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SPECIFICATION

FOR

REPOINTING AND REPAIR WORKS

AT

THE OLD CEMENT FACTORY

LOWER SEA LANE

CHARMOUTH

DORSET

DT6 6LL

OCTOBER 2019

SECTION ONE – CONTRACT PARTICULARS AND PRELIMINARIES

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The Works

The works comprise repointing and repair works to elevations of the building.

Client

Charmouth Parish Council
The Elms
St Andrews Drive
Charmouth
Dorset
DT6 6LN

Building Surveyor/Contract Administrator

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Contract

The works are to be let under the JCT Minor Works Contract 2016.
A retention of 5% will be held until practical completion, with a 2½% retention held for a period of a six months defects liability period.
Damages for non-completion will be £250.00 per week.
Commencement and completion dates are to be confirmed.
Period for supply of documentation for final certificate is to be one month.
Insurance cover for injury or damage to property is to be £5,000,000.00
The Contract Documents comprise. This specification and drawing no. 19/292/01.

Tender

The tender for the work will be fixed priced with no fluctuations in wages or materials being permitted.

The Employer will not be bound to accept the lowest or any tender nor to pay any expenses incurred by the Contractor in connection with the preparation of the Tender.

Unless specifically stated (i.e., fix only, supplied by Client etc) the tender is to allow for the supply and fixing of all materials and goods.

Alterations and qualifications to the Tender Document must not be made

without the written consent of the Contract administrator, nor qualified in any way, otherwise the tender may be rejected.

Upon receipt of the Tender documents the Contractor is to check that all information necessary for preparing the tender has been provided, and is to report any missing documents, pages or discrepancies, as no claim for loss consequent upon failure to do so will be entertained.

Should an error on pricing or arithmetical error be discovered before acceptance, the priced specification will be adjusted in accordance with the recommendations of the National Joint Consultative Committee for Building contained in Section 6 Of the 'Code of procedure for Single selective Tendering 1996 – Alternative 2'.

Access to Site

The Contractor shall visit the site to make himself fully acquainted by his own independent observations as to the nature, extent and practicability of the works and building structures on which the works are to be constructed and all other points which could in any way affect the prices inserted in this document. No allowance will be made for lack of knowledge of the site.

Access to the site is via the public areas around the building.

Arrangements to visit the site can be made by contacting the Clerk to the Council, Lisa Tuck, on 01297 560826 between 9.00am and 12.00 noon Monday to Friday only.

The Contractor is to take all necessary precautions to protect these adjoining properties and to minimise noise, dust etc.

The Contractor is to note that the building will be occupied during the works, with the commercial premises and Museum being during business hours Access is to be maintained at all times to the premises.

The Contractor's attention is drawn to Site Plan which shows the extent of the working area available and Contractor's vehicles must be parked strictly within this area. One parking space will be available in the public car park area. Any necessary further arrangements are to be made with the Parish Council with regard to delivery of plant and materials etc.

Prime Cost and Provisional Sums

The Contractor shall include any prime costs or provisional sums listed in the specification are to be spent only as directed by the Contract Administrator.

Contingency

The Contractor shall include the contingency sum included in the summary and is to be spent only as directed by the Contract Administrator.

Programme

The Contractor, upon acceptance of his tender, shall produce a programme of the proposed works clearly setting out the sequence of all operations giving durations, commencement and completion dates to coincide with the time limits set by the Contract Administrator. The Contractor shall produce such a programme within fourteen days of acceptance of the offer.

Interim Applications for Payment

The Contractor shall submit to the Contract Administrator detailed, approximate priced statements of work executed in support of each application for interim payment. Each application for payment must be prepared on an individual basis and the Contractor shall keep for inspection all delivery notes and invoices for materials etc used for the purpose of this contract and make available to the Contract Administrator upon request.

Employers Requirements

The Contractor shall carry out the work in accordance with the instructions received from the Contract Administrator. All contract work will be executed in a tradesman-like manner and must be to the reasonable satisfaction of the Contract Administrator. Sub-standard work will be rejected and the Contractor will be liable to make good at his own expense.

The Employer reserves the right at any time during the duration of the contract to vary the schedule of works, as found necessary, by the removal or addition from the schedule of any item or items related to this contract.

Materials – The Contractor will, as instructed by the Contract Administrator, supply samples of materials used by him on the works. Should any testing reveal inferior materials or non-compliance with this specification; the Contractor will renew all work at his own expense.

Where possible materials are to be sourced locally.

Good Practice – All materials and workmanship shall comply with the relevant British Standards and Agreement Certificates and where methods and materials are not fully specified the manufacturer's written recommendations and instructions shall be followed.

All completed works must comply with the Building Regulations Act 2000 and all subsequent amendments, its subsequent amendments and associated Codes of Practice.

Noise and Pollution Control

The Contractor shall use his best endeavours to ensure minimal disturbance to the general public, site operatives and occupants of adjacent houses and take all reasonable measures to control fumes, dust, noise, etc from plant and materials on site.

Work at or After Completion

Touch up minor faults in newly painted/repainted work, carefully matching colour. Repaint badly marked areas back to suitable breaks or junctions.

Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows.

Make good all damage consequent upon the work. Remove all temporary markings and protective coverings.

Industrially clean the works associated with the Contract thoroughly including all glass, metalwork and pipes, remove all splashes, deposits, efflorescence, rubbish and surplus materials, examine and clear away all deposits from drains and leave the whole of the works clean and tidy on completion.

Defects during or at the End of Defects Liability Period

The Contractor shall note the following particular requirements of the Employer with regard to making good defects, which appear during or at the end of the defects liability period.

If any defects notified have not been rectified by the time specified or a valid reason not given, the Employer may employ and pay other persons to carry out the work and all costs incurred shall be deducted by the Employer from any monies due or which may become due to the Contractor.

Defects and Works at Practical Completion

Within one week of the date for Practical Completion of the Works the Contract Administrator will convene a meeting on site and compile a list of any defects, which will be issued to all parties within two working days of the meeting.

Any additional work will also be listed. Where possible this work should be completed within two weeks of notification of such items to the Contractor. Any deferred items of work will be listed with an agreed deferred date and the time period to complete the deferred items. Any optional additional items will be listed. Any of these items may be required to be carried out and will be notified to the Contractor prior to the issue of the Final Certificate. The Contractor must provide quotations for these items and the time period after notification by which they will be completed.

End of Defects Liability Period

At the end of the Defects Liability Period the Contract Administrator will convene a meeting on site and compile a list of any remaining defects, which will be issued to all parties within seven working days of the meeting.

Inclement Weather

The Contractor must avail himself of all reasonable means and aids to working in inclement weather, which are currently available in using his best endeavours to minimize delays. The Contractor's attention is drawn to Clause 8.7 of BS6031.

Security/Safety/Protection/Quality Standards/Control

CDM Regulations – The works will be carried out under the CDM Regulations 2015. For the purposes of this the role of Principal Designer will be carried out by Michael Jones. Pre-construction information is provided with this specification. The Contractor may be required to take on this role but will act as Principal Contractor and will be required to prepare a Construction Phase Health & Safety Plan for review by the client prior to work commencing on site and shall carry out all duties required under the Regulations. A Health & Safety File will be required to be prepared and handed to the Client on completion of the works.

Safety, Health and Welfare of Work People

- (a) The Contractor shall ensure that all safety and welfare measures required under or by virtue of the provisions of any enactment or regulation, or the working rules of any industry are strictly complied with.
- (b) The Contractor's attention is drawn in particular to the following and all amendments thereto:-

The Construction (Design and Management) Regulations 2015.
The Management of Health and Safety at Work Regulations 1992.
The Provision & Use of Work Equipment Regulation 1998.
The Manual Handling Operations Regulation 1992.
The Personal Protective Equipment at Work Regulation 1994.
The Electricity at Work Regulations 1999.
The First Aid at Work Regulations 1981.
The Construction (Head Protection) Regulations 1989.
The Health & Safety (Signs & Signals) Regulations 1996.
Noise at Work Regulations 1989.
The Construction (Health, Safety & Welfare) Regulations 1996.
The Lifting Operations & Lifting Equipment Regulations 1998.
The Factories Act 1961.
The Health & Safety at Work Act 1974.
The Offices, Shops and Railways Premises Act 1963.
Control of Pollution Act 1989.
The Mines & Quarries Act 1954.
Environmental Protection Act 1990.

The Byelaws of the Environment Agency.
BS5228 Code of Practice for Noise Control on Construction and Demolition Sites BS 6187.
Codes of Practice for Demolition.
BS 5973 Code of Practice for Access and Working Scaffold and Special Scaffold Structures in Steel.

Site Debris

Debris arising from demolitions, excavations and preparatory works must be removed from site in a safe manner as work proceeds. Accumulated debris must not be permitted on site.

Cleaning

The Contractor shall clean the site of all dust, dirt and debris to all roof areas, scaffolding, elevations etc at the end of each working day.

Site Facilities

Facilities – The Employer requires the Contractor to provide on site for the duration of the contract, suitable portable buildings that can be used for storage and welfare facilities to comply with the requirements of the CDM Regulations and the Health & Safety at Work Act, with particular attention to the taking of meals, washing facilities and sanitary conveniences.

Telephone – Provide a temporary telephone line or mobile phone within the temporary facilities to ensure a contact point for the Contractor's site supervisor within normal working hours and pay all charges and expenses in connection therewith.

Management and Staff

Site Supervision – The Contractor shall provide at all times during the contract works a competent person in charge and any instructions issued to him by the Contract Administrator shall be deemed to have been given to the Contractor.

Site Liaison - The Contractor shall liaise with the adjoining property occupiers in order to good working relationships. The Contractor must carry out his duties in a professional manner whilst being respectful of the occupiers and their properties.

Maintenance

The Contractor shall make good, entirely to the Contract Administrator's satisfaction, all defects arising, in the opinion of the Contract Administrator, from the work or materials not in accordance with the drawings or the specification or the instructions of the Contract Administrator, that may appear within six months from the completion of the building. Should the defects not be made good within such time as the Contract Administrator shall determine and entirely to his satisfaction, the Contract Administrator may call on such other persons as he may think fit to amend and make good such defects, shrinkage or other faults or damage, and may deduct the cost of the same from any money due to the Contractor from the Employer.

Insurance

The Contractor must have a minimum £5,000,000.00 Public Liability Insurance in place and shall be liable for any damage to the works or the surrounding lands and property belonging to adjoining owners which are attributable to the neglect of himself, his workmen or sub-contractors during the execution of the works.

The Employer shall in the joint names of the Employer and Contractor insure against loss or damage to any existing structure (together with any contents for

which he is responsible) and to the works and all unfixed materials and goods delivered to, placed on or adjacent to the works and also against fire, lightening, storm, tempest, flood, bursting or overflowing of water tanks, apparatus or pipes, earthquake, aircraft and other aerial devices or articles dropped therefrom, riot and civil commotion.

Records

Photographs are to be taken prior to works commencing on site and any damage caused by scaffolding etc is to be made good by the Contractor.

Setting Out

The Contractor is responsible for all setting out.

Water and Electricity

Water and electricity supplies are available free of charge from the main building. Water, electricity and gas supplies are to be installed up to an entry point by others.

Security

The Contractor shall provide temporary screens tarpaulins, sheets and the like and keep the building secure and watertight at all times during the works. The Contractor shall remove all rubbish, clean floors and glass, flush out drains and generally leave the whole of the works clean and ready for use on completion.

Access to the Building and Safety of the Staff and Public

Access to the building for the business owners, Museum staff and public during working hours is to be maintained at all times.

Any public areas that need to be closed off during the works are to have diversion signage directing the staff and public to alternative means of access.

Advance notification of noisy and dusty work will be required.

To Summary

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SECTION TWO – THE WORKS

East Elevation

- 1.00 Hack out flush pointing to area in top left corner of elevation.
- 1.01 Hack off render to bottom left area of elevation.
- 1.02 Hack out defective render and pointing to area of wall above the Beach Shop right hand door way and between first floor windows.
- 1.03 Cut out spalled stonework to the above area.
- 1.04 Hack out defective render and pointing to area of wall within stairwell access to the Heritage Centre.
- 1.05 Cut out spalled stonework to the above area.
- 1.06 Hack out flush pointing to area to the left of the left hand first floor window and the area between the double doors and eaves at the right hand end of the elevation.
- 1.07 Hack out defective rendering and pointing to area between ground level and sill of left hand first floor window.
- 1.08 Prepare all areas and repoint in gauge mortar (1:1:6) to match the area of walling between the doors to the Beach Café, including replacing all damaged or missing stonework.

North Elevation

- 1.09 Hack out defective pointing to stonework to gable end between ground level and existing rendering.
- 1.10 Hack out defective pointing to stonework of wall area below lean-to roof, down to ground level.
- 1.11 Cut out spalled stonework to the above areas.
- 1.12 Prepare all areas and repoint in gauge mortar (1:1:6) to match the area of walling between the doors to the Beach Café, including replacing all damaged or missing stonework.

West Elevation

- 1.13 Hack out defective pointing to stonework below lean-to roof eaves and ground level including lean-to projection. Hack off rendered capping to the projection.
- 1.14 Cut out blockwork to infilled window opening complete with brick quoins and stone sill, rebuild in stonework to match existing, including bonding as necessary.
- 1.15 Rake out joints of brick quoins to lean-to projection, cut out defective brickwork and replace, repoint in gauged mortar (1:1:6).

- 1.16 Prepare all areas and repoint in gauge mortar (1:1:6) to match the area of walling between the doors to the Beach Café, including replacing all damaged or missing stonework.

Windows to North and East Elevations

- 1.17 Rub down existing woodwork, cut out and fill in any rotten areas and repair with two part wood filler, prepare and apply two coats of Osmo or similar approved preservative stain.

Generally

- 1.18 Allow for removing all cables, pipework, flue outlets, signage etc and refixing on completion.
- 1.19 Allow for cleaning off brickwork on completion, cleaning excess mortar, droppings etc from paved areas, roof slopes etc and leaving site clean and tidy.

SUMMARY

Section 1 – Preliminaries and Preambles

Section 2 – The Works

Contingency Sum for Unforeseen Works	2,000.00
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Total to Form of Tender, excluding VAT	<hr/>

Addendum

Photographs

