

SPECIFICATION

For

External Repairs and Decorations

At

**The Grove
25 St John's Street
Hythe
Hampshire
SO45 6BZ**

On behalf of

Hythe & Dibden Parish Council

24th July 2019

(Issue 03)

CONTENTS	PAGE	
1.0	STATEMENT OF INTENT	3
2.0	PROJECT PARTICULARS	4
3.0	TIMETABLE	5
4.0	PRELIMINARIES	6
5.0	SPECIFICATION AND MATERIALS	20
6.0	SCHEDULE OF WORKS	21
7.0	FORM OF TENDER	25
	APPENDICES*	26

*All attached to tender separately

- A Reference Specification
- B Asbestos Survey
- C Pre-Construction Information
- D Hythe & Dibden Parish Council Instructions for Tendering

DOCUMENT RECORD

Issue	Date of Issue	Signature	Comments
01	24 th June 2019		For client review.
02	26 th June 2019		Appendix A and Appendix C finalised and inserted. Re-issued for client review.
03	24 th July 2019		Minor amendments in accordance with client review.

PRIMMER OLDS B.A.S- Document Quality Control

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Position: Head of Building Surveying	Position: Head of Building Surveying

1.0 STATEMENT OF INTENT

- 1.1 Hythe & Dibden Council wishes to employ a Principal Contractor to carry out external repairs and redecorations at The Grove, 25 St John's Street, Hythe as set out in this specification document
- 1.2 To clarify, the Council will tender the works in accordance with the authority's existing tendering regulations, as detailed in Appendix D.
- 1.3 The Schedule of Works is based on external works set out in the 15-year Forward Maintenance Plan prepared by prepared by PRIMMER OLDS BAS, dated 6th April 2018.
- 1.4 Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided in section 8.0 of this document.
- 1.5 Tenders should be returned in a **sealed envelope bearing no company identification and marked TENDER FOR EXTERNAL REPAIRS AND DECORATIONS** to Stephanie Bennett, Clerk to the Council, The Grove, 25 St John's Street, Hythe, Southampton, SO45 6BZ by **16th August 2019 (noon)**.
- 1.6 PRIMMER OLDS B.A.S have been instructed in the capacity of Contract Administrator and will undertake that role as referred and mentioned within the specification.
- 1.7 The form of contract will be a JCT Minor Works 2016.
- 1.8 Tenderers should liaise with Mr Sean Spencer Deputy Clerk, Hythe and Dibden Parish Council, The Grove, 25 St John's Street, Hythe, Southampton, Hampshire, SO45 6BZ, Tel 02380 841411, **during the tender period** regarding any queries or concerns on the content of this specification.
- 1.9 Given the nature of the works, the Construction (Design and Management) Regulations 2015 do not apply.

2.0 PROJECT PARTICULARS

2.1 Location of Project, Description of Site and Property

- 2.1.1 The premises occupy a plot between St John's Street and the waterfront in the town of Hythe, Hampshire.
- 2.1.2 The property is of mixed age and construction and comprises a two-storey original house which has been converted into offices and provided with a later single storey extension.
- 2.1.3 The building has several pitched roofs complete with slate covering.
- 2.1.4 Rainwater goods are a mix of cast iron and UPVC.
- 2.1.5 External walls of the original house are solid brickwork construction and provided with a rendered finish externally.
- 2.1.6 Load bearing walls are generally constructed in brickwork with non-load bearing walls provided in timber framework, (both lath and plaster and studwork).
- 2.1.7 Floors are a mix of cast concrete and suspended timber all covered with either carpet or vinyl finishes. The original suspended timber floor to the Council Chambers has been largely removed and requires replacing.
- 2.1.8 For the purpose of these works only building fabric relevant the specification of works has been outlined above.
- 2.1.9 The contractor is to verify all of the above descriptive elements in preparation of his tender. These are given as guidance only.

2.2 Description of the Works

- 2.2.1 The works comprise of external repairs and decorations.

3.0 TIMETABLE

3.1 Anticipated Pre-Contract Programme

Tender launch	29 th July 2019
Tender return	16 th August 2019 (3-weeks from launch)
Tender review/queries, etc.	7 working days
Tender presented to Council for Acceptance	28 th August 2019 (or Council meeting date)
Appoint Contractor	29 th August 2019
Start on site	16 th September 2019
Completion of works on site	11 th November 2019 (based on 8-weeks)

3.2 Tender Submission Programme

Tenderers should provide, together with their priced tender an indicative programme for the completion of works on site, taking account of the above and the any access restrictions and permissions as set out under item 4.35 Limitation of Working Hours.

4.0 PRELIMINARIES

4.1 Generally

4.1.1 The Contractor shall be deemed to have allowed in his price for the cost of complying with all the requirements of these Preliminaries and Schedule of Works. These preliminary particulars provisions shall form part of the contract between the Employer and Contractor.

4.2 Nature and Location of the Project

4.2.1 The site is known as The Grove, 25 St John's Street, Hythe and comprises office accommodation.

4.2.2 Access into the building is not deemed necessary on the basis that all works specified are external. Contractors are permitted to park vehicles at the rear of the building if ground conditions permit. A skip can also be located in the same area (subject to weather and ground conditions). Monitoring of ground conditions will be undertaken by a Council Officer. If parking / site set up in this location is not practical, contractors will be required to use the area for "drop-off only" and park vehicles in the closest public car park, located on New Road, Hythe, SO45 6BP.

4.2.3 The works are of a repair and improvement nature generally.

4.3 Name of Parties

4.3.1 The names of the parties involved in this contract are as follows:

Employer

Hythe & Dibden Parish Council
The Grove
25 St John's Street
Hythe
Hampshire
SO45 6BZ

Contract Administrator

PRIMMER OLDS B.A.S
61 Cromwell Road
Southampton
Hampshire
SO15 2JE

Architect

Not applicable to this project.

Mechanical and Electrical Engineer

Not applicable to this project.

4.4 Site Inspection

4.4.1 Arrangements can be made for the Contractor to visit site prior to submission of his tender. This is to satisfy himself as to the nature of the works, facilities for access, storage of materials and other site conditions. The Contractor is to ensure that all arrangements for access are done via the Contract Administrator.

4.4.2 Claims for additional payment or extension of the contract period on the grounds of lack of knowledge in such respect or otherwise will not be allowed.

4.5 Contract Particulars

4.5.1 The conditions of contract will be those contained in the JCT Minor Works Building Contract 2016 and including the amendments hereunder.

4.5.2 The Recitals

First - External Repair and Refurbishment Works at
The Grove, 25 St John's Street, Hythe, Hampshire, SO45 6BZ

Second - Documents:
Contract Specification

Third - Contract Documents
01. Contract Specification, and
02. All associated Appendices

Fourth - Construction Industry Scheme (CIS)
Not applicable

Fifth - Construction Design & Management Regulations 2015 (the CDM Regulations)
Apply

Sixth - Framework Agreement
Not applicable

Seventh - Supplemental Provisions
Not applicable

4.5.3 The Articles

1. As per contract
2. Contract Sum
To be confirmed/agreed.
3. Contract Administrator
PRIMMER OLDS B.A.S.
4. Principal Designer
PRIMMER OLDS B.A.S.
5. Principal Contractor
To be confirmed

- 6. Adjudication
Applies
- 7. Arbitration
Will not apply
- 8. Legal Proceedings
Applies

4.5.4 The contract particulars shall be as follows:
CONTRACT PARTICULARS

Part 1: General

Clause etc.	Subject	Amendment/Insertion
Fourth Recital and Schedule 2	Base Date	1 st April 2019
Fifth Recital and clause 4.2	Construction Industry Scheme (CIS)	Deleted
Fifth Recital	CDM Regulations	The project is not notifiable
Sixth Recital	Framework Agreement	Deleted
Seventh Recital and Schedule 3	Supplemental Provisions	Collaborative working applies Health and safety - applies Cost saving and value improvements - applies Sustainable development and environmental considerations - applies Performance indicators and monitoring - does not apply Notification and negotiation of disputes - applies
Supplemental Provision 6	Adjudication	Applies - Names to be provided in contract
Article 7 and Schedule 1	Arbitration	Deleted
2.2	Date for Completion of the Works	Target date is 8 weeks after commencement of the works
2.8	Liquidated Damages	At the rate of £500.00 per week or part thereof
2.10	Rectification Period	6 months

Clause etc.	Subject	Amendment/Insertion
4.3	Percentage of total value of work	95%
4.3 and 4.8 Schedule 2	Fluctuations	Deleted
4.8.1	Supply of documentation for computation of amount to be finally certified	2-weeks
5.3.2	Contractor's insurance - injury to persons or property Insurance cover (<i>for any one occurrence or series of occurrences arising out of one event</i>)	£2,000,000.00
5.4A and 5.4C	Insurance of the Works, etc	Applies
5.4A.1 and 5.4B 1.2	Percentage to cover professional fees	15%
7.2	Adjudication	Royal Institution of Chartered Surveyors
Schedule 1 (paragraph 2)	Arbitration	Deleted

Contract Execution

Execution under hand is required.

4.6 Access to the Site

4.6.1 Access to the external fabric of the building shall be via the contractors' choice of safe access (i.e. scaffolding/tower/cherry picker, etc).

4.7 Access around Site

4.7.1 Access to the site for the Contractor will be limited to the specified works area only. Additional car parking is available in public car parks nearby. The contractor will have to provide external welfare facilities for the duration of the works.

4.8 Building Control and Planning Permission

4.8.1 The Contractor shall within his tender cover any associated costs and give notice to the Local Authority Building Control Officer or approved Inspector as required including interim inspections and final sign off.

4.8.2 It will be the Contractor's responsibility to:-

Design and obtain as necessary where works are applicable to achieve any **Planning Authority Approval** and **Building Regulation Approvals** in accordance with the agreed project timetable;

- supplying the Contract Administrator with a full copy of the Full Plans Submission documentation;
- comply with any requirements arising from Consequential Improvement;
- supplying the Contract Administrator with a full copy of the Approvals;
- including for all fees in connection with the application and stage inspections;
- ensuring that all works are undertaken in full accordance with the requirements of the Building Act 1984, Building Regulations 2000 (as amended), and associated Approved Documents.
- organise and liaise with all **Public Utilities**, comply with their requirements, and pay all associated charges for upgrades and connections.
- verify all structural details and thereafter take full design liability for them.

NOTE: It is acknowledged that the works detailed within this specification can generally be notified and certified by relevant Competent Qualified Tradesperson (i.e. door manufacturers/installers, Gas Safe Engineers and NICEIC Electricians, etc.). Therefore, the Principal Contractor is to ensure that relevant information and certification should be provided to the Contract Administrator upon completion of the works.

4.9 Nuisance

4.9.1 The Contractor shall carry out the works without causing nuisance at any time. Any complaints arising from the works may result in the immediate suspension of activities until suitable measures are established to prevent a reoccurrence and in this event no claim for additional costs will be entertained.

4.9.2 The Contractor is to be aware of that access to and around the building for occupiers and visitors is to be maintained at all times.

4.10 Control of Noise and Pollution

4.10.1 The Contractor shall comply with all statutory requirements for noise abatement and the control of pollution and take all necessary precautions to prevent nuisance from water, smoke, dust, rubbish and other causes.

4.10.2 The Contractor shall at all times comply with the recommendations of BS 5228 Code of Practice for Noise Control on Construction Sites.

4.10.3 The Contractor shall use the best possible means to minimise noise and shall select appropriate plant and provide acoustic shields or barriers where necessary. All equipment shall be maintained in first class condition. The Contractor shall frequently and regularly monitor noise levels around the site and maintain records of noise levels. The Contractor shall ensure that any construction noise does not cause nuisance to any users of the building, adjacent buildings or roads etc. outside the site boundary.

4.10.4 No radios are permitted and no smoking is permitted at any times.

4.11 Site Tidiness

4.11.1 The Contractor shall keep the site tidy at all times. Any skips must be removed from site immediately once they are full. Any stockpile of rubbish is to be stored in a tidy and organised manor, without causing obstruction for the works to proceed, until it can be removed from site.

4.12 Construction Design & Management Regulations 2015

4.12.1 The CDM Regulations 2015 apply.

4.13 Principal Contractor

4.13.1 Clarification of duties not applicable, as the CDM Regulations 2015 apply.

4.14 Other Legislation

4.14.1 Notwithstanding the usual requirements of the Principal Contractor under the CDM Regulations 2015, the Contractor shall be bound to abide by and implement all other Regulations, Byelaws or other legislation relevant to the Health, Safety and Welfare of all persons on or about the works or likely to be affected by the execution of the works.

4.15 Health and Safety Plan

4.15.1 Not applicable to this project.

4.16 Personnel

4.16.1 The Contractor shall ensure suitably qualified personnel are responsible for preparing, implementing, and monitoring the Method Statements and Risk Assessments for the duration of the construction phase of the project.

4.17 Hazards of Health and Safety Generally

4.17.1 The Contractor shall advise the Contract Administrator immediately of any deficiencies in the Method Statements of Risk Assessments, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds.

4.17.2 The premises are known to contain asbestos. The contractor is advised to have satisfied himself of the extent and location of all asbestos containing materials and removal of where applicable in order to safely undertake the works. The contractor is to allow for all costs associated with protecting from and working with the materials within his tender.

4.18 Sub-Contractors

4.18.1 The Contractor shall take all necessary measures to satisfy himself that all sub-contractors, whether appointed by him directly or not, are competent and have allocated sufficient resources to comply with the health and safety requirements of the project.

4.19 Contract Documents

4.19.1 The Contract Documents shall consist of this Specification, the Conditions of Contract, the Tender and the Letter of Acceptance, together with any other particular documents so listed and referred to in the aforementioned documents.

4.20 Priced Schedule

4.20.1 The Contractor is to provide with this Tender a priced schedule of his Tender Sum set out in accordance with the relevant section of the Specification. It will be assumed that the costs of any unpriced item are included elsewhere in the Tender Sum together with risks ascertained by site inspection.

4.20.2 This will be used in agreeing the cost of any additions or omissions which may occur during the course of the contract and for the calculation of interim valuations.

4.21 Pricing Notes

4.21.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

4.21.2 The Contractor shall in preparing his tender sum determine the actual extent of the works as mentioned or otherwise described necessary to complete the works scheduled and described within. Where quantities are not provided the Contractor is responsible for establishing the full quantity and extent to satisfactorily complete the works described.

4.21.3 Any deviations, ambiguities or possible misquantifying within the specification are to be highlighted to the Contract Administrator with clarification requested. The Contractor shall not deviate from the proposed specification unless by prior written agreement from the Contract Administrator.

4.22 Materials, Goods and Workmanship, etc

4.22.1 The goods or materials supplied or used in the execution of this Contract, where not specified otherwise, shall not be of a lower standard than that is in accordance with the appropriate Specification, if any, issued by the British Standard Institute and current at the time of tender.

4.22.2 The Contractor shall, upon the request of the Contract Administrator furnish him with samples of the materials and goods of equal standard with those to be incorporated in the works and execute reasonably sized specimens of work if so desired by the Contract Administrator.

4.22.3 Workmanship shall not be inferior to the standard laid down in the latest 'British and European Standard Codes of Practice'.

4.22.4 All electrical installation work will be carried out in accordance with 17th Edition of IEE Regulations and tested on completion to approval of the Contract Administrator.

4.22.5 All plumbing works shall be carried out in accordance with current Water by-laws and tested on completion to approval of the Contract Administrator.

4.22.6 Any Gas works shall be undertaken by a Gas Safe certified and competent person and tested on completion to approval of the Contract Administrator.

4.22.7 The Contractor is to ensure that all areas of ceilings, walls or other elements of the building fabric where so removed to execute the works are temporarily and satisfactorily covered as required in the event that other Contractors are undertaking other works at the site during the contract period. This is particularly relevant to the internal common areas of each flat block.

4.23 Tenders

4.23.1 The items of work incorporated in the Contract Documentation have been described in reasonable detail but the Contractor is to consider them in conjunction with the Contract Documents and the actual condition and character of the work on site. Where necessary, the Contractor is to take all dimensions and particulars from the buildings or work and is to allow for everything necessary for the complete execution of the work whether specifically described or not.

4.24 Acceptance of Tenders

4.24.1 The Employer does not bind themselves to accept the lowest or any tender.

4.25 Discrepancies

4.25.1 The Contractor is to read all the Contract Documentation as defined. Any discrepancies, errors or omissions must be drawn to the attention of the Contract Administrator by the Contractor prior to any work being carried out. All work carried out by the Contractor which is found to be wrong or defective arising out of a discrepancy as aforesaid, and which has not been referred to the Contract Administrator by the Contractor, will be put right to the entire satisfaction of the Contract Administrator at the cost of the Contractor.

4.26 Protection of Public and Private Services

4.26.1 The Contractor shall also uphold, maintain and protect all pipes, duct, drains, sewers, services, overhead cables, etc. during the execution of the works and make good any damage or pay any costs of charges in connection therewith. If any damage is caused the Contractor shall notify the Contract Administrator immediately.

4.26.2 The Contractor shall also indemnify the Employer against all charges and costs in respect of damage to public and private services.

4.27 Schedule of Condition

4.27.1 Photographs of all external and internal areas / access routes that are to be used by the Contractor during the works should be taken by the Contractor prior to the works and agreed jointly between the Contract Administrator and Contractor before

commencing any work and on completion of the works. The Contractor will be required to reinstate damage to the condition in the Photographic Schedule.

4.28 Items of Convenience in Pricing

4.28.1 The Contractor shall allow for the following:

1. All Plant, tools and vehicles required to safely execute the contract works
2. All access equipment including, scaffolding etc and any licensing costs associated with in order to execute and complete the works
3. Safety, health and welfare of work people
4. Transport for work people
5. Disbursement arising from the employment of work people
6. Safeguarding the works, material and plant against damage and theft

4.29 Lighting and Power for the Works

4.29.1 The Contractor may make use of electrical supply where available, otherwise is to make his own provision for electrical supply required for him to complete the works. Contractor to confirm during tender site visit.

4.29.2 Where supply is available, the Contractor is to take the meter readings prior to works commencing and thereafter at completion of the works and will be responsible for the cost of electric used.

4.30 Water for the Works

4.30.1 The Contractor may obtain water from the Employer's supply free for charge by arrangement through the Contract Administrator.

4.31 Telephone

4.31.1 Contractors are to make their own arrangement in respect of telephone facilities and pay for all calls and communication costs pertinent to the project.

4.32 Scaffolding and Other General and Special Attendance Items

4.32.1 The Contractor shall be responsible for the provision of scaffolding and other general and special attendance items including all protection, hoarding and netting as required in regard to the works and / or associated site set up.

4.33 Notification of Accidents and Dangerous Occurrences Regulations 1980

4.33.1 The Contractor is to note that in accordance with the above regulations it is his responsibility to report notifiable accidents during the progress of the Contract Works.

4.34 Safety

4.34.1 The attention of the Contractor is drawn to the Construction Head Protection Regulations 1989 and the need to ensure that helmets are worn at all appropriate times.

4.35 Limitation of Working Hours

4.35.1 The Grove is occupied. Works are permitted to be carried out during normal working hours, 0800 and 1700 Monday to Friday. Weekend works should be limited to 0800 and 1700 Saturday only. Out of hours work may be permitted by the Contract Administrator, subject to the nature of works. Noisy works will generally not be permitted at weekends.

4.36 Work Outside Normal Working Hours

4.36.1 The Contractor shall give the Contract Administrator at least 48 hours written notice of his intention to carry out work at nights, weekends or any other time outside normal site working hours, after first obtaining Local Authority by-law relaxation, if necessary. Permission to work outside normal site working hours is permitted in principle but may be withheld by the Contract Administrator if so, instructed by the Client during the works. Therefore, the Contractor should not assume that such permission shall be ongoing throughout the Contract and is advised to plan any noisy or disturbance works carefully. All additional Employer's costs such as site management or Landlord's charges shall also be reimbursed.

4.37 Electrical Interference

4.37.1 Do not cause any interference to radio and TV receivers, computers or other instruments serving the building.

4.38 Protection of Public and Private Services

4.38.1 The Contractor shall inform the Contract Administrator before commencing site operations and ascertain the location of all services, drains or sewers or confirm that there are none within the vicinity of the works other than those plotted on the survey drawings.

4.39 Storage of Materials On-Site

4.39.1 Due to limitations in space Contractors will not be permitted to store materials on-site besides those for immediate incorporation within the works.

4.40 Drying of the Works

4.40.1 Allow for drying of the works during construction as may be necessary to meet the completion date including thoroughly drying out each section of the building prior to fixing any materials liable to be damaged by not so doing and for maintaining in a similar condition until practical completion including providing any necessary labour, appliances and fuel in order to comply with this requirement.

4.40.2 Allow for controlling the humidity, if necessary, of each section of the building prior to fixing any materials liable to be damaged by not so doing and for maintaining in a similar condition until practical completion including providing any necessary labour, appliances and fuel in order to comply with this requirement.

4.40.3 The Contractor may not rely on being able to use the permanent mechanical or electrical installations for drying of the works or controlling humidity.

4.40.4 The Contractor is to make adequate provision for and include within his programme for coordinating and allowing for sufficient drying time to for surface and decorative finishes and the like.

4.41 Removing Rubbish

4.41.1 Allow for clearing away all rubbish as it accumulates and for carrying out the works in a clean and orderly manner.

4.41.2 Where a skip is required on site, this may be possible to locate at the rear of the building, subject to ground conditions (see item 4.2.2). However, if site conditions are inadequate, a skip can be positioned in 1Nr car park space within the shared car park by prior approval from the Local Authority. Skips will need to be enclosed by herras fencing and/or coned-off by the contractor at the end of each working day. Any skips used during the works should be removed as soon as they are full. Contractors are advised to consider removal of all rubbish by van per day.

4.42 Cleaning Down Prior to Handover

4.42.1 Allow for easing and adjusting doors and windows, oiling and adjusting ironmongery, cleaning all doors inside and out and for leaving ready for immediate occupation/use.

4.43 Supervision

4.43.1 The Contractor shall employ on site, during all permitted working hours, a designated and competent Supervisor who shall be experienced in carrying out works of a similar nature and shall not be discharged or transferred from the works without the written consent of the Contract Administrator. The name of the supervisor is to be advised to the Contract Administrator prior to works commencing on site.

4.44 Damage Arising from the Works

4.44.1 The Contractor will be held responsible for and shall make good any damage whatsoever if caused by his work to adjoining buildings, gates, paths, roadways, walls, fences, gardens, trees, etc caused by the work and shall leave all sound and perfect on completion to the satisfaction of the Contract Administrator.

4.45 Temporary Works

4.45.1 The Contractor shall agree the positions and types of his temporary works with the Contract Administrator before putting the work in hand.

4.45.2 The Contractor shall maintain, alter and adapt and move temporary works as from time to time may be necessary.

4.46 Confinement of Employees to Site

4.46.1 The Contractor shall keep all persons under his control confined to the site of the works and shall assist in keeping any unauthorised persons off the site and shall make

good any damage done thereon and replace anything lost or stolen there from due to his failure to exercise adequate control.

4.47 **Welfare Facilities**

4.47.1 The Contractor will provide external welfare facilities for the duration of the works.

4.48 **Safety, Health and Welfare**

4.48.1 The Contractor will be required to provide his own welfare provisions and will be required to provide health and safety provisions suitable for the nature and extent of the works.

4.49 **Construction Industry Scheme (CIS)**

4.49.1 The Contractor Industry Scheme (CIS) standards do not apply to these works.

4.50 **Site Records**

4.50.1 Take all necessary records of the works progress. These records as a minimum shall record the following.

1. Site diary with details of personnel attendance.
2. Requests for information or further instruction in respect of work.
3. Receipt of drawings, instructions, verbal instructions and written confirmation, as required.

4.51 **Approval of Drawings, Marking Holes etc.**

4.51.1 Where the Contractor is required to provide drawings for approval, he shall give at least 5 working days for such approval, if required.

4.52 **Working Dimensions**

4.52.1 The Contractor must visit the site and check all necessary dimensions.

4.53 **Protection**

4.53.1 The Contractor will be responsible for the protection of his work at all times.

4.54 **Site Meetings**

4.54.1 A representative of the Contractor must be available to attend site meetings as required by the Contract Administrator, which are likely to be weekly.

4.55 **Unloading, etc.**

4.55.1 Unloading, distributing and lifting the Contractor's materials and plant shall be the responsibility of the Contractor and is deemed to be included in the Contract Sum.

4.56 Day Work

4.56.1 Day works will only be permitted on the specific written instruction of the Contract Administrator. All day work charges are to be compiled using the latest edition of the Prime Cost of day works (as defined and published by the RICS) and the percentages inserted by the Contractor. Where work is authorised to be carried out on a day work basis, sheets shall be submitted to and (subject to his being satisfied) signed by the Contract Administrator at the end of the week during which the work is carried out. The Sheets will be signed only as a record that the hours and materials have been expended and not as authorisation for payment.

4.57 Restrictions by Police and Local Authorities

4.57.1 The Contractor is to comply with any restrictions that may be imposed by the Police or the Local Authority with regard to the site and the construction of the work and in particular with regard to noise and fire protection during the course of the works and with regard to access to and from the site, loading, unloading or waiting in or from the surrounding streets and the construction, positioning and all other matters affecting any fans, barricades, walkways, gantries and the like on the street frontages.

4.58 Master Programme

4.58.1 The Contractor is to provide as part of his tender submission a draft programme of the works clearly considering and including the key dates and restrictions on working hours contained within this document.

4.58.2 The Contractor is to prepare before commencing work and satisfy the Contract Administrator of its adequacy, a detailed master programme for the execution of the works, showing all the Contractor's and Sub-contractor's trades. One copy of the programme is to be sent to the Contract Administrator and one copy is to be displayed on the site. The progress of the work as executed is to be indicated weekly on the site copy of the programme.

4.58.3 The Contractor is to update or redraft the master programme as and when necessary or as deemed necessary and as instructed by the Contract Administrator and should any circumstances arise which affect the progress of any sections of the works and distribute copies as before at no further cost.

4.59 'Change of Scope' Items

4.59.1 Where an item is agreed to be 'a change of scope', costs, whenever possible, must be agreed before the work is carried out. If this is not possible due to the time scale, a budget cost must be submitted followed by the agreed final cost within one week. Any effect on the programme due to such changes must be notified immediately.

4.60 Workmanship and Materials

4.60.1 The completed works must be fit for the purpose intended and ready for immediate occupation and use.

4.60.2 All materials, products and workmanship are to be suitable for the purposes of the works stated in or reasonably to be inferred from the Contract Documents and in

accordance with good building practice including the relevant provisions of current Specification or Code of Practice issued by the British Standards Institution or BS EN harmonised Codes and standards.

4.60.3 All proprietary materials to be used in strict accordance with their manufacturer's instructions.

4.60.4 Materials shall be EC marked as appropriate.

4.61 **Samples**

4.61.1 Allow for submitting samples, test certificates of materials and for setting up sample panels of materials and colours as required by the Contract Administrator.

4.62 **Accuracy**

4.62.1 The work is generally to be carried out in accordance with the Code of Practice for Accuracy in Building BS 5606.

5.0 SPECIFICATION AND MATERIALS

- 5.1 Refer to Reference Specification and Guidance titled *The Grove, Hythe - Ext.Repairs & Decs* contained in Appendix A.

6.0 SCHEDULE OF WORKS

		£	p
6.1	Statutory Matters		
6.1.1	Allow for all costs and duties in connection with Building Control matters including but not limited to issuing applications, liaising with Building Control Officer/Approved Inspector/Conservation Officer and obtaining approval certificates for all necessary works, as required. <u>Note:</u> Self-Certification from qualified contractors will be considered acceptable.		
6.1.2	Allow for safe access to each elevation of the building in order to undertake the works specified and allow for protection of the public around the building whilst the works are carried out.		
6.1.3	Allow for all costs in connection with licences required for skips, scaffolding, etc.		
6.2	Pitched Roofs		
6.2.1	Allow for cleaning down of slate covering of all moss and lichen spores/growth		
6.2.2	Allow for isolated re-pointing to the slate tiled ridge		
6.2.3	Allow for isolated re-fixing of any slipped or broken slates		
6.2.4	Allow for clearance of all lead lined, and lead-substitute-lined, valleys to the pitched roofs		
6.3	Chimneys and Flues		
6.3.1	Allow provisional sum for unforeseen repairs to the stone coping forming the caps to the rendered chimney stacks		
6.3.2	Allow for isolated re-pointing the brickwork chimney stacks		
6.3.3	Allow to repair isolated cracking to the rendered chimney stacks		
6.3.4	Allow to clean down all chimney stacks exhibiting moss spores and staining, prior to preparation for redecoration.		
6.4	Flashings		
6.4.1	Allow to renew lead flashings, with lead-substitute (i.e. Ubi-felx, or similar) at the junctions with the flat roofs to the rear of the building.		
6.4.2	Allow a provisional sum to renew lead flashing, with lead-substitute (i.e. Ubi-flex, or similar) to central valley at junctions with north lights/dormers (Note: Externally not accessible during survey, however, area consistent with water ingress damage noted to first floor corridor, adjacent to Male WC).		
6.4.3	Allow to remove existing lead flashing at junction between the two pitched roof valleys gutters and re-dress with lead-substitute (i.e. Ubi-flex, or similar) with appropriately sized cover flashing (Note: Externally observation limited due to access, however, area consistent with water ingress damage noted to first floor corridor, adjacent to female WC)		
	Carried Forward		

		£	p
	Brought Forward		
6.5	Flat Roofs		
6.5.1	Allow for cleaning off of all debris, moss and lichen spores to all the flat roof coverings.		
6.6	Rainwater Goods		
6.6.1	Allow to carry out isolated repairs to rainwater goods, namely, renewing seals/gaskets, etc. where evidence of leaks at joints.		
6.6.2	Allow to renew all cast iron rainwater goods with UPVC		
6.6.3	Allow for clearance of all rainwater goods and thoroughly wash down all surface dirt, debris, soiling, etc		
6.7	Windows and Doors		
6.7.1	Allow to replace broken tile to window cill on left hand side elevation.		
6.7.2	Allow to carry out isolated repairs to hairline cracking on stonework window cills		
6.7.3	Allow to clean down uPVC window frames and glazing to building.		
6.7.4	Allow to overhaul (carry out repairs) timber door and louvre to plant/boiler room on right hand side elevation.		
6.8	Fixtures and Fittings		
6.8.1	Allow to overhaul (carry out repairs) timber door and louvre to plant/boiler room on right hand side elevation.		
6.8.2	Allow to remove all window shutters from rear elevation and make good underlying surfaces as required in preparation for redecoration.		
6.8.3	Allow to take back isolated areas of the painted finish to the metal fire escape staircase, where corrosion is evident, and treat using a rust inhibitor prior preparation for full redecoration.		
6.9	Decorations		
6.9.1	Fully prepare and redecorate all previously decorated surfaces, including but not limited to: soffits, fascias, cast iron rainwater goods, painted walls (painted brickwork or render), external side of any timber framed windows, timber doors, timber louvres, etc. .		
6.9.2	Fully prepare and redecorate the external fire escape staircase including but not limited to: handrails, balustrades, spindles, treads, nosings, etc.		
6.9.3	Fully prepare and redecorate the boundary wall boarding St John's Street.		
6.10	Contingency		
6.10.1	Allow a sum of £2,000.00 for any unforeseen works not covered by this specification. Such works must be instructed by the Contract Administrator following approval from client.	2,000	00
	Carried Forward		

		£	p
	Brought Forward		
6.11	Builder's Clean		
6.11.1	Allow to carry out full builder's clean of all works areas following completion (i.e. internally and externally) ensuring that site is left clean and tidy and ready for occupation.		
	Sub Total of Works		

8.0 FORM OF TENDER

Premises: The Grove, 25 St John's Street, Hythe, Hampshire, SO45 6BZ
Works: External Repairs and Decorations

I/We, the undersigned, having examined the conditions of the JCT Minor Works Building Contract 2016 and hereby undertake to execute and complete the above works, all in accordance with the conditions of contract, drawings and specification for the FIRM PRICE OF:

£

AND IN WRITING

.....
.....

I/We offer to execute the complete work within.....weeks from start date on site.

I/We undertake to start on site within weeks of receipt of an order.

I/We confirm that we allow: -

Daywork Rates	Tradesman	Inclusive of hourly rates
	Labourer	Inclusive of hourly rates
	Materials	Percentage
	Plant	Percentage

I/We agree that, should obvious pricing or arithmetic errors be discovered in the priced Specification before acceptance of this offer, such errors will be dealt with in accordance with JCT Tendering Practice Note 2012.

I/We agree that this offer shall remain open for consideration for a period of

.....60 days.....

FOR AND ON BEHALF OF:

ADDRESS:
.....

DATE: AUTHORISED SIGNATURE:.....

I/We agree have read and understood the requirements of the Council Instructions for Tendering, contained in Appendix D.

Your tender is to be sent in a **sealed envelope bearing no company identification and marked EXTERNAL REPAIRS AND DECORATIONS** to Stephanie Bennett, Clerk to the Council, The Grove, 25 St John's Street, Hythe, Southampton, SO45 6BZ by **16th August 2019 (noon)**

APPENDICES

APPENDIX A Reference Specification

APPENDIX B Asbestos Survey

APPENDIX C Pre-Construction Information

Appendix D – Hythe & Dibden Council Instructions for Tendering

HYTHE AND DIBDEN PARISH COUNCIL

Serving the Communities of Dibden, Dibden Purlieu and Hythe

INSTRUCTIONS FOR TENDERING

In order to comply with the Council's Financial Regulations and Standing Orders the following instructions must be followed. Failure to comply will result in a tender not being considered by the Council.

- Canvassing of Members of the Council either directly or indirectly for any tender shall disqualify that company
- A Member of the Council shall not solicit for any company any tender or recommend a company's tender for acceptance
- All tenders shall remain open for consideration for a period of 60 days
- An order for the supply of goods will be given following a review of the submitted documents by Primmer Olds B.A.S and acceptance of a tender by the Full Council
- Hythe and Dibden Parish Council do not bind itself to accept any tender. No payment will be made in respect of any expense incurred by the company in submitting a tender
- All sections of the tender must be completed where requested in order for the tender to be considered
- The Contractor/Supplier shall be prohibited from transferring or assigning directly or indirectly to any person(s) whatsoever any portion of the contract without the written permission of Primmer Olds B.A.S
- Tenders will be reviewed by Primmer Olds B.A.S prior to being considered by the Council.
- Tenders should be sent in a sealed envelope **bearing no company identification and marked EXTERNAL REPAIRS AND DECORATIONS** to; Stephanie Bennett Clerk to the Council, Hythe and Dibden Parish Council, The Grove, 25 St John's Street, Hythe, Southampton, SO45 6BZ
- The closing date for the receipt of completed tenders is **16th August 2019 (noon)**.

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