

SECTION 2.0-PRELIMINARIES AND GENERAL CONDITIONS

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## A10 PROJECT PARTICULARS

### I10 THE PROJECT

- Name: Yate Outdoor Sports Complex
- Nature: Upgrade of Artificial Turf Pitch
- Location: Broad Lane, Yate, Bristol, BS37 7LB
- Length of contract: 8 weeks

### I20 EMPLOYER (CLIENT)

- Name: Yate Town Council
- Address: Poole Court, Poole Court Drive, Yate, Bristol, BS37 5PP
- Contact: Mr Steve Taylor, CEO
- Email:

### I40 DESIGNER (PLANNING)

- Name: Agility
- Address: 29 Over Lane, Almondsbury, Bristol, BS32 4BL
- Telephone: 07710 566397
- Contact: Alastair Moore
- Email: [a.moore@agilitysfd.co.uk](mailto:a.moore@agilitysfd.co.uk)

### I60 EMPLOYER'S AGENT

- Name: Agility
- Address: 29 Over Lane, Almondsbury, Bristol, BS32 4BL
- Telephone: 07710 566397.
- Contact: Alastair Moore
- Email: [a.moore@agilitysfd.co.uk](mailto:a.moore@agilitysfd.co.uk)

### I70 STRUCTURAL AND CIVIL ENGINEER

- Name: None appointed
- Address: TBA
- Telephone: TBA
- Contact: TBA
- Email: TBA

### I80 MECHANICAL & ELECTRICAL SERVICES ENGINEER

- Name: None appointed
- Address: TBA
- Telephone: TBA
- Contact: TBA
- Email: TBA

### I90 APPROVED BUILDING INSPECTOR

- Name: None appointed
- Address TBA
- Telephone: TBA
- Contact: TBA
- Email: TBA

ALL TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

Tender Contents.

110A TENDER DOCUMENTS/EMPLOYERS REQUIREMENTS

See tender contents

120 CONTRACT DRAWINGS

The Contract Drawings will be the same as the tender drawings.

160 PRE CONSTRUCTION INFORMATION

The Pre Construction information pack will be issued separately.

## A12 THE SITE/ EXISTING BUILDINGS

### 110 THE SITE

Description: The site is located at the front of Yate Outdoor Sports Complex, Broad Lane Yate, as shown on drawing number P/1901/01

### 120 EXISTING BUILDINGS ON THE SITE

The site is adjacent to the car park which will remain operational throughout the contract period.

### 140 EXISTING SERVICES

Electrical cables to floodlighting  
Power and water to the nearby changing rooms  
Contractor to scan site to located unknown services

### 170 SITE INVESTIGATION

None undertake – contractor to make their own arrangements as deemed necessary by their designs

### 200 ACCESS TO THE SITE

Description: Access will be via YOSC entrance

### 210 PARKING

Restrictions on parking of the Contractor's and employees' vehicles: Parking is to be contained within the site boundary or in authorised locations, without causing nuisance or obstruction to the school or its neighbours.

### 220 USE OF THE SITE

General: Do not use the site for any purpose other than carrying out the works.

### 230 SURROUNDING LAND/ BUILDING USES

General: Adjacent or nearby uses or activities are as follows:

- School
- YOSC – outside school hours
- Neighbouring residential properties

### 250 SITE VISIT

Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions, which are likely to affect the execution of the Works.

Arrangements for visit: Site visits can be made with prior appointment with AGILITY, 07710 566397

## A13 DESCRIPTION OF THE WORK

### 120 THE WORKS

The works comprise the construction of:

- Sand Dressed Hockey Pitch
- Upgraded fencing
- Detox Areas
- Amended Team Shelters

### 130 PHASING REQUIREMENTS

The works are to be completed in one phasing.

## A20 CONTRACT

The form of contract shall be the JCT Design and Build Contract 2016.

The Recitals will be completed, as follows:

Recital	Description
First Recital	As described in A10.110

The Articles will be completed, as follows:

Part 1:	General
Article	Description
Article 2	The Contract Sum is to be confirmed with reference to the Form of Tender.
Article 3	As described in A10.160.
Article 5	As described in A10.150.
Article 6	The Principal Contractor is to be confirmed with reference to the Form of Tender.

The Contract Particulars will be completed, as follows:

Clause	Description
Fourth Recital	Employer at the Base Date is a 'contractor' for purposes of the CIS.
Fifth Recital	As described in A13.130.
Sixth Recital	Framework Agreement does not apply.
Seventh Recital & Part 1 of Schedule 2	Paragraph 1 (Site Manager) applies  Paragraph 2 (Named Sub-Contractors) applies  Paragraph 3 (Bills of Quantities) does not apply  Paragraph 4 (Valuation of Changes) applies  Paragraph 5 (Loss & Expense) applies

Seventh Recital &  
Part 1 of Schedule  
2

Paragraph 6 (Acceleration Quotation) applies

Paragraph 7 (Collaborative Working) applies.

Paragraph 8 (Health & Safety) applies.

Paragraph 9 (Cost savings & value improvements) applies.

Paragraph 10 (Sustainable development and environmental considerations) applies.

Paragraph 11 (Performance indicators & monitoring) applies.

Paragraph 12 (Notification & negotiation of dispute) applies.

Where paragraph 12 applies, the respective nominees of the Parties are:

Employer's nominee:

Contractor's nominee:

Article 4

Employer's Requirements: Sections 1-3, plus Appendices A-E.

Contractor's Proposals: To be confirmed following receipt of tenders.

Contract Sum Analysis: To be confirmed with reference to the Form of Tender.

Article 8

Article 8 and clauses 9.3 to 9.8 do not apply.

Clause 1.1

Base Date is 10<sup>th</sup> April 2019.

H&S Planning Period shall be 2 weeks, ending on the Date of Possession.

Date for Completion: 23<sup>rd</sup> August 2019

Clause 1.7

Employer: As described in A10.120

Contractor: To be confirmed with reference to the Form of Tender.

- Clause 2.4 Deferment of the Date of Possession of the site applies (maximum period is 8 weeks).
- Clause 2.17.3 Limit of Contractor's liability for loss of use, etc. is £ unlimited.
- Clause 2.29.2 Liquidated damages shall apply at the following rates:  
£1000 per week (or part thereof)
- Clause 2.35 The Rectification Period will be 12 months from the date of practical completion
- Clause 4.6 Advance payment does not apply.  
Advance Payment Bond is not required.
- Clause 4.7 Method of payment shall be periodically in accordance with Alternative B.  
  
The first date is one month after the Date of Possession and thereafter the same date in each month or the nearest Business Date in that month.
- Clause 4.15.4 Listed items – uniquely identified does not apply.
- Clause 4.15.5 Listed items – not uniquely identified does not apply.
- Clause 4.17 Contractor's Retention Bond does not apply.
- Clause 4.18.1 Retention Percentage is 5 per cent.
- Clause 4.19 & Schedule 7 Fluctuations Options do not apply.
- Clause 5.5 Percentage Additions for Dayworks are to be provided with the tender.
- Clause 6.4.1.2 Contractor's insurance: injury to persons or property (for any one occurrence or series of occurrences arising out of one event) is £10million.
- Clause 6.5.1 Insurance – liability of Employer: Not required.
- Clause 6.10 & Schedule 3 Terrorism Cover does not apply.

Clause 6.12	Professional Indemnity Cover: Amount of Indemnity for any one claim or series of claims arising out of any one event is £1m.  Cover for pollution and contamination claims is required.  Expiry period of Professional Indemnity insurance is 12 years.
Clause 6.14	The Joint Fire Code does not apply.  The insurer under Schedule 3, Insurance Option A, has specified that the Works is not a 'Large Project'.
Clause 6.17	The cost of compliance with amendments or revision to the Joint Fire Code shall be borne by the Contractor.
Clause 7.2	Assignment/grant by the Employer of rights under clause 7.2 applies to each Section.
Clause 8.9.2	Period of suspension is 2 months.
Clause 8.11.1.1 to 8.11.1.6	Period of suspension is 2 months.
Clause 9.2.1	The nominating body for Adjudication is the Royal Institution of Chartered Surveyors.
Clause 9.4.1	Arbitration does not apply.
Attestation	The Contract will be executed as a Deed.
Performance Bond	Does not apply

## A30 TENDERING/ SUBLETTING/SUPPLY

### MAIN CONTRACT TENDERING

#### 110 SCOPE

General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

#### 145 TENDERING PROCEDURE

General: In accordance with NJCC Code of Procedure for single-stage selective tendering.

Arithmetical errors: Alternative 2 is to apply.

#### 160 EXCLUSIONS

Inability to tender: 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.

#### 170 ACCEPTANCE OF TENDER

The Employer and Employer's representatives:

- Offer no guarantee that any tender will be recommended for acceptance or be accepted.
- Will not be responsible for any cost incurred in the preparation of any tender.

#### 190 PERIOD OF VALIDITY

Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 12 weeks.

Date for possession/ commencement: See section A20.

### PRICING/ SUBMISSION OF DOCUMENTS

#### 210 PRELIMINARIES IN THE SPECIFICATION

The Preliminaries/ General conditions sections (A10-A53 inclusive) have been prepared in accordance with SMM7.

#### 220 PRICING OF PRELIMINARIES

These preliminaries should be fully priced taking account of fixed and time related items (see Contract Sum Analysis – Appendix F).

## 240 PRICING OF CONTRACTOR DESIGN

Scope: Tenders must include for all associated and ancillary work shown or clearly apparent as being necessary to meet the requirements for the Contractor Design and its completion and proper integration with the Works generally.

Quantities: Where provided, these are indicative only and remain the responsibility of the contractor.

Price: Deemed to include for all costs. Errors in measurement or calculation will be the Contractor's responsibility.

## 250 PRICED DOCUMENTS

Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.

Measurements: Where not stated, ascertain from the drawings.

Submit: Within one working day of request.

## 300 CONTRACTOR'S PROPOSALS

The Contractor shall compile a written Proposals Document, for incorporation into the Contract Documents to identify where, if at all, the contractor has diverged from the scheme design and to complete the design in respect of shockpad and artificial turf, fencing details and miscellaneous works. The Proposals shall be specific to the Project and not contain generalised statements on the Contractor's operating policies and procedures.

Submit: in response to the Project Brief and before commencement on site.

## 310 TENDER

General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

## 330 MANAGEMENT STRUCTURE AND PERSONNEL

The Contractor shall provide on-site and off-site management structures showing responsibilities and lines of communication. These should include names, designations and qualifications of the staff the Contractor proposes for the management of the project. Designations and numbers of support staff the Contractor expects to provide for:

- Construction Period
- Post Construction Period

Submit: With tender / Contractor's Proposals.

480 PROGRAMME

Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works in bar chart format

Ensure that the format of the programme is suitable for monitoring against actual progress on site. Provide a copy of the programme at each site meeting marked up to show progress against each activity on the bar chart at the date of each meeting.

Submit: With tender / Contractor's Proposals and monthly during the Works.

530 SUBSTITUTE PRODUCTS

Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.

Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 QUALITY CONTROL RESOURCES

Provide Method Statements for the project taking account of good practice and dealing with the following:

- Site establishment
- Protection
- Delivery, unloading and storage of materials
- Restricted access
- Design information and variations

QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.

Submit: With tender / Contractor's Proposals.

550 HEALTH AND SAFETY INFORMATION

Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of specialists and of any person whom the Works may affect. Include the following:

- A copy of the Contractor's health and safety policy document, including risk assessment procedures.
- Accident and sickness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

Submit: With tender / Contractor's Proposals.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Content: Submit the following information within one week of request:

- Method statements on how risks from hazards identified in the pre-tender health and safety plan and other hazards identified by the Contractor will be addressed.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for co-operation and co-ordination between contractors.
- Procedures for carrying out risk assessment and for managing and controlling the risk.
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

SUBLETTING/SUPPLY

630 DOMESTIC SUBCONTRACTS

General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.

List: Provide details of all subcontractors and the work for which they will be responsible.

Submit: Within one week of request.

A31 PROVISION, CONTENT AND USE OF  
DOCUMENTS DEFINITIONS AND  
INTERPRETATIONS

I 10 DEFINITIONS

Meaning: Terms, derived terms and synonyms used in the preliminaries/general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

I 20 COMMUNICATION

Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.

Format: In writing to the person named in clause A10/I60 unless specified otherwise.

Response: Do not proceed until response has been received.

I 30 PRODUCTS

Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.

Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

I 35 SITE EQUIPMENT

Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.

Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

## 200 SUBSTITUTION OF PRODUCTS

Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.

Reasons: Submit reasons for the proposed substitution. Documentation: Submit relevant information, including:

- manufacturer and product reference
- cost
- availability
- relevant standards
- performance
- function
- compatibility of accessories
- proposed revisions to drawings and specification
- compatibility with adjacent work
- appearance
- copy of warranty/ guarantee

Alterations to adjacent work: If needed, advise scope, nature and cost.

Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

## 230 EQUIVALENT PRODUCTS

Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is not included, it is to be deemed included.

## 240 SUBSTITUTION OF STANDARDS

Products specified to British Standard or European Standard: Substitution may be proposed of products complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.

Before ordering: Submit notification of all such proposals.

Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

## 250 CURRENCY OF DOCUMENTS

Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

## 255 REFERENCES TO BSI DOCUMENTS:

Relate to the versions and amendments listed in the current BSI Standards Catalogue and any subsequent versions and amendments specifically referred to in the project documents.

## 260 SIZES

General dimensions: Products are specified by their co-ordinating sizes.

Timber: Cross section dimensions shown on drawings are:

- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

## DOCUMENTS PROVIDED ON BEHALF OF CLIENT

### 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

Additional copies: Two copies of drawings and documents (excluding Contract Drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request and charged to the Contractor.

### 440 DIMENSIONS

Scaled dimensions: The accuracy of dimensions scaled from drawings is not guaranteed. Obtain any dimensions required from the appropriate consultant.

### 460 THE SPECIFICATION

Co-ordination: All sections must be read in conjunction with Main Contract Preliminaries / General Conditions.

## DOCUMENTS PROVIDED BY CONTRACTOR / SPECIALISTS / SUPPLIERS

### 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.

Information location: Building Manual.

Emergency call out services: Provide telephone numbers for use after completion.

## DOCUMENT/DATA INTERCHANGE

### 850 ELECTRONIC DATA INTERCHANGE (EDI)

Data: Electronic data interchange is permitted

Parties: All

Requirements: In a mutually agreeable format to suit recipient

## A32 MANAGEMENT OF THE WORKS GENERALLY

### I 10 SUPERVISION

General: Accept responsibility for coordination, supervision and administration of the Works, including subcontractors.

Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

### I 17 SITE CONDITIONS POLICY

The Contractor shall provide and maintain a Site Conditions Policy that includes working conditions for staff and standards to be maintained around the perimeter of the site and neighbouring areas.

### I 20 INSURANCE

Documentary evidence: Before starting work on site, submit details and / or policies and receipts for insurances required by the Conditions of Contract.

### I 30 INSURANCE CLAIMS

Notice: 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, immediately give notice to the Employer, the person named in clause A10/I60 and the Insurers.

Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

### I 40 CLIMATIC CONDITIONS

Information: Record accurately and retain:

- Daily maximum and minimum air temperatures (including overnight).
- Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

### I 50 EQUAL OPPORTUNITIES

The Contractor shall comply with all relative legislation concerning race relations and discrimination. The Contractor must be able to demonstrate the operation of an Equal Opportunities Policy in their working practices.

The Contractor shall use its best endeavours to use labour from local sources.

## 170 SCHEDULES OF CONDITION

The Contractor shall prepare Schedules of Condition for agreement with the Client Representatives prior to commencement of the Works for the existing buildings, roads, hard & soft landscaping, sewers, services and trees in the location of the site.

The Schedules of Condition must be accompanied by colour photographs, number to be agreed with the Client Representatives and Adjoining Owners.

A further Schedule of Condition for each element will be prepared at Completion and compared with the original schedules. The Contractor shall pay all costs and charges associated with returning these elements to their original condition.

## 260 SITE MEETINGS

General: Site meetings will be held to review progress and other matters arising from administration of the Contract.

Frequency: Every month

Accommodation: Ensure availability at the time of such meetings.

Attendees: Attend meetings and inform specialists and suppliers when their presence is required.

Chair-person (who will also take and distribute minutes): Client Representative.

## 265 CONTRACTOR'S PROGRESS REPORT

General: Submit a progress report at least two working days before the site meeting.

Content: Notwithstanding the Contractor's obligations under the Contract the report must include:

- A progress statement by reference to the master programme for the Works.
- Details of any matters materially affecting the regular progress of the Works.
- Specialists' and suppliers' progress reports.
- Any requirements for further drawings or details or instructions.

## 270 CONTRACTOR'S SITE MEETINGS

General: Hold meetings with appropriate specialists and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

## 280 PHOTOGRAPHS

Provide digital progress photographs from agreed points at monthly intervals.

290 NOTICE OF COMPLETION

Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.

Associated works: Ensure necessary access, services and facilities are complete.

Period of notice (minimum): Two weeks.

300 ADVERSE WEATHER

Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions

CONTROL OF COST

410 CASH FLOW FORECAST

Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period based on the programme for the Works.

420 REMOVAL / REPLACEMENT OF EXISTING WORK

Extent and location: Agree before commencement.

Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. Include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense.
- Details of any additional resources required.
- Details of any adjustments to be made to the programme for the Works.
- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

440 MEASUREMENT

Covered work: Give reasonable notice before covering work required to be measured.

450 DAYWORK VOUCHERS

Before commencing work: Give reasonable notice to person countersigning daywork vouchers.

Content: Before delivery each voucher must be:

- Referenced to the instruction under which the work is authorised.
- Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.

Submit: By the end of the week in which the work has been executed.

460 INTERIM VALUATIONS

Applications: Include details of amounts due under the Contract together with all necessary supporting information.

Submission: At least four days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.

Evidence: When requested, provide evidence of freedom of reservation of title.

480 LABOUR AND EQUIPMENT RETURNS

Daily records: Make available at the beginning of each week for verification. Records must show:

- The number and description of craftsmen, labourers and other persons employed on or in connection with the Works, including those employed by specialists.
- The number, type and capacity of all mechanical and power-operated equipment employed in constructing the Works.

## A33 QUALITY STANDARDS/ CONTROL

### PLANNING PERMISSION

- 50 Planning consent for the scheme has not been sought.

### BUILDING REGULATIONS

- 100 The contractor is to obtain any Building Regulations approval from the Local Authority or Approved Inspector as required and prior to Practical Completion. Allow for liaison with building regulation inspectors including keeping records of site inspections made and any remedial actions required

### STANDARDS OF PRODUCTS AND EXECUTIONS

#### I 10 INCOMPLETE DOCUMENTATION

General: Where and to the extent that products or work are not fully documented, they are to be:

- Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
- Suitable for the purposes stated or reasonably to be inferred from the project documents.
- In accordance with relevant good practice.

#### I 25 WORKMANSHIP SKILLS

Operatives: Appropriately skilled and experienced for the type and quality of work.

Registration: With Construction Skills Certification Scheme.

Evidence: Operatives must produce evidence of skills/ qualifications when requested.

#### I 36 QUALITY OF PRODUCTS

Generally: New. (Proposals for recycled products may be considered).

Supply of each product: From the same source or manufacturer.

Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.

Tolerances: Where critical, measure a sufficient quantity to determine compliance.

Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

#### I 36A EQUAL AND APPROVED

Where specific products are specified alterations may be proposed provided they are considered equal and approved by the design consultants. Evidence would need to be supported by technical and sales literature as well as samples of the product.

#### I 38 QUALITY OF EXECUTION

Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.

Colour batching: Do not use different colour batches where they can be seen together.

Dimensions: Check on-site dimensions.

Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.

Location and fixing of products: Adjust joints open to view so they are even and regular.

#### I 40 COMPLIANCE

Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.

Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:

- Properties tested.
- Pass/ fail criteria.
- Test methods and procedures.
- Test results.
- Identity of testing agency.
- Test dates and times.
- Identities of witnesses.
- Analysis of results.

#### I 60 RELATED WORK

Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:

- Appropriately complete.
- In accordance with the project documents.
- To a suitable standard.
- In a suitable condition to receive the new work.

Preparatory work: Ensure all necessary preparatory work has been carried out.

## 170 MANUFACTURER'S RECOMMENDATIONS / INSTRUCTIONS

General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.

Changes to recommendations or instructions: Submit details.

Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.

Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

## 175 BS 8000: BASIC WORKMANSHIP

- Where compliance with BS 8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished work.
- Where BS 8000 gives recommendations on particular working methods or other matters which are properly within the province and responsibility of the Contractor, compliance therewith will be deemed to be a matter of general industry good practice and not a specific requirement of the consultants under the Contract.
- If there is any conflict or discrepancy between the recommendations of BS 8000 and the project document, the latter will prevail.

## SAMPLES/APPROVALS

### 210 SAMPLES

Products or executions: 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.

### 220 APPROVAL OF PRODUCTS

Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.

Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.

Complying sample: Retain in good, clean condition on site. Remove when no longer required.

## 230 APPROVAL OF EXECUTION

Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.

Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.

Complying sample: Retain in good, clean condition on site. Remove when no longer required.

## ACCURACY/ SETTING OUT GENERALLY

## 320 SETTING OUT

General: Submit details of methods and equipment to be used in setting out the Works.

Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.

Inform: When complete and before commencing construction.

## 340 CRITICAL DIMENSIONS

Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.

## 360 RECORD DRAWINGS

Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

## SERVICES GENERALLY

## 410 SERVICES REGULATIONS

New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

## 450 MECHANICAL AND ELECTRICAL SERVICES

Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.

Building Regulations notice: Copy to be lodged in Building Manual.

## SUPERVISION/ INSPECTION/ DEFECTIVE WORK

### 560 TESTS AND INSPECTIONS

Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.

Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.

Records: Submit a copy of test certificates and retain copies on site.

### 610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.

Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

### 620 MEASURES TO ESTABLISH ACCEPTABILITY

General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

- Will be at the expense of the Contractor.
- Will not be considered as grounds for extension of time.

### 630 QUALITY CONTROL

Procedures: Establish and maintain to ensure that the Works, including the work of specialists, comply with specified requirements.

Records: Maintain full records, keep copies on site for inspection, and submit copies on request.

Content of records:

- Identification of the element, item, batch or lot including location in the Works.
- Nature and dates of inspections, tests and approvals.
- Nature and extent of non-conforming work found.
- Details of corrective action.

WORK AT OR AFTER COMPLETION

730 MAKING GOOD DEFECTS

Remedial work: Arrange access with Employer's Agent.

Rectification: Give reasonable notice for access to the various parts of the Works.

Completion: Notify when remedial works have been completed.

Any defects notified to the Contractor in relation to plumbing or electrical services are to be inspected within 24 hours of a request and the Contractor shall rectify any such defect within a further 48 hours of the time of inspection. Any other defects notified to the Contractor shall be rectified within 2 weeks of a request. If the Contractor is unable to comply with these time scales, the Employer shall be entitled to charge the Contractor the costs of employing others to rectify the defect.

A34 SECURITY/ SAFETY/ PROTECTION SECURITY, HEALTH AND SAFETY

I20 EXECUTION HAZARDS

Common hazards: Not listed. Control by good management and site practice.

I30 PRODUCT HAZARDS

Hazardous substances:

Common hazards: Not listed. Control by good management and site practice.

I40 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Submission: Present to the Client not less than two weeks before the proposed date for the start of the construction work.

Confirmation: Do not start construction work until the Client has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations.

Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570 and the Pre-construction Information.

I45 DISCLOSURE AND BARRING SERVICE (DBS)

The contractor shall ensure that all supervisory staff have been DBS checked and shall pay all associated costs.

150 SECURITY

Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.

Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

155 STORAGE OF MATERIALS

Provide secure lockable containers for the storage of materials which are easily transportable, have a high value or which otherwise pose a high potential risk of theft. All such containers must be properly secured on site or be of a size or weight which will prevent their removal without the use of heavy lifting equipment.

210 CLIENT'S REPRESENTATIVES SITE VISITS

Safety: Submit details in advance, to the Client or the person identified in clause A10/160, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

Protective clothing and/ or equipment: Provide and maintain on site for the Client and the person stated in clause A10/160 and other visitors to the site.

220 WORKING PRECAUTIONS/ RESTRICTIONS

Permit to Work: Operatives must comply with procedures set out elsewhere in these preliminaries.

225 MONITORING OF SITE SAFETY PERFORMANCE

The Client will monitor performance in respect of accidents and site safety and will not continue working with poorly performing suppliers.

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

Use: Not permitted

330 NOISE CONTROL

Standard: Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the Works.

Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Restrictions: Do not use:

- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

Prevention: Protect the site, the Works and the general environment including streams and waterways against pollution.

Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

- Use only where specified or approved and then only suitable products as listed in the
- UK Pesticide Guide.
- Where work is near water, drainage ditches or land drains, comply with the MAFF
- guidelines for use of herbicides on weeds in or near water courses and lakes
- Observe all precautions recommended by the manufacturer and remove containers from site immediately they have been emptied or are no longer required
- Operatives must hold a BASIS Certificate of Competence or work under the supervision of a Certificate holder.

360 NUISANCE

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.

370 ASBESTOS CONTAINING MATERIALS

Duty: Report immediately any suspected materials discovered during execution of the Works.

- Do not disturb.
- Agree methods for safe removal or encapsulation.

375 ANTIQUITIES

Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.

Preservation: Keep objects in the exact position and condition in which they were found.

390 SMOKING ON SITE

Smoking on site: Not permitted.

400 BURNING ON SITE

Burning on site: Not permitted.

#### 430 WASTE

Includes: Rubbish, debris, spoil, containers and surplus material.

Minimize: Keep the site and Works clean and tidy.

Remove: Frequently and dispose off site in a safe and competent manner:

- Non-hazardous material: In a manner approved by the Waste Regulation Authority.
- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

VOIDS AND CAVITIES IN THE CONSTRUCTION: Remove rubbish, dirt and residues before closing in.

Waste transfer documentation: Retain on site.

#### PROTECT THE FOLLOWING

#### 510 EXISTING SERVICES

Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.

Identification: Before starting work, check and mark positions of mains/services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

Work adjacent to services:

- Comply with service authority's/statutory undertaker's recommendations.
- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.

Identifying services:

- Below ground: Use signboards, giving type and depth
- Overhead: Use headroom markers.

Damage to services: If any results from execution of the Works:

- Immediately give notice and notify appropriate service authority/ statutory undertaker.
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
- Any measures taken to deal with an emergency will not affect the extent of the
- Contractor's liability.

Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

515 WHEEL WASHING

The Contractor is to provide a wheel washing facility should the public highways become contaminated.

520 ROADS AND FOOTPATHS

Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Client, Local Authority or other owner.

530 EXISTING TOPSOIL / SUBSOIL

Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.

Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

Protection: Preserve and prevent damage, except those not required.

Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 RETAINED TREES

Protected area: Unless agreed otherwise do not:

- Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
- Sever roots exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.
- Change level of ground within an area 3m beyond branch spread.

560 EXISTING FEATURES

Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works. Damage due to the Contractor's negligence must be replaced at the Contractor's expense.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

I 10 SCOPE

General: The works shall be phased as outlined in clause A13.130.

DELIVERIES

The contractor shall agree with the Employers Agent a safe method of escorting lorries and deliveries from Brook Road to and from the site working area..

The contractor shall remain aware that the public, school children and staff will not be used to the volume of construction traffic that will likely be necessary to carry out the works and the utmost care and precautions must be therefore be taken.

I70 WORKING HOURS

Specific limitations: 8.00am - 6.00pm Monday to Friday. No work shall be carried out on a Saturday without the prior written consent of the Client. No work shall be carried out on a Sunday or Bank Holiday.

Contractors should note that deliveries will not be permitted during school entry/egress hours.

Delivery restriction times are:

Mon to Fri	0730hrs - 0900hrs
	1430hrs – 1530hrs

A36 FACILITIES/ TEMPORARY WORK/

SERVICES GENERALLY

I 10 SPOIL HEAPS, TEMPORARY WORKS AND

SERVICES Location: Give notice of intended siting.

Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

The Contractor shall allow for designing and providing all necessary temporary works as necessary in order to carry out the construction works.

The Contractor shall allow for preparing and subsequently reinstating to the original condition any areas of the site used for site compound etc.

ACCOMMODATION

220 SITE OFFICES

Facilities: Provide and obtain approval of suitable lockable temporary accommodation and facilities, adequately heated and lit and providing furniture and equipment necessary for the proper management of the Works.

TEMPORARY WORKS

310 ROADS

Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:

- Details: Access to the site from all surrounding roads.
- Protective or remedial measures: Existing road surface is to be protected during the works and must be made good upon completion including any damage caused to the existing kerbs and footpaths during the works.

320 TEMPORARY WORKS

Client's Specific Requirements: Provide:

- Temporary fencing to red line boundary on **VRSS13-02**

330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

Temporary protection: Provide before starting any work which affects the integrity of existing trees and vegetation

Protective barriers and any other relevant physical protection measures: To BS 5837.

Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

340 NAME BOARDS/ ADVERTISEMENTS

General: Obtain approval, including statutory consents and provide a temporary name board displaying:

- Title of project & description of the Works
- Name & Address of Contractor
- Names of Consultants (2nr spaces)
- Names of Specialists (if required by Contractor)

Special requirements: Erect within one month of commencing on site and remove on completion (signboards to be returned to all parties in good condition).

No advertisements are permitted.

SERVICES AND FACILITIES

420 LIGHTING AND POWER

Supply: The Contractor shall make arrangements for a temporary builder's supply from the existing school and shall pay all associated charges

Continuity: The Client will not be responsible for the consequences of failure or restriction in supply.

430 WATER

Supply: The Contractor shall make arrangements for a temporary builder's supply from the existing school and shall pay for all associated charges

Continuity: The Client will not be responsible for the consequences of failure or restriction in supply.

440 TELEPHONES

Temporary on site telephone/email/internet connection: Provide as soon as practicable after the Date of Possession for joint use by the Contractor and specialists and pay all charges.

540 METER READINGS

Charges for service supplies: Where to be apportioned ensure that:

- Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
- Copies of readings are supplied to interested parties.

A37 OPERATION/ MAINTENANCE OF THE FINISHED

BUILDING GENERALLY

I 10 THE BUILDING MANUAL

Provide a Building Manual (incorporating the Health and Safety File) which is a comprehensive information source and guide for the Client and end users providing a complete understanding of the pitches to enable efficient and safe operation and maintenance.

I80 HANDOVER

PROCEDURE

Completion:

- Contractor to give notice to the Employer's Agent of anticipated Date for Completion 2 weeks prior to that date. Dates for the Contractor's own and Client's snagging must also be provided.
- The snagging process must include arranging for plant to be operational, commissioned and certified.
- The Contractor to give notice to the Employer's Agent of anticipated Date for Handover
- 2 weeks prior to that date, The 2 week period must include one week for minor de- snagging, commissioning and final clean.
- The Handover date will be reviewed if, in the Employers Agent's reasonable opinion, the snagging is excessive.

Practical Completion / Handover Procedure:

- On the Handover date, all meter readings will be read jointly by the Contractor and Employer's Agent.
- The Contractor shall be responsible for all standing charges up to the date of Handover.
- No handover will be effected without the meters in place and operational.

220 TRAINING

Objective: Before Practical Completion, explain and demonstrate to the Client's maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.

Operating time: Include a minimum of two separate days.

Timescale for training: Not to exceed 10 working days after Practical Completion.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

I 10 MANAGEMENT AND STAFF

Cost significant items: Allow for providing all head office administration, management and staff required for the proper execution of the works.

Allow for providing all site administration required for the execution of the works including supervision, design, planning and management staff.

The Contractor shall include for other items relating to management and staff to which he attaches a cost and is not covered anywhere else in these preliminaries.

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

I 10 SITE ACCOMMODATION

Details: Site accommodation required: See section A36.

Cost significant items: Allow for providing suitable weather tight storage for materials.

Allow for providing and maintaining temporary offices, mess rooms and sanitary accommodation as required and allow for removal on completion of the works.

Location of temporary buildings is to be agreed with the Architect.

The Contractor shall allow for any other items relating to site accommodation to which he attaches a cost and is not covered anywhere else in these preliminaries.

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

I 10 SERVICES AND

FACILITIES: POWER

- Cost significant items: See clause A36.420A.

LIGHTING

- Cost significant items: See clause A36.420A.

WATER

- Cost significant items: See clause A36.430A.

TELEPHONE AND ADMINISTRATION

- Cost significant items: See clause A36/440, 460 & 480.

SAFETY, HEALTH AND WELFARE

- See Pre-tender health and safety plan

CLEANING

- See clause A33/710.

SMALL PLANT AND TOOLS

OTHER SERVICES AND FACILITIES (insert details below):

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

I 10 MECHANICAL

PLANT: CRANE

HOIST

PERSONNEL

TRANSPORT

TRANSPORT

EARTHMOVING

PLANT CONCRETE

PLANT

PAVING AND SURFACING PLANT

OTHER PLANT ITEMS (insert details below):



A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

I 10 TEMPORARY WORKS :

TEMPORARY ROADS

TEMPORARY

WALKWAYS ACCESS

SCAFFOLDING

SUPPORT SCAFFOLDING AND PROPPING HOARDINGS, FANS, FENCING ETC

HARDSTANDING

TRAFFIC

REGULATIONS

NAMEBOARD

OTHER TEMPORARY WORKS (insert details below):

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE CLIENT

I 20 PRODUCTS PROVIDED BY/ ON BEHALF OF CLIENT

General: Electrical wiring.

A53 WORK BY NAMED SUPPLIERS/STATUTORY AUTHORITIES/ UNDERTAKERS

None anticipated

SECTION 3.0 – SPECIFICATION

CONTENTS

Section 1 – Pricing Specification – Artificial Turf Pitch