramsgate, Kent. CT12 4EA
Architect	Dorman drawing & design 9 Frances Gardens, Ramsgate, Kent. CT11 8AF
Structural Engineer	Holt and Wotton The Coach House Quex House, Quex Park, Birchington, Kent. CT7 0BH
Building Control	Assent Building Control Kent Innovation Centre Millennium Way, Broadstairs, Kent. CT10 2QQ

2. Contract

The Contract will be the Joint Contracts Tribunal Minor Works Contract with Contractors Design 2016 edition. As part of the Contractor's design responsibility he will be given the opportunity of putting forward alternative products to those listed in the Scope of Works for approval so long as they are of equal or better specification.

The Contract will be unamended excepting only that consideration will be given to valuation and payment periods in order to assist the Contractor.

3. Health & Safety Requirements

The Contractor will issue the F10 document prior to commencement of works on site.

Copies of Health and Safety Plan, Method Statement and Risk Assessment and copies of the Contractor's insurances must all be provided prior to commencement of works on site. A copy of all of these documents must be retained on site at all times.

The Contractor should visit the site prior to submitting his tender to make himself fully aware of site conditions. Specific attention is drawn to the proximity of the school to the site.

It is the Contractor's responsibility to ascertain the exact position of all existing concealed services within or adjacent to the site. Arrange with the appropriate authorities for the location of all mains services and mark the positions affected by the works.

4.Site Facilities

The following facilities will be provided to the Contractor free of charge:-

- a) The Contractor can make arrangements to connect to the water and electricity supply within the adjacent pavilion. Adequacy of these supplies must be checked prior to these connections being made.
- b) The existing toilet to the pavilion accessed via an external door will be provided for the use of the Contractor on the condition that this facility is kept clean at all times. Failure to do this will result in this facility. being immediately removed.
- c) Adequate space will be provided to the Contractor for his site compound.

The site must be secured by means of perimeter fencing and site access restricted to only those working on or visiting the site.

The Contractor shall employ a full time site agent suitably experienced to undertake these works. Once on site the site agent will not be replaced without the prior agreement of the Client.

Four sets of PPE will remain on site for the use of the Client and members of the professional team when they visit the site

The Contractor is to include for all necessary scaffolding to undertake the works.

The Contractor is to include for welfare and drying room for his operatives together with suitable accommodation for his site representative.

5. Valuation and Payment

The Contractor shall submit his tender offer on the Tender Offer document provided (Appendix Two). In addition, he will provide a breakdown of his tender offer on the Tender Summary document provided (Appendix 3). This document will be used for valuation purposes.

Valuations will be carried out on a fortnightly basis with payment being made 14 days thereafter.

The Contractor is to provide sufficient detail of his Preliminaries costs to enable a fair assessment to be made at valuation.

5% retention will be held on all payments throughout the currency of the contract. Retention will be released to the Contractor 28 days after practical completion has been achieved excepting only on the mechanical, plumbing and electrical installations where 2.50% retention will be held for a 12 month cycle of these systems.

Section Two:- Scope of Works

General

The Contractor is to submit his price based on the drawings and Scope of Works provided and should include for everything reasonably inferred therefrom within his price.

1.0 Demolition

Disconnect and make safe all existing services currently serving the groundsman machine store.

Carefully remove electrically operated roller shutter to the front of the machine store, protect and set aside for re-use in the new store.

Arrange to have carried out a type 2 asbestos survey prior to commencement of any demolition works.

Carry out the complete demolition of the existing machine store and remove from site including breaking out all hard standings and removing existing foundations.

1.3 Ground Floor Construction

Lay minimum 150mm approved selected hardcore or ST1 fill and 50mm sand blinding. 1200 gauge visqueen polythene dpm with minimum 300mm lapped and sealed joints taken around slab and dressed under dpc.

Lay 150mm RC35 concrete slab with A193 mesh in top with 30mm cover

To ground floor office area lay 100mm thick Celotex GA4000 or similar approved flooring grade insulation boards laid break bonded with joints tightly butted in accordance with manufacturers instructions. Provide upstand perimeter insulation Celotex TB4020 to full depth of screed. Lay 1000 gauge polythene vapour control separation layer over insulation. Lay 65mm cement/sand screed to finished floor level. Target "U" value of floor to be 0.22W/m²K.

Where services run in the ground floor screed ensure that support is adequate on each side of the service.

1.6 Foundations

Allow for mass concrete strip foundations, 600mm wide to external walls and 450mm wide to internal walls, foundations to be minimum 1000mm deep. Concrete grade to be C30 to BS5328. Size and depth of strip foundations subject to inspection on site by the Building Control Officer.

Mass concrete bases for steel frame to be as indicated on the Structural Engineers drawings.

The Contractor is to include for all necessary earthwork support and the removal of surplus spoil

2.1 External Walls

Generally 300mm thick overall cavity wall construction to new external walls. Outer skin 102.5mm (colour to match existing pavilion) stock facing bricks laid stretcher bond in cement/sand mortar, 100mm dritherm 34 super insulation and inner skin of 100mm thick 440x215 blockwork

with compressive strength of a minimum of 2.8N/mm². Plasterboard on dabs to internal face of blockwork. Target "U" value of external wall 0.28W/m²K

Wall ties to be Ancon Staifix RT2 or similar approved installed to manufacturers instruction. Cavities to be closed by proprietary insulated cavity closers all as indicated on drawings.

Movement joints to be 6.0m centres in blockwork and 12.0m centres in brickwork in accordance with manufacturers recommendations.

Provide and install Ruberiod Hyload or similar horizontal DPC's in external walls @ min 150mm above finished ground level with 150 lapped and sealed joints and full laps at corners. Provide horizontal DPC's as above below all sub-cills, parapets and thresholds. Provide 200mm wide vertical DPC's to all external wall opening jambs dressed 30mm beyond cavity closer. Provide DPC's to steel posts and cavity barriers passing through cavities. Provide cavity tray DPC's in external walls at roof abutments, above lintels, bridging ducts, cavity barriers, cover flashings etc. Min 150 beyond either side with stop ends.

Provide weepholes over DPC's with propriety perpend filters at maximum 900 centres.

Black featheredge timber cladding on counter battens to give a continuous air flow behind, thru membrane onto faces and cheeks to first floor dormer areas as shown. Cladding to return into reveals. All fitted in strict accordance with manufacturers instructions.

2.2 Internal Walls

All non-loadbearing studwork partitions where shown consisting of 100x50 s/w vertical studs @ max 600 centres, with 100x63 head and sole plates and 100x50 softwood noggins @ max 1200 centres and 2no 200x50 s/w lintels over openings.

Provide 1no layer 12.5mm Gyproc wallboard and 5mm skim either side of studwork with 67mm thick rockwool acoustic slab mineral wool sound deadening quilt between stud partitions where shown. Provide moisture resistant plasterboard to wet areas.

Loadbearing partitions to be constructed strictly in accordance with structural engineers details and calculations.

To location as shown on drawing MPC-BR03 supply and install continuously hinged top hung acoustic sliding folding screen as manufactured by London Wall Design or other equal approved.

2.3 Floors

C24 floor joists at 400 c/c spanning from internal steel structure all as per structural engineers drawing and specification. Noggins at mid span typically 1.8m centres all as engineers details. Double joists or double noggins under first floor partitions as required around staircase and lift openings

18mm tongued and grooved chipboard floor decking with glued joints screwed to floor joists. Moisture resistant chipboard in wet areas. Provide 75mm rockwool acoustic quilt between floor joists. To floor above groundman store fit 140mm rockwell flexi.

2.4 Staircase

Provide and fix a custom made timber staircase positioned as shown on plans, approx 865mm O/A strings. Floor height 2485 approx. Number of risers 13 @191.50mm, going 220mm with a max pitch of 42 degrees.

Normal scantlings for timber elements to be strings 28mm, treads 25mm, risers 15mm and newels 90mm square, except at turns where a double width size newel will be used. Variety of timber to be selected by Client. Handrails to be fixed 900mm vertically above the pitch line at the nosings. 1100mm above the floor level for horizontal balustrades. 28mm square minimum balusters to be fixed vertically at a maximum of 115mm centres. All in strict accordance with current building regulations.

2.7 Roofs

Cut and pitch roof as per Structural Engineers design.

Where timbers run parallel to external walls provide 30x35mm galvanised mild steel restraint straps at max 1800 centres or as otherwise directed by Structural Engineer. Straps to span over min 3no members with solid packing between members supporting straps.

100x75mm treated s/w wallplates bolted to internal leaf of cavity wall, all joints to be half lapped. Wallplates secured with 30x2.5x 1200mm long batt galvanised m.s vertical restraint straps at max 1800mm centres fixed to plate and turned down face of wall as recommended by Structural Engineer.

All structural and carcassing timbers to be double vacuum/pressure impregnated with organic water based preservative to BS5568.

All external timber to be pre-treated with preservative to BS 5589

The contractor is to provide and install a canopy over the main entrance door as protection from the rain.

2.8 Frame

All new steelwork to be grade S275 hot-rolled steel sections to BS 5950 Part 5: 1987, steelwork to be painted with two coats epoxy zinc phosphate primer as specified by Structural Engineer. Supply and install steel beams over new openings and beams to other locations as indicated by the Structural Engineer. All stanchion and beam sizes, weights, connections, padstones etc to be designed by the engineer, positions as shown.

All internal steel beams and columns to be encased to provide a minimum 1 hour FR-consisting of British gypsum Glasroc S frameless encasement system comprising 15mm glasroc S boards & soldiers on 25x25mmGA1 steel angles, all secured with Glasroc S screws assembled and fixed in accordance with British Gypsum site book. Provide Glasroc filler to all joints, gyproc angles at all external corners and finish encasement with Thistleboard finish. Supply and fix 15mm glasroc S boards to exposed faces of SHS columns where shown, cover with min 300mm wide expanded metal lathing to carry new plaster finish across the glasroc as appropriate.

3.1 External Wall Openings

Provide generally IG L1/S50 or similar approved galv steel lintels to BS5977 over all new external wall openings where indicated by the Structural Engineer. All lintels to suit opening spans and to be provided with min 150mm end bearings. Provide and install Rytons or similar weephole ducts above external lintels (min 2no per lintel). All external lintels to be fully insulated.

Supply and install approved custom made sealed double glazed white PVCu windows by specialist manufacturer suitable for extreme exposure. Sizes and patterns as shown on drawings incorporating concealed storm proofing by anti-capillary channels, permanent durable weather & draft sealing strips. Windows to all habitable rooms to comply with Part B of the Building Regs for means of escape with clear opening lights equivalent to 0.33sqm & min 450mm width and height.

Provide controlled trickle vents to all habitable rooms, to ventilate at a rate of 8000mm² all in accordance with Building Regulations.

All frames to be securely fixed with suitable galv m.s anchors/brackets and sealed at perimeter with polysulphide non-hardening mastic compound.

All double glazed windows to be Pilkington dual sealed argon filled with 16mm air gap and soft low-E coating glazing units in accordance with BS 5713.

All glazing below 800mm from FFL to be toughened safety glass to conform to Part N1 & all opening lights to conform to part N3 of the Building Regulations

Provide suitable metal bar guarding rail to all windows with openings less than 800mm above finished floor level at that height.

Supply and install approved custom made high performance sealed double glazed aluminium doors suitable for severe exposure, size and patterns as shown on the drawings incorporating draft sealing etc. All frames to be located on suitable m.s anchors/brackets recommended by the manufacturer.

Ground floor doors and frames to be timber to match existing pavilion doors

Take out of storage and re-fix existing roller shutter door.

Adjacent to roller shutter door provide and install letter box, final design to be agreed.

Supply and install security shutters to glazed screen and french doors to balcony area.

3.2 Internal Wall Openings

Supply and install internal doors comprising hardwood veneered hollow core doors on softwood frames complete with architraves and incorporating ironmongery from the Laidlaw Orbis range or equal approved.

3.4 Balustrading

Supply and install 1100mm high balcony balustrade comprising steel circular uprights and handrail with glazed balustrades. Glass to be tinted grey.

3.7 Dormers & Rooflights

Flat roof to dormer to have GRP roof fixed as manufacturers guidelines onto screwed 9mm plywood thru 125mm Celotex TD4000 on 19mm exterior quality plywood on softwood splay cut firing to give a minimum 1:80 fall. 50X150mm SC3 treated softwood joists at 400mm centres with galvanised lateral strapping to be bolted back with M12 bolts and toothed connectors to existing rafters and beams all at Structural Engineers specification.

Treble up rafters under cheeks of dormer and fit 2x50x150 joists over window. 12.5mm foil back plasterboard ceiling. Soffit board to allow 25mm continuous air vent to roof space. Minimum 150mm upstand to code 4 lead flashing dressed over roofing felt upstand and all intersections.

Cheeks and face of dormers to have plain tiles hung on battens on untearable roofing felt on 12mm external grade plywood sheathing bonded and screwed to internal and external sides of 50x100mm studding at 400mm centres. (Fit external and internal boarding to the dormer cheek located in close proximity to the neighbours boundary, cement board to be fixed giving a minimum of 60 minutes fire

resistance preventing risk of spread of fire spread if deemed necessary by building control officer), having 60mm Celotex FR4000 between studding with a further 37.5mm Celotex PL4000 with a lightweight skim.

Fit grey/black UPVc windows to dormers

Supply and fix once rounded internal window boards to dormer windows

Supply and install Velux rooflights as indicated on drawings

4.1 External Wall Finishes

To support columns and beams to balcony provide two full coats Hammerite black paint.

4.2 Internal Wall Finishes

To all internal wall surfaces apply one mist coat and two full coats of emulsion paint from the Dulux standard range of colours. Final colour to be agreed.

To the wash basin within the toilet and the sink within the kitchenette provide a 300mm high tile splashback. Provide silicone sealant to all exposed edges of tiles.

Paint with one undercoat and two full gloss finishing coats internal door frames and architraves and window boards.

4.3 Floor Finishes

To all wet floor areas including kitchenette provide and lay Tarkett safe-tread sheet flooring complete with coved skirting. Colour to be approved by Client

To all remaining communal floor areas and staircase provide and lay Tarkett vinyl sheet flooring complete with coved skirting. Colour to be approved by Client.

To staircase provide aluminium non-slip edge strip nosings

Include the Provisional Sum of £500.00p for carpet and underlay to the main office area.

Supply and fix 119x19mm once rounded ready primed mdf skirting to office areas.

Paint with one undercoat and two gloss finishing coats to skirtings.

To external soffit of balcony supply and install tongued and glued boarding stained black.

4.5 Ceiling Finishes

Supply and install 12.7mm plasterboard to all ceilings below roof void and ground floor communal areas. Moisture resistant plasterboard to be used in all wet areas. Provide 5mm skim finish coat to all plasterboard ceiling areas and finish with one mist coat and two full coats emulsion paint.

Ceiling over groundsman storage to be 12.5mm fireline board.

4.7 Roof Finishes

Roof pitch @ 40 degrees. Plain brown/buff concrete tiles, to be laid in strict accordance with manufacturers instructions, complete with eaves/top tiles, bedded half round ridge, bonnet hips and bedded verges.

Tiles on 38x25mm tanalised softwood battens @ gauge to suit tiles, to BS 4471 Part 2 secured to rafters with galvanised wire cut nails.

Provide Klover Permo Forte high open diffusion underlay or similar to be dressed over Klover eaves carrier taken into gutter and installed strictly in accordance with the manufactures instruction.

Generally 220mm Rockwool roll between rafters with 280mm mineral wool insulation laid in the opposite direction over rafters. To sloping ceiling areas 70mm Celotex GA4000 insulation between rafters (min 50mm air flow above), with 50mm GA4000 celotex to underside of rafters. Target "U" value through cold pitched roof – 0.16W/m²K

4.9 External Floor Finishes

To first floor balcony supply and install composite timber effect decking fixed to steel frame in accordance with Structural Engineers specification.

5.1 Internal Plumbing

Extend existing water supply from adjacent pavilion to new extension

Install all PVCu above ground drainage in accordance with BS 5572

Provide new 110mm dia PVCu soil and vent pipes in position shown. Soil and vent pipes to be taken through roof void to discharge either to stack with lead slate and balloon grating @ min 1000mm above ventilation openings or to ridge/tile vent in pitched roofs

SVP to have rodding access and large radius bends at base

Internal waste pipes and fittings to be designed in accordance with BS3380 and installed to BS6672.

Provide individual waste connections to SVP/SS

Kitchen sink discharge via 40mm dia waste up to 2.10m run, wash/hand basin to discharge via 32mm dia waste @ max length of 1650mm or 40mm dia if over 1700mm length and 100mm dia waste to WC.

All small bore pipes to be provided with proprietary PVCu 75mm deep seal bottle traps and all pipes to be provided with rodding access.

All waste runs to have rodding access at all changes in direction with anti-syphon traps fitted to long or combined waste runs over 3000mm long.

Provide PVCu 65mm round downpipes and 114mm approved half round gutters for the rainwater system.

6.2 Electrical Installation

Extend existing electrical supply from existing Pavilion to new extension.

Supply and install complete electrical lighting, power, and IT installation in accordance with drawing reference MPC08. All switches and socket outlets for lighting and other equipment in habitable rooms to be positioned at appropriate height between 450-1200mm above finished ground.

All lighting installations to conform to BS7671.

Supply and install electraQ 1000btu wall mounted heat pump air conditioner with Smart App or equal approved to general office area.

To common areas and toilet provide and install Haverland wall mounted electric heaters or equal approved sufficient to maintain ambient warmth throughout this space.

Supply and install instantaneous water heater to toilet and kitchenette area.

6.4 Mechanical Ventilation

Provide mechanical ventilation extract to toilet as indicated. Mechanical ventilation system to provide extract ventilation of minimum 15 litres /second, to be activated by light switch, with timed run-on period of not less than 20minutes after the light has been turned off. Provide additional air inlet below toilet door of minimum 7600mmsq or a 10mm continuous gap.

Provide mechanical ventilation extract to store room at first floor level above toilet to provide ventilation of minimum 15litres/second, to be activated when light switch is turned on and off. No overrun is required to this extract.

7.2 General Fittings

Supply and install base unit for kitchenette sink together with worktop for the width of this room. Additionally provide and install a 500 wide wall unit.

7.4 Sanitary Fittings

supply and install sanitary appliances to the ground floor toilet comprising pan, cistern and all associated connections and wash hand basin.

Include for all disabled toilet requirements

7.8 Lift Installation

Include the Provisional Sum of £20,000 for lift installation by others.

9.0 Underground Drainage

Connect new foul drainage into existing manhole to the rear of the Pavilion (invert level 450mm) via a new manhole to the rear of the new construction. New drain trenches within 1.00m of foundations to be filled with concrete to the level of the u/s of foundation.

Soil and vent pipes and trapped back inlet gullies to discharge to foul water drainage system and be provided with long radius bend at base.

Rainwater pipes to discharge into Hepworth or similar trapped back-inlet gulley with rodding point discharged to surface water drains.

9.1 External Works

Allow for erecting new boundary fence and side gate to match existing all as shown. Construct brick front gate walls and piers as required as shown.

9.2 Disabled Access

1. Provide non-slip ramped access to main entrance door, gradient not to exceed 1:20 with a firm even surface min 1000mm wide with min 1.2m level landing top and bottom

Entrance door to have clear opening width of not less than 800mm and fitted with an accessible flush threshold suitable for wheelchair access, Sealmaster or similar approved.

Internal doors to have a clear opening of min 750mm

Corridor widths to be in accordance with Part M

Provide min 1000mm wide (finished) toilet access from hallway.

10.0 Statutory Tests and Certificates

The following tests must be provided on or before practical completion

Pre-completion air permeability (pressure) testing to be carried out (Ref AD L1A Section 2 Paragraph 54).

Provide an Energy Performance Certificate for inspection by the Local Authority

Indicate a notice, confirming that all fixed building service, including lighting and heating have been commissioned and is given to the local authority

All electrical work must meet the requirements of Part P of the building regulations and must be designed, installed, and tested by a competent person. An appropriate BS7671 electrical installation certificate will be required from an electrician registered with a recognised trade body such as NICEIC, ECA & NAPIT

10.1 Provisional Sums

Include the following Provisional Sums

- a) £500.00p for providing new soakaway
- b) £1,500.00p for remedial works to existing Pavilion Roof
- c) £5,000.00p Contingencies

The above only to be expended in whole or in part on instruction from the Client

Appendix One, Drawings

Architects Drawings

Drawing Nr	Title
MPC-BR01	Foundation Plan
MPC-BR02	Ground Floor Plan
MPC-BR03	First Floor Plan
MPC-BR04	Roof Plan
MPC-BR05	Section A-A
MPC-BR06	Section B-B
MPC-BR07	Elevations

Structural Engineers Drawing

T170/1	Structural General Arrangement
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Electrical/network cabling Drawing

MPC-08 A & B

Appendix Two - Form of Tender

Form of Tender for the Demolition of the Existing Groundsman Machine Store and Construction of New Machine Store with Offices Over

Date : 20th July 2021

We wish to submit a lump sum fixed price offer to undertake the works as indicated on the Architects and Structural Engineers drawings and Scope of works in the total sum of

£

Our programme for undertaking these works is weeks
and our offer remains open for acceptance for weeks

Signed

Position

Company

This offer, together with your Tender Summary must be returned to the offices of Minster Parish Council by no later than Noon on Tuesday 17th August 2021.

Tender offers received after this time will not be considered

Appendix Three Tender Summary

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Ref	Description
	Preliminaries
1.0	Demolition
1.3	Ground Floor Construction
1.6	Foundations
2.1	External Walls
2.2	Internal Walls
2.3	Floors
2.4	Staircases
2.7	Roofs
2.8	Frame
3.1	External Wall Openings
3.2	Internal Wall Openings
3.4	Balustrading
3.7	Dormers/Rooflights
4.1	External Wall Finishes
4.2	Internal Wall Finishes
4.3	Floor Finishes
4.5	Ceiling Finishes
4.7	Roof Finishes
4.9	External Floor Finishes
5.1	Internal Plumbing
6.2	Electrical Installation
6.4	Mechanical Installation
7.2	General Fittings
7.4	Sanitary Fittings
7.8	Lift Installation
9.0	Underground Drainage
9.1	External Works
9.2	Disabled Access
10.0	Statutory Tests and Certificates
10.1	Provisional Sums

Total Carried to Form of Tender
