



## **Fradley and Streethay Parish Council**

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**Chairman of the Council: Cllr Simon Roberts**  
**Clerk to the Council: Mrs Clare Orme**

### **Streethay Play Park Refurbishment – Reference FSPC001** **Works Contract Specification**

#### **INSTRUCTIONS TO CONTRACTORS**

1. Contractors should ensure that any explanatory or descriptive matter included with their Tender does not constitute a qualification to the requirements and Terms and Conditions as stated in the Expressions of Interest document.
2. Contractors must submit offers for the whole of the works. Tenders submitted for separate sections only or Tenders, which are incomplete, will not be considered.
3. The Contractor's particular attention is drawn to the fact that the Tender price must include for all costs associated with labour, including the cost of any incentives necessary to attract and retain sufficient labour on site to meet the requirements of the programme. The submission of a Tender shall be deemed to be an undertaking that the Tender price includes for the above.
4. Contractors are required to keep Tenders Valid for acceptance for a period of 60 days from the closing date for receipt of Tenders.
5. All Tenders should be sent to the Authorised Officers quoting the Reference number PSPC001 on the envelope:

Clare Orme Clerk/Wendy Hollinshead Assistant Clerk  
Fradley and Streethay Parish Council, Marketing Suite Office, Wellington Crescent, Fradley  
Park, Lichfield. WS13 8RZ

**so as to arrive no later than: - Monday 31 May 2021**

6. Tenders must be accompanied by:

A Certificate that the Tenderer has not engaged in Collusive Tendering.  
A Certificate that the Tenderer has not canvassed any Member or Officer of the Parish Council.

7. Should there be any clarification required by the Contractors as to the meaning of any possible ambiguity or discrepancies in any of the Invitation to Tender and or Tender documents, the Contractor must set forth their request in writing.

8. The Contractor must make arrangements with the Authorised Officers to visit the site to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the proposed works and shall be deemed to have done so prior to submitting the Tender. Failure to do so may render the Tender unacceptable.
9. The Contractor shall be deemed to have satisfied themselves before submitting the Tender as to the correctness and sufficiency of the rates and prices stated by the contractor in the Bills Of Quantity which shall (insofar as is otherwise provided in the Contract) cover all its obligations under the Contract.
10. No claim by the Contractor for additional payment shall be allowed on the grounds of any misunderstanding or misrepresentation due to lack of knowledge of the condition's regulations or requirements for performing the Services.
11. All prices for materials and labour and any other charges whatsoever shall be quoted in pounds or decimal parts of a pound to two decimal places.
12. Site Plans accompany the Invitation to Tender documents for the assistance of Contractors and show the site and extent of the Contract works, where necessary do so.
13. Contractors are advised that the Contract must be completed as soon as possible within a programme agreed with the Authorised Officer. For the avoidance of doubt, time is of the essence of this Contract.

## CONTRACT FOR THE REFURBISHMENT OF THE STREETHAY PLAY PARK

### FORM OF TENDER

To: Fradley and Streethay Parish Council

I/We the undersigned hereby offer to execute and complete all works to be carried out in accordance with the attached Specification and in compliance with the attached Conditions of Contract for the TENDER SUM specified below, or such other sums as may be ascertained in accordance with the said:

### Conditions of Agreement and the attached Invitation to Tender documents.

Grand Total = £..... (excluding VAT).

Unless and until a formal agreement is prepared and executed, the Tender, together with your written acceptance thereof, shall constitute a binding Agreement between us.

We understand you are not bound to accept any Tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

Signature:

Full Name of Company:

Name (in full):

Designation:

Address:

Telephone No:

Fax No:

Date:

#### NOTE:

THIS FORM OF TENDER DULY COMPLETED AND SIGNED BY THE AUTHORISED PERSON TOGETHER WITH THE OTHER INFORMATION SPECIFIED MUST BE RETURNED TO FRADLEY AND STREETHAY TOWN COUNCIL, NO LATER THAN THE TIME AND DATE STATED IN THE INVITATION TO TENDER. **IN AN UNMARKED ENVELOPE/PARCEL USING THE 'ENVELOPE' PROVIDED.**

**ANTI-COLLUSION CERTIFICATE**

In recognition of the principle that the essence of selective Tendering is that the Council shall receive bona fide competitive Tenders from all those Tendering WE CERTIFY THAT:-

1. The Tender submitted herewith is a bona fide Tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the time specified for the return of the Tenders any of the following acts:-
  - I. Communicating to a person other than the person calling for these Tenders the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender):
  - II. Entering into any agreement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; and
  - III. Offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.

In this certificate

1. "Person" includes any person and anybody or association corporate or unincorporated.
2. "Any agreement or arrangement" includes any transaction of the sort described above, formal or informal and whether legally binding or not.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

SIGNED (as Tenderer)

duly authorised to sign  
for and on behalf of .....

'If a supplier/Tenderer of any goods/services is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Parish Clerk. A person who fails to do so, shall be disqualified for such Contract and, if engaged, the Contract may be withdrawn without further notice. The Parish Clerk shall report to the Council any such disclosure.

Canvassing of members or of any Committee, directly or indirectly, for any work/service under the Council shall disqualify the supplier/Tenderer. The Parish Clerk shall make known the purport of this sub-paragraph to every supplier/Tenderer.

A member of the Council shall not solicit for any person any work under the Council or recommend any person for such work; but, nevertheless, a member may give a written testimonial of a supplier's ability, experience or character for submission to the Council.'

## **TENDER FOR THE REFURBISHMENT OF THE STREETHAY PLAY PARK**

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## **CONDITIONS OF CONTRACT**

## **1. DEFINITIONS & INTERPRETATIONS**

In this Contract, save where the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

Commencement Date	means	the date from which the Contractor will be required to commence to provide the services, as notified by the Authorised Officer or such other date as may be agreed.
Conditions	means	These conditions, any supplementary conditions and any modification thereof.
Contract	means	any formal Contract document entered into between the Contractor and the Council and includes the documents incorporated therein and forming part thereof
Contractor	means	the person, persons or company whose Tender is accepted by the Council and includes the Contractor's personal representative and successors.
Authorised Officer	means	Parish Clerk/Assistant Clerk for the time being of the Council or any person duly authorised by them in writing to act on her behalf.
Council	means	the Council of Fradley and Streethay or any successor Authority.
Materials	means	any goods.
Programmes	means	the programme/s of work submitted by the Contractor in accordance with the requirements of the Tender documents.
Services	means	the services to be undertaken by the Contractor as described in the Tender documents or any of them.
Tender Documents	means	the tender and accompanying documents relating thereto.

Invitation to Tender means the expression of Interest Document and accompanying outline specification.

## **2. HEALTH, SAFETY AND WELFARE**

The Contractor in performing the services covered by the Contract, so as to ensure the Health, Safety and Welfare of the Contractors staff, employees of the Council and all other persons including members of the public shall comply with: -

All duties and responsibilities placed upon them by the Health and Safety at Work Act 1974 and all subsidiary legislation especially with regard to the use of unqualified operatives, facilities for workmen, and the protection of motorists, pedestrians and members of the public. The Contractor must allow for this in their rates.

All other relevant Acts of Parliament, Statutory Instruments, regulations etc.

All revisions, modifications, and amendments to Acts of Parliament, Statutory Instruments, regulations etc.

All relevant Codes of Practice, British or EEC equivalent standards, EU Directives etc. and modifications, amendments and revisions thereto.

If in the opinion of the Authorised Officer the Contractor's method of working is such as to present a risk of serious personal injury to the employees of the Contractor, employees of the Council or any other person, the Authorised Officer shall issue a notice that the unsafe method working practice is to be remedied within a period of time that he/she considers reasonable having regard to all the circumstances. If the Contractor fails to remedy the unsafe working practice within the time stated in the notice the Authorised Officer will have the power to suspend the performance of all or part of the Services until the time as he/she considers the Contractor will adopt safe working practices. Any such suspension will be entirely at the Contractor's own expense.

## **3. VARIATION OF CONTRACT**

- a) Without prejudice to any other of the conditions hereof no omission from, addition to or variation of the Contract shall be valid or of any effect unless it is issued in writing and signed by the Authorised Officer.
- b) Save for an omission, addition or variation issued pursuant to paragraph (a) any provision inconsistent with the Conditions contained in any other document or in any oral agreement is to be void and of no effect.
- c) If any variation to the Contract is issued and where the work has been previously quoted for in the Bill of Quantities, that rate shall then be used.

## **4. THE AUTHORISED OFFICER**

The functions, rights and powers conferred by this Contract upon the Council shall be exercised by the Authorised Officer. The Contractor shall in no circumstances question the

existence or extent of the Authority of any person authorised by the Authorised Officer to act on his/her behalf.

## **5. CONTRACT PERIOD**

- a) This initial Contract shall not be terminated by either party within the period of the contract save in accordance with these conditions. The Contractor shall be expected to undertake this Contract within a timescale agreed by the Contractor in writing with the commitment that they can meet the deadline as specified, unless otherwise agreed in writing by the Authorised Officer.
- b) The Contractor is advised that they will be paid for the installation work with an interim payment of 10% being held over to cover the maintenance period.
- c) All work shall be completed on site to ensure that all invoices are submitted to this authority by the agreed date.

## **6. PERFORMANCE OF SERVICES**

- a) During the Contract Period the Contractor shall perform the Services (and any modification thereof authorised under the Conditions) in a manner totally consistent with the Tender and the terms and conditions of the Contract and to the entire satisfaction of the Authorised Officer.
- b) The Contractor shall at all times perform such Services in accordance with a written Programme of Work which shall be submitted to the Authorised Officer prior to commencement of any work (and any modifications thereof authorised under the Conditions).

## **7. CERTIFICATE OF PRACTICAL COMPLETION AND DEFECTS LIABILITY**

- a) The Authorised Officer shall issue to the Contractor, a Certificate of Practical Completion to identify that all works have been undertaken. The Authorised Officer will then arrange for a Post Installation inspection to be carried out before hand over of the site to the Council.
- b) On the production of a successfully completed Post Installation Report identifying that all works have been undertaken in accordance with all relevant standards and specification, the Contractor shall be invited to submit their invoice for payment.
- c) Should the Contractor be required to rectify any defects then they should be aware that no payment will be made until the Authorised Officer is satisfied that all works have been completed to the Contract specification.
- d) The Contractor shall make any payment due to this Authority as a result of their failure to undertake the works within the given time period unless previously agreed in writing with the Authorised Officer.

## **8. VALUE ADDED TAX**

- a) On receipt of the Certificates of Practical Completion the Authorised Officer shall inspect the site and if the work has been undertaken satisfactorily and approved by the Post Installation Report, the Contractor shall be advised that they may issue a V.A.T. invoice for those works, which shall be paid within 28 days of the date of receipt of the invoice.

## **9. ASSIGNMENT AND SUB-LETTING**

The contractors shall note:-

- a) Assign any part of the work or undertakings, or any part thereof or any benefit in or under the Contract without the written consent of the Authorised Officer, such consent not to be unreasonably withheld.
- b) The Authority shall be entitled to assign the benefit of the Contract or any part thereof and shall give written notice of any assignment to the Contractor.
- c) The Contractor shall not sub-let the whole of the Contract or any part thereof except where such sub-letting may be customary to the trade concerned. Any sub-letting will be notified to the Authorised Officer within five (5) working days.
- d) Where the Authority has consented to the placing of sub-Contracts, copies of each sub-Contract shall be sent by the Contractor to the Authority within five (5) working days.
- e) The Contractor acknowledges and agrees that by way of illustration only and without restricting of fettering the Authority's right to withhold its consent on reasonable grounds it shall be reasonable to the Authority to withhold its consent where the sub-Contracting of any element of the provision of the Services would be contrary to law or contrary to public or government policy or contrary to public morality and decency or which it is not in the national interest. If with the Authority's consent the Contractor sub-Contracts the provision of any interest. If with the Authority's consent the Contractor sub-Contracts the provision of any element of the Services, every act or omission of the sub-Contractor shall for the purposes of the Contract deemed to be the act or omission of the Contractor and the Contractor shall be liable to the Authority thereafter as if such act or omission had been committed or omitted by the Contractor itself.
- f) Where the Contractor enters into a sub-Contract with a supplier or Contractor for the purpose of performing the Agreement, it shall cause a term to be included in such a sub-Contract which requires payment to be made of undisputed sums by the Contractor to the sub-Contractor within a specified period not exceeding 30 days from the receipt of the valid invoice, as defined by the sub-Contract requirements.

## **10. AGENCY**

In carrying out the Services the Contractor shall be acting as Principal and not as the Agent of the Council.

Accordingly:

- a) The Contractor shall not (and shall not procure that its employees, servants or agents do not) say or do anything that might lead any other person to believe that the Contractor is acting as the Agent of the Authority; and
- b) Nothing in this Contract shall impose any liability on the Authority in respect of any liability incurred by the Contractor to any other person, but this shall not be taken to exclude or limit any liability of the Authority to the Contractor that may arise by virtue of either a breach of the Contract or by negligence on the part of the Authority, the Authority's employees, servants or agents.
- c) The Contractor has not and shall not hold himself/herself out as having the power to make, vary, discharge or waive any Byelaw or regulation of any kind.
- d) The Contractor shall not hold himself/herself out as being authorised to enter into any Contract on behalf of the Council to the performance, variation, release or discharge of any obligation to a third party. The employees of the Contractor shall not hold themselves to be and shall not be held out by the Contractor as being servants or agents of the Council

## **11. LIABILITY OF CONTRACTORS**

- a) The Contractor shall fully and promptly indemnify the Council against any liability to any person or property whatsoever arising out of or connected with the performance of the Services or any act or omission of any employee of the Contractor howsoever such liability may arise.
- b) The Contractor shall fully and promptly indemnify the Council in respect of any damage caused to any land, building or chattel in the ownership, occupation or possession of the Council by any employee or agent of the Contractor (whether such damage is caused by negligence or in any other way whatsoever).
- c) The Contractor shall fully and promptly indemnify the Council and all persons concerned in respect of any personal injury caused to any employee of the Council by any employee or agent of the Contractor (whether such injury be caused by negligence or in any other way whatsoever).
- d) The Contractor shall be responsible at all times during the Contract period for the security of the boundaries to all residential and commercial property and public open space that abut the site and is affected by the nature of these works and in doing so shall therefore ensure that all boundaries remain intact through the use of appropriate temporary security fencing at any given time.
- e) The Contractor shall be solely responsible for liaising with residents and neighbouring properties over the works and working with them to minimise the risk of damage to property, vegetation and ensuring the security of the individual premises.

- f) The Contractor shall at all times notify residents affected by the work of their progress and especially inform individual properties in writing, with a copy of each notification to be given to the Authorised Officer, identifying: -
- I. the Contractor's contact details.
  - II. their programme of work and affect that this might have on them.

## **12.INSURANCE**

- a) The Contractor's attention is draw to the insurance details set out below:-

### **Minimum Amount of Public Liability**

Insurance £5,000,000 for any one incident, (total unlimited)

### **Minimum Amount of Employers Liability**

Insurance £10,000,000

**Time of Completion** TBA

Liquidated Damages for Delay £50 per day

Time within which payment to be made  
after receipt of Statement 28 days

- b) The Contractor shall at all times maintain in force such policies of insurance with reputable insurers or underwriters as shall fully insure and indemnify the Contractor against liability;
- I. to the Council and to any employee of the Council;
  - II. to the employees of the Contractor;(iii)
  - III. to any other persons

for the sum of at least £5 million for each occurrence. Total number of occurrences unlimited.

- a) The Contractor shall prior to the commencement of the Contract, and at such other times as the Authorised Officer may require, supply the Authorised Officer with copies of all insurance policies, cover notes, premium receipt and other documents necessary to comply with sub clause (a) of this Clause.
- b) The Contractor will ensure that where it receives notification of any potential insurance claim, it shall deal with the matter directly and/or refer the matter to the Contractor's insurers within a period of 28 days from the receipt of notification of the potential claim and ensure that each claim is progressed and resolved with due diligence.

## **13.BRIBERY AND CORRUPTION**

The Council shall be entitled to terminate the Contract forthwith and to recover from the Contractor the amount of any loss result from such termination, if:

- a) the Contractor shall have offered or given or agreed to give to any person any gift or

consideration of any kind as inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the Contract or any other Contract with the Council; or

- b) the like acts shall have been done by any person employed by the contractor or acting on their behalf (whether with or without the knowledge of the Contractor); or
- c) In relation to any Contract with the Council the Contractor or person employed by them or acting on their behalf shall: -
  - I. have committed any offence under the Prevention of Corruption Acts 1989 to 1916; or
  - II. have given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972

#### **14. GRATUITIES**

- a) The Contractor shall not, whether by themselves or by any person employed by them to perform the Services, solicit any gratuity or tip or any other form of moneymaking or reward, collection or charge for any of the Services other than bona fide charges approved by the Council.

#### **15. LIABILITY OF COUNCIL**

- a) To the extent permitted by the Unfair Contracts Terms Act 1977 the Council shall not be liable for any loss or damage whether caused by the negligence of the Council, its servants or agent in any way whatsoever and the Council shall in no circumstances be liable to the Contractor for any loss of profit, business or production or any similar loss or damage whether direct, indirect or consequential however caused. The Council in no way warrants the truth or accuracy of any representations which may have been made to the Contractor and the Contractor acknowledges that he did not rely upon any representation made by or on behalf of the Council when entering into this Contract.

#### **16. UNSATISFACTORY EMPLOYEES**

- a) If, with reasonable justification, the Authority gives the Contractor notice that any person is not to become involved in or is to be removed from involvement with the performance of the Contract, the Contractor shall take all reasonable steps to comply with such notice and if required by the Authority the Contractor shall replace any such person removed under this condition with another suitably qualified person and procure that any pass issued to the person removed is surrendered.

#### **17. TERMINATION**

- a) If the Contractor shall have offered, or given, or agreed to give to any person any gift, or consideration of any kind as an inducement or reward for doing, or forbearing to do, or having done or forborne to do any action in relation to the obtaining of the Contract, or any other Contract with the Authority, or for showing or forbearing to

show favour, or disfavour, to any person in relation to the Contract, or any other Contract with the Authority, or if the like acts shall have been done by any person employed by the Contractor, or acting on the Contractor's behalf (whether with or without the knowledge of the Contractor), or if in relation to the Contract, or any other Contract with the Authority, the Contractor or any person employed by the Contractor, or acting on the Contractor's behalf, shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or shall have given any fee or reward to any officer of the Authority, which shall have been exacted or accepted by such officer by virtue of their office or employment and is otherwise than such officer's proper remuneration, the Authority shall be entitled to terminate the Contract and to recover from the Contractor the amount of any loss resulting from such termination.

b) If the Contractor

- I. Commits a breach of any of their obligations under the Contract;
- II. becomes bankrupt, or makes a composition or arrangement with their creditors, or has a proposal in respect of their company for the voluntary arrangements for a composition of debts, or scheme or arrangement approved in accordance with the Insolvency Act 1986;
- III. has a winding-up order made, or (except for the purposes of amalgamation or reconstruction) a resolution for voluntary winding-up passed;
- IV. has a provisional liquidator, receiver, or manager of their business or undertaking duly appointed;
- V. has an administrative receiver, as defined in the Insolvency Act 1986, appointed;
- VI. has possession taken, by or on behalf of the holders of any debentures secured by a floating charge, of any property comprised in, or subject to, the floating charge;
- VII. is in circumstances which entitle the court or a creditor to appoint, or have appointed, a receiver, a manager, or administrative receiver, or which entitle the court to make a winding-up order;

Then in any such circumstances the Authority may, without prejudice to any accrued rights or remedies under the Contract, terminate the Contractor's employment under the Contract by notice in writing having immediate effect.

c) If the Contractor's employment is terminated as provided in Condition 17(b), the Authority shall

- I. cease to be under any obligation to make further payment until the costs, loss and/or damage resulting from or arising out of the termination of the Contractor's employment shall have been calculated and provided such calculation shows a sum or sums due to the Contractor;
- II. be entitled to repossess any of its materials, clothing, equipment, vehicles or other goods loaned or hired to the Contractor and to exercise a lien over any of the materials, clothing, equipment, vehicles or other goods belonging to the Contractor for any sum due hereunder or otherwise from the Contractor to the Authority;

- III. be entitled to employ and pay other persons to provide and complete provision of the works or any part thereof and to use all such Contractor's materials, clothing, equipment, vehicles or other goods for the purposes thereof;
  - IV. be entitled to deduct from any sum or sums which would but for Condition 17(c)(i) have been due from the Authority to the Contractor under this Contract or any other Contract or be entitled to recover the same from the Contractor as a debt, any loss or damage to the Authority resulting from or arising out of the termination of the Contractor's employment. Such loss or damage shall include the reasonable cost to the Authority of the time spent by its officers in terminating the Contractor's employment and in making alternative arrangements for the provision of the works or any part thereof;
  - V. when the total costs, loss and/or damage resulting from or arising out of the termination of the Contractor's employment has been calculated and deducted so far as practicable from any sums which would but for Condition 17(c)(i) have been due to the Contractor, any balance shown as due to the Authority shall be recoverable as a debt, or alternatively, the Authority shall pay to the Contractor any balance shown as due to the Contractor.
- d) The rights of the Authority under Condition 17 are in addition to and without prejudice to any other rights the Authority may have whether against the Contractor directly or pursuant to any guarantee, indemnity or bond.

#### **18. FAILURE & DEFAULT IN PERFORMANCE - LIQUIDATED DAMAGES**

- a) If the Contractor shall fail to perform any of the works in accordance with the Conditions Specifications or any of the schedules then the Authority shall be entitled to take such action as the Authorised Officer may consider necessary to ensure that the works are completed or Items are available for use by the Authority, including the hire of a substitute Item or return of the Item to the Contractor for remedial works at Contractor's own expense.
- b) In such circumstances all the costs incurred by the Authority shall be recovered by the Authority from the Contractor in accordance with Condition 17(c) (iv).
- c) All deductions payable by the Contractor to the Authority pursuant to this Condition shall be paid as Liquidated Damages and not as a penalty.
- d) Contractors must adhere to the details of Liquidated Damages as identified in the Appendix to the Form of Tender.

#### **19. ARBITRATION**

- a) All unresolved disputes between the parties arising out of or connected with this Contract or the performance of the Services by the Contractor shall be referred to an Arbitrator to be agreed upon by the parties or in default of such agreement to be nominated by the President of the Institute of Arbitrators or a person appointed by them.

- b) Any award or decision of such Arbitrator shall be final and binding on the parties hereto.

## **20. BRITISH OR EU STANDARDS**

- a) Where an appropriate British or EU Standard Specification, British or EU Standard Code of Practice issued by the British Standards Institution or its European equivalent is current all goods used or supplied and all workmanship shall be in accordance with that Standard, unless otherwise stated.

## **21. OBSERVANCE OF STATUTORY REQUIREMENTS**

- a) The Contractor shall comply with all statutory and other provisions to be observed and performed in connection with the Services provided under the Contract and shall indemnify the Authority accordingly.

## **22. STAMP DUTY AND LEGAL FEES**

- a) Each party shall bear their own legal and other fees in relation to the preparation and submission of the Tender documents and any formal Contract documents arising there from.

## **23. DEFAULT BY CONTRACTOR**

- a) If the Contractor, for whatever reason, fails to provide or perform the Services in whole or in part completely in accordance with the terms of the Contract, then without prejudice to any other remedy contained herein the Authority may by its own or other workmen provide and perform such Services or part thereof in which the Contractor has made default. The costs and charges incurred by the Authority in so doing shall be paid by the Contractor to the Authority on demand or may be deducted by the Authority from any monies due or which may become due to the Contractor.

## **24. INSPECTION OF SITE, EXTENT AND NATURE OF SERVICES**

- a) The Contractor shall be deemed to have fully acquainted themselves with all conditions likely to affect the execution of the Works and have visited the site to satisfy themselves with the nature and extent of services to be undertaken as detailed in the Contract Documents and as to the nature of access and all matters likely to affect the execution of the Service.
- b) In the event of adverse weather conditions preventing the performance of the Services the Contractor with the prior consent of the Authorised Officer may modify their method of working.
- c) In submitting their Tender, the Contractor will have been deemed to understand the nature of the Works and included within their Tender sum for performing the Works in adverse weather conditions or such other conditions for periods within the Contract Period.

- d) The Contractor shall not be entitled to make any claims in any respect regarding the Contract through lack of knowledge or understanding of the specified works. Any costs or losses incurred during the preliminary investigations and Tender preparation shall be borne by the Contractor alone.

## **25. INSPECTION & ACCESS**

- a) The Contractor shall at all times during the Contract Period allow the Authorised Officer and their staff, the Authority's Internal Auditor or such person as may be nominated from time to time by the Authorised Officer access to all locations for the purpose of inspecting: -
  - I. Work being performed pursuant to the Contract.
  - II. Records or documents in the possession of the Contractor in connection with the performance of such work

## **26. ADVERTISING**

- a) Advertising in any form on or about the works is prohibited. The Council reserves the right to remove any advertising material erected, distributed or employed on or around the works by the Contractor. This condition does not extend to normal sign painting on the Contractor's vehicles.

## **27. NUISANCE**

- a) The Contractor shall take all necessary measures to minimise nuisance to occupiers of property adjoining the works and shall comply with any reasonable instructions given by the Council in this respect.

## **28. TIMING**

- a) The Contractor shall undertake all operations in a timely manner to ensure the completion of the works by the deadline stated in the Contract documentation or at the earliest practical date thereafter.

## **29. CLAIMS**

- a) No claims will be accepted on the grounds of failure to identify all the requirements of the Contract. The Contractor shall be deemed to be fully aware of all aspects of the work required, areas to be treated and timescale involved. This Authority will not accept any claims over and above the agreed Contract price unless made with the written approval of the Authorised Officer.
- b) The Council is unable to provide storage facilities for the Contractor during the Contract period; it is therefore the Contractor's responsibility to take such measures as to the provision of any materials or equipment on site. The Council will take no responsibility for any vandalism or theft, which might occur as a result of materials or equipment being stored therein. The Contractor shall be held responsible for any damage, which might occur as a result of any such storage of materials or equipment.

### **30. POST INSTALLATION**

- a) The Contractor shall on submission of their invoice, provide Guarantee Certificates covering the life of the guarantee periods identified in the Tender Documents.
- b) Final payment of the Contractor's invoice shall be made on the provision of a Post Installation Inspection Certificate. This certificate will identify that all works have been completed to the current British and European Standards and the Council's Specification.

## **SPECIFICATION PRELIMINARIES**

### **1. GENERAL**

- a) All works when finished must comply with the current British and European Standards and recommendations and any relevant legislation.
- b) Method Statements showing how the Contractor proposes to undertake the works in question, for Authorised Officer approval, shall accompany the priced Bills of Quantity.

### **2. WORKING HOURS**

- a) The working day shall be between the hours of 08.30am to 5.00pm Monday to Friday.
- b) The Contractor shall identify in the Method Statements their normal weekly and daily work times on which the Tender is based.
- c) No weekend or overtime working shall be permitted without the previous written authorisation from the Authorised Officer.

### **3. RISK ASSESSMENTS**

- a) The Contractor shall provide copies of their risk assessment forms relating to their working practices of their employees operating on and covering the nature of this Contract.
- b) The Contractor shall fully acquaint themselves of the nature of this Contract and provide a full risk assessment of how they will maintain the integrity of property boundaries around the site.

### **4. CONTRACTOR'S REPRESENTATIVE**

- a) During the Contract period the Contractor shall have a representative who can be contacted at all times by the Authorised Officer to answer any queries that might arise.
- b) The Contractor's representative shall have delegated administrative powers from the Contractor in relation to the effective running and management of this Contract and as such will be supplied by the Contractor with a mobile telephone which must be switched on during the working day, the telephone number to be supplied to the Authorised Officer.
- c) Should the Contractor employ more than one gang on the Contract they shall be expected to provide a working mobile telephone for each gang when working on site and provide the Authorised Officer with their numbers.

## GENERAL DESCRIPTION OF WORKS

### 1. GENERAL WORKS

- a) A site plan is provided with this Invitation to Tender showing site locations/layout.
- b) The Contractor's attention is drawn to the Liability of the Contractors, Clause 11 in the Conditions of Contract.
- c) Where the work is in areas to which the general public has access, the Contractor shall take every precaution necessary to ensure their safety by providing staff to restrict and/or redirect them and/or by erecting barriers and displaying signs as necessary. The Contractor must, as far as is reasonably practicable, ensure that the public be excluded from the area of operations. The means by which the Contractor achieves this must be at their discretion, and the contractor shall be held responsible should they not be effective.
- d) On completion of the works the Contractor shall remove all wood, equipment, detritus and other materials and is to leave the site clean and tidy to the satisfaction of the Authorised Officer.
- e) The Contractor shall take care to avoid damaging any structures or fittings; other trees, shrubs and plants; grass or other surfaces at the site of the works and to neighbouring property. If any damage occurs the Contractor shall carry out full reinstatement to the satisfaction of the Authorised Officer or alternatively satisfy the Authorised Officer that adequate compensation has been paid to the owner concerned, in accordance with the Conditions of Contract and at the Contractor's expense.
- f) The Contractor shall ensure that no spillage or dumping of any fuel, oil or other material takes place on or near the site.
- g) If the Contractor encounters any points of doubt or difficulty during the course of the works especially with regard to damage or points not covered by the Contract, the Contractor shall clear the matter with the Authorised Officer before proceeding. The Contractor shall not make any agreements or arrangements with any unauthorised persons.
- h) The Contractor shall be deemed to have taken into account any surrounding hazards when submitting their Tender. The Contractor shall be responsible for any costs incurred in the disconnection and reconnection of overland power lines and telephone cables or underground services, and also for arranging with the Authorities concerned for the working and safety of such apparatus.  
If any of the work necessitates entry onto any adjoining land, the Contractor shall make the necessary arrangements for access. The Contractor shall not leave any wood, materials, detritus or equipment on adjoining land without permission from the landowner to do so. Any damage to adjoining property must be properly repaired, at the Contractor's expense. The Contractor is not to allow any of their workmen to wander about the area of the Works or to trespass on any adjoining property.
- i) The Contractor may use such tools and equipment as he/she deems to be suitable provided it complies with all Health and Safety requirements.
- j) Maintaining security to property and sites is sacrosanct and must be ensured at all times.
- k) The Contractor shall post signs in suitable positions on outer perimeter fencing to warn members of public that the area is closed due to construction works. Signs must display all relevant Health & Safety information (emergency telephone number as a minimum requirement).

- l) The Contractor shall leave areas/sites safe and clean and remove any temporary fencing from site on completion of all works. All arisings shall be collected and taken to the Contractor's tip.
- m) Prior to starting work, the Contractor must provide and have approved by the Authorised Officer Risk Assessments and Method Statements for the work to be undertaken.
- n) All waste must be disposed of by the Contractor to an Environment Agency or local authority approved disposal site and provide Waste Transfer Licence to show that the material is disposed of correctly.
- o) The Contractor must fully acquaint themselves of the site and work required; the Council will not accept any additional claims for items or work that may arise following the letting of the Contract.
- p) Although not working on a public highway, the Contractor shall be expected to install appropriate signage and barriers to advise of the work being undertaken and make the construction safe, especially as the work abuts these areas. As per the attached Contract Brief: Description of Works