

CONTRACTOR.....

TENDER PRICE.....

DATE.....

Specification and Description of Works

Office Refurbishment

**First Floor
Bregenz House
Quay Street
Bangor
BT20 5ED**

On behalf of MCA

Date: September 2019

Our ref: ARW/SMcl/2019/07/0009 (GB12034)

Revision: B



	Unit	Qty	Rate	Cost
<p>1.00 General Matters</p> <p>Below is a Schedule of Works to be carried out at the above premises on a without quantities basis. However, where quantities are detailed, these are deemed as approximate only and should be confirmed on site by the Contractor.</p>				
1.01				
1.02				
1.03				
1.04				
1.05				
1.06				
1.07				
1.08				

DESCRIPTION OF WORKS



	Unit	Qty	Rate	Cost
1.09				
<p>The Contractor has to take all necessary steps to ensure that both staircases and the surrounding surfaces and areas are not damaged during the works for the delivery of materials or removal of duntaking materials. Any damaged caused to the aforementioned due to the Contractors operations shall be made good at the Contractors own expense, including but not restricted to:-</p> <p>a) Supply polythene sheets over internal door apertures, tape and seal doors to ensure no dust and debris enters rooms (non work areas).</p> <p>b) Lay hippo high performance floor covering protectors retain and remove coverings in rooms (and access routes prior to any works commencing).</p>				
1.10				
<p>Allow for the protection of the premises, the central corridors and lift lobbies to ensure that they are is no water ingress, dust, debris, damage or disturbance of any nature caused during the progress of the works.</p>				
1.11				
<p>Provide all necessary access and platforms, as necessary for the execution of the works. Any towers, platforms required to be erected in accordance with the BS5973:1993 and also in accordance with the BS2482:1990.</p>				
1.12				
<p>Contractor to advise in their tender of how they intend to dispose of site debris and for the delivery of new materials to site.</p>				
1.13				
<p>Allow for site set-up involved in all aspects of the work and removing materials, plant and labour off site as required at conclusion of the contract.</p>				
<p>Site Specific Matters</p>				
1.14				
<p>Contractors to have a sign-in log book on the site.</p>				
1.15				
<p>No radio or smoking permitted on site or in the building.</p>				
1.16				
<p>Any work creating noise or disruption to be undertaken during the following time period only:-</p> <p>a) Before 8.00am</p> <p>b) Between 12 noon and 2.00pm.</p> <p>c) After 5.00pm.</p> <p>d) At weekends.</p>				
<p>Contractor to programme accordingly.</p>				

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
1.17	<p>Contractor to have a full time site manager/foreman on site at all times. Site manager/foreman to liaise daily with the building caretaker/manager and accommodate other tenants and occupiers requests, i.e. quiet periods of work due to meetings etc.</p>				
	<p>Principal Contractor</p>				
1.18	<p>If successful, the tenderer will be appointed to undertake the function of the Principal Contractor and to comply with all requirements imposed on them by the CDM Regulations 2015. The tenders should allow adequate resources for undertaking this role. No additional costs will be considered for meeting requirements of the Regulations.</p>				
1.19	<p>The Principal Contractor to consult the current Asbestos Refurbishment Survey prior to proceeding with any works. Should there be any dubiety or doubt, please discuss the content with either the Client or Graham +Sibbald.</p>				
1.20	<p>The Principal Contractor cannot proceed until all approvals and consents are in place including:-</p>				NOTE
	<p>Building Warrant Approval Landlord's Consent</p>				
	<p>Health and Safety Plan</p>				
1.21	<p>The Pre-Construction Information Pack is included with the tender documents. This includes significant risks and hazards, which have been identified as requiring particular consideration of working methods. Where the Pre-Construction Information Pack has not been included with the Tender Pack, this will be issued in due course.</p>				
1.22	<p>The Principal Contractor will require to develop the site specific Construction Phase Plan, including Risk Assessments and appropriate Method Statements to the satisfaction of the Contract Administrator and CDMC or Principal Designer before any demolition of construction works can commence.</p>				
1.23	<p>The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive source and guide for the Employer and the end user, by providing a complete understanding of the building and its systems and enabling them to be operated efficiently and safely. The Contractor is required to obtain and prepare all information to be included within the manual, produce a total of 2No hard copies and 1No electronic copy of the manual and submit them to the Principal Designer at conclusion of the contract for approval. The Building Manual should include but not limited to the following:-</p>				
	<p>a) As built drawings.</p>				
	<p>b) Service drawings.</p>				

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
	c) Maintenance requirements.				
	d) Test Certificates etc.				
1.24	The Manuals must be prepared and presented to the Principal Designer no later than two weeks subsequent to the handover of the project. Failure to comply with the above will result in any final or negotiated payment applications during the project to be delayed until such times as the information is forthcoming.	Sum			
	Asbestos				
1.25	An asbestos refurbishment report is being prepared by ABS. Contractor to review this report prior to commencing the works. The only known asbestos is in the riser to the Conference Room.	Sum			
	AMOUNT OF GENERAL MATTERS TO COLLECTION				£0.00



		Unit	Qty	Rate	Cost
2.00	Joinery Works				
	Downtakings				
2.01	Allow for stripping and removing all Client's existing furniture including desks, cabinets, chairs, cupboards, filing cabinets and the like to leave area completely clear. Allow for coup dumping all furniture and removing from site.	Sum			
2.02	Carefully strip out the existing partitions including doors and door frame and skirtings to the following as indicated on proposed drawing. Allow for carefully removing the partition frame, glazing, door frame and door and coup dumping all.				
	a) Existing "L" shaped reception partition.	Sum			
	b) Glazed partition to the proposed Breakout Area.	Sum			
2.03	Once electricians have isolated all services to ceiling, carefully strip and remove the following and coup dump all:-				
	a) All suspended ceiling tiles.	Sum			
	b) The suspended ceiling grid.	Sum			
	Note: Retain the ceiling hangers for reuse and the fire blankets/barriers within the ceiling void.				
	New Works				
2.04	Allow for attendance for ensuring all ceiling void cavity barriers remain insitu and thereafter, supply and hang new 600mm x 600mm suspended ceiling system by Armstrong with bright white 24mm wide grid.	Sum			
	Note: Ceiling will not be installed until all service alterations have been undertaken, refer to Electrical and Heating/Mechanical Ventilation and Air Conditioning Sections below.				
2.05	Allow for connecting new suspended ceiling grid to existing ceiling hangers and screw fix perimeter grid to existing wall surfaces.	Sum			
2.06	Allow for supplying and fitting new Armstrong Dune Plus suspended ceiling tiles to new suspended ceiling grid. Allow for all cuts and wastage to complete. Allow for new ceiling to all areas, including:-				
	a) New reception	Sum			
	b) Open plan office	Sum			
	c) Small meeting room	Sum			
	d) Conference room	Sum			

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
2.07	Allow for joiners attendance for making good and preparing the plasterboard lined wall surfaces upon removal of the glazed partition at the break out area. Allow for reinstating plasterboard wall surfaces full height and leaving linings flush and ready for decoration.	Sum			
2.08	Allow joiners attendance to extend 3No columns to form service void within the open plan office. Extend column with 38mm x 50mm vertical branders and line with 12.5mm thick plasterboard. Allow for taking service ducts full height above new ceiling line. Note: Do not complete and line columns until first fix services have been introduced. 3No column linings to be formed to the small meeting room side of the open plan office columns.	Sum			
	New Partitions				
2.09	Supply all necessary, plant, labour and materials to form new partitions as shown on contract drawings provided. Specification of partitions to be 90mm GYP frame C studs at 900 centres. New metal studs to be securely fixed with base rails to concrete floor and head rail to concrete soffit. Studs to be at 600mm maximum centres with 2 layers of acoustic plasterboard either side with stagger joints and 50mm Isover acoustic partition insulation roll (APR 1200) within the cavity. All joints to be taped, filled and skimmed in accordance with the manufacturer's information. Allow for all necessary dwangs and bracing timbers installed within stud positions for fixtures and fittings in accordance with contract drawings provided. include for door openings to be reinforced with double stud framework ready to receive door frames. New partitions to be formed as indicated on working drawings to the following areas:-				
	a) New proposed entrance partition to the main stair including 900 x 1800mm by 12mm thick pyro glazed screen to provide 1 hour fire resistance.	Sum			
	b) New proposed reception including 1No door opening and 1No hatch opening	Sum			
	c) New extended porch to proposed meeting rooms with 2No new door openings.	Sum			
2.10	Supply all labour, plant and materials and form new 100mm x 75mm hardwood door openings to the following new partitions ready to receive doors and hatches. Allow for screwing all fixings beyond flush and filling all to the following:-				
	a) 2No doors opening to proposed new reception partition, 926mm x 2040mm	Sum			
	b) 1No hatch opening to proposed reception, 1000mm x 1200mm	Sum			
	c) 2No 926mm x 2040mm door openings to new porch to new split meeting rooms	Sum			

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
2.11	Allow for taking mould of existing door facings and thereafter, supply and fit new pine facings to the following new openings. Punch all nail fixings beyond flush and fill and leave ready for sanding and decoration. Allow for 45 degree mitre joints to all corners, all to the following locations:-				
	a) New 926mm x 2040mm door openings to proposed reception	No.	2.0		
	b) New reception counter opening	Sum			
	c) New door openings to proposed meeting rooms.	No.	2.0		
	Folding Partition				
2.12	Allow for procuring new sliding folding partition to split proposed meeting rooms. Proposed partition to be supplied by Beehive, contact details, John Siddall, Tel No. 01609 883882. New partition to be 5 panel with decibel rating of Rw50dB. Partition to be top and bottom hung. Base rail to be 8mm deep aluminium trim, allow for melamine finish both sides, colour to be confirmed by Client.	Sum			
	Contractor to price for supply, delivery and install and overseeing of installation.	Sum			
	Reception New Counter				
2.13	Supply all necessary plant, labour and materials required to install new reception counter in accordance with the contract drawings and details provided. The Contractor to allow for attendance with electrician to accommodate small power and data. Contractor to provide working installation drawings for agreeing with the Contract Administrator and Client prior to proceeding. New counter opening to be 1m wide x 1.2m height. Include for all frame, cabinetry, shelving, drawers, grommets and the alike. Counter worktop to be anthracite grey 38mm thick worktop with square edge and lipped with perimeter 2mm pvc edging strips, all in accordance with working drawings provided to include 1No accessible position either side. Include for brush stainless steel T bars to all ironmongery and cabinetry. New worktop counter to comply with DDA Legislation in terms of sizes and height.	Sum			
2.14	Supply all necessary plant, materials and labour required to supply and install new customer separation glazed screen to be approximately 1.0m wide x 1200mm height to the head of the new counter, including all accessible sections and openings, designed and installed in accordance with BS6262 Part 4: 2005. Include for attendance with electrician to finalise location and incorporate positions for induction hearing loops, interface, openings and alike to complete. Include for hardwood beadings to be screw fixed to frame opening support and hold new glazing. New beads to be screw fixed. All screws to be counter sunk and filled ready for decoration.	Sum			

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
2.15	Allow for supplying and site sizing and fitting 10mm thick laminate safety glass to new counter screen opening. New glazing to be fixed within hardwood beading as specified above. Contractor to be responsible for site sizing and fitting. Include for openings and services as indicated in items above and electrical section hereunder.	Sum			
2.16	Following downtakings, allow for joiners to cut the perimeter plasterboard linings. Form openings with cut square edges. Thereafter, supply and fit necessary supports and dwangs within the void and thereafter, supply and fit new plasterboard sheet to patch repair walls following downtakings. Leave plasterboard flush and smooth and ready for decoration, including ames taping and filling, refer to item 5.01 below all to the following:-				
	a) 2No walls full height where entrance partition has been removed.	Sum			
	b) 2No walls full height where glazed partition has been removed	Sum			
	c) Following removal of wall mounted light switches	Sum			
	Doors				
2.17	Strip and remove the Georgian wire vision panels from the following doors and coup dump. Replace Georgian wire with clear 12mm thick pyro 1 hour fire resistant glass. Allow for replacing timber beads to match existing and sealing new glass in position to ensure secure. All to the following doors:-				
	a) Meeting Room door	Sum			
2.18	Carefully strip and remove all self door closers to all the following doors and coup dump, thereafter, supply and fit new Briton 2000 series self closers to all the following doors. Ensure all doors are fully operational and swing free once new closers fitted, all to the following:-				
	a) 3No conference room doors	Sum			
	b) Reception door	Sum			
	c) kitchen door	Sum			
	d) Ladies toilet door	Sum			
	e) Male toilet door	Sum			
	f) Small meeting room door	Sum			
2.19	Carefully strip and remove the existing self closer from the DDA toilet door and coup dump. Make good all fixing damage to facings, architrave and door with wood fill and leave ready for decoration.	Sum			

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
2.20	Strip and remove the incorrect door ironmongery to the DDA toilet door and coup dump. Supply and fit new lever paddle DDA door ironmongery to comply with Legislation. Ensure ironmongery is fully operational once fitted.	Sum			
2.21	Strip and remove the plastic door handles from the following doors and thereafter, supply and fit new brushed stainless steel door handles including escutcheons. New D handles to be of size and dimensions to match existing. All to the following doors. Test doors and ensure fully operational on completion. All to the following:-				
	a) 2No new conference room doors	Sum			
	b) Reception	Sum			
	c) Kitchen	Sum			
	d) Small meeting room	Sum			
	e) Electric cupboard	Sum			
2.22	Strip and remove the following doors including hinges and coup dump. Thereafter, supply and fit new solid core flush ply doors to the following openings. Door to be of dimensions and size to match existing i.e. 826mm wide door or new door sizes as per item 2.10 above. New doors to include glazed vision panel. Vision panel aperture to match reception door. Glazed vision panel to be 12mm thick pyro 1 hour fire glass include timber beads and seals to secure glass in position. Include for hanging on new 3No stainless steel hinges. New door to include intumescent fire seals and brush strips to comply with Fire Legislation. Allow for all cuts, shaving and adjusting of door to suit new/existing door opening.				
	a) Kitchen door opening	No	1.0		
	b) New conference room openings	No	2.0		
	c) New proposed reception doors	No	2.0		
2.23	Strip and remove the existing solid core door serving the electric cupboard and coup dump including hinges. Thereafter, supply and fit new solid core door, door to be 826mm wide to match existing opening. New door to have intumescent fire seals and brush strips to comply with Fire Legislation. Allow for fitting 3No stainless steel hinges. Allow for attendance to hang, shave and adjust door to fit existing door opening and ensure fully operational.	Sum			
2.24	Allow joiners attendance for new locking mechanism to 2No reception door, as specified in Paxton Net 2.	Sum			
2.25	Allow for supplying and fitting new window sill pelmets below existing window sills. New pelmet to be 65mm deep by 12mm wide. Pelmets to be site measured to be the length of the existing window openings. Allow for pelmets to all window openings within the following areas:-				

DESCRIPTION OF WORKS



	Unit	Qty	Rate	Cost
a) Conference room	No	2.0		
b) Open plan office area	No	7.0		
c) Small meeting room	No	1.0		
2.26 Joiner to undertake the following works in attendance with the door entry company. Once door entry company have stripped and removed the existing control panels to the glazed screen adjacent to the front entrance doors at ground floor reception, strip and remove the solid panel housing the control systems and coup dump. Thereafter, supply and fit new Trespa panel, colour dark blue to match the door powder coated frame and facing. Securely fix new Trespa panel in position. Allow for attendance with door entry company to core Trespa panel ready to receive new cabling and wiring for new door entry system.	Sum			
Skirtings				
2.27 Allow for stripping and removing the existing skirtings to the 3No central columns and coup dump.	Sum			
2.28 Once the columns have been extended for service voids, allow for running length of skirting to match existing profile and supplying and fitting new skirtings with mitre corners to 3No columns, allow for punching all nail fixings beyond flush and filling all nail heads and sand and leave ready for decoration.	Sum			
2.29 Once the new partitions have been formed to the following areas, allow for running lengths of skirting to match existing profile and supply and fit new skirtings with mitre corners to new partitions. Include for fixing base blocks to base of door openings. Allow for punching all new nail fixings beyond flush and filling all nail heads. Sand and leave all skirtings and fixings ready for decoration, all to the following:-				
a) 2No new proposed reception partitions both sides	Sum			
b) New porch leading to new meeting rooms both sides	Sum			
AMOUNT OF JOINERY WORKS TO COLLECTION				£0.00

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
3.00	Services - Heating, Mechanical Ventilation and Air Conditioning Works				
	Heating/Air Conditioning				
3.01	Allow for attendance by the following nominated Contractor to rebalance the recently installed VRF ceiling mounted air conditioning system following the removal of the glazed partitions to increase the size of the open plan office environment. Note: The wall mounted split system within the new break out space will remain. The split system to the small meeting room will remain.	Sum			
3.02	On completion of the works, allow for the nominated Contractor to clean down and service the air conditioning system to ensure fully operational following completion of the works. Provide Test Certificates to Graham + Sibbald and the Client on completion.	Sum			
	Nominated Contractor Cool Air Refrigeration and Air Conditioning (NI) Limited Contact: John Goodman/Ben Rodgers Tel: 028944 33999				
	AMOUNT OF SERVICES - HEATING, MECHANICAL VENTILATION AND AIR CONDITIONING WORKS TO COLLECTION				£0.00



		Unit	Qty	Rate	Cost
4.00	Electrical Works				
	All the electrical works must be undertaken by an NICEIC approved Electrical Contractor and in strict accordance with IEE Regulations Latest Edition at BS7671. On completion of the works the Contractor must provide the Contract Administrator with test certificates for the installation.				
	Fire Alarm				
4.01	Note: The fire alarm is linked to the main panel in the Marina Office. This panel is located at the ground floor reception. Allow for attendance by fire alarm engineer to isolate the fire alarm to the first floor including protecting protector heads during the course of the work. Fire alarm maintained by ADT.				
4.02	On completion of the works, allow for the fire alarm engineer to attend and reconnect all detector heads and test and commission system to ensure it is fully operational and remains linked to the Marina main panel. Provide all Test Certificates to Graham + Sibbald and the Client.	Sum			
	Electrical Works				
4.03	Prior to commencing any works or downtakings, allow for attendance by electricians to isolate all circuits boards serving the services to the first floor office suite, allow for marking up any circuits not marked on the boards and ensure the system is entirely safe prior to proceeding with strip out.	Sum			
4.04	Once the system is safe, allow for carefully stripping out the following installations:-				
	a) Ceiling mounted fluorescent light fittings	Sum			
	b) All wirings and connections associated with the ceiling mounted fluorescent light fittings	Sum			
	c) Take all wiring serving ceiling mounted light fittings back to board ready to rewire.	Sum			
	d) Strip and remove existing light switches	Sum			
4.05	Strip and remove the wall mounted spurs serving the redundant electric radiators. Take all wiring back to board, strip and dump.	Sum			

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
4.06	Allow for supplying wiring and fitting new 600mm x 600mm LED light fittings. Light fittings to be Tegan Slim Recessed LED fittings including emergency packs by Whitecroft and to be installed as per Whitecroft's lighting design. Include for PIR activation light sensors and taking all wiring for light fittings and sensors back to board and testing and commissioning.	Sum			
4.07	Allow for supplying, wiring and fitting new ceiling mounted LED bulkhead emergency light fittings or LED ceiling mounted drop down light fittings, all to the following locations as indicated on working drawings provided. Include for all wiring. All light fittings to be provide at least 3 hour back-up in case of emergency, all to the following locations:-				
	a) 2No to proposed reception doors	Sum			
	b) 2No to proposed new meeting room doors	Sum			
4.08	Allow for supplying, wiring and fitting 3No new wall mounted sockets and 3No new fused spurs to serve new reception counter. All sockets and spurs to be located below worktop in concealed position for use by staff. Allow for all twin and earth wiring, recessed pattress boxes within partition and white pvc double 13amp faceplates and white pvc neon indicator spurs. Sockets to be at least 400mm off floor level. All to the new counter.	Sum			
4.09	Allow for wiring, supplying and fitting 3No new wall mounted sockets within extended columns (3No columns) to centre of open plan office. Allow for all twin and earth wiring, recessed pattress boxes and white pvc double 13amp face plates. Sockets to be positioned 400mm off floor level, i.e. one double socket per column.	Sum			
4.10	Allow for supplying all materials and fixing data trunking system to be prestige 3D dado or skirting trunking by MK to be white pvc. Include for back plates, pattress boxes, back boards and all cover plates. Trunking to be 3 compartment, approximately 170mm height x 57mm deep.	Sum			
	Trunking to be formed to both long lengths of open plan office as indicated on working drawings. Trunking to extend through two sides of small meeting room and to two sides of the new meeting rooms, all as indicated on working drawings.				
	Allow for supplying and fitting 44No RJ 45 jacks or 22No double RJ 45 jacks with white PVC face plates to the trunking, all as per indicated on working drawings provided.				
	Allow for supplying and wiring twin and earth wiring through new data trunking and supplying and fitting 19No double 13amp sockets to face plates. Include for double pvc 13amp face plates, colour white. Socket positions to be positioned as indicated on working drawings provided.				

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
4.11	On completion of all new wiring, allow for testing the entire installation and providing the Client and Graham + Sibbald with Hard Wire Test Certificates for the new installation.	Sum			
4.12	On completion of the work, allow for testing the new emergency lighting installation and providing Emergency Light Test Certificates to Graham + Sibbald on completion.	Sum			
	DDA Toilet				
4.13	Carefully strip and remove the existing light switch within the DDA toilet and fit a blank plate to the wall tiles.				
4.14	Supply wire and fit new internal ceiling mounted pull cord light switch near to the door. Allow for fishing wiring through partition and connecting to new light switch to ensure light fitting is fully operational.	Sum			
	Door Access Controls				
4.15	Allow for liaising and attendance by electrician to assist and serve Hikivision CCTV with spurs to serve new CCTV system. Hikivision system are a Client nominated supplier. Contact James Skinner, Tel: 01342 477447.	Sum			
4.16	Allow attendance by electrician to assist Paxton Net 2 system access control with spurs to serve new door entry system. Paxton Net are a Client nominated supplier.	Sum			
	Data Cabling				
4.17	The data server is located on the second floor within the radio room. Allow for gaining access via Client to the secure room.	Sum			
4.18	Strip and remove all existing CAT 5 data cabling throughout the first floor office including ceiling mounted wifi and strip back and out of second floor server/radio room and coup dump all wiring.	Sum			
4.19	Supply and install new CAT 6 data cabling to serve all new data outlets including new perimeter trunking, positioned and sockets throughout open plan office. Allow for taking all new CAT 6 cabling to second floor radio room using existing openings, ways and passes through building. Allow for leaving sufficient length i.e. approximately 2m on new CAT 6 cabling at data room for connecting to additional or new servers in the future.	Sum			

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
4.20	Allow for labelling all new cabling both ends. Supply and connect 2No 24 port patch panels for new Cat 6 data cabling to be terminated into. The contractor is responsible for the new Cat 6 cables into the new patch panel (krone in all new data cables). The client (MCA) will be responsible for inserting the new patch panels into the server racks and connect the network.	Sum			
4.21	Allow for supplying and laying 3No additional CAT 6 data cabling to serve data points to the 3No columns to the centre of the open plan office suite. Take all cabling up to radio room and extend length by an additional 2m for future proof of any changes in future etc. Allow for labelling cables both ends and terminating the new CAT 6 cables into the new patch panels (refer 4.21 above) Contractor to krone in all new data cables. Include for white pvc face plates to the columns.	Sum			
4.22	Allow for supplying and fitting 4No wifi units to be ceiling mounted as indicated on working drawings. Allow for taking CAT 6 cabling back to second floor radio room. Label cables within radio room and terminate with additional length ready for future proofing, and terminating the new CAT 6 cables into the new patch panels (refer 4.21 above) Contractor to krone in all new data cables.	Sum			
4.23	Once all data cabling has been laid and installed. Allow for undertaking end to end tests of all new CAT 6 cabling and providing Test Certificates to Client and Graham + Sibbald.	Sum			
4.24	Once all cabling has been installed ensure all cabling is securely tied and fixed with sufficient tie wrap and clips.	Sum			
4.25	Once all data cabling is installed, allow for fireproofing all ways through openings in floor with intumescent batts, intumescent fire foam and intumescent fire resistant sleeves. Specification of all fire resistant sleeves to be agreed with Client and Graham+ Sibbald prior to installation.				
AMOUNT OF ELECTRICAL WORKS TO COLLECTION					£0.00

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
5.00	Decoration Works				
5.01	Allow for decorators to ames tape and fill and sand the following new plasterboard surfaces and leave ready for decoration:-				
	a) 3No new columns that had been extended to take services	Sum			
	b) 2No walls full height where glazed partition has been removed	Sum			
	c) Following removal of wall mounted light switches in the open plan office	Sum			
	d) All new partitions.	Sum			
5.02	Allow for decorators to steam, scrape and remove existing textured vinyl wallpaper coverings to all perimeter walls to all rooms and bag and coup dump off site. Decorators to make allowance for carefully cutting round 2No existing wall mounted air conditioning cassette units, light switches and the like.	Sum			
5.03	All light switches, components, air conditioning, ventilation grilles and services to be fully protected and sealed with masking tape, prior to the following works.	Sum			
5.04	Allow for preparing all perimeter walls, sand and fill as necessary and thereafter, hang lining paper to all perimeter walls. All lining paper to be hung vertically. Allow for all paste, cuts and wastage to complete. All to the following areas:-				
	a) New conference rooms and new porch	Sum			
	b) New reception partitions	Sum			
	c) Open plan office	Sum			
	d) Small meeting room	Sum			
5.05	Once lining paper has been hung, prepared and dried, allow for skim coating all the following wall surfaces and thereafter, redecorating with 3No coats emulsion paint, colour white, all to the walls to the following rooms:-				
	a) New conference rooms and new porch	Sum			
	b) Reception	Sum			
	c) Open plan office	Sum			
	d) Small meeting room	Sum			

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
5.06	Rub down, prepare and decorate all window ingoes and returns and redecorate with 3No coats emulsion paint, colour white, all to the following:- a) Conference rooms b) Reception c) Open plan office d) Small meeting room				
5.07	Rub down and prepare all timber window sills. Allow for thoroughly sanding to remove existing varnish and preparing and scraping and thereafter, redecorate existing window sills and new planted sill pelmets with 2No coats undercoat and 2No coats gloss paint, colour white. All to the following:- a) Conference rooms b) Open plan office c) Small meeting room				
5.08	Thoroughly rub down and prepare all door facings, framing, architraves and door blocks and thereafter, redecorate with 2No coats undercoat and 2No coats gloss paint, colour white. All to the following locations:- a) Conference rooms b) Reception c) Open plan office d) Small meeting room	No	3.0		
		No	2.0		
		No	6.0		
		No	1.0		
5.09	Rub down and prepare all existing and new timber skirtings to the following areas. Allow for sanding and filling all fixing holes and knots and thereafter, decorate with 2No coats undercoat and 2No coats gloss paint, colour white. All to the following:- a) New conference rooms and porch b) Reception c) Open plan office including 3 columns d) Small meeting room				

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
5.10	Thoroughly rub down and prepare the following doors and thereafter, redecorate with 2No coats undercoat and 2No coats gloss paint. Ensure doors are not paint stuck on completion. Allow for protection to all doors, door ironmongery and glazing while undertaking the works. All to the following:-				
	a) New conference rooms and porch	No	3.0		
	b) Main reception door	No	1.0		
	c) Reception door	No	1.0		
	d) New tea prep door	No	1.0		
	e) Female door	No	1.0		
	f) DDA toilet door	No	1.0		
	g) Male toilet door	No	1.0		
	h) Small meeting room door	No	1.0		
	i) Secondary fire escape door	No	1.0		
	j) Electric cupboard	No	1.0		
	Redecorate all doors with 2No coats undercoat and 2No coats gloss paint, colour dark blue to match.				
5.11	Rub down and prepare all existing painted wall surfaces to the following locations. Mask and prepare all adjacent surfaces including tiles and suspended ceilings and thereafter, redecorate the following walls with 2No coats emulsion paint, colour white. Include for all ingoes and returns to doors and windows:-				
	a) Tea prep				
	b) Female toilet				
	c) DDA toilet				
	d) Male toilet				
	AMOUNT OF DECORATION WORKS TO COLLECTION				£0.00

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
6.00	Flooring Works				
6.01	Strip and remove the existing carpet floor covering from the following locations. Uplift and coup dump and remove from site:-				
	a) Conference room	Sum			
	b) Open plan office including former drawing room and former stairwell to be part of new reception.	Sum			
	c) Small meeting room	Sum			
6.02	Allow for Flooring Contractor to make good floor upon removal of glazed partition to former drawing room, making good all fixing damage to floor screed.	Sum			
6.03	Allow for self screeding floor as necessary throughout to remove all blemishes and power float floor to leave level floor surface prior to laying new carpet.	Sum			
6.04	Supply and lay new carpet tile floorcovering, carpet tile to be Milliken Titanium colour grey carpet tiles. Allow for laying to all the following areas. Allow for all adhesive, cuts and wastage to complete. All to the following areas:-				
	a) New conference rooms and porch				
	b) New reception				
	c) Open plan office				
	d) Small meeting room				
	AMOUNT OF FLOORING WORKS TO COLLECTION				£0.00

DESCRIPTION OF WORKS



		Unit	Qty	Rate	Cost
7.00	Miscellaneous Works				
7.01	Strip and remove all existing vertical blinds including all fixings and hangers and coup dump all. Allow for making good all fixing damage to ingoes and returns.	Sum			
7.02	Supply and fit new roller blinds. Roller blinds to be fixed to the soffit. Roller blinds to be fixed within blind tracks fixed to existing window returns. New roller blind to be solid fabric and colour pale blue shade. New blinds to be supplied by Murphy Blinds, Tel: 02890 300999, Contact: Nicola or Neil. All to the following areas:-				
	a) New conference rooms	No	2.0		
	b) Open plan office	No	7.0		
	c) Small meeting room	No	1.0		
7.03	Allow for carefully removing redundant rawl plugs to the ceramic tiles to the following areas. Carefully remove rawl plugs and seal the holes with white mastic. White mastic seal to be left flush and even with the existing tiles. All to the following:-				
	a) Female toilet				
	b) DDA toilet				
	c) Male toilet				
7.04	On completion of all works, allow for appointing industrial cleaners to undertake a sparkle clean of all the following areas to leave the office suite ready for re-occupation:-				
	a) Ground floor entrance				
	b) Main staircase				
	c) Secondary fire escape staircase				
	d) New conference rooms				
	e) New reception				
	f) Main open plan office suite				
	g) Small meeting room				
	h) Tea prep				
	i) Female toilet				
	j) DDA toilet				

DESCRIPTION OF WORKS



	Unit	Qty	Rate	Cost
k) Male toilet				
AMOUNT OF MISCELLANEOUS WORKS TO COLLECTION				£0.00

DESCRIPTION OF WORKS



		Cost
	Collection	
1.00	General Matters	£0.00
2.00	Joinery Works	£0.00
3.00	Services - Heating, Mechanical Ventilation and Air Conditioning Works	£0.00
4.00	Electrical Works	£0.00
5.00	Decoration Works	£0.00
6.00	Flooring Works	£0.00
7.00	Miscellaneous Works	£0.00
	TOTAL	£0.00



	Unit	Qty	Rate	Cost
Final Summary				
SECTION A - GENERAL MATTERS AND PRELIMINARIES				
SECTION B - AMOUNT OF SPECIFICATION				
SECTION C - AMOUNT TO FINAL SUMMARY				
TOTAL				
CONTINGENCY (10%)				
TENDER TOTAL				
Contingency Sum to be used at the sole discretion of the Contract Administrator, given in writing, and to be dedicated in whole or in part from the Contract Sum on completion of the work.				
All necessary attendances provided to the separate trades shall be deemed to have been included in the Tendered Amount.				
TENDER AMOUNT				



Sub-Contractors List

The Contractor shall list below the names of Sub-Contractors which he proposes to use for the specified trades. The CA and Employer reserve the right to reject any Sub-Contractor should they deem necessary.

Trade	Name + Address	Main Contractors Profit
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This page must be completed, signed and returned with the Tender Documents for acceptance.

CONTRACTOR:

SIGNED:

DATE: