

Alteration Works

at

Silverstone Recreational Association

The Pavilion
Church Street
Silverstone
Northants
NN12 8EA

Declaration of Non-Collusion
Preliminaries
Contract Conditions
Specification
Form of Tender

KW Nicoll MRICS MRSPH
27 Bradden Road
Greens Norton
Northants
NN12 8BS

January, 2019

Declaration of Non-Collusion

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

- (a) communicating to any person, other than the person calling for these tenders, the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender, was necessary to obtain insurance premium quotations required for the preparation of the tender.
- (b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering, or as to the amount of any tender to be submitted.
- (c) Offering, paying, giving, or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, or causing to have done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the work 'person' includes any persons, anybody or association, corporate or unincorporated, and 'any agreement or arrangement' include any such transaction, formal or informal, and whether legally binding or not.

Signed.....

Name in Block Capitals.....

Position.....

For and on behalf of.....

Address.....

Date.....

Silverstone Recreational Association

A Preliminaries

Project Particulars

- A001 **The Project**
Name—Alteration Works at Silverstone Recreational Association
Location—The Pavilion, Church Street, Silverstone, Northants, NN12 8XA
Length of Contract—
- A002 **Employer**
Silverstone Parish Council
- A003 **Principal Contractor**
Name—Not Yet Appointed
Address -
Telephone—
- A004 **Contract Coordinator**
KW Nicoll MRICS MRSPH
27 Bradden Road
Greens Norton
Northants
NN12 8BS
(Tel.—01327 351400)
- A005 **Quantity Surveyor**
KW Nicoll as above
- A006 **Consultants**
Structural Engineer
Not yet appointed
- A007 **Services Engineer**
Not yet appointed
- A008 **Building Control**
PWC Building Control Services
Unit 7
Selby Barns
Duncote
Nr Towcester
Northants
NN12 8AL
(Tel.—01327 359400)
- A009 **Employer's Representative**
(see C005)

Preliminaries (Contd.)

B Tender Documents

- B001 Preliminaries
- B002 Form of Tender
- B003 Declaration of Non-Collusion
- B004 Drawings
 - KW Nicoll Dwg. Nos. -
 - Dwg No. 1—Existing Plan
 - Dwg No. 2—General Plan
 - Dwg No. 3—Drainage
 - Dwg No. 4—Demolition and Stripping Out
 - Dwg No. 5—New Partitions and Door Positions
 - Dwg No. 6—Door / Ironmongery Schedule
 - Dwg No. 7—Electrical
 - Dwg No. 8—Finishings
 - Dwg. No. 9—Ceilings
 - Dwg. No. 10 —Re-roofing
- B005 Specification
- B006 Form of Contract

Preliminaries (Contd.)

- C001 The Site**
The site is a community building set in one corner of playing fields. The works contained in this contract will affect approximately one third of this building. The Contractor is to take into account that the remaining two thirds of the building will be in use during the period of the contract. The Contractor shall allow for all necessary temporary screens to prevent the passage of dust into the remainder of the building. The Contractor shall ensure that the security of the building is maintained for the duration of the works. Access arrangements to the building will be as agreed with the Employer. The Contractor is also to ensure that the works do not disturb services (electricity, gas, drainage, telephone) to the remainder of the building unless by arrangement with the Employer.
- C002 Existing Services**
The existing building is served by electricity, gas, water, drainage, and telephone.
- C003 Access to the Site**
Access to the site is to be from Church Street. The Contractor's working/storage/ parking area will be as agreed with the Employer.
- C004 Site Inspection**
Before submitting his tender, the Contractor should inspect the site and examine all tender documents. He should satisfy himself as to the nature and extent of the works, means of access, the correct dimensions of the work, the availability of water and electricity, the supply of and conditions affecting the cost of labour, the availability and [prices of materials and all other conditions relating to the works that may affect his tender. No Claim for extra costs arising from lack of knowledge in respect of the foregoing will be allowed,
- C005 Site Visit**
The site may be inspected by arrangement with the Employer's Representative. (Tel. No. 07885134499)
- C006 Tender**
Tenderers are asked to submit a fixed price tender for all the works as shown on the drawings and as described in the Contract Particulars.
The tender should remain valid and open for acceptance for a period of sixteen weeks from the date of the submission of tenders.
In case of any discrepancies in the drawings and Contract Particulars, it shall be assumed that the tenderer has priced for the more expensive option.
Tenders should not be qualified in any way, and any that are may be disqualified.
Tenderers shall not disclose the amount of their tender to any persons until such time as they are notified that the contract has been awarded (See also Declaration of Non-Collusion)
- C007 Lowest Tender**
The Employer does not bind himself to accept the lowest or any tender, nor will he be responsible for any costs incurred in the preparation of any tender.
- C008 Contractor's Priced Schedule**
The lowest tenderer is to provide the Quantity Surveyor with a copy of his priced schedule or take-off before contracts are awarded. This will be required for the agreement of valuations for payments to the Contractor.
- C009 Health and Safety File**
This is to be the responsibility of the Contractor.
The Contractor shall make arrangements for any accidents, illness and dangerous occurrences to be recorded. A First Aid Kit is to be available on site at all times.

Preliminaries (Contd.)

- C010 **Water / Electricity**
Water and electricity will be made available to the Contractor, free of charge. However, it is the Contractor's liability to make all temporary connections and clearing away on completion. Water for the works shall be clean and uncontaminated.
- C011 **Toilet Facilities**
The Contractor is to provide his own toilet facility and will be responsible for its maintenance and removal from site on completion.
- C012 **Temporary Changing Facilities**
The Contractor is to provide temporary mobile type changing rooms for 2 No. 14 person teams with showers and chemical toilets, including maintenance, for the duration of the Contract. The Contractor is to state here the cost per week of providing this facility
£...../week
- C013 **Programme of Works**
Within two weeks of being appointed the Contractor is to submit, in bar chart form, a programme of works, and Valuation Dates.
- C014 **Foreman**
The Contractor is to keep a competent foreman on site at all times and is to state the mobile telephone number which may be used for contact purposes.
- C015 **Electrical Installation Certificate**
On completion of the works the Contractor shall provide an Electrical Test Certificate, the original being lodged with the Employer.
- C016 **Safeguard the Works**
The Contractor is to safeguard the site, completed works, materials on site, etc. from damage or theft. Take reasonable precautions to secure the site and Employers premises.
- C017 **Protect Against the Following**
Explosives—not permitted.
Noise—compressors, percussion tools and similar are to be fitted with effective silencers to minimize noise levels.
Radios—or other audio equipment to be used in such a manner so as to avoid nuisance.
- C018 **Completion**
On Completion of the Works the Contractor shall make good any defects that have been agreed with the Contract Coordinator. Any temporary markings, coverings, and protective wrappings shall be removed. The whole of the Works to be thoroughly cleaned inside and out. Remove all splashes, efflorescence, rubbish and sundry materials. Moving parts of new work—adjust, ease and lubricate as necessary to ensure easy and efficient operation. Drains are to be tested and approved by Building Control.
- C019 **Working Hours**
Working hours are to be between 8.30 a.m. and 5.30 p.m. Monday to Friday inclusive unless otherwise arranged with the Employer.
- C020 **Variations / Instructions**
Variations must be in writing, and verbal instructions confirmed in writing. Variations to be instructed only by the Contract Coordinator.
The Contractor shall forthwith comply with instructions issued to him by the Contract Coordinator in regard to any matter in respect of which the Contract Coordinator is expressly empowered by the Conditions to issue instructions.

D001 Provisional Sums

Tenderers shall include the following Provisional Sums within their tender :-

| | £ | p |
|----------------------------|----------|---|
| Contingency Sum | 10000.00 | |
| Cupboard to Committee Room | 1000.00 | |
| Fire Alarm System | 3000.00 | |
| Security System | 6000.00 | |
| Asbestos Survey | 2000.00 | |
| External Hose Points | 1500.00 | |

The Contractor should state here the required percentage to be added to any net costs in respect of preliminaries, overheads, profit

.....%

E001 **Form of Contract**

This contract shall be executed using the JCT Minor Works Building Contract 2016

The insertions and adjustments to the Form of Contract shall be as follows -

- Page 2 First—Alteration Works at Silverstone Recreational Association
 Drawings numbered 1-10
- Page 4 Contract Administrator—KW Nicoll as Clause A004
- Page 7 Fourth Recital and Schedule 2—not applicable
 Fourth Recital and Clause 4.2—Employer is not a contractor
 Supplemental Provisions—1-6—do not apply
- Page 8 Work Commencement Date—to be agreed
 Date for Completion—to be agreed
 Liquidated Damages—the cost inserted in Clause C012/week
 Rectification Period—12 months
 Interim Payments—Monthly in arrears
- Page 9 Payments due prior to practical completion—percentage of the total value—95%
 Payments becoming due on or after practical completion—97.5%
 Fluctuations provision—not applicable
 Supply of documentation—3 months
 Contractor’s Public Liability insurance—£10m for any one occurrence
 Insurance of the Works—Clause 5.4B applies
- Page 10 Nominating body—The Royal Institution of Chartered Surveyors
 Appointor of Arbitrator—The Royal Institution of Chartered Surveyors
- Page 13 The Contract will be executed Under Hand

Specification

Internally

Stripping Out

F001 The Contractor is to remove all existing sanitaryware and all other fixtures, back to bare walls. Remove all resulting rubbish from site. Items not to be removed will be marked as such.

Demolition and Removal of Redundant Walls

F002 Take down all ceilings, supporting structures, and roof boarded areas. Make good all areas disturbed. Remove from site. (Referees Changing ceiling to remain).

F003 Carefully remove redundant internal walls as indicated on Drawing No. 4 together with all doors, linings and other fixtures. The existing fire wall above ceiling level adjacent to the Bar is also to be removed. The Contractor shall provide temporary support where necessary to safeguard the remaining structure.

F004 Form 2 No. door openings in existing brick wall (D7 and D8). Fit 65mm prestressed concrete lintel over.

F005 In the existing Committee Room supply and fix 100 x 100 RHS with end plates. Bolt to existing wall @ 600mm c/c. This RHS is to further support the existing roof beam which has insufficient bearing. The bottom end plate is to sit flush with the finished level.

Drainage

F006 Carefully break up existing floor to facilitate the installation of the new drains. The layout of the new drainage system is shown on Dwg. No. 3. The floors are to be made on completion.

F007 Drains are to be 110mm dia. upvc type laid to a minimum falls of 1:80 (preferably 1:40) on 150mm bed and surround of concrete where under the building.
New manholes are to be grp type. The nearest manhole (in the car park) has an invert depth of approximately 1100mm.

F008 Each drainage point within each w.c. is to terminate with a stand pipe, Durgo valve, and fitted with an access plate for rodding. It must be possible to easily rod the entire drainage system.

F009 Existing drainage encountered is to be removed and the drains sealed.

New Walls and Partitions

F010 New walls and partitions are to be built as shown on Dwg. No. 5.
Stud partitions shall comprise 45 x 90 CLS timber studs @ 400mm c/c with top and bottom rails, and intermediate noggins. The studwork is to be covered with 13mm plasterboard and skim coat plaster. Voids to be filled with Mineral felt. Bottom rail to be screwed to floor @ 600mm c/c. The new stud partitions are to be built 2500mm high, the height of the new ceiling.

F011 The intention of building the stud partition in Changing Room 1 contiguously with the existing wall is threefold -

1. To cover the redundant internal window.
2. To provide a bearing for the new ceiling joists
3. To provide a straight even wall surface for the changing room benches (obviating the effect of the existing structural frame).

Specification

New Ceilings

- F012 See Dwg. No. 9.
The ceilings over the changing rooms are to consist of V2-12 Ecojoists @ 400mm c/c (47 x 2122mm timbers). These joists shall bear directly over the vertical studs of the stud partition to one side, and to sit on the existing wall the other. Solid strutting to be provided at mid span. The ceiling shall consist of 13mm plasterboard and skim coat plaster finished with min. two coat white matt emulsion paint. A roof access hatch is to be provided. The top of the joists are to be boarded with 22mm Flooring Grade Chipboard where ceiling height exceeds 1m. A pull-down type roof ladder is to be provided.
- F013 The ceiling over the new toilets/corridor shall comprise 50 x 175mm C16 joists @ 400mm c/c—again the joists shall bear directly over the vertical studs of the stud partition one side and sit on the existing wall on the other side. Plasterboard ceiling to be as above.
- F014 The ceiling shall consist of 13mm plasterboard and skim coat plaster finished with min. two coat white matt emulsion paint.
- F015 Ceilings heights are to be—Changing Rooms—50mm above the top of the retained external window. Toilets—2300mm.

First Fix Carpentry

- F016 First fix carpentry to comprise the fixing of door linings—D5, D7, D8, D13, D16, and D18 . Linings are to be min. 32mm thick and the width to match the wall thickness in which they are fixed. Door stops are to suit fire doors for D16 and D18.

First Fix Electrics and Plumbing

- F017 See Dwg. No. 7.
Electrical—supply and fix cabling to comply with Part P of the Building Regulations in respect of lighting, power, electronic door locks (D14, D15, D16, and D17), and all socket outlet, lighting switching points, etc.
- F018 Plumbing— supply and fix all pipework serving the toilets and showers from existing supplies. Cold water supplies will be required to 8 No. showers, 10 No. wash hand basins, and 10 No. w.c.s. Thought should be given to the ease of future maintenance.
- F019 Heating—The Contractor is to design and provide a heating system for hot water, and heating. Hot water will be required for 9 No. showers, and 12 No. wash hand basins. It is suggested that a gas fired boiler system be used. (the existing boiler is located in the Committee Room). Small radiators are to be fixed in all w.c.s with larger radiators fixed in the corridor and Committee Room.
- F020 Pump action type time delay taps are to be used to all w.c.s. (30 second). Time delay taps to the showers are also to be used (5 minute).
- F021 Hot water serving the w.c.s and showers to be delivered via an adjustable thermostatic valve to prevent scalding.

New Screed and Plasterwork

- F022 The floor to the changing rooms is to fall to a floor gully in order that the floors can be sluiced down easily. The existing floors therefore are to be thoroughly cleaned off and a screed applied (100mm thick to 60mm) falling towards the floor gully. It must be remembered that the flooring to these areas is Altro Atlas 40 which is restricted in its flexibility..

Specification

New Screed and Plasterwork (Contd.)

- F023 Two coat plaster is to be applied to brick, block, or concrete panel walls. Great care should be taken plastering concrete panel walls to ensure a good key. Elsewhere 3mm skim coat to be applied to plasterboard finished stud partitions and ceilings.

Second Fix Electrics, Plumbing, and Sanitaryware

- F024 Electrical—supply and fix all lighting, power points, P.I.R. points, etc. All light fittings must be rated correctly for their location. All work is to comply with Part P of the Building Regulations and a Test Certificate will be required on completion of commissioning.

- F025 Plumbing—Supply and fix all radiators, sanitaryware,

- F026 Wash hand basins to be iflo Cascada 360 x 300mm basins (or similar approved) fitted with plunge type mono bloc taps.

- F027 W.C.s to be Ideal Standard Sandringham 31 close coupled suites (or similar approved) complete with cistern and seat.

- F028 Toilet roll holders to be provided

- F029 A 400 x 450mm mirror is to be fixed over each wash hand basin.

- F030 The toilet to the Disabled Toilet is to be Ideal Standard Doc MWC Pack Blue S7076LI

- F031 The Contractor shall check compatibility of the sanitary fittings before placing order,

- F032 Shower trays are to be shallow trap type 900 x 900mm.

- F033 Hand driers are to be brush stainless steel type, automatic, 2500 watt

- F034 To reduce running costs lights to the WC cubicles are to be fitted with P.I.R. sensors with an adjustable time limit.

Second Fix Carpentry

- F035 Supply and fix white oak solid cored doors (D5, D7, D8, D13, D16, and D18) together with ironmongery (see Dwg.No. 6) - Premdoor or similar approved.

- F036 External doors to the changing rooms to be from Latham Steel Security Doorsets Ltd, 35-37 Hainge Road, Tividale, Oldbury, West Midlands, B69 2NY (E Mail— sales @lathamssteeldoors.co.uk). Doors to be 995 x 2020mm (colour—RAL6009), fitted with friction stays. Existing opening to be adapted to suit. Doors and frames to be primed and painted two coats Weathershield paint (colour to be advised)

- F037 W.C. and shower Partitions are to be HPL type—colour to be advised.

Flooring and Skirtings

- F038 Flooring to the changing rooms is to be Altro Atlas 40—colour to be advised.

- F039 Flooring to the toilet areas is to be Altro safety flooring (colour to be advised)

- F040 Flooring to the Committee Room, Corridors, Bar (excluding the server) to be vinyl (supply Prime Cost £ 40 / m2)

- F041 Skirtings to changing rooms and toilets is to be black plastic type. Skirtings to the Committee Room are to match existing softwood painted type.

F041 Skirtings to changing rooms and toilets is to be black plastic type. Skirtings to the Committee Room are to match existing softwood painted type.

Wall and Ceiling Finishes

F042 Walls— (apart from the shower area) are to have a plastered finish and painted with two coats Magnolia matt emulsion.

F043 Ceilings -
Committee Room—new suspended ceiling—exposed grid—tile to match existing
Changing/Toilets/Corridor—13mm Gypsum plasterboard finished with 3mm skim coat plaster and painted with two coats white matt emulsion paint.
Referees Changing—existing ceiling made good and painted two coats white matt emulsion paint.

Bar—no work required to existing ceiling.

F044 Skirtings -
Committee Room/Corridor—painted softwood skirting - 25 x 150mm
Changing/Toilets/Referees Changing—self finished black plastic skirting
Bar—existing skirting.

F0-45 Changing Room Furniture

Changing room benching is to be Kaiser +Kraft units as specified on Dwg. No. 8. The units are to be fixed back to the wall behind, for stability.

Miscellaneous Items

F046 3 No. Water fire extinguishers are to be supplied and fixed on brackets—1 No. to each changing room and 1 No. to the toilet corridor. A fire alarm system is also to be provided. Both of these items will be covered by a Provisional Sum

F047 Security—The intention is that 4 No. doors (D14, D15, D16, D17, and D19) are to be fitted with electronic door locks in addition to key locks. These doors are also to be fitted with key pads to allow access by cleaners and/or management. The electronic locks are to be managed by computer located in the new Committee Room cupboard. This system is to be linked to a burglar alarm system monitored by Red Care. The above four doors are to be fitted with door contacts. P.I.R. detectors are also to be provided in the Committee Room and toilet corridor. This system must be capable of being extended to cover the whole building at some time in the future. This work will be covered by a Provisional Sum.

- Externally**
F048 **Reroofing**
See Drawing No. 10.
The roof area shaded red on Drawing 10 shows the existing area of troughed steel roofing. This is to be taken down and removed from site, and replaced with new insulated panels. The new sheeting shall be Rollaclad Limited (Rollaclad Ltd., Rear Workshop, 995 Gorseinon Road, Gorseinon, Swansea, SA4 9RU—telephone number 01792 893985) (or similar approved), plastisol finish RC32/1000 insulated sheeting (32mm profile height, 167mm pitch), Class 1 surface spread of flame and attaining a Class O rating. Colour Juniper Green. The roofing works shall include all flashings, and reforming parapet and valley gutters. Care is to be taken particularly at the abutment of existing retained vertical sheeting. The Contractor shall liaise with the Employer's Representative to confirm which services, currently puncturing the roof covering, are to be retained. The existing gable sheeting is also to be replaced.
The area shaded blue on Drawing 10 shows the existing area of perspex steel roofing. This is to be taken down and removed from site. This area of roofing is to be replaced with roof sheeting as specified above. The roofing works shall include all flashing, etc. as above. The existing supporting steel framework is to be prepared and painted with one undercoat and one top coat of black Hammerite paint.
- F049 **Demolition, etc.**
The existing timber porch structure and roofing is to be taken down and removed from site. All retained structures are to be made good.
- F050 The existing external sink unit is to be removed together with all fittings, plumbing, etc. and retained surfaces made good.
- F051 The 2 No. external heaters are to be removed with the services blanked off and made safe.
- F052 **Rendering Work**
The entire side elevation (left hand side viewed from the road) is to be rendered. The render shall extend from damp proof course level up to the underside of the steel troughed sheeting/bargeboard. The render shall be two coat complete all bellmouths and stop beads. Care should be taken to ensure that there is adequate key for the render, particularly where the existing wall consists of the precast panels.
- F053 **Drainage**
A new drain is to be connected from the existing 100mm dia. rainwater pipe at the rear of the building, to the nearby ditch. (This rainwater pipe is annotated on Dwg. No. 1. The drain is comprise 100mm dia. Upvc pipe laid to a minimum fall of 1:80 on 150mm bed and surround of pea shingle. A headwall and apron shall be constructed at the ditch end.
- F054 **Paving**
The existing tarmacadam path to the left hand elevation (viewed from the road) is to have a ramp up / landing / ramp down installed to the full width of the existing path (approx. 3050mm width) (see Dwg. No. 2). The gradient of the ramps shall not exceed 1:15. The top of the ramp shall be one course of brickwork below damp proof course level with paving sloping away from the building. The 'open' side of the ramp is to be protected by a 225mm wall built in engineering brickwork. This wall shall be built up to a minimum of 100mm above the level of the landing, and be finished with a brick-on-edge coping and galv. m.s. cramps to the ends. The wall is to built on a concrete foundation 600mm wide x 225mm minimum 750mm deep below ground level. The ramp is to have a tarmacadam finish.

Externally
Paving (Contd.)

F055 The existing paved area to the rear is to be extended, a further 2000mm in depth (see Dwg.No. 2)

Summary of Costs

| | £ | p |
|---|-------|---|
| Preliminaries, Overheads and Profit | | |
| Externally | | |
| Reroofing works | | |
| External rendering | | |
| Demolition / removal of sundry items | | |
| Paving Works | | |
| Internally | | |
| Stripping out all redundant fixtures and fittings | | |
| Demolish redundant walls and ceilings (see Dwg.No. 4) | | |
| Drainage and making good floors | | |
| Construct new walls and partitions (see Dwg.No. 5) | | |
| Construct new ceilings (see Dwg.No. 9) | | |
| First Fix Carpentry | | |
| First Fix Electrics and Plumbing | | |
| New screed and plasterwork | | |
| Second Fix Electrics and Plumbing and Sanitaryware | | |
| Second Fix Carpentry | | |
| Flooring and skirtings | | |
| Wall and ceiling finishes | | |
| Changing Room furniture | | |
| Provisional Sums | | |
| Total Project Cost Carried to Form of Tender | £ | <div style="border: 2px solid black; width: 150px; height: 40px; display: inline-block;"></div> |

Form of Tender

Alteration Works at Silverstone Recreational Association

The Pavilion
Church Street
Silverstone
Northants
NN12 8EA

Dear Sirs,

i/we the undersigned having read the Conditions of Contract and all of the provisions contained in the Specification and having examined the drawings referred to therein, do hereby offer to execute and complete the whole of the works described therein in accordance with the Conditions of Contract for the Fixed Price Tender Sum of :-

.....
.....(Excluding Value Added Tax)

(£.....)

I/we undertake to complete the works in accordance with the possession and completion dates specified/contract period specified by ourselves (delete whichever inapplicable)

This tender remains open for consideration for a period of twelve weeks from the date for the lodgement of tenders.

It is understood that the lowest or any tender will not necessarily be accepted and the Employer will not be responsible for any costs in preparing tenders.

We accept that the requirements of the Specification and Drawings will override any standard conditions issued by us.

Yours faithfully

Signed.....

Name in block capitals.....

Position.....

For and behalf of.....

Address.....

.....

Date.....