



CLM Surveyors LLP  
CHARTERED SURVEYORS



## **SPECIFICATION FOR ALTERATIONS TO HALL 4**

**AT**

**HOOK COMMUNITY CENTRE  
RAVENS CROFT,  
HOOK  
RG27 9NN**

**SURVEYOR: N J ALLEN, BSc, MRICS**

**May 2024**

**J1881**



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## **NOTICE TO TENDERERS**

- 1 Price all items separately and individually. The fully priced Specification is to be delivered with the Tender documents in the envelope provided at the date of Tender.

Failure to comply with the above requirement may result in the Tender being rejected.

- 2 Any items that have no price set against them will be deemed to have been included within the value of other items for the purpose of the Tender and no extra sums will be allowed against such items.
- 3 Seek guidance on any item which appears to be incomplete, unclear, ambiguous or open to more than one interpretation as no consideration will be given to extra costs on the grounds of misunderstanding.

## **SECTION ONE**

### **PRELIMINARIES AND GENERAL CONDITIONS**

## **SECTION ONE: PRELIMINARIES:**

**Employer:** Hook Village Halls Charitable  
Association  
Elizabeth Hall Community Centre  
Raven Road  
Hook  
Hampshire  
RG27 9HH

**Contract Administrator:** CLM Surveyors LLP  
Quatro House  
Frimley Road  
Camberley  
Surrey GU16 7ER

Telephone: 01276 21133

### **1.0 THE CONTRACT**

#### **1.01 JCT Standard Form of Contract JA/C90 for Building Works of a Jobbing Character.**

Allow for the obligations, liabilities and services described therein against the headings below. Note the defects liability period is to be extended to a period of six months rather than the six weeks shown within the form of contract.

#### **1.02 Intent of Works**

Accommodation works to allow the installation of a new internal and external platform lift.

#### **1.03 Access**

Before tendering, ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

#### **1.04 Programme**

The contractor is to determine the time required to undertake the works in one continuous operation and is to state with the tender the proposed duration of the works.

Parts of the building will be occupied during the works.

The works are to be completed prior to the installation of the new lifts which are on order and are due to be ready around the middle to end

of August 2024. The exact timing is to be agreed between the parties before commencement.

#### **1.05 Supervision**

The contractor shall ensure that competent supervision is present on site for the duration of the Contract Works.

The Contract Administrator may instruct the removal of any person employed or engaged by the contractor on site if, entirely at his discretion, he considers the presence of such person to be detrimental to the successful outcome of the project.

#### **1.06 Variations**

The Contract Administrator may instruct the contractor to vary the specifications, or programme, and the contractor shall forthwith comply.

The contractor shall immediately inform the Contract Administrator if such an instruction is likely to prejudice the satisfactory completion of the Contract Works.

The Contract Sum shall be adjusted by a fair and reasonable amount in respect of any variation so instructed.

#### **1.07 Quality of Work**

The standards of workmanship and materials shall be as indicated in the specification, of the best quality and in accordance with all relevant British Standards and Codes of Practice.

#### **1.08 Assignment/Sub-Letting**

The contractor shall not assign the works or any part thereof. The contractor shall not sub-let the works or any part thereof without the written permission of the Building Co-ordinator.

#### **1.09 Practical Completion and Defect Liability**

Practical Completion shall mean complete to the satisfaction of the Contract Administrator, notwithstanding that minor defects remain to be made good.

The works shall be practically completed by the stipulated date. So far as are possible remaining minor defects shall be made good prior to practical completion of the work.

At practical completion the Contract Administrator shall issue to the contractors a list of any outstanding defects, which shall be made good

by the contractor without undue delay. The defects liability period will be for a period of six months following the issue of practical completion.

If the contractor, without reasonable cause, makes default by failing to proceed diligently with the works, or fails to undertake the works in a safe manner, and following receipt of a written notice, the default is not ended within seven days, the employer may by further notice to the contractor determine the employment under this contract. Such determination shall take effect on the date of receipt of the further notice.

#### **1.10 Use of Client's/Tenant's Facilities**

Use of water, 240v electricity, toilet and washing facilities etc., are to be agreed on site but will be available for the contractor's use free of charge

The use of water required to undertake the works will be from existing taps. Toilets will be available for contractor's use on site, but they are to be left (daily) in their current condition. The client reserves the right to ban their use if they are left dirty at any time.

#### **1.11 Safety/Access for the Works**

Provision is to be made for acting as Principal Contractor in accordance with the Construction (Design & Management) Regulations 2015.

The working area is to be identified and protected where necessary.

Safety is the responsibility of everybody working on the site. All services within the vicinity of the works should be identified and if required isolated, prior to works being undertaken. It should be noted that there are a number of services, including drains and gas to the front of the property. All due care is to be taken to prevent damage to remaining services.

All debris, materials tools and loose items are to be securely locked away or removed from site at the end of each working day.

Provision is to be made for liaising with the building occupier, in particular where hazardous work is to be undertaken which may affect their occupation.

The use of on site welfare facilities may be used for the duration of the works, subject to them being left clean at the end of the works.

Access to Holt Room will be via the rear access by the squash courts. Access to the Club room will be via the main stairs and external fire escape staircase.

#### **Preconstruction Information:**

- The building will remain in use during the works and staff and public will be in the building. The contractor will need to liaise with the building manager daily to ensure there is no overlap. The working area is to be secured and signage provided to prevent unauthorised access. As a minimum this will include Heras fencing to enclose the working area externally.
- There will be working at height and an empty lift shaft internally when the existing spiral staircase is removed
- Existing services may be in the working area, and they are to be checked before commencement.
- The project is not notifiable, but a construction phase health and safety plan is to be prepared by the contractor prior to commencement.
- Noisy work is to be kept to a minimum and the contractor is to liaise with the building manager. No radios are allowed.
- Power and water will be provided free of charge for the use of the works.

The asbestos register will be made available prior to commencement but for the sake of tendering, assume that there is no asbestos present in the building.

#### **1.12 Payment Procedures**

The works will be certified on a monthly basis with 5% retention until practical completion when it will be reduced to 2.5%. The 2.5% retention will be released at the end of the Defects Liability Period on completion of the works to the satisfaction of the Contract Administrator. Payment is to be made by the employer no later than **14 days** from the date of the payment certificate.

VAT shall be properly invoiced and paid in accordance with statutory legislation.

#### **1.13 Guarantee**

The contractor will remain liable for defects in the works for a period of six months from practical completion (other than statutory responsibilities).



#### **1.14 Skips**

Skips can be located in an area to be agreed near to the working area to the rear of the building. Note: Access for manoeuvring lorries into the rear area is restricted and it may be necessary to locate them at the front in which case the contractor is responsible for securing the skip from unauthorised use.

#### **1.15 Insurances**

The Employer shall insure the completed or part-completed building work excluding unfixed materials on site. The contractor shall insure his own plant and cabins, comply with his legal obligations to insure for Public and Employer's Liability.

The contractor is to have a minimum insurance cover of £2million and ideally £4million.

The contractor shall be responsible for safeguarding and protecting the Works until they are completed.

#### **1.16 Damage Occasioned by the Works**

Any damage occasioned to any other areas caused either directly or indirectly by the works shall be made good at the contractor's expense.

#### **1.17 Working Hours**

Deemed to be 8 a.m. to 5.00 p.m. Monday to Friday.