

**Specification / Schedule of Works**

**For**

**New Community Café Building**

**At**

**Shorts Road, Fair Oak, Eastleigh, Hampshire**

**WORKS PACKAGE 8 – FLOORING AND FLOOR FINISHES**

Date: March 2022  
Our Ref: B21-831/WP8/RAK

Prepared By:  
**Trinity Rose Chartered Surveyors**  
**Trinity House**  
**123 Winchester Road**  
**Chandlers Ford**  
**Hampshire**  
**SO53 2DR**

Tel No. 01962 880426

On Behalf Of:  
**Fair Oak and Horton Heath Parish Council**

**T E N D E R**

For

**WORKS PACKAGE 8 – FLOORING AND FLOOR FINISHES  
NEW COMMUNITY CAFÉ AT SHORTS ROAD, FAIR OAK, EASTLEIGH, HAMPSHIRE**

After careful consideration of the documents referred to in the letter of invitation to tender, we confirm we have the capability to undertake the required works and hereby offer to enter into the prescribed Form of Contract and carry out the whole of the above works to your satisfaction for the sum of:

£	_____	<b>(Figures)</b>
	_____	<b>(Words)</b>
EXCLUSIVE OF VAT		

- The price remains open for acceptance within ..... weeks from the date hereof.
- We are in a position to commence the works .....
- The Contract period would be ..... weeks
- Our insurance renewal date is..... and we are covered up to £.....
- We have/we do not have a quality management system. (Details enclosed)
- We enclose a fully priced copy of the specification (and completed Health and Safety Plan if applicable).

We understand the Employer is not bound to accept the lowest, or any tender.

Signed

\_\_\_\_\_

Position

\_\_\_\_\_

Company

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel

\_\_\_\_\_

Date

\_\_\_\_\_

\*

Ensure **all** spaces are completed and return with all required documentation to Fair Oak and Horton Heath Parish Council c/o Trinity Rose Chartered Surveyors, Trinity House, 123 Winchester Road, Chandlers Ford, Hampshire SO53 2DR - Tel: 01962 880426 or email [r.kirby@trinity-rose.co.uk](mailto:r.kirby@trinity-rose.co.uk)

**NEW COMMUNITY CAFÉ BUILDING AT  
SHORTS RD, FAIR OAK, EASTLEIGH, HAMPSHIRE**

**WORKS PACKAGE 8 – FLOORING AND FLOOR FINISHES**

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**Section 1: Preliminaries and Schedule of Works**

**Section 2: Schedule of Works**

## **SECTION 1**

### **PRELIMINARIES**

1.00	<b>GENERALLY</b>				
1.01	The Contractor shall note that the items of work to be executed have been described in reasonable detail, but the Contractor shall consider them in conjunction preliminaries, preambles, manufacturer's recommendations and the actual work on site, and shall allow in his prices for everything necessary for carrying out the works in the best manner whether specifically mentioned or not. Where approximate quantities are stated, these are for guidance only and the Contractor is advised to make his own assessment of the actual quantities required by visiting site prior to submitting a tender.				
1.02	Generally, no quantities have been provided in this schedule of works. Excluding where it has been expressly included, the contractor is responsible for all measurement and calculation of quantities.				
1.03	Where Provisional Sums (P/sum) are specified by CA, the Contractor is to confirm actual costs once works are known and detailed. The Contractor is to obtain written agreement of the costs from the CA prior to commencing the works.				
1.06	The contractor shall allow for profit, attendance and building works required if the contractor deems it necessary.				
1.08	The contractor will be deemed to have included for all associated items and small components, incidental items and sundry labour costs not specifically noted on the tender drawings or in the specification, but which may be reasonably inferred as being required in order to carry out the works in a satisfactory and workmanlike manner for the CA's approval.				
	<b>Building Warranty</b>				
1.09	There is no requirement for a Building Warranty.				
	<b>Regulations/Statute</b>				
1.10	The Contractor shall ensure, where relevant, that the works comply in all respects with current Building Regulations, relevant British Standards and Codes of Practice and the requirements of the Local Authority By-Laws. It is the Contractor's responsibility to satisfy all requirements in this respect via the individual parties and to serve				



	<p>notices from time to time to a local Building Control Department / Approved Inspector, and to allow their officers to inspect the works.</p> <p><b>Programme – Overview</b></p>				
1.11	The works programme will be subject to agreement. Commencement date to be confirmed.				
1.12	The Contractor is to provide a programme for the implementation of the works as part of the tender submission. The contractor will be required to submit a method statement with their tender detailing how they propose to execute the programme of works. This need not be longer than 2 sides of A4, but should demonstrate that the contractor is aware of the pertinent issues and has a pro-active approach.				
1.13	At the end of the works the Contractor must make adequate allowance within the programme for the completion of all snagging works. These elements of work must be clearly shown on the Contractor's programme.				
	<b>Building/Site restrictions</b>				
1.14	The Contractor must ensure that the site must be kept clean and tidy at all times. All redundant materials, plant and any debris resulting from the works is to be cleared from the site on a regular basis. Noisy and disruptive works are to be separately indicated on the programme and should give due consideration to adjacent property owners, as the project is in a residential area.				
1.15	It will be the responsibility of the Contractor to ensure that the construction site is left safe, secure and, where relevant, watertight at the end of each working day.				
1.16	The contractor is to note that all works, wherever possible, are to be carried out during normal working hours 0800 to 17.30 Monday to Friday or as otherwise stipulated by planning condition.				
1.17	All materials delivered to site must be received by the Contractor's employees and stored securely on site or brought to site as-and-when needed. The security of such materials shall remain the responsibility of the contractor.				

1.18	Smoking or fires are not permitted on site.				
1.19	Where relevant, the contractor is to allow for all necessary protection, screens, temporary works and temporary supports, etc in compliance with current Health and Safety legislation and good building practice.				
1.20	The spread of dust should be kept to a minimum. Where the generation of dust cannot be avoided, the contractor shall provide adequate protection to prevent damage to adjacent areas and use suppression where possible.				
	<b>Disposals/Arisings</b>				
1.21	The Contractor is to include for the disposal of all waste as necessary for the execution of the works. All waste is to be removed and disposed of in a proper manner. No additional costs for waste disposal will be entertained.				
1.22	On a daily basis and on completion of the works, remove and clear away all redundant plant and rubbish resulting from the works.				
1.23	Siting of skips etc, is to be agreed with the Client and CA prior to works commencing. The Contractor is responsible for obtaining all necessary licences, should a skip need to be located on the public highway.				
	<b>Site Management/Welfare</b>				
1.24	The Contractor shall appoint a site manager or working foreman who shall be responsible for all works under the contract and who will liaise with the CA on all matters arising out of the works. The designated person shall be on site at all times and shall be available to attend periodic inspection meetings as requested by the CA. The Contractor must seek prior approval from the CA before changing the site manager.				
1.25	Provide all necessary labour, machinery and plant for the execution of the works including various works not specifically indicated but necessary to carry out the described works.				
1.26	Provide all necessary site accommodation and facilities to comply with current Health and Safety Regulations. If the Contractor intends to seek approval for use of existing facilities this must be clearly stated in the tender return.				



1.27	The property is to be constructed on a clean site following demolition of the existing scout hut on site (to be completed by others). As such, a demolition / refurbishment asbestos survey is not required.				
1.28	Ensure the presence of a trained first aider on site at all times.				
1.29	The contractor will be responsible for arranging any necessary building control visits and the signing off the completed works under this works package.				



<b>2.0</b>	<b><u>Works Package 8 – Flooring and Floor Finishes</u></b>				
2.1	To kitchen and WC areas, supply and fit 18mm cement board as floor decking, mechanically fixed to new joists.				
2.2	To all remaining areas, supply and fit new 18mm T&G plywood flooring over new joists. Ensure all T&G joints are glued and mechanically fixed with screws into the joists.				
2.3	Supply and fit new Altro X25 safety vinyl flooring to kitchen, servery, store and WC areas. Include for profiled kerb mouldings to the perimeter wall junctions, taking the membrane vertically and finishing with a manufacturer's skirting trim. Allow for all seams, joints, adhesive.				
2.4	Supply and fit new Karndean or similar LVT flooring system on contact adhesive to the lobby, café and meeting room areas. Contractor to allow the PC Sum (supply only) of £45/m² for the floor finish, include for all labour, adhesive.				
2.5	Allow for the supply and installation of edging trims / strips to all joints between floor coverings of different specification.				
	<b>Total to Collection</b>				

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Collection / Tender Total		