



Specification for the Refurbishment of Staff Washroom Facilities at the British Antarctic Survey Cambridge Site



1.0 Project

To bring all staff and visitor welfare facilities in Science building 1, up to an equal to those in other areas of the site.

1.1 Description of the Works

The works include the refurbishment of **five** staff washroom facilities. All panels, electricals and sanitary ware will be supplied by the chosen contractor.

Where bidders are proposing to use sub-contractors they must be named in your bid response. As the main contractor, bidders must manage and will remain liable for any sub-contractors employed.

All electrical works should comply with BS7671 (electrical install and wiring regulation). NIC EIC certificates should be issued after completion. Failure to offer assurance that the correct certification will be provided, prior to the contract being awarded, will mean the contractor in question will **not** be considered by the employer.

All existing washroom furniture should be carefully dismantled and disposed of in the correct manner. All waste disposal procedures must be described in tender bid, with any waste disposal facilities (e.g. skips, waste collection) not being provided by the employer (BAS).

Suspended ceilings in all washrooms to be replaced with lightweight steel grid and white faced plasterboard tile. (Male shower in Logistic building excluded, see breakdown of rooms in section 1.2)

Walls will be prepared as necessary. Walls in all rooms to be finish with Hygienic PVC wall cladding with satin finish with welded seems and finished to floor covering. All trims to be supplied and installed by contractor, including flooring upstand to wall cladding.

Flooring in all washrooms to be replaced with easy-clean vinyl safety flooring with welded seems. Any floor levelling/ priming work will be carried out by the contractor.

Anti-bacterial silicone sealant should be supplied by contractor and applied as necessary to all sanitary ware and furniture, in all rooms.

The contractor will provide the employer with all necessary and requested O&M manuals, after completion. Failure to offer assurance of detailed O&M manuals, prior to the tenderer being chosen, will mean the contractor in question will **not** be considered by the employer (***please refer to section 3.1***)

All packaging waste and waste made by the contractor while carrying out the refurbishment works should be removed prior to the handover, so that the employer can carry out a final "deep clean" of the facilities ready for staff use.

It should be noted that the employer has maintenance contracts in place for all fire alarm works. All fire alarm alterations that are required during the refurbishment will be dealt with by the employer.

It should be noted all hygiene product dispensers and disposal bins are on an existing hire contract by the employer and should not be included in the tender bid.

1.2 Room by room breakdown of sanitary ware supply and install

SB1 Male Washroom Ground Floor

- Supply and install 2no. Solid grade laminate cubicles with increased privacy heights.
- Supply and install 2no. Wall hung toilet pan, with push button flush (concealed cistern).
- Supply and install 3no. Full height, solid grade laminate duct panel system for 3no. urinals
- Supply and install 3no. Concealed trap, urinals with sensor flushing. Provide "waterless" conversion kit for all urinals
- Supply and install 2no. Semi-recessed vanity basins, with 2no. soft touch taps (Manufacturers warranties should be provided)
- Supply and install 2no. Composite worktop and removable solid grade laminate panels for basin vanity unit.

- Supply and install 2no. Safety wall mirrors, 2no. Toilet roll dispensers, 2no. Energy saving hand dryers, 2no. Soap dispensers.

SB1 Male Washroom First Floor

- Supply and install 2no. Solid grade laminate cubicles with increased privacy heights.
- Supply and install 2no. Wall hung toilet pan, with push button flush (concealed cistern).
- Supply and install 3no. Full height, solid grade laminate duct panel system for 3no. urinals
- Supply and install 3no. Concealed trap, urinals with sensor flushing. Provide “waterless” conversion kit for all urinals
- Supply and install 3no. Semi-recessed vanity basins, with 3no. soft touch taps (Manufacturers warranties should be provided)
- Supply and install 3no. Composite worktop and removable solid grade laminate panels for basin vanity unit.
- Supply and install 2no. Safety wall mirrors, 2no. Toilet roll dispensers, 2no. Energy saving hand dryers, 2no. Soap dispensers.

SB1 Female Washroom Ground Floor

- Supply and install 1no. Solid grade laminate cubicles with increased privacy heights.
- Supply and install 1no. Wall hung toilet pan, with push button flush (concealed cistern).
- Supply and install 1no. Semi-recessed vanity basins, with 1no. soft touch tap (Manufacturers warranties should be provided)
- Supply and install 1no. Composite worktop and removable solid grade laminate panels for basin vanity unit.
- Supply and install 1no. Safety wall mirror, 1no. Toilet roll dispenser, 1no. Energy saving hand dryer, 1no. Soap dispensers.
- Supply and install 1no. Extract fan/s, supplied along with the appropriate ducting and grills.

SB1 Female Washroom First Floor

- Supply and install 3no. Solid grade laminate cubicles with increased privacy heights.
- Supply and install 3no. Wall hung toilet pan, with push button flush (concealed cistern).
- Supply and install 2no. Semi-recessed vanity basins, with 2no. soft touch tap (Manufacturers warranties should be provided)
- Supply and install 2no. Composite worktop and removable solid grade laminate panels for basin vanity unit.
- Supply and install 2no. Safety wall mirror, 3no. Toilet roll dispenser, 2no. Energy saving hand dryer, 2no. Soap dispensers.
- Supply and install 1no. Extract fan/s, supplied along with the appropriate ducting and grills.

Logistics Building Male Shower Room

- The existing wall between the shower room and store room will be dismantled to make the space larger and more usable. For the contractors information the dividing wall is a non-load bearing concrete block wall, which does not extend into past the floor joists above. The chosen contractor will be provided with CAD drawings of the existing shower room and store room next. The contractor will then propose a design layout that will satisfy the employer/users, both practically and aesthetically, which should be included in the tender bid. It should be noted that the space made can be used as a “blank canvas”, however the position of the toilet pan is fixed due to the location of the feed into waste pipes on site (please refer to attached drawings).
- All ceilings will be made good with plasterboard and painted with white emulsion.
- If doorways are altered, blocked up or added then all necessary decorating works will be undertaken by the contractor.
- Supply and install 1no. Wall mounted WC pan with concealed cistern and push button flush.
- Supply install 1no. Semi recessed vanity basin with 1no. Soft touch tap.
- Supply and install 2no. Self-contained shower “pods” (shower size should be included in design proposal)
- Supply and install 2no. 9.5kw shower, with adjustable shower heads. (will be connected to existing electrical supply)

- Supply and install 1no. Large heated towel. Electric is preferable.
- Supply and install 2no. Safety wall mirrors.
- Supply and install 1no. Energy saving hand dryer.
- Supply and install 1no. Soap dispenser.
- Supply and install 1no. Toilet roll dispenser.
- It should be noted that all listed sanitary ware and furniture above is not a definitive total, if any sanitary ware is added or removed, it should be clearly shown in design proposal.

1.3 Description of the Site

The British Antarctic Survey NERC is part of UK Research and Innovation. The primary use for the site is polar scientific research, and therefore the site contains many laboratories, cold rooms, workshops, as well as office accommodation

This site is occupied 24 hours a day. All buildings will be occupied throughout the works. The contractor must take all reasonable care not to interfere with all other activities on the site.

The tenderers are recommended to visit the site before submitting their tender to acquaint themselves with local conditions, means of access, the full extent and character of the works and any other matters which might affect the execution of the Works.

1.4 Drawings

See attached drawings

Included drawings are

- Male Ground Floor Washroom Layout
- Male First Floor Washroom Layout
- Female Ground Washroom Layout
- Female First Floor Layout
- Logistics building Male shower room layout – Attached are site drawings of the 2 rooms that are planned to be merged into one, final dimensions are: L = 5360mm, W = 3160mm.

1.5 Tender

The contractor is advised to visit and inspect the site prior to tendering as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed, the character of the work and all that is involved in carrying out this contract.

This shall be a fixed all-inclusive priced based upon the contract documents and a careful inspection of the site including for handing over the works clean, functional and complete, fit for immediate occupation and use as intended.

1.6 Insurance's

The Employer will require sight of a valid insurance certificate prior to entering into a contract.

1.7 Programme

Subject to meeting with tendering contractor. The schedules can be discussed at a pre contract meeting with the successful tenderer and a clear start date and completion date should be established.

The effect on staff welfare should be limited, therefore no more than one facility, for any gender, should be out of use during the refurbishment. The possibility of weekend working or out of staff hours should be entertained (please section 3.8 and 3.9)

Although a definitive start date for this is yet to be established, it should be noted that the absolute end of completion is the 30th November 2018

1.8 Maintenance Period

The defects maintenance period will be 12 months from practical completion, when the contractor will be expected to replace / repair any faulty equipment or materials at no cost to the Employer.

1.9 Schedule of Site Conditions

Before commencing work, prepare in conjunction with the employers representative, a schedule of conditions including a complete photographic record fully cross-referenced to the schedule of conditions and set of existing drawings of all the existing finishes within the building which are to be retained.

1.10 Health & Safety

Provide for the safety, health and welfare of all workpeople employed on the site whether by the contractor or the employer and complies with the requirements of any statute, regulation or industrial agreement, applicable to the various industries concerned and particularly with the requirements of the Health and Safety at Work Act 1974.

As some of the works are external and will on occasion involve working around fire escape exits and both pedestrian & vehicular routes, the contractor will in conjunction with the employers representative, maintain alternative exits as thought necessary. The contractor will also provide all necessary temporary signage, directing personnel towards any alternative exits, walkways etc.

All appropriate and distinctive warning signs are to be displayed as the work progresses. These are to be removed as soon as possible once they no longer apply.

Protective barriers are to be placed around any works for the protection of any non-contractor personnel who may pass close to any works being carried out.

The contractor will not be permitted to carry out any of the following activities without a separate permit to work.

- Hot works
- Work in existing electrical distribution cupboards
- Working at height

1.11 Asbestos

The contractors' attention is drawn to the fact that Asbestos can be found on the site, an asbestos register is held by the employer and can be viewed by the contractor upon request.

Previous surveys have found no evidence of asbestos in this area; however, the contractor must remain vigilant and report any suspicious materials to the employers' representative immediately.

1.12 CDM

CDM will apply however the employer considers this a "non-notifiable" project and therefore does not require the HSE to be notified. However, the employer requires sight of all risk assessments, method statements and COSHH assessments prior to work being carried out. Work will not be able to commence without these being in place.

Should the contractor believe that this project is "notifiable" then he should advise this in the tender return.

2.0 CONTRACT INFORMATION

2.1 Schedule of Works

Before a tender is accepted the contractor must submit to the Employer a fully priced quantified priced schedule of works upon which the contractor's tender has been based. A date of completion should be established between the employer and contractor prior to any works starting.

Should the contractor not have included in the said documents specific costs for any of the work, services or obligations described in the specification or shown on tender drawings and schedules, he shall be deemed to have considered that the rates and/or sums for the work services or obligations included in the said documents are sufficient to enable him to carry out and complete the Works.

Rates and/or sums included in the said documents shall be deemed to include all related work which is not separately identified.

Changes in programme will require notification in writing to the employer.

2.2 Variations

The contractor shall execute any variation to the work or additional work, as may be ordered in writing by the employers' representative. No work shall be carried out or be paid for, without such written authority.

3.0 OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER

3.1 Operation and Maintenance Manuals

Prior to practical completion the contractor shall supply 2 sets of the completed O&M manuals to the employers' representative. They are to include as a minimum.

- As built drawings showing the new layout, wiring layouts, pipe runs etc.
- Wiring diagrams of all plant and equipment
- Operating manuals for all new equipment
- Safety aspects in relation to the CDM regulations
- Frequency and details of routine maintenance requirements, including any spare components and manufacturer recommended site held spares.
- Manufacturer's literature for all components.

3.2 Verification of Sizes, etc.

The contractor is advised not to scale from the drawings and verify all dimensions on site.

The contractor, sub-contractors and suppliers must verify all sizes, quantities, descriptions, etc. from the Works, drawings and other documents before ordering materials or putting work in hand.

Imperial equivalents are to be used for any materials included in the specification that is not available in metric sizes.

3.3 Inspections and Tests

All new installations should be tested as stated in BS7671:2008 +A3:2015 requirements for electrical installations.

The contractor must give adequate notice to the employer during the progress of the works to enable the inspections, tests, commissioning, witnessing etc. to be carried out by the employer.

3.4 Access to and Possession or Use of Site

The contractor must not use the site for any purpose other than that of executing the Works. The contractor must obtain the approval of the Employer to the proposed siting of all temporary structures, plant, materials, roads, paths, spoil heaps, etc.

On completion of the works, the contractor must remove from the site all temporary works plant, surplus materials, etc. and make good any disturbance or damage, including damage to the ground or structures, to the satisfaction of the contract administrator.

Any deliveries are to be via the Service Yard, which is accessed via the electronic security controlled gates to the West of the site. The contractor is to become familiar with the restrictions concerning this access.

The storage of any flammable materials required for the works, is to comply strictly with all current UK legislation and shall not be stored within any building.

3.5 Prevention of Nuisance and Trespass

The contractor must take all necessary precautions to prevent any trespass on property adjoining the site by workmen, plant or materials under his control, and to prevent nuisance arising from the execution of the works.

The contractor must take all necessary precautions for the prevention of nuisance arising from dust, excessive noise and vibration. The contractor must discuss with the employer's representative the measures they propose to adopt to counter nuisances described above and must give notice of, and agree periods when, noisy operations and operations causing vibrations are to be executed.

The Contractor must allow for dealing with any complaints in connection with alleged nuisance arising from the execution of the Works and for making such arrangements and negotiations as may be necessary, including temporarily suspending any portion of the Works, and must include for everything required to enable the Works to be completed and handed over on the Contract completion date.

3.6 Speed Limits

The Contractor must ensure that all vehicles are driven at safe speeds and in conformity with any speed restriction signs within the grounds.

3.7 Vehicle Parking

Parking for the Contractors vehicles and those of all of his staff is restricted to The North and South general site Car Parks. General parking is not permitted within the BAS Service Yard or Main Entrance car park.

3.8 Overtime

The Contractor must obtain the written permission of the Employer before any overtime is worked. The Contractor will not be reimbursed for the additional cost of any overtime unless it is specifically instructed by the Employers Representative. Should such an instruction be given the Contractor will be allowed the net additional cost incurred, in accordance with the rules or decisions of the recognised wage fixing body concerned, in respect of working tradesmen and labourers only.

3.9 Working Hours

Normal working hours are between 7am and 7 pm; however, the site will be occupied 24 hrs.

Noisy, dust and disruptive work that prevents the normal function of the space / building must be carried out, out of hours.

Access to the site outside of normal working hours will only be allowed through prior discussion with the Employer, as security arrangements are required to be made.

The Contractor is to include in his tender for all reasonable out of hours working.

A fully operational system must be active when work is completed each day.

3.10 Advertising Rights

The Contractor must not permit or display advertisements on the site without the consent of the Contract Employer.

3.11 Maintenance of Existing Services, etc.

The Contractor must protect, uphold and maintain all existing structures, live drainage, ducts, water, gas and other mains or power services and if any such items are damaged he shall be liable for and shall indemnify the Employer against any expense, liability, loss, claim or proceedings provided always that the damage is due to any negligence, omission or default of the Contractor's workpeople or those of his sub-contractors.

The Contractor must not make connections or interfere with the operation of existing services such as live drainage, water, gas or other mains or power services without the written permission of the Employer.

The Contractor must give ten days' notice before any service is interrupted.

Isolation of services, i.e. water, electricity, gas – not without Employers Representative approval

Automatic door closers are connected to the current fire alarm system and are to remain as is. Provision must be made in the new panel to accommodate this capability.

An ARGON fire suppression system is fitted in the Central Services Computer Suite and is to be retained. This is to remain compatible with the new system.

3.12 Site Specific Restrictions

Prior to the daily commencement of any works and at the end of each working day, all contract staff are to report to BAS reception and 'sign in' or 'sign out', using the Contractors Pass scheme.

No Smoking Policy – only permitted within agreed areas

Noise - The Contractor will be working, in close proximity to scientific research facilities. In most instances these facilities require low levels of noise disturbance, which may be in excess of those specified in the Noise at Work Regulations 1989. Work must therefore be scheduled to take account of this requirement.

The site has some restricted access areas including laboratories and clean rooms. This must be taken in to consideration when programming the works. A change in programme will require 3 days notification in writing to the employer.

3.13 Waste

Disposal of all waste produced from the works is to be disposed of offsite by the contractor in a responsible and legal manner in accordance with all relevant Health & Safety and Environmental Regulations. The contractor is permitted to have their own means of on-site waste disposal. The use of the BAS waste disposal system is not permitted.

The Contractor is requested to recycle as much waste as is practically possible.

The Contractor must remove all rubbish, debris, etc. at regular intervals as it accumulates and must remove all protective casings and coverings and clean the Works internally and externally. On final completion, all areas are to be given a 'deep clean' and left in a condition satisfactory to the Employers Representative.

The Contractor must keep a log containing the following information for each waste & debris disposal trip. This must also include all waste transfer notes from any skip hire that may be required for the duration of the works

- Skip Hire Company and Disposal Site.
- Contract Name and Disposal Site.
- Vehicle ID – License Number.
- Date of Disposal.
- Time of Disposal.
- Origin of Debris.
- Location of tip
- Net Weight. Of Load.

The Contractor will hand over a copy of all waste tickets, fully completed to the Employers Representative each time waste is removed from site. All tickets must be handed to the Employers Representative by Practical completion. Practical completion may be withheld if all waste tickets have not been copied to the Employer.

The employer reserves the right to audit the waste disposal process

3.14 Supervision

All work must be carried out by, or closely supervised by workmen skilled in the appropriate trade.

The contractor shall allow for all on and off site management costs and shall keep on the Works a competent General Foreman at all times and always in charge, who shall be considered the contractor's representative on site and shall carry out the instructions of the contract administrator. The presence of the Foreman on site from commencement to completion is obligatory and no departure from this condition or substitution for him by a trade or working foreman can be permitted excepting on the written agreement of the employers representative.

3.15 Water for the Works

The contractor may connect to the existing supply. However, it is the contractor's responsibility to provide all necessary connections.

3.16 Lighting and Power for the Works

The contractor may use the site power supply, free of charge, to carry out the works. However, it is the contractor's responsibility to ensure sufficient power supplies and provide all equipment to provide the correct voltage.

The contractor must provide temporary electric lighting and power distribution supplies for the Works. The temporary installations must be in accordance with BS and the current IEE Regulations. Extension outlet units for portable tools must be provided within 20 metres of the point where the tool is to be used, measured by the actual route taken. The contractor must provide lighting for any temporary hoarding and the like.

All Equipment shall have a current PAT test certificate and be safe to use

3.17 Temporary Accommodation

No temporary office accommodation will be provided by The Employer for the contractor

The contractor will not be permitted to use the existing building telephones. The Contractor must provide any temporary telephone facilities that he may require.

3.18 Mess Canteen Facilities

The contractor may be permitted to use Canteen facilities when available on site, but must note the wearing of overalls or dirty work clothes is not permitted in the canteen.

3.19 Toilet Facilities

The Contractor may be allowed to make use of an existing toilet but this must be left and maintained in a clean state.

3.20 Transistor Radios

The use of personal radios etc. by the contractor's workmen will not be allowed to avoid disturbances to staff.

3.21 Attendance

The contractor shall make all necessary allowances for attendance on his subcontractors including obtaining full particulars of requirements with regard to chases, holes, recesses, etc.; supplying all necessary dimensions and other information for the proper execution of the sub-contract work; free use of temporary roads and paving, standing scaffold, standing power operated hoisting plant; the provision of temporary lighting and water supplies; clearing away rubbish, provision of space for the sub-contractor's own offices and for the storage of his plant and materials, the use of mess rooms, sanitary accommodation and welfare facilities.

3.22 Scaffolding

The Contractor is to allow for all necessary scaffolding, ladders, trestles, etc., for the due and proper completion of the job, and at all times complying with the appropriate Safety Regulation.

3.23 Treasure Trove etc.

Any treasure trove, coins, or objects of antiquity, which may be found on the site, are to become the property of the Employer.

3.24 Data Protection Act

The Contractor hereby undertakes that he and his Employees or Agents will treat as confidential and will not hold or publish in any form any personal data, as defined by the Data Protection Act, which they become aware of during the execution of this Contract and will not pass on such data to any other person or body.

The Contractor further undertakes that he will indemnify the Employer against all liability under the Act, arising from the failure of the Contractor or his Employees or Agents to comply with this undertaking.

4.0 FIRE PRECAUTIONS

4.1 Existing Structures

The Contractor must take all reasonable precautions to avoid the outbreak of fire, particularly in work involving the use of naked flames: such work must be examined at short intervals immediately following its completion. Before any works of maintenance, adaptation or extension to existing buildings or services are carried out or connections to existing services are made, the Contractor must discuss his proposals with the Employers Representative responsible for fire precautions to ensure that the extent of any fire hazards in the Works are known fully to both the Contractor and the Employer. The Contractor must draw the attention of all workpeople on the site to the dangers involved in the careless use of naked flames in proximity to combustible materials, disposal of matches, cigarettes, tobacco ash, etc., and of the accumulation of rubbish must be fully impressed on them. Smoking must not be permitted in roof spaces, service voids and other similar locations having a high probability of fire and workpeople must be required strictly to conform to all "No Smoking" rules applicable in specific areas of the site and existing buildings.

Fire protection compartments must be maintained and fire escape routes must remain unobstructed and where necessary illuminated. The Contractor must provide and maintain suitable fire extinguishers. The building's fire alarm system(s) must be maintained by the Contractor at all times.

4.2 Fire Precautions Generally

The attention of the Contractor is drawn to the current HMSO Publication "Standard Fire Precautions P5 - to be taken by Contractors engaged on building and engineering works and maintenance for the Department of the Environment" and he must observe its recommendations where relevant to the Works.

Fire extinguishers and hydrants must not be obstructed and access to them must be maintained at all times.

The Contractor must remove all cylinders containing inflammable gases from buildings or enclosed spaces at the end of each working day.

Safe unobstructed escape from the building must be maintained at all times.

5.0 MATERIALS, GOODS AND WORKMANSHIP

5.1 Compliance

All work shall comply with the Building Regulations and the Regulations of the Local Authority and Statutory Authorities. Materials and components shall be new, shall comply with BS or BBA documentation where such exists and shall be delivered to site in the manufacturers' wrappings where they are provided.

All self-finished and decorative materials and components shall be subject to selection and approval.

Workmanship shall comply with the appropriate CP where such exists and with other relevant authoritative documentation such as that published by the BRE. Work of an aesthetic significance shall always be undertaken with particular care and attention. Should any materials, components and workmanship be not fully specified the Contractor shall comply with good building practice and produce work fit for its designed purpose.

5.2 Electrical Works

All Electrical works shall be carried out in accordance with the IEE Wiring Regulations 17th Edition BS 7671:2008.

5.3 Tolerances

The Contractor shall work within dimensional limits that are suited to the structural stability and final appearance of the building; this requirement shall overrule any published or specified tolerances which refer to work in isolation (e.g. normally acceptable tolerances for structural concrete may be unsuited to the application of finishing work). Adjust the positions of the components and joints etc. within specified limits in order that the finished work has a uniform appearance.

5.4 Setting out the Works.

Allow for all expenditure in connection with setting out the Works. The Contractor shall be responsible for the setting out of the Works and shall, entirely at his own cost, amend any errors arising from his own inaccurate setting out.

5.5 Dust Sheets and Protection

The Contractor is to supply and fix all necessary dustsheets and temporary screens to adequately protect all adjoining areas, furnishings, etc. during the execution of the work and he is to allow for clearing up and leaving clean each evening.

5.6 Making good

The making good of structures after cutting away and similar work will be deemed to be included in every instance.

5.7 Plant, Tools and Vehicles

The Contractor must provide all plant, tools, vehicles, implements and machinery necessary for the execution of the Works.

5.8 Temporary Fencing, Hoarding, etc.

The Contractor must provide temporary fencing, hoarding, screens, fans, planked footways, guard-rails, gantries and similar items as may be necessary for protecting the public and others for the execution of the Works. The Contractor must provide all necessary lighting

5.9 Inclement weather

The prices shall include for working during any type of weather which is averse to the progress of the Works, subject to and including taking all precautionary and protective measures that can reasonably and practicably be taken.