

**PART 3**

**COUNCIL'S/ EMPLOYER'S REQUIREMENTS**

Item No.	Description
	<p><b>PROJECT: BUILDING WORKS TO COUNCIL OWNED VOIDS AND OR TENANTED DWELLINGS 2016</b></p>
1.0	<p><u>Site Location;</u> Various within Kettering Borough.</p>
1.1	<p><u>General Information</u></p> <p>Contractor to provide labour only for each of the elements that require pricing in the pricing schedule all personnel must be fully skilled and be competent to work in the council owned voids and or tenanted dwellings, at the discretion of Kettering Borough Council.</p> <p>Work to comprise of Plastering, Electrical Installations, Kitchen and Bathroom refurbishments, general building and carpentry works, plumbing (including boiler installations), floor / wall tiling and painting and decorating.</p> <p>The above works and quantity will vary within each dwelling; this will be assessed on an individual basis by the Councils' Contract Administrator or their nominated representative prior to starting works.</p>
2.0	<p><b><u>Carrying out the works</u></b></p>

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2.1	<p data-bbox="359 309 635 342"><u>Specifications of Works</u></p> <p data-bbox="359 360 1342 533">The specification of works together with any existing property related Asbestos Survey(s) will be provided to the contractor prior to starting works by the Contract Administrator at a pre commencement meeting, venue to be as agreed with the Contract Administrator.</p> <p data-bbox="359 600 1366 678">The contractor will be expected to read and sign off acknowledgement receipt which state they fully understand and accept the information.</p> <p data-bbox="359 745 1358 824">The acknowledgement receipt is to be completed on receipt of the specification and prior to commencement of works returned to Contract Administrator.</p>
2.2	<p data-bbox="359 891 724 925"><u>Variations to the Specifications</u></p> <p data-bbox="359 943 1334 1115">The Contract Administrator may from time to time require variations and issue further instructions for works to be undertaken, the contractor shall not make any alteration in, addition to or omission from the work without the written instruction by the Contract Administrator.</p>
2.3	<p data-bbox="359 1171 751 1205"><u>Hours of work for the contractor:</u></p> <p data-bbox="359 1223 1318 1350">The Contractor must give consideration to any neighbouring residence regarding general disturbance that may arising from building works. It is vital that work is conducted during reasonable hours during the day.</p> <p data-bbox="359 1368 724 1402">Saturday and Sunday working:</p> <p data-bbox="359 1420 1334 1547">If the Contractor wishes to work on the weekend, the Contractor must obtain written approval from the Contract Administrator 48 hours prior to the weekend it applies.</p> <p data-bbox="359 1565 1326 1693">In extenuating circumstances the Council may require the Contractor to carry out emergency works over a weekend. If this should be the case the Contract Administrator will agree this with the Contractor at the earliest opportunity.</p>

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2.4	<p data-bbox="359 309 549 342"><u>Health &amp; Safety</u></p> <p data-bbox="359 360 1353 533">The Contract Administrator will provide sufficient information prior to starting works, the contractor must have fully trained staff who hold valid asbestos awareness training certificate, and be qualified to carry out 'non-licenced' asbestos removal works.</p> <p data-bbox="359 551 1366 633">The Contractors' H&amp;S policy documents must be appropriate, regularly reviewed and signed off by their Managing Director.</p> <p data-bbox="359 651 1291 824">It will be the contractors' responsibility to provide Health &amp; Safety advice, with systems of continuous training to ensure their employees have the skills and understanding necessary to discharge their duties, as defined in the CDM Regulations 2015.</p>
2.4.1	<p data-bbox="359 891 491 925"><u>Site Safety</u></p> <p data-bbox="359 943 1342 1070">Contractor is to comply with the Personal Protective Equipment Regulations 2002 and all parts under the Health and Safety at Work Act 1974. The contractor will be required to portray a professional image at all times.</p> <p data-bbox="359 1088 1366 1171">All their employees / representatives must wear uniforms clearly identified with their company logo at all times whilst working on this contract.</p> <p data-bbox="359 1189 1366 1317">The Contactor must have a fully equipped and maintained First Aid Kit on site at all times, and a member of their team is qualified in First Aid to administer any First Aid should it be required.</p>
2.4.3	<p data-bbox="359 1417 858 1451"><u>Method Statements and Risk Assessments</u></p> <p data-bbox="359 1469 1366 1641">Prior to starting works on site contractor may be required to produce Health and Safety documents relative to the works being specified, this will be requested by the Contract Administrator at their discretion / instruction. All documents must be provided by the contractor within 24 hours from the instruction.</p>
2.4.4	<p data-bbox="359 1704 563 1738"><u>Welfare Facilities</u></p> <p data-bbox="359 1756 1353 1839">Facilities within the dwelling may be used if used respectfully, contractor to provide sanitation sundry and disposable items as required.</p>
2.5	<p data-bbox="359 1944 467 1977"><u>Utilities</u></p>

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2.5.1	<p><u>Gas;</u></p> <p>The Council will carry out the gas safety test and disc the meter prior to contractor starting works.</p> <p>The contractor will be expected to carry out any boiler / gas installation works, as specified on scope of works.</p>
2.5.2	<p><u>Electricity;</u></p> <p>Prior to works starting the Council will provide electricity for the contractor be it by way of electric mains or generator supply to enable the works. On completion the contractor to provide a valid Electrical Installation Condition Report in accordance with BS7671 At completion power to be isolated via the consumer unit before leaving the premises.</p>
2.5.3	<p><u>Water;</u></p> <p>Water isolation tap can be turned on for the supply at the beginning of works and must be turned off on completion. Contract Administrator will instruct a drain down if required prior to leaving the premises on completion.</p>
2.5.4	<p><u>Telephone:</u></p> <p>The Contractor must provide telephone at their own cost, and must be contactable at all times during works whilst under this contract.</p>
2.6	<p><u>Tools and Equipment</u></p> <p>The Contractor is to provide for: all portable hand and power tools to enable the works such as; Chisels, hammer, screwdrivers, battery operated drill and small power breaker,110v transformers and extension leads. Consumables such as drill bits, cutting discs, saw / knife blades to be provided by the contractor.</p> <p>The Council will provide for heavy plant items such as cement mixers, excavators, large breakers, temporary structural support members.</p>

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2.7	<p data-bbox="359 309 469 342"><u>Materials</u></p> <p data-bbox="359 353 1366 533">All materials will be provided by the Council via in house store and or local suppliers. Materials include all timber, ceramic tiles, plaster, electrical wiring and sundries, fixings and sundries, plasterboard and sundry items, floor tiles, latex, plumbing pipework etc. i.e. any materials required to carry out the works.</p> <p data-bbox="359 600 1366 678">The Contract Administrator will issue a valid order form for the contractor to collect materials from either in house stores or directly from the local supplier.</p> <p data-bbox="359 696 1366 869">The contractor is to select materials which comply with British standard (BS) and or European Standard (CE) quality checks. Each product required to complete the works must be consistent in kind, size, quality and overall appearance. They must order in sufficient quantities to a programme and use in appropriate sequence.</p> <p data-bbox="359 936 1366 1059">If an alternative product to that specified is proposed; The contractor must obtain approval from the Contract Administrator before ordering / using the product.</p> <p data-bbox="359 1081 1366 1249">Where the product / materials are of high value the contractor is to submit reasons for the proposed substitution with relevant supporting information. The decision / instruction to accept the change will be at the discretion of the Contract Administrator.</p> <p data-bbox="359 1317 1366 1440">In extenuating circumstances the Contract Administrator may verbally request the Contractor to provide materials, this request will be followed up with a written instruction.</p> <p data-bbox="359 1507 1366 1686">In all cases the contractor will be required to produce a copy of the materials collected / supplied direct with supporting evidence of cost (supplier invoice). Any materials on site must be stored securely, correctly away from inclement weather and damage prior to use.</p> <p data-bbox="359 1753 1366 1832">All collection / delivery notes provided by the external suppliers to be handed back to the Contract Administrator at the end of each day by 4.30 p.m.</p>

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2.7.1	<p><u>Kitchen Unit Deliveries</u></p> <p>The Contract Administrator will order kitchen units prior to kitchen refurbishment works. Kitchen units will be arranged for delivery to co-inside with the works on site and delivered directly to site address. The Contractor must check all items for quality and quantity, report any faults to the Contract Administrator immediately. The Contract Administrator will enquire earliest resolution to the issue and feed back to contractor.</p>
2.8	<p><u>Security</u></p> <p>At end of each working day the contractor is to ensure the premises is fully secured, all utilities are isolated.</p>
2.9	<p><u>Emergency / Out of Hours Contact Details</u></p> <p>All out of hours call out will be handled by The Council.</p> <p>If the occurrence is due to the contractors' poor workmanship or incompetence then it may be subject to contractor making good and correcting any defective works, all materials and labour costs to be borne by the contractor.</p> <p>The Contractor must carry out the corrective works within 24 hours from receipt of the request by the Contract Administrator. Failure to meet the dead line The Council will mobilise and repair the works, all costs will be re-charged to the contractor as a consequence.</p>
2.10	<p><u>Access</u></p>
2.10.1	<p>The Contract Administrator will provide / arrange a key for the Contractor for access to the void / property prior to starting works.</p> <p>At the end of each working day the contractor is to leave the key locked safely in the key safe affixed externally to the void / property.</p>

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2.10.2	Where there is steel security sheeting affixed to the void / property the Contract Administrator will arrange removal of this at the earliest opportune moment.
2.10.3	With regards to access to Tenanted properties the Contract Administrator will provide appropriate instructions.
2.11	<p data-bbox="359 595 544 629"><u>Vehicle Parking</u></p> <p data-bbox="359 640 1299 730">The Contractor must not park on grass verges or on restricted areas. Access to neighbouring properties must be kept clear at all times.</p>
2.12	<p data-bbox="359 842 788 875"><u>Performance and Quality Monitoring</u></p> <p data-bbox="359 887 1366 1111">The Contract Administrator will monitor performance of each completed order of works, it is expected the contractor will provide sufficient labour that is qualified and competent to complete the works within the target time as stipulated by the Contract Administrator. The target timeline will vary in each dwelling dependant on scope of works identified / specified.</p> <p data-bbox="359 1178 1342 1301">Should the performance and quality fall below expectation the contractor will be called in to formally discuss how to improve on corrective actions. Continual failure to deliver will result in dismissal and termination of this contract.</p>
2.12.1	<p data-bbox="359 1368 496 1402"><u>Timesheets</u></p> <p data-bbox="359 1413 1366 1592">The Contract Administrator will issue blank timesheets at the start of any works on a given dwelling, the contractor is to fill in and log the time at the premises for each of the trades, the Contract Administrator will sign off the contractors' time sheet on a daily basis and at the completion of each dwelling.</p>

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2.12.2	<p data-bbox="359 309 794 342"><u>Supervision, Quality of workmanship</u></p> <p data-bbox="359 353 1334 488">The Contractor must provide constant Management and supervision of the Works, all significant types of work must be under the close control of competent trade supervisors to ensure quality and progress are satisfactorily maintained.</p> <p data-bbox="359 499 1289 589">The Contractor will be required to remedy at his own cost any defective workmanship identified under the determination of the Contract Administrator.</p> <p data-bbox="359 645 1358 779">The corrective works must be carried out within 24 hours on receipt of the Contract Administrators request, failure to act may result in termination of contract this will be determined at the discretion of the Contract Administrator.</p> <p data-bbox="359 790 1366 880">Workmanship generally fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.</p> <p data-bbox="359 891 1262 981">It is requested the contractor only use appropriately skilled and experienced operatives for the type and quality of work being requested.</p> <p data-bbox="359 992 1334 1081">Operatives must produce evidence of skills / qualifications as and when requested by the Contract Administrator.</p>
2.12.3	<p data-bbox="359 1126 603 1160"><u>Contractors Conduct</u></p> <p data-bbox="359 1171 1358 1305">The work shall be performed by skilled workmen all to be under the supervision of a competent supervisor who shall be contactable during the works at all times, and during the entire execution of this Contract.</p> <p data-bbox="359 1317 1353 1541">The Contract Administrator shall be at liberty to ask that any person employed by the Contractor, in the execution of the works who shall misconduct himself, or shall in his opinion be incompetent or negligent in the performance of his duties be withdrawn, and such person not be employed again for works appertaining to this Contract.</p> <p data-bbox="359 1552 1366 1731">The Contractor is to act in a considerate manor at all times, being respect full to neighbouring properties and the general public. In some cases the properties to be worked on may be tenanted and it is requested the contractor complies to a 'code of good conduct'.</p> <p data-bbox="359 1742 1353 1832">Any void premises must not be used for the benefit of the contractor; at no times is it to be used as temporary accommodation or other selfish acts i.e. entertainment.</p>

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2.13	<p><u>Clearance and Cleaning of Debris:</u></p> <p>Prior to starting works; The Council will clear all existing debris and furniture to enable works.</p> <p>On completion of works: The Contractor must bag up all trades waste and rubbish in a tidy manner in a location as agreed with the Contract Administrator. The Contract Administrator will arrange for the waste to be collected in a timely manner.</p> <p>The Contractor is to clear and clean up to a reasonable standard in readiness for others to carry out a final clean.</p>	
2.14	<p><u>Invoicing / Payment</u></p> <p>All invoices on completed works(completion per address) to be emailed to Contract Administrator with supporting information such as timesheets, written variation orders, and invoices/supporting information for direct materials supplied by the contractor, this to be received within 7 days after the Contract Administrator has signed off and agreed the completed works.</p> <p>All Test and Inspection sheets must be submitted in good time as requested by the Contract Administrator.</p> <p>Payment will be a standard 30 days from receipt of invoice and subject to the Fair Payment Charter.</p>	
2.15	<p><u>Site Meetings</u></p> <p>The Contract Administrator will arrange site meetings with the contractor as and when deemed necessary.</p>	