



**TENDER FOR ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS  
PAVILION  
TENDER – DOCUMENT TWO**

**SPECIFICATION**

Thank you for expressing interest in this procurement for ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION AND SEPARATION OF GAS, WATER AND ELECTRICITY SERVICES AND REPLACEMENT OF FLOODLIGHTS USING EXISTING COLUMNS

**Please ensure that you register your interest with the procurement contact named in Document One in order to receive updates, question responses, etc.**

We now invite you to submit a tender. Further stages of the process are outlined in this document.

To assist you in this, four documents have been provided:

- Document One – Information and instructions (including the timetable)
- Document Two – Specification (this document)
- Document Three – Construction Phase, Health and Safety Plan, Construction Method
- Document Four – Tender Response Document

When completed, please return **two hard copies and a copy electronically saved on a CD** of the response document (Document Three).

Please mark envelopes/packages with only “**TENDER RESPONSE: ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION (Private and Confidential)**” and with no company markings or anything else which might identify your organisation e.g. personalised franking, and return to:

Democratic Services Manager  
Corby Borough Council  
Democratic Services Department  
Corby Cube  
Parklands Gateway  
George Street  
Corby, Northamptonshire  
NN17 1QG

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**To be received not later than Midday 18th September 2017 [18/09/2017].**

**Late submissions will be disregarded from the process.**

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**SPECIFICATION**

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## **DEFINITIONS**

### **DEFINITIONS**

- **Meaning:** Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

### **COMMUNICATION**

- **Definition:** Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- **Format:** In writing to the person named unless specified otherwise.
- **Response:** Do not proceed until response has been received.

### **PRODUCTS**

- **Definition:** Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- **Includes:** Goods, plant, materials, site materials and things for incorporation into the Works.

### **SITE EQUIPMENT**

- **Definition:** All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

### **DRAWINGS**

- **Definitions:** To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
- **CAD data:** In accordance with BS 1192.

### **CONTRACTOR'S CHOICE**

- **Meaning:** Selection delegated to the Contractor, but liability to remain with the specifier.

### **CONTRACTOR'S DESIGN**

- **Meaning:** Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

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## SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

## TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

## MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
  - Manufacturer: The firm under whose name the particular product is marketed.
  - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

## CROSS-REFERENCE TO THE SPECIFICATION

- Where a numerical cross-reference to a specification section or clause is given on drawings or in any other document the Contractor must verify the accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause. Where a numerical cross-reference is not given the relevant section(s) and clause(s) of the Specification will apply, cross-reference thereto being by means of the related terminology. Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply. The contractor must before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity, which he may discover.

## SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;
  - performance;
  - function;
  - compatibility of accessories;
  - proposed revisions to drawings and specification;
  - compatibility with adjacent work;
  - appearance;
  - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

## CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

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#### REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

#### EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

#### SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested. Any submitted foreign language documents must be accompanied by certified translations into English.

#### CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

#### SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
  - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
  - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

## **1. INTRODUCTION**

Steel Park is a part of the sports complex known as the Rockingham Triangle, situated between the A6116 Rockingham Road and the A6003 trunk road to the North Western edge of Corby.

The site address is Jimmy Kane Way, Rockingham Road, Corby, Northamptonshire NN17 2FB. Latitude 52.506852, Longitude -0.717280

The Project is located to the East of an existing grandstand overlooking an athletics track and football pitch. Immediately to the North is the football ground and stands occupied by Corby Town Football Club.

The purpose of the development is to facilitate the relocation of Weldon United Football Club from their current ground to this site, and to provide satisfactory accommodation that will also serve the needs of Corby Athletics Club. The proposal therefore combines the requirements of both organisations into a single facility.

## **2. BACKGROUND**

### **THE WORKS**

Construction of new single storey sports pavilion at Jimmy Kane Way, Rockingham Road, Corby, Northamptonshire NN17 2FB

The works were approved by the Council on 2<sup>nd</sup> March 2015 under reference No. 15/00056/DPA.

## **3. SCOPE**

The project is to be run under a JCT Design and Build Contract. And the scope is to undertake all said works associated in the construction and handover of the new single story sports pavilion in line with the Specification and Drawings tied to this project.

## **4. SERVICE CONDITIONS AND ENVIRONMENTAL FACTORS**

Existing facilities to remain unaffected during construction and due care give to the members of the public using the facility.

The Lighting Requirements are to include a further provision of sports flood lights or similarly designed system to help improve economic use of the facility as well as provide better lighting. This is to be determined via the Design and Build Clauses of the JCT to propose a solution for this need. The changing areas within the sports pavilion are to be in the range of 100-150 lux in changing areas with a uniformity to maintain this throughout.

## **5. STATEMENT OF REQUIREMENTS**

### **JCT DESIGN AND BUILD CONTRACT**

#### **The Contract: JCT Design and Build 2016 Edition**

#### **The Recitals**

First – The works

Comprise: Construction of new single storey sports pavilion and separation of gas, water and electricity services and replacement of floodlights using existing columns at Jimmy Kane Way, Rockingham Road, Corby, Northamptonshire NN17 2FB

#### **The Articles**

##### **Article 3 – Employer’s Agent**

To be Decided

##### **Article 5 – Principal Designer**

RDC Ltd  
Unit 5 and 5A,  
Twigden Barns,  
Creaton,  
Northampton,  
NN6 8LU

##### **Article 6 – Principal Contractor**

Tender winner

##### **Article 9 – Legal Proceedings**

Amendments: none

##### **Fourth recital and clause 4.5. – Construction Industry Scheme**

Employer at the Base Date is a ‘Contractor’ for the purposes of the CIS.

##### **Fifth Recital – Description of Sections**

- Document One – Information and instructions (including the timetable)
- Document Two – Specification (this document)
- Document Three – Construction Phase, Health and Safety Plan, Construction Method
- Document Four – Tender Response Document
- RDC 1003 – 200 - Proposed general Arrangement and Setting out Plans
- RDC 1003 – 210 – Proposed Sections and Structure Plans

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- RDC 1003 – 220 – Proposed Elevations and Schedules
- RDC 1003 – 230 – Proposed Finishes and Fire Plans
- RDC 1003 – SL – 100A – Site Layout
- RDC 1003 – SL – 101B – Services Layout
- RDC 1003 – SL – 104 – Site Management Layout
- Indicative Programme

**Seventh Recital and Part 1 of Schedule 2 – Supplemental Provisions – Part 1**

Site Manager Paragraph 1 does not apply.

Named subcontractors: applies

Bills of quantities: Paragraph 3 does not apply.

Valuation of changes – Contractor’s estimate: Paragraph 4 does not apply.

Loss and Expense – Contractor’s estimate: Paragraph 5 does not apply.

**Seventh Recital and Part 2 of Schedule 2 – Supplemental Provisions – Part 2**

Acceleration Quotation: Paragraph 6 applies.

Collaborative Working: Paragraph 7 applies.

Health and Safety: Paragraph 8 applies.

Cost savings and value improvements: Paragraph 9 applies

Sustainable developments and environmental considerations: Paragraph 10 applies.

Performance indicators and monitoring: Paragraph 11 applies.

Notification and negotiation of disputes: Paragraph 12 applies.

Where paragraph 12 applies, the respective parties and their nominees are to be

Employer’s Nominee: TBC

Contractor: completed by the Contractor

**Article 4 – Employers Requirements, Contractor’s Proposals, Contract Sum Analysis**

Employer’s Requirements: Sections 1 & 2;

Contractor’s Proposals: To be completed by the Contractor.

Contract Sum Analysis: To be completed by the Contractor.

Specific Requirements. None.

**Article 8 – Arbitration**

Applies.

**Clause 1.1. – Base Date**

Base Date: 14 days before Date of Tender.

**Clause 1.1 – COM Planning Period**

Shall mean the period of two weeks ending on the date of possession.

**Clause 1.1 – Date for completion of the works**

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Date for completion of the works (where completion by sections does not apply): No later than 48 weeks after commencement.

**Clause 1.7 – Addresses for Services of Notices**

Employer:

Corby Borough Council  
Democratic Services Department  
Corby Cube  
Parklands Gateway  
George Street  
Corby, Northamptonshire  
NN17 1QG

Contractor: TBA

**Clause 2.3 – Date of Possession of the site**

Date of Possession of the Site: To be agreed

**Clause 2.4 – Deferment of Possession of the site**

Applies, and where it applies, maximum period of deferment is two weeks.

**Clause 2.17.3 – Limit of Contractor’s Liability for loss of use, etc.**

Limit of Contractor’s Liability for loss of use: Unlimited.

**Clause 2.29.2 – Liquidated Damages**

Damages: At the rate of £1000 per week.

**Clause 2.35 – Rectification Period**

Period: Twelve months from the date of practical completion of the works.

**Clause 4.6 – Advance Payment and Advance Payment Bond**

Advance Payment Does not apply.

**Clause 4.7 – Method of Payment – Alternative B**

Payment in accordance with clause 4.14.

Dates of interim applications, the first date is one month after possession of site and thereafter the same date in each month or nearest business day in that month.

**Clause 4.15.4 – Listed Items – Uniquely Identified**

Will be deleted.

**Clause 4.15.5 – Listed Items – Not Uniquely Identified**

Will be deleted.

**Clause 4.17 – Contractor’s Retention Bond**

Does not apply.

**Clause 4.18.1 – Retention Percentage**

Retention – Three per cent.

**Clause 4.19 and Schedule 7 – Fluctuations Options**

Schedule 7: Fluctuations Option A applies.

Percentage addition will be Zero per cent.

**Clause 6.4.1.2 – Contractor’s Insurance – Injury to persons or property**

Insurance Cover (for any one occurrence or series of occurrences arising out of one event to be £5 million.

**Clause 6.7 and Schedule 3 – Insurance of the Works – Insurance Options**

Schedule 3: Insurance Option C applies.

Percentage to cover professional fees: 15 per cent.

If option A applies, annual renewal date is as supplied by the Contractor.

**Clause 6.12 – Professional Indemnity Insurance**

Level of Cover: Amount of Indemnity required:

-Is the aggregate amount for any one period of insurance and is £5 million.

Cover for pollution and contamination claims is not required. Expiry of required period of professional indemnity insurance is 12 years.

**Clause 6.14 – Joint Fire Code**

Applies.

Application: State whether the insurer under Schedule 3, Insurance Option A, B or C, has specified that the works are not a ‘Large Project’.

**Clause 6.17 – Joint Fire Code – Amendments**

The cost is any of compliance with amendments of revisions shall be borne by the Contractor.

**Clause 7.2 – Assignment Grant by Employer of Rights under Clause 7.2**

Applies

**Clause 8.9.2 – Period of Suspension (Termination by Contractor)**

One month.

**Clauses 8.11.1.1 to 6 – Period of Suspension (Termination by Either Party)**

One month.

**Clause 9.2.1 – Adjudication**

The Adjudicator is – To be appointed by nominating body

Nominating Body; where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act – Chartered Institute of Arbitrators.

**Clause 9.4.1 – Arbitration**

Appointer of Arbitrator: President or Vice President of Chartered Institute of Arbitrators.

## **Management of the Works**

### **CODE OF CONDUCT:**

The Contractor will ensure that his representatives or operatives observe the following Code of Conduct in dealing with residents and customers of occupied dwellings and /or the Council's representatives whilst carrying out work in occupied premises,

- To carry and offer for inspection visible identification stating:
  - (1) The contractor is an authorised contractor of the council
  - (2) The holder is a representative or operative of the Contractor
  - The name of the representative or operative
  - (4) The date of expiry of the identity card.
  
- To be helpful, polite at all times and to provide reasons or guidance on their actions within the customers establishment if requested; To work quickly and conscientiously with the minimum of disruption to the resident, customers establishment.
  
- To maintain clean working environment during the progress of the works and to clean and clear away tools and waste upon leaving the premises:
  
- To ensure that tools and plant, materials and any hazardous objects are kept away from children;
  
- To ensure that any services are only disconnected with Knowledge and consent of the customer and are reconnected at the end of each working day;
  
- Not to use any services or facilities within the customer's home or establishment without the customer's permission and to reimburse the customer for any expense incurred in using such services or facilities;
  
- To report immediately to the customer and the EA. any incidence of loss or damage to the customer's property of the council or the structure, services and finishes of the building;
  
- To maintain the positive of the Council at all times; Not to commit the Council to additional works beyond the scope of the Contract, either directly or by inference;
  
- To observe the customers privacy and carry out the works in such a manner that will minimise invasion of such privacy;
  
- Not to cause or permit to be caused excessive or unnecessary noise by the use of radios or otherwise;

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- To undertake all work in occupied premises by appointment having given reasonable notice where appropriate; In the event of the inability to obtain a response to a request for access on two successive occasions, to refer the matter to the EA. for further instructions;
- To ensure that the occupied premises are kept free from unauthorised entry at all times;
- To return all keys at the end of the project.

**DISCLOSURE AND BARRING SERVICES (DBS) (formerly known as CRIMINAL RECORDS BUREAU CHECKS) adults,**

The Contractor shall register with the Disclosure and Barring Services (DBS) and ensure that:

All personnel (either directly or indirectly engaged on their behalf) employed to carry out work or services on site as part of this scheme/ project must undergo checks in relation to their identity and are questioned concerning any criminal convictions prior to the commencement on this scheme or project.

Outcome of check; where appropriate, the Contractor shall inform the Employer as follows. Where an identity and criminal record of any personnel or employee has not been credibly established, no such person or employee shall be engaged upon this project without the prior written consent of the Client/Employer.

Any personnel or employee who discloses convictions or who is found to have any conviction following receipt of standard disclosures from the Disclosure and Barring Services (DBS), shall not be engaged upon this project without the prior written of the client/employer.

**EMERGENCIES**

The Contractor shall provide a telephone number for reference of the employer's emergency service out of normal office hours.

- Include in Construction Phase Plan; provide to Employer's Agent and Client.
- Also to include in Construction Phase Health and Safety Plan

**CONSIDERATE CONSTRUCTORS SCHEME**

Registration: Before starting work, register the site and pay the appropriate fee:

- Contact: Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.Tel. 01920 485959.
  - Fax. 01920 485958.
  - Free phone 0800 7831423
  - Web. [www.ccscheme.org.uk](http://www.ccscheme.org.uk)
  - E mail. [enquiries@ccscheme.org.uk](mailto:enquiries@ccscheme.org.uk)

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- Standard: Comply with the Scheme's Code of Considerate Practice.  
Minimum compliance level: contractor to advise

### **CONSTRUCTION INDUSTRY TAX DEDUCTION SCHEME**

- The contractor's attention is drawn to section 559-567 of the Income and Corporation Taxes Act (ICTA) 1988 and the Income Tax (Sub-Contractor in the Construction Industry Scheme 1975 and subsequent amendments including Construction Industry Scheme (effective 1st August 1999). The provisions of the above are set out in the Board of Inland Revenue Pamphlet CIS FACTS 5, The Contractor will be required to satisfy the Employer prior to signing the Contract that he is either a limited company or has a certificate of exemption from the Inland Revenue.

### **OWNERSHIP OF MATERIALS**

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

### **PROGRAMME/ PROGRESS**

To be released before starting work on site, submit in an Approved format master programme for the Works, which must include details of:

- Design, production information and proposals provided by the Contractor/Subcontractors/ Suppliers, including inspection and checking.
- Planning and mobilization by the Contractor.
- Earliest and latest start and finish dates for each activity and identification of all critical activities.
- Running in, adjustment, commissioning and testing of all engineering services and installations Work resulting from instructions issued in regard to the expenditure of provisional sums
- Work by or on behalf of the Employer and concurrent with the Contract. The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents. Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: two copies to employer's agent in format to be agreed; additional copies to project team.
- The contractor must maintain the programme, keeping it up to date throughout the duration of the project.
- All revisions must be submitted in both digital and hard copy.

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## **SUBMISSION OF PROGRAMMES**

Submissions of programmes will not relieve the Contractor of his responsibility to advise the Parties of the need for further drawings or details or instructions in accordance with the relevant Clause of the Conditions of Contract.

## **COMMENCEMENT OF WORK**

### **MONITORING**

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

### **SITE MEETINGS**

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every month.
- Location: On site within site offices (unless otherwise advised).
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

### **CONTRACTORS PROGRESS REPORT**

- Submit a progress report to the Employer's Agent two days prior to each EA's site meeting notwithstanding the contractor's obligation under the Contract, the report must include;
- A progress statement by reference to the master programme for the works. Details of any matter affecting the regular progress of the works; Any requirements for further drawings or details or instructions to enable the EA to fulfil his obligations under the Conditions of Contract.

### **CONTRACTOR'S SITE MEETINGS**

- Hold meetings with the appropriate subcontractors and suppliers shortly before main site meetings to facilitate reporting of progress

### **PHOTOGRAPHS**

- Number of locations: contractor initially to propose and provide to Employer's Agent for agreement at first site meeting.
- Frequency of intervals: Weekly.
- Image format: digital.

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- Number of images from each location: 1-3.
- Other requirements: to record things which would be removed or later covered up; to be forward to Employer's Agent on a weekly basis; to record items included in valuations including materials on site; distribute photos to the Employer's Agent " At or prior to Practical Completion of the works: to show works are Practically Complete and compliant with Employer's Requirements." On Completion of snagging items and Making Good Defects identified by Clerk of Works or Employer's Agent: issue photograph to confirm item of work completed.

#### NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): One month.

#### ADVERSE WEATHER

- Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.

#### EXTENSION OF TIME

- When a notice of the cause of any delay or likely delay in the progress of the works is given under the Contract, written notice must be given also be given of all other causes, which apply concurrently. The Contractor as soon as possible, submit to the EA.
- Relevant particulars of the expected, is appropriate related to the concurrent causes An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the Date for Completion and all other relevant information required by the EA.

#### DISTURBANCE OF REGULAR PROGRESS

- Any application under the relevant Contract clause for direct loss and/or expense must be made as soon as practicable and within (or to be followed by) the requisite supporting information so as to afford the EA. The opportunity to issue instructions designed (according to the circumstances) to minimise or avoid that loss and/or expense.

## **WORK AT OR AFTER COMPLETION**

### **WORK BEFORE COMPLETION**

- **General:** Make good all damage consequent upon the Works.  
Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- **Cleaning:** 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:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

### **PAINTED SURFACES**

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

### **MOVING PARTS**

- Adjust, ease and lubricate moving parts of new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

### **SECURITY AT COMPLETION**

- **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
- **Keys:** Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

### **MAKING GOOD DEFECTS**

- **Remedial work:** Arrange access with Employers Agent.
- **Rectification:** Give reasonable notice for access to the various parts of the Works.
- **Completion:** Notify when remedial works have been completed.

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#### HIGHWAY/ SEWER ADOPTION

- Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104: Description: Work falling into this category whether specifically described or not.
- Work for adoption must be:
  - Completed by the Contractor to the satisfaction of the Highway/ Sewer Authorities before the certificate stating the Works are complete is issued.
  - Subject to a Defects Liability/ Rectification Period of 12 months.
  - Maintained during the Defects Liability/ Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Client.

#### CONTROL OF COST

##### CASH FLOW FORECAST

- Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works.

##### PROPOSED INSTRUCTIONS

- If the EA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days. The estimate must include;
- A detailed breakdown of the cost including any allowance for direct loss and expense.
- Details of any resources that may be required.
- Details of any adjustment, which have to be made to the programme of works'.
- Any other information as is reasonably necessary for the EA. to fully assess the implications of issuing such an instruction.
- In form the EA. immediately if it is not possible to comply with any of the above requirements.

##### REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

##### MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

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#### DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning day work vouchers.
- Content: Before delivery each voucher must be:
  - Referenced to the instruction under which the work is authorised.
  - Signed by the Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.

#### INTERIM PAYMENTS

- Application by Contractor: If made, details of amounts considered due together with all supporting information.

#### PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

#### LISTED PRODUCTS STORED OFF SITE

- Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
- Include for products purchased from a supplier:  
a copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
  - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

#### LABOUR AND EQUIPMENT RETURNS

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- Records must show:
  - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
  - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

## **6. TECHNOLOGY, SYSTEMS AND MANAGEMENT TECHNIQUES**

### TECHNOLOGY

- It would be beneficial for the use of systems and other management techniques to be an intranet or otherwise document syncing system for the issue of project information to the Project Design Team. This will be down to the Contractors interpretation and implemented throughout if deemed appropriate.

## **7. QUALITY REQUIREMENTS**

### INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
  - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - Suitable for the purposes stated or reasonably to be inferred from the project documents. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

### GOOD PRACTICE

- Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be; Of a standard appropriate to the works and suitable for the functions stated in or reasonably to be infer from the project documents, and in accordance with good building practice

### WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.  
  
Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/qualifications when requested.
- Take all necessary precautions to prevent damage to the work from frost, rain and other hazards
- Inspect components and products carefully before fixing or using and reject any, which are defective
- Fix or lay securely, accurately and in alignment.

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- Where not specified otherwise, select fixing and jointing methods and types, sizes and spacing of fastenings in compliance with section Z 20. Fastenings to comply with the relevant British Standards.
- Provide suitable, tight packing at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not over-tighten fixings. Adjust location and fixing of component and produce so that joints, which are to be finished with mortar or otherwise left open to view, are even and regular.
- Ensure that moving parts operate properly and freely. Do not cut, grind or plane pre-finished components and products to remedy binding or poor fit without approval.

#### BS8000 BASIC WORKMANSHIP

- Where compliance with BS 8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished work. Where BS 8000 gives recommendations on particular working methods or other matter, which are properly within the province and responsibility of the Contractor, compliance therewith will be deemed to be a matter of general industry good practice and not a specific requirement of the EA, under the Contract. If there is any conflict or discrepancy between the recommendations of BS 8000 on the one hand and the project documents on the other, the latter will prevail.

#### QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

#### PROPRIETARY PRODUCTS

- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform EA. if these conflict with any other specified requirements. Submit copies to EA. when requested. The tender will be deemed to be base on the products specified and recommendations on their use as described in the manufacturer's literature current at the day of invitation to tender.
- Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time
- Where such change has occurred, inform EA. and do not place orders for or use the affected products without further instructions
- Where British Board of Agreement certified products are used, comply with

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the limitations, recommendations and requirements of the relevant certificates.

#### QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

#### COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.
  - Identities of witnesses.
  - Analysis of results.

#### CHECKING COMPLIANCE OF PRODUCTS

Check all delivery tickets, labels, identification marks and, where appropriate, the products themselves to ensure that all products comply with the project documents.

- Where different types of any product are specified check to ensure that the correct type is being used in each location.
- In particular check that:
  - The source, type, qualities, finishes and colours are correct and match any approved samples.
  - All accessories and fixings, which should be supplied with the goods, have been supplied. Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.
  - The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
  - The products are clean, undamaged and otherwise in good condition.
  - Any products, which have a limited shelf- life, are not out of date.

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## INSPECTIONS

Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:

- Date of inspection.
- Part of the work inspected.
- Respects or characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

## RELATED WORK

- Details: Provide all trades with necessary details of related types of work.

Before starting;

each new type or section of work ensure previous related work is:

- Appropriately complete.
- In accordance with the project documents.
- To a suitable standard.
- In a suitable condition to receive the new work.

Preparatory work: Ensure all necessary preparatory work has been carried out. The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, services and finishings are installed.

## MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

## WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
  - Evidence of suitability is provided.
  - Tested to BS EN 1008 if instructed.

## SAMPLES/ APPROVALS

### SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
  - To an express approval.
  - To match a sample expressly approved as a standard for the purpose.

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#### APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

#### APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

#### **ACCURACY/ SETTING OUT GENERALLY**

##### ACCURACY OF INSTRUMENTS

- Accuracy in measurement: Use instruments and methods described in BS 5606, Appendix A:
  - Linear dimensions: +/-1mm..
  - Angular dimensions: 5°..
  - Verticality: +/-1mm..
  - Levels: 1mm.

##### SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

##### APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
  - Submit proposals; or
  - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

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### CRITICAL DIMENSIONS

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
- Location: Detailed on drawings Detailed on drawings approved by the Planners.

### LEVELS OF STRUCTURAL FLOORS

- Maximum tolerances for designed levels to be:
  - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
  - Floors to be designed in accordance with the project specification and drawings.

### RECORD DRAWINGS

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

### SERVICES GENERALLY

#### SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

#### WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

#### WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - The Contractor's name and address.
  - A statement that the installation complies with the relevant Water Regulations or Byelaws.
  - The name and signature of the individual responsible for checking

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compliance.

- The date on which the installation was checked.

#### ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

#### GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

- Before the completion date stated in the Contract: Submit a certificate stating:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - Any special recommendations or instructions for the safe use and operation of appliances and flues.
  - The Contractor's name and address.
  - A statement that the installation complies with the appropriate safety, installation and use regulations.
  - The name, qualification and signature of the competent person responsible for checking compliance.
  - The date on which the installation was checked.
- Certificate location: Building Manual.

#### MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

#### LOCATION OF SERVICES

- Services affected by works: Locate and mark positions.
- Mains services marking: Arrange with the appropriate authorities for services to be located and marked.
  - Marking standard: In accordance with National Joint Utilities Group 'Guidelines on the positioning and colour coding of underground utilities' apparatus'.

#### SERVICES DISCONNECTION ARRANGED BY CONTRACTOR

- General: Arrange with the appropriate authorities for disconnection of services and removal of fittings and equipment owned by those authorities prior to starting deconstruction/demolition. This is to ensure the existing amenities retain usage of the services, after disconnection. The purpose is to separate the services and then extend the junction of a new route to the Sports Pavilion and ancillary grandstand.

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#### DISCONNECTION OF DRAINS

- General: Locate, disconnect and seal disused foul and surface water drains.
- Sealing: Permanent, and within the site.

#### LIVE FOUL AND SURFACE WATER DRAINS

- Drains and associated manholes, inspection chambers, gullies, vent pipes and fittings:
  - Protect; maintain normal flow during deconstruction/ demolition.
  - Make good any damage arising from deconstruction/ demolition work.
  - Leave clean and in working order at completion of deconstruction/ demolition work.
- Other requirements: Post completion camera survey; extent to be agreed.

#### SERVICE BYPASS CONNECTIONS

- General: Provide as necessary to maintain continuity of services to occupied areas of the site on which the construction is taking place and to adjoining sites/ properties.
- Minimum notice to adjoining owners and all affected occupiers: 72 hours, if shutdown is necessary during changeover.

#### SERVICES TO BE RETAINED

- Damage to services: Give notice, and notify relevant service authorities and/ or owner/occupier regarding damage arising from works.
- Repairs to services: Complete as directed, and to the satisfaction of the service authority or owner.

#### **SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

##### SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

#### COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

#### ACCESS FOR EMPLOYERS AGENT

- Provide at all reasonable times access to the works and other places (of the contractor or sub-contractors) where work is being prepared for the contract.

#### OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - Minimum period of notice: One week.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

#### DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.

#### ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than one week.

#### TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

#### AIR PERMEABILITY

- Testing organization: UKAS Accredited. Registered by the British Institute of Non-destructive Testing.
- Method: Pressure test in accordance with the ATTMA publication: TS 1: Measuring Air Permeability of Building Envelopes (Dwellings).
- Permeability:
  - Internal to external pressure difference (maximum): To achieve building regulations or similarly approved standard advised by the Project Design Team
  - Air leakage rate (maximum): To achieve building regulations or similarly approved standard advised by the Project Design Team
- Results: Submit no later than seven days following final test.
  - Content: Include test results and all supporting data.
  - Format: To be agreed.
  - Number of copies: Two Include also in building manual.

#### CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
  - The address of the premises.
  - The Contractor's name and address.
  - The name, qualification and signature of the competent person responsible for checking compliance.
  - The date on which the installation was checked.
- Submit: Before completion of the Works.
- Copy: To be lodged in the Building Manual.

#### RESISTANCE TO PASSAGE OF SOUND

- Method: Precompletion testing.
- Compliance: Submit results of testing,
  - Copies: Incorporate in the Building Manual.

#### ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
  - Building Type: Dwelling.
  - Method: Standard Assessment Procedure for dwellings (SAP).
- Format:
  - Certificate: To be incorporated in the Building Manual.
  - Report: to EA.
- Submit: Before the date for completion stated in the contract.

#### PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

#### MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
  - Will be at the expense of the Contractor.Will not be considered as grounds for revision of the completion date.

#### QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
  - Identification of the element, item, batch or lot including location in the Works.
  - Nature and dates of inspections, tests and approvals.
  - Nature and extent of nonconforming work found. Details of corrective action.

### **8. WHOLE OF LIFE SUPPORT**

#### THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
  - Part 1: General: Contract Drawings
  - Part 2: Fabric: Employers Requirements
  - Part 3: Services: Contract Proposals
  - Building User Guide:

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- Responsibility: The Building Manual is to be produced by the Contractor and must be complete no later than two weeks prior to completion of the work.
- Information provided by others: Details: It is the main contractor's responsibility to ensure that all sub-contractors provide the information as stated to be required in the following section. All sub-contractors that have any aspect of design must also provide all as-built drawings, relevant documentation and calculations that support any of the design works undertaken at the completion of the works.
- Compilation:
  - Prepare all information for Contractor designed or performance specified work including as-built drawings.
  - Obtain or prepare all other information to be included in the Manual.
- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
- Final copies of the Manual:
  - Number of copies: 2Nr electronic copies and 2 Nr paper copies (or as otherwise agreed with CDM-C) .
  - Format: PDF format on CD-ROM; paper copies in ring binders within plastic wallets)
  - Latest date for submission: 2 Nr weeks before the date for completion stated in the contract weeks before the date for completion stated in the contract.
- As-built drawings and schedules:
  - Number of copies: 2Nr electronic copies and 2 Nr paper copies (or as otherwise agreed with CDM-C).
  - Format: PDF format on CD-ROM; paper copies in ring binders within plastic wallets.

#### THE HEALTH AND SAFETY FILE

- Responsibility: Principal Designer.
- Content: Obtain and provide the following information: It is the principal contractor's responsibility to ensure that all sub-contractors provide the information as stated to be required in the following section. All sub-contractor's that have any aspect of design must also provide all as-built drawings, relevant documentation and calculations that support any of the design works undertaken at the completion of the works.

List of contents, As ACOP L144 (or as otherwise agreed with CDM-C)

- (a) A brief description of the work carried out;
- (b) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata;buried services etc);

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- (c) Key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- (d) Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc);
- (e) Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc);
- (f) Health and safety information about equipment provided for cleaning or maintaining the structure;
- (g) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- (h) Information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc). Liaise with the CDM-Consultant  
Number of Copies: 2Nr electronic copies and 2 Nr paper copies .
  - Format: PDF format on CD-ROM; paper copies in ring binders within plastic wallets
  - Delivery to: 2 Nr weeks before the date for completion stated in the contract. By (date): tbc.

#### CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
  - Description of the buildings and facilities.
  - Ownership and tenancy, where relevant
  - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
  - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
  - Overall design criteria.
  - Environmental performance requirements
  - Relevant authorities, consents and approvals.
    - Third party certification, such as those made by competent persons in accordance with the Building Regulations
- Operational requirements and constraints of a general nature:
  - Maintenance contracts and contractors.
  - Fire safety strategy for the buildings and the site. Include drawings

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showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.

- Emergency procedures and contact details in case of emergency.
- Other specific requirements: It is the main contractor's responsibility to ensure that all sub-contractor's provide the information as stated to be required in the following section. All sub-contractor's that have any aspect of design must provide all as-built drawings, relevant documentation and calculations that support any of the design works undertaken at the completion of the works. The Contractor is required to provide a manual for each Flat or House as agreed with CDMC .
- Description and location of other key documents.
- Timescale for completion: 2 weeks prior to completion of the project works.

#### CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
  - Floor and roof loadings.
  - Durability of individual components and elements.
  - Loading restrictions.
  - Insulation values.
  - Fire ratings.
  - Other relevant performance requirements.
- Construction of the building:
  - A detailed description of methods and materials used.
  - As-built drawings recording the construction, together with an index.
  - Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
  - Air permeability.
  - Resistance to passage of sound.
  - Continuity of insulation.
  - Electricity and Gas safety.
  - - all relevant building fabric information that will be required for either the maintenance, repair or upgrade in the future .
- Other specific requirements: It is the main contractor's responsibility to ensure that all sub-contractor's provide the information as stated to be

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required in the following section. All sub-contractor's that have any aspect of design must provide all as-built drawings, relevant documentation and calculations that support any of the design works undertaken at the completion of the works. The Contractor is required to provide a manual for each Flat or House as agreed with CDMC .

- Timescale for completion: 2 weeks prior to completion of the works .

### CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:
  - Services capacity, loadings and restrictions
  - Services instructions.
  - Services log sheets.
  - Manufacturers' instruction manuals and leaflets index.
  - Fixtures, fittings and component schedule index.
- Detailed description of methods and materials used.
- As-built drawings for each system recording the construction, together with an index, including:
  - Diagrammatic drawings indicating principal items of plant, equipment and fittings
  - Record drawings showing overall installation
  - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
  - Identification of services – a legend for colour coded services.
- Product details, including for each item of plant and equipment:
  - Name, address and contact details of the manufacturer.
  - Catalogue number or reference
  - Manufacturer's technical literature, including detailed operating and maintenance instructions.
  - Information and guidance concerning dismantling, repair, renovation or decommissioning.
- Operation: A description of the operation of each system, including:
  - Starting up, operation and shutting down
  - Control sequences
  - Procedures for seasonal changeover
  - Procedures for diagnostics, troubleshooting and faultfinding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
  - Electrical circuit tests.
  - Corrosion tests.
  - Type tests.
  - Work tests.
  - Start and commissioning tests.

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- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
- Lubrication: Schedules of all lubricated items
- Consumables: A list of all consumable items and their source.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- Emergency procedures for all systems, significant items of plant and equipment.
- Annual maintenance summary chart.
- Other specific requirements: It is the main contractor's responsibility to ensure that all sub-contractor's provide the information as stated to be required in the following section. All sub-contractor's that have any aspect of design must provide all as-built drawings, relevant documentation and calculations that support any of the design works undertaken at the completion of the works. The Contractor is required to provide a manual for each Flat or House as agreed with CDMC.
- Timescale for completion: 2 weeks prior to completion of the works

#### THE HEALTH AND SAFETY FILE

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
  - Residual hazards and how they have been dealt with
  - Hazardous materials used
  - Information regarding the removal or dismantling of installed plant and equipment
  - Health and safety information about equipment provided for cleaning or maintaining the structure;
  - The nature, location and markings of significant services,
  - Information and as-built drawings of the structure, its plant and equipment
  - As built information from all sub-contractor's with an element of design to be provided at the Completion of the works and to be inclusive of all as-built information relevant to the works. In addition information relating to works that would have an affect on the completion of the works and affect the occupation of the building must be provided.
- Information prepared by others: Details: : It is the main contractor's responsibility to ensure that all sub-contractor's provide the information as stated to be required in the following section. All sub-contractor's that have any aspect of design must provide all as-built drawings, relevant documentation and calculations that support any of the design works undertaken at the completion of the works.The Contractor is required to provide a manual for each Flat or House as agreed with CDMC..
- Timescale for completion: 2 weeks prior to completion of the works.
- Submit to: CDM-C for their review and comment.

## THE BUILDING USER GUIDE

- Content: Obtain and provide the following:
  - Building services information.
  - Emergency information.
  - Energy & environmental strategy.
  - Water use.
  - Transport facilities.
  - Materials & waste policy.
  - Re-fit/ re-arrangement considerations.
  - Reporting provision.
  - Training.
  - Links & references.

Other specific requirements: It is the main contractor's responsibility to ensure that all sub-contractor's provide the information as stated to be required in the following section. All sub-contractor's that have any aspect of design must provide all as-built drawings, relevant documentation and calculations that support any of the design works undertaken at the completion of the works. The Contractor is required to provide a manual for each Flat or House as agreed with CDMC..  
Timescale for completion: 2 weeks prior to completion of the works .

## PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the Manual.

## MAINTENANCE SERVICE

- Scope; provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items
  - all items of plant or elements of work that need maintaining .
- Terms: As required for each item of plant. .
- Commencement: Practical Completion.
- Duration: End of Defects Liability Period .

## INFORMATION FOR COMMISSIONING OF SERVICES

- General: Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the

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- installation.
- Time of submission: At commencement of commissioning.

#### TRAINING

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- Level of training Competent User .
- Time allowance: Include a minimum of three days.

#### SPARE PARTS

- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
- Content: Include in the priced schedule for:
  - Manufacturers' current prices, including packaging and delivery to site.
  - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
  - Referencing to the plant and equipment list in Part 3 of the Building Manual.
  - Painting, greasing, etc. and packing to prevent deterioration during storage.
- Latest date for submission: Two weeks before completion.

#### TOOLS

- General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
- Quantity: Two complete sets.
- Time of submission: At completion.

### **9. SECURITY / SAFETY / PROTECTION / TRAINING**

#### PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: at least 5nr.
  - High visibility waistcoats to BS EN 471 Class 2. Number required: at least 5nr.
  - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: at least 5nr.
  - Disposable respirators to BS EN 149.FFP1S.
  - Eye protection to BS EN 166.

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- Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

#### PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
- The Health and Safety File: Section A37.

#### EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - Hazard: Occupied site.
  - Precautions assumed: The contractor will establish a controlled fence access route as required from fire gates to the site compound and allow for a fire access to be maintained.
  - Specification reference: see site plan.
  - Drawing reference: Proposed Site Plan.

#### SAFEGUARDING VULNERABLE PEOPLE ACT 2006

- Tendering Contractors are to ensure compliance with the Safe Guarding of Vulnerable People Act 2006 including the following:-
- Principle Contractor's management of Staff DBS checked Site area suitably screened from neighbouring school. If there is a need to work in occupied area of the Sports Facility the contractor is to devise a permit to work system.

#### PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
  - Hazard: Principal Contractor to Identify.
  - Material: Principal Contractor to Identify.
  - Specification reference: Principal Contractor to Identify.

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#### CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before commencement of work on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

#### SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: Secure the site from entry by children and make the site hoardings stable from children's play activities.

#### STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- Design loads: Obtain details, support as necessary and prevent overloading.

#### OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Sports Provisions next to the site will be occupied by Children, Adults and Staff.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

#### PASSES

- Controlled areas: Passes will be required for access to be agreed with EAI.
- Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required.
- Return of passes: When requested or on completion of the work to which

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the pass relates.

#### OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.

#### MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use: Not permitted in the following areas: Contractor to identify in Principal Contractor's Construction Phase Health and Safety Plan
- Other areas may be identified by the Client

#### EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

#### WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
  - Work area: Underground working is to include all work below ground such as foundations, drainage, paths, roads, etc, fences and gateposts and setting out using driven stakes.
  - Precautions: Comply fully with the legal obligations associated with excavations laid down in regulations 44(1) of the Construction (General Provisions) Regulations 1961, and with requirements, implications and associated directives of the health and Safety at Work Act 1974.
- Permit to work: Operatives must comply with procedures in the following areas:
  - Work area: any area where hot works occur.  
Procedures: A permit to work system to be established.

#### NOISE CONTROL

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Noise levels from the Works: Maximum level: to be confirmed dB(A) when measured from to be agreed.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

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- Restrictions: Do not use:
  - Pneumatic drills and other noisy appliances without consent during the hours of to be agreed.
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

#### POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

#### PESTICIDES

- Use: Only where specified or approved, and then only suitable products listed on [www.pesticides.gov.uk](http://www.pesticides.gov.uk).
- Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.
- Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
- Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.

#### NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

#### ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

#### ASBESTOS REGISTER

- The employer maintains an asbestos register; all contractors and subcontractors will be required to view this register to ensure that they are fully aware of asbestos that may be within the buildings and will sign the register to confirm that they have viewed the register before commencing work

#### DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or remediation.

#### FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

#### SMOKING ON SITE

- Smoking on site: Not permitted. Unless in designated Zone specified on the Construction Management Plan.

#### PARKING

- Parking of the Contractor's and Employees' vehicles will be restricted to the Contractor's Compound. Contractor should take reasonable care not to block access to neighbouring properties. The contractor is to ensure that adequate means of escape in the event of a fire is maintained at all times from fire Exits.

#### BURNING ON SITE

- Burning on site: Permitted subject to compliance with relevant regulations. Ensure fires:
  - Do not contain plastics, flammable liquids or other hazardous materials likely to generate dark or toxic smoke or toxic residues.
  - Are not situated within 10 metres of any tree canopy, shrubs, buildings, structures, combustible materials, etc or a public highway.
  - Are not lit if there is a danger of sparks reaching adjacent flammable areas, e.g. heathland, forests or ripe cereal crops.
  - Do not produce drifting smoke where it may be hazardous, e.g. across highways.
  - Will not interfere with amenity enjoyment of a site.
  - Are never left unattended and are extinguished at the end of each working day.

## MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
  - Blistering and failure of adhesion.
  - Damage due to trapped moisture.
  - Excessive movement.

## INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro-organisms are within acceptable levels.

## WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

## ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

## LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.

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- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

#### POWER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

#### INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Special precautions: to comply with Code for sustainable homes 2010 checklist.
- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe eradication or removal.

#### EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

## PROPOSED SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services of the trench runs to ensure compliance to the drawing RDC1003-SL-101-B or the latest revision variant. Where positions are not shown on drawings obtain relevant details from service authorities.
- The services to the proposal are to be a separate connection to the Corby Town Football Club.
- Water proposed specification is a 32mm MDPE pipe to be connected 1m to the fire hydrant within a 750mm trench with inspection holes dispersed along the run. An internal stop tap is required.
- Electric proposed specification is 230/400V, 56kVA, 50Hz at an ohm resistance no greater than 0.8Ω. The diameter of the cable is to be 38mm and the trench is to be 530mm with at least 450mm cover provided a top of the tubing. The Low voltage connection is to junction into the existing service to Corby Town Football Club adjacent to the car park as shown on the specified drawing.
- Gas proposed specification is 90PE pipe with a GRP Kiosk VS 2”.
- All service runs are to be compliant to the drawing where achievable. Should any on site investigations or abnormal discoveries require deviation from the drawing, the Project Design Team must be informed.

## PROPOSED FLOOD LIGHTS

- Confirmation: This tender package is to include the provision and installation of more economically efficient and brighter flood lights to the sports field to the south.
- The Principal Contractor / tender bidder is to quote for a solution to the replacement of those on site. The system is to be between 180-240W and the unit is to produce 19,000-27,000 lumens per head. AC mains power supply to be between 110V – 250V.
- The price may be included as a per head group / staff position or as a provisional sum.

## METHOD OF OPERATIONS

The Contractor is to determine operations to be adopted in digging out - manual or mechanical - depth of excavations, etc. and ensure that full information is available to those undertaking the work. When mechanical plant is to be used, examine the area to identify any hazard to its movement - e.g. overhead cables, soft ground, underground services, and means of soil disposal. A record of all details is to be

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made and kept on file. The Contractor is to allow for this, and all other measures needed to ensure compliance with all aspects of Health and safety requirements to give safe working conditions to operatives, visitors, occupants, and members of the public, in the tender price, no additional cost will be entertained at a later date.

#### ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

#### EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.
- General: Before beginning general excavation or filling, strip topsoil from areas where there will be regrading, buildings, pavings/ roads and other areas shown on drawings.
- Depth:
  - Remove to an average depth of 300 mm.
  - Give notice where the depth of topsoil is difficult to determine.
- Handling: Handle topsoil for reuse or sale.
- Around trees: Do not remove topsoil from below the spread of trees to be retained.
- Site storage: Keep separate from excavated sub-soil.

#### RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

#### RETAINED TREES

Protected area: Unless agreed otherwise do not:

- Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
- Sever roots exceeding 25 mm in diameter. If unintentionally severed give

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notice and seek advice.

- Change level of ground within an area 3 m beyond branch spread.

Any existing tree coming within the Contractors compound are to be protected in accordance with BS5837:1991 "trees in relation to Construction". Replacement: mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of their survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of similar type and age at the Contractor's expense.

#### WILDLIFE SPECIES AND HABITATS

- General: Safeguard the following: as required by the Planners. .
- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

#### EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- Special requirements: as required by the Employer.

#### EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

#### ADJOINING PROPERTY

- Permission: Obtain as necessary from owners if requiring erecting scaffolding on or otherwise using adjoining property.
- Temporary support and protection: Provide. Maintain and alter, as necessary, as work proceeds. Do not leave unnecessary or unstable projections.
- Defects: Report immediately on discovery.
- Damage: Minimize. Repair promptly to ensure safety, stability, weather protection and security.
- Support to foundations: Do not disturb.

#### ADJOINING PROPERTY RESTRICTIONS

- Precautions:
  - Prevent trespass of workpeople and take precautions to prevent damage

- to adjoining property.
- Pay all charges.
- Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

#### EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

### 10. ADDITIONAL STANDARDS AND REQUIREMENTS

#### ADJACENT EXCAVATIONS

- Requirement: Where an excavation encroaches below a line drawn at an angle from the nearest formation level of another higher excavation, the lower excavation, all work within it and backfilling thereto, must be completed before the higher excavation is made.
- Angle of line below horizontal: 45°.
- Backfill material: Compacted general filling.

#### EXCAVATIONS ADJACENT TO EXISTING FOUNDATIONS - CONTRACTOR'S DESIGN

- Prior to commencing excavation: Excavate trial pits adjacent to existing foundations to determine extent and formation levels.
- Submit proposals: For ensuring the safety of the existing foundations if the formation level for the new excavation will be below the formation level of the existing foundation.
- Backfill material to new excavation: TBA.

#### PERMISSIBLE DEVIATIONS FROM FORMATION LEVELS

- Beneath mass concrete foundations:  $\pm 25$  mm.
- Beneath ground bearing slabs and r.c. foundations:  $\pm 15$  mm.
- Embankments and cuttings:  $\pm 50$  mm.
- Ground abutting external walls:  $\pm 50$  mm, but such as to ensure that finished level is not less than 150 mm below dpc.

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### TRENCH FILL FOUNDATIONS

- Excavation: Form trench down to formation in one operation.
- Safety: Prepare formation from ground level.
- Foundations to be subject to a ground investigation survey to become the duty of the Principal Contractor.
- Inspection of formations: Give notice before commencing excavation.
  - Period of notice: Five working days.
- Shoring: Where inspection of formation is required, provide localised shoring to suit ground conditions.
- Concrete fill: Place concrete immediately after inspection and no more than four hours after exposing the formation.

### FOUNDATIONS IN MADE UP GROUND

- Depth: Excavate down to a natural formation of undisturbed subsoil.
- Discrepancy: Give notice if this is greater or less than depth given.

### UNSTABLE GROUND

- Generally: Ensure that the excavation remains stable at all times.
- Give notice: Without delay if any newly excavated faces are too unstable to allow earthwork support to be inserted.
- Take action: If instability is likely to affect adjacent structures or roadways, take appropriate emergency action.

### HAZARDOUS, AGGRESSIVE OR UNSTABLE MATERIALS

- General: Do not use fill materials which would, either in themselves or in combination with other materials or ground water, give rise to a health hazard, damage to building structures or instability in the filling, including material that is:
  - Frozen or containing ice.
  - Organic.
  - Contaminated or noxious.
  - Susceptible to spontaneous combustion.
  - Likely to erode or decay and cause voids.
  - With excessive moisture content, slurry, mud or from marshes or bogs.
  - Clay of liquid limit exceeding 80 and/or plasticity index exceeding 55.
  - Unacceptable, class U2 as defined in the Highways Agency 'Specification for highway works',

### PLACING FILL

- Surfaces of excavations and areas to be filled: Free from loose soil, topsoil, organic material, rubbish and standing water.
- Freezing conditions: Do not place fill on frozen surfaces. Remove material affected by frost. Replace and recompact if not damaged after thawing.

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- Adjacent structures, membranes and buried services:
  - Do not overload, destabilise or damage.
  - Submit proposals for temporary support necessary to ensure stability during filling.
  - Allow 14 days (minimum) before backfilling against in situ concrete structures.
- Layers: Place so that only one type of material occurs in each layer.
- Earthmoving equipment: Vary route to avoid rutting.

#### COMPACTION

- General: Compact fill not specified to be left loose as soon as possible after placing.
- After compaction: Surface of each layer must be well closed, showing no movement under compaction plant, and without cracks, holes, ridges, loose material and the like.
- Defective areas: Remove and recompact to full thickness of layer using new material.

#### BENCHING IN FILL

- Adjacent areas: If, during filling the difference in level between adjacent areas of filling exceeds 600 mm, cut into edge of higher filling to form benches 600 mm minimum width and height equivalent to depth of a layer of compacted filling.
- New filling: Spread and compact to ensure maximum continuity with previous filling.

#### BRICK/BLOCKWORK ABOVE DPC

- Blockwork to be lignacite facing masonry to external leaf and theramlite to internal leaf. Samples to be provided prior to full material order.
  - Manufacturer: Submit proposals.  
Product reference: as per Specification to drawings in Method Statement
  - Recycled content: None permitted.
  - Special shapes: Contractor's Design.
- Mortar: Contractor's Design.
  - Standard: To BS EN 998-2.
  - Mix: 1:1:6 cement: lime: sand.
  - Additional requirements: Submit samples of sand for approval.
- Joints: Bucket handle.
- Features: None.

#### CONTRACTOR'S STRUCTURAL DESIGN

- Design responsibility: Design and detail trussed rafters to main roof including all other structural members to Principal Contractor.

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- Requirement:
  - Generally: As section B50/B51.  
Modifications: Contractor's design in association to Working Drawings.
  - Design: Complete the design in accordance with the designated code of practice to satisfy specified performance criteria.

#### WALL PLATES

- Position and alignment: To give the correct span and level for trusses.
- Bedding: Fully in fresh mortar.
- Joints: At corners and elsewhere where joints are unavoidable use nailed half lap joints. Do not use short lengths of timber.

#### WCS AND CISTERNS

- WC standard: To Defra WC suite performance specification or equivalent approved by relevant water company.
- Type: Eco Close coupled WC Pan cistern.
- Pan:
  - Standards: To BS EN 33 and BS EN 997.
  - Manufacturer: Contractor's choice.  
Product reference: Submit proposals.
  - Material: Vitreous china, white.
- Seat and cover:
  - Standard: To BS 1254.
  - Manufacturer: Contractor's choice.  
Product reference: Submit proposals.
  - Material: Plastics.
  - Finish/ Colour: White

#### WASH BASINS- PEDESTAL

- Manufacturer: Contractor's choice.
  - Product reference: To match WC; Submit proposals.
- Size: 500 x 400 mm.
- Material: Vitreous china, white.
- Tap/ Chainstay/ Overflow holes:
  - Two tap holes;
  - Chainstay hole; and
  - Overflow hole.
- Water supply fittings: Pillar taps.
  - Water supply temperature (maximum): User controlled.
  - Flow rate (maximum): 6 L/ min. at 3 bar.
  - Manufacturer: Contractor's choice.  
Product reference: Submit proposals.

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- Operation: Manual.
- Wastes: Chain and plug.
- Standards: To BS EN 274-1, -2 and -3.
- Manufacturer: Contractor's choice.  
Product reference: Submit proposals.
- Size: DN 40.
- Material: Stainless steel.
- Tail: Slotted.
- Traps: Bottle.
- Standards: To BS EN 274-1, -2 and -3.
- Manufacturer: Contractor's choice.  
Product reference: Submit proposals.
- Size: DN 40.
- Material: Plastics, self colour.
- Depth of seal (minimum): 75 mm.
- Accessories: None.

#### FITTED BASE KITCHENS

- Standard: To BS 6222 -2 and -3, and BS EN 14749.
- Manufacturer: Contractor's choice.
- Product reference:
- Structural performance: To BS 6222-2, test level G.
- Dimensions: To BS EN 1116.
- Surface finishes: To BS 6222-3.
- Doors and drawer fronts:
  - Material: Solid wood.
  - Finish and colour: Submit proposals.

#### FITTED WALL KITCHENS

- Standard: To BS 6222 -2 and -3, and BS EN 14749.
- Manufacturer: Contractor's choice.
- Product reference:
- Structural performance: To BS 6222-2, test level G.
- Dimensions: To BS EN 1116.
- Surface finishes: To BS 6222-3.
- Doors and drawer fronts:
  - Material: Solid wood.
  - Finish and colour: Submit proposals.

#### WORKTOPS TO KITCHENS

- Standard: To BS 6222-3.
- Manufacturer: Contractor's choice.
- Product reference:

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### SINKS, TAPS, TRAPS AND WASTES TO KITCHENS

- Sinks:
  - Standard: To BS EN 13310.
  - Manufacturer Contractor's choice.
- Product reference:
  - Configuration: Sink and a half with single drainer.
  - Overall size: 1000 x 600.
  - Material: Stainless steel .
- Colour and finish: Brushed steel.
- Tap/ chainstay/ overflow holes: One tap hole, centre.
- Taps: Mixer.

### APPLIANCES

- Item: Eco Bin.
- Manufacturer: Contractor's choice.

### FLAG PAVING SYSTEM TO PATIOS AND FOOTPATHS

- Subgrade improvement layer: Submit proposals.
  - Compacted thickness: 300 mm.
- Granular sub-base: Contractor's choice.
  - Compacted thickness: 200 mm.
- Base: Submit proposals.
  - Thickness: Submit proposals.
- Laying course: Sand.
  - Accessories: None.
- Paving units: Concrete flags.
- Jointing: Sand.
  - Bond: Submit proposals.
- Accessories: Channels and Kerbs.

### ALUMINIUM GUTTERS

- Standard: Agreement certified.
- Manufacturer: Contractor's choice.
  - Product reference: Submit proposals.
- Profile: Ogee.
- Type/ Thickness: Extruded, 1.6 mm thickness.
- Nominal size: 100 mm.
- Finish: Polyester powder coating.
- Colour: Black.
- Brackets: Strap type.
  - Fixings: Stainless steel screws.
  - Size: 30 x 4 mm.
- Accessories: Jointing clips and Stop ends.

## ALUMINIUM PIPEWORK

- Standard: Agreement certified.
- Manufacturer: Contractor's choice.
- Product reference: Submit proposals.
- Type/ Thickness: Extruded, 1.2 mm.
- Section: Square.
- Nominal size: 76 mm.
- Finish Polyester powder coating.
- Colour: Black.
- Brackets: Extruded aluminium pipe clips coated as pipes.
- Fixings: Stainless steel screws.  
Size: 40 x 4 mm.
- Accessories: Rainwater heads and Rainwater shoes.

## MATERIAL SPECIFICATION

- Design and Build JCT Contract will provide the contractor with the ability to deviate from the specification attached to the Working Drawings provided the proposal is economically beneficial. The proposal must still comply to the standards associated to the component or material and relevant legislation and Building Regulations. All deviations from the specification or drawings must be approved by the Client in writing prior to being implemented on site.

## 11. MONITORING ARRANGEMENTS AND CONTRACT MANAGEMENT

### MONITORING ARRANGEMENT

- Precautions:
  - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
  - Pay all charges.
  - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

## **12. INVITATION TO TENDER**

When completed, please return **two hard copies and a copy electronically saved on a CD** of the response document (Document Four) to:

Democratic Services Manager  
Corby Borough Council  
Democratic Services Department  
Corby Cube  
Parklands Gateway  
George Street  
Corby, Northamptonshire  
NN17 1QG

To arrive by **no later than Midday [12:00] 18th September 2017 [18/09/2017]**.

***Please note that no other identifying mark should appear on the envelope. Failure to observe this will mean the tender will be disqualified.***

## **13. CONTACTS**

In the event of any queries or requests for further information arising from this tender, please contact:

Adrian Stevenson, Managing Director, RDC Ltd, <astevenson@rdcllc.co.uk>

***Note that the Council cannot accept the return of completed tender responses by e-mail.***

If the Council considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers / suppliers who have responded.