

New alresford Town council – roofing works

PRICING DOCUMENT

January 2022

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| new alresford Town council – roofing works  PRICING DOCUMENT  20th January 2022 | | |
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| Prepared for  New Alresford Town Council  Recreation Centre  The Avenue  New Alresford | | |
|  | | |
| Prepared by  Ridge and Partners LLP  Partnership House Moorside Road Winchester Hampshire SO23 7RX  Tel: 01962 834400 |  | Contact  David Lakin  Associate  dlakin@ridge.co.uk  07740 375726 |
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1. PRELIMINARIES
   1. Project Name: New Alresford Town Council, Recreation Centre – Re-roofing works
   2. Nature of Works: The stripping and replacing of the roof finishes to the main building.
   3. Location of Works: New Alresford Town Council, Recreation Centre, The Avenue, New Alresford.
   4. Length of contract: To be agreed with contractor.
   5. Employer’s details: New Alresford Town Council, Recreation Centre, The Avenue, New Alresford.
   6. Contract Administrator’s details: Ridge and Partners LLP, Partnership House, Moorside Road, Winchester SO23 7RX Tel 01962 834308.
   7. Designer: Ridge and Partners LLP, Partnership House, Moorside Road, Winchester SO23 7RX Tel 01962 834308.
   8. The site: The main structure is a multi-use building set over two floors. There is a large car park area to the front of the building and sports fields to the rear. Access to the building is via a main entrance located to the front of the building.
   9. Adjacent to the Site: The building is located on the main road and is in a rural setting.
   10. Parking: There is ample parking to the front of the site which is a ‘pay and display’ parking area for all users. By agreement parking bays can be allocated for the use of work vehicles and storage and waste management.
   11. Use of Site: General: Do not use the site for any purpose other than carrying out the Works.
   12. Health & Safety Hazards: General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the age of the building would suggest that the risk of any ACM’s are minimal. A request for any asbestos surveys will be made prior to awarding contracts as the full report sits with the client.

Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.

* 1. Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. Arrangements for visit: Mr David Lakin – Contract Administrator (Ridge and Partners) – 01962 834400.
  2. The Contract: The terms of JCT Minor Works Contract 2016 Edition will apply.
  3. CDM Regulations: The project is not notifiable although the CDM Regulations still apply to the client, designer and principal contractor. Ridge & Partners will propose to take on the role of Principal designer. If the contractor feels the work will exceed the notification threshold, then Ridge & Partners will notify the HSE of the work via an F10 form.
  4. Adjudication will apply: The Adjudicator will be appointed by the Royal Institution of Chartered Surveyors.
  5. Arbitration will apply: The Arbitrator will be appointed by The Royal Institution of Chartered Surveyors.
  6. Base Date: TBC.
  7. Date of Possession of the Site: To be confirmed once contractor is appointed.
  8. Date for Completion of the Works: TBC.
  9. Liquidated Damages: At a rate of £600 per week or part thereof.
  10. Rectification Period: 12 months from the date of practical completion of the works.
  11. Interim Payments – Percentage of Value: The valuation of works which have not achieved practical completion will be 95%. Works which have achieved practical completion will be valued at 97.5%.
  12. Contractor’s Insurance – Employers Liability Insurance. Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000. The Contractor will provide evidence of the cover.
  13. Contractor’s Insurance – Public Liability Insurance. Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000. The Contractor will provide evidence of the cover.
  14. Contractor’s Insurance – Contractors All Risk Insurance. Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000. The Contractor will provide evidence of the cover.
  15. Clause 5.4A, 5.4B and 5.4C - Insurance of the Works etc. Clause 5.4B applies. Minimum amount of cover should be full reinstatement value of the works plus 15% for professional fees.
  16. Any discrepancies or contradictions within any part of the Pricing Document shall be reported to the Contract Administrator as soon as possible upon discovery.
  17. Tendering Procedure: General: In accordance with JCT Practice Note 6 (Series 2) 'Main Contract Tendering'. Errors: Alternative 2 is to apply.
  18. Exclusions: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered. Relevant parts of the work: Define those parts, stating reasons for the inability to tender.
  19. Acceptance of Tender: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given. Costs: No liability is accepted for any cost incurred in the preparation of any tender.
  20. Period of Validity: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.
  21. Programme: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemise any work which is excluded. Submit with tender.
  22. Method Statements: Submit all necessary method statements with tender.
  23. Construction Phase Health & Safety Plan: Issue to CA before commencing works.
  24. Site Meetings: Held to review progress and other matters arising from administration of the Contract.
* Frequency: Fortnightly
* Location: On site
* Accommodation: Ensure availability at the time of such meetings
* Tables/chairs etc.: Contractor to provide table and four chairs
* Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
* Chairperson (who will also take and distribute minutes): Contract Administrator
  1. Photographs: The Contractor must take photographs every week to record the progress and provide to the CA as requested.
  2. Notice of Completion: Give notice of the anticipated dates of completion of the whole or parts of the Works. Give 5 working days’ notice.
  3. Extensions of Time: Notice: 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.

Details: As soon as possible submit:

* 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.
* All other relevant information required.
  1. Proposed Instructions: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
  2. The Contractor should note that the works are to be undertaken within part of an occupied building. All relevant precautionary measures should be allowed for, and all necessary care and attention should be made to prevent harm or injury to operatives, residents, and visitors alike.
  3. The Contractor must undertake the works in a good and workmanlike manner. All operatives must be appropriately skilled and experienced for the type and quality of work.
  4. All works to comply with relevant British Standards, building regulations and listed building consents. Where appropriate, Ridge & Partners will arrange and submit a building regulations application for the works.
  5. All products are to be new. All products to be used/installed/applied in accordance with the relevant manufacturers’ recommendations.
  6. Workmanship is to comply with the current edition of BS 8000.
  7. Demolition works to be undertaken in accordance with BS 6187.
  8. Thoroughly clean/decontaminate all surfaces with appropriate solution. At completion leave site clean, tidy, dry and free from dirt, grease, smoke residue and other contamination. Remove all debris/materials etc. from site and leave clean and tidy.
  9. Any leadwork in accordance with Lead Sheet Association guidance.
  10. Samples and Approval of Products: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
* To an express approval.
* To match a sample expressly approved as a standard for the purpose.
* Allow 2 week approval period.
  1. The building will be in full use during the works and given the mix use of the building full safe access through the front and rear of the building must be maintained at all times. Works can be programmed for a continuous phase but taking into account noise levels for the site users. The Site Manager should co-ordinate with the Employer, confirming work to be undertaken on a weekly basis, to update on progress.
  2. It is the responsibility of the Contractor to establish the locations of any above and below ground services/drainage routes and protect them throughout the duration of the work.
  3. Prior to the commencement of works the location of an area to be set aside for use as a site compound will be established and agreed between all parties. The Contractor must ensure that this area is kept secure at all times and will be responsible for any reinstatement necessary upon completion of the works.
  4. The Contractor is to take a photographic schedule prior to works commencing on site. The Contractor is to provide one set of photographs to the Employer and Contract Administrator upon possession of the site.
  5. Throughout the duration of the works the Contractor shall adequately protect all existing components and finishes that are to be retained.
  6. Site Security: The contractor must ensure that the building is kept secure, including ensuring that all doors and windows are secured at the end of each shift.
  7. Security at Completion: Leave the Works secure with, where appropriate, all accesses closed and locked. Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.
  8. Making Good Defects
* Remedial work: Arrange access with Employer.
* Rectification: Give reasonable notice for access to the various parts of the Works.
* Completion: Notify when remedial works have been completed.
* Stability and Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
* Design loads: Obtain details, support as necessary and prevent overloading.
* Nuisance and Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
* Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.
  1. Asbestos: The age of the property means an asbestos survey may be required, check with the client prior to arranging any such survey.
  2. Duty: Report immediately any suspected materials discovered during execution of the Works. Do not disturb. Agree methods for safe removal or encapsulation.
  3. The Contractor is to include for all builder’s work in connection with the works. Where services are to be adapted, protected, reinstated etc the Contractor is to include for formation of all openings through floors and walls as necessary including the provision of temporary support and all necessary fire stopping on completion.
  4. The Contractor is to ensure that all provisional sums and contingencies as set out within the Pricing Document are accounted for and will only be expended at the instruction of the Contract Administrator.
  5. Access routes must not be abused or damaged during the works. The schedule of condition to be prepared by the Contractor must include these areas.
  6. Damage: Any damage to any surface/item caused by the Contractor must be made good by the Contractor at no cost to the Employer.
  7. The Contractor must include for all deliveries to site and safe removal/disposal of all waste from the site.
  8. Cart away all debris, including any related material, during the course of the works.
  9. The Contractor must ensure compliance with all relevant health & safety legislation, approved codes of practice and best practice.
  10. It is suggested the Contractor makes use of one flat as a site welfare area. This will need a sparkle clean once works are completed.
  11. The Contractor is not permitted access or use of any other area of the Employer’s property.
  12. Where quantities are given these are subject to site measurements.
  13. One week prior to the practical completion date, the Main Contractor must provide the following documentation and hand to the Employer:
* All guarantees and warranties in relation to products installed.
* As installed information and product data sheets where necessary.
* All Operation and Maintenance information for the products installed where necessary.
  1. The Contractor must provide a site foreman / responsible person for the full duration of the works.
  2. The Contractor is to submit service meter readings on possession & completion of the works where relevant. All services will be charged to the Contractor upon completion of the works.
  3. The Contractor will satisfy all statutory requirements. Including statutory undertakers, utilities, party wall matters etc.
  4. Building Regulations: Application may be required for some works.
  5. The Contractor shall provide all access equipment and other plant to facilitate, undertake and complete the works.
  6. Adjoining Property: Do not obstruct any pathways or driveways to neighbouring properties/land.
  7. The Contractor will notify the Contract Administrator one week before removing any access equipment to allow for inspection of the finished works.
  8. The Contractor is to provide all necessary temporary support/bracing equipment/plant to undertake the works and prevent damage to retained components/members.
  9. Due to the nature of the works it is possible that some specification items may be omitted. In this event no claims for loss of income will be considered.

1. Schedule of reinstatement works

| NO | description | cost (£) |
| --- | --- | --- |
| 2.1 | General Notes – The proposed works involve the stripping and re-roofing of the existing main roof to the recreation centre. The works will most likely require full planning permission due to the change in materials but this should not impact on the specified works or materials. The existing roof is a trussed timber roof with trusses at 600mm ctrs. The original part of the roof has ‘Delta’ concrete tiles supported on timber battens with a ‘1F’ underfelt. The newer section of roof as ‘Stonewold’ concrete tiles supported on timber battens with a breathable felt all set at approximately 20 degrees.  The existing roof has some PV in place, this will be removed and replaced and there is the potential to have further PV added by the client.  The main building must be kept weathertight throughout the works.  The scope allows for two separate options both of which must be priced in full against each item. |  |
|  | **Preparatory Work & Reinstatement** |  |
|  | General Prelims |  |
| 2.2 | Allow for all costs as necessary to comply with the requirements of the CDM Regulations 2015 including provision of method statements, risk assessments, Construction Phase H&S Plan and health and safety file etc. |  |
| 2.3 | **Option 1** – (Partial roof replacement) - Allow for provision of skips sufficient for the extent of work to be undertaken. |  |
| 2.4 | **Option 2** – (full roof replacement) – Allow for the provision of skips sufficient for the extent of work to be undertaken |  |
| 2.5 | Allow for a full clean of all external areas including all windows on completion (to front and back of building). |  |
| 2.6 | **Option 1** – (partial roof replacement) - Allowance for a contracts manager to establish regular liaison with the Project Manager throughout the project. |  |
| 2.7 | **Option 2** – (full roof replacement) - Allowance for a contracts manager to establish regular liaison with the Project Manager throughout the project. |  |
| 2.8 | **Option 1** – (partial roof replacement) - Allow for careful protection of rooms below the working areas should there be any concerns regarding falling debris etc. |  |
| 2.9 | **Option 2** – (full roof replacement) - Allow for careful protection of rooms below the working areas should there be any concerns regarding falling debris etc. |  |
| 2.10 | The works may need to comply with the current Building Regulation Approved Documents, especially in relation to the PV Installation, and as such you will need to factor in liaison with the Building Control Officer for visits during the various stages if required. |  |
|  | Electrical Survey |  |
| 2.11 | Allow to commission a survey of the electrical systems associated only to the PV Installation and associated cabling. The survey must include reviewing all switches, sockets, light fittings, cabling, conduit etc in addition to the main distribution board(s). (Price survey & Report cost only here). |  |
| 2.12 | **Option 1** – (partial roof replacement)  Allow to provide a full fixed scaffold to the front half of the building. The scaffold should extend fully to the front elevation and then return either end just beyond the ridge line, i.e. half the depth of the building with a further lift at ridge level as/if required.  The scaffold must comply with NASC TG20 and will require a full working platform at eaves level to provide safe access to the gutter line and roof. The working platform should be designed to ensure that the storage of roofing materials is suitable. Ladder access will be required from a single point with the ladder/ladders being locked/covered or removed at the end of each day. The scaffold should be alarmed during the works.  The cost of hire/installation and weekly inspections should be included. |  |
| 2.13 | **Option 2** – (full roof replacement)  Allow to provide a full fixed scaffold to the full perimeter of the building. The scaffold should extend fully around the complete building with a further lift at ridge level as/if required.  The scaffold must comply with NASC TG20 and will require a full working platform at eaves level to provide safe access to the gutter line and roof. The working platform should be designed to ensure that the storage of roofing materials is suitable. Ladder access will be required from two locations with the ladder/ladders being locked/covered or removed at the end of each day. The scaffold should be alarmed during the works.  The cost of hire/installation and weekly inspections should be included. |  |
|  | **Option 1 – Partial re-roofing works.** |  |
| 2.14 | Allow to record the condition of the existing PV units prior to removal. Once recorded allow to fully isolate the PV Panels, remove and store safely on site for possible re-use on completion. |  |
| 2.15 | Allow to carefully remove all existing roof tiles from the front elevation only up to and including the ridge line. Dispose of all existing tiles once removed. Remove all existing timber battens and felt and dispose of same. De-nail all existing trusses. |  |
| 2.16 | Provide new eaves support trays and eaves ventilation then provide a new breathable underlay (Tyvek or similar and BBA certified) ensuring the correct lap joints. Fix in place cement fibre undercloak boards to the verges. Once in place fix new treated timber battens (25mm x 50mm) in accordance with BS 5534 and BBA approved fixed using galvanised nails with a minimum penetration in to the rafter of 40mm. The batten should be spaced correctly for a Cambrian interlocking tile. Provide continuous ridge ventilation. |  |
| 2.17 | Allow to supply and fit new Redland Cambrian interlocking tiles, cloaked verge tiles and associated ridge tiles. Provide all required flashing details to vents as required. |  |
| 2.18 | **Provisional**  Allow to supply and fit new Marley Mendip (grey) concrete interlocking tiles, cloaked verge tiles and associated ridge tiles. Allow any variation for the gauge required for the battens. Provide all required flashing details to vents as required. |  |
| 2.19 | Allow to remove the existing gutter and dispose of same. Supply and fit new half round, black uPVC deepflow gutter, brackets and downpipes all connecting into the existing gullies at ground level. |  |
|  | **Option 2 – Full re-roofing works** |  |
| 2.20 | Allow to record the condition of the existing PV units prior to removal. Once recorded allow to fully isolate the PV Panels, remove and store safely on site for possible re-use on completion. |  |
| 2.21 | Allow to carefully remove all existing roof tiles from the entire roof area including the ridge line. Dispose of all existing tiles once removed. Remove all existing timber battens and felt and dispose of same. De-nail all existing trusses. |  |
| 2.22 | Provide new eaves support trays, eaves ventilation then provide a new breathable underlay (Tyvek or similar and BBA certified) ensuring the correct lap joints. Fix in place cement fibre undercloak boards to the verges. Once in place fix new treated timber battens (25mm x 50mm) in accordance with BS 5534 and BBA approved fixed using galvanised nails with a minimum penetration in to the rafter of 40mm. The batten should be spaced correctly for a Cambrian interlocking tile. Provide continuous ridge ventilation. |  |
| 2.23 | Allow to supply and fit new Redland Cambrian interlocking tiles and associated ridge tiles. Provide all required flashing details to vents as required. |  |
| 2.24 | **Provisional**  Allow to supply and fit new Marley Mendip (grey) concrete interlocking tiles and associated ridge tiles. Allow any variation for the gauge required for the battens. Provide all required flashing details to vents as required. |  |
| 2.22 | Allow to remove the existing gutter and dispose of same. Supply and fit new half round, black uPVC deepflow gutter, brackets and downpipes all connecting into the existing gullies at ground level. |  |
|  | **PV Installation** |  |
| 2.23 | Allow to ensure that all required fixing plates are secured to the trusses and are suitably weathered to the new roof finish. Once in place clean and then refix the existing PV panels, connect and text on completion. |  |
|  | **Completion** |  |
| 2.24 | Allow to clear the site fully |  |

1. Collections plage

|  |  |  |
| --- | --- | --- |
|  |  | Cost Carried forwarded |
|  | Section 1 – Preliminaries | £ |
|  | Section 2 – Schedule of Reinstatement Work  Option 1 (include provisional item and all items relating to Option1)  Option 2 (include provisional item and all items relating to Option2) | £  £  £ |
|  | PV Installation | £ |
|  | Completion | £ |
|  | **Contingency** | £ 5,000.00 |
|  | **VAT @ 20%** | £ |
|  | **Total** | £ |
|  | **Total to be carried forward to Form of Tender** | £ |

1. Form of tender

Form of tender

Tender for: New Alresford Town Council, The Avenue, Recreation Centre, Alresford

To: Ridge and Partners LLP

Partnership House  
 Moorside Road  
 Winchester  
 Hampshire  
 SO23 7RX

From: ………………………………………………………..

………………………………………………………..

………………………………………………………..

………………………………………………………..

We have examined the following documents:

Pricing Document.

We offer to carry out the whole of the Works as described in accordance with the documents referred to in this Tender;

**Option 1**

for the sum of £ ……………………………………………………………………………………… (in words) exclusive of VAT

£ ……………………………………………………. (in figures) exclusive of VAT

within ………… weeks from acceptance of our tender, comprising a period of:

* ………… weeks from acceptance to the Date of Possession and
* ………… weeks from the Date of Possession to the Date for Completion.

**Option 2**

for the sum of £ ……………………………………………………………………………………… (in words) exclusive of VAT

£ ……………………………………………………. (in figures) exclusive of VAT

within ………… weeks from acceptance of our tender, comprising a period of:

* ………… weeks from acceptance to the Date of Possession and
* ………… weeks from the Date of Possession to the Date for Completion.

Our fully priced document(s) and other documents required by the Pricing Document, namely

……………………………………………………………………………………………………………………………..

is/ are attached/ enclosed – We agree to supply our fully priced document(s) upon which the tender is based within 3 days of being required to do so.

For the purposes of the warranties and guarantee requirements mentioned in the Pricing Document, we have reviewed the contents of the Pricing Document and accept, without amendment, the wording set out in the appendices.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document[s] before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedures as described in JCT Tendering Practice Note (2012).

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer incorporating all the terms and conditions referred to in this offer within 21 days of being required to do so.

This tender remains open for acceptance for 56 days from the last date fixed for the submission of tenders.

We confirm that this tender is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other tender.

Signed by or on behalf of : …………………………………………………………………………………….

Signature : …………………………………………………………………………………….

Position : …………………………………………………………………………………….

Date : ………………………………………….. 20…..

**Note: The completed form of tender must be received by Mr David Lakin (**[**dlakin@ridge.co.uk**](mailto:dlakin@ridge.co.uk)**) of Ridge and Partners LLP at the above address not later than 13:00 on the day listed in the invitation to tender.**

**CERTIFICATE OF BONA FIDE TENDER**

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of the principle, I certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I also certify that we have not done and we undertake that will not do at any time before the hour and date specified for return of this tender any of the following acts:-

* + 1. Communication to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
    2. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
    3. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing or sort described above.

In this certificate the word "person" includes any person any body or association, corporate or unincorporate and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed : ..................................................................................................................................

Sole proprietor/Partners/Directors duly authorised to sign

for and on behalf of ..................................................................................................................................

Date : ..................................................................................................................................

