

PRELIMINARIES
SCHEDULE OF WORKS
AND
TENDER RETURN

Replacement Flooring to UC Hub
Blackpool and The Fylde College
UC Hub Building

June 2015

CONTENTS

SECTION	1	PRELIMINARIES
SECTION	2	OUTLINE SPECIFICATION
SECTION	3	OUTLINE SCHEDULE OF WORKS
SECTION	4	TENDER RETURN FORM

SECTION 1 PRELIMINARIES

A. GENERAL CONDITIONS

A1 PROJECT PARTICULARS

- 110 NAME: Blackpool and The Fylde College, Ashfield Road, Bispham, Blackpool, FY2 0HB
- 120 NATURE OF THE WORK: Replacement of existing flooring to the UC Hub Building
- 130 LOCATION: UC Hub Building, Blackpool and The Fylde College, Bennett Avenue, Blackpool, FY1 4EE
- 140 THE PARTIES: The names and addresses of the Employer and consultants are as follows:

THE EMPLOYER (CLIENT) WILL BE:

**Blackpool and The Fylde
College**

**THE CONTRACT ADMINISTRATOR (CA) or
ESTATES RESPONSIBLE PERSON
WILL BE:**

**Phil Goldstone
Building Maintenance
Manager
Blackpool and The Fylde
College
Tel – 01253 504389 or
07984 538342**

THE CDM-COORDINATOR WILL BE:

N/A

A2 DRAWINGS

- 110 The tender drawings are: UC HUB - 01.

A3 THE SITE/EXISTING BUILDINGS AND PROCEDURES

- 110 THE SITE: Existing educational buildings on an enclosed campus
- 120 EXISTING MAINS/SERVICES: The Contractor will be responsible for the location and protection of all services to the property for the duration of the works. The College will have limited information on the locality of services and these will need to be checked by the successful contractor where they have not been supplied with this tender.
- 130 ACCESS TO THE SITE: Access to the site will be via a shared access from Park Road. Parking will be strictly limited and agreed prior to letting of any contract. All contractors are requested to share travel to limit the number of vehicles brought onto site. All vehicles must be identifiable and where not sign written a note should be left in the windscreen stating the company and contact number.
- Contractor vehicles must not under any circumstances park in restricted bays clearly identified for disabled, reserved or motorcycles.
- 140 USE OF THE SITE: The contractor(s) are not to use the site for any other purpose other than carrying out the works.

Do not use the site for burning or tipping of materials.

- 150 SURROUNDING LAND/BUILDING USES: The College is a live educational establishment. The contractor is to leave free access to all buildings not associated/connected with the work.
- 160 SIGNIFICANT RISKS TO HEALTH & SAFETY: The nature and condition of the building and surrounding land cannot be fully and certainly ascertained before it is opened up. The following risks should be considered:
- Unidentified underground services
 - Work within a live working environment and young people
- 165 ASBESTOS CONTROL AND MANAGEMENT: The presence of Asbestos containing materials. A Type 2 (management) asbestos survey is available for all of the College's buildings. The College's duty holder for the asbestos register is Phil Goldstone – Estate Management, Room G014, Bispham

Where an Asbestos survey has not been included within the tender documentation the Contractor must make arrangements to establish whether a survey exists and make himself aware of the content of any report. Attention is drawn to any exclusions identified in the document in respect of the proposed work area and/or service routes – **IF IN DOUBT ASK.**

If previously unidentified asbestos is discovered during the course of works then the contractor must secure the area and alert the Estate management contact immediately and make no attempt to disturb the suspect material.

The College are seeking to ensure that all sole traders, main contractors and their subcontractors have undertaken an accredited asbestos awareness course in the past 2 years. Evidence of compliance may be requested before tenders are let.

- 170 SITE VISIT: Before submitting the tender, the contractor is advised to visit and inspect the site and drawings to make him/herself acquainted with the means of access, nature of work and all local conditions and restrictions likely to effect the execution of the works. Arrangements for visiting the site must be made through Phil Goldstone (Estates Department) on 01253 504389 or 07984 538342.
- 180 CONTRACTORS WORK PASS: The College operate a signing in system where a clearly identified site compound and contractors signing in process has not been established i.e. minor works. All contractors must report to the reception on site and complete the signing in process. The badge should be worn at all times when on site and returned to the reception whilst signing out prior to leaving site.
- 190 PERMIT TO WORK: The College operate a permit to work system administered via the estates responsible person relevant to this project. A permit will be required for hot works, works in confined spaces, demolition work, work involving pressurized systems, excavation work and also work in the vicinity or areas known or suspected to contain asbestos containing materials.

DOCUMENTS PROVIDED BY CONTRACTOR

- 720 MAINTENANCE INSTRUCTIONS AND GUARANTEES:
- Retain copies delivered with components and equipment [failing which, obtain], register with manufacturer as necessary and hand over to the Employer on or before Practical Completion.

- Notify the Employer of telephone numbers for emergency call-out services if required by after Practical Completion.

A30 **TENDERING/ SUBLETTING/ SUPPLY**

- 161 EXCLUSIONS: If the contractor cannot tender for any part[s] of the project as defined in the tender documents he must inform the Contract Administrator (CA), promptly, defining the relevant parts and stating the reasons for the inability to tender
- 170 ACCEPTANCE OF TENDER: The Employer and his representatives:
- Offers no guarantee that the lowest or any tender will be recommended for acceptance or accepted
 - Will not be responsible for any cost incurred in the preparation of any tender.
- 191 PERIOD OF VALIDITY: Tenders must remain open for consideration [unless previously withdrawn] for not less than 12 weeks from the date fixed for the submission or lodgement of tenders.
- 195 INSURANCES: The Contractor is to maintain in force Employee and Public Liability insurance policies. The sum insured in the case of Public Liability is to be not less than £5,000,000 for any one event. If the tendering company has not previously worked for the College then a copy of the insurance broker's certificate should be submitted with the tender return. In cases where the collective value of work exceeds £100,000 the Colleges own insurers will need to be notified through the relevant Estate management contact.
- 315 PROVIDE EVERYTHING NECESSARY: The Contractor shall provide everything necessary for the proper execution of the works and the prices given in the Specification shall be for the works complete in every respect according to the true intent and meaning of the Drawings and Specification taken together and the general Conditions of Contract, including all labour, materials, cartage, carriage, tools, tackle, plant, scaffolding and temporary doors. All prices must cover the customary allowances for cutting and waste.
- 320 PRICING OF SPECIFICATION: Alterations and qualifications to the specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification, which are not priced, will be deemed to have been included elsewhere in the tender.
- 331 THE PRICED SCHEDULE: must be submitted with the tender submission.
- 341 ERRORS IN THE PRICED DOCUMENTS: will be dealt with in accordance with the word 'documents' being substituted for 'bills of quantities'). 'Code of procedure for single stage selective tendering' 1994, Alternative 1.
- 350 PRICE FIXING: Under no circumstances should the tendering contractor discuss or agree tender return prices with competitors in a bid to secure work or secure work for other parties.
- 351 BRIBERY: In performing its obligations under this Agreement, the supplier shall comply with the College's Anti-Bribery Policy and with the United Kingdom Bribery Act 2010.

The College Anti-Bribery Policy prohibits:

the offering, promising, or giving of any bribe, whether cash or other inducement;

the requesting, agreeing to receive or acceptance of any bribe, whether cash or other inducement ;

the offer, promise or giving of a financial or other advantage to a foreign public official; in order to obtain or retain business or an advantage in the conduct of business.

The supplier will permit audits by the College to ensure compliance with the United Kingdom Bribery Act 2010 and that adequate procedures are in place to prevent bribery.

A32 MANAGEMENT OF THE WORKS

150 OWNERSHIP: Materials arising from the works are to become the property of the contractor except where otherwise stated. Remove from site as work proceeds.

212 PROGRAMME OF WORK:

The project requires the successful contractor to act immediately upon instruction from the CA to proceed with work.

The contractor will be requested to make allowances for all:

- Planning and mobilisation by the contractor
- Working extended hours whilst in compliance with the working time directive
- Long lead delivery items
- Subcontractors works
- Running in, adjustment and testing of services
- Work resulting from instructions issued in regard to the expenditure of provisional sums
- Work by others concurrent with the contract

425 DEFECTS IN EXISTING CONSTRUCTION: Any defect in the existing construction which does not form part of the tendered work should be brought to the attention of the estates responsible person and recorded prior to any remedial work be undertaken.

SAMPLES/APPROVALS

210 SAMPLES: Where approval of products is specified submit samples or other evidence of suitability. Do not confirm orders or use products until approval of samples has been obtained. Retain approved samples in good, clean condition on site for comparison with products used in the Works. Remove when no longer required.

SERVICES GENERALLY

410 SERVICES REGULATIONS: Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.

420 SERVICE RUNS: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut. Attention is to be expressly made to fire stopping and completeness of the structure.

430 FIRE COMPARTMENTATION: Where any services pass through vertical or horizontal fire compartments/breaks within the building the contractor must make suitable allowances within the tender for making good around penetrations or using proprietary sleeves to meet the appropriate fire resistance. It will be deemed unacceptable to later find penetrations which are not sealed or have not been brought to the attention of the estates responsible person.

- 440 MECHANICAL AND ELECTRICAL SERVICES must have final tests and commissioning carried out and certified so that they are in full working order at Practical Completion.

WORK AT OR AFTER COMPLETION

611 **GENERALLY:**

- Make good all damage consequent upon the work.
- Remove all temporary markings and protective coverings.
- Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials.
- Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

- 650 **MAKING GOOD DEFECTS:** Make arrangements with the client and/or his tenant(s) and give reasonable notice to make good defects in an agreed timescale between the estates responsible person and the contractor.

A34 **SECURITY/ SAFETY/ PROTECTION**

PROTECT AGAINST THE FOLLOWING

221 **NOISE:**

- Comply generally with BS 5228.
- Noise levels from the works are to be kept below 58 dB(A) when measured at a distances of 4 meters from the source.
- Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

- 231 **POLLUTION:** Take all reasonable precautions to prevent pollution of the site, the works and the general environment including drainage systems, streams and waterways.

- 240 **NUISANCE:** Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

- 250 **INJURY:** Take all necessary precautions to prevent personal injury and death. Protect the general public from access to the site at all times. Where the site constitutes a room(s) within an occupied building the Contractor must make provision for safe access/egress from the work area to an external compound/vehicle and provide a method statement and risk assessment on the control measures.

- 260 **FIRE:** Take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' 1992 published by the Building Employers Confederation, the Loss Prevention Council and the National Contractors Group.

- 263 **FIRE:** Smoking will not be permitted on the site except in designated external areas.

- 270 **FIRE SAFETY AND EMERGENCY PROCEDURES:**

Before work commences, contractors and their employees should familiarise themselves with the College's Fire and Emergency Plan and, importantly, check:

- a) The nearest means of escape in the event of a fire or emergency.
- b) The location, type and method of operation of the nearest fire fighting appliances.
- c) The location and method of operation of the nearest fire alarm.

The integrity of fire alarm systems and escape routes must be maintained in any occupied building at all times and particularly when internal work is being carried out by contract workers who are not familiar with the building. Authorisation from the Estates Department should be obtained before breaking through fire compartments (e.g. in ceiling voids).

Contractors must obey alarm signals whilst on College premises and the foreman or site agent must identify and report to the Fire Marshal after the building has been evacuated following an emergency.

Contractors and their employees should be aware that 'accidental tripping' of fire alarms by their work activities will be regarded by College personnel as a genuine emergency and the evacuation procedure for that building/area implemented. The foreman or site agent must report any such false alarm to the College representative or Fire Marshal immediately.

- 265 BURNING ON SITE: Of materials arising from the work will not be permitted.
- 280 MOISTURE: Prevent the work from becoming wet or damp where this may cause damage. Dry out the works thoroughly. Control the drying out and humidity of the works and the application of heat to prevent:
- Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.
- 290 WASTE:
- Remove rubbish, debris and surplus material and spoil at regular intervals and keep the site and works clean and tidy.
 - Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.
 - Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority and transported by licensed waste removal contractor
 - Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.
 - Retain waste transfer documentation on site and hand to CA on completion.
- 300 UNAUTHORISED ACCESS: Adequately safeguard the site, the works, products, materials and plant, and any existing buildings affected by the works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the works and adjoining property. The contractor cannot rely upon the College CCTV systems as a deterrent or recording measure in the event of an incident.

A37 **OPERATION/MAINTENANCE OF THE FINISHED BUILDING**

145 OPERATION AND MAINTENANCE INFORMATION/MANUAL FOR BUILDING SERVICES must include:

A full description of each of the systems installed including their mode of operation written to ensure that the client fully understands the scope and facilities provided.

Diagrammatic drawings of each system indicating principal items of plant, equipment, valves, isolation points etc.

The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.

Manufacturers' technical literature for all items of plant and equipment, including operating and maintenance instruction.

A copy of all Test Certificates for all items of plant and equipment used in the installation.

A copy of all manufacturers' guarantees, warranties and maintenance agreements offered by sub contractors and manufacturers.

Emergency procedures, including telephone numbers for emergency services.

Where asbestos has been removed as part of the contract, details on clearance certificates and licensed waste certificates must be provided to the client.

225 TRAINING: Before Practical Completion explain and demonstrate the operation of the installation to the client providing user information relevant to the complexity of the project and installation.

SECTION 3 –

OUTLINE SPECIFICATION

The following items reflect the minimum requirements which the College will accept for certain elements of the proposed works/installations. This specification is by no means exhaustive and is included for clarity on a number of specific requirements which the College stipulates for all works.

SP1.0 - Cold Water Installations

SP1.1 Pipework to be table X Copper tubing to BS2872 part 2 with potable capillary fittings. Pipework in ceiling voids and in boxings to be insulated.

SP1.2 Pipework to be minimum 15mm diameter and connections to sanitary ware are to include for “ballofix” isolation valves.

SP2.0 - Hot Water Installation

SP2.1 Pipework to be Table X Copper tubing to BS2871 part 2 including potable capillary fittings. Pipework in ceiling voids and boxing to be insulated.

SP2.2 Pipework to be minimum 22mm diameter and connections to sanitary ware are to include for “ballofix” isolation valves.

SP2.3 Where existing hot water flows are deemed to have extensive draw-off times the Contractor shall allow to provide a point of use water heater such as Heatae Sadia Multipoint fitted with U1, U2 and U3 packs.

SP2.4 All hot water service connections to fittings to have blending valves installed and sized to individual basins or sinks and set to 42 degrees on completion. Each valve to have ball valves/strainers and integral non return valves.

SP3.0 – Electrical installations

- SP3.1 All wiring and electrical items to be specified, install and tested in accordance with Building Regulations Part P, IEE 17th Edition 2008 and BS7671 and by a Competent Contractor registered to self-certify under the Secretary of State approval scheme.
- SP3.2 Electrical switches and sockets are to be located in accordance with Part M of the Building Regulations generally 1100mm from finished floor level to bottom of fitting in general toilet areas and 1000mm in disabled toilets.
- SP3.3 Emergency lighting to be provided in accordance with BS5266 Part 1 and 7 1999 and a certificate of compliance will be required on completion. A list and plan of new emergency light fittings together with key switch locations (where applicable) must be provided.
- SP3.4 The minimum lighting level that is to be achieved in the event of a mains failure is 1 lux for 3 hours.
- SP3.5 All retained cabling and fitting shall be made safe prior to any stripping out works.
- SP3.6 A test key switch facility shall be provided for test purposes within multi gang switch units.
- SP3.7 The Contractor to allow for all general earthing and bonding in accordance with latest IEE Regulations.
- SP3.8 The Electrical Installations shall be wired using LSF PVC Cables Contained within galvanised steel trunking and?? PVC conduit.
- SP3.9 Electrical Contractor shall wire from a new Distribution board complete with MCB's to be installed as part of this Contract. A minimum of two spare circuits should be allowed for when selecting the size of the board.
- SP3.10 Final Connection to light fittings is to be by plug and socket type connections.
- SP3.11 Cable sizing to be calculated by the Contractor prior to work commencing.
- SP3.12 The Electrical Contractor shall carry out testing and commissioning of the installations and provide test certificates, as installed record drawings, operating manuals and equipment schedules prior to Practical Completion.
- SP3.13 The whole of the installation shall be clearly marked and labelled to identify circuit reference. Self-adhesive or Dymo labels will not be permitted.

SP4.0 Data installations

- SP4.1 A separate specification for the installation of communications data cabling is available and should be included within the tender package where the contractor has been requested to include this in the tender submission. Please refer to Blackpool and The Fylde College comms spec v1.7pdf.

	<u>SECTION 3</u> OUTLINE SCHEDULE OF WORKS REPLACEMENT FLOORING TO UC HUB	
1.1	GENERAL <p>The Blackpool and The Fylde College require the replacement of the existing flooring to the UC Hub Building to be carried out W/C 27th July 2015 and be complete by 5PM on Friday 7th August. The works are to be carried out during a two week period to include the weekends with Phase 2 being carried out solely at weekend due to this being the main reception area.</p>	
1.2	<p>Allow for temporary protection and site set-up costs not identified elsewhere in the schedule.</p> <p style="text-align: right;">ITEM</p>	
2.1	ACCESS EQUIPMENT <p>Contractor is to allow for all access platform/scaffold as required to enable the safe execution of the works and for moving materials to the working areas.</p> <p style="text-align: right;">ITEM</p>	
3.1	REPLACEMENT FLOORING TO UC HUB <ul style="list-style-type: none"> • Carry out works to remove all chairs, tables etc from the working area to opposite side of room as required and reinstate on completion of works. • Carry out works to carefully remove the 3no. existing vending machines from the working area to opposite side of room as required and reinstate on completion of works. Allow for using a pallet truck. • Carry out works to uplift and remove the whole of the floor covering to the ground floor of UC Hub as indicated on drawing no. UC HUB – 01 and in accordance with the phasing plan. Remove all the old screed back to the liquid DPM and clear debris from site. Due to the amount of dust created this must be carried out at weekend. Prepare existing floor surface, clear all adhesive residue etc. and leave ready to receive new floor covering as specified elsewhere. Note that the barrier matting is to remain as existing. <p style="text-align: right;">ITEM</p>	
	TO BE CARRIED FORWARD	

	BROUGHT FORWARD	
3.2	<ul style="list-style-type: none"> Prepare the existing floor structure to the whole of the working area and provide and install Ardex Arditex NA latex screed to same and provide and install Forbo Surestep Stone non-slip flooring to manufactures instructions and to an approved colour. Bond same in position and hot weld all joints. Allow for sealing to all edges with silicon approved by flooring manufacturer and leave totally complete. Contractor is to price for 2no. colours from the Forbe Surestep Stone range to principally match the existing two colour scheme, (colours to be agreed prior to ordering.) Note that the barrier matting is to remain as existing. <p style="text-align: right;">ITEM</p>	
4.1	<p>REPLACEMENT FLOOR DUCT COVERS</p> <ul style="list-style-type: none"> Carry out works to carefully break out and remove the plastic floor duct access covers and frames and clear debris from site. Allow for making good all disturbed surfaces and leave ready for new duct cover specified elsewhere. Carry out works to provide and install stainless steel cover and frame to each of the previously removed floor duct access covers. Allow for installing 700 Series service outlet box in stainless steel without trim flange from Cableduct Limited or similar approved, complete with 3no. outlet flaps per cover in stainless steel (not plastic) and lock. Each cover lid to be infilled with vinyl flooring as per flooring specification. <p style="text-align: right;">ITEM</p>	
	TOTAL TENDER SUM	

SECTION 4 – TENDER RETURN FORM

Blackpool and The Fylde College, Replacement Flooring To UC Hub

I/We

offer to undertake the works outlined in the drawings and schedule of work documentation for the tender sum of:

£.....excluding vat

Tender price in words.....

.....excluding vat

We agree that we will be able to carry out the required works during the contract period of weeks/days. We are also aware that the Client is not bound to accept the lowest or any of the tenders submitted.

Our tender figure will remain open for acceptance for a period of three months from the date of this form of tender.

Signed.....

On Behalf of

Address

.....

.....

Dated.....

To be returned in a sealed envelope with the following information on the cover of the envelope:

Tender return – Replacement Flooring to UC Hub

Tender returns to be delivered or sent to: Phil Goldstone, Building Maintenance Manager, Estates Department, Blackpool and The Fylde College, Ashfield Road, Bispham, Blackpool, FY2 0HB

Tenders to be returned no later than Wednesday 24th June 1pm and include a priced breakdown.