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**Specification**

**brigstock latham primary school – roof replacement**

|  |  |
| --- | --- |
| **Owner’s Name:** | Louise Shivers |
| **Date Circulated:** | Tuesday, 07 May 2024 |
| **Return Date/Time:** | Tuesday, 28 May 2024 |
| **Awarded:** | TBC |
| **Commencement Date:** | 29-Jul-2024 |

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## Introduction

* 1. In September 2023 roof leaks occurred across the school localised to the position of the internal rainwater hoppers. This caused damage to the internal suspended ceiling areas and lighting.
  2. A roof condition survey was instructed in September 2023 to review the roof area and the drainage to establish the scope of works required.
  3. In October 2023, a project commenced to fully strip out internal ceiling areas due to the presence of Asbestos and to undertake consequential refurbishment works.
  4. During the refurbishment works patching works were undertaken to the roof area to prevent any issues with further water ingress in the short term.

## Background

* 1. The current roof has reached the end of it’s expected lifespan and even with minor patch repair there is no guarantee as to when further failures will occur.
  2. The current level of insulation within the roof build up does not comply with the current standards outlined within the Building Regulations and requires upgrade to achieve the required U values and increase the thermal efficiency of the building.
  3. The target outcomes of these works are to provide an increased energy and thermal efficiency and to assist with the increase with the overall lifespan of the building.

## Scope

* 1. **Strip Out**

Remove all skylights and upstands and dispose of all waste materials off site.

Remove all roof coverings, insulation and roof decking and dispose of waste materials off site.

Remove all internal drainage and associated fixtures and fittings. Dispose of all waste materials off site.

Remove any damaged areas of the existing facias/trims and dispose of all waste material off site.

1. **Roof Replacement Works**
   * 1. Undertake infill works to existing roof structure where rooflights and upstands have been previously removed. Allow for all materials, fixtures, and fittings. Leave all areas safe and secure upon completion.
     2. Supply and install a new warm deck flat roof build up to existing roof area. To include new deck lining, vapour barrier, new insulation, tapered insulation to guttering and drainer boards and underlay. Allow to finish with a Stress Ply Flex Plus cap sheet and SBS felt waterproofing layer (or similar approved).
     3. All materials and finished roof build up are to be fully compliant with the current Building Regulations and with all statutory regulations and guidelines.
     4. Supply and install new UPVC facias/trims, as necessary. To be sized and finished to match the existing as closely as practicable. Allow for all fixtures, fittings and sealing as required.
     5. Allow to undertake amendments to the existing drainage and provide new external drainage items as necessary to accommodate the change from internal to external. To include all materials, fixtures, fittings, and connections. Leave all areas watertight and free flowing upon completion.
     6. Undertake all required Builders Work and making good as necessary following the completion of the roof works. Leave all areas and finishes clean and in good order upon completion.
     7. Allow to reattach any existing high-level cabling to the external façade as required. To include all fixtures and fittings.
2. **General**

* + 1. Undertake full integrity testing of new roof area and drainage.
    2. Provide certification confirming guarantee of roof installation and materials.
    3. Provide design details and recommended maintenance procedures for addition to the O&M and Building Manuals.

## Conditions of Service and/or Works

* + 1. The area of the works is an active primary school facility. Due to the potentially hazardous nature of the works the decision has been made to undertake the replacement of the roof during the school summer holiday period.
    2. Allowance must be made for any making good required to the external façade or existing finishes as a consequence of these works.
    3. Clear written details of all advised maintenance procedures to assist in the prolonging of the lifespan of the new roof area to be provided upon completion of the works.

## Continuity of Service and/or Works

* 1. The contractor must provide a draft Programme of Works advising on the predicted duration of the works. At any point should it be identified that the programme will overrun the required completion date, these items are to be highlighted and any proposals for mitigation advised.

## Statement of Requirements

* 1. **Services** 
     1. **Required Output** – A fully Building Regulations compliant roof area with a minimum of 25 years guarantee.
     2. **Location** – Year 6 Block, Brigstock Latham Primary School, Latham Street, Brigstock, Kettering, NN14 3HD.
     3. **Client** – Brigstock Latham Primary School.
     4. **Handover Process** – North Northamptonshire Council, Contract Administrator to inspect completed works and issue Practical Completion Certificate to confirm completion of works.
  2. **Supplies**
     1. **Design and Performance Criteria** – A fully Building Regulations compliant warm roof construction meeting the minimum U Values with external rainwater goods linked to existing underground drainage outlets.
  3. **Works**
     1. **Guidance** – Roof Condition Survey September 2023.
     2. **Access** – The area of works can be accessed from the Bridge Street entrance. Areas for skips and parking for a minimal number of vehicles is available at the rear of the property.
     3. **Contractor’s Design Elements** – The contractor is required to provide a fully compliant and effective design for the relocation of rainwater goods from internal to external mounting.
     4. **Temporary Facilities** – The contractor is required to provide a temporary W/C and welfare facility for staff usage for the duration of the works.

## Data Management / UK General Data Protection Regulation (UK GDPR)

As a data controller, we are committed to upholding the principles of UK GDPR and the Data Protection Act 2018 (UK Data Protection Legislation) to ensure:

* that any processing is lawful, fair, transparent, and necessary for a specific purpose.
* that data is kept accurate, up to date and removed when no longer necessary.
* that data is kept securely and safely; and
* transparency regarding use of personal (including special category) data.

The data controller has overall control of the personal data that it holds. The data controller is responsible for ensuring that its data processors are competent to process personal data in line with UK GDPR requirements. Under Article 28(1) data controllers are only permitted to use data processors that can provide “sufficient guarantees” to implement appropriate technical and organisational measures, to ensure the processing complies with the UK GDPR and protects the rights of individuals.

There have been no data protection implications identified for the initial provision of this service.

If, at any stage following the commencement of services the supplier requires access to personal data held by the data controller; the data controller will ensure that the appropriate provisions are put in place and documented, to allow the processing to be undertaken in accordance with UK Data Protection Legislation.

In this event, in accordance with Article 28 UK GDPR, the supplier as a ‘data processor’ must adhere to the following provisions:

* 28 (3)(a) only process personal data in line with the data controller’s documented instructions (including when making an international transfer of personal data) unless it is required to do otherwise by UK law.
* 28(3)(b) the data processor and its personnel must obtain a commitment of confidentiality from anyone it allows to process the personal data unless that person is already under such a duty by statute.
* 28(3)(c) the data processor is obligated to take all security measures necessary to meet the requirements of Article 32 on the security of processing.
* 28(3)(d) the data processor should not engage another processor (a sub-processor) without the controller’s prior specific or general written authorisation. Where authorisation is received, the sub-processor must offer an equivalent level of protection for the personal data.
* 28(3)(e) the data processor must take “appropriate technical and organisational measures” to help the data controller respond to requests from individuals to exercise their data rights.
* 28(3)(f) considering the nature of the processing and the information available, the data processor must assist the data controller in meeting its obligations to investigate and report data breaches to the ICO and data subjects, where applicable.
* 28(3)(g) upon termination of services, the data processor must delete existing copies of the personal data and confirm in writing to the data controller that it has done so, unless UK law requires it to be stored. Deletion of personal data should be done in a secure manner, in accordance with the security requirements of Article 32.
* 28(3)(h) the data processor must provide the data controller with all the information that is needed to show that the obligations of Article 28 have been met; and allow for, and contribute to, audits and inspections carried out by the data controller, or by an auditor appointed by the data controller.

## Quality Requirements

* 1. A site supervisor will be appointed to communicate with the Stakeholders and Contract Administrator.
  2. All requirements for variations to contract will be communicated to the Contract Administrator for approval prior to works commencing. All cost must be provided for additional works prior to validation of approval. Any verbal approvals will be validated with the issue of a formal Contract Administrators Instruction.
  3. The Contract Administrator will undertake fortnightly progress meetings/inspections. Further informal meetings can be arranged via with the Contract Administrator upon request.
  4. Where staged valuations are to be undertaken the contractor is to confirm items to be included within the claim ahead of scheduled site inspections. Following inspection of completed items the Contract Administrator will validate all claims. Where costs for materials are to be claimed a delivery note/proof of purchase will be required prior to the claim being validated.
  5. Due to the nature of the site a representative from the school will be in attendance to review the progress of the works and to assist with any queries/requirements for access.

## Whole of Life Support and Warranties

* 1. The new roof will be guaranteed for a minimum of 25 years.
  2. The contractor is to provide support throughout the contractual defects period should snagging issues/defects occur.

## Security

* 1. The contractor is to provide locked Heras fencing to the perimeter of the compound and storage area to prevent unauthorised access. Any breaches in the compound area are to be reported to the CA/PM upon discovery.
  2. All existing security gates will require securing at the end of each working day.
  3. Any portable or valuable equipment such as small generators, tools etc. are to be removed from site daily or stored securely out of site from members of the public.

## Training

* 1. All contractors/sub-contractors attending site will need to be fully trained in the use of all access and safety equipment used for the life of the works.

## Programme of Works and Implementation Criteria

* 1. The works will commence following the closure of the school for the summer holiday period and must be completed before the school return on Monday 2nd September 2024.
  2. Valuations will be completed at 4 weekly intervals throughout the duration of the works. Delivery notes/proof of purchase will be required for any claims for value of products purchased but not installed on the date of the valuation.
  3. A retention of 5% will be applied to all valuation sums applied throughout the duration of the works. A retention of 2.5% will be applied to the final account valuation which will be released upon completion of the 12-month defects period.

## Contract Management, Performance Monitoring, and Review

* 1. The works will be undertaken in accordance with the terms laid out in the JCT 2016 Minor Works with Contractors Design Contract and the North Northamptonshire Council Terms and Conditions.
  2. The Contract Administration of the works will be undertaken by a representative from North Northamptonshire Council.

* 1. The Contract Administrator will undertake fortnightly site meetings with all parties which will include valuation inspections, as necessary. The CA will produce minutes of all meetings accordingly.
  2. Any required Extensions of Time are to be applied for in writing and addressed to the Contract Administrator from North Northamptonshire Council.
  3. Failure to submit and official Extension of Time request or any disruption to the building’s operation will leave the contractor liable to Liquidated Damages to the sum identified within the Prelims.

## Risk Management

* 1. A Risk and Method Statement will be issued to the Contract Administrator prior to the works commencing.
  2. Appropriate access equipment and safety harnesses/fall prevention etc will be required to allow access to the roof and safety whilst working at height.
  3. All contractors and sub-contractors attending site are to receive daily toolbox talks/refresher sessions to reduce risk and keep parties fully informed of changes to situations on site.

## Other Relevant Details

* 1. Any items with perceived or confirmed long lead times are to be highlighted to the Contract Administrator during the pre-start meeting and orders for these items are to be prioritised in order to avoid delays to the programme.

## Corporate Social Responsibility

* 1. The contractor and any and all sub-contractors must comply fully with legislation relating to Corporate and Social Responsibility, e.g.
* Equality Act 2010
* Modern Slavery Act 2015
* National Security and Investment Act 2023
* The Working Time Regulations Act 1998
* Environment Act 2021

And all other relevant statutory regulations, acts or guidance.

## Annexes

**Table 1 – Annexes**

| **Annex Title** | | **Document** |
| --- | --- | --- |
|  | Roof Condition Survey – Sep 2023 | Embed document |
|  | Patching Works Completed – Nov 2023 | Information attached |

## Appendix 1 – Definitions

**Table 2 – Definitions**

| **Term or Acronym** | **Definition** |
| --- | --- |
| Contract | The legal agreement between the Supplier and the Council, which details the Council’s requirements, terms, and conditions. |
| Contract Year | A period of twelve (12) months, commencing on the Contract Start Date. |
| Council | North Northamptonshire Council. |
| Service and/or Works | A term used to describe the goods, supplies, service, works and/or any part, thereof and/or any other requirement to be provided and/or delivered by the Supplier, to fulfil the obligations and/or requirements of this document and all supporting documents. |
| Supplier | The organisation who wins the Contract, following evaluation of all bids received by the Council. |

**Annex 1 – Roof Condition Survey – Sep 23**

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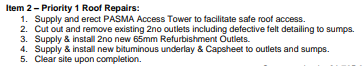
**Annex 2 – Patching Works Completed – Nov 23**

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