

Appendix B

NML SUPPLEMENTAL CONDITIONS

Tenders

It is essential that the Specification is read in conjunction with an inspection of the site. No allowance will be made for any claim for additional work to carry out any item of work due to the Contractor not having ascertained the full implication of the work at tender stage.

The Contract price will be a fixed sum exclusive of VAT. All tenders must allow for the provision labour, supervision, materials, fittings, plant and equipment etc. required to complete the work.

The Contractor is to allow for all costs arising from the employment of direct labour or any sub-contractor employed by the contractor.

The Contractor is to allow for all expenses, fares, subsistence etc. necessary and must include all packing and transportation costs required to complete the work.

The Contractor shall study the contract documents and allow for carrying out the work in accordance with the true intent and meaning of the documents and include for all labour, materials, fittings etc. that may be required but not specifically called for in the Specification, Schedule of Works or drawings.

It is the Contractor's responsibility to study the contract documents carefully and seek clarification of any discrepancies, ambiguities or other aspects that do not appear to be clear before submitting the tender.

The Contractor is required to examine the site of the proposed work and make all necessary recommendations concerning the operation of any existing environmental system, security system or fire system which may be affected by the type and method of carrying out the work.

General Conditions

The Contractor is not to park any vehicles, owned or operated by their work-force, sub-contractor, representatives, etc., within parking areas designated as staff or visitor parking, or in any driveway, fire access route, walkway, etc., unless granted permission to do so by security.

The work area should be swept on a daily basis, or more frequently if necessary, to keep floor reasonably clean and the area free of dust.

The Contractor, their representatives or any other person associated with the work, not permitted to smoke anywhere within the museum grounds unless in areas specifically and clearly labelled as smoking areas. This is in order to minimise the risk of fire and smoke damage to objects and buildings, and to reduce the threat to life of the occupants.

The delivery of all materials and equipment to the work site must be pre-arranged with the building manager and security, to ensure that the location and time of loading/ unloading is acceptable to both parties. The Contractor must give particular attention to keeping clear access into the building in the event of fire.

The Contractor must ensure that at any time during the period of work, any entrance or exit, hallway, stairway (fire stairs or otherwise), etc., is kept in the same passable condition in which it was found.

Should any member of the Contractor's workforce discover a potential fire hazard in existing electrical wiring or any other system affected by the work, the Contractor will immediately report this in writing to security. Museums should give contractors responsibility for reporting any existing safety deficiencies, which might put life at risk.

In the event of any incident considered by security or other qualified administrative personnel to constitute a reason to evacuate the work site, all of the Contractor's employees shall follow the directions of these authorities and shall be subject to their instructions pending a return to normal activities.

Security and Restrictions on Site

The following are instructions for contractors working on NML property and are intended to assist in the smooth running of a project whilst providing a secure site:

- The Contractor, his employees and all sub-contractors must report to security each day, sign in and obtain a security badge which must be worn at all times. At the end of the day, each person must sign out.
- The Contractor must not trespass beyond the authorised areas of work and access thereto.
- The use of portable radios and tape/cassettes players etc will not be permitted.
- The Contractor shall ensure that the works, materials and equipment are safeguarded from damage and theft. It is the Contractor's responsibility to safeguard all deliveries during loading and unloading.
- Contract visitors should sign on and off site with the NML Control Room.
- Contractors should only enter or exit the site by the approved route.
- Under no circumstances will contractors be allowed into areas of Collection storage.
- Contractors should fully comply with the NML Fire and Evacuation procedures.
- Contractors should provide, in advance, the names of operatives working on the site, to the NML's Security Advisor through the NML Project Officer.

- Equipment and materials should not be placed against the side of buildings.
- Ladders must be chained to a secure point when not in use and at all times at the end of each working day, weekend or holiday period.
- Scaffolding – proposals to erect scaffolding should be made to NML's Security Advisor through the NML Project Officer, with reasonable time to allow any necessary security arrangements to be made.
- Contractors will not under any circumstances disconnect or move any movement detectors or cameras, or cut any cable that might be associated with the security system of the building.

Limitations of Working Hours and Overtime

The Contractor is restricted to the following working hours – Monday to Friday 8.00am - 5.00pm. Any additional cost for premium time etc must be authorised in advance. Advance notice of any intention to deviate from these hours should be made through the assign NML contact.

Fire Precautions

The Contractor, his employees and all sub-contractors are to comply with the 'Standard Fire Precautions for Contractors Engaged on Crown Works' whilst carrying out the Works. No naked flames, welding or spark producing apparatus, equipment or processes are to be used to carry out operations of work without prior specific authority from the Employer.

Health, Safety and Welfare

The Contractor shall allow for all measures to ensure full compliance with enactments, regulations and working rules relating to safety, health and welfare of workpeople.

The Contractor must ascertain for himself any information he may require to ensure the safety of all employees, sub-contractors employees and persons engaged on the works.

The Contractor may utilise the staff sanitary and canteen facilities located **(TBC)**

Removal of Rubbish and Cleaning

Remove all rubbish and superfluous materials from site daily and finally leave the site clear and unencumbered. All surplus material should be disposed of at a suitably licensed landfill site.