

# CLAGUE ARCHITECTS

## Specification and Schedule of Works

for

Proposed Waste Facility at

Tenterden Leisure Centre

Tenterden

Kent

TN30 6RA

January 2017

JK/21883B/Specification of Works

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## 1.00 GENERAL INFORMATION

### 1.01 Employer (Client)

Tenterden Town Council  
Tenterden Town Hall  
24 High Street  
Tenterden  
Kent  
TN30 6AN

### 1.02 The Site

Tenterden Leisure Centre and Recreation Ground  
Recreation Ground Road  
Tenterden  
Kent  
TN30 6RA

### 1.03 General description of the works

New waste facility for 3 no. skips adjacent to Leisure Centre Coach Park, and new vehicular access to be formed to Recreation Ground.

Removal of self seeded trees and hedgerow vegetation, construction of new hardstanding to accommodate 3 no. 8 yard skips, and installation of 1.8m metal security fencing with 2 no. pair of gates to enclose new waste compound.

### 1.04 Architect

The works shall be completed in accordance with this specification and schedule of works under the direction of:

**CLAGUE LLP**  
62 Burgate  
Canterbury  
Kent  
CT1 2BH

Tel: 01227 762060

### 1.05 Programme

Date for commencement: Spring 2017

Date for completion: Summer 2017

### 1.06 Consents

The following consents have been applied for / granted:

Planning Consent: Planning Permission granted: Ashford Borough Council  
(Ref: 16/1283/AS)

Building Regulations: To be obtained

1.07 Contingency Sum

The Contractor shall allow the sum of **£2,000.00 (Two thousand pounds)** for additional works which may be required as directed by the Architect as the project proceeds on site.

The sum shall only be used as directed by the Architect and shall be deducted in whole or in part (according to the actual sum used) at the settlement of the final account.

1.08 Health & Work Act, Factories Act  
Construction (Working Places) Regulations

The Contractor shall work in strict accordance with the recommendations of the Health and Safety Executive & ensure that all operatives are aware of their responsibilities.

1.09 Schedule of Tender Drawings and Reports

Clague LLP:

Specification of works Ref: JK/21883B/Specification of Works.

Drawings:

21883B/100A	Site Location Plan
21883B/101A	Existing Block Plan
21883B/102B	Proposed Block Plan
21883B/103A	Existing Site Plan
21883B/104B	Proposed Site Plan
21883B/105B	Proposed Site Section
21883B/106-	Details of Metal Security Fencing
21883B/300-	Proposed Fencing Details
21883B/301-	Proposed Site Plan, Drainage and Hardstanding Details
21883B/302-	Proposed Landscape Layout

Jacksons Fine Fencing (Fencing Specialists)

Drawings:	J1/04029
	00 J1/01064
	07 J1/01081
	92 J1/04047

Specifications: JF/Q40/0515

1.10 Special Provisions

The Contractor is to allow for the erection of a temporary protective fence 1800mm high around the site. The Contractor shall erect the protective fence on commencement of work on site and shall remove the fence on completion due to proximity to proximity of the Leisure Centre and Car Park. The Contractor is to adapt his operations to suit the users of the Car Park, Recreation Ground, and the Leisure Centre.

## 2.00 TENDER AND CONTRACT INFORMATION

### 2.01 Documents For Tendering

- (a) Architect's letter of invitation to tender.
- (b) This specification and schedule of works
- (c) Drawings and schedules as noted – See item 1.09

### 2.02 Conditions of Tender

- (a) Tender price is to be a fixed price over the currency of the construction period.
- (b) Tenders are to be open for acceptance for twelve weeks.
- (c) Tenders to be received in a plain envelope marked 'tender', by the date given in the letter of invitation to tender. The tender documents should also be returned.
- (d) Tenders should include the following information:-
  - i Fixed price estimate, sub-divided into each section of the specification and recorded on summary sheet.
  - ii Assessment of VAT payable.
  - iii Earliest possible commencement date.
  - iv Schedule of applicable daywork rates for labour, plant, materials.
  - iv Anticipated programme of contract work.
  - v Priced specification, itemised breakdown of tender sum. This document will be handled as confidential.

### 2.03 Contract Documents

These are to comprise:

- (a) JCT Minor Works Building Contract 2011
- (b) This specification and schedule of works
- (c) Drawings as noted – See item 1.09
- (d) Contractor's Tender.
- (e) Contractor's itemised breakdown of tender sum.
- (f) An agreed contract programme.

### 2.04 Form of Contract

JCT Minor Works Building Contract 2011

a)	Sixth Recital	CDM Regulations	Project is Notifiable
b)	Article 7	Arbitration	Article 7 and Schedule 1 apply.
c)	2.3	Date for commencement of the Works	To be confirmed.
d)	2.3	Date for completion.	To be confirmed.
e)	2.9	Liquidated damages	For non-completion without cause shall be at the rate of £1,000 per week or part thereof.
f)	2.11	Rectification period	Shall be six months from the date of practical completion (12 months for

			mechanical and electrical works)
g)	4.3	Percentage of the total value of work etc.	Shall be 95% (5% reduction on progress payments).
h)	4.4	Percentage of the total amount to be paid to the Contractor.	Shall be 97.5% on the penultimate certificate.
i)	4.8.1	Supply of documentation for computation of amount to be finally certified.	Shall be 3 months.
j)	4.11 and Schedule 2	Contribution, levy and tax changes.	Is to be deleted.
k)	4.11 and Schedule 2 (paragraph 13)	Percentage addition for fluctuation option	Shall be a fixed price.
l)	5.3.2	Contractor's insurance – injury to persons or property Insurance Cover	Is to be not less than five million pounds (£5,000,000).
m)	5.4A, 5.4B and 5.4C	Insurance of the Works – alternative provisions	Clause 5.4B applies
n)	5.4A.1 and 5.4B.1.2	Percentage to cover professional fees	15%
o)	7.2	Adjudication Nomination of adjudicator – where no adjudicator is named or where the named adjudicator is unwilling or unable to act	President or vice president or chairman or a vice chairman of the Royal Institute of British Architects.
p)	Schedule 1 (paragraph 2.1)	Arbitration Appointer of Arbitrator	Shall be as above.
q)	Fifth Recital and Schedule 2	Base Date	Ten days before the date of return of tenders

## 2.05 Insurances

Before starting work on site, submit to the Employer, through the Architect, documentary evidence and/or policies and receipts for insurances which are required to be taken out by the Contractor.

If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the works or injury or damage to persons or property arising out of the works, forthwith give notice in writing to the Employer (through the Architect) and the insurers. Indemnify the Employer against any loss which may be caused by the Contractor's failure to give such notice.

## 2.06 Tenders

The tenders shall state a period required for the execution of the work. The Clients do not bind themselves to accept any tender and may wish to accept only part of the tender.

Should the clients accept a tender, the sum of the tender (modified if necessary before the contract is signed) shall form the basis of a contract between the Contractor and the Client.

The tender shall be a fixed price and make allowance for all costs incurred by the contractor in providing everything necessary for the proper execution of the work. Items in the specification left not priced shall be held to be included in the prices of the other items.

The scope of the work is implied in the drawings and amplified herein, but no allowance whatsoever will be made towards the cost of work which may reasonably be inferred as being necessary from the drawings or specification. Furthermore, no allowance additional to the contract sum will be made towards the cost of work which after a reasonable level of thought by an experienced builder may be seen to be necessary, whether such work is specified or not. Neither shall further allowance be made in respect of divergence within the specification or between the specification and drawings.

The tenderer is advised to visit the site to ascertain all particulars relating to and affecting the proposed works, locality of site, means of access, storage room for materials, and to make in his tender such allowances for same as he may consider necessary.

No claims on the grounds of want of knowledge in such respect will be entertained.

Should any doubt arise as to the true extent of the work, the query should be brought to the attention of the Architect before the tender is submitted. The tender shall be exclusive of VAT however an accurate assessment of the total VAT payable is to be made.

## 2.07 Correction of Error's

Any errors in the tender discovered prior to acceptance thereof shall be corrected in the manner described in Section 6 alternative 1 of the "Code of Procedure for Single Stage Selective Tendering 1977".

After correction of any error the Architect will make a compensatory adjustment at his discretion either by way of a lump sum in the Preliminaries or a percentage applied on the Summary so that the Tender Sum remains unaltered.

The intention is that the total error, if minor, should be adjusted in the Preliminaries and if of some significance by way of a percentage, such percentage would not be applied to Preliminaries, Provisional Sums, Dayworks or Contingencies nor to any percentage additions there to.

### 3.00 CONTRACTORS OBLIGATIONS

#### 3.01 Architect

The works shall be completed in accordance with this specification and schedule of works and drawings under the direction of and to the complete satisfaction of Clague LLP, 62 Burgate, Canterbury, Kent, CT1 2BH.

#### 3.02 Site Management

The Contractor shall allow for all on and off site management costs including:-

A competent foreman, who shall also attend weekly site visits with the Architect.

The Architect shall be kept informed as to who these persons are and they shall not be removed or changed during the duration of the contract without the prior written approval of the Architect. Any verbal instructions given to either shall be deemed to have been given to the Contractor, provided that written confirmation is given within seven days.

All other operatives to be fully skilled trade persons for the relative trades involved.

#### 3.03 Site Documents

A specification and copies of all drawings (A3 set) are to be kept on site during the progress of the works. Any discrepancy between the specification and drawings must be referred to the Architect immediately.

#### 3.04 Building Regulations

The Contractor shall be responsible for compliance with the Building Regulations and shall allow access for Building Inspectors when required to do so. The Contractor shall not act upon instructions issued by Building Inspectors, until these are confirmed by the architect, unless the works are required for urgent safety reasons.

The Client will be responsible for paying the Building Inspection Fee.

#### 3.05 Programme

The Contractor shall include for preparation of a fully detailed programme in an acceptable form indicating dates upon which it is proposed to commence and complete the various operations in order to comply with the contract period. Two copies of the programme should be submitted to the Architect for his information prior to commencement on site.

#### 3.06 Financial Budget

At the same time as he provides the programme, the Contractor shall also provide a financial budget showing the anticipated value of work done month by month and the total anticipated value up to the end of the Contract Period.

#### 3.07 Certificates and Payments

The Contractor will be required to submit a detailed statement based on his priced specification in support of each application for an interim payment. The Contractor shall

include with any application for an interim payment, detailed invoices from specialist sub-Contractors, in support of any sum included in their account.

### 3.08 Schedule of Conditions

Before commencement on site a Schedule of Conditions of the property and all areas surrounding the site access roads, paths etc. are to be agreed between the Architect and the Contractor. On completion of the Contract, the Contractor is to reinstate the same to their original condition at his own expense.

### 3.09 Progression of The Works

The works are to be progressed diligently and regularly. There shall be no working days when the contract works are not being progressed except by order of the Client. Should a day inevitably arrive when this condition cannot be met, the Architect is to be advised in advance.

### 3.10 General Execution

Except where specified to the contrary, include all labour, materials, package, cartage, risk, unloading, storage under cover where required, moving, locating, hoisting and fixing in the required positions and the use of all tools, implements, tackle, scaffolding and all other plant, tarpaulins, the temporary enclosure of openings and other items for the protection and security of the structure.

The term 'the works' shall mean the whole of the works envisaged by this contract including the works of sub-contractors, suppliers, local authorities and statutory undertakings.

Wherever the words 'approved', 'directed', 'selected' or 'required' appear they are to be interpreted as approval, direction, selection or requirement of the Architect.

"To match existing" means use products, material and methods to closely match all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible all to approval.

"Remove", "strip out" or "take out" means remove existing work so described and all associated accessories, fastenings, linings and bedding materials, without damaging adjacent work to be retained, and make good. 'Form' or 'cut' openings, etc. means remove as necessary.

"As necessary" to be interpreted as the Contractor shall allow for the full extent of all works necessary for the approved and proper completion of each item.

"Re-fix" means:

- i) Carefully remove existing work required to be re-fixed.
- ii) Remove fastenings and bedding materials from products/materials and clean and repair as necessary.
- iii) Set aside and adequately protect until required.
- iv) Re-locate accurately and fix securely as specified elsewhere.

"Make good" means carry out local remedial work, including the following as appropriate and necessary to leave the work sound and neat to approval:

- i) Remove defective parts of existing finishes and components and around any stated features.
- ii) Fill, dress down, piece-in, patch, extend existing finishes, make minor repairs and adjustments.
- iii) Re-fix or re-stick.
- iv) Re-decorate.

"Renew" means carefully removing existing work and replace:

- i) With materials/products similar in appearance to those removed but in accordance with this specification.
- ii) Using methods similar to those used in constructing the new works or approved alternatives.

"Fix only" means all labour in unloading, handling, storing and fixing in position, including use of all plant, but excluding the supply of the basic material.

### 3.11 Dimension, Component, Sizes & Levelling

All dimensions for ordering or manufacturing purposes shall be taken on site from completed or existing work.

Dimensions for construction shall never be scaled off drawings and only figured dimensions shall be used. Should there be a cumulative error or divergence in figured dimensions, the Architect shall be notified before the work is executed.

The Contractor shall be solely responsible for setting out the works level and plumb as necessary for the proper execution of the work.

### 3.12 Materials & Workmanship

All materials (unless otherwise specified) shall be the best of their respective kinds from an approved manufacturer and shall comply with the relevant British Standard. No names or trademarks will be allowed on any visible material fixed in the work.

All workmanship (unless otherwise stated) shall be of the highest possible standard, and comply with the relevant Code of Practice.

The insertion of the name of any firm in this documentation is for the purpose of establishing a class or quality of materials or workmanship which may be obtained from any other firm or equal repute subject to the written approval of the Architect. All material specified shall be used and fixed strictly in accordance with the manufacturer's instructions, or where no such instructions exist, then in accordance with the best recommended trade practice.

When materials and plant are specified for supply by the Client, there shall be available on the site at the commencement of the Contractor's work.

All other materials and plant necessary for the proper execution of the work, whether specified or not, shall be provided by the Contractor at his own expense.

### 3.13 Sources of Labour and Materials

The Contractor shall make full enquiries before submission of his tender to establish sources and prices of labour and materials specified. He shall satisfy himself as to the delivery of all materials. No allowance beyond the contract sum shall be made should the Contractor fail to procure materials or labour.

### 3.14 Provisional Sums

Where sums are indicated as 'provisional' in this specification they may be expended in whole or in part or completely omitted at the discretion of the Architect and shall be adjusted at the settlement of the final account.

Provisional sums are to be taken to include the complete cost of all labour and materials for the item specified, including the Contractor's on-sites, profit and attendance. The Contractor must indicate on the Form of Tender the percentage additions required within Provisional sums to cover profit and attendance.

The Contractor should anticipate that all provisional sums be expended during the course of the contract and shall make due allowance in his programming of the works.

### 3.15 Variations

Variations from the Specification or drawings may be carried out only with agreement of the Architect confirmed in writing by an Architect's Instruction.

The valuation of such additions or omissions as may occur will be based on measurement or agreed price for variation or daywork at rates to be agreed with the Architect. Daywork sheets should be submitted to the Architect in respect of all variation work, during the week following the execution of the work. Assessment of the value of omissions will be based on the Contractor's breakdown of costs. The Architect shall be the arbiter in cases of dispute.

### 3.16 Sub-Contractors

The Contractor must seek in writing the Architect's approval to use sub-contractors before commencement of the contract. Should sub-contractors be used, no allowance over and above the contract sum will be made in respect of attendance, etc.

### 3.17 Nominated Suppliers

All expenses in connection with unloading, storing and return of packing of goods described as Provisional sum items are to be allowed for by the Contractor.

### 3.18 Attendance

The Contractor shall allow for the general attendance of one trade upon another.

### 3.19 Working Rules

No work is to be executed outside normal working hours (8.00am to 5.30pm Mondays to Fridays inclusive) without the prior consent of the Architect. Should the working of overtime be necessary in order to complete the Contract by the time agreed, no extra will be allowed beyond the contract sum (except as permitted by the conditions of this Contract).

The Contractor shall exercise strict control over his employees during the execution of this Contract so that the minimum of inconvenience or annoyance is suffered by the residents and those visiting adjacent properties.

The Contractor shall allow for any temporary works which are necessary to reduce inconvenience or annoyance to a reasonable level or which are required by the police, safety officers and other authorities. Fit all compressors, percussion tools, mixers and vehicles with effective silencers of the type recommended by manufacturers of such equipment. The use of compressors and percussion tools shall be strictly limited.

Take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes.

### 3.20 Areas of the Site

The area of the site available to the Contractor shall be limited to the area agreed with the Clients and Architect, and the Contractor shall not allow access to his employees or storage of goods beyond the site boundary. Damage caused as a result of any infringement in this respect shall be put right at the Contractor's expense and as directed by the Architect.

### 3.21 Access to the Works

The Contractor shall allow for safe access to workplaces for the Architect or his representatives for the purpose of inspection or valuation.

### 3.22 Testing

The Contractor shall allow for the testing of all systems until approved by the Architect or any other authority concerned. He shall bear the cost of rectifying any defects found until the system is approved.

### 3.23 Notices and Fee's

The Contractor shall be responsible for serving all notices and paying all fees legally claimable.

### 3.24 Security

The Contractor shall maintain the security of the property at all times. He shall be held responsible for theft of materials or damage to the property during the contract period, whether or not such materials have been included in monthly valuations. He shall allow for all temporary hoarding, etc. if he believes such protection is necessary, bearing in mind his obligations under Contract. No allowance beyond the contract sum or contract period for making good of damage or theft will be made.

### 3.25 Damage to Property

The Contractor shall put right, entirely at his own cost, any damage whatsoever caused by his employees or sub-contractors involved in the execution of this Contract.

### 3.26 Protection of the works and inclement weather

The Contractor shall allow in the tender for the protection of works against weather penetration at all times. No allowance additional to the contract sum will be made towards extra work resulting out of inadequate weather protection and shall be put right to the satisfaction of the client as directed by the Architect at the Contractor's own expense. The Contractor shall suspend all operations during weather conditions which would be detrimental to the proper execution of such operations.

Any damage which is caused by the negligence or thoughtlessness of the Contractor must be repaired at no cost to the client.

No allowance of time over and above the contract period will be allowed in respect of bad weather, unless it can be shown by the production of daily weather reports that the weather has been unusually inclement for the time of year based on records over the last 10 years.

Similarly, no extension of time will be granted for the drying of work before finishing trades may continue unless such drying out times due to abnormally inclement weather can be shown to have been unusually long.

### 3.27 Access of safety equipment required by Contractor

The Specification makes no specific mention of the scaffolding, ladders, etc. that the Contractor shall require in order to execute the works. The Contractor shall provide, erect, take down, all temporary scaffolding/cradles required for the works executed to comply with the Health & Safety at Work Act.

### 3.28 Temporary supports and screens

The Contractor shall allow for the provision and removal of all temporary supports necessary to safely support the structure in order that the works may proceed and for any temporary screens to isolate the working area. He shall allow for all other temporary work required to ensure the site is safe to the public when unattended.

### 3.29 Health and Work Act 1974 Factories Act 1974 Construction (Working Places) Regulations 1986

The Contractor should operate strictly in accordance with the recommendations of the Health and Safety Executive and ensure that all operatives are aware of their responsibilities, particularly with reference to Regulation 32 'Use of ladders and folding step ladders'.

Contractors shall ensure that adequate supervision is provided at all times and that safety standards to meet the requirements of the Regulations are maintained throughout the Contract.

The Health and Safety Executive can be contacted for advice in this respect at International House, Dover Place, Ashford, Kent TN23 1HU.

### 3.30 Conduct or Trespass

The Contractor shall not allow any persons employed on the works to trespass upon adjoining properties. If the execution of the works require that workmen must enter upon adjoining property, the necessary permission shall be first obtained by the Contractor.

The Contractor shall be responsible for keeping all persons employed upon the works under proper control and indemnify the Employer against all liabilities, claims or proceedings in respect of any trespass or other misconduct by such persons.

The Contractor shall not erect scaffolding for keeping all persons employed upon the works under proper control and indemnify the Employer against all liabilities, claims or proceedings in respect of any trespass or other misconduct by such persons.

The Contractor shall not erect scaffolding on or over or otherwise make use of adjacent buildings without first obtaining the written permission of the owner or the Employer and pay all costs and charges in connection therewith.

Even if permission as above is given for oversailing etc., under no circumstances will it be permissible for scaffolding to bear upon adjoining buildings or structures.

### 3.31 Traffic Regulations

The Contractor shall comply with all regulations of the Local Authority and the Police regarding traffic, road closure, parking, etc.

### 3.32 Existing Live Mains and Services

The Contractor shall be responsible for the maintenance, protection, temporary support and for any damage caused to existing live mains and services on, over or adjacent to the site arising out of or in the course of the works. He shall pay all costs and expenses in respect thereof.

The Contractor shall not interrupt, disconnect or divert any of the live mains or services during the progress of the work prior to obtaining written authority from the Architect and from the relevant public body or owner and carry out such interruption or disconnection only at such times as may be authorised.

### 3.33 Sanitary Facilities

The Contractor is to allow for and provide adequate sanitary facilities for his own operatives and other workmen using the site for the duration of the contract. Grounds to be deodorised as required, and equipment removed upon completion of the contract.

### 3.34 Site Services

(a) Electricity – A new connection is to be made to the nearby metered supply for the works, with all subsequent electrics used during the contract to be paid directly by the Contractor to the Electricity Board, along with any connection and standing charges as applicable.

The Contractor is to allow for all temporary lighting and power, making arrangements, obtaining approvals, distributions, altering, adapting, paying all charges, dismantling, cleaning away and making good on completion as necessary.

(b) Water - for the works is available from an existing external source from the Recreation Ground and will be supplied at a cost to the Contractor. The Contractor is to allow for all temporary piping and connections as required.

3.35 Notice Boards

The Contractor shall allow for the collection, fixing in agreed position and later return of an Architect's notice board. He should seek permission for the erection of any other notice boards, except for his own, which should be of a reasonable size and acceptable to the local planning authority.

3.36 Clearing Away

The Contractor is to cart away from the site all surplus material and rubbish, that is to be in excess of the amount required in backfill operations, as it accumulates during the progress of the works. The Contractor shall allow for taking down and clearing away of all temporary works and on completion is to remove all tools, plant, rubbish, debris and surplus material, etc. which he brought onto site and which is not required by the Client. He shall on completion, clean all surfaces, including those of the affected portions internally and externally, remove stains and touch up paintwork and polished surfaces and generally leave the works clean and tidy at completion to the satisfaction of the Architect.

3.37 Defects Liability and Maintenance

Upon the completion of the maintenance period, the Architect will issue the Contractor a list of any faults that may have become apparent during that period. This list will include for all defects as a result of shrinkage, plaster cracks, etc. The Contractor is to allow for cutting out and making good all shrinkage cracks that appear during the maintenance period and is to make good redecorations to the reasonable satisfaction of the Architect. This is in addition to the contractual liabilities in respect of Maintenance Works.

3.38 Construction (Design and Management) Regulations 2015

The Employer will appoint a CDM Principal Designer under the above Regulations.

The Contractor will be appointed as Principal Contractor under the above Regulations and must allow for all costs in connection therewith.

The Contractor will be required to submit its Construction Stage Health and Safety Plan before any works commence on site.

3.39 Contractors Preliminaries

The Contractor is to indicate the length of the contract in order to undertake all the works described to the highest level of workmanship to allow re-measurement if required:

..... weeks

The Contractor is to indicate the number and rate of skips required throughout the duration of the contract to allow re-measurement if required:



## 4.00 SITE CLEARANCE AND PREPARATION

### GENERALLY

#### A Code of Practice

Works shall comply where relevant with the requirements of BS 8000-0:2014.

#### B Site Inspection/Precautions

The Contractor will be deemed to have visited the site and acquaint himself with the nature of the proposed works, positions and proximity of adjoining/surrounding buildings, means of access and storage space for materials.

The Contractor must examine the state of the site and take all necessary precautions during clearance of both temporary works, including shoring and scaffolding incidental to the clearance and permanent works.

The Contractor must examine all parts of the site which are to be cleared taking any particulars relevant and ascertain for himself any difficulties or limitations of normal working procedures.

Prices for all items are to be included for all such needling and such like as required, whether specifically mentioned in this description or not unless otherwise stated.

If, during the course of site clearance defects in the existing structure or finishings which affect the safety are discovered, the Contractor shall bring such matters to the immediate attention of the Architect.

#### C Root Protection Areas

Site clearance and the approved development shall be carried out in such a manner as to avoid damage to any retained trees, including their root systems and any other planting to be retained by observing the following:

- a) All trees to be preserved shall be marked on site and protected during any operation on site by temporary fencing in accordance with BS 5837:2012 (Trees in relation to design, demolition and construction recommendations). Such tree protection measures shall remain throughout the period of construction.
- b) No fires shall be lit within the spread of branches or downwind of the trees and other vegetation.
- c) No materials or equipment shall be stored within the spread of branches or Root Protection Area of the trees and other vegetation.
- d) No roots over 50mm diameter shall be cut, and no buildings, roads or other engineering operations shall be constructed or carried out within the spread of the branches or Root Protection Areas of the trees and other vegetation.
- e) Ground levels within the spread of the branches or Root Protection Area (whichever the greater) of the trees and other vegetation shall not be raised or

lowered in relation to the existing ground level, except as may be otherwise agreed in writing by the Local Planning Authority.

- f) No trenches for underground services shall be commenced within the Root Protection Area of trees which are identified as being retained in the approved plans, or within 5m of hedgerows shown to be retained without prior written consent of the Local Planning Authority. Such trenching as might be approved shall be carried out to National Joint Utilities Group recommendations.

#### D Method of Clearance

The Contractor must take full risks and responsibility for all clearance works. He shall provide the Architect a method of clearance for approval and performed in the prescribed sequence. The work must be carried out in such a manner that no part of the site is left in an unsafe condition at any time during the course of the contract. The Contractor is to allow for all temporary works necessary to ensure the safety of the site and shall indemnify the employer against all costs incurred due to his failure to comply with requirements of this clause.

The Contractor is to take all protective precautions as necessary to ensure that there is no risk of uncontrolled incidents.

#### E Safe guarding the works and materials

Allow for safe guarding the works and materials against damage of theft and of making good any damage or theft however caused.

Allow for providing all lighting, and anything else necessary by day and night for the protection of the public and for the protection and security of the works, goods, materials, etc. on the site of the works to whomsoever belonging.

The Contractor shall be held entirely responsible for the security of the site whilst in his possession.

The discovery of any underground chambers, vaults, wells, etc. during site clearance must be reported to the Architect at the earliest opportunity.

#### F Services

The Contractor shall be responsible for upholding any existing mains, drains, services etc. to the site to all areas within the existing site and adjoining properties and shall, at his own expense, make good any damage to such mains, drains, services etc. resulting from the clearance works.

Any drains, pipes, or cables met with during the excavation and not shown to be redundant are to be properly protected, slung or supported by the Contractor who shall record the position and character of the same and immediately notify the Architect for further instruction.

#### G Control of Noise Pollution

The Contractors attention is drawn to the provisions of Section 60 of the control of Pollution Act 1974 with reference to the control of noise in relation to any site clearance or construction works, and the need, particularly where such works are adjacent to

occupied properties where a high sensitivity to noise may be anticipated, to ascertain from the employer and local authority what requirements or restrictions, if any, shall apply to the works in this respect. Restrictions may relate to the type of plant to be used, the method of working to be adopted, hours of working permissible and may in addition impose a maximum noise level at the site boundary which must not be exceeded.

Clearance works are to be carried out in such a manner as to cause as little inconvenience as possible to adjoining tenants and the Contractor will be held responsible for any claims which may arise from this clause. All work undergoing alteration shall be dampened as necessary to reduce dust.

## **MATERIALS**

- i) The whole of the old materials resulting from the clearance works (except where specifically stated to be set aside for re-use or handed to the employer) are to become the property of the Contractor who is to remove same from site, together with all other rubbish, at his own cost and risk. Credit shall be allowed for the value of these items against the cost of work.
- ii) Where the expression "set aside for re-use" is used, the Contractor is to carefully transport the materials to store. Such materials are to be clearly marked to indicate both their original situation and their proposed position in the new work. They are to be properly cleaned, repaired, overhauled, etc. to be in serviceable condition prior to refixing.
- iii) Heras fencing – shall be supplied by the Contractor. Heras fencing to surround site and all vegetation/trees to be retained.

## **THE WORKS**

### **General Items**

- 4.01 Prior to commencement of any works on site record photographs should be taken of all areas around the site and submitted to architect for retention. Upon completion of the works, any disturbed areas are to be made good by the Contractor.
- 4.02 Remove all materials arising from the works, excluding those set aside for re-use or to be handed to the client, from the site to the licensed waste disposal site. Where there is value in selling on excess materials, the Contractor shall make contact with reclamation sites on cost of materials. Monies to be re-credited to the client as a deduction on the contract sum.

### **Removal of Vegetation**

- 4.03 All trees and vegetation to be retained to be clearly marked on site and protected by temporary Heras fencing, provided by the Contractor in accordance with BS 5837:2012.
- 4.04 All undergrowth to be removed from the site as indicated on the plans, and disposed of appropriately.
- 4.05 All trees and shrubs to site to be removed as indicated on plans, and disposed of appropriately.



## 5.00 EXCAVATION AND BACKFILLING

### GENERALLY

#### A Code of Practice

Works shall comply where relevant with the requirements of BS6031: 2009.

#### B Nature of excavation

Before commencing excavations the Contractor must ensure that he has taken all reasonable precautions to ascertain the position of all underground services, the position of which services that could have been ascertained will be the responsibility of the Contractor.

The Contractor must satisfy himself as to the general nature of the ground to be excavated as any claim on the grounds of lack of knowledge of site conditions will not be allowed.

Any drain, pipes or cables met with during excavations and not shown to be redundant are to be properly protected, slung or supported by the Contractor who shall record the position and character of same and immediately notify the Architect for further instructions.

#### C Excavations

Care must be taken in carrying out the excavations to the required widths and depths only. All bottoms of trenches and other excavations are to be compact and level at the finished depth, and shall be left for the approval of the Architect, Engineer and Building Inspector. Sides are to be clearly cut. Should collapse occur, the earth is to be raked back.

If the Contractor erroneously excavates to a greater depth or width than required the additional work and extra backfilling materials used shall be at the sole expense of the Contractor.

#### D Obstructions

Due allowance should be made for grubbing up roots and any other normally anticipated obstructions including redundant drains, services, etc.

#### E Removal of excavated materials

All unwanted material, soil (apart from top soil), debris, etc. is to be carefully and neatly excavated and relocated to position on site to be agreed with the client. Sufficient soil is to be retained for backfilling. Top soil which is required to be excavated shall be set aside in area of site agreed with Architect.

#### F Pumping, Shoring, Strutting, Planking

It is intended that the excavations shall not require pumping or strutting. However the possibility exists that such works may be required.

The Contractor should state, with his tender the following extra costs, inclusive of delay, etc. which would be incurred if the following are required.

(a) Planking, shoring and strutting to all excavations.

(b) Pumping to the above.

G Backfilling

All excavations shall, shortly after the completion of that part of the works, be backfilled with good previously excavated materials or hardcore which ever is specified. The fill shall, at the Contractor's risk, be adequately consolidated to prevent subsidence later.

**MATERIALS**

- i) Hardcore - shall be clean, hard broken brick, gravel or hard stone able to pass through a 75mm ring and be free from plaster, vegetable matter, frozen material, clay lumps, metals, timber and all other unsuitable material. It shall be carefully compacted in layers not exceeding 225mm thick.
- ii) Sand blinding - shall be good clean river or pit sand, finished level.
- iii) Polythene sheet - shall be 1200g black polythene sheet laid in one sheet if possible. Where joints are essential they are to be rolled over four times and taped with 50mm wide waterproof tape.

**THE WORKS**

Surface Water Drainage:

- 5.01 Carry out excavations to form new soakaway within the Recreation Ground as indicated on plans, minimum of 5m from any building. Retain all topsoil for reuse.
- 5.02 Carry out excavations necessary to:
  - a) Lay new ACO drain run to a new soakaway in Recreation Ground as indicated on plans and expose any existing drain routes where required.
- 5.03 Once work is complete, backfill, ram and consolidate with pea beach or other suitable granular material. Finish with 100mm topsoil to leave level surface and ensure ground levels match adjacent areas.

Electrical Supply:

- 5.04 Carry out excavations necessary to allow for connection to existing electrical supply to provide lighting to facility. The Contractor is to liaise directly with the Electricity Board to make new connections. The Contractor to settle any necessary fees payable to the Electricity Board, and allow for a competent foreman, overhead and profit.

Foundations:

- 5.05 Carry out excavations necessary to lay new groundworks for the new hardstanding and vehicle access to Recreation Ground.

5.06 Carry out excavations necessary to allow for pad foundations for new fencing posts.

END OF EXCAVATIONS AND BACKFILLING

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## 6.00 SURFACE WATER DRAINAGE

### GENERALLY

#### A Codes of Practice

The drainage shall be carried out in accordance with the directions of the Architect and relevant Local Authority, the requirements of all statutory regulations and shall conform to BS 8301: 1985.

#### B Workmanship

Before working on existing or laying new drains the Contractor shall be responsible for checking the levels of the site and the sewers against those shown on drawings. If there is any discrepancy he shall report it to the Architect. Claims for additional costs arising from his failure to do this will not be entertained. The installation of new drains and protection of existing drains shall be in accordance with the current manufacturer's Site Instructions. All open ends of pipes shall be sealed during construction to prevent ingress of debris. The minimum width of trench shall be 300mm greater than the external diameter of the pipe. The Contractor shall keep the width of trench to the minimum wherever practical. Excavation shall not be commenced until a full supply of pipes and fittings is available for that section. All mud, rock projections, boulders and hard spots shall be removed and replaced with approved fill material, well consolidated. Local soft spots shall be hardened by tamping in bedding material. The Contractor shall give the Architect seven days notice to inspect excavated trenches before drain laying commences.

All pipes shall be laid singularly, straight to line and true to gradient on a solid and even foundation for the full length of the barrel. All levelling pegs shall be removed before pipes are laid. Obstacles such as temporary shuttering, trench sheeting, etc. shall be sufficiently removed to permit compacted filling of all spaces with bedding or surrounding material above crown of the pipe. The remainder of the trench depth shall be back-filled using excavated soil after first removing large stones, building rubbish, tree roots and large lumps over 75mm.

#### C Testing

The Contractor shall provide all necessary test equipment and carry out all tests on any new drainage installation and all existing drains affected by the works as required by this specification and the Local Authority, to the approval of the Local Authority.

The Architect shall be given seven days notice of the Contractor's intention to carry out tests to enable him to witness such tests.

The Contractor shall keep written records of all tests carried out. Each test specified shall be carried out after laying and jointing but before backfilling, and repeated after completion of backfilling and compaction. All lengths of drain when completed shall be capable of passing the test specified both before and after road surface or surface treatment and reinstatement is complete.

The Contractor shall, in the event of a length of drain failing any test, arrange for the fault to be located, remedied and the drain re-tested at his expense. The procedure for water testing shall be as follows:

- 1 Temporarily seal low ends of drains and connections.
- 2 Fill the system with water to produce 1.2m head at high end and not more than 2.4m head at low end.
- 3 Allow for initial absorption by topping up at intervals before starting test.
- 4 The loss of water over 30 minutes shall be measured by adding water at 10 minute intervals and noting the quantity required to maintain original level in standpipe.
- 5 Loss of water from drains up to 300mm diameter shall not be more than 0.06 litre per hour per 100 linear metres per millimetre of nominal diameter.

### **MATERIALS**

- i) All new drainage shall be HexDrain Pro products from Aco Water Management UK in accordance with BS EN 1433:2002.
- ii) Bedding and Haunching - Recycled construction and demolition waste may be used for pipe bedding, specified using the classes in BRE Digest 433 "Recycled Aggregates". 20mm sized aggregates may be used for all pipe sizes.
- iii) Inspection chambers - shall be constructed to the minimum sizes shown on the drawings in 215mm thickness brickwork. The bricks shall be semi-engineering or of a type approved by the Local Authority and shall be laid frogs upwards in English Bond.
- iv) Rodding eye terminals including pipework and couplings shall be Polypipe products and to be located to all changes in direction to new drainage connections. All new pipework to rodding eyes including the terminal are to be well bedded.

The manholes shall be water-tight and care shall be taken to ensure that mortar joints are adequately filled. The cement mortar shall be 1:3 using sulphate resisting Portland Cement.

The base slab shall be constructed of concrete mix C 150mm thick. (See Section 6). The manhole cover shall be as scheduled in the works and the frames shall be bedded into position with the cover in place.

During construction all manholes shall be kept protected from drainage and ingress of builders rubble etc.

Chamber covers shall be recessed ray covers and frame ready to receive paved finish.

During construction inspection chambers to be kept protected from damage and ingress of builders rubble etc.

### **THE WORKS**

#### Surface Water Drains:

- 6.01 Supply and fit new 1 cubic metre soakaway in Recreation Ground, minimum 5m from any building. New soakaway to be wrapped in geotextile membrane.

- 6.02 Soakaway to be backfilled with good previously excavated material.
- 6.03 Supply and lay new ACO drain run and connections to new soakaway and laid to fall 1:60 as indicated on plans.

Rodding:

- 6.04 Allow for a rodding eye to ACO drain on completion of the works to ensure drainage pipework runs clear.

END OF SURFACE WATER DRAINAGE

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## 7.00 CONCRETING & STRUCTURAL CONCRETE

### GENERALLY

#### A Code of Practice

All concrete work shall be carried out in accordance with the current edition of British Standard Code of Practice BS 8110: 1985 Structural use of concrete.

#### B Mixing

Gauge boxes of suitable sizes shall be employed to give the exact quantities of aggregates and sand. In all cases, the amount of cement employed in a given mix shall be such that it is not necessary to divide a full bag of cement.

Concrete shall be mixed in a suitable mechanical mixer, thoroughly dry mixed before the addition of water and afterwards wet mixed to an even colour and uniform medium wet consistency.

#### C Transporting

Concrete shall be carried from the mixer to the works in clean containers of suitable size. Concrete with excessive laitance, or which has been contaminated in any way or which has been in contact with the ground shall not be used, but shall immediately be removed from the works by the Contractor.

#### D Placing

Concrete shall be placed as soon as possible after mixing and in all cases within 30 minutes to prevent segregation of ingredients. No concrete shall be used or remixed that shows indication of initial setting.

In no circumstances shall the concrete be thrown or dropped from a height or deposited under any condition that would cause separation of the coarse from the fine aggregate.

#### E Curing

Concrete shall be protected from frost, inclement weather, too rapid drying or damage, by covering with sacking or other suitable materials kept damp for at least seven days for ordinary concrete and fourteen days for reinforced concrete after laying and no traffic over, loading of, shaking or jarring of concrete will be permitted until it is thoroughly set and hard. All damaged work shall be cut out and replaced at the Contractor's expense. After removal of form work or moulds, no touching up is to be attempted until the work has been inspected by the Architect.

Any exposed edges or surfaces of hardened concrete which are liable to injury during the construction of the works shall be properly cased up and protected to the satisfaction of the Architect.

F Finish

Concrete shall be laid in accordance with good practice. In all instances unless otherwise mentioned the concrete is to be laid level and to a finely tamped finish suitable for painting with bituminous paint DPM. Where a smooth surface is specified it shall be that which is achieved with a wood float.

G Concreting in cold weather

No concreting shall be permitted on frost ground when the temperature is below 4 degrees centigrade on a falling thermometer or below 2 degrees centigrade on a rising thermometer, or rainy days. Anti-freeze additives shall not be used. Aggregates which have been subjected to frost must be thoroughly thawed before being used.

Should there be frost all concrete work less than seven days old shall be protected.

H Ducts and Holes

The Contractor shall leave neat ducts or holes in the concrete surface as may be required by the drain layer or plumber in order that the very minimum surface pipework is visible.

I Approval

The positioning of reinforcement and the cleanliness of the shuttering shall be approved by the Architect / Engineer before concreting is carried out. Any such approval shall not relieve the Contractor of his responsibilities for the accuracy of the construction, nor for the workmanship.

**MATERIALS**

i) Cement - shall be ordinary Portland of British manufacture, complying with BS12:1996 and stored under damp-proof cover so as to allow it to be used in the same order as delivered.

ii) Hydraulic Lime – shall be Natural Hydraulic Lime NHL3.5 grade complying with BS EN 459-1:2015 available from:

THE TRADITIONAL LIME CO. of Cheltenham 01242 525444

HJ CHARD & SONS of Bristol 01179 777681

BLEAKLOW INDUSTRIES of Bakewell 01246 582284

ROSE OF JERICHO of Dorchester 01935 83676

iii) Aggregates and sand - shall comply with BS882:1992 and shall be stored and handled so as to remain clean and well graded and shall be kept

Sand or fine aggregate shall be clean sharp washed river or other approved grit of such size that it will pass through a 5mm square mesh, not more than 3% by weight to pass a No. 100 BS sieve, and well graded between these limits.

The coarse aggregate shall consist of well graded washed and clean natural gravel, crushed gravel or crushed stone. The size of grading is to depend on the mix of concrete required as specified later.

- iv) Water - used for mixing concrete shall be perfectly clean and fresh and obtained from a water mains supply.
- v) Concrete - shall be composed of cement, all-in, fine or coarse aggregates in the proportions stated below and the minimum amount of water to give the required strength and consistency.

<u>Class</u>	<u>Nominal mix Cement/fine agg/ Coarse agg.</u>	<u>Nominal max. Size for coarse Agg.</u>
Mix A	1 : - : 10	
Mix B	1 : 3 : 6	38mm
Mix C	1 : 2 : 4	9mm

- vi) All reinforcement - shall be properly cleansed so as to be free from rust, scale and other injurious matter at the time of concreting. It shall not be oiled or painted. All reinforcement shall be of the dimensions shown on the drawings set true to line and level, with spacers and have the correct cover of 50mm minimum concrete, unless otherwise specified.

Cut and bend reinforcement to shape and place exactly as shown on drawings. Allow for all hooks, tying wire, distance blocks, spaces and the like. All joints are to be lapped by a minimum of 400mm.

- vii) Formwork and framing - shall be of sufficient thickness and adequately stayed and braced so as to prevent any bulging when the concrete is being deposited and rammed.

Before the concrete is placed, the form work shall be coated with oil or other approved preparation for preventing the adhesion of the concrete before the reinforcement is assembled, care being taken to ensure that the steel reinforcement is perfectly clean prior to commencing concreting operations.

- viii) Ready Mixed Concrete - delivered to site shall be obtained from a depot approved by the British Ready Mixed concrete Association and shall be mixed and delivered in accordance with BS 1926 and comply with this specification.

For the purposes of the Contract Specification the ready mixing plant will be deemed to be part of the site. The plant shall be regularly inspected by the Contractor's Engineer and the normal programme of testing shall be carried out.

The Contractor must agree with the Consulting Engineer the maximum time between successive batches of concrete for incorporation within the same pour.

- ix) Prestressed Concrete Lintels - shall be by Bourncrete Products Limited, Crown Quay Lane, Sittingbourne, Kent. or similar to BS 5977:Part 2:1983. All lintels to have a minimum bearing of not less than 150mm at each end.

- x) Kerb stones – shall be by Marshalls Mono Ltd, Landscape House, Premier Way, Lowfields Business Park, Elland, or similar to BS EN 1340:2003. All kerb stones to be 255 x 125mm BS Standard Half Battered 2.
- xi) Damp proof membrane - shall be 1200g black polythene sheet laid in one sheet if possible. Where joints are essential they are to be rolled over four times and taped with 50mm wide waterproof tape.

## THE WORKS

### Underground Drainage

- 7.01 Bed & surround all SW drainage pipes below ground in 150mm 1:2:4 mix concrete.

### Hardstanding

- 7.02 Form new hardstanding as set out in drawing 21883B/301. New tarmac surface to be flush with existing surfacing unless otherwise stated on drawings. Make allowance to join new tarmac with existing surfacing.

### Fencing Footings

- 7.03 Form new 260 x 260 x 800mm concrete footings for new steel fence posts as indicated on plans. Footings to be designated concrete not less than GEN1 or Standard prescribed concrete not less than ST2 as per manufacturers specifications.

END OF CONCRETING AND STRUCTURAL CONCRETE      £ \_\_\_\_\_

## 8.00 ELECTRICAL

### GENERALLY

#### A Design Standard and Responsibilities

The Contractor shall be solely responsible for the technical design of the system to the standards described.

Tenders are to be accompanied by a brief technical specification which must indicate type of cable and protective devices that have been selected.

#### B Design and Installation

New electrical installation to comply with the IET Wiring Regulations BS 7671:2008 (2011) to incorporate the items detailed on the drawings.

#### C Certificates

Allow for submission of completion certificate and test certificate on power and external lighting.

#### D Test Certificates

Allow for re-testing at the end of the defects liability period and the submission of a further test certificate in accordance with the regulations.

Heat seal terminations on MICS cables will not be allowed.

#### E Site organisation

The electrical Contractor will be responsible for the provision of all materials and labour, including those of other trades and for the provision of access.

#### F Cable Runs Generally

The Contractor is to make good any damage to the site, its contents or surroundings entirely free of charge and to take the greatest care to avoid spoiling antiquity or aesthetic appearance. All cable runs are to be carefully chosen and subject to the prior approval of the Architect. Every consideration is to be given to the best concealment of the system. Cable runs are to be concealed and if they must pass through exposed timber elements cable routes should be drilled through timbers and not surface mounted.

No holes or chases are to be made through masonry without Architects specific permission.

Where possible use or re-use existing notches/holes for the insertion of new cables providing notches are located within approved zones as recommended by NICIEC guidelines.

## MATERIALS

- i) Conduit – shall be MK Egatube UPVC high impact heavy gauge complying with BS 4607 and BS 6099.
- ii) The wiring will be carried out using PVC/PVC insulated cables to BS 6004; SWA cables to BS 5467; Single core Tri-rated to BS 6321. Conduit – shall be MK Egatube UPVC high impact heavy gauge complying with BS 4607 and BS 6099.

At all accessory positions the earth conductor shall be fitted with green PVC sleeving and a link installed between the accessory earth terminal and the box earth terminal. Rubber grommets shall be fitted to all cable entries.

- iii) All external light fittings to be connected via a daylight sensor automatically extinguishing the light when there is enough daylight and mains override switch.
- iv) Copy of electricians completion certificate BS 7671 to be provided upon completion of the works.

## THE WORKS

### General

- 8.01 Allow for the upgrade of existing lighting/power circuits which may be required. The extent of work is to be defined by the architect and agreed by the Client.

### Power and Lighting Installations

- 8.02 Allow for the supply and fitting of the following items:
  - 4 no. PIR LED Floodlights in Black as indicated on plans

END OF ELECTRICAL

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## 9.00 EXTERNAL WORKS

### GENERALLY

#### A Workmanship

Generally, descriptions of workmanship in other sections shall apply to this section where relevant.

New fencing and gates to waste facility will be installed as per manufactures instructions.

New vegetation will be planted in Tubex tree and shrub guards.

#### B Quality

Fencing panels, posts and gates are to be free from any defects which may affect its appearance, strength or weathering properties.

New vegetation will need to be free from disease and parasites to avoid contamination of existing trees and vegetation to be retained on site.

### MATERIALS

- i) Planting – shall be a native hedgerow mix of Hawthorn, Blackthorn, Dog Rose, Field Maple, Hazel, and Bird Cherry. New vegetation will be supplied and planted by a company of Tenterden Town Council's preference.
- ii) Fencing and Gates – 1.8m steel Barbican® Security Fencing and Gates to be supplied and installed by Jacksons Fine Fencing, Stowting Common, near Ashford, Kent.  
  
2 no. pairs double gates, nominal width 4.5m; posts and gates galvanised inside and out to BS EN 1461, polyester powder coated with Akzo Nobel Interpon coating in standard Green RAL 6005.  
  
60 x60 x 1800mm posts and fence panels, galvanised inside and out to BS EN 1461, polyester powder coated with Akzo Nobel Interpon coating in standard Green RAL 6005.
- iii) 3 no. 8 yard skips in Green to be supplied by a company of the Tenterden Town Council's preference.

### THE WORKS

#### Fencing

- 9.01 60 x 60mm fence posts to be embedded in 260 x 260 x 800mm footings at maximum 3m centres as indicated on plans.
- 9.02 Fence panels to be connected to fence posts with matching Jacksons proprietary concealed vandal-proof panel fixings.
- 9.03 Access control to compound to be via a key pad system supplied by Jacksons Fine Fencing as part of their specification for the proposed fencing and gates.

Planting

- 9.04 Self seeded horse chestnuts, sycamores and existing vegetation to be removed prior to commencement of works as indicated on plans.
- 9.05 On completion of works, allow for planting of native hedgerow species to replace removed vegetation as indicated on plans.

END OF EXTERNAL WORKS

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## 10.00 INSTRUCTIONS TO TENDERERS

CONTRACT: New waste facility for 3 no. skips and vehicle access to Recreation Ground  
Tenterden Leisure Centre, Recreation Ground Road, Tenterden, Kent, TN30 6RA

EMPLOYER: Tenterden Town Council

Tenders are to be returned to:

Mr J Kenton  
CLAGUE LLP  
62 Burgate  
Canterbury  
Kent  
CT1 2BH

Tenders are to be returned to the above address by no later than:

**12 Noon on Friday 17<sup>th</sup> March 2017**

No other communication should be included in the envelope with the Form of Tender, unless specifically requested. Any obscurities shall be raised with the Architect (telephone No. 01227 762060) before the Tender is returned, who will confirm in writing his interpretation & send copies to all Tenderers, which will then form part of any Contract subsequently entered into.

Persons tendering must obtain for themselves on their own responsibility & at their own expense all the information which may be necessary for the purpose of making a Tender & entering into Contract, & must examine all relevant documents & must inspect & consider the site & surroundings. The Tenderer shall be deemed to have satisfied himself of the correctness of any information or representation made in the documents provided.

The tender amount shall be EXCLUSIVE of value added tax.

## 11.00 FORM OF TENDER

CONTRACT: New waste facility for 3 no. skips and vehicle access to Recreation Ground  
Tenterden Leisure Centre, Recreation Ground Road, Tenterden, Kent, TN30 6RA

EMPLOYER: Tenterden Town Council

Having read the Conditions of Contract & Specification for the execution of the above named works, & having examined the site & being aware of all conditions under which the works will be carried out I/we offer to supply & deliver materials, provide & maintain plant & execute the works in conformity with the said Conditions & Specification as follows:

1.00	General Information	£
2.00	Tender & Contract Information	£
3.00	Contractors Obligations	£
4.00	Site Clearance and Preparation	£
5.00	Excavation & Backfilling	£
6.00	Surface Water Drainage	£
7.00	Concreting & Structural Concrete	£
8.00	Electrical	£
9.00	External Works	£
	<b>TOTAL (PROVISIONAL SUMS &amp; FEES INC.)</b>	<b>£ _____</b>
	<b>PROVISIONAL ASSESSMENT OF VAT(20%)</b>	<b>£ _____</b>

I/we offer to start the works \_\_\_\_\_ weeks following the signing of the Agreement for

Minor Building Works and complete the works within \_\_\_\_\_ weeks from the date of possession.

**Tender return date: 12 Noon on Friday 17<sup>th</sup> March 2017**

Daywork rates including overheads & profit

Labour \_\_\_\_\_%

Craftsmen £ \_\_\_\_\_/ hr

Materials \_\_\_\_\_%

Labour £ \_\_\_\_\_/ hr

Plant \_\_\_\_\_%

Percentage required in provisional sum for overheads and profit \_\_\_\_\_%

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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