

## **CLEVEDON TOWN COUNCIL**

The Council Office, 44 Old Street, Clevedon, BS21 6BU  
Telephone: 01275 877815

### **SCHEDULE OF WORKS**

To provide drawings and costings for the following proposed changes to the Clevedon Village Hall, 25 Old Street, Clevedon, BS21 6ND, built in 1868.

Proposals –

- To create a new entrance to the side of the Village Hall building allowing easier access for visitors to the building who are disabled/those with mobility scooters/buggies and pushchairs etc.
- To install a gate at the front of the property where it meets the public highway
- To erect a glass canopy across the side alley of the Village Hall building
- To alter the toilet facilities by creating a unisex arrangement and disabled conveniences

### **1 SPECIFICATION**

The Specifications for the work

- 1.1 To provide drawings and costings for the changes listed under proposals.

Leading onto the support and preparation of a planning application (if required), preparation of a building regulations application, schedule of works, full tender documentation for the project, negotiation of contract with successful contractor and to assess and manage the construction of the project.

### **2 IN PREPARING YOUR QUOTATION:**

- 2.1 You are requested to visit the area and to inspect the site prior to quoting, as no claim for additional work will be allowed due to ignorance of the conditions under which the work will be executed. (as the building is rented by the Citizens Advice Bureau, an appointment will need to be made with them to ensure access into the building. The contact details are – Ms Fiona Cope, 01934 836202)
- 2.2 The Contractor to provide scaled drawings and costings for the proposed works.
- 2.3 Labour charges to be included in the figure quoted.
- 2.4 Figure quoted to exclude VAT or show VAT separately

### **3 Insurance**

- 3.1 The Contractor shall carry 3<sup>rd</sup> Party Liability Insurance to £10,000,000,
- 3.2 Will indemnify the Council from and against all proceedings, costs, expenses and liabilities whatsoever which may be taken in respect of any damage to or loss or injury to any person (including injuries resulting in death) or property howsoever caused or arising out of the negligence of the Contractor or any of the Contractor's personnel.
- 3.3 The Contractor shall provide copies of the insurance as detailed above.

### **4. Health & Safety at Work Act 1974**

- 4.1 The Contractor must ensure compliance with the Health & Safety at Work Act 1974 and regulations (or as may be amended from time to time) with regard to whomsoever he employs in connection with this contract.
- 4.2 The Town Council shall require from the Contractor a risk assessment and a method statement showing how the work is to be undertaken

## **5. Waste Disposal**

5.1 Any waste materials, which may result from the execution of this contract, shall be disposed of with due care and in accordance with current legislation.

## **6. Contract Amendments**

6.1 All alterations to the contract and the agreed work to be confirmed in writing to or by the Town Clerk/ Deputy Town Clerk

6.2 Any amendments to be discussed and agreed by the Town Clerk/Deputy Town Clerk or designated authorised person

Photo – taken from Google Maps

