

**EMPLOYERS REQUIREMENTS**

**FOR**

**THE INSTALLATION OF LED FLOODLIGHTING  
TO  
THREE EXISTING FULL SIZE TENNIS COURTS,  
ONE MULTI USE GAMES AREAS  
AND  
ASSOCIATED WORKS**

**AT**

**TROWBRIDGE PARK**

**MARCH 2018**

**PREPARED  
BY**



**FOR  
L.T.A. TECHNICAL SERVICES  
PROJECT REF. NR. 2016/039 A FL**

**DOCUMENT STATUS – ER 01 TI ISSUE 15.03.2018**



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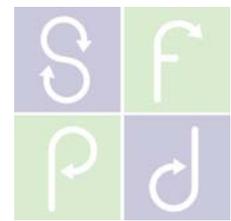
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**SECTION 1.00**

**PRELIMINARY PARTICULARS**



## **1.00 PRELIMINARY PARTICULARS SFPD REF NR 2016 039 FLDWKS**

### **1.01 General**

This document sets out the Employers Requirements to be included in the Conditions of Contract in respect of the Design and Construction of the Works described herein and includes the obligations and restrictions to be imposed upon the Contractor.

### **1.02 Project**

The works comprise the design and construction of various works detailed within Section 2.00 of this document.

### **1.03 Parties and Consultants**

#### **Employer :-**

Trowbridge Town Council  
Stephen's Place  
Trowbridge  
WILTSHIRE.  
BA14 8AH.

#### **Employers Representative :-**

Ms Hayley Bell                      Tel. 01225 765072

Email : hayley.bell@trowbridge.gov.uk

#### **L.T.A. Technical Services Court Surface Consultants :-**

Sports Facility Planning & Design Limited  
39 Hemwood Road  
Windsor  
BERKSHIRE. SL4 4YX.

Contact : Mr L. West                      Email office@sfpad.co.uk

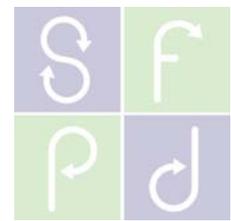
Tel. 01753 850123                      Mob. 07770 366259

#### **Employers Agent :-**

Sports Facility Planning & Design Limited  
39 Hemwood Road  
Windsor  
BERKSHIRE. SL4 4YX.

Contact : Mr L. West                      Email office@sfpad.co.uk

Tel. 01753 850123                      Mob. 07770 366259



## **1.00 PRELIMINARY PARTICULARS SFPD REF NR 2016 039 FLDWKS**

### **1.04 Site Location**

The site of the proposed works is located on land at Trowbridge Park, St. Stephen's Place, Trowbridge, WILTSHIRE. BA14 8AH..

### **1.05 Access to the Site**

Access to the site will be from an existing vehicular entrance off Polebarn Road and along the public internal access ways to the court block area. The Contractor shall allow for forming a suitable temporary site access (by removing the existing entrance gates and side panel of railings as necessary) and all reinstatement of this on completion of the works.

The contractor shall allow for obtaining all licences from the Council in this respect.

### **1.06 Limitations of Working Space**

The Contractor shall confine everything pertaining to the Contract within the area of the proposed works and surrounding areas.

The Contractors operations are to be confined to the minimum area required to carry out the works which shall be executed carefully so as to cause minimum nuisance and inconvenience to the users of adjoining facilities.

Contractors vehicles will be required to park within the boundaries of Stratford Park within a compound formed adjacent to the court block area.

### **1.07 Restrictions on Working Hours**

Generally no specific restrictions will be placed upon normal working hours other than weekend working (i.e. Saturdays, Sundays and Bank Holidays) which will not be permitted without prior formal approval from the Employer.

The Contractor is required to state within his tender during what hours he proposes to undertake the works.

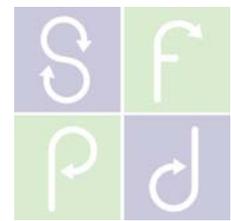
### **1.08 Trespass and Nuisance**

All reasonable means shall be used to avoid inconveniencing adjoining owners and occupiers.

No persons employed on the works shall be allowed to trespass on adjoining properties.

The Contractor shall indemnify the Employer against any claims or action for damage on account of any trespass or other misconduct of the Contractors' employees.

The Contractor or any of his subcontractors, their staff and workmen will not be allowed to park any vehicles or plant on the surrounding roads.



## **1.00 PRELIMINARY PARTICULARS** **SFPD REF NR 2016 039 FLDWKS**

### **1.09 Inspection of the Site**

The Contractor is recommended to visit the site and surrounds as no claim due to lack of knowledge which could have been obtained by such a visit will be entertained.

Permission to visit the site must be obtained from the Employers Representative.

### **1.10 Drawings and Other Documents**

Drawings will be issued with these Tender documents and this will indicate the position of the existing tennis courts, adjacent facilities and surrounds.

### **1.11 Name Boards**

Not required.

### **1.12 Advertisements**

All rights of advertising on the site shall be reserved by the Employer and the Contractor shall take all necessary measures to ensure that no unauthorised advertising takes place.

### **1.13 Publicity**

No information, either written or verbal, nor photography or drawings concerning this Contract shall be supplied by the Contractor to any persons without the written authority of the Employer.

### **1.14 Programme**

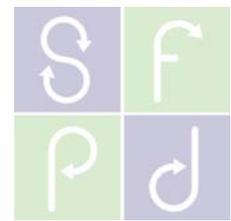
The Contractor shall before being given possession of the site prepare and submit his proposed programme for the execution of the works for comment by the Employer.

Thereafter the Contractor shall amend and revise the programme as required by the Conditions of Contract or as requested by the Employer.

### **1.15 Method Statement**

The Contractor should provide, at the time of tendering, a statement describing their proposed general and detailed arrangements and methods for carrying out the works.

The Method Statement should include details of how all stages of the works will be executed. It should detail procedures to ensure the specified parameters are obtained, the appropriate climatic conditions in which the surfacing can be laid, the appropriate Health and Safety requirements and training that personnel will undergo prior to working on site. The document should indicate areas of work that will be sub-contracted and detail the company(s) that will be employed.



## **1.00 PRELIMINARY PARTICULARS** **SFPD REF NR 2016 039 FLDWKS**

### **1.16 Site Meetings**

Formal pre-start, monthly progress or stage completion and practical completion hand over meetings will be held by the Employer and minutes will be taken and distributed by the Contractor.

### **1.17 Plant, Tools and Vehicles**

The Contractor shall allow for providing all plant, tools and vehicles necessary for the completion of the Works.

### **1.18 Site Administration**

The Contractor shall allow for all necessary site administration for the proper execution of the Works. Prior to commencing the works on site the Contractor shall confirm to the Employer the name of the person in charge of the site together with brief details of his experience. This person is not to be changed without the prior agreement of the Employer, which will not be unreasonably withheld.

The Contractor shall ensure that the works and the site are properly protected and secured at all times, including any works outside the site boundary, and that the Employer is indemnified against any claim for loss, damage, theft or the like. The use of guard dogs will not be allowed.

### **1.19 Site Security and Temporary Fencing**

The Contractor shall provide all temporary and permanent fencing as necessary.

The Contractor must provide for situating his temporary buildings and offices and the storing of materials etc. within the site boundaries.

The site is to be maintained in a secure state until completion at which time all temporary fencing, building materials and equipment is to be removed and all works made good. The site is also to be left in a safe and tidy state at the end of each working day.

### **1.20 Water for the Works**

The Contractor shall allow for providing water for the whole of the Works including all temporary arrangements for storing and distributing.

### **1.21 Lighting and power for the works**

The Contractor shall allow for providing all necessary artificial lighting and supplying electric power for mechanical tools and plant for the whole of the Works to a standard not inferior to that laid down in the Institute of Electrical Engineers' Regulations.



## **1.00 PRELIMINARY PARTICULARS** **SFPD REF NR 2016 039 FLDWKS**

### **1.22 Temporary Roads, Hard Standings etc.**

The Contractor shall allow for providing all temporary roads, hard standings, crossings and the like necessary for carrying out the whole of the Works and removing the same on completion.

### **1.23 Temporary Accommodation for Use by the Contractor**

The Contractor shall allow for providing and maintaining all necessary temporary offices or storage for materials for his own requirements.

No offices, stores or temporary buildings shall be erected on site without first obtaining the consent of the Employer as to the position in which they are to be erected.

### **1.24 Temporary Telephone**

Not required.

### **1.25 Safety, Health and Welfare of Work people**

The Contractor shall allow for providing and maintaining all welfare and safety measures to a standard not inferior to that laid down in statutory instruments, rules and orders and subsequent amendments thereto for all workmen employed on the site including the employees of Subcontractors.

Sanitary accommodation for workmen and staff shall be provided, connected to existing drainage where practicable, and maintained in a thoroughly clean, deodorised and orderly condition.

All huts and other temporary facilities shall be removed, and contaminated soil disinfected and all damage made good on completion of the Contract.

The Contractor must provide industrial safety helmets complying with the latest BS for the use of all personnel including subcontractors and authorised visitors attending the site. He will be expected to use his best endeavours to ensure that the helmets are worn by all such personnel on site in accordance with current legislation.

The Contractors' attention is particularly drawn to his obligations under the Health and Safety at Work Act etc., 1974.

### **1.26 Maintenance of Roads Etc.**

The Contractor shall maintain all public and private roads, footpaths, paved areas, boundary walls and fences on or adjacent to the site in their present condition and on completion, make good any damage arising from the works and reinstate to the satisfaction of the Employer.

The Contractor is to make good any damage caused to any land, public and private roads, footpaths, services under, kerbs, paved areas, boundary walls, and fences etc.. by his own and by subcontractors and suppliers plant, transport and activities, at his own expense or pay the cost and charges in connection therewith.



## **1.00 PRELIMINARY PARTICULARS**

### **SFPD REF NR 2016 039 FLDWKS**

The Contractor is to carry out a photographic survey of the site boundaries, footpaths and roads and agree this with the Employer prior to works commencing.

No storage of materials will be allowed on the adjoining roads or pavements.

#### **1.27 Keeping Roads, etc. Clean**

The Contractor shall keep any public, private and existing roads, footpaths and paving on or adjacent the site or used by traffic entering or leaving the site in a clean and unobstructed and safe state to the satisfaction of the Employer, the Police and the Local Authority. He shall use all means to prevent mud or rubbish of any kind being carried on to such roads, footpaths and paving, by vehicles belonging to himself or any other subcontractor to the reasonable satisfaction of the Employer.

Where, however, in spite of such precautions, mud or rubbish is carried on to the roads, footpaths or paving, he must immediately clean up such mud or rubbish at his own expense by scraping, brushing, shovelling and removing to tip. Special attention must be given to prevent mud becoming embedded in the road and footpath surfaces.

#### **1.28 Removing Rubbish etc.. and Cleaning Works on Completion**

The Contractor shall allow for removing all rubbish, protective casings, coverings and debris from the site.

#### **1.29 Police Regulations**

Police regulations shall be ascertained and the Contractor shall allow for complying with any such regulations or requirements concerning pedestrian or vehicular traffic control, the loading and unloading of or waiting by vehicles on the public highway, site ingress and egress, safety precautions and other matters affecting the works.

#### **1.30 Control of Noise and Pollution**

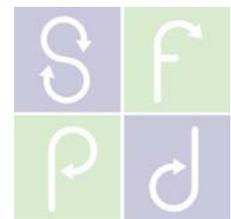
The attention of the contractor is drawn to the provision of Section 60 of the Control of Pollution Act 1974 with references to the control of noise in relation to any construction works, and must comply therewith.

The Contractor is recommended to confer with the Chief Environmental Officer in relation to proposed method and noise level resultant.

#### **1.31 Planning Consent & Building Regulations Approval**

The Contractor is to allow for any liaisons with the relevant planning authority, for any fees due and for complying with any requirements of the planning authority.

The Contractor shall obtain formal Building Control approval for the works from the Local Authority before the works commence on site.



## **1.00 PRELIMINARY PARTICULARS** **SFPD REF NR 2016 039 FLDWKS**

### **1.32 The Construction (Design and Management) Regulations 2015**

This Contract will be executed strictly in accordance with the Regulations.

~~The Contractor named in the Articles of Agreement of the Contract will be deemed the Principal Contractor.~~

~~The CDM Principle Designer will be as stated below, or his successor as confirmed in writing by the Employer.~~

~~The Health and Safety Information document that has been established for this project by the CDM Principle Designer is attached to these Employers Requirements, and the Contractor shall incorporate this in his own Health and Safety Plan.~~

~~The Contractor shall, if formally requested, submit his Health and Safety Plan for the project with his tender and shall execute the whole of the Contract strictly in accordance with this.~~

~~The Contractor shall allow the CDM Principle Designer access to the Works and afford him every reasonable facility for the performance of his duties.~~

~~The Contractor shall co-ordinate with the CDM Principle Designer, execute the Health and Safety Plan and contribute as required to the Health and Safety File.~~

~~CDM Principle Designer : To be advised~~

### **1.33 Shared Use of the Site**

During the construction period the existing Public Park will remain operational utilising the areas not directly affected by these Contract Works.

The Contractor shall allow and make necessary arrangements for the joint use of access roads, parking, paths, surfaces etc., to the areas which remain in use including providing temporary diversions, facilities etc., as may be required to maintain the operation of the Public Park.

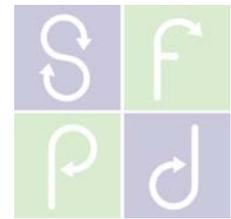
### **1.34 Ground Conditions & Site Investigation**

It is the responsibility of the Contractor to satisfy themselves as to the nature of the existing ground, the bearing capacity and the required floodlight column foundation design for this project. The responsibility for the floodlight column foundation design must lie entirely with the Contractor and no increase in the tender price or subsequent Contract Sum will be allowed for any costs of whatever nature.

On the award of the contract the successful Contractor will have been deemed to have undertaken their own site investigation prior submitting their tender for the works. No claims will be accepted for lack of information or inaccuracies in this respect.

**1.00 PRELIMINARY PARTICULARS**  
**SFPD REF NR 2016 039 FLDWKS**

**1.35 Tender Submission**



The Contractor is to provide the following within his Contractors Proposals :-

- i) Detailed contractors proposals documentation / specification for all aspects of the floodlighting works
- ii) Completed original version of S.F.P.D. Tender Sum Analysis
- iii) Performance information in respect of the proposed luminaire and lamp in terms of the provision of a computer plot to identify the predicted illumination levels and uniformity that will be achieved, on a court by court basis, by the proposed selection and layout of equipment. Note : This item shall only apply where alternative fittings are to be offered to that contained within the S.F.P.D. Lighting Design.  
  
Note : The presentation is to be related to the Principle Play Area (P.P.A.) and the Total Play Area (T.P.A.) for each court.
- iv) General Method Statement for the overall execution of the works
- v) CV's for all site supervisory personnel (Site & Contracts Manager's)
- vi) Programme for the Works
- vii) Information as requested by the CDM Principle Designer
- viii) Working hours (Monday - Friday only)
- ix) List of Proposed Construction and As Built Drawings for the works
- x) Indicative maintenance schedule and requirements for floodlighting installation
- xi) Anticipated design life of floodlighting installation
- xii) Details of any warranties provided.

**SECTION 2.00**

**DESCRIPTION OF WORKS**

**FOR**

**FLOODLIGHTING**

**GENERAL REQUIREMENTS**



## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING SFPD REF NR 2016 039 FLDWKS

### 2.01 Mains power supply

The extent of the provision required is specified in the *Site Specific* Section of this document.

### 2.02 Definitions

Principle Play Area (P.P.A.) - The area bounded by the doubles court lines.

Total Play Area (T.P.A.) - The PPA plus the run-back areas to a depth of 4.5M and the Side-runs to a width of 2.5M.

Uniformity ratio - The ratio of Minimum illuminance value to Average value within the prescribed area.

Initial Illuminance - The value of illuminance predicted at initial installation and /or after re-lamping and cleaning of reflectors.

Maintained Illuminance - The value of illuminance predicted after initial reduction output and to be experienced over the working life of the lamps.

### 2.03 Lighting

The type of light source [Metal Halide OR Sodium] and the luminaire concept to be applied is specified in the *Site Specific* Appendix to this document.

All luminaires are to be provided with their associated lamp control gear.

#### N.B.

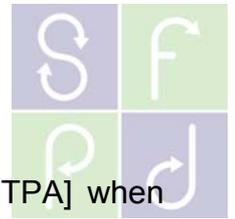
1. Where 'projector' type 'FLAT GLASS' fittings are specified, the requirement is to minimise the impact of any glare from the fittings.
2. Proposals must clearly show how the proposed fitting is designed to control glare.
3. Where a particular type of fitting is strictly required as a condition of the planning approval, this is stated in the *Site Specific* Appendix to this document.

Due provision is to be made for all necessary reflectors, hoods, baffles that may be required to achieve the standards identified both in terms of illumination, spillage and glare control.

### 2.04 Illumination Level required

The standards that are to be achieved within the prescribed areas are specified in the *Site Specific* Appendix to this document.

## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING SFPD REF NR 2016 039 FLDWKS



The standards are to be achieved within the prescribed areas [PPA & TPA] when each court, and or play area is lit individually.

Illumination standards are to be based on measurements taken after dark at ground level.

The scheme is to be designed with a maintenance factor of 90%.

Any lighting design offered on the basis of a maintenance factor of 100% will be considered invalid.

### 2.05 Measurement Grid – Design & On Site Testing

A total of (15) fifteen readings are required on the P.P.A.

Note : These readings shall be equally spaced within a defined rectangular measurement grid on which the outer readings are to be placed on the base lines at either end of the court and the outer side lines at either side of the court (or not exceeding more than 500mm away from these outer positions).

A total of (35) thirty-five readings are required on the TPA.

Note : These readings shall be equally spaced within a defined rectangular measurement grid on which the outer readings are to be taken 4.5m from the base lines and 2.5m outer side lines at either end of the court and the outer side lines at either side of the court (or not exceeding more than 700mm away from these outer positions).

The On Site testing grid shall be as stated above, or variation of the above, as agreed between the L.T.A. Technical Services Floodlighting Consultant and the Contractor.

### 2.06 Columns

#### *Redundant equipment*

Where the removal of existing lighting is specified – The contractor is to allow for and price separately, the making safe, disconnection, removal and safe disposal of the number of existing sets of luminaires, columns and switchgear on the courts specified.

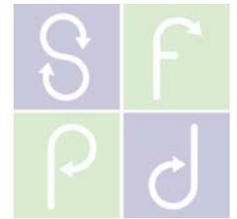
The number of sets of equipment and the court Nos to which this requirement applies are detailed within the *Site Specific* Appendix to this document.

#### ***New Installations***

The column height, type [Static OR Raise lower] and layout concepts are detailed within the *Site Specific* Appendix to this document.

All columns are to be supplied with integral lamp control gear housings.

## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING SFPD REF NR 2016 039 FLDWKS



Lamp gear trays are to be located within the base of each column.

External gear control boxes are not acceptable.

The type of construction, material and specific colour together with details of switchgear housing is to be identified in the Contractors proposals.

**N.B.** If columns are to be finished in a colour to satisfy any specific conditions of the planning approval, this will be defined within the *Site Specific Appendix* to this document.

**The lighting contractor shall allow for the excavation of all foundation pits required for planted root columns and the off site disposal of all excavated material.**

**Planted root columns shall be set within insitu concrete pit foundations designed and installed by the lighting contractor.**

### 2.07 System Protection

The location of the power distribution board/central control panel is specified within the *Site Specific Appendix* to this document.

The specialist floodlighting contractor is to supply and install a dedicated distribution board.

A contactor control panel is to be provided adjacent to the distribution board.

A central control box is to be provided adjacent to the distribution board.

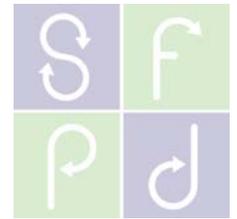
It is to house the necessary relays, timers and other central control devices to be included in the scheme.

The distribution board, contactors and control devices can be combined within a central control panel, designed for this project.

All power circuit and control components are to be permanently identified.

All spare circuit 'ways' and component spaces included for the future provision of additional lighting are to be fully labelled

The labelling details are to be re-produced in the circuit charts and in the handover documentation.



## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING SFPD REF NR 2016 039 FLDWKS

### 2.08 Cabling Ducting ,Draw Pits and Conduits

The extent of the cabling provision required is specified in the *Site Specific* Appendix to this document.

#### Cables

##### **Sub Main supply cable**

When this cable is being supplied and installed under a separate contract, the responsibility for the design rests with the local contractor.

When included in this contract, the floodlighting contractor must ensure that the volt drop on this cable does not exceed 1.5% of the supply voltage on full load when measured at the incoming terminals of the feeder pillar.

##### **Supply cable tails**

When included in this contract, cable tails are to be installed to the switchfuse / MCCB provided by others.

##### *Power supply cables to columns and courtesy lighting*

Correctly rated XPLE cables are to be installed between, the distribution board and all columns.

##### *Control cable*

Correctly rated XPLE multi-core cable is to be installed between the floodlighting switchgear panel and the control station arrangements specified in the *Site Specific* Appendix to this document.

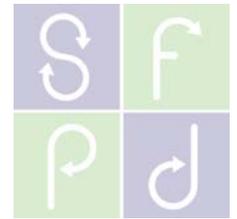
#### **Ducting, Draw Pits and Conduit**

The extent of the provision envisaged is specified in the *Site Specific* Appendix to this document.

**N.B.** The contractor is to allow for the preparation of detailed and dimensioned setting out drawing to show the relationship between the ducting and draw pits to the columns, fences & gates.

This drawing will be required for comment and agreements of the C.A. before works commence on site.

## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING SFPD REF NR 2016 039 FLDWKS



### Installation standards

#### *Cables in soft ground*

Cables in the soft ground are to be buried to a minimum depth of 500mm and laid in a trench. Where applicable under the wiring regulations the cables are to be laid on a bed and surround of sand 150mm thick. Buried cables are to be identified along their entire length in the service trench with a yellow marker tape installed 150mm from ground level. Marker tape to be labelled "DANGER – ELECTRIC CABLE BELOW"

#### *Ducted services*

The performance requirement is for the draw pits to be adequately sized and together with the ducting system shall provide an underground containment system to facilitate the initial and future re-cabling of the installation without disruption of the court surface, once laid or re-laid.

For ducting and draw pit installations a method statement is to be provided within the Contractors Proposals to identify:-

- Information to clearly illustrate the scope of the provision included in the price tendered
- The diameter of cable ducts, the draw pit construction details.
- Installation methods proposed to achieve the performance requirements.

Ducting is to be buried to a minimum depth of 450mm and draw pits are to be a minimum of 600 by 600mm square.

Service ducting and draw pits for electric cables shall include for the provision and installation of draw wires and drainage from each draw pit.

Draw pits shall be pre-formed and positioned prior to the installation of the ducting. Where stacked plastic sectional draw pits are applied the duct entries are to be drilled to avoid weakening the structure. They shall have lockable removable lids and be provided at each floodlight column position and at all changes of direction.

The final duct connection into column sockets is to be via a long radius bend. (Note : This is to avoid any possibility of 90 degree bends local to the column sockets). The duct entry point into the socket is to be in-line with the duct run. The cable ducts are to be finished flush to the inside of the column sockets.

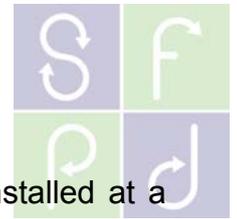
Column and other sockets shall be fully surrounded with insitu concrete (details to be submitted by the contractor).

Service duct and column sockets shall fully enclose all cabling (with no voids present) and include for the provision and installation of draw wires. *The specification of the draw wires shall also be stated.*

*The internal diameter and the colour of the duct shall be stated in the Contractors Proposals.* The internal diameter of the ducting shall be no less than 63mm, 110mm or 150mm as indicated within the layout drawing.

## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING

### SFPD REF NR 2016 039 FLDWKS



Floodlight ducting 63mm, 94mm or 110mm, 150mm diameter shall be installed at a minimum depth of 450mm below the finished playing surface of the courts.

All duct trenches within the court area shall be backfilled with bed and covering of sand to the duct, warning tape installed above sand bed and remainder of trench to be filled with D.O.T. Type 1 aggregate or insitu concrete and finished with a minimum 25mm depth of hot laid 6mm open grade porous macadam, macadam. Warning tape is to be installed above the cable duct and 150mm below the finished court surface.

*The type and manufacturer of the draw pits together with the internal dimensions shall be stated within the Contractors Proposals. The specification of the draw wires shall also be stated.*

## 2.09 Controls for System Management

**The control and operating systems required plus the locations are specified within the *Site Specific* Section of this document.**

The following design features apply to each element of the Control System Management specified. The performance requirements for each feature are noted in *italics*.

### ***At the main switchgear position***

#### Separate electricity check meter.

The meter is to be wired to monitor and cumulatively record the power usage [Kw Hrs] *The meter is to provide information of power usage for the floodlighting installation that is the subject of this specification.*

#### Master time clock for court lighting

The clock is to be provided with battery back-up, seasonal changeover [BST/ GMT] and manual override.

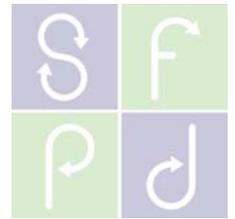
*It is to ensure the curfew time, dictated by the planning approval, is observed automatically. It is to be set to provide an 'availability period' each day, for example 15.00 hrs to 22.00 Hrs. The commissioned values are to be in accordance with the planning agreement.*

#### Separate hours usage counters.

A separate counter is required for each Court/Pitch.

*The fitting of an 'hours usage counter' is to enable the owner of the facility to monitor the 'burning hours', and identify when a further performance test is required, and to compare this with both the INITIAL performance and the design MAINTAINED standard.*

## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING SFPD REF NR 2016 039 FLDWKS



### ***At the control station position.***

#### Manual Control

A pair of 'on/off' push buttons per court/pitch is to be provided.

These are applied in place of conventional switches, when a master time clock is installed.

*The control circuit wiring must ensure the court lighting defaults to 'off' at the curfew time This is to ensure courts or pitches in use at the previous curfew time do not re-instate automatically and incorrectly at the beginning of the next availability period. (E.g. 15.00Hrs).*

#### Timed Manual Control

A manually set timer is required for each court /pitch.

The time period is to be adjustable in minutes, over the range 0 to 4 hours.

*This system is applied on fully manned sites, e.g. sports centres /schools etc. to enable a receptionist or other duty officer to allocate a finite period of usage.*

#### Meter Control of the floodlighting

If a TOKEN meter is specified it is to be provided with a Manual override control, via a key switch

*The meters are to provide day-to-day control of the floodlighting with manual override for coaching and match play.*

COIN or Re-usable card operated systems may also be specified in place of token meters.

Each meter of this type is also is to be provided with Manual override control, via a key switch.

*The performance requirements are identical to those detailed above in respect of Token metering*

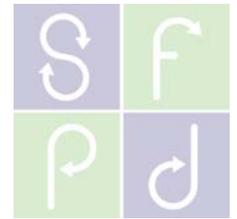
### ***On Court***

#### Visual warning

When specified, it is to be achieved by switching on a small flasher unit sited at 3m on the column[s] agreed with the Client. It is to operate for an adjustable number of minutes before the end of the controlled time period and prior to the curfew time.

*It is to warn users the allocated time is about to expire.*

## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING SFPD REF NR 2016 039 FLDWKS



### Egress Lighting

When specified, it is to be achieved by the extended operation of the luminaire[s] detailed in the *Site Specific* section of this document.

The system is to operate for an adjustable period at the end of any pre-paid time period (as applicable) and at the adjustable cut off time prescribed.

*The system is to ensure players can pack equipment and leave the court/ pitch area in safety.*

### **Electronic Control systems**

If this type of control system is a Client Requirement it will be included within the *Site Specific* Appendix to this document.

Either Programmable Logic Controls [**PLC**] or Personal Computer [**PC**] based systems will be required – The system type will be defined in the *Site Specific* Appendix to this document.

When electronic control systems are specified all the 'system management' functions detailed in the *Site Specific* section of this document are to be included on the system.

*The performance criteria in respect of each item is identical to that detailed above for the electro- mechanical control systems.*

**PLC based systems** are to include a master control unit located at the main switchgear location and for users, day - to - day a small 'display' unit is to be provided at the designated control station location.

The master control unit and the user display may be linked by either 'hard wired' control cable or be linked by radio as specified.

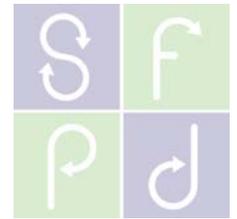
The 3 amp power supply, usually required for the remote display unit, will be provided locally via an un-switched fused spur unit and unless specified otherwise, under separate contract.

**PC based systems** are to be provided with the associated software for installation on the Clients existing PC system and be complete with all necessary relay devices to interface with the power and control components supplied as part of the floodlighting installation.

The user interface will be via the keyboard and screen of the Clients PC.

When this form of control is specified the Clients existing computer facilities will be defined in the *Site Specific* Appendix to this document, to enable contractors to offer compatible design solutions.

## 2.00 DESCRIPTION OF WORKS - FLOODLIGHTING SFPD REF NR 2016 039 FLDWKS



### Radio Control links

If this type of control system is a Client Requirement it will be included within the *Site Specific* Appendix to this document. The radio link will comprise,

Two [2] radio modem units - One is to be located adjacent to the main switchgear, the other included as part of the remote control station.

Two [2] vandal resistant aerials are to be included for connection to each modem.

Both modem units and all necessary relay devices to interface with the power and control components are to be provided supplied as part of the floodlighting installation.

### 2.10 Small power

The quantity required is specified within the *Site Specific* Appendix to this document.

Single 13amp power sockets outlets are required

RCD protection is to be provided.

They are to be terminated on columns or in an IP 54 rated weatherproof enclosure.

The power socket installation is to be under a common key control from the control station position or fitted to the side of the feeder pillar.

The final locations for sockets and key switch are to be agreed at the Pre-Start meeting.

*The installation is to be arranged to avoid the need for trailing leads over the court/ pitch surfaces when supplying power to maintenance equipment ball machines and training equipment.*

### 2.11 Courtesy Lighting [Amenity lighting]

When included in the scheme - The column / bollard height, type and layout concepts and control requirements are detailed within the *Site Specific* Appendix to this document and illustrated on the Site Plan/Concept drawing.

This system is to be selected and designed to suit the specific site conditions.

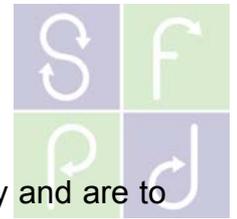
*The installation is to provide lighting to the areas outside the court block or pitch area, for access to and from the courts and/or pitch.*

### 2.12 Testing and Commissioning

In addition to the electrical tests associated with the installation an illumination test is to be carried out, after dark, on each court to establish the performance achieved within each of the prescribed areas. The results are to be plotted and conclusions drawn.

## **2.00 DESCRIPTION OF WORKS - FLOODLIGHTING**

### **SFPD REF NR 2016 039 FLDWKS**



These tests are to establish the INITIAL level of illuminance and uniformity and are to be related to the MAINTAINED levels specified.

A FULL electrical test certificate in accordance with BS 7671 and the latest amendments will be required.

#### **2.13 Manual**

A manual, containing record “As Installed” drawings, to include the underground ducting, circuit diagrams of the control circuits, and all other information to provide complete record of the installed services is to be provided at handover.

The manual is also to include details of manufacturer’s equipment supplied, together with contact names and addresses plus a schedule of recommended spares.

The manual is to contain lighting test certificates for the floodlighting and a FULL electrical test certificate for the electrical installation.

#### **2.14 Maintenance**

The cost and frequency of the service maintenance required is to be separately detailed in the Contractor’s Proposals. The contractor is to identify the after sales and/or emergency services available.

#### **2.15 Floodlighting Contractors**

The floodlighting works shall be undertaken by an electrical contractor who can demonstrate experience in the Design, Supply, Installation and Commissioning of floodlighting for sports facilities together with the Electrical and Performance Testing.

In particular the proposed floodlighting contractor must have previous experience of floodlighting for Outdoor Tennis Courts to the standards specified herein and should be preferably a member of the Sports And Play Construction Association.

Two references of previously completed installations, similar to the one specified herein, are required in respect of the proposed floodlighting contractor.

A scheme design has been previously developed by the Employer in conjunction with Sports Facility Planning & Design Limited, submitted and approved by the Local Planning Authority within the formal planning consent application for the scheme.

The Contractor is free to submit alternative designs but these would require to be formally approved by the Local Planning Authority and this process shall be clearly stated as indicated within the proposed contract period.



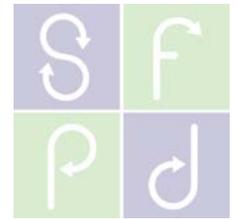
**SECTION 3.00**

**DESCRIPTION OF WORKS**

**FOR**

**FLOODLIGHTING**

**SITE SPECIFIC REQUIREMENTS**



### **3.00 DESCRIPTION OF WORKS - FLOODLIGHTING GENERAL REQUIREMENTS 2016 039 FLWKS**

#### **3.01 Site : Stratford Park**

##### **Scope of the Works for Outdoor Tennis Court & M.U.G.A. Lighting :**

###### General

To design supply, install and fully test the floodlighting to serve three (3) existing full size doubles tennis court Nrs 1 - 3 (note court Nr 1 - 3 arranged as three one doubles court blocks) and a multi-use games area (M.U.G.A.), as detailed on the layout plans, all included in Schedule of Supplementary information.

The existing full size doubles courts are numbered 1 – 3.

Contractors are advised that this is a 'lighting only' project and hence there will be no other contractors on site. Accordingly, due allowance must be made for all groundwork's, reinstatement of the court surfacing and the disposal of excavated material from site.

All works, including ground works, both inside and outside the fenced area of the court block are the responsibility of the floodlighting contractor. The contractor is to allow for the removal and disposal off site of all excavated and waste materials, directly created by the floodlighting works.

The Works include the provision of all luminaires, columns, contactor switchgear and any necessary timing devices plus mains power and control wiring to all luminaires and controls plus their connection at the distribution board FLDB1 located within the G.R.P. combined Intake / Feeder Pillar IP/FP1, local to the court block.

A system of underground ducting, draw pits and columns has been previously installed at the site by a court works contractor and this arrangement is set out within SFPD Drawing Nr 2016 039 009 D. The floodlighting contractor will install any supplementary cable ducting and draw pits as required (including reinstatement of the asphalt pathways and areas of soft landscaping).

The Floodlighting contractor will be responsible for the installation of all necessary additional ducting in-connection with the new sub-main electrical supply from the existing intake pillar (IP1) local to the court block.

###### Lighting Performance

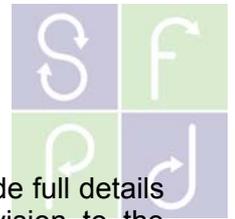
The standards of lighting required are set out in this Employers Requirements document.

###### Planning Approval and Conditions

Planning Consent has been granted for the scheme and the design concept has been based on the use of LED 'panel' type fittings and the application of the 550 and 290 Watt Clearflood fittings, as manufactured by Phillips P.L.C.

The Contractors attention is drawn to any conditions of the Planning Consent.

### 3.00 DESCRIPTION OF WORKS - FLOODLIGHTING GENERAL REQUIREMENTS 2016 039 FLWKS



Contractors may offer alternative LED 'panel' or 'box' type fittings, but must provide full details of the scheme proposed to support the information required to enable a revision to the Planning Agreement to be considered by the Council.

The preferred contractor may be required to develop a prediction of the vertical light "trespass" that will be experienced by neighbours from the proposed system. Clearance of this detailing will be necessary prior to final appointment.

#### Power supply

The Contractor is to allow for the following items.

Design, supply and installation of a suitably rated switch fuse / mcb / over current protective device to the existing switchgear, within the existing Intake Pillar area (as identified within the tender drawings), to control and protect the supply to the tennis court Service Pillar.

Design, supply and installation of the three phase sub-main, TP & N 415 volt sub-main supply rated at 18 KVA between the existing intake pillar (IP1) and the new tennis court / muga service pillar. A Certificate of Compliance of the sub-main will be issued by the Contractor on completion of the connection.

N.B. The Contractor is reminded of the need to ensure that the design of the supply sub-main from the intake position will ensure that the volt drop does not exceed 1.5% of the supply voltage, when measured at the incoming terminals of the floodlighting distribution board, when operating under full load. The 'Z' value must not exceed 0.3 ohms.

#### Power Distribution

The Contractor is to allow for the following items.

The floodlighting contractor is to design, supply and install a double door metal or G.R.P. Service pillar (FP1) to the side of the court block as indicated on the layout drawings. The position is to be agreed by exchange of 'setting out' drawing with the Employer.

The works INCLUDE in the Scope of Works the design, supply and installation of a switchfuse within the feeder pillar.

The new double door Service Pillar shall be sized to contain the following :-

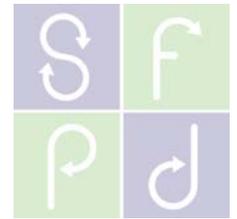
- 1) Main Switch to control the supply ;
- 2) Floodlighting distribution board [FLDB1] and control panel.  
This is to be sized to accommodate the control gear for 3 courts and the M.U.G.A. ;
- 3) LTA ClubSpark Gate Access and Floodlighting Control switchgear for the Tennis Courts & Muga.

Individual Mcb's are to be provided for each luminaire circuit on the distribution board FLDB1 and a separate mcb for the control circuits.

The facilities in the control panels and on the distribution boards to be included are set out in the General Section of this document.

All the foregoing works are to be provided under this contract.

### 3.00 DESCRIPTION OF WORKS - FLOODLIGHTING GENERAL REQUIREMENTS 2016 039 FLWKS



#### Columns & Fittings

Columns and fittings are to be finished RAL 6005 dark green (either by painting or power coating)

#### Cable Ducting

A full scheme of cable ducting with draw pits, column sockets and control station sockets is envisaged within the court block areas as the layout drawings included within the Schedule of Supplementary Information.

#### Controls

The Contractor is to allow for the relocation of the web based LTA ClubSpark control system (provided and installed by CIA Fire and Security Tel. ) including the provision of suitable and sufficient space for the ACT controller and GSM router equipment within the Feeder pillar for the three tennis courts, two dedicated 13 amp switch fused spurs for power supply adjacent and six Nr 12 Volt relays and associated control wiring into the lighting trigger all as indicated with the CIA sketch layout included within the schedule of supplementary information.

Contact Matthew Harrison in this regard mobile 07793 068814,

#### Light Fitting Photometry

The Floodlighting contractor shall provide an ies / tm14 / elumudat file of the proposed fitting from the manufacturer for a due diligence check by the L.T.A. Technical Services consultant (with third party lighting design software) of the proposed lighting scheme prior to the award of the contract (where available to do so).

#### Installation / Testing and Commissioning

The Works are also to include the provision of all power distribution equipment, contactor switchgear, and timing devices for the egress lighting plus mains power wiring to all luminaries and their connection in the feeder pillar.

The complete installation is to be carried out in accordance with the current edition of the IEE wiring regulations FULL electrical test certificates will be required on completion and prior to final handover of the installation

The specified tests of illuminance, on a court-by-court basis, to confirm the floodlighting performance are required, in addition to the standard tests required for the electrical installation are included in the Scope of Works.

#### Practical Completion / Handover Documents

Two [2] hard copies and one [1] electronic soft copy on usb memory device of the Operations and Maintenance Manual are to be provided at Practical Completion or Handover containing the information identified in the General Specification of this document.

### 3.00 DESCRIPTION OF WORKS - FLOODLIGHTING GENERAL REQUIREMENTS 2016 039 FLWKS

#### 3.02 Site Specific requirements

##### Mains Power Supply

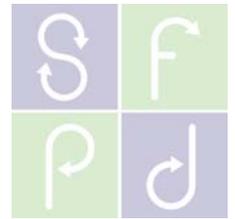
###### *Specialist Floodlighting Contractor*

The Contractor is to allow for the provision of a correctly rated and selected Triple Pole Isolator on the new distribution board [FLDB1] to be sited within the feeder pillar FP1.

##### Overview

For this project the concept is to illuminate these courts, and to be individually switched to fully comply with the lighting standards noted below.

The floodlighting works **INCLUDE** a new sub-main power supply as part of the Contractors works.



##### Notes on Site specific features

###### Court Details

Number of Courts to be floodlit

**3 & Muga**

Three Doubles Courts MUGA

Court number(s)

**1, 2, 3, Muga**

- see site layout drawing

###### Performance Standards – Full Size Courts

Maintained Average Illuminance PPA

**400 lux**

PPA Uniformity

**0.7**

Maintained Average Illuminance TPA

**300 lux**

TPA Uniformity

**0.6**

Project maintenance factor to be applied

Both tennis and m.u.g.a.

**0.9**

###### Performance Standard – MUGA

Maintained Average Illuminance PA

**200 lux**

PA Uniformity

**0.6**

###### Equipment and installation features

###### Quantities

###### Locations

[Each feature]

###### Columns

Quantity

**24**

Height [Metres]

**6.5**

Layout

Columns inside the fenced area

**Both**

Nominal (Fitting Mounting Height)

**Side Lit** scheme

All columns inside fence

Elevations except for six columns

To outer elevation of Nr 3 & MUGA

Finish

Dark Green RAL 6005

###### Luminaries

'Panel' Type and quantity

**24**

6 to each court & 6 to MUGA

###### Finish

Dark Grey as manufacture

###### Light Source

**550 / 290 Watt**

LED

### 3.00 DESCRIPTION OF WORKS - FLOODLIGHTING GENERAL REQUIREMENTS 2016 039 FLWKS



#### Deflectors

Rectangular 600mm x 300

6

To outer six columns  
Of court Nr 3 & MUGA

#### Finish

Dark Green RAL 6005

#### Power distribution

Existing Intake Pillar (IP1)  
New Service Pillar  
Distribution board [FLDB1]

1

1

Adjacent to Court Nr 3  
Adjacent to Court Nr 3  
In the Service Pillar SP1

#### Cable ducting and draw pits

Cable ducting  
Draw Pits

Full

Full

See layout drawings by SFPD  
Outside the court area  
Previous installed by court  
works contractor

#### Cable installation

New sub-main power supply

1

By floodlighting contractor

Provision of 'cable tail's between  
The new meter in the Intake Pillar section  
(IP1) and the isolator on the FLDB1 in the  
Feeder Pillar section (FP1)

-

Not applicable

Final connection at FP 1

As applicable

By floodlighting contractor

Power cables to all columns

As applicable

By floodlighting contractor

#### Basic control features

Time switch [ twin 'channel' type]  
'Hours Run' counters

1

6

Within the feeder pillar FP1  
Within central control panel

#### Features at the Control Station

Electronic control per court – 'with  
Default to off circuit' sub-master to the  
Time switch via Two ClubSpark Controllers

6

Within the feeder pillar

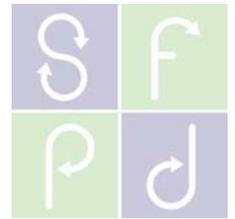
#### Features at the Feeder Pillar

Key operated spring basis override  
per court – 'with Default to off circuit'  
sub-master to the Time switch

N/A

Not applicable

**3.00 DESCRIPTION OF WORKS - FLOODLIGHTING  
GENERAL REQUIREMENTS 2016 039 FLWKS**



**On Court features**

Visual Warning beacons

-

Not applicable

Egress Lighting

**4 sets**

One circuit per court : timed

Power Sockets

**N/A**

One per court

Power socket key switch

**N/A**

**Other Site Management features**

Courtesy Lighting bollards

**Excluded**

Courtesy Lighting controls – PE cell

**Excluded**

CCTV

**Excluded**

Security system

**Excluded**

### 3.00 DESCRIPTION OF WORKS - FLOODLIGHTING GENERAL REQUIREMENTS 2016 039 FLWKS



#### 3.03 Information required to be submitted with Tender:

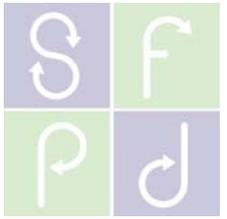
1. A computer plot to identify the predicted illumination levels and uniformity that will be achieved, on a court by court basis, by the proposed selection and layout of equipment. The presentation is to be related to the Principle Play Area (PPA) and the Total Play Area (TPA) for each court.
2. A prediction of the horizontal light “spillage” that will be experienced from the proposed system. This can be included within the overall computer plot.
3. A statement on the extent to which provision has been made to control glare from the proposed arrangement of luminaires.
4. A schedule to identify the make and types of equipment proposed, with particular attention to the characteristics of the type(s) of lamp offered and included in the tender price.
5. A sketch to identify the space required for the controls proposed within the feeder pillar.
6. The quantity, height and location of columns are to be identified.
7. Ducting and draw pit installations method statement, to include a sketch to identify the extent of ducting included within the tender price.

**N.B.** Detailed setting out drawing(s) will be required, post contract.

8. The power loading per court is to be stated, and from this the predicted running cost per hour.
9. The cost and availability of replacement lamps is to be stated.
10. The expected lamp life is to be stated, together with any limitations on usage that will affect the expected life of the lamps proposed.
11. Written confirmation that the Electrical Feeders Contractor has identified the full Scope of the works and that the Tender price is fully inclusive of all the materials, plant and labour necessary to carry out the installation, Commissioning and documentation specified and included in the tender proposals.

**N.B.** A pre tender site inspection is required to verify the site conditions

12. The extent of both the manufacturers and installer’s warranties is to be stated.
13. Details of the maintenance offered for the values included in the Tender Sum Analysis.
14. Current availability of equipment and lead time for site mobilisation is to be identified in the contractor’s proposal.



**SECTION 4.00**

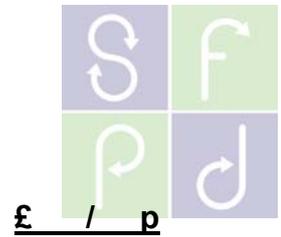
**TENDER SUM ANALYSIS**

**AND**

**FORM OF TENDER**

**4.00 TENDER SUM ANALYSIS**  
**SFPD REF NR 2016 039 FLDWKS**

4.01 TENDER SUM ANALYSIS

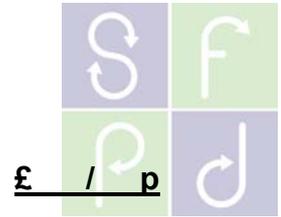


**4.00 FLOODLIGHTING TO COURT NRS 1 – 3 & M.U.G.A.**

<i>Item</i>	£      p
Preliminaries	
Contract conditions	
Services as designer	
Installation of ducting and draw-pits incl. reinstatement of hard and soft landscaping	
New Double Door Service Pillar (SP1)	
Sub-main power supply including trenching and reinstatement	
LED Fittings (Grey Finish) including local control gear – 24 Nr	
Columns : Green Finish RAL 6005 – 15 Nr	
System Protection – plus connection of the supply. Control Panel / Distribution board [FLDB1].	
Power distribution cabling to columns	
Review and comment on ducting and draw pit layout as proposed in the E.R.	
System Management controls via two existing L.T.A. ClubSpark system including two new 13A switched fused spurs, two 6 Nr 12 Volt relays and associated wiring including all necessary attendance.  Note : MUGA controller to be retained in existing cabinet but with new power supply and suitably rated control cable from the Floodlighting Service Pillar. Tennis court controller to be relocated from existing position to one side of the double door Floodlighting Service Pillar with new power supply and control cabling	
Testing and commissioning	
Manuals & Record Drawings	
Off site disposal of all excavated material	
Any items not specifically included	
<b>TOTAL CARRIED TO COLLECTION</b>	£

**4.00 TENDER SUM ANALYSIS  
SFPD REF NR 2016 039 FLDWKS**

**4.01 TENDER SUM ANALYSIS**



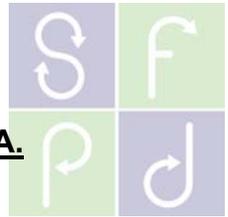
**COLLECTION**

**1) Floodlighting to Court Nrs 1 – 3 & MUGA :-**

<b>PAGE 4/1</b>	<b>£ _____ }</b>	<b>£</b>	-----
<b>TOTAL CARRIED TO FORM OF TENDER</b>		<b>£</b>	=====

**EXTRA OVER ITEMS FOR FLOODLIGHTING COURT NRS 1 – 3 & M.U.G.A.**

<b>A)</b>	<b>RAL 6005 Dark Green Finish to Fittings</b>	<b>£</b>	
	<b>(Details to be submitted by Contractor)</b>		_____



**EXTRA OVER ITEMS FOR FLOODLIGHTING COURT NRS 1 – 3 & M.U.G.A.**

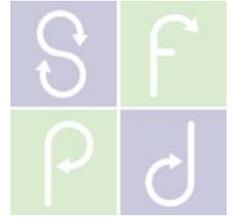
**MAINTENANCE**

<i>Item</i>	£	p
<p><b>Minor Service(s)</b></p> <p><b>No. Visits .....per annum</b></p> <p><b>@. £..... per visit</b></p>		
<p><b>Interim Service, including Full lighting check</b></p>		
<p>Annual service contract, to include both minor and major services, to cover a four year cycle of maintenance from handover</p> <p>Cost per annum for a four year contract</p>		



**THE FOLLOWING INFORMATION SHALL BE ISSUED WITH THIS EMPLOYERS REQUIREMENTS DOCUMENT :-**

- 1) FORMAL PLANNING CONSENT**
  
- 2) S.F.P.D. LIGHTING IMPACT ASSESSMENT – APPROVED SCHEME**
  
- 3) DRAWINGS : PLANNING CONSENT & LAYOUT FOR CONSTRUCTION**  
  
**S.F.P.D. DWG 2016 039 009 D CONCEPT DUCTING LAYOUT & ARRANGEMENT INSTALLED BY COURT WORKS CONTRACTOR**
  
- 4) C.I.A. LTA CLUBSPARK CONTROLLER SYSTEM DETAILS**



**TROWBRIDGE PARK**

**FORM OF TENDER**

To: **Trowbridge Town Council, St Stephen's Place, Trowbridge, WILTSHIRE. BA14 8AH..**

For: **The installation of LED floodlighting to three tennis courts, one multi-use games area and associated works at Trowbridge Park**

From: .....( Contractor )

Sirs,

I/We having read the Conditions of Contract and Employers Requirements delivered to me/us and having examined the drawings referred to therein do hereby offer to execute and complete in accordance with the Conditions of Contract the whole of the Works described within ..... ( insert number ) weeks from the date of possession for the sum of :

.....

.....(£.....) VAT exclusive

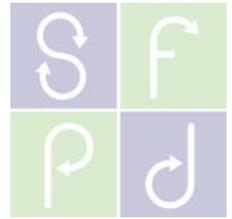
I/We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of one of these offers in the Contract Sum Analysis submitted by me/us these errors will be corrected in accordance with Alternative 2 contained in Section 10 of the NJCC "Code of Procedure for Tendering for Design and Build" dated March 1996.

I/We undertake to enter into a formal contract by deed in the form referred to in the above documents. I/We agree that until this tender is incorporated in such a formal contract, executed under deed by the Employer, this tender together with your written acceptance thereof will constitute a binding contract between us.

I/We confirm that if our tender is accepted we will require a period of ..... weeks to obtain all necessary approvals prior to works commencing on site.

I/We further agree that this tender remains open for consideration for twelve (12) weeks from the last day of submission of tenders.

I/We note that you do not undertake to accept the lowest or any tender and that the Contractors tendering do so free of charge.



**TROWBRIDGE PARK**  
**FORM OF TENDER**

I/We declare this tender to be a bona fide tender intended to be competitive and that I/We have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangements with any other person.

I/We confirm that the Annual Renewal Date of Insurance as supplied by me/us and referred to in Conditions of Contract

is.....

I/We confirm that we have visited the site before submitting this tender.

Dated this .....day of .....2018

For and on behalf of .....

Signed .....

Registered Address .....

.....

Witness ( Signature ) .....

Occupation .....

Address .....

