

Creation of Parking Bays, Shirley Close, Evenwood

TENDER DOCUMENTATION

19 January 2016

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Document Control Sheet

Project: Creation of Car Parking Bays, Shirley Close
Client: Teesdale Housing Association **Project No:** THA005
Document title: Tender Document
Ref. No: THA001/16/800.001

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A10 PROJECT PARTICULARS

- 110 THE PROJECT:
Nature: The creation of 35nr tarmacadam off street parking bays. The surrounding properties will remain occupied for the duration of the works and must be made good after the demolition has taken place, all public roads and footpaths must remain open throughout.
- 120 EMPLOYER (CLIENT):
Teesdale Housing Association
14a Redwell Court
Harmire Enterprise Park
Harmire Road
Barnard Castle
County Durham
DL12 8BN
- 127 THE PRINCIPAL CONTRACTOR (The Contractor).
- 141 CONTRACT ADMINISTRATOR (hereinafter referred to as 'CA'):
North Star Housing Group
Endeavour House
St. Mark's Court
Thornaby
Stockton-on-Tees
TS17 6QN
- 150 QUANTITY SURVEYOR:
N/A
- 155 CLERK OF WORKS:
- The Employer's Clerk of Works will make regular visits to the site.

A11 TENDER AND CONTRACT INFORMATION

- 170 ORDNANCE SURVEY SITE PLANS are included in Appendix A to these documents.
- 180 SITE PHOTOGRAPHS are included in Appendix B to these documents.

A12 THE SITE / EXISTING BUILDINGS

- 110 THE SITES: The sites are bounded by other dwellings, public roads/footpaths and grassed areas.
- 125 OCCUPIED PROPERTIES
- Description: All the properties are currently occupied, properties listed are in the ownership of Teesdale Housing Association, however some properties adjoin private homes.

- These properties will remain occupied throughout the duration of the works.
- The Contractor is to allow for working in close proximity of the occupied properties.
- Access must be maintained to the occupied properties at all times.
- No increase will be allowed to the contract sum for any cost of whatever nature for working in close proximity of occupied properties.

135 DILAPIDATION SURVEYS:

- The Contractor is to carry out a dilapidation survey of the existing buildings, walls and the like in the presence of the CA or Local Authority.
- The Contractor is to carry out a dilapidation survey of the existing roads, pavings, and the like in the presence of the CA or Local Authority.
- The Contract is to carry out a dilapidation survey of the existing, pipes, wires, cables and the like owned by statutory authorities or other services companies.
- Photographic records are to be submitted to the CA prior to the commencement of the Works.

140 EXISTING MAINS / SERVICES: To all properties.

- The Principle Contractors' attention is drawn to the possible existence of live and/or disused drainage water, gas, electricity, telephone, cable and other mains or power services on, over or around the site.
- The Principle Contractor shall ascertain from the various Local authorities, Private and Public Undertakings and other service facility providers, the position of these, before works are commenced, and shall take any and all necessary measures reasonably required by the various Local authorities, Private and Public Undertakings and other service facility providers for the protection of their property during the progress of the Works and should satisfy the CA that the measures used are approved by them.
- The Principle Contractor shall include for inconvenience in working around existing services, drains and sewers and for taking all necessary precautions to avoid interruptions, disruptions and damage. The positions of any existing services, drains and sewers encountered during excavations shall be recorded by the Contractor and reported to the CA.
- Under no circumstances shall any mains, pipes, cables or other apparatus be disturbed in any way without written consent of the CA and the Local Authority, Public Undertaking or service facility provider concerned, and warning notices to this effect shall be provided in all appropriate places.
- The Principle Contractor shall indemnify the appropriate Authority, Undertaking or service facility against the cost of any and all repairs necessary because of damage or disturbance during the progress of the Works to any existing services, drains or sewers and he shall report all damage immediately on occurrence.
- Allow the appropriate Local authority, Public Undertaking or service facility provider unimpeded access to a use of those parts of the site that may be required by them for the execution of all necessary work as and when required.
- It remains the responsibility of the Principle Contractor to ascertain from the Local Authorities and all Service Companies the routes of all services and to satisfy himself that adequate services exist to serve the development and the tender shall include for the provision of new services.
- Should the Principle Contractor require to cross any services he is to provide all necessary temporary cross over points and protection to the satisfaction of the Local Authority or Service Company and clear away upon completion.

- The Principle Contractor will be required to indemnify the Employer for all costs arising from the interruption or damage to any service by his action.

200 ACCESS TO THE SITES to be via existing roads, Principle Contractors' vehicles should not block access to surrounding buildings.

220 USE OF THE SITE: Do not use the site for any purpose other than carrying out the Works.

230 SURROUNDING LAND/BUILDING USES: Residential properties, public roads and footpaths.

240 RISKS TO HEALTH AND SAFETY:

- The nature and condition of the site/building cannot be fully and certainly ascertained before it is opened up.

- The accuracy and sufficiency of this information is not guaranteed by the Employer or the CA and the Principle Contractor must ascertain if any additional information is required to ensure the safety of all persons and the Works.

- Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

- The Principle Contractors' attention is drawn to the contents of the Pre-Construction Information Pack, a copy of which accompanies this Tender Document.

280 SITE VISIT: Before tendering, ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. The existing buildings can be accessed for inspection by contacting North Star Housing Group.

A13 DESCRIPTION OF THE WORK

120 THE WORK: The creation of 35nr tarmacadam off street parking bays, including for all drop kerbs, tactile paving and alterations to bird mouth fencing.

A20 JCT MINOR WORKS BUILDING CONTRACT

361 JCT MINOR WORKS BUILDING CONTRACT

- The Contract: JCT Minor Works Building Contract 2005, Revision 2 2009.

- Requirement: Allow for the obligations, liabilities and services described therein against the headings following:

THE RECITALS

First

THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises of the demolition and site clearance of a residential buildings including disconnection of all services and grubbing up foundations, drainage and the like.

- Architect/ Contract Administrator: See clause A10/141.

Second

PRINCIPLE CONTRACTOR'S DESIGNED PORTION

- No Works.

Third

CONTRACT DOCUMENTS

- Contract drawings:
- Contract documents: The following have not been prepared and will be deleted from this recital: Drawings and specification.

Fourth

PRICED DOCUMENTS

- The references to specification will be deleted.

THE ARTICLES

3

ARCHITECT/CONTRACT ADMINISTRATOR

- Architect/Contract Administrator: See clause A10/141.

4 and 5

PRINCIPAL CONTRACTOR

- Principal Contractor: See clause A10/127.

CONTRACT PARTICULARS

Fifth Recital and Schedule 2

BASE DATE

- Base date: 10 days before submission of tender.

Fifth Recital and clause 4.2

CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at base date is a 'contractor' for the purposes of the CIS.

Sixth Recital

CDM REGULATIONS

- The project is non-notifiable.

Article 7

ARBITRATION

- Article 7 and Schedule 1 the resident of vice president of the Royal Institution of Chartered Surveyors.

Clause 1.1

CDM PLANNING PERIOD

- Shall mean the period of 2 weeks ending on commencement date.

Clause 2.3

COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: 14 March 2016.
- Date for Completion: 4 calendar weeks from date of possession, or other shorter period as proposed and agreed between the Principle Contractor and Employer.

Clause 2.9

LIQUIDATED DAMAGES

- n/a.

Clause 2.11

RECTIFICATION PERIOD

- Period: 6 months from the date of practical completion.

Clause 4.3

PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95%.

Clause 4.4

PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97%.

Clause 4.8.1

SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: 3 months from the date of practical completion.

Clause 4.11 and Schedule 2

CONTRIBUTION, LEVY AND TAX CHANGES

- Schedule 2 (Fluctuations Option) applies.

- Percentage addition: Nil.

Clause 5.3.2

CONTRACTOR'S INSURANCE – INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): 2,000,000.

Clauses 5.4A, 5.4B and 5.4C

INSURANCE OF THE WORKS ETC – ALTERNATIVE PROVISIONS

- Clause 5.4C applies.

Clauses 5.4A.1 and 5.4B.1.2

PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

Clause 7.2

ADJUDICATION

- The Adjudicator is: To be agreed.

- Nominating body: To be agreed.

Schedule 1 paragraph 2.1

ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice president of the Royal Institution of Chartered Surveyors.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.4

RECKONING PERIODS OF DAYS

- Amendments: Applies.

1.7

APPLICABLE LAW

- Amendments: Applies.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a deed.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: A bond is not required.

A30 TENDERING / SUBLETTING / SUPPLY

- 110 SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.
- 120 TENDERING PROCEDURE: Will be in accordance with the principles of the 'Code of Procedure for Single Stage Selective Tendering', Alternative 2.
- 161 EXCLUSIONS: If the Principle Contractor cannot tender for any part(s) of the work as defined in the tender documents he must inform the CA as soon as possible, defining the relevant part(s) and stating the reasons for his inability to tender.
- 170 ACCEPTANCE OF TENDER: The Employer and his representatives:
 - Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted.
 - Will not be responsible for any cost incurred in the preparation of the tender.
- 191 PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for 6 months from the date fixed for the submission or lodgement of tenders.
- 315 PROJECTS WITHOUT QUANTITIES: Tenders must include for all work shown or described in the tender documents or clearly apparent as being necessary for the complete and proper execution of the Works.
- 319A PRICING OF PRELIMINARIES: The Principle Contractor shall include **all** Prelim and setup costs within the **Schedule of Works** pricing

- 320 PRICING OF SPECIFICATION: Alterations and qualifications to the specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification which are not priced will be deemed to have been included elsewhere in the tender.
- 331 THE PRICED SPECIFICATION: must be submitted within one week of request.
- 341 ERRORS IN THE PRICED DOCUMENTS: will be dealt with in accordance with the 'Code of Procedure for Single Stage Selective Tendering', Alternative 2 (the word 'documents' being substituted for 'bills of quantities').
- 517 ALTERNATIVE TIME TENDERS:
- In addition to and at the same time as tender based upon the date or period specified in Section A20, the Principle Contractor may submit an alternative tender based upon a different date for completion or period. If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

- 130 IN WRITING: When required to notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.
- 140 APPROVAL: (and words derived there from) means the approval in writing of the VA unless specified otherwise.
- 145 SUBMIT: (and words derived there from) means to the CA unless otherwise instructed.
- 280 FIX ONLY: means all labours in unloading, handling, storing and fixing in positions, including use of all plant.
- 290 SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/ or on the drawings are to be supplied and fixed complete.

TERMS USED IN REFURBISHMENT/ALTERATION

- 311 REMOVE: means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.
- 331 REPLACE: means;
- Remove the stated existing components, features and finishes.
- Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed. Make good as necessary.
- 341 REPAIR: means carry out local remedial work to components, features and finishes as found in existing building, re-secure or refix as necessary and

leave in a sound and neat condition. It does not include: Replacement of components or parts of components or redecoration.

- 351 **MAKE GOOD:** means carry out local remedial work to components, features and finishes which have been disturbed by other previous work under this Contract and leave in a sound and neat condition. It does not include:
- Replacement of components or parts of components.
 - Redecoration. The meaning of the terms shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.
- 371 **TO MATCH EXISTING:** means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

DOCUMENTS PROVIDED AND BEHALF OF EMPLOYER

- 430 **ADDITIONAL COPIES OF SPECIFICATION:** After execution of the Contract, two copies of the Specification will be issued to the Principle Contractor in accordance with the Contract. Additional copies will be issued on request, if available, but will be charged to the Principle Contractor.
- 440 **DIMENSIONS:** The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawing nor calculable from figures on the drawings.
- 460 **THE SPECIFICATION:** All the sections of the specification must read in conjunction with the Main Contract/General Conditions.

DOCUMENTS PROVIDED BY PRINCIPLE CONTRACTOR

- 720 **CDM HEALTH AND SAFETY FILE:**
- Provide in hard and electronic format to the satisfaction of the CA on or before Practical Completion.
- 730 **SITE WASTE MANAGEMENT PLAN:**
- Person responsible for developing the Plan: The Principle Contractor.
 - Content: Include details of:
 - Principal Contractor for the purposes of the regulations.
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimisation/reuse/recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
 - Additional requirements: details as above for asbestos and other hazardous materials.
 - Submit to CA prior to commencement of Works.

A32 MANAGEMENT OF THE WORKS

- 120 INSURANCES: Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.
- 130 INSURANCE CLAIMS: If any event occurs which may give rise to any 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, Insurers, Indemnify the Employer against any loss which may be caused by failure to give such notice.
- 150 OWNERSHIP: Materials arising from the alteration work are to become the property of the Contract except where otherwise stated. Remove from site as work proceeds.
- 160 HARDCORE: Brick, rubble or other hard materials arising from the Works may be re-used as hardcore, subject to compliance with the specification.
- 212 PROGRAMME:
- As soon as possible and before starting work on site prepared in an approved form a programme for the Works, which must make allowance for all:
 - Planning and mobilisation by the Principle Contractor.
 - Sub-contractor's work.
 - Running in, adjustment and testing of engineering services.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums.
 - Work by other concurrent with the Contract.
 - Submit 2 copies to CA.
- 261 CA's SITE MEETINGS:
- The CA will hold site meetings to review progress and other matters. Meetings will normally be held fortnightly.
 - Meetings to be held at Employers or CA's offices, or on-site.
 - The CA will chair the meetings and take and distribute minutes.
- 290 NOTICE OF COMPLETION: Give CA at least 1 weeks notice of the anticipated dates of Practical Completion of the whole or parts of the Works.
- 420 EXISTING WORK: The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work in ways which will reasonably minimise the amount of removal and renewal.
- 430 ESTIMATED COST OF VARIATIONS: If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days.
- 440 MEASUREMENTS: Give reasonable notice to the Quantity Surveyor before covering up work which the Quantity Surveyor requires to be measured.
- 461 INTERIM VALUATIONS: At least 7 days before the established dates for interim valuations submit to the Quantity Surveyor details of amounts due under the Contract together with all necessary supporting information.

A33 MATERIALS AND WORK GENERALLY

- 110 **GOOD PRACTICE:** Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be;
- Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and
 - In accordance with relevant good building practice.
- 121 **GENERAL QUALITY OF PRODUCTS:**
- Products to be new unless otherwise specified.
 - For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested.
- 171 **GENERAL QUALITY OF WORKMANSHIP:**
- Operatives must be appropriately skilled and experienced for the type and quality of work.
 - Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.
 - Fix or lay securely, accurately and in alignment.

ACCURACY/SETTING OUT GENERALLY

- 321 **SETTING OUT:** Check the levels and dimensions of the site against those shown on the drawings and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.
- 322 **SETTING OUT:** Inform CA when overall setting out is complete and before commencing construction.
- 341 **APPEARANCE AND FIT:**
- Arrange the setting out, erection, juxtaposition of components and application of finishes to ensure that there is satisfactory fit at junctions, no practically or visually unacceptable changes in plane, line or level and a true and regular finished appearance.
 - Wherever satisfactory accuracy, fit and / or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.

SERVICES GENERALLY

- 405 **WATER/ELECTRIC FOR THE WORKS:** All water and electricity to be provided by the contractor.
- 410 **SERVICES REGULATIONS:** Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.
- 415 **SERVICES DISCONNECTIONS:** A Provisional Sum is included elsewhere in this document for the costs of mains services disconnections.

SUPERVISION / INSPECTION / DEFECTIVE WORK

- 550 DEFECTS IN EXISTING CONSTRUCTION to be reported to CA without delay. Obtain instructions before proceeding with work which may:
- Cover up or otherwise hinder access to the defective construction, or
 - Be rendered abortive by the carrying of our remedial work.
- 570 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK / PRODUCTS:
- Any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to CA for opening up inspection, testing, making good, adjustment of the Contract Sum or removal and re-execution.
 - Such proposals may be unacceptable to the CA and contrary instructions may be issued.

WORK AT OR AFTER COMPLETION

- 611 GENERALLY:
- Make good all damage consequent upon the work.
 - Remove all temporary markings and protective coverings.
- 650 MAKING GOOD DEFECTS: All defects should be made good with 10 working days.

A34 GENERALLY

- 110 THE PRE-TENDER HEALTH AND SAFETY PLAN is integral with the project Preliminaries, including but not restricted to the sections set out below.
- Nature of the project: Sections A10 and A13.
 - The existing environment: Section A12.
 - Existing drawings: Sections A11 and A12.
 - The design: Section A34.
 - Construction materials: Section A34.
 - Site-wide elements: Section A12.
 - Overlap with clients undertaking: Sections A34 and A36.
 - Site Rules: Sections A34 and A35.
 - Continuing liaison: Section A31.
- 114 CONSTRUCTION HAZARDS: Common hazards which should be controlled by management and good site practice are not listed.
- 117 HEALTH HAZARDS:
- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in HSE document EH40.
 - Health hazards arising from specified construction materials include those identified below:
 - Common hazards, which should be controlled by good management and site practice, are not listed.
- 121 THE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, developed from the Pre-tender Health and Safety Information must be submitted to the CA not less than 1 week before the proposed date for start of construction work. Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations 15(4). The plan

must include:

- Detailed proposals for managing health and safety during the construction phase together with site rules and emergency procedures.
- Method statements related to the hazards identified in the pre-tender health and safety plan and / or statements on how the hazards will be addressed and other significant hazards identified by the Contractor.

125 HSE APPROVED CODES OF PRACTICE: Comply with the following:

- Management of health and safety at work.
- Managing construction for health and safety.
- Compliance with The Control of Asbestos Regulations 2012

130 SECURITY: Adequately safeguard the site, the Works, products, from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.

132 SPECIAL SECURITY REQUIREMENTS: The Contractor will be required to maintain full 24 hour / 7 days per week security to the site outside the working hours of the site using an approved Security Company employing security vetted and insured employees.

140 STABILITY: Accepted responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary.

150 OCCUPIED PREMISES:

- Carry out the Works without undue inconvenience and nuisance and without danger to occupants and users.
- If it transpires that compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorised by the CA in advance.

166 WORKING HOURS

- Allow for carrying out the Works during normal working hours and in accordance with Planning Approval conditions.

PROTECT AGAINST THE FOLLOWING:

210 EXPLOSIVES: Do not use.

221 NOISE:

- Comply generally with the recommendations of BS 5228: Part 1, Clause 9.3 for minimising noise levels during the execution of the Works.
- Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Do not use pneumatic drills and other noisy appliances during working hours without consent of the CA.
- Do not use or permit employees to use radios or other audio equipment.

231 POLLUTION: Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways.

240 NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

- 250 ASBESTOS BASED MATERIALS: Report immediately to the CA any suspected asbestos based materials discovered during demolition / refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.
- 260 FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and the Loss Prevention Council.
- 263 FIRE PREVENTION: Smoking will not be permitted on the site except in designated areas which must be carefully controlled equipped with fire fighting equipment and receptacles for the safe disposal of smoker's materials and inspected to guard against risk of fire.
- 265 BURNING ON SITE of materials arising from the work will not be permitted.
- 290 WASTE:
- Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy.
 - Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.
 - Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.
 - Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.
 - Retain waste transfer documentation on site.
- 410 WORK IN ALL SECTIONS: Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.
- 421 EXISTING SERVICES:
- Notify all service authorities and/or adjacent owners of the proposed Works not less than one week before commencing site operations.
 - Before starting work check positions of existing services.
 - Observe service authority's recommendations for work adjacent to existing services. Do not interfere with their operation without consent of the service authorities or other owners.
 - If any damage to services results from the execution of the Works, notify CA and appropriate service authority without delay. Make arrangement for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate.
 - Replace any marker tapes or protective covers disturbed during site operations to the service authority's recommendations.
- 430 ROADS AND FOOTPATHS: Adequately maintain roads and footpaths adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising.

- 445 TREES TO BE RETAINED: Unless agreed otherwise by the CA do not:
- Dump soil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the branch spread.
 - Sever roots exceeding 25mm in diameter.
 - Change level of ground within an area 3m beyond the branch spread.
 - See also Clause A36/325.
- 460 EXISTING WORK: Prevent damage to existing property undergoing alteration of extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.
- 481 ADJOINING PROPERTY: Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if requiring to erect scaffolding on or otherwise use adjoining property, and pay all charges. Clear away and make good on completion or when directed. Bear the cost of repairing any damage arising from execution of the work.
- 490 EXISTING STRUCTURES:
- Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
 - Provide and maintain during the execution of the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
 - Support existing structure as necessary during cutting of new openings or replacement of structural parts.
 - Monitor adjacent structures and immediately report excessive movement to the CA.
 - Do not remove supports until new work is strong enough to support the existing structure. Prevent overstressing of completed work when removing supports.

A35 SPECIFIC LIMITATION METHOD/SEQUENCE/TIMING/USE OF SITE

- 100 METHOD AND SEQUENCE OF WORK
- The Employer will make every endeavour to adhere to the Contractors initial programme but the Principle Contractor must allow for all additional costs of working out of this preferred sequence.
 - The Principle Contractor shall execute the Works in such a manner to cause the minimum disturbance to the residents, and to allow the Works to be executed in the minimum possible time.
 - Specific issues affecting sequence of work; the Employer requires the completion of the Manor Grove demolitions first (with flats prior to garages), possible bat roosts and the potential for discovery of asbestos may also affect sequencing.
- 110 WORKING HOURS
- Comply with any working restrictions imposed by Local Authority Planning Consent.
- 115 RUBBISH DISPOSAL
- The Contractor shall at all times keep the site free from all surplus

materials, rubbish and debris arising from the execution of the Works. All rubbish and debris must be removed from site on cessation of each day's operations.

116 CLEANING

Keeping Clean Carriageway and Footpath

- Every effort must be made to prevent excessive and undue depositing of excavated material on existing carriageways and footpaths or fouling of such surfaces in any way as a result of the Works. The Principle Contractor shall at his own expense remove all such deposited material as often as may be required by the CA's requirements regarding such cleaning up the CA will arrange for the work to be carried out and the Principle Contractor shall bear the full cost thereof.

Damage to Gardens etc.

- The Principle Contractor shall take all reasonable care when executing work to avoid unnecessary disturbance and damage to the being worked upon and shall make good at his own expense any damage caused.

119 TRESSPASS AND NUISANCE

- All reasonable means and precautions shall be used to avoid inconveniencing adjoining owners and occupiers or any part of the premises which are not affected by the Works. No workmen employed on the Works shall be allowed to trespass upon adjoining properties. If the executions of the Works require that workmen must enter upon adjoining property, the necessary permission shall be first obtained by the Principle Contractor who shall see that these instructions are carried out. The Principle Contractor shall indemnify the Employer against any claim or action for damages on account of any trespass or other misconduct of the Principle Contractor's employees.

- The Principle Contractor shall not obstruct any public way or otherwise do or suffer to be done anything which may amount to a nuisance or annoyance, and shall not interfere with the right of way or light adjoining, and notice received by him or left upon the sites requiring the discontinuance or suspension of any part of the Works shall at once be forwarded by him to the CA or, if given verbally, shall at once be communicated by him to the CA in writing, and the Principle Contractor shall keep the Employer indemnified against any claim or loss consequent upon any act, neglect or omission of the Principle Contractor or his agents, servants or workmen in this respect.

140 ACCESS TO THE SITE: See Section A12.

150 USE OF THE SITE: See Section A12.

155 SCAFFOLDING: Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all subcontractors.

160 POTENTIAL OMISSION OF WORK: Should the Employer omit the demolition of any parts of the structures defined in this document, or omit any of the sites as whole, then the Principle Contractor's pricing for the other remaining works shall still apply.

A36 FACILITIES / TEMPORARY WORK / SERVICES

- 110 LOCATIONS: Inform CA of the intended siting of all spoil heaps, temporary works and services.
- 120 MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.

ACCOMMODATION

- 320 TEMPORARY FENCES:
- Provide suitable temporary hoardings/fencing minimum 2m high to unfenced boundaries.
- Erect on commencement of contract, maintain for the duration of the Works and clear a way and make good six weeks after Practical Completion.
- 420 LIGHTING AND POWER: Provide temporary lighting and power.
- 431 WATER for the Works. Provide temporary supply.
- 442 TELEPHONES: Provide as soon as practicable after the Date of Possession a joint temporary on site mobile telephone for use by the Principle Contractor, Sub-contractors and those acting on behalf of the Employer.

A37 SAFETY INFORMATION

- 113 THE HEALTH AND SAFETY FILE
- Purpose: Include adequate information about the structure or materials used which might affect the health and safety of anyone carrying out construction or cleaning work or of anyone who may be affected by such work.
- Obtain or prepare the following and submit to the CA:
- Details of key structural principles, including safe working areas.
- Details of construction methods and materials, including COSHH dated data sheets, which may present residual hazards with respect to cleaning, maintenance, repair, renovation or demolition.
- Contractor Other Information: Obtain or prepare the following and submit to the CA:
- Details of hazards associated with the materials used and/or resulting.
- Access requirements/restrictions.

		Quantity	Unit	Rate	Total
	To be read with Preliminaries/General Conditions. The following Schedule of Works has been prepared as an aid to pricing a cost for the external works. This document will determine value for money and assist in comparing relative costs and will ultimately become a Contract Document. It does not purport to be exhaustive and no warranty is given as to the accuracy of any quantities therein. It is the Principle Contractor's responsibility to satisfy himself as to the accuracy of any quantities offered. No cost adjustment will be made for the discrepancies between the approximate figures and adjusted figures and any dimensions taken on site by the Principle Contractor. It must be clearly understood that the basis of the costing is to be CA's information and schedules. The Principle Contractor shall add or deduct any items they see fit and identify the cost therein.				
1.0	<u>Tarmacadam Parking Bays</u>				
1.1	Create new 35nr tarmacadam parking bays, consisting of 150mm hardcore base, 60mm 160/220 Binder Course, 25mm Surface Course	440	m ²		
1.2	Provide all relevant pcc drop kerbs and tactile paving to allow access, all as per BS8300:2010	10	m ²		
1.3	Alter existing bird's mouth fencing to accommodate new layout of bays.	120	lm		
	Undefined Provisional Sums				
1.4	Allow the Provisional Sum of £3,000 for Contingencies				
	Grand Total (£)				

To Follow

The contractor must include here costs/prices for all resources necessary for the proper execution and completion of the works but which are not described above or in any relevant documents.

Section 1 – Preliminaries

(Including restrictions or constraints on working hours,
Delivery times or any other issues that may affect the
Works cost – see clause A12:200)

Section 2 – Schedule of Works

Section 3 – Pre Construction Health & Safety

Project Price Total