

## **SCHEDULE OF WORKS AND SPECIFICATION**

Description of Works: Refurbishment

Address of Project: King Street Toilets,  
King Street,  
Odiham,  
Hampshire  
RG29 1NB



Client / Employer: Odiham Parish Council

Date of Issue: August 2018

Revision: 01

Item	Description	Cost
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Item	Description	Cost
<p><b>01</b></p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p>	<p><b>Introduction</b></p> <p><b>Philosophy of reinstatement</b></p> <p>This project and Contract relates to the refurbishment of the property.</p> <p><b>The Contract</b></p> <p>This document represents the proposed contract documentation for the proposed works. This will be priced by each of the Tendering contractors and represent their offer to complete the works in accordance with the specification and description of works contained therein. A letter of instruction issued to the successful contractor will bind the contract between the Client and the Contractor. Any changes or variations to the contract will be agreed and certified by the Contract Administrator and agreed with the relevant parties.</p> <p><b>Document Particulars</b></p> <p>This document is split into various sections which will form the contract document</p> <p>Form of Contract    The form of contract will be the JCT Form for Minor Building Works 2011 with all subsequent corrections and revisions issued by the Joint Contracts Tribunal (JCT). This is a standard form of contract used for building works of this nature and provides a framework for the works to proceed with protection to both the contractor and the Client</p> <p>Project Particulars    This section contains more generalized and standard contract particulars in relation to the project</p> <p>Contract Particulars    This section includes for generalised items in relation to the proposed works and general set up requirements.</p> <p>Matters specific to the Contract    This section includes for matter which are specific to this contract and schedule of works. The proposed specific changes to the standard wording are shown in bold for ease.</p> <p>Schedule of Works    This section describes in detail the proposed repair and reinstatement works to be undertaken.</p> <p><b>The Parties</b></p> <p>Employer / Client under the contract identified on the front cover of this document and who will act as the Client for the works.</p> <p>Contract Administrator    This is the person or company who will administer the contract in accordance with the contract requirements. This will be OPC</p> <p>Contractor    This will be the company who provides the cost estimate for the works and is selected and instructed to undertake the works</p>	

Item	Description	Cost
<b>02</b>	<b>Contract Particulars</b>	
<b>A</b>	<b>Form of Contract</b>	
<b>A1</b>	<b>General</b>	
	For the purpose of the contract, the term “Employer” shall mean the name as shown on the front cover of this document. The contract documents shall encompass the documents referenced on the contents page shown within this document	£ _____
<b>A2</b>	<b>Conditions of Contract</b>	
	The Form of Agreement will be the standard JCT Agreement for Minor Building Works 2011 edition with all subsequent revisions, amendments, corrections and the like issued. The Contractor will be required to enter into a contract with the Client based on this contract allowing for all obligations, liabilities and services described therein. The Contract is divided into separate sections and amendments to the contract are set out as follows;	
	<b>Recitals</b>	
First	The Project	The nature, address and extent of works will be that as shown on the front cover of this document.
Second	Documents	The Employer has had the following documents prepared which show and describe the work to be done; All documents contained within or referenced within this contract documentation
Third	Supply of estimate	The Contractor has supplied the Employer with a copy of the priced Contract Specification or Work Schedules
Fourth	Employee Status	For the purposes of the Construction Industry Scheme (CIS) under the Finance Act 2004 the status of the Employer is, as at the base date of that stated in the Contract Particulars not a Contractor
Fifth	CDM Regulations	For the purposes of the Construction (Design and Management) Regulations 2015, refer to the contract documents for application under this project. Regulation 7 and 13 will always apply on all projects.
Sixth	Framework Agreement	This Contract will not be supplemented by any framework agreement
Seven	Supplemental Provision	The Supplementary Provisions identified in the Contract Particulars will apply to this Contract.
	<b>Articles</b>	
Article 1	Contractors obligations	The Contractor will, subject to the contract conditions, perform and complete the said works in accordance with the Contract Documents and any instructions issued thereafter by the Contract Administrator.
Article 2	Contract Sum	The Employer will pay the Contractor at the times and in the manner specified in the Conditions
Article 3	Contract Administrator	For the purposes of this contract, the term Contract Administrator shall mean <b>Odiham Parish Council</b>

Item	Description		Cost
Article 4	CDM Principal Designer	The term CDM Principal Designer shall mean <b>Odiham Parish Council</b>	
Article 5	Principal Contractor	The Principal Contractor for the purposes of the CDM Regulations shall be the Main Contractor	
Article 6	Adjudication	If any dispute or difference should arise in respect of this agreement, either party may refer it to Adjudication.	
Article 7	Arbitration	Article 7 and Schedule 1 (Arbitration) will apply	
Article 8	Legal Proceedings	Article 8 shall not apply where Arbitration is agreed	£ _____
<b>A3</b>	<b>Contract Particulars</b>		
1.1	CDM Planning Period	Shall mean the period of <b>6 weeks</b> ending on the date of commencement of the works	
2.2	Commencement date	As advised on the Form of Tender or agreed at the pre-contract meeting.	
2.2	Completion:	Date for completion will be calculated by the estimated timescale submitted at Tender stage or by agreement with the Contract Administrator.	
2.4	Date of Possession	To be advised on appointment of the Contractor.	
2.8	Liquidated Damages	Shall be at the rate of <b>£ 500</b> per week	
2.10	Rectification period	The defect liability period is to be extended to <b>6 Months</b> following Practical completion	
3.2	Sub-contract	Does not apply	
3.5	Works below Specification	Will be strictly applied to all aspects of the works	
4.3	Total Value of work	The percentage of the total value of the works will be <b>95% on interim accounts and 97.5% on practical completion (with 2.5% being retained for the full rectification period).</b>	
4.4	Value on completion	Percentage of the total amount to be paid to the Contractor will be <b>97.5%</b>	
4.8.1	Supply of documentation	Supply of documentation for computation of amount to be certified will be <b>one month from practical completion</b>	
4.11	Schedule 2	Schedule 2 (Fluctuation Option, contribution, levy and tax changes) does not apply	
4.11	Schedule 2 (para 13)	Percentage for fluctuations option to be <b>0%</b>	£ _____

Item	Description		Cost
<b>A4</b>	<b>Insurance</b>		
5.3.2	Contractors all risks	Shall be a minimum of <b>£ 1,000,000</b> for any Insurance occurrence arising out of a single event. The Contractor is required to insure the works and all unfixed materials and goods intended for, delivered to and placed on or adjacent to the works.	
	Non-Negligence Insurance	Contractor to obtain insurance cover for non-negligence insurance for the period of the works Insurance to be for <b>£ 1,000,000</b>	
5.4A	Insurance of the Works  <i>Addendum to this Clause;</i>	Insurance by Contractor in joint names <b>will apply</b>  <i>The Contractor shall only be liable for another peril(s) occurring to the loss address, while the Contractor is in possession of the site, if that additional peril follows an error or omission on the part of the Contractor including any work or action (or by any other party for whom the Contractor is directly contractually responsible) which is the work of the Contractor in any way connected to the peril which is being remedied. Conversely, if any additional peril(s) occur which are not the fault of the Contractor during their possession of the site, then the Employer will be required to make a new claim for this additional loss to their Insurer.</i>	
5.4B	Insurance	Works and existing structures insurance by Employer in joint names <b>does not apply</b>	
5.4C	Insurance	Existing Structures insurance by Employer in own name <b>will apply</b>	
5.4A.1	and 5.4B.1.2	Percentage to cover professional fees <b>15%</b>	
7.2	Arbitration	If the Employer or Contractor fail to agree an Adjudicator then the Royal Institution of Chartered Surveyors shall be requested to do so.	£ _____
<b>A5</b>	<b>Conditions of Tender</b>		
	Tender Documents	The Tender Documents will be those shown on the Index page of this document including all Appendices	
	Schedule of works	The Specification and Schedule of Works contained within the contract documents are the basis of the contract and no discrepancy or error therein shall invalidate the contract. Any work not specifically mentioned but reasonably and obviously inferred as necessary shall be executed as though it were described in the specification	£ _____

Item	Description	Cost
<p><b>A6</b></p>	<p><b>Terminology</b></p> <p><i>Demolishing / removing:</i> To remove existing work so described and all associated accessories, fastenings, linings, bedding material without damaging adjacent work to be retained, and dispose of unwanted materials.</p> <p><i>Re-fix:</i> Means carefully removing existing work required to be re-fixed. Remove fastenings and bedding materials from products and clean and repair as necessary. Set aside and adequately protect until required. Relocate accurately and fix securely using fixing and jointing materials and methods to match existing, or alternatives if approved, and make good.</p> <p><i>Make Good:</i> Means to carry out local remedial work, including the following as appropriate and necessary to leave work in a sound and neat condition; Remove defective parts of existing finishes and components and around any stated features;</p> <p><i>Making Good:</i> Consequent upon alteration, extension and maintenance work is deemed to be included in such items</p> <p><i>To match existing:</i> To use products, materials and methods to closely match all visual characteristics and features of existing work, with joints between existing and new work as inconspicuous as possible, to all approval of appearance and to additional specified requirements.</p> <p><i>Renew:</i> To Carefully remove existing work and replace with materials / products identical to those removed or equivalent substitutes of approved appearance. To use methods similar to those used in constructing the removed work.</p> <p><i>Fix only:</i> To allow for all labour in unloading, handling, storing and fixing into position including all plant.</p> <p><i>Supply and fix:</i> Unless stated otherwise, all items within the Schedule of Works to be supplied and fixed complete.</p> <p><i>Allow:</i> Wherever the word 'allow' occurs in the contract documentation, except with specific reference to prime cost or provisional sums, the cost of this item is at the risk of the Contractor and is to include for all operations and materials necessary to complete that item of work</p> <p><i>Approved, directed</i> Shall mean the approval by the Contract Administrator</p> <p><b>Total – Form of Contract</b></p>	<p>£ _____</p> <p>£ _____</p>

Item	Description	Cost
<b>B</b>	<b>General Particulars</b>	
<b>B1</b>	<p><b>General</b></p> <p>The following items are supplementary to those stated in the Form of Agreement and conditions and Form of Contract. The Contractor will have deemed to have read them and to have agreed to them upon Submitting the Tender.</p>	£ _____
<b>B2</b>	<p><b>Health and Safety</b></p> <p>With regard to Health and Safety, the Contractors attention is drawn to the requirements of the following regulations as well as all other relevant regulations and statutes applicable;</p> <ul style="list-style-type: none"> <li>- Health and Safety at work etc Act 1974</li> <li>- The Management of Health and Safety at Work Regulations 2005</li> <li>- The Work at Height Regulations 2005</li> <li>- Public Health Act 1990 (including 1995 amendments)</li> <li>- Construction (Design and Management) Regulations 2015 – CDM 2015</li> <li>- Construction (Head Protection) Regulations 1989</li> <li>- Control of Substances Hazardous to Health Regulations 2002 (COSHH)</li> <li>- The Manual Handling Operations Regulations 1992</li> <li>- The Control of Asbestos Regulations 2012 Approved Code of Practice</li> <li>- The Control of Noise (Code of Practice for Construction and Open Sites) Order 2015</li> <li>- The Personal Protective Equipment at Work Regulations 1992</li> </ul> <p>The Contractors attention is particularly drawn to ensure adequate safety provisions are included and introduced for working at height.</p> <p>The Contract Administrator will reserve the right to suspend the works or require the contractor to remove from site any employed person, where the contractor is not adhering to Health and Safety requirements and at no cost to the Contract.</p>	£ _____
<b>B3</b>	<p><b>Construction (Design and Management) CDM Regulations 2015</b></p> <p>The Contractors attention is drawn to the above provision. The CDM Regulations <b>will</b> apply for these works. The Pre-Tender <b>Health and Safety Plan</b> is contained within the Appendices and all such work contained within this document must be allowed for in this item.</p> <p>As soon as the Contractor is appointed, they will assume and fulfil the role of Principal Contractor as defined by the CDM Regulations. The Contractor will provide all necessary documentation in a timely manner in connection with these regulations and maintain a full up-to-date Health and Safety plan and file. When requested by the Contract Administrator, the Contractor will submit his Policy Statement on Health, Safety and Welfare. Contractor to allow for all measures necessary to ensure compliance with enactments, regulations and working rules relating to health, safety and welfare of workpeople and the public. Any design aspect undertaken by the Contractor will be undertaken with due regard to Health and Safety as required by the Regulations.</p>	£ _____
<b>B4</b>	<p><b>Sub-Contract Works</b></p> <p>The contractor shall not be permitted to sub-contract the entire works although the sub-contracting of parts of the works may be permitted. All works are to be carried out by qualified and experienced tradesmen in a competent and workmanlike manner. Any use of subcontractors to undertake large parts of this contractor to be approved by the Contract Administrator in advance. The Contract Administrator may instruct the Contractor to remove from site any labour or workman deemed unsuitable for he works</p>	£ _____

Item	Description	Cost
<p><b>B5</b></p>	<p><b>Recording of Existing Condition</b></p> <p>Prior to commencement of the works, the Contractor is required to obtain clear, colour photographic evidence of the existing condition of the property in all affected or likely affected areas (including the surroundings, access areas, structures, boundary lines etc) which will provide an accurate record prior to works commencing. <b>A copy of the photographs shall be sent to the Contract Administrator prior to commencement of the works.</b></p> <p>Before commencement of the works on site, the Contractor is to carry out all searches as necessary of the Local Authority, Statutory undertakers and any adjoining owners to verify the location and position of all services, including main sewers, private sewers, culverts, surface water drains, water , gas and electricity mains, telephone cables and any other buried installations which may be affected or affect the proposed work both on this site and on adjoining lands, properties and also on the public highway, pavements, verges etc.</p> <p>The accuracy and sufficiency of this information is not guaranteed by the Employer or the Contract Administrator and the contractor must ascertain or satisfy for themselves any information he may require to ensure the safety of all persons and the works. All dimensions are to be checked by the Contractor prior to commitment on site and any discrepancies in the drawings and / or Specification are to be brought to the attention of the Contract Administrator and instructions sought.</p> <p>The Contractor is to ensure that accurate dimensions are obtained for any re-building element of the works. The Contractor is to be fully responsible for taking dimensions and ensuring that the reinstatement is to existing parameters. Reliance should not be made on any dimensions or layouts contained within these documents.</p>	<p>£ _____</p>
<p><b>B7</b></p>	<p><b>Site Works</b></p> <p>The Contractor will notify the Contract Administrator (with at least <b>48 hours' notice</b>) in respect of tests or inspections to be carried out. Notification is required before any part of the works is covered up and at additional times if specified in the schedule of works. Failure to comply will result in the Contractor being asked to expose or open up and reinstate the covered parts of the works for inspection at his own cost. The Contractor shall also be responsible for providing notices requesting inspection/approval by the planning or Building regulation departments and such notices shall be served in goodtime.</p> <p>The Contractor must include for all work shown or described in the Contract Documents as a whole or apparent as being necessary for the complete and proper execution of the works. Any ambiguities or uncertainties must be clarified with the Contract Administrator before the tender is submitted as claims for additional payment will not be entertained due to want of knowledge.</p>	<p>£ _____</p>
<p><b>B8</b></p>	<p><b>Security</b></p> <p>Contractor to provide and maintain adequate security provisions to the site for the duration of the works to prevent unauthorised access. Upon completion of the works, all protection to be removed and fixing holes to be made good. No advertising signboards will be allowed on or around the site without prior approval from the Contract Administrator</p>	<p>£ _____</p>
<p><b>B9</b></p>	<p><b>Documentation</b></p> <p>The Contractor shall state on the form of Tender the period required for acceptance of the tender until he could commence the works and the period of time he will require to fully complete the works.</p>	<p>£ _____</p>

Item	Description	Cost
<p><b>B10</b></p>	<p><b>Site Administration</b></p> <p>The works are to be carried out with all due care, without undue inconvenience and without danger to the occupants. Normal working hours shall be between <b>8.00am and 5.00pm, Monday to Friday</b> unless otherwise agreed in writing by the Contract Administrator. Weekend working will only be admissible with approval of the Client and the Contract Administrator. No requests shall be made for inspections at weekends and no works shall be covered up as a result of weekend working.</p> <p>The Contractor is to ensure that safe access is available at all times. Any noisy works are to be coordinated with the building representative to minimise impact. Silencers must be fitted to all compressors, percussion tools and vehicles in accordance with the manufacturer's instructions. The use of radios or other audio equipment is not permitted. The site will be adequately fenced and signed and left clean and tidy at all times.</p> <p>The Contractor will keep accurate records of all matters affecting the works and the progress thereof including labour roles, day sheets, visits to the site, delivery of materials etc. Copies of all site records shall be made available to the Contract Administrator where requested. The Contractor will be expected to provide continuity of works on a day-to-day basis. If work is to be suspended for any reason then the Contract Administrator is to be informed immediately.</p>	<p>£ _____</p>
<p><b>B11</b></p>	<p><b>Site Supervision</b></p> <p>The Contract Administrator will not supervise the work of the Contractor on site. Periodic inspections will be carried out to determine that the specification is being correctly interpreted. The Contractor shall not rely on the Contract Administrator to check the works and any presence of us on site shall not relieve the contractor of his responsibility of the correctness of materials, methods or safety of temporary and permanent works. No variation is to be made or any work involving additional payment to be put in hand without a written order from the Contract Administrator</p> <p>The main Contractor is to allow for a recognised and nominated person (<b>Foreman</b>) to ensure that the works are executed in their entirety in accordance with the Contract Documents. The nominated person will deal with all enquiries from the Client during the course of the works. The person will be available between the hours of 8am and 6pm to answer calls. The contractor will be responsible for coordination, supervision and administration of the works including all sub-contractors and the monitoring of all sub-contractors, suppliers, Local Authority and Statutory undertakers. The employer reserves the right to request permanent removal from the site of any of the contractors or sub-contractors workforce or individuals where deemed necessary.</p> <p>A photographic record of the progress of the works is to be maintained by the contractor for the duration and submitted to the Contract Administrator on request. This record should include as a minimum any works installed prior to covering up or concreting.</p>	<p>£ _____</p>
<p><b>B12</b></p>	<p><b>Materials and Works Generally</b></p> <p>All works are to comply with current Building Regulations, British Standard Codes of Practice and all Statutory and Bye-law requirements. All work should comply with the current NHBC Standards and Practice Notes and the current NHBC Standards are to be regarded as part of this Specification. The use of manufactured materials and components whether specified here or at the Contractors / sub-contractors choice is to be strictly in accordance with manufacturers literature, relevant standards and BBA certification. All materials and products to be handled, stored, prepared and used in strict accordance with the manufacturers printed or written recommendations and instructions.</p>	<p>£ _____</p>

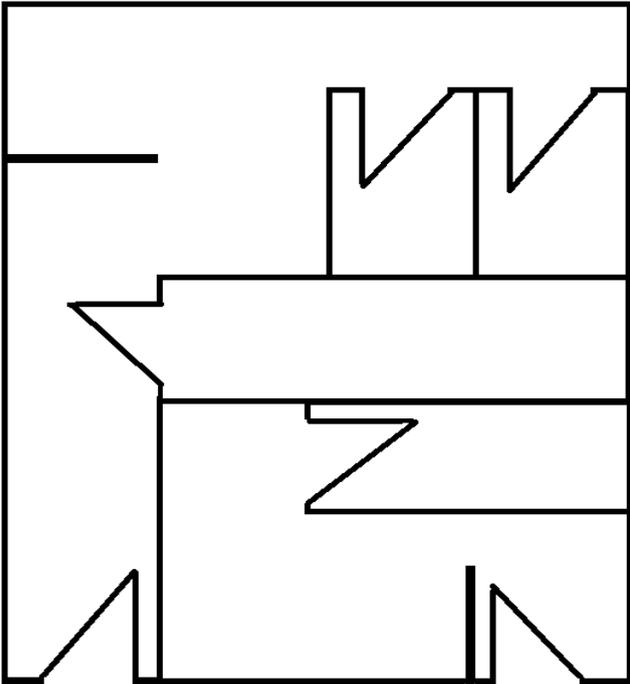
Item	Description	Cost
<p><b>B13</b></p>	<p><b>Services</b></p> <p>Water and electricity for the works may be used on site but the Contract Administrator does not guarantee its availability. The Contractor shall be allowed the <b>free</b> use of existing lighting and power installations and water for the works may be obtained from the premises.</p> <p>It is the Contractors responsibility to identify and locate all services and divert or work around them as necessary. All existing services are to be maintained at all times, where appropriate. Any damage to services caused by the Contractor must be repaired to the satisfaction of the Statutory Authorities and paid for in full by the Contractor. Contractor to adequately protect, uphold, maintain and prevent damage to all private and public services. Contractor not to interfere with the operation of services without the consent of the service provider or private owner as appropriate.</p> <p>Where fixed appliances (gas boilers, electric heaters etc) are required to be removed and reinstated to complete the specified works, this must be carried out by a suitably qualified engineer who shall report on their condition prior to removal and advise whether they can be safely reinstated in accordance with the current regulations</p>	<p>£ _____</p>
<p><b>B14</b></p>	<p><b>Site Limits</b></p> <p>For the purposes of this Tender document, the works will be carried out within the limits of the boundaries of the site. If the contractor deems it necessary to access adjoining properties to complete these works then such access will be advised at Tender stage and any appropriate costs estimated at Tender stage.</p>	<p>£ _____</p>
<p><b>B15</b></p>	<p><b>Public Highway</b></p> <p>The Contractor will accept full responsibility for keeping all roads, footpaths, etc immediately adjacent to the site of the works (or where accessed) free of all debris, dirt, rubbish etc. at all times. The Contractor shall not cause any interference with traffic along the public roads and footpaths and shall keep open any rights of way.</p>	<p>£ _____</p>
<p><b>B16</b></p>	<p><b>Structural Stability during the Works</b></p> <p>The Contractor will be fully responsible for the constructional stability and structural integrity of the building during the contract period and introduce and maintain all necessary temporary supports deemed appropriate. The contractor must not overload any parts of the building or scaffolding and no cutting through of floors or walls will be allowed unless approved by the Contract Administrator. if any doubt exists then the Contractor should call upon the advise of a suitably qualified structural engineer to advise as necessary. Any such costs are to be borne by the Contractor</p>	<p>£ _____</p>
<p><b>B17</b></p>	<p><b>Shoring</b></p> <p>The Contractor shall provide and maintain all shoring and strutting as necessary to ensure the safety of the existing and adjoining premises, streets, sewers, drains and any other services. The contractor shall include for adaption and alteration of the same as necessary and clear away when no longer required, making good any damage. The Contractor is to be responsible for ensuring that all materials used for strutting etc are of sound quality and of adequate strength for the loads and forces applied and that they are properly braced, secured and maintained.</p> <p><b>Total – General Particulars</b></p>	<p>£ _____</p>

Item	Description	Cost
<b>C</b>	<b>General Provisions</b>	
<b>C1</b>	<p><b>Preliminaries:</b></p> <p>This Contract should be read in conjunction with the specification for materials and workmanship contained within Appendix A and appended to this contract. Any Operation, material or workmanship issue not specifically mentioned within this document shall be carried out in a good workmanlike manner, with suitable good quality materials, in accordance with good practice and conform to appropriate British Standards and Codes of Practice and to the satisfaction of the Contract Administrator. Allow for any charges in connection with all items as noted within the contract particulars, preliminaries and specification of works and any other works referred to herein. The Contractor must allow for completing the work shown, detailed, described or implied in the Contract Documents. If there are any discrepancies or areas which require clarification, then the Contract Administrator is to be advised at the earliest opportunity to agree the required specification.</p>	£ _____
<b>C2</b>	<p><b>Programme:</b></p> <p>The Contractor shall price the works accordingly to allow for completing repairs within the contract period and work within the agreed programme which has been mutually agreed with the Contract Administrator and the Employer. The master programme for the entire project indicating the sequence of the major activities is to be provided to the Contract Administrator prior to commencement on site. Once work commences on site it shall be continuous and no abandonment will be allowed. The programme is to be maintained and updated as necessary during the works. Any extension of time required, changes to the programme and reasons for such delay or change shall be advised to the Contract Administrator at the earliest opportunity for approval.</p>	£ _____
<b>C3</b>	<p><b>Protection:</b></p> <p>Allow for protection to internal and external finishes and structures to prevent causing damage for the duration of the works. Minimum protection for driveways to be 18mm thick plywood sheets on 1200 gauge polythene sheeting with taped joints. All protection to be removed on completion. Heavy duty dustsheets to be securely fixed to doorways, openings etc between areas of work and adjacent rooms to protect against dust infiltration or damage. All door linings in areas of works or routes of working to be fully protected with heavy duty polythene sheeting and full height 12mm plywood strips to give all round protection. All windows in areas of works to be fully protected against damage. In areas of demolition, slab removals and major works, 12mm plywood fixed to sawn softwood battens and fixed to both sides of windows to be used. Heavy-duty dust sheets to be securely fixed to doorways or openings between areas of works and adjacent rooms or areas to protect against dust or damage. All disconnected services to be temporarily capped to ensure exclusion of all foreign matter. This includes all hot and cold supplies, water pipes, heating pipes and drain runs.</p>	£ _____
<b>C4</b>	<p><b>Fixtures and Fittings:</b></p> <p>Contractor to allow for all shelves, radiators, carpets, furniture, fittings (curtain rails, light switches) etc. as required to be removed or protected to enable the works to be carried out. All removed, protected items to be reinstated upon completion of works. Any damage caused by unsatisfactory action during the above processes to be repaired at the contractors expense. If carpets or floor coverings are not removed then the Contractor will be responsible for any damage to the floor coverings as a result of the works.</p>	£ _____

Item	Description	Cost
C5	<p><b>Permitted Site Areas:</b></p> <p>The Contractors work area and means of access to the site shall be agreed with both the Contract Administrator and the Employer prior to commencement of the repairs. The Contractor will not be permitted to enter any other areas without the consent of the Contract Administrator and the Employer.</p>	£ _____
C6	<p><b>Disposal of Materials:</b></p> <p>All surplus materials both new and existing demolished shall be removed from site by a licensed carrier as it accumulates to keep the site clean and tidy during the works.</p>	£ _____
C7	<p><b>Temporary Works:</b></p> <p>Contractor to provide and maintain all shoring, strutting, needling and other supports that may be necessary to preserve the stability of the building whether new or existing on or adjoining the site that may be affected by the works.</p>	£ _____
C8	<p><b>Matching of Finishes:</b></p> <p>All materials, products and methods must, where possible, provide for close matching of all visual characteristics and features of the original building fabric so that jointing between existing and new work is as inconspicuous as practicably possible and to the satisfaction of the Contract Administrator. The Contractor shall be responsible for checking all existing dimensions and levels to be matched by the new works. Any deviation from existing dimensions or levels are to be corrected at the Contractors expense. All rooms/areas affected are to be redecorated to existing specification but to employers confirmation and approval with regard to choice of pattern, colour and finish.</p>	£ _____
C9	<p><b>Completion:</b></p> <p>Upon completion of the works the Contractor should allow for thoroughly cleaning all areas (and those areas where access has been necessary) where works have been carried out in order to remove all dust, debris and accidental staining arising from the execution of the works.</p>	£ _____
C10	<p><b>Provisional Items:</b></p> <p>Work which cannot be fully described at the time the tender documents are prepared are designated as <i>provisional items</i>. Where a guide cost is provided within the document for the purposes of comparable considerations between tendering Contractors. All such costs are to be included within the Tender submission. For the purposes of the Tender evaluation and comparison all provisional items will be compared between the returned Tender prices.</p>	£ _____
	<p><b>Total – General Provisions</b></p>	£ _____

Item	Description	Cost
<b>D</b>	<b>Matters Specific to this Contract</b>	
D1	<p><b>Specification of Materials and Workmanship</b></p> <p>Contractor to include for any costs associated with the specification of workmanship and materials not specifically covered within the costs contained in the Specification of Works section (05)</p>	£ _____
D2	<p><b>Contingencies</b></p> <p>Include the provisional sum of <b>£ 2,500</b> for contingencies, the expenditure of which require approval from the Contract Administrator</p>	<b>£ 2,500 (Contingency)</b>
D3	<p><b>Occupation of Property</b></p> <p>The property will remain <b>un-occupied</b> during the works and due consideration shall be made and allowed for within the prices submitted and to carry out the works in order to cause the minimum inconvenience and disruption to the neighbouring properties. The property is to be left secured and tidy at the end of each working day.</p> <p><b>Presentation of Health and Safety File</b></p>	£ _____
D4	<p>The presentation of the Health and Safety File details will be required within <b>1 month</b> of completion of the proposed works. The proposed contents of the Health and Safety File are contained within the pre-tender Health and Safety plan contained within the appendices.</p> <p>Final invoices will not be recommended for payment until such time that the certificates are in the possession of the Contract Administrator. Upon receipt of the final payment any other Insurances / guarantees will be promptly issued to the Client and Contract Administrators. The contractor shall attend and rectify any defects recorded during the defect liability period within <b>6 weeks</b> of the end of this period.</p> <p><b>Payment Terms</b></p>	£ _____
D5	<p>Payments will be made by valuation at a minimum of <b>30 day intervals</b> between certified payments. The Contract Administrator will certify payments within <b>7 days</b> of presentation of the contractors invoice and breakdown. The Contractor is to allow <b>21 days</b> from the date of the payment certificate and certification by the Contract Administrator for payment to be received.</p> <p><b>Defects</b></p>	£ _____
D6	<p>Any defects recorded due to improper or defective materials or workmanship shall be rectified within <b>7 days</b> of identification and at the Contractors expense. On completion of the works, where a list of defects or snagging are prepared, the Contractor will rectify or make good these within <b>30 days</b> from the date of notification and at Contractors expense.</p> <p><b>Supply of information</b></p>	£ _____
D7	<p>Variations shall be submitted to the Contract Administrator at the earliest opportunity and not more than 7 days following discovery of the variation. The period for supply of documentation for computation of the final certificate shall be <b>30 days</b> and the period of payment of all certificates shall be 30 days. Any documentation or invoices requested but not received within <b>1 month</b> from the date of practical completion will only be accepted at the Contract Administrators discretion</p>	£ _____



Item	Description	Cost
<p><b>03</b></p> <p>i</p> <p>ii</p> <p>iii</p>	<p><b>SCHEDULE of WORKS</b></p> <p><b>General Note:</b></p> <p>This Specification to be read in accordance with the drawings and detailed included within the Appendices. All works specified in this Schedule of Works to be completed in accordance with the attached Specification, statutory requirements or regulations which are in force at the time the works are completed. If there are any discrepancies or areas which require clarification, then the Contract Administrator is to be advised at the earliest opportunity to agree the required specification. Where there is a discrepancy between the Schedule of works and any other contract documents then the specification within the Schedule of works should be priced and the discrepancy brought to the attention at Tender stage</p> <p><b>Floor / Site Plan</b></p>  <p><b>(Note: All ground floor areas have tiled flooring)</b></p> <p><b>Philosophy</b></p> <p>The works will generally include for removal and refurbishment of the existing tiled floor (laid on concrete, existing tiled skirtings (to match) and removal and refurbishment of the toilets, sanitaryware, wall tiles, doors, plumbing and electrics.</p> <p>Portaloo to be placed within the carpark to the rear of the property and no storage will be permitted to this area.</p>	<p>£ _____</p>

Item	Description	Cost
<b>100</b>	<b>Building Works</b>	
<b>101</b>	<b>Preparation</b>	
101.1	Existing Contents: It will be assumed that all contents will be removed prior to works commencing.	£ _____
101.2	Protections: Contractor to ensure that all necessary protections are considered and undertaken particularly to existing built-in shelving, fireplace, doors and door linings.	£ _____
<b>102</b>	<b>Services – Electrical – (Both Toilets)</b>	£ _____
102.1	Electrical Survey: Contractor to arrange for a full electrical survey to be carried out to determine condition of the electrical installation and fittings. Contractor to report back on the results of the survey.	£ _____
102.2	Electrical Works - Provisional Sum: Allow a Provisional Sum of <b>£1,500</b> for completion of electrical works required for the refurbishment. All electrical work to be designed, installed, inspected and tested in accordance with BS7671, IEE Regulations 17 <sup>th</sup> Edition, Local Electricity Company requirements and Part P of the Building Regulations by a competent person registered with an electrical self-certification scheme in compliance with NICEIC regulations. This item to include the replacement of the power socket plates.	<b>£ 1,500 (Provisional)</b>
102.3	Allowance to supply and install new PIR lighting sensors within the toilets (both) to activate lighting on a timer. Cleaner cupboard can be operated of the original switch.	£ _____
102.4	Allowance for a separate lighting supply to be installed to the external light, switched via a digital time clock within the cleaner's cupboard.	£ _____
102.5	Supply and install suitable LED sealed lighting to ladies and Gents toilet areas to include the cleaner's cupboard. Lighting to be adequately designed to light the entrance areas, main wash room areas and cubical.	£ _____
102.6	Magnetic door closures Allowance for the design and installation of a new magnetic timed lock to both the ladies and gent's toilet doors/gates (doors/gates to stay as existing). To include the electrical supplies, digital timers to be located within the cleaner's cupboard and automatic closers. The requirement for 2 number emergency push switches are to be included internally for emergency access when the gates are locked.	£ _____
<b>103</b>	<b>Services – Heating &amp; plumbing</b>	
103.1	Heating Installation: No works are required for this item.	£ _____
103.2	Supply and install new sealed drain covers x 2 within the Gents toilet area. These might need to be better positioned to allow for the tiled skirting upstands, please allow extra allowance for these works. Also allow for 2 number stainless steel gully grills	£ _____



105.13	<p>Full height rear boxing required to the rear of the men's cubical boxing to consist of minimum 50mm x 50mm softwood framing, 2 layers of 15mm fire line board and skim and void filled with mineral wall quilt for sound insulation and fire/smoke stopping. Ensure all gaps &amp; all voids are sealed to prevent any air leakage. Provide rodding points where required. At access plates in SVP, removable panel with supped screws to be provided. SVP to terminate with an air admittance valve covered by current Agreement Certificate, fixed in accordance with manufacturers instruction above flood level of WC cistern.</p>	£ _____
105.14	<p>Extra over cost to finish the rear wall in the same panel/material as the new cubical. To be agreed by CA prior to works starting.</p>	£ _____
105.15	<p>1 No. Mirror shall be installed in all toilets, project dependent. They should be installed (screwed) 300mm above sinks. Consideration should be made to allow thorough cleaning therefore they should not be installed to full ceiling height. Large single mirrors shall be used, project dependent</p>	£ _____
<b>106</b>	<b>Flooring Works</b>	
106.1	<p>Flooring - Latex: Allow for supply and installation of a new latex finish to the sub floor prior to tiling.</p>	£ _____
106.2	<p>Flooring – Tiled finish: Include for replacement tiled floor covering as existing. Floor tiling to be installed; 10mm anti-slip tile in a dark grey matt finish to include the skirted tile. Allow a PC Sum of £35 per M2 supply only</p>	£ _____
<b>107</b>	<b>Internal Walls</b>	
107.1	<p>Internal wall partition surfaces: For tender purposes, allow for re-plastering 30m<sup>2</sup> of wall plaster where affected by the water damage. Include for re-skimming using a multi-finish coat of finishing plaster, trowelled smooth, ready for redecoration.</p>	£ _____
107.2	<p>Wall tiling: Include for replacing the wall tiling suitable for a public area to the WC and washroom areas to full height (all Walls). From the cubical running anti-clockwise to the left-hand urinal wall as per existing. Colour to be confirmed. Allow a PC Sum of £40 per M2 supply only</p>	£ _____

Item	Description	Cost
<b>108</b>	<b>Carpentry works</b>	
	<u>General Note:</u>	
108.1	All pipework is to be boxed in and consist of minimum 50mm x 50mm softwood framing, 2 layers of 15mm fire line board and skim and void filled with mineral wall quilt for sound insulation and fire/smoke stopping. Ensure all gaps & all voids are sealed to prevent any air leakage. Provide rodding points where required. At access plates in SVP, removable panel with supped screws to be provided. All boxing is to be finished with tiles and sealed with mastic.	£ _____
<b>109</b>	<b>Ceiling works</b>	
109.1	Remove the existing ceiling upvc cladding and dispose	£ _____
109.2	Include for re-skimming using a multi-finish coat of finishing plaster, trowelled smooth, ready for redecoration.	£ _____
109.3	Extra over allowance for re-boarding of the ceiling using 15mm fire line board and skim and void filled with mineral wall quilt for sound insulation and fire/smoke stopping. To be agreed by CA prior to works starting.	£ _____
<b>110</b>	<b>Redecoration Works</b>	
	<u>General Note:</u>	
110.1	All redecoration and finishing work to include for thorough prepare prior to application. Walls to generally consist of one mist coat emulsion (for new surfaces) and two full coats of emulsion. Woodwork to comprise of preparation, sealing knots and two undercoat and one final coat. Where woodwork existing then include for a light rubdown (to remove existing sheen), one undercoat and one final coat. Finish and colour to be to Clients choice and agreement.	£ _____
110.2	Redecoration to include the existing doors and window units (both those that remain and those that are going to store) which are decorated to the same colour.	£ _____
110.3	Walls: Allow for preparing all walls and redecorate using two full coats of emulsion. Where localised re-plastering works have been undertaken, including for sealing the wall and provision of an undercoat prior to redecoration.	£ _____
110.4	Ceiling: Contractor to allow for preparing and re-painting the <u>entire</u> ground floor ceiling using two full coats of emulsion	£ _____
110.5	Woodwork: Prepare and re-paint all existing painted woodwork (including doors, frames, windows, etc). Allow for re-staining of doors, windows, sills, frames where applicable. Emulsion.	£ _____
110.6	Woodwork: Prepare and re-paint all existing painted woodwork (including doors, frames, windows, etc). Allow for re-staining of doors, windows, sills, frames where applicable.	£ _____

111	<p><b><u>Ladies Toilets</u></b></p>	
111.1	<p>Allow for the careful removal of the existing floor and wall tiles, built in sanitaryware (capping off services), internal cubical door including frame, ceiling finish and clean off artex wall finish ready for the new works. Dispose of all items in the allocated skips.</p>	£ _____
111.2	<p>Remove and dispose of cubical wall</p>	£ _____
112	<p><b><u>Sanitary Ware</u></b></p>	
112.1	<p>Supply and fit 2 no. toilet cubicles shall be Shore Laminates or approved equal (<a href="http://www.shorelaminates.com">www.shorelaminates.com</a> Metro or equivalent but must be solid core laminate. Cubicle furniture shall be projects, also shall be manufactured by Shore Laminates to enable LTM. All cubicle doors must have coat hooks. Door and Side return (L shape)</p>	£ _____
112.1	<p>Taps shall be Rada Presto TF4000S Mixer Tap or approved equal x 2 <a href="https://www.mytub.co.uk/rada-t4-120-timed-flow-mixer-tap-product-552875">https://www.mytub.co.uk/rada-t4-120-timed-flow-mixer-tap-product-552875</a></p>	£ _____
112.2	<p>Wash hand basins shall be vandal resistant double stainless steel wash troughs or equivalent <a href="https://www.commercialwashroomsLtd.co.uk/products/commercial-sanitary-ware/wash-troughs/stainless-steel/franke-2-users-stainless-steel-wash-trough-with-tap-ledge">https://www.commercialwashroomsLtd.co.uk/products/commercial-sanitary-ware/wash-troughs/stainless-steel/franke-2-users-stainless-steel-wash-trough-with-tap-ledge</a></p>	£ _____
112.3	<p>Supply and fit 2 no. W/C Pans and cisterns shall be Armitage Shanks contour 21 btw standard height or approved equal incorporating an infra red flush system (<a href="http://www.thebluebook.co.uk/static/5_2_4D.asp?Specifying=&amp;digits=5:2:4D">http://www.thebluebook.co.uk/static/5_2_4D.asp?Specifying=&amp;digits=5:2:4D</a>)</p>	£ _____
112.4	<p>Supply and fit 2 no. toilet seats shall be of an anti-vandal type, with no seat cover. The toilet seat shall have open front for hygiene, stainless steel hinges with anti-theft system and bottom fixings. The toilet seat shall be manufactured by Carrera &amp; Matta or approved equal.</p>	£ _____
112.5	<p>Supply and install new toilet cistern for the above x 2</p>	£ _____
112.6	<p>2 No. Soap dispenser required per 2 No. wash hand basins, to be screw fixed.</p>	£ _____
112.7	<p>2 No. Toilet roll holder required in each female cubicle. Where possible, the toilet roll holder should be installed on the hinge side of the cubicle. (Mini jumbo roll).</p>	£ _____
112.8	<p>Hand dryers shall be Gorillo Junior Hand Dryer in all installations or approved equal with energy managers approval. <a href="https://www.handydryers.co.uk/blade-dryers/gorillo-junior-hand-dryer-1391256.html">https://www.handydryers.co.uk/blade-dryers/gorillo-junior-hand-dryer-1391256.html</a></p>	£ _____
112.9	<p>Supply and install a wall mounted folding baby changing unit <a href="https://www.direct365.co.uk/supplies/e-changer-horizontal-baby-changing-table-in-white">https://www.direct365.co.uk/supplies/e-changer-horizontal-baby-changing-table-in-white</a></p>	£ _____
112.10	<p>Mirrors shall be installed in all toilets, project dependent. They should be installed (screwed) 300mm above sinks. Consideration should be made to allow thorough cleaning therefore they should not be installed to full ceiling height. Large single mirrors shall be used, project dependent.</p>	£ _____



117.3	<p>Walls: Allow for preparing all walls and redecorate using two full coats of emulsion. Where localised re-plastering works have been undertaken, including for sealing the wall and provision of an undercoat prior to redecoration.</p>	£ _____
117.4	<p>Ceiling: Contractor to allow for preparing and re-painting the <u>entire</u> ground floor ceiling using two full coats of emulsion</p>	£ _____
117.5	<p>Woodwork: Prepare and re-paint all existing painted woodwork (including doors, frames, windows, etc). Allow for re-staining of doors, windows, sills, frames where applicable. Emulsion.</p>	£ _____
117.6	<p>Woodwork: Prepare and re-paint all existing painted woodwork (including doors, frames, windows, etc). Allow for re-staining of doors, windows, sills, frames where applicable.</p>	£ _____

Item	Description	Cost
<b>118</b>	<b><u>Cleaners Cupboard</u></b>	
118.1	<p>Walls: Allow for preparing all walls and redecorate using two full coats of masonry paint. Where localised re-plastering works have been undertaken, including for sealing the wall and provision of an undercoat prior to redecoration.</p>	£ _____
118.2	<p>Floor covering: Include for replacement floor covering as existing. Anti-slip Lino covering to be installed to this area.</p>	£ _____
<b>119</b>	<b>Completion</b>	
119.1	Include for removal of all protections and make good any fixing holes.	£ _____
119.2	<p>Drainage: Include for flushing through the existing drainage surface water system to ensure that no debris has entered the system.</p>	£ _____
119.3	<p>External painting: Allow to clean and prepare walls ready for two coats of masonry paint (colour to be confirmed) to include the bottom plinth and the external Gents toilet window.</p>	£ _____
119.4	<p>Cleaning: Allow to leave the property clean and tidy. Ensure that a full 'sparkle clean' is carried out on completion. This to include cleaning down the whole of the works within the limits of the contract for this flat.</p>	£ _____
	<b>Total Building Works</b>	£ _____

Item	Description	Cost
<p><b>400</b></p>	<p><b>SCHEDULE of RATES</b></p> <p>The Contractor is required to complete all the items included in this Schedule so that any variations to the remedial works can be agreed. Prices shall include for all labour, materials, plant overheads, profit, safety precautions and travel to and from the site.</p> <p>Foreman per hour</p> <p>General Tradesman per hour</p> <p>Electrician per hour</p> <p>Plumber per hour</p> <p>Contractor to provide the percentage addition for utilizing any nominated sub-contractors</p>	<p>£ _____</p> <p>£ _____</p> <p>£ _____</p> <p>£ _____</p> <p>_____ %</p>

Item	Description	Cost
<p><b>500</b></p>	<p><b>EXECUTIVE SUMMARY</b></p> <p>General:</p> <p>Contractor to include all costs under the headings shown for work to be completed under the requirements of this Contract.</p> <p>Contractor to advise of any additional works to be completed either by clearly highlighting these items within the Tender Schedule or including them on a separate covering letter or email communication. This is so that any changes to the Specification or additional works are highlighted and a true comparison of Tenders can be undertaken.</p> <p>All provisional sums entered by the Contractor will be compared to the other tendering Contractors to ensure that such costs are reasonably stated.</p> <p>Cost Summary:</p> <p>Section 01            Form of Contract</p> <p>Section 02            General Particulars</p> <p>Section 03            General Provisions</p> <p>Section 04            Matters Specific to this contract</p> <p>Schedule of Works</p> <p>Section 100           Building Works</p> <p style="text-align: right;"><b>Sub Total</b></p> <p style="text-align: right;"><b>VAT @ 20%</b></p> <p style="text-align: right;"><b>TOTAL TENDER SUM</b></p>	<p>£ _____</p>

# FORM OF TENDER

## JCT Agreement for Minor Building Works

**Employer:** Odiham Parish Council  
**Address:** The Bury, The Bridewell, Odiham, Hampshire RG29 1NB

**Dear:** Odiham Parish Council's Executive Officer

We have examined and read the Tender contract documents (as defined in the Tender invitation) and offer to execute and complete the whole of the said Works described in the contract documents with proper and sufficient materials and providing all plant, labour and design where specified, for the sum of (excluding VAT):

£ .....

I/We further agree that unless and until a formal Agreement is prepared and executed this Tender, together with its acceptance in writing by you or the Contract Administrator on your behalf, within the Tender Acceptance Period, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Tender you receive.

I/We agree that should obvious errors in pricing or errors in arithmetic be discovered, before acceptance of this offer, in the prices in the Tender Price of Items submitted by me/us, these errors will be dealt with in accordance with Alternative 2 contained in action 6 of the "Code of Procedure for Single Stage Selective Tendering" [1989]

We further agree that the Tender will remain open for consideration for 6 months from the return date specified. Retention and defects liability period will be as per the details in the general provisions and contract specifics section of this document.

This Tender together with a written letter of acceptance or instruction in respect of the works shall constitute a binding contract.

I/We confirm that this is a Tender intended to be competitive. I / We certify that I / we have not participated in, at any time before the returnable date for this Tender, any agreement or arrangement with any other person or company or offered to pay any sum of money or valuable consideration directly or indirectly to any person or company.

Earliest anticipated Start Date  
(Subject to receipt of instruction) .....

Anticipated Duration of Contract ..... weeks

Estimated number of person days ..... person days

**Signature:** .....

**Company:** .....

**Date:** .....

VAT Status: Registered/Not Registered (Please indicate)