

# Champions Manor Hall Conversion Specification and Functional Requirements January 2025

## 1. Introduction

The Council is seeking to enter into a contract for the conversion of an existing storage area at Champions Manor Hall as detailed in the outline of the specification of works required. **A visit to the site before tender is requested.**

The Council owns the Champions Manor Hall, 94-104 Hullbridge Road, South Woodham Ferrers, Chelmsford, Essex, CM2 7DW.

## 2. The Installation and Works

The installation and works required are outlined in the specification below. The tenderer must provide details of how each installation will be delivered and the level of quality standards that will be provided.

The contract commencement date is anticipated to be May/June 2025.

### Response Requirements

Any questions regarding the quote should be submitted to the Town Clerk, Mrs Karen Atkins, via email [katkins@southwoodhamferrerstc.gov.uk](mailto:katkins@southwoodhamferrerstc.gov.uk) or phone 01245 321817/429446

# Specification

## 1. General

1.1. This Specification sets out the requirements of the Town Council with regard to conversion building work at the Champions Manor Hall, 94-104 Hullbridge Road, South Woodham Ferrers, Chelmsford, Essex, CM2 7DW. The Town Council reserves the right to issue further guidance to tenderers before the closing date.

1.2. The Contractor is under a general obligation to maintain the site in a clean tidy and safe condition as set out in detail elsewhere and herein.

## 2. Working Hours

2.1. The contractor will only carry out work during the working day between 09.00 and 16:00, Monday to Friday (excluding public holidays) except where other times are specified for particular operations. Work outside these times can only be undertaken with the prior permission of the Council. No additional payment will be made for work completed outside the normal working day.

## SPECIFICATION

1.	Prepare Site ready for commencement of works including all building regulation/notice requirements
2.	Patio Area –Excavate and remove grass mound area to exterior, prepare subbase and supply and fit 20sq meters of paving area to match existing laid on concrete base. Supply and fit Railway Sleeper retaining wall to perimeter of patio area.
3.	Bifold Doors - Support existing roof structure to building and remove section of brick/block walling to accommodate new doors. Supply and fit steel support above. Supply and fit 5-part Aluminium Bi fold doors to dimensions 5000mm x 2000mm, powder coated in light blue to match existing.
4.	Covered Pergola- Supply and fit aluminium exterior pergola with louvred roof and open sides, bolted into ground, finished in anthracite grey. Size 6000mm x 4000mm.
5.	Provide and install a kitchen in allocated area
6.	Internal Works – <ul style="list-style-type: none"><li>Remove internal blockwork partition wall as discussed to Storeroom and supply and fit supporting steelwork to support blockwork to upper area.</li><li>Knock out and create new doorway/entrance from Conversion Room into kitchen area.</li><li>Knock out opening to create 2 doorways into existing</li></ul>

	<p>Changing Rooms to create new storage areas.</p> <ul style="list-style-type: none"> <li>• Supply and fit new door linings, new doors and architraves to openings to match existing design.</li> <li>• Install heating to new area – Radiators or Heating/cooling system</li> <li>• Plaster multi-Purpose Room where required and restore area to good, Fit skirting boards.</li> <li>• Reroute existing strip lighting to room to new desired position.</li> </ul>
7.	<p>Other - Include all decorating works and finished flooring works. Make good all areas affected by works and clear site. Price includes all skip hire, and all plant hire.</p>
8.	<p>To provide a warranty on the works for a period of 18 months. Any defects during the warranty period will be remedied by the contractor at their own expense.</p>
9.	<p>Project Delivery – Project management, supervision &amp; admin including arranging building regulation approval.</p>

## **ADDITIONAL INFORMATION**

### **1. PROVISION AND MANNER OF CARRYING OUT THE INSTALLATION**

1.1 The Contractor shall commence the Installation on the Commencement Date, which is to be agreed.

1.2 The Contractor shall provide the installation in accordance with the specification and functional requirement referred to in the Contract.

1.3 The Contractor shall comply with all the relevant Acts of Parliament, statutory regulations and codes of practice relating to the Installation including compliance with any obligations which may be imposed by the same upon the Council.

1.4 The Contractor shall provide the Installation safely and in a manner that is not, or is not likely to be, injurious to health or detrimental to the environment or the fabric of any property.

1.5 The Contractor shall undertake the Installation (without prejudice to any other provisions contained in the Contract) in an efficient, effective and safe manner in accordance with the Contract.

1.6 The Contractor shall provide the Installation in such a manner as shall promote and enhance the image and reputation of the Council.

1.7 The Contractor shall provide all the Equipment necessary for undertaking the Installation.

1.8 All Equipment used in relation to undertaking the Installation shall be at the Contractors own risk.

1.9 The Council shall have the power to inspect and examine performance of the Contractor in relation to the provision of the Installation.

1.10 Timely undertaking of the Installation shall be of the essence of the contract including commencing the Installation within the time agreed or specified by or with the Council.

1.11 If the Council considers that any part of the Installation has not been undertaken in accordance with or do not meet the requirements of the Contract and is other than as a result of the default or negligence of the Council, the Contractor shall at its own expense re-schedule and carry out the Installation in accordance with the requirement of the Contractor with such reasonable time as may be specified by the Council.

## **2. STANDARD OF WORKS**

2.1 It shall be the duty of the Contractor well and properly to provide the Installation to a standard that complies in all respects with the Specification and Functional requirements and with any Quality Standards when executing the Installation together with reasonable care and skill and in accordance with good industry practice.

2.2 The introduction of new methods or systems which impinge on undertaking the Installation shall be subject to the Council's prior written approval.

2.3 The Contractor's staff must refer all enquiries and/or complaints to the Town Clerk

2.4 The Town Clerk shall have the right at any time to interview any member of the Contractor's staff in connection with the carrying out of all or any of the Installation.

2.5 The Town Clerk shall also be entitled to request any information relating to the carrying out of the Installation and such information shall be supplied by the Contractor forthwith upon request.

## **3. CONTRACTOR'S APPOINTED INSTALLATION SUPERVISOR**

3.1 The Contractor shall ensure that at all times a named installation supervisor is appointed and empowered to act on behalf of the Contractor. This person must be suitably qualified, and this must be evidenced.

3.2 Prior to the commencement date the Contractor shall inform the Town Clerk in writing of the name of the Installation Supervisor.

3.3 The Installation Supervisor or the duly authorised deputy shall be the authorised representative of the Contractor for all purposes connected with the Contract. Any notice, information, instruction or other communication given or made to the Installation Supervisor or the deputy shall be deemed to have given or made to the Contractor.

3.4 The Installation Supervisor or the duly authorised deputy shall consult with the

Town Clerk as often as may be necessary for the efficient provision of the Installation in accordance with the Contract.

3.5 The Installation Supervisor shall inform the Town Clerk promptly and in writing of any instances of activity or omission on the part of the Council which prevent or hinder or may prevent or hinder the Contractor from meeting his contractual obligations.

#### **SUPERVISION OF STAFF**

3.6 The Contractor shall provide a sufficient complement of supervisory staff in addition to the Installation Supervisor; to ensure that the Contractor's staff engaged in and about the provision of the Installation is at all times adequately supervised and properly perform their duties.

3.7 The Contractor's staff engaged in and about the provision of the Installation shall primarily be under the control and direction of the Contractor's own supervisory staff but shall nevertheless while on the Council's premises comply with all reasonable instructions and requests given to them by the Council's employees.

#### **4.STAFF**

3.8 The Contractor shall employ in and about the provision of the Installation only such persons as are careful, skilled and honest and experienced in the work which they are to perform.

3.9 The Contractor shall employ sufficient staff to ensure that the Installation is provided in accordance with the Specification and Functional Requirements. Accordingly, it shall be the duty of the Contractor to ensure in particular that a sufficient reserve of staff is available to provide Installation during staff holidays or absence through sickness otherwise.

3.10 The Contractor shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age and without prejudice to the generality of the foregoing, the Contractor shall not unlawfully discriminate within the meaning and scope of the Human Rights Act 1998, the Equality Act 2010 or other relevant legislation or any statutory modification or re-enactment thereof.

3.11 The Contractor shall ensure that every person employed by the contractor in and about the provision of the Installation is at all times properly and sufficiently trained and instructed.

3.12 The Contractor shall take all reasonable steps to secure the observance of condition 5.4 above by all servants, employees or agents of the contractor in undertaking the Installation.

3.13 The Contractor will be monitored by the Council to ensure compliance with conditions 5.4 and 5.5.

3.14 The Contractor shall be entirely responsible for the employment and conditions of service of its own employees including without limitation the payment of wages.

3.15 The Contractor shall comply with and shall also procure that its staff shall comply with all relevant rules, codes, policies, procedures and standards of the Council which may be notified to the Contractor by the Council from time to time and with all relevant statutes, statutory orders and regulations.

#### **4. HEALTH AND SAFETY**

4.1 The Contractor shall at all times comply with:

4.1.1 All relevant Health and Safety Acts, Health and Safety Regulations and Codes of Practice that are approved by the Health and Safety Commission.

4.1.2 All relevant and appropriate guidance and good working practices, as published or accepted by the Health and Safety Executive, professional/trade bodies or other similar organisations.

4.1.3 Their own Health and Safety Policy, health and safety system and procedures.

4.1.4 Notwithstanding this, Contractors shall ensure that their employees and any sub- contractors comply at all times with the Council's Health and Safety Policy in so far as it is relevant to the contract.

4.1.5 Any conditions stipulated by the Council in relation to Health and Safety.

4.2 The Contractor shall notify, in writing, to the Clerk of the Council of all incidents, which either could have led or did lead to injury and/or damage. Where incidents are reportable under the Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995, a complete copy of Form F2508/F2508A/F2508G must be supplied.

The Town Clerk shall be empowered to suspend the provision of the building work in the event of non-compliance by the Contractor with issues concerning health and safety matters. The Contractor shall not resume provision of the Installation until the Town Clerk is satisfied that the non-compliance has been rectified.

