

**SPECIFICATION
OF
WORK**

**Johnson Gillies Limited
Former HMS Essex
135 Ness Road
Essex
SS3 9ES**

**SPECIFICATION
FOR
ALTERATIONS TO OFFICES
AT**

**LEIGH COMMUNITY CENTRE
71-73 ELM ROAD
LEIGH-ON-SEA
ESSEX
SS9 1SP**

**FOR
LEIGH TOWN COUNCIL
71-73 ELM ROAD
LEIGH-ON-SEA
ESSEX
SS9 1SP**

**LEIGH COMMUNITY CENTRE
71-73 ELM ROAD
LEIGH-ON-SEA
ESSEX
SS9 1SP**

10226/TDH
February 2019

PRELIMINARIES
&
CONTRACT PARTICULARS

PRELIMINARIES & CONTRACT PARTICULARS

PROJECT

The project involves alterations to offices generally comprising the following:

- Forming new door opening through masonry wall into existing offices
- Installation of fire exit door
- New stud partitioning works and door at first floor level
- Associated electrical works
- Associated plumbing works

ADDRESS OF PROPERTY

Leigh Community Centre
71-73 Elm Road
Leigh-on-Sea
Essex
SS9 1SP

NAMES OF PARTIES

THE EMPLOYER:-

Leigh Town Council
Leigh Community Centre
71-73 Elm Road
Leigh-on-Sea
Essex
SS9 1SP

CONTRACT ADMINISTRATOR (CA) & PRINCIPAL DESIGNER (PD):-

Johnson Gillies Limited

Former HMS Essex
135 Ness Road
Shoeburyness
Essex
SS3 9ES
Tel: 01702 293413

PRINCIPAL CONTRACTOR (PC) :-

For the purposes of the CDM Regulations 2015 the Principal Contractor will be the main contractor tendering for these specified works.

February 2019
Job Ref. No. 10226

DESCRIPTION	COST (£)
SITE/PROPERTY	
Leigh Community Centre is a large detached commercial property located on Elm Road, Leigh-on-Sea.	
The property is built of loadbearing brickwork walls under a double pitched slate covered roofs.	
The building will be occupied and fully operational by Leigh Town Council during the period of the works. The Town Council offices are in the building and also various rooms/areas are hired out to various local clubs/groups during the day and the evenings at weekdays and weekends.	
TENDER DOCUMENTS	
The tender documents issued are as follows:-	
Specifications:- Johnson Gillies Limited specification 10226/ZM February 2019.	
Drawings – Johnson Gillies Limited Drawings - 10067/P2/01 – Ground Floor Alterations to Offices 10067/P2/02 – First Floor Alterations to Offices THS Concepts Drawings – 1908/001 – Ground floor plan 1908/002 – First floor plan 1908/005 – Front & side elevation Crucis Designs Drawings & Calculations – 18065/SK001 – Structure (Ground Floor Structure and Section I-I) 18065 – Structural Calculations	

DESCRIPTION	COST (£)
The contractor is required to check the numbers of the pages of the specification, tender documents and the drawings numbered above and should he/she find any missing, duplicated, or indistinct pages or drawings he must inform the contract administrator at once.	
No unauthorised alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure may be rejected.	
TENDER	
Arrangements to visit the property are to be made with Mr Zach Milner of Johnson Gillies Ltd. Tel: 01702 293413, Email: zmilner@johnsongillies.co.uk .	
The contractor shall submit his proposals in the form described in these instructions.	
The Employer and/or their representatives offer no guarantee that the lowest or any tender submitted will be recommended for acceptance or be accepted.	
The Employer and/or their representatives will not be responsible for any costs incurred in the preparation of the tender.	
No liability will be admitted, nor claim allowed, in respect of errors in the tender submitted due to mistakes in the tender documents.	
The contractor must submit a conforming tender complying strictly with the tender documents.	
Pricing of items in the tender documents must include for all associated and ancillary works required to complete the works whether expressed or implied.	
The Contractor is advised to visit the site, ascertain the nature of the works to be undertaken and the condition under which the work will be carried out and any matters which may affect his Tender as no claims on the grounds of lack of knowledge will be entertained.	
The tendered sums will be regarded as a Lump Sum Tender.	
Should examination of a tender find errors of such magnitude which in the opinion of the Employer/contract administrator would result in the Contractor suffering serious financial loss, then the nature and amount of such error(s) will be communicated to the contractor and he will be asked to confirm in writing that he is prepared to abide by his tender or withdraw.	
The Employer has the right to omit any part of the tender submission.	

DESCRIPTION	COST (£)
The tender submitted must remain open for consideration (unless previously withdrawn) until 10th June 2019 (60 days from the date of submission of tenders on 9th April 2019).	
If the Contractor cannot tender for any part(s) of the work as defined in the tender document's he must inform the CA as soon as possible stating his reasons for his inability to tender.	
If quantities are included in the specification these must not be relied on to comply with the latest standard of method of measurement in use at the time of receipt of tenders. The quantities given will be indicative only. The contractor is to take his own measurements and calculate his own quantities.	
TENDER SUBMISSION	
The Contractor is required to submit the following documents as part of his tender submission by the date and time stated in the tender letter.	
A) The Form of Tender, completed, signed and dated, consisting of a lump sum in respect of the whole works.	
B) Fully priced specification.	
C) E-mail copies of the completed Form of Tender will not be accepted unless specifically agreed with the CA	
D) The completed Form of Tender must be submitted in the tender envelope provided.	
CONDITION OF CONTRACT AND CONTRACT SPECIFICATION	
The Conditions of Contract shall be as set out in the Contract Particulars and the Contract Specification shall be those specifications issued with the Tender Documentation.	
The Contractor is to state on his form of tender his contract period. It is intended that the work will commence subject to agreement.	
FORM OF AGREEMENT AND CONDITIONS OF CONTRACT	
The Form of Contract will be that issued by the Joint Contracts Tribunal and known as the JCT Minor Works Contract 2016.	
The Contractor shall allow such sums as he may deem necessary to cover the value of his obligations in complying with the Clauses contained therein, as set forth hereafter.	

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SCHEDULE OF RECITALS	
1 st The Employer wishes to have the following work carried out: Roofing and associated works.	
2 nd The drawings are numbered/listed in the specification.	
3 rd The Contractor is to supply the Employer with a copy of the priced Contract Specification.	
4 th Applicable	
5 th Applicable	
6 th The Framework agreement does not apply	
7 th The Supplemental Provisions apply.	
SCHEDULE OF ARTICLES	
Article 1 Contractor's obligations	
Article 2 Contract Sum, exclusive of VAT to be inserted in words and figures.	
Article 3 Contract Administrator (CA) to be Johnson Gillies Limited. The word Architect is to be deleted.	
Article 4 The Principal Designer is to be the CA	
Article 5 Principal Contractor: The main Contractor	
Article 6 Adjudication	
Article 7 Arbitration	
Article 8 Legal proceedings	
CONTRACT PARTICULARS	
Fourth Recital & Schedule 2 - The base date is to be 10 days before the receipt of tenders.	
Fourth Recital & Clause 4.2 – Construction Industry Scheme (CIS) – The Employer at the base date is not a contractor for the purposes of the CIS	

DESCRIPTION	COST (£)
Fifth Recital - CDM Regulations – The project is notifiable.	
Sixth Recital – Framework agreement does not apply.	
Seventh Recital and Schedule 3 Collaborative working applies Health & Safety applies Cost Savings and value improvements applies Sustainable development and environmental consideration applies Performance indicators does not apply Notification and negotiations of disputes applies; nominees to be agreed	
Article 7 Arbitration applies	
Clause 2.2 Date for commencement of the works to be agreed.	
Clause 2.2 Date for Completion to be agreed.	
Clause 2.8 Liquidated damages £500 per week.	
Clause 2.10 6 months to be inserted.	
Clause 4.3 The first Interim Valuation Date is to be agreed and thereafter at intervals of one month.	
Clause 4.3 95% to be inserted.	
Clause 4.3 97½ % to be inserted.	
Clauses 4.3 & 4.8 Contribution, levy and tax fluctuations – to be deleted.	
Clause 4.8.1 3 Months to be inserted.	
Clause 5.3 Contractors Insurance £10,000,000 to be inserted.	
Clauses 5.4A, 5.4B & 5.4C Insurance of the works option 5.4C applies, (works and existing structures insurance by other means)	
Clauses 5.4A.1 & 5.4B Percentage to cover professional fees not applicable.	
Clause 5.4C Insurance arrangements. Leigh Town Council lease the building from the Landlord Southend Borough Council who insure it. The works cannot be insured on a 'joint names basis' with	

DESCRIPTION	COST (£)
the appointed contractor. Therefore, the contractor will be responsible for insuring the works under their annual contract works insurance policy.	
7.2 & Schedule 1 Insert: The Royal Institution of Chartered Surveyors.	
Attestation The contract is to be executed underhand; to be signed and witnessed by both the Employer (Town Clerk on behalf of the Council) and the Contractor.	
THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (CDM REGS)	
The Construction (Design & Management) Regulations 2015 (CDM Regulations) applies.	
THE CONSTRUCTION (HEALTH SAFETY AND WELFARE) REGULATIONS 2005	
The Contractor shall at all times comply with The Construction (Health Safety and Welfare) Regulations 2005.	
DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER	
After execution of the Contract, two copies of the specification (one priced and one un-priced) and two copies of all the drawings will be issued to the Contractor free of charge. Additional copies of the specification or drawings will be issued on request but will be charged to the contractor.	
PROGRAMME OF WORK	
Prior to commencing work on site the contractor is to prepare and submit a detailed programme of works and submit 2 copies to the Contract Administrator.	
The submission of the programme will not relieve the Contractor from his responsibility to apply in writing for instructions, drawings etc. in accordance with the Conditions of Contract.	
A copy of the programme is to be kept on site and progress recorded. If any circumstances arise which may affect the progress of the works proposals are to be put forward or action taken by the Contractor to minimise delay and recover lost time.	
FINANCE	
The Employer reserves the right to take up bank references and to inspect the Contractor's accounts in order to be satisfied about his financial stability.	

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Under the Finance No 2 Act 2017 the Contractor will be required to satisfy the Employer before signing the Contract that his company is either a Limited Company or has a Certificate of Exemption from the Inland Revenue. The Contractor is also specifically reminded that it is his duty and responsibility to satisfy himself as to the exemption status of all Sub-Contractors, whether nominated or otherwise.	
WORKING HOURS	
<p>Work is to be carried out between the hours of 8.00am to 5.00pm Monday to Friday and 8:00am and 1:00pm Saturday. No work is to be carried outside these hours or on Sundays or Bank Holidays.</p> <p>Due to the type of work being carried out and that the building is to be occupied, the contractor will need constant liaison with the Town Council's Facilities Manager. This may affect the exact times of work which can be undertaken during normal working hours.</p>	
COMPLIANCE WITH SPECIFICATIONS/DRAWINGS	
The works shall be carried out in accordance with this specification, drawings and all other contract documentation.	
The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the contract administrator any critical dimensions required but not given on the drawings.	
<p>All dimensions, levels and information given in the drawings or elsewhere in the Contract Documents are to be checked physically on site by the contractor before carrying out the work. The Contractor shall report any discrepancies to the Contract Administrator immediately.</p> <p>The Contractor will be required to rectify at his own expense any works carried out where dimensions/measurements were not physically checked and found subsequently to be incorrect.</p>	
DEFINITIONS	
The Contract Administrator (CA) means the authorised representative of Johnson Gillies Limited.	
Where the words "as described/previously described" occur in any description of works then the full description included elsewhere in the contract specifications shall apply.	
Where the words "or similar approved" occur in any description of the works this shall mean a material/supplier/manufacturer that is similar to that specified and	

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<p>to prior approval of the Contract Administrator.</p> <p>The contractor is to provide the Contract Administrator with all necessary documentation describing the similar material etc. at least 5 working days before incorporating the material into the works. Failure to comply may result in the contractor replacing the material at his own expense.</p>	
<p>“Fix only” means the contractor is to allow and provide all labour in unloading, handling, storage, protection and fixing in position, including the use of all of items/materials supplied by others, including the use of all necessary tools, plant and equipment and for all necessary fixings, adhesive, sealants etc. to ensure the material/item is fit for purpose.</p>	
<p>“Supply and lay/fix/install” or “provide and lay/fix/install” means the contractor is to allow for ordering, obtaining/purchasing all specified items/materials and provide all labour in unloading, handling, storage, protection and laying/fixing/installing in position all specified items/materials, including the use of all necessary tools, plant and equipment and for all necessary fixings, adhesive, sealants etc. to ensure the material/item is fit for purpose.</p> <p>Unless otherwise stated all items specified or shown on the drawings and schedules are to be supplied and fixed in position.</p>	
<p>“Supplied by Client/client supplied item(s)” means the materials or item will be purchased and supplied to site by the client for subsequent fixing/installation by the Contractor. The Contractor is to request in writing at commencement of the Contract the latest date by which he will require delivery of the materials/item(s). The Contractor is to allow for taking possession of the client supplied materials/item, checking its condition/contents, handling, protection, storage and fixing in position, including the use of all necessary tools, plant and equipment.</p> <p>Once the Contractor takes possession of the client supplied material/item and has checked its condition/contents he will be responsible for the material/item including replacing the item free of charge for any damage caused whilst in his possession.</p>	
<p>“Renew” means taking or cutting out existing item, supplying and fixing new item to match existing, including all fitting in, piecing in and any other preparatory work. Items shall be renewed on a like for like basis.</p>	
<p>Where materials are described to be “removed and set aside for re-fixing” the Contractor shall take all care to reduce the risk of damage in removal, protection, storage and re-fixing and shall replace any damaged or defective work or missing parts at his own expense.</p>	

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<p>An area specified to be “patched” shall be deemed to refer to a net area not exceeding 1m² unless otherwise described.</p>	
<p>QUALITY STANDARDS/CONTROL</p> <p>A high standard of finish is required in respect of all works whether visible or not.</p> <p>The works shall comply with all relevant British Standards and Codes of Practice as amended and current at the time of the date for receipt of tenders.</p> <p>All work is to be carried out in accordance with good building practice and in accordance with BS 8000 ‘Workmanship on building sites’</p> <p>All products are to be new unless otherwise specified. Any products which have a limited shelf life and are out of date will not be permitted to be used.</p> <p>All products are to be stored, protected, installed and fixed in accordance with the manufacturer’s current written instructions. Submit copies to the CA when requested.</p> <p>The Contractor is to check all deliveries, tickets, labels, identification marks and where appropriate the products themselves to ensure that all components comply with the requirements of the specification.</p> <p>The Contractor is to retain copies of instructions and guarantees delivered with components and equipment (failing which, obtain) and register with manufacturer as necessary and hand over in a file to the CA on or before Practical Completion.</p> <p>It is the Contractors responsibility to order the correct quantities of materials to ensure that shortages do not cause delay of the works.</p> <p>Where an approval of a product is specified the requirement for approvals relates to a sample of the product and not to the product as used in the works. Submit a sample to the CA for approval. Do not confirm orders or use the product until approval has been obtained. Retain approved sample. Ensure that the product used in the works matches the approved sample.</p> <p>Where a sample of finished work is specified for approval, obtain approval of the stated characteristics of the approved sample before proceeding with the works. Retain the approved sample until they are no longer required and dispose off site.</p>	
<p>STATUTORY REQUIREMENTS</p> <p>The contractor shall comply with Statutory Requirements and all Local by-laws that apply to the work.</p>	

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<p>MANAGEMENT OF THE WORKS</p> <p>Contractors must be a member of the 'Considerate Constructors Scheme' and must adhere to the current 'code of considerate practice'. The CA will require documentation of the Contractors membership of the scheme.</p> <p>The contractor is to co-operate as fully as possible with the residents and the security of the property should not be compromised. All contractors/sub-contractors and their employees must book in and out with the contractor on arrival and departure each day.</p> <p>The contractor shall employ on site a competent Foreman/Contract Manager at all times to oversee and manage the works. The Contractor shall not change the Foreman/Contract Manager without written consent of the CA, such consent shall not be unreasonably withheld.</p> <p>The Foreman/Contract Manager shall be provided with a mobile phone.</p> <p>The Contract Administrator shall be supplied with the mobile phone number of the Foreman/Contract Manager prior to commencement of the works on site.</p> <p>The Employer is to be supplied with an out of hours emergency contact number of the Contractor prior to commencement of works on site.</p> <p>Prior to signing the contract, the contractor is to supply to the Contract Administrator details of all insurance policies required under the terms of the Contract.</p> <p>If any event occurs, which may give rise to any insurance 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, forthwith give notice in writing to the Employer, the Contract Administrator and Insurers. Indemnify the Employer against any loss, which may be caused by failure to give such notice.</p> <p>If overtime is to be worked, but this should only be as an emergency, the contractor is to give the Contract Administrator not less than 5 days' notice, specifying times, types, and locations of work to be carried out. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractors expense.</p> <p>Extensions of time – 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. The Contractor</p>	

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<p>shall, as soon as possible, submit to the CA:-</p> <ul style="list-style-type: none"> - 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, and - All other relevant information required by the CA. <p>Any application for an extension of time in respect of direct loss and expense must be made as soon as practicable and with (or to be followed by) the requisite supporting information so as to afford the CA the opportunity to issue instructions designed (according to circumstances) to minimise or avoid that loss and/or expense.</p> <p>SUPERVISION/INSPECTION</p> <p>In addition to the constant management and supervision of the works by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors.</p> <p>Provide at all reasonable times access for inspection of the works by the CA.</p> <p>Any defects in the existing construction must be reported to the CA without delay for further instructions.</p> <p>Give the CA at least 5 working days notices before removing scaffolding.</p> <p>Agree times and dates of any tests with the CA to enable the CA and other interested parties to be present.</p> <p>The Contractor is to hand over to the CA all test and completion certificates prior to practical completion.</p> <p>Where work or materials are not in accordance with the contract documents and to the satisfaction of the CA, they shall be rectified at the Contractors own expense.</p> <p>COST CONTROL</p> <p>Prior to commencement of the works on site the Contractor is to provide to the CA/Employer a schedule of predicted amounts of the monthly valuations.</p> <p>At least 3 days before the end of each established period for interim</p>	

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<p>valuations the Contractor is to submit to the CA details of amounts due under the contract together with all necessary supporting information.</p> <p>The Contractor is as far as possible to submit a price to the CA for any additional instructed works prior to these works being undertaken. Any additional works not priced prior to them works being undertaken, may not be certified for payment by the CA.</p> <p>Dayworks will not be permitted unless agreed in writing by the CA.</p> <p>The Contractor is to give reasonable notice to the CA of the commencement of works for which daywork vouchers are to be submitted. Before submission of the vouchers each voucher must be:-</p> <ul style="list-style-type: none"> - Referenced to the instruction under which the work is authorised, and - Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant, tools and materials used. <p>OPERATIVES</p> <p>All work shall be undertaken in a proper workmanlike manner by accredited trade's people who are competent and skilled at the trade described.</p> <p>The Contractor warrants that he has the experience, resources and capability to execute the contract.</p> <p>The Contractor's own domestic Sub-Contractors shall be approved by the Contract Administrator.</p> <p>USE OF THE SITE/PROPERTY</p> <p>The Contractor shall work within the site and shall not permit his workmen to trespass onto adjoining property nor in areas within the building not directly associated with the work or specified as out of bounds.</p> <p>The contractor shall provide dust sheets and any other necessary protection as specified to protect all existing property, floors, fittings and effects from being spoiled by the works or the consequences of the works. All damage caused by installing and removing protection shall be made good.</p> <p>The contractor while working on the site shall be responsible for the safe keeping of all items in the building and shall keep these protected and free from damage.</p> <p>The Contractor shall allow for making good any damage caused to the</p>	

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<p>property by his works and for cleaning up after his works.</p> <p>The Contractor is to protect the adjoining properties, including but not limited to boundary walls/fences from damage throughout the contract period. Any damage is to be immediately notified to the contract administrator. Any damage caused by the works is to be made good at the contractor's own expense.</p> <p>The Contractor shall make good all surfaces disturbed to match existing surfaces and/or adjacent surfaces.</p> <p>The Contractor at his own expense shall make good all damage including damage to existing services caused by or due to the works.</p> <p>Clear away all rubbish and debris on a daily basis. Leave the site and works clean and tidy. There is no space on the site for the location of a rubbish skip.</p> <p>The space on site for storage of bulk materials is to be agreed with the Town Council but generally all materials are to be brought to site in small loads as and when necessary.</p> <p>Access to the roof will be via the scaffolding. Access using the main stairs is only permitted to access the flat roof.</p> <p>No alcohol will be permitted to be drunk on site.</p> <p>PARKING</p> <p>There is no parking on site. Contractor is to make his own arrangement to park all vehicles off site for the duration of the contract at his own expense.</p> <p>There is a public pay and display carpark to the rear of the building.</p> <p>EXISTING MAINS SERVICES</p> <p>The Contractors attention is drawn to the fact that there are existing services present on over or under the site. The contractor is to allow for making all necessary enquiries with the Utility Companies with regard to the location of services. The contractor is to allow for all costs in locating, protecting and maintaining all pipes, ducts, cables, wires, drains, sewers etc. Any damaged caused to any services due to the works shall be made good at the Contractors own expense.</p> <p>DELIVERY & STORAGE OF MATERIALS</p> <p>DEliveries by lorry must be undertaken from Elm Road. Then moved by</p>	

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<p>hoist or manhandled into position.</p> <p>The space on site for storage of bulk materials is to be agreed with the Town Council but generally all materials are to be brought to site in small loads as and when necessary.</p> <p>The scaffolding shall not be used for the storage of materials unless it has been specifically designed for such use.</p> <p>TEMPORARY BUILDINGS AND WELFARE FACILITIES</p> <p>The Contractor is to provide all temporary welfare facilities for use by his operatives and all sub-contractors.</p> <p>The Contractor will be permitted to use the existing public toilets on the ground floor. Abuse of the use of the toilets by the contractor may result in their use being prohibited and then the contractor will be required to make his own arrangements for temporary portable toilets at his own expense.</p> <p>The welfare facilities must be kept clean at all times.</p> <p>Provision is to be made for temporary water supplies to the sanitary and welfare facilities.</p> <p>A first aid box is to be provided and distinctively marked and in charge of a responsible person. The first aid box is to be kept in an area accessible by any worker and all operatives to be made aware of the location.</p> <p>SECURITY</p> <p>Safeguard the works, the site, any access thereto, and materials and plant against damage and theft at all times.</p> <p>The contractor is to take all reasonable precautions to prevent unauthorised access during out of work hours.</p> <p>The scaffolding is to be alarmed to detect unauthorised access and be linked to a 24-hour manned security station.</p> <p>The contractor is to co-operate as fully as possible with the Town Council and the security of the property should not be compromised. All operatives and sub-contractors must book in and out with the contractor on arrival and departure each day.</p> <p>WATER FOR THE WORKS</p> <p>The contractor will be permitted the use of the existing water supply to the building free of charge.</p>	

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<p>LIGHTING & POWER FOR THE WORKS</p> <p>The Contractor is to arrange for lighting and power for the works. The existing buildings supplies can be used free of charge.</p> <p>MAINTENANCE OF PUBLIC AND PRIVATE ROADS</p> <p>Maintain and keep clean all public and private roads, paved areas, footpaths, kerbs and the like in the vicinity of the site which are used by and traffic in connection with the contract works.</p> <p>STABILITY OF EXISTING BUILDINGS</p> <p>The Contractor shall be responsible for the stability of the existing structures on the site that may be affected by his works.</p> <p>The Contractor shall provide and maintain during the execution of the works all shoring, needling, planking and strutting and other temporary supports necessary and shall take all other measures and precautions to preserve the safety and stability of the existing structures and neighbouring structures.</p> <p>Allow to provide temporary structural support to all openings in the fabric of the building.</p> <p>SERVICES GENERALLY</p> <p>Maintain, alter adapt and move all temporary services as necessary. Remove when no longer required and make good.</p> <p>The Contractor should make adequate provision for services including unobstructed routes and fixings. Wherever possible ducts, chases, and holes are to be formed during construction rather than cut.</p> <p>PUBLIC AND PRIVATE SERVICES</p> <p>Protect, uphold and maintain all pipes, ducts, sewers, drains, service mains, underground and overhead cables, and the like during the execution of the works.</p> <p>The Contractor shall make good at his own expense all damage to services which are due to any circumstance within his control.</p> <p>TEMPORARY WORKS, SCAFFOLDING ETC.</p> <p>The Contractor is to allow and include for all temporary works in connection with the specified works.</p>	

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<p>NOISE CONTROL</p> <p>The Contractor shall comply with all statutory requirements relating to control of noise. All mechanical plant shall be properly silenced and shall be operated only when necessary.</p> <p>The Contractor shall take all reasonable steps at his own expense to minimise nuisance by noise.</p> <p>The use of all radios or other audio devices will be prohibited.</p> <p>POLLUTION</p> <p>Take all reasonable precautions to prevent pollution of the site, works and general environment. If pollution occurs inform the appropriate authorities and CA without delay and provide them with all necessary documentation.</p> <p>NUISANCE</p> <p>Take all necessary precautions to prevent nuisance to the Town Council and occupiers of the building, adjoining owners and general public from water, smoke, dust, rubbish, noise, vehicles and other causes</p> <p>FIRE</p> <p>Take all necessary precautions to prevent loss, damage or injury from fire. Include for providing appropriate fire extinguishers.</p> <p>All fire escape routes, doors, stairs etc. are to be kept clear at all times</p> <p>The contractor is to formulate and maintain a written fire escape plan prior to commencement of works on site and supply the CA and the Town Council with a copy.</p> <p>Smoking will not be permitted inside the property. Operatives will not be permitted to congregate on the pavement outside the property to smoke.</p> <p>No bonfires will be permitted on site.</p> <p>PROTECTING FROM INCLEMENT WEATHER AND BUILDING OPERATIONS</p> <p>Provide for carefully covering up and protecting the works and the property generally or any adjoining property exposed by these works from inclement</p>	

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<p>weather or from the effects of any building operation.</p> <p>Prevent work from becoming wet or damp where this may cause damage.</p> <p>WASTE DISPOSAL</p> <p>The Contractor is to provide for removing all waste materials, rubbish and debris (including all sub-contractor/nominated sub-contractors waste and rubbish) from site, both as it accumulates from time to time and on completion.</p> <p>All waste materials, rubbish and debris shall be bagged up and removed from site on a daily basis. Waste materials, rubbish and debris will not be allowed to accumulate on the roof or within the grounds of the property.</p> <p>Waste materials, rubbish and debris must not be allowed to accumulate on the scaffolding so as to cause undue loading, safety of the scaffolding or waste to be blown about during windy weather.</p> <p>Ensure that all non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.</p> <p>Hazardous materials and their containers are to be removed from site on a regular basis and disposed of at a tip approved by a Waste Regulation Authority in accordance with relevant regulations.</p> <p>Retain all waste transfer documentation on site.</p> <p>ASBESTOS</p> <p>The contractor is to ascertain if any materials are suspected to contain asbestos prior to undertaking any work on them. Any suspect asbestos containing materials shall be reported to the contract administrator immediately for further instructions.</p> <p>All asbestos works shall be carried out by a registered asbestos contractor and carried out strictly in compliance with the Control of Asbestos Regulations 2012.</p> <p>CLEANING THE WORKS AND SITE</p> <p>The Contractors is to provide for cleaning the works and the areas of</p>	

DESCRIPTION	COST (£)
<p>operation and existing work marked by his operations and removing stains and touching up paintwork and leaving the whole of the works and site clean and tidy during the course of the works and on completion to the satisfaction of the Contract Administrator.</p> <p>NOTICE BOARDS AND ADVERTISING</p> <p>The Contractor shall not erect any name board or advertisement and the same will not be allowed on any hoarding, scaffolding or other apparatus without written approval of the Town Council/CA.</p> <p>FACILITIES FOR SUB-CONTRACTORS</p> <p>The Contractor is to ascertain and provide all facilities and attendance required by the Sub-Contractors whether nominated or otherwise and make full allowance in his tender for making such provision.</p>	

WORKMANSHIP & MATERIALS

DEMOLITION & ALTERATIONS

GENERAL

The Contractor is advised to price all demolition and alteration works on site and should carefully inspect the site and present structure etc. In order to ascertain the exact nature of the demolition/alteration works prior to submitting a tender, as no claim on the grounds of want of knowledge will be entertained.

Before commencing work the Contractor must examine all available information, carry out a survey of the structure(s), site, services and surrounding area, and submit to the CA a survey report with method statement covering how the structure (s) is proposed to be demolished/altered and for all temporary propping.

Except where otherwise stated none of the materials arising from the demolitions & alterations may be used in the works without the CA's Consent in writing. All materials remain the property of the contractor unless otherwise specified.

All materials or debris arising from the demolitions & alterations shall not be allowed to build up excessively prior to removal from site.

All demolitions and alterations are to be carried out in such a manner as to cause as little inconvenience as possible to adjoining owners and the general public. The Contractors attention is drawn to the requirements of BS 5228 Part 1 1984 as to minimising the impact of site noise on the neighbourhood.

The Contractor is to be responsible for the full safety and protection of those parts of the building which are to remain, including the provision of dust sheets, temporary dust and weatherproof screens, tarpaulins and the like. Reduce dust by periodically spraying demolition works with water

All demolition works are generally to be undertaken by hand unless otherwise agreed prior to commencement of the works. Demolition is to be carried out to BS 6187:1982 and in accordance with the HSE guidance note GS29/1,2,3, and 4.

The Contractor is to be entirely responsible for the correct execution of the demolition/alterations, and is also responsible for designing, protecting, and maintaining all necessary shoring and the protection of the existing building, and shall take every precaution necessary to prevent injury to persons or property on the site and neighbouring properties and persons.

The Contractor is held responsible for all demolition and shall bear all costs of any reinstatement work necessary if any over-demolition occurs.

All demolition shall be carried out in a safe and stable manner and at no time shall any partial demolished structure stand out at a height above any other partially demolished structure. No dangerous portions of the structure shall remain standing during idle periods or overnight and where this is unavoidable, such portions shall be adequately strutted and propped to ensure their stability until the work recommences.

The Contractor shall protect all propping, shoring and other temporary supports from falling debris.

The Contractor is to take adequate precautions to prevent fire or explosion caused by gas or vapour.

All cutting and demolition plant and equipment shall be suitable types and standards for the location and type of work.

All dangerous openings shall be adequately signed, protected with suitable barriers and illuminated.

Inform the CA of any unrecorded voids, tanks, chemicals etc. discovered during demolition works. Agree with the CA the methods for safe removal, filling etc.

Inform the CA of any unrecorded voids, flues, services etc. discovered during demolition and agree with the CA the methods for infill, removal, making good etc.

BRICKWORK & BLOCKWORK

(All reference to brickwork contained within this section also applies to blockwork)

Materials & Properties

Common bricks shall comply with BS EN 771-1, with mean compressive strength of 20N/mm²

Engineering brickwork shall comply with BS EN 771-1 with mean compressive strength of 75N/mm²

Common blockwork shall comply with BS EN 771-1 with mean compressive strength of 7.3N/mm²

Mortars

Cement: the cement used in mortar shall be either Portland Cement to BS12:1991 or "Ordinary and rapid hardening Portland Cement" or "Portland Glass Furnace Cement to BS146:1991" or "Sulphate resisting Portland Cement BS4027:1991".

The use of high alumina cement is forbidden.

Lime: lime used in mortar is to be high calcium lime or semi-hydraulic lime to conform to the requirements of BS890:1972.

Sand: sand for mortar should comply with requirement of BS1199 and 1200: 1976 and the grading shall be as shown in Table 1 of BS1200. Sand which has been in contact with sea water should not be used unless the Supervising Officer is satisfied that it is washed adequately and no trace of deleterious salts remain.

Water: water should be clean and free from harmful impurity. Where the quality of supply is doubtful the water should be tested in accordance with BS3148:1980 Methods of test for water for making concrete.

Plasticisers: the use of plasticisers will not be permitted unless specified by the Contract Administrators.

Proportioning: all the mortars for brickworks are to be of the proportions specified for strength as approved by the Contract Administrator and as indicated on the drawing, and all in accordance with BS5390.

Reconstitution: mortars shall be used before the initial set takes place. Normally this is within one hour of the cement being added. any mortar left after this time is to be discarded; on no account may mortars be reconstituted.

Storage & Materials

Bricks: bricks shall be carefully unloaded by hand or crane and neatly placed on the site in neat stacks and prepared areas free from all ashes or sulphate bearing soil. Stack or packs shall be protected from rain while allowing full circulation of air. No bricks shall be built into the work until two days have elapsed from the time of drawing from kiln except as otherwise agreed.

Bricks delivered in packs and handled by crane shall not be placed directly on to new slabs without first consulting the Contract Administrator and also taking precaution to prevent excessive deflection.

Cement: cement shall be stored well above ground level on a timber floor in a dry structure. Consignment shall be placed so as to permit inspection and use in the order of delivery. cement affected by dampness shall not be used.

Hydrated Lime: shall be stored in the same way as cement.

Sand: shall be stored where it will not become contaminated.

Accuracy of Building

Dimensions: horizontal dimensions shall be set out with the steel tape supported throughout its length. Angles set out by measurement of a builder's square shall be checked by instrument if they govern lines over 15m long. Great care must be taken in setting out walls on concrete suspended slabs to see that each storey height of wall is in line with that below.

Alignment & Levelling: all brickwork shall be built plumb and true to line and level to a tolerance of 5mm in any storey height or 6m length.

Uniformity: all brickwork should be carried out in a uniform manner. No one proportion of any section of the work shall rise more than 1m above the general level.

Brick laying

Wetting Bricks: if necessary the suction of bricks will be adjusted by wetting so as not to exceed 20 grams/cm sq/min, care being taken to avoid damage in frosty weather.

Filling of Joints & Frogs: single frogged bricks should be laid frog upper most on a full bed of mortar. Double frogged bricks shall be laid with a deeper frog upper most. All frogs shall be filled with mortar. All cross joints shall be filled by well buttering the ends of the bricks and then sliding it in to position against its neighbour. Collar joints (lays parallel with the outside face) shall be filled by buttering the stretcher side. All joints must be solidly filled and the thickness of joints should not exceed 12mm.

Cutting of Bricks: cutting of bricks should be kept to a minimum standard special bricks used wherever possible to maintain bond. When cutting of units is necessary, a bolster shall be used, in preference to a trowel.

Forming Chases & Holes: sleeves, chases and holes shall, as far as possible be provided during the erection of the brickwork, all purpose made chase units shall be built in position agreed by the Supervising Officer. Chasing of completed walls or the formation of the holes shall only be carried out with the written approval of the Supervising Officer and then only with a tool designed to cleanly cut the bricks. No horizontal or diagonal chases will be permitted.

Pallet Slips: pallet slips or other materials intended for fixing shall not be built on to walls without the written approval of the Supervising Officer.

Protection Against Weather: the contractor is responsible for avoiding the effect of frost. In any period of interruption through rain and at the completion of each days brick laying freshly laid brickwork shall be protected.

Damp proof Courses: horizontal and vertical damp proof courses shall be "Hyload" to be obtained from Ruberoid Building Products Limited unless otherwise specified. All joints should be lapped at least 150mm at angles and joints and laid on a level cement mortar as described and neatly pointed where exposed, all in accordance with BS5628:Part III:1985 Materials and Components, Design and Workmanship.

Horizontal damp proof courses shall be placed at 150mm minimum above finished ground levels and shall adjoin where appropriate the damp proof membrane.

Concrete Blocks: Aerated concrete blocks shall be from an approved source and shall be thoroughly mature before leaving the factory and approved by the Supervising Officer. Blocks shall be bedded and jointed in gauged mortar and properly bonded at intersections

and angles. Care should be taken to keep blocks thoroughly dry when stored on site and before plastered to avoid moisture movement.

Where fair walls are required, care should be taken in selecting blocks to provide a smooth surface ready for direct decoration.

Use of damaged blocks shall not be permitted in these areas. Joints should be flush pointed as the works proceed.

Proportions for Mortars: the cement mortar for the brickwork below ground level shall consist of one part of Portland Cement to four parts of sand by volume. The gauged mortar shall consist of one part of Portland Cement to four parts of sand, by volume.

The gauged mortar for use around the engineering bricks is to be one part Portland Cement to three parts of sand by volume.

Mixing Mortars: the ingredients for all mortars shall be measured in proper gauge boxes on a boarded platform, the ingredients being turned over twice dry and twice while water is added through a rose. Alternatively, mixing may be by means of an approved mechanical batch mixer. All mortar should be used within an hour of mixing.

Brickwork: in dry weather all bricks should be well soaked with water before being laid and the tops of wall left off shall be similarly wetted before work is commenced. Unless otherwise described four courses of brickwork shall rise 300mm. All fair faced and faced brickwork shall be kept clean. Rubbing or staining brickwork will not be permitted.

Bond: brickwork shall generally be built in English Bond except half brick walls which, unless otherwise described, shall be built in stretcher bond. No bats shall be used, except where required for bond.

Pointing: all fair faced, brickwork internally shall be pointed with a neat flush joint and facing externally shall be pointed to a neat tooled joint.

Frost: no brickwork shall be carried out during frosty weather except with the written permission of the Supervising Officer who will give special direction as to the manner in which the work is to be performed. Such direction by the CA shall not relieve the contractor of his responsibility for protecting the work against frost. All brickwork laid during the day shall, in seasons liable to frost, be properly covered up at night with felt, sacking, boards or other approved non-conducting material. Should any brickwork be damaged by frost, the brickwork shall, at the discretion of the CA, be pulled down and be made good at the contractor's sole expense. Such remedial work shall not give rise to any claim for an extension of time.

PLASTERING

General

The works shall be carried out in accordance with the specification and all other relevant specifications and drawings.

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Defective workmanship

Any work which does not comply with this specification shall be rejected and made good to the satisfaction of the Contract Administrator.

Approval

The works shall be to the satisfaction of the Contract Administrator and if applicable to the satisfaction of the Local Authority and/or any Statutory Approving Authority.

Materials

Cement

Cement shall be ordinary Portland Cement to BS 12.

Lime

Hydraulic lime shall be to standard EN459.

Hydrated Lime shall be to BS 890.

Sand

Sand for internal plastering with gypsum plasters shall comply with BS 1198.

Water

Water shall be clean and free from all harmful matter.

Plasters

Gypsum plasters shall comply with BS 1191 Part 1.

Premixed lightweight plasters shall comply with BS 1191 Part 2.

Plasterboard

Plasterboard shall comply with BS 1230.

Plasterboard which is to be decorated or receive lining paper shall be self-finished gypsum wall board.

Plasterboard which is to receive a setting coat only of plaster shall be gypsum lath with rounded edges.

Expanded metal lathing

Metal lathing for plastering shall be plain or ribbed expanded 22 gauge mesh to BS 1369.

Plaster beads

Metal plaster beads and the like shall be Expamet obtained from The Expanded Metal Co. Ltd. or other similar and approved beads.

WORKMANSHIP

Generally

Standards of workmanship generally shall comply to BS 5492 for internal plastering and BS 5262 for external rendered finishes

Plastering Generally

Plastering or rendering generally shall be in two coat work nominal thickness 13mm. Plaster skim to be a nominal thickness of 3mm.

Brick, block and concrete surfaces shall be keyed for plaster or rendering as required by raking out joints, hacking or applying a suitable bonding agent.

Plasterboard backings shall be not less than 9mm thick generally and fixed with galvanised clout nails and the joints between boards covered with jute scrim. Where board joints occur additional timber noggins shall be provided for fixing if required, so that boards are fixed on all four edges.

Plastering to plasterboard on walls and ceilings.

Plastering to plasterboard backings on walls or ceilings shall be a setting coat only except that additional thickness of plaster is required to bring tapered joints out level.

Making out and making good to old plastered surfaces.

All loose plaster to solid or metal lathing backings shall be cut back and the surfaces to be plastered keyed as required. All surfaces shall be thoroughly brushed down and wetted before plastering.

Allow for dubbing out in cement and sand as found necessary in order to finish new plaster surfaces level with existing.

Where fireplaces, doors, windows etc, have been removed and the openings sealed for plastering, the old plaster is to be cut back until a straight edge can be levelled across the opening in all directions.

Making out and making good to old plasterboard surfaces or backings

Plasterboard backings shall be cut and fitted accurately into the openings to be made out and the joints scrimmed and the whole plastered with the same number of coats as existing.

Where existing openings in self finished plasterboards are to be sealed all existing cut boards around the old opening are to be removed and reinstated with whole new boards.

WOODWORK

COMPLIANCE WITH SPECIFICATIONS

The works shall be carried out in accordance with the specification and all other relevant specifications and drawings.

DEFECTIVE WORKMANSHIP

Any work which does not comply with this specification shall be rejected and made good to the satisfaction of the Contract Administrator.

APPROVAL

The works shall be to the satisfaction of the Contract Administrator and if applicable to the satisfaction of the Local Authority and/or any Statutory Approving Authority.

MATERIALS

Timber

All timber shall be well seasoned, bright, sound, cut square and straight grained and shall be free from discoloured sapwood, wane, shakes, dry, loose or dead knots, or any other defects which will render it unsuitable for its intended use.

Timber for carpenter's work shall be in accordance with BS 4978, BS4471 and CP 112 and shall have a moisture content of not more than 20% and not less than 15% of the dry weight at the time of fixing. The timber for structural use shall be graded in accordance with BS 4978.

Timber for joiner's work shall be in accordance with BS 1186 part 1 Class 1S for hardwood and clear finished softwood, and Class 2 for softwood which is not concealed. Timber shall be used in accordance with the uses permitted in tables A & B. Timber for flooring shall be graded and sized in accordance with BS 1297 and shall be in accordance with CP 201 Part 2.

Plywood

Plywood shall be in accordance with BS EN 636

Wood Chipboard

Wood chipboard shall be in accordance with BS 5669.

Orientated Strand Board (OSB)

Orientated strand board shall be in accordance with BS EN 300

Medium Density Fibreboard (MDF)

Medium density fibreboard shall be in accordance with BS EN 622-5:2009

Treated Timber

Treated timber shall be pressure impregnated with an approved preservative complying with the requirements of BS 3452 or 3453 in areas subject to insect attack and BS 4072 in conditions subject to fungal decay, constructional timber shall be treated in accordance with BS 5268 Part 5. All cut surfaces and notches made on site shall be treated with a suitable brush applied preservative.

Glues

Glues shall be in accordance with BS 1203/1204 and the appropriate grade shall be selected according to use and location.

Doors

Flush doors for internal and external use shall be plywood faced in accordance with BS 459 parts 2 and 3.

WORKMANSHIP

Storage

Timber shall be stacked clear of the ground and protected from the weather.

Priming

All softwood door and window frames and linings are to be delivered to site primed, unless they are to have a stain/varnish finish. Priming shall be carried out with the correct primer as specified under painting.

Jointing, fixing and assembly

The workmanship generally shall comply to the requirements of BS 1186 Part 2 and CP 112.

All framed work shall be cut out and put together immediately upon receipt of the details but shall not be glued and wedged up until ready for immediate fixing.

External joinery shall be put together with a WBO grade adhesive to BS 1204.

Where nails are used for fixing softwood the nails are to be punched in.

All screws are to be countersunk. Screws for fixing hardwood are to be either sunk or pelleted or if exposed are to be brass. Screws for fixing ironmongery to be matching.

Plugging for fixing timbers shall be at 400mm centres unless otherwise described.

Studding

Studding to partitions, casings etc unless otherwise described, shall be executed in 75 x 50mm members. There shall be a sole and head plate and vertical studs at not more than 600mm centres. Noggins shall be provided at not less than 900mm centres vertically.

Defective work

Any new joinery that splits, shrinks or warps is to be renewed or replaced without charge.

Repairs to old joinery generally

Broken or damaged members which are described to be repaired shall be cut out and new sections of timber let in, glued and pinned and shaped or moulded to match existing member.

ELECTRICAL INSTALLATIONS

GENERAL

COMPLIANCE WITH SPECIFICATIONS

The works shall be carried out in accordance with the specification and all other relevant specifications and drawings.

Defective workmanship

Any work which does not comply with this specification shall be rejected and made good to the satisfaction of the Contract Administrator.

Approval

The works shall be to the satisfaction of the Contract Administrator and if applicable to the satisfaction of the Local Authority and/or any Statutory Approving Authority.

Materials

Generally

Materials are to comply with the BS 7671 (formally the Institution of Electrical Engineers (IEE) Wiring Regulations and any other relevant British Standards.

Cables, conduits and accessories

Cables, conduits and accessories used for wiring must be suitable for the purposes used and must be consistent throughout the installation.

Fittings

Ceiling roses, light switches, socket outlets or spur connectors and the like are to be white plastic of approved pattern or as described in the schedule of works.

All switches and outlets are to be flush pattern or as described in the schedule of works.

WORKMANSHIP

Generally

The entire installation is to be designed and installed by the Contractor to the requirements of this specification and the drawings and/or schedule of works.

The installation is to comply with the latest IEE Regulations and any requirements of the local electricity company. The builder shall carry out such tests as may be required to satisfy these requirements.

Conduit/cable

All conduit/cable shall be hidden, no surface wiring of any sort will be allowed.

Cable buried in plaster if not in a conduited system must be protected by conduit or other suitable covers against accidental penetration from nails and drills.

Conduit if used shall be securely and neatly fixed with proper clips to the various backgrounds over which it passes.

PVC sheathed or other types of cables laid in roof spaces/voids or under floors shall be set out neatly and systematically.

Fittings

Switch plates, socket outlets and the like shall be fixed squarely and flush with wall surfaces.

Socket outlets shall be generally positioned 200mm above floor level or worktops, light switches 1400mm above floor level.

Builders work

Cables under flooring shall be drawn through holes drilled at mid-depth of joists and not notched into the tops of joists.

Holes through existing or new floors, walls and ceilings shall be provided as required and made good whether or not specifically mentioned elsewhere.

Chases shall be provided in walls where required to hide wiring or conduit unless otherwise specified.

THE WORKS

Item	Description	Cost (£)
1.0.0	GENERAL & TEMPORARY WORKS	
1.0.1	<p>The Contractor is to provide and maintain all necessary, temporary screens, protection, dust sheets, security etc to enable the works to be carried out.</p> <p>Any damage caused is to be repaired/replaced at the Contractors own expense.</p> <p>Remove and dispose of all protection, dust sheets on completion of the works.</p>	
1.0.2	Safeguard the works, the site, any access thereto, and materials and plant against damage and theft at all times.	
1.0.3	On completion of the works allow and include for thoroughly cleaning the work areas, internally and externally.	
1.0.4	<p>Frame up and form temporary screen in general office around site of proposed new door opening.</p> <p>Remove screen on completion of the works.</p>	
1.0.5	<p>Once the new structural door opening is formed into the office there will be no security between the office and the external lobby. The contractor is required to maintain security and is to erect a secure temporary plywood hoarding over the external opening which can be removed during contractors working hours and re-fixed at the end of each working day until the new external fire exit door is installed.</p> <p>Make good all surfaces disturbed on completion of the works to match existing.</p>	
1.0.6	<p>The contractor is to note that all decoration works are to be carried out by the Town Councils own employees on completion of the works.</p> <p>The contractor is to leave all surfaces ready for decoration by the Town Councils own employees.</p>	

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Item	Description	Cost (£)
2.0.0	DEMOLITION, STRIPPING OUT, MAKING GOOD	
2.0.1	<p>Take off existing door at bottom of stairs leading up to Rooms 8 & 9. Leave existing frame insitu, remove all ironmongery from frame, make good frame to match existing.</p> <p>Leave frame ready for re-decoration by others.</p>	
2.0.2	<p>Carefully break out existing concrete landing to bottom of existing stairs as shown on drawings, including compacted fill beneath. Retain area of concrete by existing door to form new tread and riser to existing stairs. Approximate height of riser estimated to be 140mm.</p> <p>Remove debris from site.</p> <p>Prepare area where concrete broken out and level out with concrete/screed make good and leave level with external step.</p> <p>Make good/form bottom tread and riser to existing stairs. Paint white strip to nosing to match those to the existing stairs.</p>	
2.0.3	<p>Needle, prop and brace existing walling to enable new door opening to be formed from bottom of stairs into Town Council office.</p> <p>NOTE The contractor is to take into account that the office is over the basement and therefore the props will need to be taken through the floor and bear onto the basement floor and cross braced as necessary.</p> <p>Form new door opening through brickwork walling as shown on drawings, include for inserting a hi-spec range R7 concrete lintel 215mm wide x 145mm deep over opening with minimal end bearing of 150mm, make good brickwork over, building up/making good jambs in brickwork and leave ready for new door & frame and plaster later specified, make good floor through opening in concrete/screed and form step.</p> <p>Remove needles and props on completion of the works and make good holes through walling.</p>	

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Item	Description	Cost (£)
	<p>Remove all debris from site.</p> <p>On completion of the new door opening and installation of new door, plaster new brickwork and make good all existing surfaces/areas disturbed to match existing leaving level and smooth and ready for decoration by the Town Councils employees.</p> <p>Note – On office side of walling there are steel barrel central heating pipes in boxing at floor level. The threshold to the new door opening should be above the level of the pipework.</p>	
2.0.4	<p>Make safe and disconnect existing radiator at head of stairs in room 9.</p> <p>Lift carpet and floorboarding, remove pipework to below floor level and cap off. Make good floor boarding and walls where disturbed to match existing. Relay carpet.</p> <p>Note – The radiator is to be locally frozen and as a drain of the system is not permitted. The radiator is to be removed by the contractor whilst the system is drained down.</p>	
2.0.5	<p>Make safe and disconnect existing electrical supply to the reception area on ground floor.</p> <p>Allow to remove any electrical items and dispose off site. Include for the removal and disposal of all associated wiring and the like.</p>	
2.0.6	<p>Take down and remove existing studwork walling forming the reception area to ground floor.</p> <p>Include for the removal of all timber studs, plasterboard, glazed screens and any other features including cornice and skirting boards and dispose off site.</p> <p>Allow to make good the walls, floor and ceiling where disturbed.</p>	
3.0.0	ALTERATIONS/NEW WORKS	

Item	Description	Cost (£)
3.0.1	<p>To the existing external opening at the bottom of the stairs provide and install new treated wrot softwood rebated door frame complete with hardwood threshold. Frame to be installed vertical from low brick plinth and top of the threshold to be level with the finished surface level of the internal landing.</p> <p>Allow to infill in treated wrot softwood between new frame and brickwork (due to low level plinth) and in external grade plywood on timber framing to semi-circular section above head of door.</p> <p>Make good walling where disturbed.</p> <p>To door frame provide and hang on 3no 100mm heavy duty steel hinges a plywood faced flush external door to open out (size to suit opening). Provide and fix external timber weatherboard, cut end of board as necessary to enable door to fully open.</p> <p>To door provide and fit Briton 376 vertical panic bolt.</p> <p>Provide and screw fix to door 150 x 450mm rigid plastic FIRE EXIT KEEP CLEAR sign to external face of door and internally a 75 x 600mm rigid plastic PUSH BAR TO OPEN sign.</p> <p>Leave door and frame ready for decoration.</p>	
3.0.2	<p>To new door opening at bottom of stairs into existing Town Council office provide and fix new wrot softwood door frame complete with intumescent strip and smoke seal rebated into frame.</p> <p>To new frame provide and hang on 3 no 100mm steel hinges 1981 x 762 x 44mm FD30 ply faced paint grade fire door incorporating a vertical glazed panel (approximate size 150 x 1150mm). Provide and fix to door mortice latch, SAA lever handles and Briton or similar approved overhead door closer. Size and model of door closer to suit weight of door.</p> <p>To either side of door frame provide and fix wrot softwood 75mm slayed architraves and where architraves cannot be fitted provide and fix 25mm wrot softwood quadrant moulds.</p>	

Item	Description	Cost (£)
	Provide and screw fix to both sides of door 85mm rigid plastic FIRE DOOR KEEP CLOSED signs.	
3.0.3	Allow and include for altering and adapting existing boxing over central heating pipes beneath threshold to new door from bottom of stairs into existing Town Council office and frame up and form new timber step over pipes.	
3.0.4	<p>To top of stairs, take up carpet as necessary and set aside for relaying.</p> <p>On completion of the formation of the new partition relay existing carpet. Allow for cutting carpet to suit location of new partition and for aluminium door strip at join of existing carpets to Room 9 and proposed new staff room.</p>	
3.0.5	<p>Extend partition from door at top of stairs to walling between the two small windows on rear wall in 75 x 50mm sawn softwood studwork at 400mm centres, include for all sole and head plates, noggins and forming new door opening.</p> <p>Note - new partition to be taken up to underside of existing suspended ceiling. Existing suspended ceiling tiles to be removed as necessary to enable new partition to be erected and tiles to be reinstated on completion of the partition.</p> <p>Allow for making safe electrical wiring, cutting and adapting plastic dado trunking on rear wall to enable new studwork partition to be erected.</p> <p>To both sides of partition provide and fix 9.5mm plasterboard with plaster skim finish and leave ready for decorating by others.</p> <p>To both sides of partition provide and fix wrot softwood square edged skirting boards to match existing and leave ready for decorating by others.</p> <p>Make good all surfaces disturbed and leave ready for decoration by the Town Councils employees.</p>	
3.0.6	Provide and fix to new door opening in new partition wrot pine door lining complete with wrot pine door stop to match	

Item	Description	Cost (£)
	<p>existing door into room 9.</p> <p>To both sides of opening provide and fix 75 mm wrot pine splayed architraves to match existing door into Room 9.</p> <p>Provide and hang on 3 no 100mm steel hinges FD30 ply faced paint finish fire door. Provide and fix to door 3 lever mortice lock and SAA lever handles.</p> <p>Leave door, lining and architraves ready for staining by others.</p>	
3.0.7	<p>Provide and install new back box and MK or similar plastic light switch adjacent to new door on office side of new partition.</p> <p>Alter and adapt existing lighting circuits to enable existing lights to be switched from new light switch and from existing light switch adjacent to existing door into office (Room 9).</p> <p>Alter and adapt lighting circuits so that lights in proposed new staff room are switched from existing light switch in staff room area.</p>	
3.0.8	<p>To landing between doors into Rooms 8 & 9 provide and fix to ceiling LED Round Bulkhead Light. For estimating purposes allow and include the PC Sum of £50 for the supply of the light.</p> <p>Alter and adapt existing lighting circuit and wire in new light and new MK or plastic wall light switches at top and bottom of stairs. Wiring to be installed in new plastic mini trunking, exact route to be agreed on site with CA.</p>	
3.0.9	<p>To existing electrical dado trunking alter and adapt wiring/trunking and provide and install new MK or similar plastic faced double socket outlet. Exact position of outlet to be agreed on site with CA/Town Clerk.</p>	
3.0.10	<p>Allow and include for all builders work in connection with the electrical installation.</p>	
3.0.11	<p>Frame up and form new studwork to the existing opening into the reception area.</p>	

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Job Ref. No. 10226

Item	Description	Cost (£)
	<p>Wall is to be formed using 75 x 50mm sawn softwood studwork, include for sole plate, noggins.</p> <p>To both sides of partition provide and fix 9.5mm plasterboard with plaster skim finish and leave ready for decorating by others.</p> <p>To both sides of partition provide and fix wrot softwood square edged skirting boards to match existing and leave ready for decorating by others.</p> <p>NOTE:- Only form the studwork to the level required for the transaction counter to be formed. Allow for a finished level of 1100mm from floor level.</p>	
3.0.12	<p>Supply and install new timber frame to the perimeter of the wall opening and new timber cill to form counter of reception area.</p> <p>Allow to paint the frame in 2nr coats of white gloss or satin to match existing surrounding woodwork.</p>	
3.0.13	<p>Supply and install new glazed barrier hatch sliding doors to the newly formed opening.</p> <p>Allow for the supply and installation of aluminium tracks, door rails, finger pulls, lock, rollers and end caps.</p> <p>NOTE:- Glazing should be of 6mm thick toughened safety glass.</p>	
3.0.14	<p>Supply and install new timber shelf to form the new reception desk within the existing office area.</p> <p>Allow to hang the shelf at a height of 765mm from floor level or where indicated by the client on site.</p> <p>Include for decorating the shelf in 2nr coats of white gloss or satin.</p>	
3.0.15	<p>Supply and install new wireless call buzzer to the reception area in a location agreed with the client on site.</p>	
4.0.0	CONTINGENCY	

Item	Description	Cost (£)
4.0.1	Allow and include a contingency sum of £2,000.00 for any hidden/unforeseen works only to be expended on the instructions of the CA.	

	To Summary	£	
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SUMMARY	
Preliminaries	£
Workmanship and Materials	£
The Works	£
Tender Sum	£
VAT 20%	£
Grand Total	£

DAYWORK RATES

LABOUR

The Contractor is to state his day work rate for all the classes of Labour to be employed on the site. The rates are to include for all overheads, on costs, travelling time, transport and travel costs, disbursements, site supervision, non-productive overtime (where worked) and all costs of employing labour.

Per hour

£ p

CARPENTER

BRICKLAYER

PLASTERER

ELECTRICIAN

PLUMBER

LABOURER

MATERIALS

Charged at invoice price plus % £.....

PLANT

Charged as plant hire invoice plus % £.....

TRANSPORT

Contractors transport including fuel, oil, licenses etc.

and driver £..... per hour