



# Engineering and Construction Short Contract

---

## Contract Data Forms

June 2017

(with amendments January 2019)

# Short Contract

**A contract between**

University of Chichester

**and**

**for**

Contract Forms

Contract Data

The *Contractor's Offer* and *Client's Acceptance*

Price List

Scope

Site Information

**Notes about the contract are printed in boxes like this one. They are not part of the contract.**

# Contract Data

## The *Client's* Contract Data

The *Client* is

Name

Address for communications

Address for electronic communications

The *works* are

The *site* is

The *starting date* is

The *completion date* is

The *delay damages* are  per day

The *period for reply* is  weeks

The *defects date* is  weeks after Completion

The *defect correction period* is  weeks

The *assessment day* is the  of each month

The *retention* is  %

The United Kingdom Housing Grants, Construction and Regeneration Act (1996) **does** apply  
(delete as applicable)

The *Adjudicator* is

Name

Address for communications

Address for electronic communications

# Contract Data

## The *Client's* Contract Data

The interest rate on late payment is  % per complete week of delay.

**Insert a rate only if a rate less than 0.5% per week of delay has been agreed.**

For any one event, the liability of the *Contractor* to the *Client* for loss of or damage to the *Client's* property is limited to

The *Client* provides this insurance

**Only enter details here if the *Client* is to provide insurance.**

The minimum amount of cover for the third insurance stated in the Insurance Table is, for any one event

Public Liability

The minimum amount of cover for the fourth insurance stated in the Insurance Table is, for any one event

Professional Indemnity

The *Adjudicator nominating body* is

The *tribunal* is

If the *tribunal* is arbitration, the arbitration procedure is

The *conditions of contract* are the NEC4 Engineering and Construction Short Contract June 2017 (with amendments January 2019) and the following additional conditions

**Only enter details here if additional conditions are required.**

# Contract Data

## The Contractor's Contract Data

The Contractor is

Name

Address for communications

Address for electronic communications

The fee percentage is  %

The people rates are

category of person

unit

rate

category of person	unit	rate
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The published list of Equipment is

The percentage for adjustment for Equipment is

% (state plus or minus)

# The Contractor's Offer and Client's Acceptance

The *Contractor* offers to Provide the Works in accordance with these *conditions of contract* for an amount to be determined in accordance with these *conditions of contract*.

The offered total of the Prices is

**Enter the total of the Prices from the Price List.**

Signed on behalf of the *Contractor*

Name

Position

Signature

Date

The *Client* accepts the *Contractor's* Offer to Provide the Works

Signed on behalf of the *Client*

Name

Position

Signature

Date



# Scope

The Scope should be a complete and precise statement of the *Client's* requirements. If it is incomplete or imprecise there is a risk that the *Contractor* will interpret it differently from the *Client's* intention.

Information provided by the *Contractor* should be listed in the Scope only if the *Client* is satisfied that it is required, is part of a complete statement of the *Client's* requirements and is consistent with the other parts of the Scope.

## 1 Description of the works

Give a detailed description of what the *Contractor* is required to do and of any work the *Contractor* is to design.

[Empty box for detailed description of works]

## 2 Drawings

List the drawings that apply to the contract.

DRAWING NUMBER	REVISION	TITLE

# Scope

### 3 Specifications

List the specifications which apply to the contract.

TITLE	DATE OR REVISION	TICK IF PUBLICLY AVAILABLE
Document 1 - TBC	1	

### 4 Constraints on how the Contractor Provides the Works

State any constraints on the sequence and timing of work and on the methods and conduct of work including the requirements for any work by the *Client*.

All site personnel to complete UoC Estates induction

# Scope

## 5 Requirements for the programme

State whether a programme is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.

State what the use of the *works* is intended to be at their Completion as defined in clause 11.2(1).

A Gantt Chart format programme is required - programme to be reviewed during first pre start meeting.

## 6 Services and other things provided by the *Client*

Describe what the *Client* will provide, such as services (including water and electricity) and “free issue” Plant and Materials and equipment.

ITEM	DATE BY WHICH IT WILL BE PROVIDED

# Site Information

Give information about the *site* such as the ground conditions and any other information which is likely to affect the *Contractor's* work such as the position of adjacent structures.

