

specification and summary of the works: StIves-RFQ-0003-22

St ives town council – INSTALLATION OF CONTACTLESS PAYMENT EQUIPMENT AND ASSOCIATED WORKS, WEST PIER AND SLOOP TOILETS

1. **STANDARD CONTRACT CONDITIONS - St Ives Town Council buildings**

**1.001 BUILDING NAME & ADDRESS**

West Pier (TR26 1FL) and Sloop (TR26 1LT) Public Conveniences, St Ives, Cornwall

**1.002 PROJECT**

Installation of contactless payment systems and associated works

**1.003 CLIENT**

St Ives Town Council, The Guildhall, Street-An-Pol, St Ives, TR26 2DS

**1.004 CONTRACT ADMINISTRATOR**

Atlantic Building Consultants, Deck 2 Pentire House, 5-9 Beach Road, Newquay, TR7 1ES

**1.005 PLANNING PERMISSION**

N/A

**1.006 BUILDING REGULATIONS**

**N/A**

**1.007 CONSTRUCTION DESIGN & MANAGEMENT (CDM2015)**

Project will not be notifiable

**1.008 EXISTING SERVICES**

Mains electricity, water & drainage.

**1.009 TYPE OF CONTRACT**

**To be Determined**

**1.010 EMPLOYER**

St Ives Town Council, The Guildhall, Street-An-Pol, St Ives, TR26 2DS

**1.011 CONTRACT ADMINISTRATOR**

Atlantic Building Consultants, Deck 2 Pentire House, 5-9 Beach Road, Newquay, TR7 1ES**.**

**2.00 PRELIMINARIES**

# 2.01 MANAGEMENT

The contractor is to provide site management and administration, including liaison between the contract administrator, subcontractors, consultants and relevant statutory authorities. Include for management charges, overheads costs and profits.

The contractor is to undertake to carry out the works specified in section 3 onwards within this document and is to include necessary programming to indicate how the works will be completed by a specified start and finish date, which the contractor will specify at tender stage.

Full compliance with CDM2015 regulations is to be followed during all stages. The contractor is to allow for all necessary site facilities and provide risk assessments and method statements as required.

# 2.02 MATERIALS

All materials are to be as specified and approved equivalents will be acceptable subject to final approval by the contract administrator. All workmanship must follow current British standards, agreement certificates or industry codes of practice unless otherwise stated. Any relevant certification shall be provided upon request.

All materials are to be installed to manufacturers specifications and any problems with incompatibility must be discussed with the contract administrator prior to installation.

# 2.03 VARIATION ORDERS

Variation orders should be issued as appropriate by the contract administrator to allow an adjustment in the scope of works and expenditure or to confirm expenditure of contingencies or provisional sums under the intent of the contract. The contractor shall produce fully costed details of expenditure under variations upon request. Where requested the contractor will also produce fully dated timesheets and supporting supplier invoices.

Any day works carried out under variation orders are to be fully agreed with the contract administrator prior to execution.

# 2.04 LICENCES

The contractor must ensure to obtain any necessary licences associated with the works such as waste disposal, scaffolding all statutory permissions. Costs must also be included for such matters within the preliminary section.

**2.05 SERVICES**

The contractor ensure that all service connections are maintained and safe during the works. Temporary site supplies must be allowed for and included in tendering costs.

Electrical work must be carried out by an approved member of the National Inspection Council for Electrical Installations and Contracting and must confirm the latest editions of the IEE regulations.

All work on gas appliances must be executed by a gas safe registered plumber and all costs of compliance must be borne by the contractor.

**2.06 EXISTING SERVICES**

The contractor will ensure that current utilities drawings are available on where necessary and will locate services via CAT Scanning/Trial Excavations and arrange for all appropriate protection, diversions and/or terminations BEFORE adjacent works commence.

**2.07 THE PUBLIC**

Construction areas will be completely fenced in order to keep the public out and warning signs will be displayed to advise of site dangers. All neighbouring properties will be notified of the hazards on site and kept aware of the activities. All access routes will be kept clear at all times.

Public roads will be regularly cleaned if mud from site is spread during inclement weather and suitable warning signs will be displayed. Nuisance dust will be controlled by water spraying if necessary, and drivers will be required to operate at slow speeds. Noise levels will be monitored to prevent the noise becoming a nuisance.

**2.08 REMOVAL OF WASTE MATERIALS**

All waste materials are to be disposed of at a licensed tip. Tickets for disposals must be kept. All tickets will be kept and passed over to the employer

**2.09 EXCAVATIONS**

All excavations will be examined and an assessment made as to the requirements for support; however, any excavation over 1.2 meters deep will be supported or battered. Work will be under supervision of a competent person. All excavations will be adequately fenced with warning signs displayed. Prior to excavating the area will be scanned with a CAT locator to identify any underground services. Drawings will have been obtained from the Public Utility Companies and will be contained in the Project Health and Safety File.

# 2.10 WORK AT HEIGHT

All work at height will take place on scaffolding erected by a competent person, in accordance with current regulations and BS EN12811-1. Mesh guards will be fitted to platforms to prevent falls of materials. Handover Certificates will be obtained from the Scaffolding Contractor, prior to its first use.

# 2.11 MANUAL HANDLING

All materials will be handled mechanically when possible. One person will not handle loads weighing in excess of 20kg and a manual handling risk assessment will be compiled.

# 2.12 WEILS DISEASE

Everyone working on site will receive information on Weils Disease. Barrier creams and hot water will be made available; all persons will ensure they maintain a good routine of personal hygiene.

# 2.13 ASBESTOS

The contractor is to commission asbestos surveys and assessments where appropriate in accordance with UKAS regulations prior to commencing works. Full details are to be provided.

# 2.14 TRAFFIC MANAGEMENT

Efforts will be made to separate pedestrians from moving vehicles and plant. Where possible, one-way systems will be arranged to keep traffic flowing in one direction; temporary fencing will be erected to provide a safe zone for pedestrians with road crossing points established with the necessary road signs displayed.

When selecting plant and work equipment for use on site, consideration must be given to the suitability of the plant and its safe operating parameters. Operatives who are selected to operate an item of plant must also have their competencies assessed.

When the necessity arises for plant / vehicles to reverse, a banksman will be available to direct the driver.

Speed limits will be imposed on site and signs will be displayed accordingly.

A traffic plan will be compiled and updated as work on site progresses.

# 2.15 NOISE & VIBRATION

Noise and vibration levels will be kept to a minimum to prevent them becoming a nuisance and to prevent health effects to operatives. Levels above the minimum action levels will be monitored and records maintained.

# 2.16 DEMOLITION / STRIP OUT

Trained operatives working to a method statement prepared by a competent person will carry out all demolition work.

The contractor shall ensure that all relevant notices are fixed to the site in accordance with health and safety legislation.

The site must be kept clean and tidy at all times and rubbish is to be removed as work progressed. Waste and debris must not accumulate on the site to avoid health and safety hazards. Contractors must also work using dust extractors where necessary to avoid dusty environments leading to health hazards.

# 2.17 FIRST AID

The contractor is to undertake the appropriately qualified first aiders are available onsite at all times in accordance with the CDM2015 regulations.

# 2.18 INDUCTION

ALL persons working on site will attend an induction briefing where site rules will be explained; all persons attending will be required to sign to confirm that they attended the induction briefing.

# 2.19 PRE START LIST

# The following will be available on site prior to work commencing:

**a)** Safety Policy for all contractors working on site.

**c)** Employers Liability Insurance Certificate.

**d)** Copies of Statutory Documents, Notices, etc.

**e)** Copies of Training Certificates.

**f)** Site Rules / Induction Training Records.

**g)** Plant Test / Examination Certificates

**h)** Warning Signs - Hard Hats / Overhead Cables / Deep Excavations / etc.

**i)** Fire Extinguishers.

**j)** Site Fencing

**k)** Welfare Facilities in full working order (to regulation standard)

**l)** Emergency procedures drawn up - fire plan, etc.

# 2.20 RISK / COSSH

Assessments for all activities with significant risk will be available prior to the activity commencing. This includes work to be carried out by sub-contractors.

Where risk assessments may not fully cover all hazards within an activity, a full method statement / permit to work system will be compiled.

# 2.21 WELFARE FACILITIES

A welfare area should be provided.

# 2.22 EMERGENCY PROCEDURE

In the case of a fire or other emergency, all site personnel are to assemble at the site entrance. All accidents are to be reported to the site manager and should be entered into the site accident book.

# 2.23 SITE DOCUMENTATION

Copies of all site documentation will be kept available for inspection by authorised personnel and copies will be provided to the employer.

The contractor will ensure that all sub-contractors and specialist suppliers provide documentation of their installation and materials for insertion within ALL Health and Safety files. Test certificates will be required for all installations.

# 2.24 WEATHER

The contractor will ensure that necessary temporary protection is provided to the building during the works to avoid undue damage to internal areas and structures.

All work should stop when the temperature drops below 3° C and ongoing works must be protected against frost

All areas of the structure must be protected against rain when working upon and after completion of works. Hot weather must also be accommodated by damping down masonry to avoid fast drying out of mortars et cetera.

# 2.25 STANDARDS OF WORKMANSHIP

The contractor must ensure to price for the full extent of work specified in these documents. Failure to fully price the scope of works will potentially lead to loss by the contractor and no claims for inadequate pricing of the specification will be allowed.

Variations from the specified work must be discussed with the contract administrator and cost savings will be encouraged as well as improvements in quality. The contractor is to consider all work and provide information on possible suggested variations as early as possible.

All materials and workmanship to comply with all relevant British standards and codes of practice. Strict adherence to the structural engineering drawings must take precedence over the design drawings and specialist installations such as steelwork and timber structures must be carried out by competent and experienced contractors, and must be fully priced based on the structural engineers specifications and drawings.

The contractor must ensure that site foremen are responsible and experienced in supervising and controlling the works on site. Any plant and operative equipment must be handled by experienced and competent operatives and this is the responsibility of the site manager and contractor to ensure that good health and safety practice is followed at all times.

Any works carried out by the main contractor or sub-contractors on site prior to the main approval or the submission of any additional information (i.e. details, samples, calculations or reports) requested by the Planning Department or Building control is carried out entirely at the their own risk.

# 2.26 COMPLETION DOCUMENTATION

On completion of the works the contractor must ensure to hand over all necessary completion certificates and provide building control with required documents to certify electrical and plumbing installations. A full handover file should be prepared which includes instruction manuals for all fittings and fixtures and this must be passed to the contract administrator and health and safety adviser. The necessary documentation will be require prior to release of the certificate of practical completion and appropriate retention.

**3.0 SCOPE OF WORKS**

3.01 The contractor is invited to tender for the installation of contactless payment equipment and associated works at two public convenience sites in St Ives, Cornwall. The tender is to be prepared in accordance with the specifications and details contained within this tender document package.

3.02 Site visits to the buildings are strongly recommended. The buildings are generally within the public realm.

3.03The contractor is to ensure that an anticipated start date and contract period are included in the tender return. It is intended that the works will be completed during 2022-23.

3.04 The site should remain closed for the works, although certain areas can be closed off by arrangement. The contractor will be responsible for site security of the building and surrounding area during the works.

3.05 Parking passes will be available for the St Ives Guildhall carpark during the works. Otherwise contractors are to make their own parking arrangements.

**SPECIFICATION AND PRICING SUMMARY**

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| --- | --- | --- |
| **Ref** | **Description** | **COST** |
| **4.00** | **GENERAL** |  |
| 4.01 | The contractor is to allow for all necessary welfare and storage facilities. Space can be made available within the facilities. Otherwise external space is limited and the contractor is to take this into consideration when costing. |  |
| 4.02 | The contractor is to allow for all necessary temporary protection to avoid water ingress during the works. |  |
| 4.03 | Full compliance with CDM2015 regulations is to be followed during all stages. The contractor is to allow for all necessary site facilities and provide risk assessments and method statements as required. |  |
| 4.04 | Up to date contractor insurance is to be maintained by the contractor throughout the works and details are to be provided prior to commencement. |  |
| 4.05 | The contractor is to allow for all necessary temporary supports as required during the works. |  |
| 4.06 | The contractor is to include costs for removal of all waste materials from the site. |  |
| **5.0** | **SERVICES** |  |
| 5.01 | Mains electric is available onsite and the contractor is to allow for an NICIEC qualified electrician to extend existing circuitry as appropriate and provide a site supply as needed. |  |
| 5.02 | Mains water is available onsite from the taps within each facility. |  |
| 6.0 | **ASBESTOS** |  |
| 6.01 | A management asbestos survey of each site is available. Should a demolition survey be required,the contractor is to include provision for the commission of a full demolition asbestos survey in accordance with UKAS regulations prior to commencing works. |  |
| **7.0** | **THE WORKS SPECIFICATION** |  |
| 7.01 | The cost should be the inclusive cost of the installation of doors, paddlegates and accessible toilet doors for six facilities (male and female provision at two sites and two individual accessible toilet cubicles.  Proposals should include a detailed risk and method statement for installation, including any remodelling of the entrance and doorways and costs and details for making good, including thresholds, tiling and doorframes. |  |
| **7.02** | **WEST PIER** |  |
|  | Install Paddlegate systems at the entrance to both the male and female toiletsComplete any modifications to entrance and threshold, carefully removing any tilework. Install new security doors.  * Complete any modifications to entrance and threshold, carefully removing any tilework. Install a specialist door entry system / door in the accessible toilet. |  |
| **7.03** | THE SLOOP TOILETS |  |
|  | Install Paddlegate systems at the entrance to both the male and female toiletsComplete any modifications to entrance and threshold, carefully removing any tilework. Install new security doors.  * Complete any modifications to entrance and threshold, carefully removing any tilework. Install a specialist door entry system / door in the accessible toilet. |  |
| **7.04** | DOORS |  |
|  | * All doors to male and female sites and accessible toilets to be replaced with new 1.5mm anti corrosion 316 stainless steel doors with stainless steel hinges, threshold with and kick plates on inside and outside of door * Powder coated in the Council’s RAL marine blue * Doors to be outward opening - bolt through pull handle inward opening |  |
| **7.05** | **ACCESSIBLE TOILET DOORS** |  |
|  | Specialist accessible toilet doors to be installed and retro fitted onto the accessible toilet for each location. They should have the following features:   * A swing door and frame built from anti-corrosion stainless steel 316, suitable for a marine environment * vandal proof sturdy steel hinges, bolt through handles, accessible access and locks * Powder coated to the Council’s RAL corporate colour of marine blue * LED light to indicate whether the facility is occupied * Charging system consistent with other provision for contactless payments only but with scope for key-pad/ radar access override |  |
| **7.06** | **THE PADDLEGATES** |  |
|  | The supplier should price for the installation of four automatic entry and exit paddlegate systems (one for each of the male/female facilities at the two sites)  The supplier should submit a detailed specification of the proposed equipment to be installed, including details of the following   * The system should be capable of operating in a high traffic environment and be of a material (anticipated to be stainless steel), capable of withstanding a marine environment. * The most suitable design, appropriate to the environment and level of traffic and sufficiently robust to counter casual vandalism and in-appropriate use. * An access width for each gate of no less than 650 mm. * built in paddle position sensor and automatic safety sensors for pedestrian position and collision detection. * A manual key override system * Details of the electrical and connectivity specifications and any adjustments required to accommodate them on the two proposed sites * Details of the manufacturer’s warranty |  |
| **7.07** | **PAYMENT SYSTEM** |  |
|  | Each paddlegate should include an integrated payment system. The Supplier must provide a detailed specification of an RFID (radio frequency) integrated system, which must include the following features:   * Capable of accepting contactless payment by credit/debit card, Apple and Android Pay, using any contactless device. * No provision for cash collection is required. * The system should have an IP rating suitable for its environment in a public convenience in beach / seafront locations * The preferred system should be capable of working with a pre-pay residents’ card for frequent local users of the facilities. * Proposals should include an electrical specification of all equipment and quotes should include the full cost of electrical installation. * Quotes shall be based on a detailed assessment of connectivity and should include the full cost of remedying any limitations to ensure that connectivity issues are resolved in full. * The equipment should provide for average time lapses between payment and door entry systems of no more than 4 seconds. * The system should be capable of customisation to allow for timed access at pre-determined times. * The system should have full fire alarm overrides. |  |
| 7.08 | **MANAGEMENT, MONITORING AND MAINTENANCE** |  |
|  | * The central management system for the equipment shall be capable of being managed and maintained by the site owner. * The quotation should include full technical details of the management system and its hardware and operating requirements, including data collection, payment processing, usage and any other user defined controls. * The system should be capable of remote management and be able to provide regular performance data and metrics on usage, overrides, cleaner access etc. * Any additional costs or charges in relation to the operation of the system, payments, subscription, updates, training, intellectual property and ownership must be set out in full. * The proposal shall include the price of a large scale locals pass card of up to 10,000 units. * The quotation should include any proposals for a maintenance contract and / or detailed arrangements for regular servicing. It should describe the supplier’s approach to reactive repairs, together with any associated fees and charges for call out, parts and repairs |  |
| **8.0** | **COMPLETION** |  |
| 8.01 | * The contractor is to make good all thresholds and tiling, removing any unnecessary iron mongery * The Contract should clean all surfaces and ensure that the site is left clean and tidy. * Provide all completion documentation including health and safety file, certificates and warranties. |  |

**Summary**

**West Pier and Sloop Charging Equipment**

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| --- | --- | --- |
| **Ref** | **Description** | **Cost** |
| 1.0 | Contract Conditions |  |
| 2.0 | Preliminaries |  |
| 3.0 | Scope of works |  |
| 4.0 | Site Preparation |  |
| 5.0 | Services |  |
| 6.0 | Asbestos |  |
| 7.0 | Equipment Installation |  |
| 8.0 | Completion |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

**Daywork Rates:** General Tradesmen:

Labourers:

Plumbers/Electricians:

Signed ................................................................................................................. Date: .....................................................