

Northminster Car Park, Peterborough

Northminster Car Park, Peterborough– Demolition Works
for Peterborough City Council

Preliminaries, General Conditions and Appendices | September 2019

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IMPORTANT NOTICE

This Invitation to Tender (“ITT”) is issued to a select list of Contractors who have been approved by Peterborough City Council (the “Council”) for works relating to the demolition of the existing carpark located at Northminster Car Park, Peterborough as detailed further within this Preliminary document.

The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. This information shall not be disclosed to any third party without prior written consent of the Council. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately, not to retain any electronic or paper copies and contact the Quantity Surveyor.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity. This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the retender process at any point. The Council is not liable for any costs resulting from any cancellation of this retender process or for any other costs incurred by those tendering for this Contract.

Doing Business with Peterborough City Council

The Council has a strong belief in propriety and ethics. The Council reserves the right to cancel the contract and to recover from the Contractor the amount of any loss sustained by the Council as a result of such cancellation in each of the following cases:

- i) if the Contractor or any person engaged by him/her shall have offered or have given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or not doing any thing in relation to the obtaining or execution of the contract, or for showing or not showing favour or disfavour in relation to any contract with the Council
- ii) if the Contractor or any person engaged by him shall have committed any offence under the Bribery Act 2011 or shall have given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972; or
- iii) if the Contractor shall fail to comply with any provision of the Council’s Contract Regulations.

A Tenderer, whose behaviour is unethical in any way, may be disqualified from the tender process and may be precluded from future business. Tenderers must declare any connection between themselves or their employees, and any officer or elected member of the Council. Such a connection will not preclude Tenderers from being awarded contracts; the information will simply enable the Council to effectively manage any potential conflict of interests.

Tenderers are also required under this section to report any concerns in respect to the conduct of the Council, its members or officers in respect to the letting of this contract or during the provision of this contract. Concerns should be directed to the Solicitor to the Council, on 01733 452539 or the Chief Internal Auditor, on 01733 384557.



FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT

The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties" together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information.

The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.



Section Nr 1

Preliminaries / General Conditions



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A10 PROJECT PARTICULARS

110a THE PROJECT

Name: Northminster Car Park – Demolition Works

Nature: Demolition of existing buildings within redline on Title Plan - CB182213.
All below ground structures and services are to be retained.

Location: Northminster Car Park, Peterborough

120 EMPLOYER
Peterborough City Council
Sand Martin House,
Bittern Way,
Peterborough
PE2 8TY

Contact: Stuart MacDonald
Email: Stuart.Macdonald@peterborough.gov.uk

150 PRINCIPAL DESIGNER
TBC

Contact:
Phone:

160 QUANTITY SURVEYOR:
Hamson Barron Smith
Townshend House
30 Crown Road
Norwich
NR1 3DT

Contact: Mr D Hughes
Phone: 01603 227109
Email: Daniel.hughes@hamsonbarronsmith.com

200 STRUCTURAL ENGINEER:
Hamson Barron Smith
3 Maltings Place
169 Tower Bridge Road
London SE1 3JB

Contact: Hash Mistry
Phone: 0207 9403480
Email: hash.mistry@hamsonbarronsmith.com

A11 TENDER AND CONTRACT DOCUMENTS

- 110a THE TENDER DRAWINGS: The Drawings upon which the Specification has been listed in Appendix A.
- 120 THE CONTRACT DRAWINGS will be the same as the tender drawings.
- 160 PRINCIPAL DESIGNER PRE-CONSTRUCTION INFORMATION: The PRINCIPAL DESIGNER Pre-Construction Information is included in a separate document attached to the tender documents (see Appendix D).
- 180 INSPECTION: Drawings and other documents relating to the Contract but not included in the Tender Documents may be seen by appointment during normal office hours at the office of the Employer.
- 181x INSPECTION: Before tendering, carefully examine all documents referred to in these Specifications (eg drawings, reports, health and safety plans, etc) and ascertain the full extent and character of the work. Insofar as it may be reasonably inferred from such documents, ascertain what restrictions are imposed upon freedom of choice to carry out the Works in the sequence and by the methods which would otherwise be considered to be the most appropriate.

To Collection £

A12 THE SITE / EXISTING BUILDINGS

- 100 The demolition works are implied by the drawings listed in Appendix A together with the Hamson Barron Smith Demolition Specification located in Appendix G. The works vary in location across the site and all works are to be fully hoarded during demolition as per your preferred strategy. The existing sub-station is to be protected from the demolition throughout the works by suitable caging.
- Suggested access and compound locations are detailed by drawing: Site Layout Plan V1
- It is essential that the tenderer visits the site and fully appraises the level/scope of works as defined by Appendix A, and their own assessment. Appendix A and F does not detail all items to be removed within the hatched areas of demolition and it will remain the Contractor's responsibility to fully determine the scope to remove, which is all structures, about slab level, including interior fitout, asbestos and FF&E and M&E.
- 180 HEALTH AND SAFETY INFORMATION for the site is available for inspection by appointment during normal office hours at the office of the Employer, see 290 below.
- 200 ACCESS TO THE SITE:
- Vehicular access will be via Northminster Rd. Routes will circulate from Boongate Roundabout and contractors will introduce a one-way traffic flow for deliveries and waste removals to minimise congestion on local roads.
- The Contractor will be deemed to have visited the site, taken into consideration all local and existing conditions and to have made himself thoroughly acquainted with the position and accessibility of the proposed works and the conditions under which they will have to be carried out.
- Drawing: Title Plan - CB182213 indicates the Site Location Plan. The Contractor is free to establish their compound within the defined location.
- Access for the Works shall be strictly via the existing vehicular access route from Northminster Road. Access to all businesses adjacent to the route are to remain unaffected at all times.
- Temporary or permanent fire escapes must be provided through the Contractor's compound and hoarding (where applicable), kept clear at all times from obstruction to allow safe passage if required.
- Access routes shall be fully protected. The protection will be laid prior to the commencement of operations with removal on completion with all areas properly cleared.
- The Contractor must keep within the area allotted to him at any one time.
- The general public, Employer's staff and visitors to buildings must be protected at all times.
- The Contractor is to allow access to the Employer and Architect / Contract Administrator at all times.
- The Contractor should note that he will be required to assess for himself the extent of any temporary works and protection in connection with the provision of access to the site and to allow for such work, together with suitable propping requirements to mitigate the likelihood of collapse before or during the works.

The Contractor is required to undertake a condition survey of the access route and is required to reinstate the condition of the road to that of the condition survey

210 PARKING: All vehicles and parking will only be permitted within the designated Compound Areas.

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A12 THE SITE / EXISTING BUILDINGS (CONTD)

220a USE OF THE SITE:

Do not use the site for any purpose other than carrying out the Works.

Do not display or permit advertisements to be displayed on site without consent of the CA.

230 SURROUNDING LAND/BUILDING USES:

The adjacent businesses will remain in operation throughout the works. The Contractor is to notify the Employer and neighbours prior to carrying out any noisy works.

The Contractor shall ensure that he and his sub-contractors operatives behave in an appropriate manner at all times.

240 HEALTH AND SAFETY HAZARDS:

The nature and condition of the site/building cannot be fully and certainly ascertained before it is opened up.

The accuracy and sufficiency of this information is not guaranteed by the Employer or the CA and the Contractor must ascertain if any additional information is required to ensure the safety of all persons and the Works.

Draw to the attention of all personnel working on the site the nature of any possible hazards and the need to take appropriate precautionary measures.

250a SITE VISIT: Before tendering, visit the site, inspect trial holes, ascertain the nature of the site, access thereto and all local existing conditions and restrictions likely to affect the execution of the Works

The site may be visited on Monday 14th October, please confirm attendance from Rebecca Close (Rebecca.close@hamsonbarronsmith.com) 07813 785953

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A13 DESCRIPTION OF THE WORK

- 120 The work comprises the demolition of all existing structures as set out in the drawings and specifications included in Appendix A and F of this document, together with associated service disconnections and asbestos removal.
- The Contractor is fully responsible for determining all works required for demolition within the highlighted areas and all structures, buildings, mobiles etc. are to be fully removed.
- The Contractor must ensure that the existing sub-station is protected and remains accessible to UKPN at all times throughout the demolition works.
- An exclusion zone has been anticipated for market traders operating on the north elevation of the market, however the remainder of the market is anticipated to remain open during the demolition of the carpark. Fresh products and hot food are sold at the market therefore the control of dust will be critical to its active operation.
- 120b Precautionary Propping Design
The carpark structure is actively monitored by a structural engineer to monitor for signs of deterioration.
- Within Appendix E a design for precautionary propping has been prepared. The propping is designed to provide extensive support in the case of rapid deterioration of the structure.
- Item 13 has been added to the Contract Sum Analysis for this precautionary design to be costed by the tenderer, this element will not be brought forward to the form of tender and will therefore not be evaluated within this tender.
- The cost is required to inform the client of budget should the precautionary propping require to be implemented. The Client may instruct the precautionary propping design to proceed (in whole or part) at any time at the recommendation of the monitoring surveyor.
- For the avoidance of doubt all temporary propping which the Contractor intends to use within their methodology for the deconstruction of the carpark should be included within item 9 of the Contract Sum Analysis and be brought forward to the form of tender.

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A20 THE CONTRACT

331 INTERMEDIATE BUILDING CONTRACT: The form of contract will be the JCT Intermediate Building Contract 2016 Edition

Allow for the obligations, liabilities and services described therein against the headings below:

THE RECITALS:

First Recital

The Employer wishes to have the following works carried out:

Demolition and removal of the existing car park, as noted within Appendix F of the preliminary document.

Second Recital

CONTRACT DRAWINGS: The Contract Drawings will be as listed in Clause A11/120.

Third Recital

EMPLOYER SUPPLIED DOCUMENTS: The reference to 'Bills of Quantities / The Works Schedules' will be deleted.

Fourth Recital

PRICING BY THE CONTRACTOR: Option A will apply.

Priced Document: Within Option A the following words will be deleted 'Bills of quantities / Works Schedule'.

Sixth Recital

INFORMATION RELEASE SCHEDULE: The sixth recital will be deleted.

THE ARTICLES (1 to 9)

Article 3

Architect / Contract Administrator: See Section A10

Article 4

Quantity Surveyor: See Section A10

Article 5

PRINCIPAL DESIGNER Co-Ordinator: See Section A10

Article 6

Principal Contractor: Will be the contractor unless otherwise stated in Section A10

Article 10 (Additional)

Employer's additional conditions of contract

The Employer's additional conditions of contract set out in the Employer's Requirements (Appendix H) are deemed to be and shall be read as if, incorporated herein

**A20 THE CONTRACT (CONTD)
CONTRACT CONDITIONS (CONTD)**

Section 1: Definitions and Interpretation

Section 2: Carrying out the Works

Section 3: Control of the Works

Section 4: Payment

Section 5: Variations

Section 6: Injury, Damage and Insurance

Section 7: Assignment and Collateral Warranties

Section 8: Termination

Section 9: Settlement of Disputes

CONTRACT PARTICULARS PART 1: GENERAL

Fifth Recital and Clause 4.5: Construction Industry Scheme (CIS)

Employer at Base Date is a 'contractor' for the purposes of the CIS

Seventh Recital: Principal Designer Health and Safety Regulations

The project is notifiable

Eighth Recital: Description of Sections

Not applicable

Ninth Recital: Framework Agreement

A Framework Agreement does not apply

Tenth Recital and Schedule 3: Supplemental Provisions

Collaborative working - Paragraph 1 applies

Health and Safety – Paragraph 2 applies

Cost savings and value improvements - Paragraph 3 does not apply

Sustainable development and environmental considerations -
Paragraph 4 does not apply

Performance Indicators and monitoring - Paragraph 5 does not apply

Notification and negotiation of disputes - Paragraph 6 does not apply

Article 8 - Arbitration

Article 8 and Clauses 9.3 to 9.8 do not apply.

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A20 THE CONTRACT (CONTD)

CONTRACT PARTICULARS (CONTD)

Clause 1.1: Base Date : 10 days before the date of tender return.

Clause 1.1: Health and Safety Planning Period shall mean the period of 2 weeks ending on the Date of Possession

Clause 1.1: Date for Completion of the Works

31st January 2020

Clause 1.7: Addresses for service of notices

Employer: See section A10 / 120

Contractor: See section A10 / 130

Clause 2.4: Date of Possession of the Works:

18th November 2019

Clause 2.5: Deferment of possession of the site

Not applicable

Clause 2.23.2: Liquidated Damages

Rate of liquidated damages at the rate of £600 per week or part thereof

Clause 2.29 Sections: Section Sums:

Not Applicable

Clause 2.30: Rectification Period

6 Months from the date of practical completion.

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A20 THE CONTRACT (CONTD)**CONTRACT PARTICULARS (CONTD)**

Clause 4.6: Advanced Payment

Advance Payment: Clause 4.6 does not apply

Clause 4.6: Advance Payment Bond

An advance payment bond is not required

Clause 4.7.1: Interim payments - due dates

Due dates for interim payments: The first due date is: One month from possession, thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.8.1: Interim Payments – Percentage of Value

Where the works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95 per cent

Where the works, or those works in a section have achieved practical completion the percentage in respect of the completed work is 97½ per cent

Clause 4.9.4: Listed Item: Uniquely Identified

Not applicable

Clause 4.9.5: Listed Items: not uniquely identified

Not applicable

Clause 4.15 & Schedule 4: Contribution, levy and tax fluctuations

Not applicable

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): £20 million

Clause 6.5.1: Insurance: Liability of Employer

Insurance may be required.

Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £10 million

Clause 6.7 and Schedule 1: Insurance of the Works: Insurance Options

Schedule 1: Insurance Option A applies

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A20 THE CONTRACT (CONTD)**CONTRACT PARTICULARS (CONTD)**

Clause 6.7 and Schedule 1: Insurance Option A (paragraphs A.1 and A.3)

Percentage to cover professional fees: 15%

Clause 6.7 and Schedule 1: Insurance Option A (paragraphs A.3)

Annual renewal date of insurance as supplied by Contractor

Clause 6.12: Joint Fire Code

The Joint Fire Code: applies

The insurer under Schedule 1, Insurance Options A, (paragraph C.2) has specified that the works are not a Large Project

Clause 6.15: Joint Fire Code amendments / revisions

Joint Fire Code - amendments / revisions: The cost if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor

Clause 8.9.2: Period of Suspension

Period of suspension is: Two months

Clause 8.11.1.1 to 8.11.1.5: Period of Suspension

Period of suspension is: Two months

Clause 9.2.1: Adjudication

The Adjudicator is: The Royal Institution of Chartered Surveyors

The Adjudicator is to be appointed by the nominator

Nominator of Adjudicator - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever this is established): President or a Vice President or Chairman or a Vice Chairman of the:

The Royal Institution of Chartered Surveyors

Clause 9.4.1: Arbitration

Not applicable

CONTRACT PARTICULARS PART 2: COLLATERAL WARRANTIES

Such rights or warranties are required from the Contractor and the particulars required by Part 2 (A) to (E)

Such rights or warranties are not required from the Contractor

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A20 THE CONTRACT (CONTD)

CONTRACT PARTICULARS (CONTD)

ATTESTATION

The Contract will be executed as a Deed

CONTRACT PERFORMANCE BOND:

A Contract Performance Bond is not required.

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A30 TENDERING/SUB-LETTING/SUPPLY**MAIN CONTRACT TENDERING**

- 110 SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.
- 145 TENDERING PROCEDURE will be in accordance with the principles of the JCT Practice Note Tendering
- ERRORS IN THE PRICED DOCUMENTS: will be dealt with in accordance with the JCT Practice Note Tendering Alternative 1.
- 170 ACCEPTANCE OF TENDER: The Employer and the Employer's representatives:
1. Offer no guarantee that the lowest, best value or any tender will be recommended for acceptance or accepted.
 2. Will not be responsible for any cost incurred in the preparation of any tender.
- 180 EXCLUSIONS: If the Contractor cannot tender for any part(s) of the work as defined in the tender documents, the Quantity Surveyor must be informed as soon as possible, defining the relevant part(s) and stating the reason(s) for the inability to tender.
- 190 PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 12 Weeks from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement is given in Section A20.
- 198x CONTRACTS FOR SUPPLY OF PRODUCTS: Ensure that all contracts for the supply or the supply and fixing of products provide for the property in such products upon delivery to site to pass unconditionally to the Contractor.
- 199x THE UK BRIBERY ACT 2010: The Contractor's attention is drawn to the provisions of The UK Bribery Act 2010 which came into force during April 2011 and, by submission of a Tender, confirms that they conduct business strictly in accordance with the Act and any other applicable legislation of a similar nature relating to the UK or other countries.
- PRICING / SUBMISSION OF DOCUMENTS**
- 211 PRELIMINARIES IN THE SPECIFICATION: The Preliminaries/General conditions sections (A10-A55 inclusive) must not be relied on as complying with NRM

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A30 TENDERING/SUB-LETTING/SUPPLY (CONTD)**PRICING / SUBMISSION OF DOCUMENTS (CONTD)**

- 212 PRICING OF SPECIFICATION: Alterations and qualifications must not be made without the written consent of the CA. Costs relating to items in the Specification which are not priced will be deemed to have been included elsewhere.
- 213a A PRICED DOCUMENT setting out the works including quantities and rates must be submitted with the tender sum.
- 310a SPECIFICATION WITHOUT QUANTITIES: Where and to the extent that quantities are not included in the Specification tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
- 310 TENDER: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the work.
- 480 PROGRAMME: The Contractor's proposed programme as specified in Section A32 or a summary thereof showing the sequence and timing of the principal parts of the Works, periods for planning and design, and itemising any work which is excluded must be submitted upon request.
- 500 TENDER STAGE METHOD STATEMENTS must be submitted within 2 working days of request, describing how and when the Contractor proposes and undertakes to carry out the following:
- Site Establishment
 - Demolition Works
 - Temporary Works
- At the same time and at the Contractor's discretion method statements may be submitted for other parts of the Works.
- 530 SUBSTITUTE PRODUCTS: If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered. Substitutions sanctioned by the CA will be subject to the verification requirements of clause A31/200.
- 540 QUALITY CONTROL RESOURCES: A statement must be submitted within 2 working days of request describing the organisation and resources which the Contractor proposes and undertakes to provide to control the quality of the Works, including the work of subcontractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.
- 570 AN OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN must be submitted before the Date of Possession and is to include the following:
- Method statements related to the construction hazards identified in the Principal Designer pre-construction information and/or statements on how the hazards will be addressed and other significant hazards identified by the Contractor, which will also be required for EA compliance.

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A30 TENDERING/SUB-LETTING/SUPPLY (CONTD)**PRICING / SUBMISSION OF DOCUMENTS (CONTD)**

- Details of the management structure and responsibilities
- Arrangements for issuing health and safety directions
- Procedures for informing other contractors and employees of health and safety hazards

570 AN OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN must be submitted before Date of Possession and is to include the following:

- Selection procedures for ensuring competency of other contractors, the self employed and designers
- Procedures for checking that all haulage and freight operators comply with a recognised operator scheme (such as FORS) or have effective systems in place in order to ensure drivers are properly qualified and competent to drive and are aware of vulnerable road drivers together with specific project hazards and logistics.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for co-operation and co-ordination between Contractors
- Procedures for carrying out risk assessment and for managing and controlling the risk
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrence are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and any training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN: Prior to commencing works on site, submit the draft Site Waste Management Plan to the CA in accordance with the requirements of the site Waste Management Plan Regulations 2008.

SUBLETTING/SUPPLY

630 DOMESTIC SUB-CONTRACTORS: Comply with the Construction Industry Board 'Code of practice for the selection of sub-contractors', April 1997.
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A31 PROVISION, CONTENT AND USE OF DOCUMENTS**DEFINITIONS AND INTERPRETATIONS**

- 110 **DEFINITIONS:** The meaning of terms, derived term and synonyms used in the preliminaries/general conditions and specification is as defined below or in the appropriate British Standard or British Standard glossary.
- 115x CA means the person nominated in the Contract as Architect or Contract Administrator or their authorised representative which shall include the Engineer where reference to him is made in a specification.
- 120a **COMMUNICATION IN WRITING:** When required to advise, notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing to the person named in Clause A10/140.
- 135x **APPROVAL** (and words derived therefrom) means the approval in writing of the CA unless specified otherwise.
- 130a **PRODUCTS** means materials (including naturally occurring materials) and goods (including components, equipment and accessories) intended for permanent incorporation in the Works.
- 160a **TERMS USED IN SPECIFICATION:**
- REMOVE** means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.
- FIX ONLY** means all labours in unloading, handling, storing and fixing in position, including use of all plant.
- SUPPLY AND FIX:** Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.
- KEEP FOR REUSE** means:
- During removal prevent damage to the stated components or materials, and clean off bedding and jointing materials
 - Stack neatly, adequately protect and store until required by the Employer or for us in the Works as instructed.
- REPLACE** means:
- Remove the stated existing components, features and finishes
 - Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.
 - Make good as necessary

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31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONTD)**DEFINITIONS AND INTERPRETATIONS (CONTD)**

160a TERMS USED IN SPECIFICATION: (CONTD)

REPAIR means carry out local remedial work to components, features and finishes as found in the existing building. Re-secure or re-fix as necessary and leave in a sound and neat conditions. It does not include:

- Replacement of components or parts of components
- Redecoration

REFIX means fix removed products

MAKE GOOD means carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include:

- Replacement of components or parts of components
- Redecoration
- The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.

EASE means make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.

TO MATCH EXISTING means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

SYSTEM means equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE: Where used in this combination.

'Manufacturer' means the firm under whose name the particular produced is marketed.

'Reference' means the proprietary brand name and/or reference by which the particular product is identified.

171x CURRENCY: References are to the particular product as specified in the manufacturer's technical literature current on the date of invitation to tender.

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A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONTD)**DEFINITIONS AND INTERPRETATIONS (CONTD)****200a SUBSTITUTION OF PRODUCTS:**

Where the substitution of a product different to that specified is permitted, before ordering the product, inform the CA of the reasons for the substitution. When requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and appearance. Submit certified English translations of any foreign language documents.

Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole.

If substitution is approved, and before ordering products, provide revised drawings, specifications and manufacturer's guarantees.

210 CROSS REFERENCES TO THE SPECIFICATION:

1. Where a numerical cross reference to a specification section or clause is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.
2. Where a numerical cross reference is not given the relevant section(s) and clauses(s) of the specification will apply, cross-reference thereto being by means of related terminology.
3. 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.
4. The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which may be discovered.

220 REFERENCED DOCUMENTS

Where and to the extent that this specification conflicts with referenced documents, this specification prevails.

230a EQUIVALENT PRODUCTS:

1. Where the substitution of a product different to that specified is permitted before order the product inform the CA of the reasons for the substitution. When requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and appearance. Submit certified English translations of any foreign language documents.

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A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONTD)**DEFINITIONS AND INTERPRETATIONS (CONTD)**

230a EQUIVALENT PRODUCTS: (CONTD)

2. Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole.
3. If substitution is approved, and before ordering products, provide revised drawings, specification and manufacturer's guarantees.

240 **SUBSTITUTION OF STANDARDS:** Where any product is specified to comply with a British Standard for which there is no equivalent European Standard it may be substituted by a product comply 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, specifying equivalent requirements and assurances in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories, and where relevant, appearance. In advance of ordering submit verification documentary evidence confirming that the products comply with the specified requirements. Any substituted foreign language documents must be accompanied by certified translations into English.

250 **CURRENCY OF DOCUMENTS**

1. References to standards, type approval certificates, catalogues, codes of practice and the like are to the editions, revisions, versions and amendments current at the Base Date.
2. References to BSI documents are to the versions and amendments listed in the BSI Standards catalogue, including updates, current at the Base Date.

255x **MANUFACTURER AND REFERENCE:** Where used in this combination:

1. 'Manufacturer' means the firm under whose name the particular product is marketed.
2. 'Reference' means the proprietary brand name and/or reference by which the particular product is identified.

260 **SIZES:** Unless otherwise stated:

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
- Finishes sizes for non-structural softwood or hardwood sawn and further processed sections.

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A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONTD)**DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER**

- 410 ADDITIONAL COPIES OF DRAWINGS: Two copies of drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request but will be charged to the Contractor.
- 420 ADDITIONAL COPIES OF SPECIFICATIONS: After execution of the Contract, two copies of the unpriced Specifications will be issued to the Contractor in accordance with the Contract. Additional copies will be issued on request, if available, but will be charged to the Contractor.
- 440 DIMENSIONS: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.
- 460 THE SPECIFICATION: All sections of the specification must be read in conjunction with Main Contract Preliminaries / General Conditions
- 470 DIVERGENCE FROM STATUTORY REQUIREMENTS: Inform the Architect/CA immediately should there be any divergence between the drawings or specification and the requirements of the Building Regulations, other Statutes, Statutory undertakers and other regulatory authorities.

**DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS/
SUPPLIER**

- 510 DESIGN AND PRODUCTION INFORMATION: Complete the design and detailing of parts of the works as identified in the specification providing:
1. Production information based on the drawings, specification and other information.
 2. Liaison to ensure coordination of the work with related building elements and services.
- 515x DESIGN AND PRODUCTION INFORMATION: Make reasonable allowance for completing design/production information, submission, comment, inspection, amendment, resubmission and reinspection.
- 520x DESIGN AND PRODUCTION INFORMATION: Submit two copies to the CA for comment. Ensure that any necessary amendments are made without delay.
- Complete final version of information and submit two copies to the CA.

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A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONTD)**DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS/
SUPPLIER (CONTD)**

600a CONTRACTOR'S DESIGN INFORMATION

Schedule 1 Contractor's Design Submission Procedure for submission of Design Information works included in the Contractor's Design Portion will be used.

Prepare to submit to the CA, one reproducible copy of all drawings, specifications, details, levels and setting out dimensions which are either:-

- a) reasonably necessary from time to time to explain and amplify the Employer's Requirements, Contractor's Proposals and any variations;
or
 - b) reasonably necessary to enable the Contractor to execute and complete the design and construction of the Works and any variations
or;
 - c) stated in the following paragraph 3 to be prepared by the Contractor;
on a date which will enable the CA and Contractor to comply with the procedures set out in this Clause without delaying the progress of the Works.
1. Any drawings, specifications, details, levels and setting out dimensions returned by the CA under the foregoing paragraph b) without comment shall be marked 'returned with no comment' and so endorsed, dated and signed by the CA.
 2. On a date which will enable the CA and Contractor to comply with all the foregoing provisions, the Contractor shall provide:-
 - Final versions of specifications
 - Amplification of proposals made with the tender
 - General arrangement drawings
 - Any necessary calculations
 - Detailed working drawings
 3. During the course of the work the Contractor shall provide:-
 - Any necessary certificates to demonstrate compliance with these requirements.
 - Such samples of materials and workmanship as are necessary to enable the CA to make a choice on finishes and colour.
 4. Obtain final version of the information and submit to the CA the number of copies required. On behalf of the CA distribute additional copies as appropriate to all affected sub-contractors and others and keep at least one copy on site.

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A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONTD)**DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS/
SUPPLIER (CONTD)**

610 PRODUCTION INFORMATION must be provided by the Contractor/Domestic Sub-Contractor(s) as follows:

- As defined on the drawings and within written specifications prepared by members of the design team.
- 1. Submit to CA for comment and make any necessary amendments.
- 2. Submit sufficient copies of final version to CA for distribution to all affected parties.

620 AS BUILT DRAWINGS AND INFORMATION must be provided to the CA [not less than 2 weeks before the date for completion] as follows:

- As defined on the drawings and within written specifications prepared by members of the design team, containing clarification as to the final location of any potended services.

630 TECHNICAL LITERATURE: The Contractor is required to keep copies of the following on site, readily accessible for reference by all supervisory personnel:

- Manufacturers current literature to all products to be used in the Works.
- Relevant BS Codes of Practice

640a MAINTENANCE INSTRUCTIONS AND GUARANTEES: Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to CA on or before Practical Completion.

Notify CA of telephone numbers for emergency services by sub-contractors after Practical Completion.

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A32 MANAGEMENT OF THE WORKS**GENERALLY**

110 SUPERVISION: Accept responsibility for co-ordination, supervision and administration of the Works, including all sub-contracts. Arrange and monitor a programme with each sub-contractor, supplier, local authority and statutory undertaker, and obtain, supply information as necessary for co-ordination of the work.

Any site foreman must be fully CRB checked, and that his induction process to inform all in-house contractors and sub-contractors of the importance of zero interaction with building users.

115a CONSIDERATE CONSTRUCTORS SCHEME:

1. Standard: Comply with the Schemes Code of Considerate Practice.

120 INSURANCE: Before starting work on site submit documentary evidence and/or policies and receipts for the insurance required by the Conditions of Contract.

130 INSURANCE CLAIMS: If any event which occurs may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, forthwith give notice in writing the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS: Keep an accurate record of:

- Daily maximum and minimum air temperatures (including overnight)
- Delays due to adverse weather, including description of the weather type(s) of work affected and number of hours lost.

150 OWNERSHIP: Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/PROGRESS

211a PROGRAMME

1. As soon as possible and before starting work on site prepare in an approved form a master programme for the Works, which must make allowance for:
 - Design production information and proposals provided by the Contractor/Subcontractors/Suppliers, including inspection and checking and demolition methodology (see section A31)
 - Planning and mobilisation by the Contractor.
2. Where and to the extent that the programme implications for work which is not so defined and impossible to assess the Contractor should exclude it from his programme and confirm this when submitting the programme.

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A32 MANAGEMENT OF THE WORKS (CONTD)

211a PROGRAMME (CONTD)

3. The master programme must also incorporate:

- The dates of Possession and Completion
- The date of temporary propping installation
- The dates for the issue of further information and nomination of subcontracts.

4. Submit copies of the programme to CA before starting work on site

220x THE PROGRAMME must show earliest and latest start and finish dates for each activity, and identify all critical activities.

230a SUBMISSION of programmes will not relive the Contractor of his responsibility to advise the CA of the need for further drawings or details or instructions.

240a COMMENCEMENT OF WORK: Inform the CA at least 7 working days before the proposed date for commencement of work on site.

250a MONITORING: Record progress on a copy of the programme kept on site. If any circumstances arise which may affect the progress of the Works put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time. Submit an updated programme if requested.

260 SITE MEETINGS:

- The CA will hold regular site meetings to review progress and other matters arising from the administration of the Contract. Meetings will normally be held monthly.
- Ensure the availability of accommodation at the time of such meetings
- Attend all meetings and inform subcontractors and suppliers when their presence is required
- The CA will chair the meetings and take and distribute minutes.

265a CONTRACTOR'S PROGRESS: Submit a progress report to the CA 3 days prior to each CA's site meeting. Notwithstanding the Contractor's obligations under the contract the report must include:

- Requirements for further information to enable the CA to fulfil his obligations under the conditions of contract.
- A progress statement by reference to the master programme for the Works.
- Details of any matters materially affecting the regular progress of the Works
- Any requirements for further drawings or details or instruction to enable the CA to fulfil his obligations under the Conditions of Contract.

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A32 MANAGEMENT OF THE WORKS (CONTD)

270 **CONTRACTOR'S SITE MEETINGS:** Hold meetings with appropriate sub-contractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

Hold meetings to ensure that all Subcontractor's information requirements are met and to establish their requirements for holes, chases, recesses, fixings and the like before the work is put in hand, to avoid conflict with other work.

290 **NOTICE OF COMPLETION:** Give CA at least one weeks notice of the anticipated dates of practical completion of the whole or parts of the Works.

300a **ADVERSE WEATHER:** Use all reasonable and suitable building aids and methods to prevent or minimise effects of adverse weather conditions.

CONTROL OF COST

420 **REMOVAL/REPLACEMENT OF EXISTING WORK:** The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work in ways which will reasonably minimise the amount of removal and renewal.

440 **MEASUREMENTS:** Give reasonable notice to the Quantity Surveyor before covering up work which the Quantity Surveyor requires to be measured.

450a **DAYWORK VOUCHERS:** Give reasonable notice to the VAT of the commencement of any work for which daywork vouchers are to be submitted. Before being delivered each voucher must be:

- Referenced to the instruction under which the work is authorised, and
- Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct.

Endorsement of vouchers by the CA will not bind the Quantity Surveyor to value the work as daywork

460a **INTERIM VALUATIONS:** At least 2 days before the due date of an interim payment submit details of amounts due under the Contract together with all necessary supporting information. The details must show the sub-division into the same buildings, work sections or elements as these Specification/Schedules of Works/Bills of Quantities.

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A32 MANAGEMENT OF THE WORKS (CONTD)**CONTROL OF COST (CONTD)**

- 465x PRELIMINARIES IN INTERIM CERTIFICATES: Work priced in the Preliminaries Section will be valued for the purpose of inclusion in interim certificates on the following basis:
1. Fixed charge items will be valued as and when the charge is properly incurred.
 2. Time related charge items will be expressed as a percentage of the Contract Sum excluding the value of all preliminaries items and dayworks together with the percentage additions thereto. This percentage will be added to the value of work properly executed excluding the value of variations. This method of valuing preliminary items is for the purposes of Interim Certificates only and shall not be construed as setting a precedent for adoption in the valuation of variations.
- 470a UNFIXED MATERIALS: At the time of each interim valuation disclose to which of the unfixed materials and goods on site are free from, and which are subject to, any reservation of title inconsistent with passing of property together with their respective values. When requested provide evidence of freedom from reservation of title.
- 480 LABOUR AND PLANT RETURNS: At the beginning of each week provide for verification by the CA records showing, for each day of the previous week:
1. The number and description of craftsmen, labourers and other persons employed on or in connection with the Works, including those employed by subcontractors.
 2. The number, type and capacity of all mechanical and power-operated plant employed on the Works.

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A33 QUALITY STANDARDS / CONTROL**MATERIALS AND WORK GENERALLY**

- 105x **GENERALLY:** The descriptions of material and workmanship shall apply to the whole of the work regardless of the section headings under which they have been described or measured.
- 110a **GOOD PRACTICE:** Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:
1. Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and
 2. In accordance with relevant good building practice.
- 120a **WORKMANSHIP SKILLS:** Use appropriately skilled and experienced operatives for the type and quality of the work.
- Provide evidence of skills/qualifications when requested.
- 130a **GENERAL QUALITY OF PRODUCTS:**
1. Products to be new unless otherwise stated.
 2. For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested by the CA.
 3. Where choice of manufacturer or source of supply is allowed for any particular product, the whole quantity required to complete the work must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested by CA.
 4. Ensure that the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance.
 5. Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together.
 6. If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.
- 131x **PROHIBITED PRODUCTS:** Do not employ on or incorporate the Works any of the following products and impose a like obligation upon all the subcontractors:
- High alumina cement in structural elements
 - Woodwool slabs in permanent formwork to concrete or in structural elements.
 - Calcium chloride in admixtures for use in reinforced concrete
 - Asbestos as described in the Asbestos (Prohibitions) Regulations 1985 and the Asbestos Products (Safety) regulations 1985

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A33 QUALITY STANDARDS / CONTROL (CONTD)**MATERIALS AND WORK GENERALLY (CONTD)**

- Aggregates for use in reinforced concrete which do not comply with British Standard Specification 882: 1983 and aggregates for use in concrete which do not comply with the provisions of British Standard Specification 8110:1985
- Lead or any products containing lead for use in connection with drinking water
- Urea formaldehyde in quantities which may be hazardous with reference to the levels set out at the time of use by the Health and Safety Executive.
- Products which are generally composed of mineral fibres either man made or naturally occurring which have a diameter of 3 microns or less and a length of 200 microns or less or which contain any fibres not sealed or otherwise stabilised to ensure that fibre migration is prevented.
- Other products or substances generally known to be deleterious at the time of use or to the durability of the property in the particular circumstances in which they are being used.

In the event of any such products being specified by the CA, immediately draw the attention of the CA to this fact and require him to issue alternative instruction in regard thereto.

132a PROPRIETARY PRODUCTS:

1. Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/ Instructions. Inform CA if these conflict with any other specified requirement. Submit copies to CA when requested.
2. The tender will be deemed to be based on the products as marketed and recommendations on their use current at the Base Date.
3. Obtain confirmation from manufacturers that the products specified and recommendation on their use have not been changed since that time. Where such change has occurred inform the CA and do not place orders for or use the affected products without further instructions.
4. Where British Board of Agrément certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.

135a QUALITY OF EXECUTION: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.

1. Check on-site dimensions
2. Do not use different colour batches where they can be seen together.
3. Adjust joints open to view so they are even and regular
4. Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.

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A33 QUALITY STANDARDS / CONTROL (CONTD)**MATERIALS AND WORK GENERALLY (CONTD)**

140a 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:

1. The sources, types, qualities, finishes and colours are correct, and match any approved samples.
2. All accessories and fixings which should be supplied with the goods have been supplied.
3. Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.
4. The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
5. These products are clean, undamaged and otherwise in good condition.
6. Products which have a limited shelf life are not out of date

145x COMPLIANCE WITH PERFORMANCE SPECIFICATIONS: Submit evidence of compliance with performance specifications, 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

150 INSPECTIONS

Inspection or any other action by the CA must not be taken as approval unless confirmed in writing identifying date of inspection, part of the work inspected, respects or characteristics which are approved, extent and purpose of the approval and any associated conditions.

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A33 QUALITY STANDARDS / CONTROL (CONTD)**MATERIALS AND WORK GENERALLY (CONTD)**

155x PROTECTION OF PRODUCTS:

1. Prevent over stressing, distortion and any other type of physical damage
2. Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
3. Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement around and between stored products.
4. Prevent excessively high or low temperatures and rapid changes of temperature in the products.
5. Protect, adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
6. Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
7. Keep different types and grades of products separately and adequately identified.
8. So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used.
9. Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.
10. Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.

160a SUITABILITY OF RELATED WORK AND CONDITIONS: Ensure that all trades are provided with necessary details of related types of work. Before starting each new type or section of work, ensure that:

1. Previous related work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work.
2. All necessary paperwork has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing.
3. The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, services and finishes are installed.

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A33 QUALITY STANDARDS / CONTROL (CONTD)**MATERIALS AND WORK GENERALLY (CONTD)**

- 170 MANUFACTURER'S RECOMMENDATIONS / INSTRUCTIONS: Comply with manufacturer's recommendations and instructions current at the rate of invitation to tender.
1. Submit details of manufacturer's changes in instructions or recommendations issues since date of tender.
 2. Use ancillary products and accessories supplied or recommended by the main product manufacturer.
- Comply with limitations, recommendation and requirements of relevant product Agreement Certificates.
- 180 WATER FOR THE WORKS: Clean and uncontaminated. If other than mains supply is proposed provide evidence of suitability. Test to BS 3148 if instructed.
- 191x CUTTING HOLES, ETC: Unless otherwise described all holes through concrete walls, floors, beams, columns and the like and through hollow block floors shall be formed with formwork when the concrete is poured. No such holes may be cut through the completed concrete members or hollow block floors without the CA's permission. All holes through block and brick partitions and the like shall be cut or formed before the plaster, wall tiles or other finish is applied. The extra cost of cutting holes through concrete partitions and the like after the finish has been applied will not be reimbursed unless the work is carried out on the instructions of the CA which will only be given when he is satisfied that every endeavour has been made to comply with these conditions. Permission to cut holes which could have been formed during construction will not be deemed to be instructions.

SAMPLES / APPROVALS

- 210 SAMPLES: Comply with all other specification requirements and in respect of the stated or implied characteristics either to an express approval or to match a sample expressly approved as a standard for the purpose.
- 220 APPROVAL OF PRODUCTS: Where approval of a product is specified the requirements for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.
- 230a APPROVAL OF EXECUTED WORK: Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself. (If approval of the finished work as a whole is required this is specified separately). Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works. Retain approved sample in good, clean condition on site. Ensure that the relevant characteristic(s) of the Works match the approved characteristic(s) of the sample. Remove samples which are not part of the finished Works when no longer required.

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A33 QUALITY STANDARDS / CONTROL (CONTD)**SAMPLES / APPROVALS (CONTD)**

235a APPROVALS: Where products or work are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:

1. To the express approval of the CA or
2. To match a sample expressly approved by the CA as a standard for the purpose.

240x APPROVALS: Inspection or any other action by the CA must not be taken as approval of products or work unless the CA so confirms in writing in express terms 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

ACCURACY / SETTING OUT GENERALLY

310a ACCURACY OF INSTRUMENTS: Use instruments and methods described in BS 5606.

320 SETTING OUT: Submit details of methods and equipment to be used in setting out the Works.

- Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify the CA in writing of any discrepancies and obtain instructions before proceeding.
- Inform the CA when overall setting out is complete and before commencing construction.

330a APPEARANCE AND FIT

1. Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance,
2. Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.
3. Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) be not greater than those given in BS 5606, Tables 1 and 2

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A33 QUALITY STANDARDS / CONTROL (CONTD)**SAMPLES / APPROVALS (CONTD)**

4. Ensure that there is an adequate exchange of information with an between all sub-contractor, suppliers and others employed by the Employer with regard to the sizes of components, openings and locations. Check dimensions of all components after delivery to site and inform the CA of any departure from permissible deviations and tolerances.
5. Any work which fails to meet the specific levels of accuracy, appearance and fit must be rectified at the Contractor's expense. In no circumstances must work be rectified without the prior approval of the CA.

360 RECORD DRAWINGS: Record details of all grid lines, setting out stations, bench marks and profiles on the site setting out drawing. Retain on site throughout the contract and hand to CA on completion.

SERVICES GENERALLY

410 SERVICES REGULATIONS: Any work carried out to or which affects new or existing services must be in accordance with the Bye-laws or Regulations of the relevant Statutory Authority.

420 WATER/REGULATIONS/BYE-LAWS NOTIFICATION: Notify the Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details. Allow adequate time to receive the Undertaker's consent before starting work. Inform the CA immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/BYELAWS CONTRACTOR'S CERTIFICATE: On completion of the work, submit to the CA (and where required also 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 compliance
- The date on which the installation was checked

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A33 QUALITY STANDARDS / CONTROL (CONTD)**SAMPLES / APPROVALS (CONTD)**

450 MECHANICAL AND ELECTRICAL SERVICES must have final tests and commissioning carried out so that they are in full working order at practical completion.

460x SERVICE RUNS: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.

SUPERVISION/INSPECTION/DEFECTIVE WORK

510a SUPERVISION: 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.

Give maximum possible notice to CA before changing the person-in-charge or site agent.

520 COORDINATION OF ENGINEERING SERVICES: The 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 services, one with another in each relation to the Works generally. Submit to the CA, when requested, CVs or other documentary evidence relating to the staff concerned.

Give maximum possible notice to CA before changing the person-in-charge or site agent.

525x COVERING UP: Before commencing the Works agree with the CA which parts of the works are required to be inspected before being covered up.

530 OVERTIME WORKING: Whenever overtime is to be worked, give CA not less than 3 days notice, specifying times, types and locations of work to be done. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.

540A DEFECTS IN EXISTING WORK to be reported to CA without delay. Obtain instructions before proceeding with work which may:

1. Cover up or otherwise hinder access to the defective construction, or
2. Be rendered abortive by the carrying out of remedial work.

550 ACCESS FOR INSPECTION: Give CA not less than 7 days notice before removing scaffolding or other facilities for access.

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A33 QUALITY STANDARDS / CONTROL (CONTD)**SUPERVISION/INSPECTION/DEFECTIVE WORK (CONTD)**

- 555x ACCESS FOR CA: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract
- 556x COVERING UP: Before commencing the Works agree with the CA which parts of the Works are required to be inspected before being covered up.
- 560 TIMING OF TESTS AND INSPECTIONS: Agree dates and times of tests and inspections with the CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.
- 610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:
1. As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to the CA for opening up, inspection, testing, making good, adjustment of the Contract Sum or removal and re-execution.
 2. Such proposals may be unacceptable to the CA and contrary instructions may be issued.
- 620 MEASURES TO ESTABLISH ACCEPTABILITY: Where 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
1. will be at the expense of the Contractor and
 2. will not be considered as ground for extension of time.
- 630 QUALITY CONTROL: Establish and maintain procedures to ensure that the Works, including the work of all subcontractors comply with specified requirements. Maintain full records, keep copies on site for inspection by the CA, and submit copies of particular parts of the records on request. The records must include:
- Identification of the element, item, batch or lot including location in the Works
 - The nature and dates of inspections by the Contractor or CA, tests and approvals
 - The nature and extent of any nonconforming work found
 - Details of any corrective action

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A33 QUALITY STANDARDS / CONTROL (CONTD)**WORK AT/OR AFTER COMPLETION**

710 WORK BEFORE COMPLETION

1. Make good all damage consequent upon the work
2. Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.
3. Clean the works thoroughly inside and out, including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.
4. Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials or construction.
5. Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
7. 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.

720 SECURITY AT COMPLETION: Leave the Works secure with all accesses locked, secure and weatherproof. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining a duplicate schedule signed by the Employer as a receipt.

730 MAKING GOOD DEFECTS: Make arrangements with the CA and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed.

To Collection £

A34 SECURITY / SAFETY / PROTECTION**GENERAL**

- 110 THE PRINCIPAL DESIGNER PRE-CONSTRUCTION INFORMATION is set out in a separate document to these Preliminaries.
- 140a THE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, developed from the Outline Construction Phase Health and Safety Plan (see section A30) must be submitted to the Principal Designer via the VA not less than 1 week before the proposed date for start of construction work. Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan is sufficiently developed in accordance with the PRINCIPAL DESIGNER Regulations and all sanitary, messing and welfare accommodation necessary for execution of the Works, prior to the commencement of construction works as required by the Construction Design & Management) Regulations, Schedule 2. Once the Contractor is satisfied that the facilities comply with the aforementioned regulation it shall notify in writing the Employer. Once the Employer is satisfied that all Health and Safety and any other pre-start requirements are in place, it shall instruct the commencement of construction works.
- 150 SECURITY: Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.
- 160 STABILITY: Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading: details of design loads may be obtained from CA.
- 170a OCCUPIED PREMISES:
1. Existing buildings will be occupied and/or used during the Contract as follows:
 2. Carry out the Works without undue inconvenience and nuisance and without danger to occupants and users.
 3. If it transpires that 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 authorised by the CA in advance.
- 180 PASSES will not be required for access to the site.
- 190 OCCUPIER'S RULES AND REGULATIONS: Comply with the Occupier's Rules and Regulations affecting the site.
- 210 EMPLOYER'S REPRESENTATIVE'S SITE VISITS: Inform the CA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or Employer's representatives when visiting the site. Provide protective clothing and/or equipment for the Employer and the Employer's representatives as appropriate.
- 220 WORK IN HAZARDOUS AREAS: Operatives must take the following precautions when working in hazardous areas.

To Collection £

A34 SECURITY / SAFETY / PROTECTION (CONTD)**PROTECT AGAINST THE FOLLOWING:**

310 EXPLOSIVES: Do not use

330 NOISE CONTROL

1. Comply generally with the recommendations of BS 5228: Part 1, clause 9.3 for minimising noise levels during the execution of the Works.
2. Noise levels from the works are to be kept to a minimum at all times.
3. Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
4. Do not use pneumatic drills and other noisy appliances during without consent of the CA.
5. Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.

340 POLLUTION PREVENTION: Protect the site, the works and the general environment including streams and waterways against pollution.

345x POLLUTION / CONTAMINATION INCIDENT: If pollution occurs inform the appropriate authorities immediately including the Architect/CA and provide relevant information. The Contractor is required to register and provide further working methodology support to the Environment Agency for the basis of securing the work permit (required for works within 7m of a waterway).

350 USE OF PESTICIDES:

1. Use only where specified or approved, and then only suitable products is listed in the UK Pesticide Guide.
2. Where the work is near water, drainage ditches or land drains, comply with the MAFF 'Guidelines for the use of herbicides on weeds in or near water course and lakes'
3. Observe all precautions recommended by the manufacturer and remove containers from site immediately they have been emptied or are no longer required.
4. Operatives must hold a BASIS Certificate of Competence, or work under the supervision of a Certificate Holder

360 NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes. Prevent Hazardous build up of surface water on site, in excavations and to surrounding areas and roads.

370 ASBESTOS BASED MATERIALS: The removal of asbestos is required within the scope of the work. Report immediately to the CA any suspected asbestos based materials discovered during demolition / refurbishment work that are not captured within the Tendering scope. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.

To Collection £

A34 SECURITY / SAFETY / PROTECTION (CONTD)**PROTECT AGAINST THE FOLLOWING: (CONTD)**

- 380 FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employer's Confederation and the Loss Prevention Council. Provide reasonable facilities and access to the Employer's Insurer's Surveyors to enable them to check compliance with the Code.
- 390 SMOKING ON SITE: Prevent smoking on site except in the designated area carefully controlled, equipped with firefighting equipment and receptacles for the safe disposal of smoker materials and inspected to guard against risk.
- 400 BURNING ON SITE of materials arising from the work will not be permitted.
- 410 MOISTURE: Prevent the work from becoming wet or damp where this may cause damage. Dry out the works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent:
1. Blistering and failure of adhesion
 2. Damage due to trapped moisture
 3. Excessive movement
- 420 INFECTED TIMBER: Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way which will minimise the risk of infecting other parts of the building.
- 430 WASTE:
1. Remove rubbish, debris, surplus, material and spoil regularly, and keep the site and Works clean and tidy.
 2. Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in
 3. Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.
 4. Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner, as approved by a Waste Regulation Authority and in accordance with relevant regulations.
 5. Retain waste transfer documentation on site.
- 440 ELECTROMAGNETIC INTERFERENCE: Take all necessary precautions to avoid excessive electromagnetic disturbance of apparatus outside the site.

To Collection £

A34 SECURITY / SAFETY / PROTECTION (CONTD)**PROTECT AGAINST THE FOLLOWING: (CONTD)**

450 LASER EQUIPMENT:

1. Install, use and store construction laser equipment in accordance with BS EN 60825-1 and the manufacturers instructions.
2. Use either Class 1 or Class 2 laser equipment ensuring that the laser beam is not set at eye level and is terminated at the tend of its useful path.
3. The use of Class 3A and Class 3B laser equipment will not be permitted without the approval of the CA and subject to the submission of a method statement on its safe use.

PROTECT THE FOLLOWING:

510 EXISTING SERVICES:

1. Notify all service authorities and/or adjacent owners of the proposed works not less than one week before commencing site operations.
2. Before starting work check and mark positions of existing mains/services. Where positions are not shown on drawings obtain relevant details from service authorities or other owners.
3. Observe service authority's recommendations for work adjacent to existing services.
4. Adequately protect, and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or owners.
5. Identify below ground services with signboards, giving type and depth, and overhead services with headroom markers.
6. If any damage to services results from the execution of the Works, immediately notify the CA and the appropriate service authority. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or owner as appropriate. Any measures taken by the CA to deal with an emergency will not affect the extent of the Contractor's liability.
7. Replace marker tapes or protective covers disturbed during site operations to the service authority's recommendations.

520a ROADS AND FOOTPATHS: Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising. Indemnify the Employer against any liability, loss or proceedings in respect of any damage to highways or bridges caused by extraordinary traffic in connection with the Works.

521x ROAD USERS: Safeguard public road users from site traffic including supervising all site related plant and goods vehicles entering and exiting site and/or when carrying out manoeuvres.

To Collection £

A34 SECURITY / SAFETY / PROTECTION (CONTD)**PROTECT AGAINST THE FOLLOWING: (CONTD)**

- 560 EXISTING FEATURES: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features which are to remain in position during the execution of the Works.
- 570 EXISTING WORK: Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.
- 580a BUILDING INTERIORS: Protect building interiors exposed to weather during the course of alteration work with temporary enclosures of sufficient size to permit execution of the work and which will remain weathertight in severe weather.
- 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT: Prevent damage to any furniture, fittings or equipment left in the existing property. Move as necessary to enable the Works to be executed, cover and protect as necessary and replace in original positions.
- 610 ESPECIALLY VALUABLE/VULNERABLE ITEM(S): Ensure the provision and maintenance of special protective measures to prevent damage to especially valuable/vulnerable items.
- 625 ADJOINING PROPERTY RESTRICTIONS: Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Remove and make good on completion or when directed. Bear the cost of repairing any damage arising from execution of the Works.
- 630 EXISTING STRUCTURE:
1. Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
 2. Provide and maintain during the execution of the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
 3. Support existing structure as necessary during cutting of new openings or replacement of structural parts.
 4. Monitor adjacent structures and immediately report excessive movement to the CA.
 5. Do not remove supports until new work is strong enough to support the existing structure. Prevent overstressing of completed work when removing supports. Comply with BS 5975.

To Collection £

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING/USE OF SITE

- 110 SCOPE: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.
- 120 DESIGN CONSTRAINTS: Restrictions to working hours (see A35/170)
- 130a RESTRICTIONS RELATING TO THE SITE:
- 1) The Contractor shall only work in the area designated to him at any one time and on no account must he enter any other area without the express agreement of the Employer.
 - 2) All deliveries of materials and goods shall be via the main site entrance and the goods yard.
 - 3) The Contractor is to provide a secure compound for storage.
 - 4) The Contractor will be responsible for on-site security for the duration of the contract. A signing in book facility shall be provided regarding the names of all personnel and visitors to the site.
 - 5) The Contractor shall ensure that extreme care and all statutory precautions are taken where 'hot' trades are working in the building (i.e. welding etc).
 - 5) All entrances to adjoining areas and other buildings shall remain unobstructed at all times.
 - 7) The storage of materials must not encroach beyond the areas within which work is being carried out.
 - 8) All rubbish, debris, waste materials and the like shall be bagged up and stored on site until such time as transportation is made available to remove such waste from the building.
- The Contractor shall allocate a designated area within the confines of the site for the collection of rubbish etc and keep it tidy at all times prior to removal from site. Rubbish, etc shall be removed daily.
- 140 SCAFFOLDING: Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all subcontractors.
- 160a USE OR DISPOSAL OF MATERIALS: Unless agreed otherwise by the CA do not remove from site or dispose of any sand, gravel or other materials found on the site.

To Collection £

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING/USE OF SITE**170 WORKING HOURS:**

Restrictions upon working hours:

All works shall, wherever possible, be carried out during the normal working day, which shall be taken as being between 07.30 and 18.00 hours Monday to Friday; 07:30 to 13:00 hours Saturday and no works on Sunday or Bank Holidays. Should the Contractor require to carry out works outside of these hours, he shall give the Architect / Contract Administrator at least 24 hours notice of his intention to carry out works at nights, at weekends or any other time outside normal working hours subject to access being approved by the Employer.

Deliveries/removals are to be avoided between 08:30 to 09:00 and 16:30 to 17:30 hours.

All disruptive works must be carried out strictly by arrangement with the Employer and Architect / Contract Administrator

Please keep disruption and construction noise to a minimum level at all times.

180 COMPLETION IN SECTIONS OR PARTS:

Where the Employer is to take possession of any section or part of the works and such section or part will, after its completion, depend for its adequate functioning on work located elsewhere on the site, complete such other work in time to permit such possession to take place.

During execution of the remainder of the works, ensure that completed sections or parts of the works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

To Collection £

A36 FACILITIES/TEMPORARY WORKS/SERVICES**GENERALLY**

105x RATES, FEES AND CHARGES: Include for all rates, fees and charges on works of a temporary nature.

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES LOCATION: Inform CA of the intended siting of all spoil heaps, temporary works and services.

Maintain, alter, adapt and move temporary works, services and facilities as necessary. Remove when no longer required and make good.

TEMPORARY WORK

345x CONTRACTOR'S NAME BOARDS/ADVERTISEMENTS: Contractor's / sub-contractors name boards will not be permitted. Advertisements will not be permitted.

SERVICES AND FACILITIES

410 LIGHTING: During finishing work and inspection provide temporary lighting, as appropriate.

420 LIGHTING AND POWER: Electricity supply from the Employer's mains may not be used for the Works.

430 WATER from the Employer's mains may not be used for the Works.

440 TELEPHONES: Provide as soon as practicable after the Date of Possession a Contact number for the Site/Project Manager.

540 METER READINGS: Where charges for service supplies need to be apportioned ensure that meter readings are taken by relevant authority at possession and/or as appropriate. Ensure that copies of readings are supplied to interested parties.

570a PROTECTIVE CLOTHING: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:

1. 2 nr safety helmets to BS EN 397, neither damaged nor time expired
2. 2 nr high visibility vests
3. 2 nr pairs of waterproof rubber boots with steel insole and toe cap
4. 2 nr protective eyewear
5. 2 nr protective gloves
6. 2 nr ear muffs / plugs
7. 2 nr disposable respirators

To Collection £

A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING**120 THE HEALTH AND SAFETY FILE**

Purpose: Include adequate information about the structure or materials used which might affect the health and safety of anyone carrying out construction, demolition or cleaning work or of anyone who may be affected by such work.

The Principal Designer will prepare and develop the File and insert/include other parties/outstanding information in readiness to issue to the Employer.

To assist the Principal Designer, at least 2 weeks before completion of the works, the Principal Contractor shall issue the information to be provided for the Health & Safety file in the form as identified within the Pre-Construction (Health and Safety) Information.

Contractor designed and performance specified work: Obtain or prepare the following and submit to the Planning Supervisor.

- Details of key structural principles, including safe working floor and roof loads.
- Details of construction methods and materials, including COSHH dated data sheets, which may present residual hazards with respect to cleaning, maintenance, repair, renovation or demolition.
- General maintenance instructions including access provision and information about equipment provided for cleaning and maintaining the building fabric.
- as-built drawings.

Other information: Obtain or prepare the following and submit to the Principal Designer.

- the nature, location and markings of utilities and services, including emergency and fire fighting.
- instructions for operation, maintenance, dismantling and removal of equipment and systems.
- details of hazards associated with the material used in the construction.

access requirements/restrictions

Copies of the File:

- Number of copies 2

Latest date for submission: 2 weeks before the date for completion, stated in the Contract.

To Collection £

A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING (CONTD)

210 INFORMATION FOR COMMISSIONING OF SERVICES

1. General: Submit relevant drawings and preliminary performance data to enable Employer's staff to familiarise themselves with the installation
2. Time of submission: At commencement of commissioning

255x GUARANTEES: Ensure that guarantees of equipment and the like are given in the joint names of the Contractor and the Employer and that the benefit of any guarantees which run beyond the Defects Liability Period are passed to the Employer.

To Collection £

A40 CONTRACTOR'S GENERAL COST ITEMS – MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF includes management, trades supervision, engineering, programming and production, quantity surveying support staff and the like.

To Collection £

A41 CONTRACTOR'S GENERAL COST ITEMS – SITE ACCOMMODATION

For details of site accommodation required or made/not made available by the Employer see Section A36.

105x RATES, FEES AND CHARGES: Include for all rates, fees and charges on works of a temporary nature including the securing of permits.

109x SITE ACCOMMODATION includes offices, laboratories, cabins, stores, compounds, canteens, sanitary facilities and the like.

110 SITE ACCOMMODATION

To Collection £

A42 CONTRACTOR'S GENERAL COST ITEMS – SERVICES AND FACILITIES

For details of services and facilities required or made/not made available by the Employer see section A36.

- 105x RATES, FEES AND CHARGES: Include for all rates, fees and charges on works of a temporary nature.
- 109x GENERAL ATTENDANCE: In this section general attendance is deemed to include the use of the Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant, the provision of temporary lighting and water supplies, clearing away rubbish, provision of space for the statutory authorities'/undertakers' own offices and the storage of his plant and materials and the use of messrooms, sanitary accommodation and welfare facilities provided by the Contractor.
- 110 POWER
- 120 LIGHTING
- 130 FUELS (excluding fuels for testing and commissioning)
- 135x TESTING AND COMMISSIONING: Water, fuel, gas, electricity and other supplies for testing and commissioning (Notwithstanding SMM7: Y51 and Y81, allow for all costs here).
- 140 WATER
- 150 TELEPHONE AND ADMINISTRATION
- 160 SAFETY, HEALTH AND WELFARE (see A34/170)
- 170 STORAGE OF MATERIALS (see A33/150)
- 180 RUBBISH DISPOSAL (see A34/290)
- 190 CLEANING (see A33/610)
- 200a DRYING OUT S(See A34/280, A36/460, A36/461 and A36/490)
- 210 PROTECTION OF WORK IN ALL SECTIONS (see A34/410 et seq)
- 220 SECURITY (see A34/130)
- 230a MAINTAIN PUBLIC AND PRIVATE ROADS (see A34/430a)
- 240 SMALL PLANT AND TOOLS
- 250 OTHERS
- 310 ADDITIONAL SERVICES AND FACILITIES ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as appropriate:

To Collection £

A43	CONTRACTOR'S GENERAL COST ITEMS – MECHANICAL PLANT	
110	CRANES	
120	HOISTS	
130	PERSONNEL TRANSPORT	
140	TRANSPORT	
150	EARTHMOVING PLANT	
160	CONCRETE PLANT	
170	PILING PLANT	
180	PAVING AND SURFACING PLANT	
200	ADDITIONAL MECHANICAL PLANT ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:	

To Collection £

A44 CONTRACTOR'S GENERAL COST ITEMS – TEMPORARY WORKS

For details of temporary works required or made/not made available by the Employer see Section A36.

- 105x RATES, FEES AND CHARGES: Include for all rates, fees and charges on works of a temporary nature.
- 110 TEMPORARY ROADS
- 120 TEMPORARY WALKWAYS
- 130 ACCESS SCAFFOLDING
- 140 SUPPORT SCAFFOLDING AND PROPPING
- 150 HOARDINGS, FANS, FENCING, ETC
- 160 HARDSTANDING
- 170 TRAFFIC REGULATIONS
- 200 ADDITIONAL TEMPORARY WORKS ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:

To Collection £

A54 PROVISIONAL WORK
PROVISIONAL SUMS FOR DEFINED WORK
Not applicable

To Collection £

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Northminster Car Park, Peterborough

Section Nr 2

Materials, Workmanship and General Clauses

As per engineers specification in Appendix F

Final Summary Alternative 1

As per programme in Appendix B

The following breakdown is intended to provide an initial breakdown of the tender for analysis purposes only and should not be relied upon as a definition of the scope and extent of the works. The contractor **must** issue separate costs for all items listed in the breakdown below.

In this respect, the Architect's drawings and written specification shall take precedence, together with those produced by the Structural Engineer and Services Consultant.

The Contractor, under consideration of the works, will be required to submit a quantified and fully priced document equating to the tender for use in administration of the Contract, when required.

1.	Preliminaries	£	
2.	Insurances	£	
3.	Desktop Studies / Surveys	£	
4.	Material and General Costs	£	
5.	Sub Consultants	£	
6.	Removal of loose furnishings, fixtures, equipment and debris	£	
7.	Asbestos Removal	£	
8.	Protection of Existing Substation in agreement with UKPN	£	
9.	Temporary Propping as deemed suitable by the contractor for demolition purposes.	£	
10.	Demolitions	£	

11.	Any further work not identified with the drawings or specification which the Contractor feels is necessary for the proper execution of the works (full details to be submitted along with the tender)	£	

		Sub Total	£
12.	Less credit allowed for salvageable materials (provide a comprehensive list separately within tender submission)	£	

		Sub Total	£

TO FORM OF TENDER ALTERNATIVE A £

ITEMS NOT CARRIED FORWARD TO FORM OF TENDER:

The below item will be evaluated and instructed by the Employer if required:

- | | | |
|-----|---|---|
| 13. | Temporary Propping as per precautionary propping specification in Appendix E. | £ |
|-----|---|---|

Final Summary Alternative 2

The following breakdown is intended to provide an initial breakdown of the tender for analysis purposes only and should not be relied upon as a definition of the scope and extent of the works. The contractor **must** issue separate costs for all items listed in the breakdown below.

In this respect, the Architect's drawings and written specification shall take precedence, together with those produced by the Structural Engineer and Services Consultant.

The Contractor, under consideration of the works, will be required to submit a quantified and fully priced document equating to the tender for use in administration of the Contract, when required.

1.	Preliminaries	£	
2.	Insurances	£	
3.	Desktop Studies / Surveys	£	
4.	Material and General Costs	£	
5.	Sub Consultants	£	
6.	Removal of loose furnishings, fixtures, equipment and debris	£	
7.	Asbestos Removal	£	
8.	Protection of Existing Substation in agreement with UKPN	£	
9.	Temporary Propping as deemed suitable by the contractor for demolition purposes.	£	
10.	Demolitions	£	

11.	Any further work not identified with the drawings or specification which the Contractor feels is necessary for the proper execution of the works (full details to be submitted along with the tender)	£	

		Sub Total	£
12.	Less credit allowed for salvageable materials (provide a comprehensive list separately within tender submission)	£	

		Sub Total	£

		To Form of Tender	£

ITEMS NOT CARRIED FORWARD TO FORM OF TENDER:

- The below item will be evaluated and instructed by the Employer if required:
- | | | |
|------|---|---|
| 13 . | Temporary Propping as per precautionary propping specification in Appendix E. | £ |
|------|---|---|

Northminster Car Park, Peterborough

Northminster Car Park, Peterborough

Appendix A

List of Tender Drawings & Specifications

APPENDIX A

LIST OF TENDER DRAWINGS

List of Tender Drawings from which these specifications were prepared

NORR Consultants Ltd.

<u>Drawing Nr</u>	<u>Description</u>
N/A	Northminster Tender Programme (OpA)
19-0213 E1124	Skanska Structural Review Report Aug 2019 Rolton Structural Condition Report July 2019 Asbestos Management Survey Report
PCIP MMCP V1	Preconstruction Health and Safety Information
JP 23-24-102712-HBS-DR-S-010	Existing Ground /First floor
JP 23-24-102712-HBS-DR-S-020	Existing 2nd and 3rd floor
JP 23-24-102712-HBS-DR-S-030	Existing 4th and 5th floor
JP 23-24-102712-HBS-DR-S-040	Existing Roof
JP 23-24-102712_Spec	Demolition Specification
19-0213	Rolton Group - Concrete condition survey
DSD Sch	DSD Propping load calculations
DSD 19-1529-1	Precautionary Propping Design Proposed Ground Floor Plan
DSD 19-1529-2	Precautionary Propping Design 1st and 2nd Floor Plan
DSD 19-1529-3	Precautionary Propping Design 3 rd and 4 th Floor Plan
DSD 19-1529-4	Precautionary Propping Design 5th Floor Plan
DSD 19-1529-5	Precautionary Propping Design Vertical support details to max Loads and External Access
DSD 19-1529-6	Precautionary Propping Design Plan Detail at Ground Floor and Detail of Stability Frame
DSD 19-1529-7	Precautionary Propping Design Detail to Car Park Ramps
CB182213	Title Plan (Redline) Site Plan V1

Northminster Car Park, Peterborough

Northminster Car Park, Peterborough

Appendix B

Outline Programme

Northminster Car Park, Peterborough

Appendix C

Surveys and Reports

Northminster Car Park, Peterborough

Appendix D

Pre-Construction Information

Northminster Car Park, Peterborough

Appendix E

Precautionary Propping Design

Northminster Car Park, Peterborough

Appendix F

Structural Engineer Specification

Northminster Car Park, Peterborough

Appendix G

Site Layout and Title Plan

Northminster Car Park, Peterborough