INVITATION TO TENDER (ITT)

FOR

ENVIRONMENTAL SERVICES - TEMPORARY HOARDING AND SECURITY SERVICES FOR THE NOTTING HILL CARNIVAL EVENT 2022

RBKC-HM REF: RBKC-HM/2022/019

Deadline for ITT submission: 12.00 noon on Friday the 20 May 2022

**CONTENTS**

Section Page

 1 Covering letter 3

 2 Scope of Works/Services 5

 3 RBKC-HM Profile 7

 4 Procurement process 8

 5 Award criteria 8

1. Specification 13

1. Terms for Submission of Electronic

Tenders 15

**Appendix 1 – Form of Tender / Bona Fide Quotation / Freedom of Information**

**Appendix 2 – Provision, content, and use of Tender Documents**

**Appendix 3 – RBKC Contract Conditions**

**Appendix 4 – Scope of Services / Specification**

**Appendix 5 – Pricing document**

**Appendix 6 – Limited Combined maps 2022**

**Appendix 7 – Contractor Code of Conduct**

**Appendix 8 – Contractor Fire Policy and Procedures**

**Appendix 9 – ER Process**

**Appendix 10 – HM Compensation Redress Policy**

**Appendix 11 – Information Sharing Agreement**

**Appendix 12 – Preliminaries**

**Appendix 13 – Site Operating Procedures**

**Appendix 14 – JCT Minor Works 2016 (2020 updates) Form of Contract RBKC Amendments**

**SECTION 1 Covering letter**

**20 April 2022**

Dear Sir/Madam

Invitation to Tender Ref:  **RBKC-HM/2022/019**

**Scope of Service: Temporary Hoarding and Security Services for the Notting Hill Carnival Event 2022**

The Royal Borough of Kensington and Chelsea - Housing Management (‘RBKC-HM’) is pleased to invite you to submit a Tender for the above-named works. You have access to the capitalEsourcing e-tendering portal for downloading the documents “**Temporary Hoarding and Security Services for The Notting Hill Carnival Event 2022**” and all associated Appendices.

The documents comprise this ITT letter, rules of competitive tendering and the ITT documents. These documents set out the information, which is required in order to assess the suitability of applicants in terms of their quality assurance and bid price submitted. The preferred bidder will be required to deliver the works in accordance with all attached documents. Please read all documents carefully as errors may disqualify your submission.

Please submit all questions concerning this document or the tendering process via the messaging facility on the capitalEsourcing (‘cEs’) portal by no later than **12 noon on Friday the 13 May 2022.**

If it is necessary to amend the ITT documents prior to the deadline for the submission of bid proposals, or to extend the tender period, all applicants will be notified by email via the cEs portal.

The use of capitalEsourcing will ensure the safe and efficient transfer of tender documentation sent on behalf of the Client to the Contractor and by the Contractor back to the Client. Automatic access will be granted on completion of registration to the cEs portal. To access the portal for the downloading of the ITT documentation and use of the Q & A facility you must login and access – ITT’s at the following address: -

[www.capitalesourcing.com](http://www.capitalesourcing.com)

The Council reserves the right not to contract or contract only in part with any bidder.

Bidders:

* shall either destroy or return all documentation related to the tender process if the Council so directs.
* shall ensure that tenders are both technically and arithmetically correct. Should the Council discover any arithmetical errors in the Applicant’s tender prices, the Bidder will be asked to withdraw their bid or hold the prices submitted, at the discretion of the Council.
* shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the Bidder states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected.
* will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included all costs that may be incurred or implied in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.
* shall submit their bid in the English language.
* shall submit their bid in monetary amounts in Pounds Sterling.

The contract will be entered into based on the total tender package (exclusive of VAT) which will be included as part of the Contract Documents including any amounts or additional made and agreed during the tender proposal assessment period.

The information supplied within this ITT and accompanying documents reflects the Council’s expected current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

* the Council does not accept any liability, responsibility, or duty of care to any tenderer for the adequacy, accuracy, or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;
* the Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant;
* nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;
* neither this ITT nor any information supplied by the Council should be relied on as a promise or representation as to its future requirements;
* this ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete the Tenderer Declaration Form **(Appendix 1)** and return with the completed proposal, as per the instructions set out in this ITT.

**SECTION 2 – Scope of Works/Services**

**2.1 The Project**

Name: Supply Temporary Hoarding and Security Services

Nature: Supply and install hoarding and provide security services

Location: Various estates in the North Kensington area

**2.2 Employer**

The Royal Borough of Kensington and Chelsea Housing Management (RBKC-HM), 292a The Network Hub, Kensal Road, North Kensington, London W10 5BE.

**2.3 Contract Administrator**

(herein referred to as the ‘CA’):

The Royal Borough of Kensington and Chelsea Housing Management (RBKC-HM), 292a The Network Hub, Kensal Road, North Kensington, London W10 5BE.

**2.4 Planning Supervisor**

N/A

**2.5 Quantity Surveyor**

N/A

**2.6 Clerk of Works**

N/A

**2.7 Other consultants**

N/A

**2.8 Description of work**

Supply and install temporary hoarding at estate boundaries on various sites and provide security services at sites in specific locations.

**2.9 Phasing/relation to previous works**

N/A

**2.10 List of Drawings**

Project Plans (Appendix 4).

**2.11 The Pre-Tender Health and Safety Plan**

The Pre-Tender Health and Safety plan is to be issued separately, if applicable.

**2.12 The site and existing buildings**

As indicated on the maps (Appendix 6).

**2.13 Risks to Health & Safety**

The nature and condition of the site cannot be fully ascertained before it is opened up. The Contractor must ascertain for himself any information he may require to ensure the safety of all persons and the Works.

**2.14 Construction Design Management regulations 2015 (CDM)**

* The Contractor should determine if the Works are notifiable under CDM regulations by assessing if the project will; take longer than 30 working days (being any day during which work takes place) or require more than 500 person days of work.
* Where works are not notifiable under CDM regulations as section, 6.9 of this specification can be discounted.

**2.15 Site Visits**

* May be conducted without permission. However please be aware that at this current time social distancing must be observed if attending sites under the lockdown environment. Please always remember to keep at least 2m apart from others, and only attend sites if necessary, and never in groups above 2 people.

**2.16 Planning and Listed Building consent**

* Where necessary, Planning and Listed Building consent will have been obtained on behalf of the employer prior to the tender period.
* If relevant permissions have not yet been obtained the contractor will be notified by the CA prior to the tender period, separately.

**2.17 Building Control – ‘Full Plans’**

Where a ‘full-plans’ application has been made to LABC, the notice of conditional approval will be supplied with this specification. The Contractor should include the relevant inspection charge as part of their tender sum.

**2.18 Building Control – ‘Building Notice’**

Where notice of conditional approval is not enclosed, the Contractor will submit notice to LABC 48 hours prior to the commencement of works on site and will include the relevant building notice charge as part of their tender sum.

**SECTION 3 – RBKC-HM Profile**

To help you in developing your response to our Invitation, we would like to tell you about ourselves and about our goals and values, so that you can use this information to inform every aspect of your bid and tell us exactly why we should choose you to help us realise our vision.

The Royal Borough of Kensington and Chelsea Housing Management (RBKC-HM) is the Housing Management Department of a Contracting Authority.

RBKC-HM manages some 9,500 properties on behalf of the Council, of which approximately three quarters are tenanted, and a quarter are leasehold dwellings.

The Royal Borough of Kensington and Chelsea has a Direct Labour Department (Housing Repairs) to deliver a repairs service to the Council.

**SECTION 4 – Procurement Process**

**4.1 Procurement Stages**

This is a procurement exercise conducted in accordance with the **Open Procedure** commonly used in public sector procurement.

During this stage, we may wish to conduct site visits or make enquires to your references sites identified in order to moderate the score given in Section 5. The Council will advise Tenderers of such requests during the tender process.

**SECTION 5 – Award Criteria**

**5.1 Award Criteria**

The contract will be awarded on the following weighted award criteria:

|  |  |  |
| --- | --- | --- |
|  | **Award Criteria**  | **Weighting**  |
| **5.1.1** | **Written Statement - Previous Experience / Examples of previous Contracts** Submissions, which do not, in the opinion of the Council, adequately meet the requirements of this Project with regard to previous experience, will be excluded from the Technical and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.  | **PASS/FAIL** |
| **5.1.2** | **Commercial - Price Assessment** | **40%**  |
| **5.1.3** | **Technical - Quality Assessment** | **60%** |
|  | **TOTAL** | **100%** |

The **Technical** criteria consists of the following sub-criteria:

|  |  |  |
| --- | --- | --- |
| **5.2.3.1** | **Please identify the potential issues around working within a constrained site where neighbours are resident in close proximity and how you would look to mitigate them.** | **20% of 60%** |
| **5.2.3.2** | **Please outline how you propose to manage site logistics i.e., welfare facilities, deliveries, parking, resident, and other business access etc. with minimal disruption to neighbours.** | **20% of 60%** |
| **5.2.3.3** | **Please outline the environmental and sustainability principles that should be taken into consideration during the construction to avoid or minimise any negative impact on the environment.** | **20% of 60%** |
| **5.2.3.4** | **Please identify the potential Health and Safety issues specific to this particular project and how you propose to mitigate them.** | **20% of 60%** |
| **5.2.3.5** | **Please provide evidence of SIA Qualified staff to carry out security requirements.** | **20% of 60%** |

Technical scores for each Quality Assessment Area from the Tender stage will then be added together to give a total **technical score out of** **60%.**

* 1. **Supplier Evaluation**

The Bid submissions will be evaluated using the criteria listed below in **5.2.1, 5.2.2 and 5.2.3.** The criteria will count for 100% of the overall evaluation with the relevant weightings listed next to each individual criterion stated below.

Evaluation criteria will be a combination of both financial and non-financial factors and will consider the following areas:

**5.2.1 Written statement to include the following requirements (Pass / Fail)**

* + - 1. **Previous work examples (minimum of 2)**

Provide clear photographs for all examples. Each example should include a site address, project completion date, can it be viewed from of a publicly accessible location, and if not, who can be contacted to arrange a viewing of the project.

* + - 1. **Client references**

Ideally, written statements supported by up-to-date contract details for the referee. Contact names and details are acceptable but are less preferable.

Contractors are required to submit a statement explaining why they understand that they are suitable for the work required.

**5.2.2 Commercial Envelope (Price) (40% of total marks)**

**The Price criteria carries a weighting of 40%** of the overall achievable score.

All bids are to be scored by reference to the lowest bid, which will be given a score of 100% of 40%. Bids will be calculated by deviation from the lowest bid in accordance with the following formula:

40 x (a / b) = score

**Where -**

**a =** price of lowest Bidder

**b =** price of tender being evaluated

5.2.2.1 Prices submitted as part of this RFQ must remain open for acceptance for a **minimum of 180 days** from the closing date for the receipt of offers.

5.2.2.2 Prices must be **exclusive** of **VAT**.

5.2.2.3 Prices must be **fixed** for the duration of the contract.

5.2.2.4 Bidders must demonstrate how their proposals represent overall value for money.

5.2.2.5 Bidders are expected to provide a breakdown of price as outlined within the Pricing Document (Appendix 5).

**5.2.3 Technical Envelope (Quality) (60% of total marks)**

**The Quality criteria carries a weighting of 60%** of the overall achievable score and are broken down into the following areas and respective weightings.

5.2.3.1 Please identify the potential issues around working within a constrained site where neighbours are resident in close proximity and how you would look to mitigate them**.** **(20% of 60%).**

5.2.3.2 Please outline how you propose to manage site logistics i.e., welfare facilities, deliveries, parking, resident, and other business access etc. with minimal disruption to neighbours. **(20% of 60%).**

5.2.3.3 Please outline the environmental and sustainability principles that should be taken into consideration during the construction to avoid or minimise any negative impact on the environment. (**20% of 60%).**

5.2.3.4 Please identify the potential Health and Safety issues specific to this particular project and how you propose to mitigate them. **(20% of 60%).**

5.2.3.5 Please provide evidence of SIA Qualified staff to carry out security requirements. **(20% of 60%).**

**5.2.4.1 Completed required documents**

Required documents as listed in 6.2 should be completed thoroughly and clearly. (In the event that NO bids are received with fully completed documents, they may still be evaluated).

The information supplied will be checked for completeness and compliance before bids are evaluated. Failure to comply with any of the requirements or any other specified requirements might render a bid liable to disqualification.

The Council reserves the right to suspend, cancel or withdraw the tender process at any time and will not be responsible for any costs that may be incurred by potential suppliers.

**NOTE: If any criteria within the specification document are considered as non-compliant, the Council will not be able to take your tender through to the next stage. If, however you state that you are non-compliant and are able to provide an alternative solution, then this may be considered but there will be no guarantee of acceptance.**

**Scoring Principles**

Submitted bids will be assessed against the above criteria and scored using the following point system principles:

|  |  |  |
| --- | --- | --- |
| **Score** | **Description** | **Definition** |
| 0%(Fail) | Unacceptable | No response or response completely fails to address all of the Council’s requirements. |
| 10%(Fail) | Unsatisfactory | Very limited or vague response, which fails to address key areas or meet key Council’s requirements, or the response received contains a large number of weaknesses or omissions in a majority of aspects.  |
| 20%(Fail) | Very Weak | The response addresses a number of key Council requirements but is unsatisfactory in a number of material respects. The proposal contains some material weaknesses or omissions, which give the Council some serious concerns. |
| 30% | Weak | The response addresses a number of key Council requirements but is unsatisfactory in a number of material respects. The proposal contains some material weaknesses or omissions, which give the Council some areas for concern. |
| 40% | Poor | The response generally meets the key Council requirements but with some aspects which give the Council concern because either they are incomplete or contain minimal material weaknesses or omissions or differ from the Council’s requirement necessary to meet the criteria in at least one aspect. |
| 50% | Acceptable | The response addresses a majority of key Council requirements and is generally satisfactory but does not demonstrate any clear strength. |
| 60% | Satisfactory | The response is generally good in all material respects but does contain some minor weaknesses or omissions. However, the proposal does contain a clear strength. |
| 70% | Good | The response is of a good quality in all respects with good concepts and approaches but contains a few minor weaknesses or omissions with a clear strength in a key area. |
| 80% | Very Good | High quality response with clear, coherent, and high-quality proposals that present a fully workable response with clear strengths in key areas, and any minor weaknesses or omissions, which may be present in the response, may be acceptable as offered. |
| 90% | Outstanding | Very high quality, considered response with outstanding features in a majority of areas. A very strong response overall with no material weaknesses or omissions. |
| 100% | Exceptional | Exemplar response in all material respects. The response also demonstrates significant strengths and has no weaknesses or omissions. |

* 1. **Evaluation Process**

Each bid will be evaluated in accordance with the evaluation process stated above.

Clarifications must be submitted via the messaging facility on the capitalEsourcing portal prior to the deadline of **12 noon on Friday 13 May 2022.**

Full or partial bids that in the opinion of the Council are unrealistically low or not reasonably sustainable (in terms of Technical or Price) will need further guarantee that the full scope of services have been included.

The weighted scores within each sub-criterion will be added together to arrive at the total score.

**SECTION 6 – SPECIFICATION**

**6.1 Project Plan**

All suppliers must look at the project plan and associated specifications shown in Appendix 4 and 6 and be able to deliver all mandatory requirements**.**

**6.2 Required documents**

The following documents are required with the bid and must be received by the Council no later than the date and time specified in the covering letter:

Completed pricing document (Appendix 5).

A letter on headed paper signed by a company director, giving the total price (excluding vat) for the works.

Completed Form of Tender, Non-Collusion, Freedom of Information forms (Appendix 1).

Project program.

Health and safety statement.

Health and safety plan (if applicable under CDM).

|  |
| --- |
| 6.3 Quantities in the specification Where and to the extent the quantities are included in the Specification, they have been prepared in accordance with SMM7 only where and to the extent stated. Where not so stated, the items, descriptions, and measurements:(a) Must not be relied upon as being compliant with SMM7.(b) Must be priced taking account of the information given elsewhere in the bid documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work. |
| 6.4 Specification without quantitiesWhere and to the extent that quantities are not included in the Specification, Bidders must include for all work shown or described in the ITT documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works. |
| 6.5 Pricing of specification Alterations and qualifications to the Specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected.Costs relating to specific items in the Specification, which are not priced, will be deemed to have been included elsewhere in the tender. |
| 6.6 Errors in the priced specification Errors in the priced specification will be dealt with in accordance with the ‘Code of Procedure for Single Stage Selective Tendering 1996’, Alternative 1 (correction of the tender price is not permitted).

|  |
| --- |
|   |

 |
| 6.7 ProgrammeThe Contractor's proposed programme as specified in Section 1.6 or a summary thereof, showing the sequence and timing of the principal parts of the Works, periods for planning, design and itemisation of any work which is excluded, must be submitted with the tender return. |
| 6.8 General health and safety informationA statement must be submitted with the bid describing the organisation and resources, which the Contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of Sub-contractors and of any person, who may be affected by the works. |
| 6.9 An outline construction phase health and safety planAn outline construction phase Health and Safety Plan must be submitted at the same time as the Bid and is to include the following:Method statements related to the hazards identified in the Pre-Tender Health and Safety Plan and/or statements on how the hazards will be addressed and other significant hazards identified by the Contractor.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.Selection procedures for ensuring competency of other Contractors, the self-employed and designers. 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 fire precautions.Arrangements for ensuring that all accidents, illness, and dangerous occurrences 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 procedure to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.Review procedures to obtain feedback. |
| 6.10 SubcontractorsSubmit within one week of request a list identifying all know subcontractors and the work for which they will be responsible.6.11 COVID-19In the current climate, COVID-19 is a factor that needs to be identified and understood with regards to the Carnival approach.At present we are unaware of the confirmed status of the 2022 Carnival and thus need to prepare for any and every eventuality. It must be understood that due to unforeseen changes we may require to scale down the event or even cancel the contract at late notice. The contractor will be required to provide a full Covid-19 Risk Assessment & Method Statement to their approach. Provision of a negative lateral flow tests prior to start works may be required from staff and will be confirmed by RBKC H&S prior to the event.All Covid 19 approaches will be reviewed and amended in line with the most recent government guidance at the time of the event. |

**SECTION 7 – Terms for Submission of Electronic Tenders**

**7.1 Closing Date & Submission**

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **12:00 noon on Friday 20 May 2022**. Late submissions may not be accepted.

Submissions will only be accepted if they are returned via, the Council’s electronic tendering software package capitalEsourcing see address below: -

[www.capitalesourcing.com](http://www.capitalesourcing.com)

* 1. **Proposed Schedule of Events**

The proposed schedule for the procurement process is as follows. The dates indicated, except for the return date are indicative at this stage as the Council reserves the right to extend and / or amend the timetable as necessary. Any major changes will be advised to all bidders.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Start Date** | **Finish Date** |
| Invitation to Tender (ITT) published via the capitalEsourcing portal  | **20 April 2022** |  |
| Tenderers must submit questions and comments in relation to tender documents prior to |  | **12 Noon on 13 May 2022** |
| The Council responds to questions and comments via the messaging facility on the capitalEsourcing portal to all tenderers |  | **16 May 2022** |
| Deadline for the receipt of Tender Bids |  | **12 noon on Friday 20 May 2022** |
| Evaluation of Bids | **20 May 2022** | **27 May 2022** |
| Issue of EDR report  |  | **10 June 2022** |
| Receipt of EDR approval |  | **24 June 2022** |
| Preferred and unsuccessful Bidders notified of the result of the evaluation  |  | **28 June 2022** |
| Contract signing |  | **22 July 2022** |
| Mobilisation ends |  | **12 August 2022** |
| Contract commencement |  | **15 August 2022** |
| Contract Completion (PC) |  | **6 September 2022** |

**7.3 Confidentiality and Disclaimer**

This ITT is not an offer capable of acceptance, but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by the Council commits the Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. The Council is not responsible directly or indirectly for any costs incurred by your Company in responding to this ITT and participating in the Council’s procurement process.

All Parties shall keep strictly confidential, all information contained in this ITT, and other information or documents made available to it by or on behalf of the Council in connection with this ITT. Bidders shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by all bidders with the Council during the bidding process should only be with the individuals named in the letter sent from the Council dated **20 April 2022**. Respondents shall not offer or give any consideration of any kind to any employee or representative of the Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with the Council.

**7.4 Response / Return of Invitation to Tender**

Please provide a response to this ITT by completing the appendices listed below and providing any additional or supporting information, which you consider appropriate. In completing the ITT, please adhere to the structure contained in this document and include “Not applicable” where appropriate.

It is the Bidders responsibility to contact the capitalEsourcing helpdesk for support should they have any difficulties uploading or accessing the bid documents.

It is **compulsory** to complete and return all of the following documents. Failure to do so will mean that the bid may not be considered.

1. **The Tender Declaration documents (Appendix 1).**
2. **The Pricing document (Appendix 5).**

**7.5 Questions**

If you have any specific questions concerning this document or the process for submission of your proposal, then please submit through the capitalEsourcing messaging facility. Only questions submitted to this portal will be answered. It would be most helpful if queries could be submitted together rather than piecemeal within the deadline stated in 7.2 of this document.

All responses received and any communication from Bidders will be treated in strict confidence.

* 1. **Material Misrepresentation**

The Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the ITT documents, the successful bidder shall comply with the contents of the offer, as failure in this respect may constitute a material breach of contract.

* 1. **Exclusions**

If the Contractor cannot quote for any part(s) of the work as defined in the documents, he must inform the CA as soon as possible, defining the relevant part(s) and stating the reasons for his inability to provide.

* 1. **Acceptance of quotation: The employer and his representatives:**
1. Offer no guarantee that the lowest or any quotation will be recommended for acceptance.
2. Will not be responsible for any cost incurred in the preparation of any quotation.
3. The tender evaluation method shown will be used as a guide and its outcome does not necessarily determine the choice of contractor for the work.
4. The Council may consider; any questions raised during the tender process; past performance of known contractors; other evidence, in making their final selection.
	1. **Period of validity**

Quotations must remain open for consideration (unless previously withdrawn), for no less than 180 days from the date fixed for the submission or lodgement of tenders.

* 1. **Claims**

The Bidder shall have no claim whatsoever against the Council in respect of any statement, act, or omission by the Council. In particular (but without limitation), the Council shall not make any payments to the successful Bidder, save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by the Council to the Contractor in respect of the Services by reason of the scope of the Services being different from that envisaged by the Bidder or by reason of any of the information within the Documents, this Invitation to Tender (or in response to any written enquiries or other information supplied within the course of this bidding process) or otherwise.

* 1. **Freedom of Information**

Bidders should note that in accordance with the obligations placed upon public authorities by the Freedom of Information Act 2000 (“Act”) all information submitted to the Council may be disclosed by the Council in response to a request made pursuant to the Act. In respect of any information submitted by Bidders, which they may consider commercially sensitive, Bidders should:

a) Clearly identify such information as Commercially Sensitive

b) Explain the implications of disclosure of such information; and

c) Detail the envisaged timeframe during which such information will remain commercially sensitive.

If information is identified as commercially sensitive, Bidders should note that the Council has complete discretion in deciding whether it is required to disclose such information in accordance with the Act if a request is received. Receipt of any information marked “confidential” or “commercially sensitive” should not be taken to mean that the Council accepts any duty of confidence by virtue of the marking**.**

* 1. **Collusion**

Any Bid in respect of which the Bidder:

1. has directly or indirectly canvassed any Board Member, official of the Council or any consultant advising the Council or obtained information from any other person who has been contracted to supply goods or provide services or works to the Council, concerning the tendering process or proposed award of this contract or who has directly or indirectly obtained or attempted to obtain information from any such member official or consultant concerning any other Tenderer or Tender; or
2. fixes or adjusts the prices and / or rates shown within or underlying its Form of Tender by or in accordance with any agreement or arrangement with any other person or by reference to any other person’s tender; or
3. communicates to any person or body, other than the Council, the amount or approximate amount of the prices and / or rates shown in its Tender except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Bid or for the purposes of insurance or financing; or
4. enters into any agreement with any other person or body that such other person or body shall refrain from submitting a Form of Tender or shall limit or restrict the prices to be shown or referred to by another Bidder in its submission; or
5. offers to agree to pay to any person or body having direct or indirect connection with this tender process or does pay or give any sum of money, inducement, or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Bidder or any other persons proposed form of tender, any act or omission of the sort or type described above; or
6. in connection with the award of the Contract commits an offence under the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under sub-section (2) of Section 117 of the Local Government Act 1972

shall not be considered for acceptance and shall accordingly be rejected by the Council provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability, which such conduct by a Bidder may attract.

**APPENDIX 1 Form of Tender / Certificate of Non-Collusion / FOI Certificate**

**FORM OF TENDER**

The Royal Borough of Kensington and Chelsea – Temporary Hoarding and Security Services for the Notting Hill Carnival Event 2022

We [………………………………….……………] [company registration number […………………..] Bidder to amend, insert name and company registration details as appropriate] and carrying on business at: ………………………………………………………………… [Bidder to insert address] (the “Bidder”).

having examined the ITT and all other documents supplied the Council with the ITT (collectively the "ITT Documents") undertake to execute and complete the Works and Services in conformity with the Contract Documents on the basis and at the tendered Rates set out in the Pricing Document and Schedule of Rates.

For the purpose of the Form of Tender the Bid Price is £……………………… [Insert here the total figure from the Pricing Document].

We:

* 1. understand that the Council is not bound to accept the lowest or any tender it may receive, and the Council will not pay any expenses incurred by them in connection with the preparation and submission of this bid;
	2. confirm that, except as set out in the box below, all of the statements and representations given in our completed submission and any documentation submitted alongside it and all information, representations and other matters of fact referred to in our bid are true, complete and accurate in all respects at the time of submission of our bid and that we will notify the Council in writing of any changes to that information that occur before entry into the Contract Documents;

Details of any changes to ITT information [Bidder to write “None” if there are no changes]

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WE FURTHER AGREE that we will not adjust the amount of the proposed bid in accordance with any agreement or arrangement with any person other than the Council.

WE FURTHER AGREE that we will not communicate, under any circumstances, to any person other than the Council, the amount of our proposed bid.

WE FURTHER AGREE to hold this bid open for acceptance by the Council for a period of one hundred and eighty days from the date of submission.

WE FURTHER AGREE that until a contract is completed, this tender submission and acceptance thereof by the Council, signified by letter, shall constitute a binding contract.

WE DECLARE that this bid is submitted on the basis of the information and terms and conditions contained in the ITT and on the understanding that by submitting this bid, the terms and conditions are accepted by us, and no variation or amendment will be made to any part of the bid documentation. WE UNDERTAKE to enter into a Contract with the Council incorporating the ITT and the bid as detailed in the ITT documentation.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name (Print): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For and on behalf of: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Name (Print): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For and on behalf of: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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Please note:

1. If the bidder is a limited company, two Directors or a Director and the Secretary should sign the Form of Tender.
2. If the bidder is a partnership, two Partners should sign the Form of Tender.

**The Royal Borough of Kensington and Chelsea – Temporary Hoarding and Security Services for the Notting Hill Carnival Event 2022**

**BONA FIDE QUOTATION**

The essence of selective tendering is that the Council shall receive bona fide competitive quotations from all those bidding. In recognition of this principle, we certify that this is a bona fide bid; intended to be competitive and that we have not fixed or adjusted the bid by or in accordance with any agreement with any other person. We also certify that we have not done, and we undertake that we will not do, at any time before the hour and date specified for the return of this bid, any of the following: -

1. Communicate to a person other than the person calling for those bids the amount or approximate amount of the proposed bid or make up of the consortium except where the disclosure in confidence was necessary to obtain professional indemnity insurance.

2. Enter into any agreement or arrangement with any person that he shall refrain from bidding or as to the amount of any bid to be submitted.

3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or having caused to be done in relation to any other quotation.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Name (Print): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| For and on behalf of: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**The Royal Borough of Kensington and Chelsea – Temporary Hoarding and Security Services for the Notting Hill Carnival Event 2022**

**FREEDOM OF INFORMATION**

We have read and understand the ITT and acknowledge that the Council has obligations in relation to Freedom of Information.

In accordance with the provisions of sections 41 and 43 of the Freedom of Information Act (the Act) we \*wish/do not wish to request an exemption for the information provided to the Council in preparation and completion of our bid for consultancy services with the Council.

We understand that section 41 of the Act provides an absolute exemption for disclosure of information held by a public authority, which would constitute an actionable breach of confidence. During the course of the bid process, the Council provides all information provided to the Council, by us under Table 1 (below), in confidence up to the date of the award of the contract.

We further believe that disclosure of the information referred to in Table 1 (below), after the contract is awarded would, or is likely to prejudice our commercial interests. In particular, the disclosure of this information would be likely to weaken our position in a competitive environment by revealing market-sensitive information or information of potential usefulness to our competitors.

If we were awarded this contract, we ask that the information in Table 1 be put in a commercially sensitive schedule to the contract.

Table 1: Confidential and commercially sensitive information

|  |  |  |
| --- | --- | --- |
| Exemption(s)Claimed | Information | MinimumPeriod ofExemption |
| Sections41 and 43 |  |  |
| Sections41 and 43 |  |  |

If for any reason the Council considers releasing any of the above confidential or commercially sensitive information, we ask in the first instance that you contact...................................

This will enable us to review the nature of the material under consideration for release and provides the opportunity to support the Council in its decision whether or not to disclose the information.

We will use all reasonable endeavours to review the commercial sensitivity of the information and inform the Council (in writing) whether we agree that the information should be released within 3 working days of receiving the request.

\* Delete where not applicable

+ Insert name of representative

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 2 – Provision, Content, and use of Tender Documents**

|  |  |
| --- | --- |
| **1** | **Provision and Content of Documents****1.1 Definitions and Interpretations*** CA: Means the person nominated in the contract as architect or contract administrator or his authorised representative.
* In Writing: When required to notify, inform, instruct, agree, confirm, obtain information, obtain approval, or obtain instructions, do so in writing.
* Approval (and words derived therefrom): Means the approval in writing of the CA, unless specified otherwise.
* Products: Means materials (including naturally occurring materials) and goods (including components, equipment, and accessories) intended for permanent incorporation in the Works.
* Fix only: Means all labour in unloading, handling, storing, and fixing in position, including use of all plant.
* 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.
* Keep for Re-Use: 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 use 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 that have been removed. Make good as necessary.
* 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 condition. It does not include the replacement of components or parts of components, or redecoration.
* Make good: Means carry out local remedial work to components, features and finishes disturbed by others, previous work under this contract and leave in a sound and neat condition. It does not include the replacement of components or parts of components.
* 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.
 |
|  | **1.2 Cross References to The Specification*** Where a numerical cross reference to a Specification section or clause is given on a drawing 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.
* Where a numerical cross-reference is not given, the relevant section(s) and clause(s) of the Specification will apply, cross-reference thereto being by means of related terminology.
* Where a cross-reference for a particular type of work, feature, material, or product is given, relevant specification clause(s) referred to elsewhere and which deal with general matters, ancillary products and workmanship also apply.
* The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity discovered.
 |
|  | **1.3 References to BSI Documents**BSI references relate to the BSI Standards Catalogue current at the date of bidding. |
|  | **1.4 Sizes: Unless otherwise stated**Products are specified by their coordinating sizes.Cross section dimensions of timber shown on drawings are nominal sizes before any required planning. |
| **2** | **Documents provided on behalf of Employer** |
|  | **2.1 Additional Copies of Specification and Drawings:** After execution of the contract, two copies of the Specification and Drawings 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. |
|  | **2.2 The Specification:** All sections of the Specification must be read in conjunction with the Preliminaries and contract conditions. |
|  | **2.3 Technical Literature:** The Contractor is required to keep copies of the following on site, readily accessible for reference by all supervisory personnel:1. Manufacturers' current literature relating to all products to be used in the Works.
2. BSI Handbook No.3 with all current revision sheets included and superseded sheets removed.
3. Relevant BS Codes of Practice.
4. Those parts of BS8000 ‘Workmanship on Building Sites’ that are invoked in the Specification.
 |
|  | **2.4 Maintenance Instructions and Guarantees:** Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and handover to CA on or before Practical Completion. |

**APPENDIX 3 – Conditions of contract**

It is intended that the form of the contract for the supply of these works will be based upon the JCT Minor Works Form of Contract 2016 (with RBKC amendments) and will incorporate the following documents:

1. A copy of your tender documentation.

The conditions of the contract are outlined below

|  |  |
| --- | --- |
| **1** | **MANAGEMENT OF THE WORKS** |
| 1.1 | Conduct:The contractor, his operatives and any subcontractors appointed to the Contractor will conduct themselves in a worker like manner at all times.Enquiries from residents, council representatives or the public directed at the contractor, his operatives and any subcontractors appointed to the Contractor should be referred to the Council. |
| 1.2 | Insurances: Before starting work on site, submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of contract. |
| 1.3 | Insurance claims: If any event occurs, which 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 to the Employer, the CA, and the Insurers. Indemnify the Employer against any loss, caused by failure to give such notice. |
| 1.4 | 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. |
| 1.5 | Ownership: Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as the work proceeds. |
| 1.6 | Programme: 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 all:1. Design and production information provided by the Contractor / Sub-contractors / Suppliers, including inspection, and checking.
2. Planning and mobilisation by the Contractor.
3. Running in, adjustment, commissioning and testing of all engineering services and installations.
4. Work resulting from instructions issued with regard to the expenditure of defined Provisional Sums.
5. Work by or on behalf of the Employer the nature and scope of which, the relationship with preceding and following work and any relevant limitations as defined in the Contract Documents.
6. Where and to the extent that the programme implications for work not so defined are impossible to assess the Contractor should exclude it form his programme and confirm this when submitting the programme.
 |
| 1.7 | Working hours: Between the hours of 8:00am to 6:00pm Monday to Friday. No work is to be carried out outside these hours without prior written permission being obtained from the CA. The Employer will not be liable for any extra payments of monies in the event of overtime worked.Boarding up works:The boarding up works will commence at **8:00am on Monday 15 August** **2022** and be fully completed by **6:30pm on Saturday 27 August 2022**.Removal of temporary hoardings:The removal of temporary hoardings on **Tuesday 30 August 2022 must be started at 7:00am and complete by 6:00pm on Tuesday 6 September 2022.**Standby Crew:The standby crew will commence duties on **Saturday 27 August 2022 at** **6:30pm** and will stand down **on Tuesday 30 August 2022 at 7:00am.** |
| **2** | **QUALITY STANDARDS AND CONTROL** |
| 2.1 | Equivalent products: * Where the Specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the CA and when requested submit for verification, documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, functional compatibility with adjacent construction, availability of compatible accessories and appearance where relevant. 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 of details as necessary, with evidence of equivalent durability, function, and appearance of the construction as a whole. After approval and before ordering products, provide revised drawings, specification and manufacturer's guarantees as required by CA.
 |
| 2.2 | Work at or After Completion: * Make good all damage consequent upon the work. Remove all temporary markings, coverings and protective wrappings unless otherwise instructed. 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.
* Cleaning materials and methods to be as recommended by the manufacturers of products, and to be such that there is no damage or disfigurement to other materials or construction.
* Obtain dated COSHH data sheets for all materials used for cleaning and ensure they are only used as the manufacturer’s recommendations.
* 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.
* 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.
 |
| 2.3 | Making good defects: Arrange with the CA and give reasonable notice of the precise dates for access requirements 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. |
| **3** | **SECURITY, SAFETY, PROTECTION AND FACILITIES** |
| 3.1 | The pre-tender health and safety planThe pre-tender Health & Safety Plan is integral with the Preliminaries and Specification, whilst good management and good site practices should control Commonplace hazards, not listed. |
| 3.2 | The construction phase health and safety plan:The construction phase Health & Safety Plan, developed from the Outline Construction Phase Health and Safety Plan, should be submitted to the CA not less than two weeks before the proposed start date for construction work. Do not start construction work until the Employer has confirmed in writing that in his view the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations. |
| 3.3 | HSE Approved Codes of Practice: Comply with the following:1. Management of Health and Safety at work.
2. Managing Construction for Health and Safety.
 |
| 3.4 | 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 properly. |
| 3.5 | Stability: Accept responsibility for the stability and structural integrity of the works during the contract, support as necessary and prevent overloading.  |
| 3.6 | Occupied premises: The premises will be occupied during the contract.Carry out the works without undue inconvenience and nuisance and without danger to occupants and users.If it transpires that compliance with this clause requires certain operations to be executed during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, assuming such overtime is authorised by the CA in advance. |
| 3.7 | Employer’s representatives site visits: Inform the CA in advance of all safety provisions and procedures, which will require the compliance of the Employer or his representatives when visiting the site. Provide protective clothing and/or equipment for the Employer and his representatives as appropriate. |
| 3.8 | Protect against the following:**Noise:** * Comply generally with BS5228.
* Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools, or vehicles.
* Do not use pneumatic drills and other noisy appliances without consent of the CA.
* Do not use or permit employees to use radios or other audio equipment in ways or at times, which may cause nuisance; and to cease use of the same if requested by the CA.

**Pollution:** * Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways
* If pollution occurs, inform the appropriate Authorities and the CA immediately and provide them with all relevant information.

**Nuisance:** * Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin, and other causes.

**Fire:** * Take all necessary precautions to prevent personal injury, death and/or damage to the works or other property from fire. Comply with the ‘Joint Code of Practice Fire Prevention on Construction Sites 1992’, published by the Building Employers Confederation, the Loss Prevention Council, and the National Contractors Group.

**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 blistering and failure of adhesion, damage due to trapped moisture and excessive movement.
 |
| 3.9 | 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 and to the satisfaction of the CA. |
| 3.10 | Waste: * Remove rubbish, debris, surplus material, spoil regularly, and keep the site and Works clean and tidy.
* Remove all rubbish, dirt and residues from voids and cavities in the construction before closing-in.
* Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.
* 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.
* Retain waste transfer documentation on site.
 |
| 3.11 | Use or disposal of materials: Any materials arising from the works shall unless otherwise described, become the property of the Contractor, who is to allow credit for them in his prices. |
| 3.12 | Protect The Following:**Work in all sections:** * Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the contract.
* Wherever work is of an especially vulnerable nature, or exposed to, abnormal risks provide special protection to ensure that damage does not occur.

**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.
* The Contractor will bear any costs arising.

**Trees/hedges/shrubs/lawns:** * Adequately protect and preserve, except those, which are to be removed. Replace or treat to approval, as instructed by the CA, any species or areas that have been damaged, or removed without approval.
* The Contractor will bear any costs arising.

**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.
* Replace or repair to approval, as instructed by the CA, any area / item that have been damaged, or removed without approval.
* The Contractor will bear any costs arising.

**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.

**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 within a suitable environment during severe weather conditions.
* Replace or repair to approval, as instructed by the CA, any areas that have been damaged in any way, or removed without approval.
* The Contractor will bear any costs arising.

**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.

**Adjoining property:*** Prevent trespass of work people.
* Take all reasonable precautions to prevent damage to adjoining property.
* Obtain permission as necessary from the owners if requiring erecting scaffolding on or otherwise using adjoining property and paying all charges.
* Remove and make good on completion or when directed.
* The Contractor will bear the cost of repairing any damage arising from execution of the works.

**Existing structures:** * Provide and maintain during the execution of the works, all incidental shoring, 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.
* Support existing structure as necessary during cutting of new openings or replacement of structural parts.
* Do not remove supports until new work is sufficiently strong enough to support the existing structure. Prevent over stressing of completed work when removing supports.
 |
| 3.13 | Protection of scaffolding: * Ensure that unauthorised access to scaffolding is prevented at all times, particularly outside working hours. Ensure that projections at ground floor level, adjacent to permanent access to the building, are kept to a minimum and are adequately protected. In areas generally used by the public or tenants, the bottom two metres shall be painted white, and the scaffolding shall be adequately permanently lit.
* Take reasonable practical steps to prevent unauthorised access to scaffolding including the following:
* Adequately guard to protect any small children who may gain access onto scaffolding.
* Erection of safety notices warning unauthorised people to keep off.
* Restrictors to windows, which give access to the scaffolding.
* Notices to resident’s windows to warn against access to scaffolding.
* Letters to residents advising of hazards in advance of scaffolding erection.
* Inform local police of the presence of the scaffolding and request an increase of their presence in the area.
 |
| **4** | **ACCESS, FACILITIES, TEMPORARY WORK AND SERVICES:** |
| 4.1 | Parking and Access:Prior to the start of Works, the contractor will be freely supplied Vehicle parking permits and any key fobs or pass codes necessary to gain vehicle or pedestrian access to the site.Vehicle parking permits will be granted for a reasonable number of vehicles, dependent on the CA’s assessment of the size of the works, and on the basis that the following details are supplied to the Council two weeks in advance. Vehicle registration number and driver’s name. |
| 4.2 | Site Compound or enclosure:Where a site compound or enclosure is available, it will be identified on the drawings.It should be adequately separated from any public or private estate spaces by temporary fencing or hoardings and a Health and Safety sign should be clearly displayed.  |
| 4.3 | Maintenance of temporary works:The contractor should maintain, alter, adapt, and move temporary works and services as necessary. Remove when no longer required and make good. |
| 4.4 | Sanitary accommodation: Provide and maintain in a clean condition sanitary accommodation for the Employer’s representatives, either separate or shared with the Contractor’s supervisory staff. |
| 4.5 | Name boards/advertisements:Contractor’s / Sub-contractors’ name boards will be permitted in approved position(s) and form, subject to any required consents. Advertisements will not be permitted. |
| 4.6 | Water: Contractor to arrange his own supply of water for the works, unless a supply is available and noted on the drawings. |
| 4.7 | ElectricityContractor to arrange his own supply of electricity for the works, unless a supply is available and noted on the drawings. |
| 4.8 | Meter readings: Where charges for service supplies need to be apportioned, ensure that the relevant authority at possession and / or completion as appropriate takes meter readings. Ensure that copies of readings are supplied to interested parties. |

**Appendix 4 – Scope of Services / Specification**

1.0 Site Security: AREAS TO BE COVERED 2022

1.1 Site Specifications for Security

 The contractor will supply security staff as listed below from the hours of **7:00pm on Saturday 27 August 2022** to **11:00pm on Monday 29 August 2022**. The security staff will stop the public, who do not hold a valid Council permit, from entering the Council estates whilst the Carnival is active.

|  |  |  |  |
| --- | --- | --- | --- |
| **Security Officers** | **Sat-27-Aug** | **Sun-28-Aug** | **Mon-29-Aug** |
| **Location**  | **Staff No.**  | **Start****(pm)**  | **End (pm** | **Total Hrs** | **Start (am)**  | **End (pm)** | **Total Hrs**  | **Start****(am)**  | **End** **(pm** | **Total Hrs** |
| ***Octavia House***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***Convent Estate/Lowerwood Court***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***Elgin Mews*** | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***Balfour Burleigh Estate***  | **4** | 19:00 | 23:00 | 16 | 09:00 | 23:00 | 56 | 09:00 | 23:00 | 56 |
| ***West Row***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***Clydesdale House***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***Manchester Drive***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***Portobello Court***  | **6** | 19:00 | 23:00 | 24 | 09:00 | 23:00 | 84 | 09:00 | 23:00 | 84 |
| ***Longlands Court***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***Kensal House***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 14 |
| ***Tavistock Crescent***  | **6** | 19:00 | 23:00 | 24 | 09:00 | 23:00 | 84 | 09:00 | 23:00 | 84 |
| ***Oxford Gardens***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 42 | 09:00 | 23:00 | 28 |
| ***Lancaster West***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 56 | 09:00 | 23:00 | 28 |
| ***Trellick Tower***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***375 Portobello Road***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 28 | 09:00 | 23:00 | 28 |
| ***Edenham Way***  | **4** | 19:00 | 23:00 | 16 | 09:00 | 23:00 | 56 | 09:00 | 23:00 | 56 |
| ***70 Tavistock Road*** | **1** | 19:00 | 23:00 | 4 | 09:00 | 23:00 | 14 | 09:00 | 23:00 | 14 |
| ***Kensal New Town*** | **6** | 19:00 | 23:00 | 24 | 09:00 | 23:00 | 70 | 09:00 | 23:00 | 70 |
| ***53-100 Powis Square***  | **2** | 19:00 | 23:00 | 8 | 09:00 | 23:00 | 42 | 09:00 | 23:00 | 28 |
|  |    |   |   |  |
| **Total Security Officers**  | **53** | Total Hours | 212 | Total Hours  | **742** | Total Hours | **742** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Operational Team** |  |  |  | **Sun-25-Aug** | **Mon-26-Aug** |
| **Title**  | **# Officers**  |  |  |  | **Start****(am)**  | **End** **(pm)** | **Total Hrs**  | **Start****(am)**  | **End** **(pm)** | **Total Hrs** |
| ***Team Leader***  | **1** | 19:00 | 23:00 | 4 | 09:00 | 23:00 | 14 | 09:00 | 23:00 | 14 |
| ***Mobile Supervisors***  | **4** | 19:00 | 23:00 | 16 | 09:00 | 23:00 | 56 | 09:00 | 23:00 | 56 |
| **Total Operational Staff** | **5** | Total Hours | 20 | Total Hours  | **70** | Total Hours | **70** |

1.2 General details regarding Security Staff

 The contractor will supply a maximum of 53 operational security guards, 4 mobile Supervisors and 1 team leader to organise the guards:

* All security guards will be SIA qualified and hold a valid first aid certificate. The security guards will form the basis of stopping unlawful access on to RBKC-HM managed estates as detailed.
* All security officers will be provided with UHF / VHF communications equipment and a base station can be deployed at the operation room in Kensal Road.
* The contractor will conduct risk and threat assessments prior to Carnival and any liaison and reconnaissance prior to Carnival.
* A detailed post operations report will be sent providing recommendations for future events.
* A written log from the operations room will be sent with the final invoice.

2.0 General Hoarding Specifications

2.**G20/**1Ungraded softwood for hoardings:

Free from decay, insect attack and with no knots wider than half the width of the section.

 Surface finish: sawn

 Type/desired service life: 5yrs

2.**G20/**2Plywood for Hoardings:

Manufactured to an approved national standard.

 Thickness: 12 mm

 Appearance class to BS EN 635:

 Bond quality to BS EN 314: Part 2:

 Finish: Sanded.

Preservative treatment: As section Z12 and British Wood Preserving and Damp-proofing Association Commodity Specification C

 Type and desired service life: 5 years

2.**G20/**3Selection and use of timber:

Do not use timbers, which are damaged, crushed or split beyond the limits permitted by their grading.

Ensure that notches and holes are not so positioned in relation to knots or other defects that the strength of timbers will be reduced.

 Do not use scarf joints, finger joints or splice plates.

2.G20/4Additional supports:

Where not shown on drawings, position and fix additional studs, noggins or battens for appliances, fixtures, edges of sheets, etc., in accordance with CA's recommendations.

All additional studs, noggins, or battens to be of adequate size and have the same treatment, if any, as adjacent timber supports.

2.5**Z20/**Fixings generally:

Use fixing and jointing methods and types, sizes, quantities and spacing’s of fasteners, which are suitable having regard to the following:

 -Nature of and compatibility with product/material being fixed and fixed to,

 -Materials and loads to be supported,

 -Conditions expected in use,

 -Appearance, this being subject to approval.

 -Masonry nails are NOT to be used on any material.

**Z20/**2.6Fasteners:

Fasteners for materials and components:

Forming part of external construction but not directly exposed to the weather to be of corrosion resistant material or have a corrosion resistant finish.

Directly exposed to the weather to be of corrosion resistant material.

Z20/2.7Fixing through finishes:

Ensure that fasteners and plugs (if used) have ample penetration into the backing.

3.0 Site Specifications for Hoarding

Maps indicated location of securely boarding is shown in maps at appendix 6 of this document. Further details on boarding shown within the specifications below for each site.

An allowance will be made to supply 1 x 8yd refuse skip and dispose of all debris relating to broken boards and timber framing that is deemed condemned by the CA.

3.1 Boarding / hoarding:

 Allow for collection of existing boarding from Employer’s storage / supply of new boarding as specified, erect, maintain for duration of carnival, dismantle, clean with disinfectant, and remove to the Employers storage area on completion. There are 100 full size boards in the Oxford Garden store to be used by the contractor. All boards are to be de-nailed and carefully stored for reuse; all nails, screws and fixings in good condition are also to be stored for re-use. Hasps and staple locks, padlocks, and keys to suit the hoarding and doors. Provisional Quantity 10 no. sets. Provide keys (padlock/Yale keys of pedestrian gates – 2 keys for each flat).

 To be delivered to the CA to be distributed to the residents as necessary.

 The contractor is to provide a comprehensive list of all boards stored, and a plan indicating the location and quantity. Any damaged boards are to be removed from site. Contractors should check the storage area beforehand to establish which boards will be used.

3.2Ply Hoarding

 Quantities are approximate only and should be verified on site by contractor.

 3.2.1 Kensal House (Map No. 1)

 Board up 2.4 m high either side of the estate entrance leading from Ladbroke Grove (approx. 16m).

 3.2.2 Balfour of Burleigh Estate (Map No. 2)

 Board up 2.4 m high across the estate entrance between flank wall of No. 17 Exmoor Street (approx. 4m).

 3.2.3 347 Westbourne Park Road (Map No. 3)

 Board up along front edge of flat roof to single storey kitchen next to the entrance staircase. Erect hoarding across rear of entrance staircase and return along left-hand side of balustrade to prevent access to area behind staircase. Ensure that building is vacant before securing fire exit door (total approx. 30m).

 3.2.4 Trellick Tower (Map No. 7)

 Between Resource Centre and Costcutters store, board up 2.4m high external face of walkway to seal opening (approx. 2.5m).

 Board up 2.4m high, 2No.walkways leading to Trellick Tower from Edenham Way including around adjacent bin stores (approx. 6m).

 Board up both ends of passageway between No’s 86 and 88 Edenham Way (approx. 6m).

 Board up pedestrian way at ground level between Northeast corner of Trellick tower main block and fenced off communal gardens 2.4m high (approx. 3m).

 To both pedestrian footpaths leading from Elkstone Road elevation (approx. 10m).

 Board up 2.4 high, metal gate leading to staircase to right hand side of Trellick Tower main entrance as viewed from Golborne Road (approx. 6m).

 Board up 2.4 high, to external face of walkway to left hand side of the Oremi Resource Centre (approx. 4m).

 3.2.5 Portobello Court Estate (Map No. 10)

 Board up rear and both sides of raised planter on corner of Westbourne Grove and Colville Road (approx. 17m).

 3.2.6 Galsworthy House (Map No. 13)

 Board up 2.4m high side entrance to east side of block (approx. 2m).

 3.2.7 Kensal New Town (Map No. 16)

 Stairs into car park area: Erect hoarding across top head of stair flight (approx. 3m).

 3.2.8 41 Cambridge Gardens (Not Mapped)

 Front Gate – board up front gate with all fixtures and fittings – Lock and keys for gate with supply x2 to each resident

3.2.9 210 Ladbroke Grove

 Front Gate – board up front gate with all fixtures and fittings – Lock and keys for gate with supply x2 to each resident

3.2.10 279 Kensal Road

Front Door – Board up front door with all fixtures and fittings to allow access to fob entry pad.

3.2.11 66 Oxford Gardens

Front Gates x2 – board up front gate with all fixtures and fittings – Lock and keys for gate with supply x2 to each resident

3.3 Prefabricated Security Hoarding

 Existing painted prefabricated panels from employer’s storage at Oxford Gardens. (Refer to Site & Storage of Hoarding Schedule)

1. Remove from storage, clean and erect existing panels, doors, and gates; approximate size 2.4m x 1.2m and 1.2m x 1.2m in the Notting Hill area, as detailed in this schedule of works, on the location plans and in the Site and Storage schedule; include for providing new fixings, bolts, channels, and sundries.
2. On completion of the Carnival, take down panels, doors & gates; approximate size 1.2m x 2.4m and 1.2 x 1.2m; remove all posters & clean using a pressure washer and disinfectant; return panels to Employer’s storage in an orderly manner, with codes clearly indicated.
3. Provide two temporary hoarding Licence for Heras fencing.

 3.3.1 Kensal House (map No. 1).

 Put up temporary prefab over vehicle entrance (approx. 6m).

 3.3.2 347 Westbourne Park Road (map No. 3).

 Put up temporary prefab at main entrance to Manning House, as well as entrance to Clare Gardens between blocks 13 to 18 and 19 to 26 from Blenheim Crescent (approx. 22m).

 3.3.3 Elgin Mews – Ladbroke Grove (map No. 4).

 Put a temporary infill panel over permanent boarding 1m high (approx. 8m).

 3.3.4 Longlands Court (map No. 6).

 Put up temporary prefab at the two entrances to block 94 to 102 (approx. 5m).

 3.3.5 Tavistock Crescent (map No. 8).

 Put up temporary prefab at vehicle entrances at either end of estate (approx. 25m).

 3.3.6 36 Oxford Gardens (map No. 11).

 Put up temporary prefab at vehicular entrance to 36 Oxford Gardens (approx. 6m).

 3.3.7 85 Ladbroke Grove & 63/65 Elgin Crescent (map No. 12).

 Put up temporary prefab at entrances to 85 Ladbroke Grove, 63 and 65 Elgin Crescent (approx. 17m).

 3.3.8 Galsworthy house, Elgin Crescent (map No. 13).

 Put up temporary prefab at both entrances to the block (approx. 6m).

 3.3.9 Hudson House (map No. 15).

 Put up 2 temporary prefabricated doors at both entrances to the block (approx. 8m).

3.4 Heras ready fencing

 3.4.1 Supply, fit and maintain for the duration of the Carnival Period: Heras Fencing, obtainable from: -

 Heras Readyfence Services Ltd: Unit B1, Castle Road, Eurolink, Sittingbourne, Kent

 ME10 3 RL

 Telephone: 01795 423261.

 Panel Specification:

 Heras anti-climb ready fence panel should be fixed securely as specified, either inserted into plastic footings or free standing against existing railings. Heras fencing to be placed within estate boundary rather than on the outside of railings of existing plastic footings.

 Panels should be supported by double metal couplers fitted (top & bottom) around the vertical tubes of the fencing panel.

 3.4.2 Balfour of Burleigh Estate (map No. 2).

 Adjacent to 339 Ladbroke Grove; supply and fit Heras Anti-climb fencing to whole of Ladbroke Grove frontage, including:

 Heras Anti-climb panel and door, to 339 block entrance to flats no’s 1/4 & 5/8 (access from Ladbroke Grove, next to the telephone box).

 Heras Anti-climb vehicular barrier at Bruce Close entrance (from Ladbroke Grove / between Burleigh House block no 1-42). Leave one side open for pedestrian access.

 Heras Anti-climb panel on external corner of the Balfour House Block.

 In addition, supply, and fix Heras safety fencing to the rear of all exit points along Ladbroke Grove. Keys for the Heras gates and barriers should be provided to the caretaker (approx. total length 125m).

 3.4.2.1 Balfour House (map No. 2).

 Heras Anti-climb panels (across St Charles Square entrance between Balfour House & Burleigh House) fixed against face of existing gate, with one pedestrian gate on RHS. 2 panels and returns 1m x 2m gate size (approx. length 12m).

 Supply and fit Heras Anti-climb fencing along perimeter of estate along Treverton Road, until the corner with Ladbroke Grove (approx. 64m).

 3.4.2.2 Treverton Estate (map No. 2).

 Supply and fit Heras fencing vehicular barrier at end of Treverton Street (Treverton Tower entrance). Leave one side open for pedestrian access. Keys for the Heras vehicular barrier should be provided to the caretaker (approx. length 10m).

 Heras Anti-climb panel to access road into estate (approx. length 10m).

 Heras Debris netting to all Heras Anti-climb panels. Debris netting should be attached to fencing by plastic cable ties.

 3.4.3 347 Westbourne Park Road & Convent Estate (map No. 3).

 Heras fencing along length of Ladbroke Grove from the corner of Blenheim Crescent around memorial garden to the vehicle entrance to the car park below Longlands Court, accessed via Westbourne Park Road (approx. length 170m).

 3.4.4 Octavia House (map No. 5).

 Heras fencing to right hand side of Octavia House (approx. 20m). Close off vehicular access 6am Sunday 25th August 2019.

 3.4.5 Longlands Court (map No. 6).

 Heras Anti-climb panels including footings and couplers to run from green BT box near corner of Denbigh Road & Westbourne Grove to the Earl of Lonsdale Garden (approx. length 100m).

 3.4.6 Trellick Tower (map No. 7).

 Heras Anti-climb panel to main vehicular access from Elkstone Road, on the corner of Trellick Tower and the main car park area. Heras Anti Climb panels at entrances to access roads on Edenham Way. Heras Anti-climb panels to secure access to planted area adjoining Portobello Road (total approx. length 58m).

 3.4.7 Tavistock Crescent (map No. 8).

 Heras Anti-climb panels including footings and couplers to run the length of Tavistock Crescent frontage, from the vehicle access prefab section at Tavistock Road, to the eastern end of block 43-63 (approx. length 250m).

 3.4.8 51-100 Powis Square (map No. 9).

 Heras Anti-climb panels along the length of the building as well as Heras gates at each end of the block (approx. length 91m).

 3.4.9 Portobello Court Estate (map No. 10).

 Heras Anti-climb panels at corner of Westbourne Grove and Colville Road to protect small garden area (approx. length 16m).

 3.4.10 34-36 Oxford Gardens (map No. 11).

 Heras Anti-climb panels to secure access to planted area adjoining Portobello Road (approx. length 95m).

 3.4.11 12 Colville Gardens (map No. 14).

 Heras perimeter of 2 No. Front garden areas (approx. 22m).

 3.4.12 Hudson House (map No. 15).

 Heras 2 sides of perimeter of block on St Mark’s Place and Cornwall Crescent.

 3.4.13 Kensal New Town (map No. 16).

 Heras railings at roadway to front of Appleford House, Heras gate at pedestrian path to Appleford House from Appleford Road. Heras around perimeter of Golborne Gardens. Heras adjacent to Hazlewood games pitch (total approx. length 140m).

 3.4.14 Manchester Drive (map No. 17).

 Heras main vehicular access gates and length of front railings (approx. 170m).

 3.4.15 West Row (map No. 18).

 Heras railings at front of block 67 to 95 on Southern and West Row. Heras newly planted area at north of block 15 to 49 (approx. length 80m).

 3.4.16 375 Portobello Road (map No. 19).

 Heras Anti-climb panels to secure access to planted area adjoining Portobello Road (approx. length 65m).

 3.4.17 Holmefield House (map No. 20).

 Heras Anti-climb panel along length of planting nearest 700s block on Kensal Road. Heras at pedestrian path near 300s block on Hazlewood Crescent (approx. length 75m). Heras the 2x Balconies close to church install Heras panels on top of the balcony to stop people climbing, to be secured by timber where required.

3.4.18 Raddington House

Heras panels to estate fencing on boundary.

3.4.19 Talbot House

Heras front entrance and front garden with access gate. Heras rear garden area.

3.4.20 41 Cambridge Gardens

Heras front garden area of site.

3.4.21 Lancaster West Estate

Install Heras fence panels to cover all entrances into the estate.

3.4.22 22 McGregor Road

Supply and install Heras to cover the front garden of the estate.

3.4.23 66 Oxford Gardens

Supply and install Heras to cover the front garden of the estate.

3.4.24 56-60 Southern Row

Supply and install Heras panels and feet. Bolt both ends of the fencing to the brick wall.

Install pedestrian gates x5 with locks and supply 2x keys per flat.

3.4.25 2-4 Adair Road

Supply and install x16 Heras panels and feet to front of block.

3.4.26 20 Burleigh House

Supply and Install Heras panels in front of property. Install a pedestrian gate and padlock. Supply 2x keys for padlock per property.

3.4.27 Middle Row 22-30

Supply and Install 15x Heras Panels and 5x pedestrian gates and padlocks. Attach to the metal railings with cable ties and wire.

3.5 Netting Works

 3.5.1 Octavia House (map no. 5)

 Supply and instal by cable tie security netting to External Railings

 3.5.2 Holmefield House (map No. 20).

 Supply and instal by cable tie security netting to External Railings

 3.5.3 Kensal New Town (map No. 16).

 Supply and instal by cable tie security netting to External Railings

 3.5.4 Clydesdale House (Not mapped)

 Supply and instal by cable tie security netting to External Railings

 3.5.5 Raddington House (Not mapped)

 Supply and instal by cable tie security netting to Heras

 3.5.6 St Ervans Road – Opposite Half Pipe Bike Shop

 Supply and instal by cable tie security netting to External Railings. Lock and keys for gate with supply x2 to each flat

 3.5.7 210 Ladbroke Grove

 Supply and instal by cable tie security netting to External Railings. Lock and keys for gate with supply x2 to each flat.

3.6 Swinbrook Estate Safety Zone

The contractor will contact and liaise with the nominated service provider of Makenzie Arnold Group for the security and management services of the Swinbrook Estate Safety Zone. The contractors have been nominated by RBKC and the Police through their extensive history on the site.

Staffing is to be provided by Makenzie Arnold as pr the following;

* 1 x Team Leader. 12 hours x Sun and Mon
* 12x SIA Staff. 12 hours x Sun and Mon
* Radios x 5
* Associated Equipment

The Swinbrook Estate Safety Zone requires;

3.6.1 Heras – Junction of Golborne Road & St Ervans Road

Heras fencing is to be erected across the entry point to St Ervans Road with 1x access gate at each location for security point.

3.6.2 Heras – Junction of Golborne Road & Wornington Road

Heras fencing is to be erected across the entry point to Wornington Road with 1x access gate at each location for security point.

3.6.3 Heras – Junction of Golborne Road & Bevington Road

Heras fencing is to be erected across the entry point to Bevington Road with 1x access gate at each location for security point.

3.6.4 Heras – Junction of Portobello Road & Raddington Road

Heras fencing is to be erected across the entry point to Raddington Road with 1x access gate at each location for security point.

3.6.5 Heras – Junction of Acklam Village, Balgrove Road & Acklam Road.

Heras fencing is to be erected across the entry point to Balgrove Road & Acklam Road from Acklam Village with 1x access gate at each location for security point.

3.7 Stand by Repair Operatives

Allow for Stand by Repair Operatives covering repairs to any damage to the hoarding, fencing and doors/locks from the period of 6:30pm on Saturday 27 August 2022 until stand down on Monday 29 August 2022 at 23:00pm

**APPENDIX 5 – Pricing Document**

**‘Environmental Services – Temporary Hoarding and Security Services for the Notting Hill Carnival Event 2022’**

|  |
| --- |
| Based on the requirements of the contract documents, summarise costs into the following categories, do not deviate from this format.**SUMMARY OF PRELIMINARY COSTS** |
| A | Building control fees | £ n/a |
| B | Preliminary surveys or investigation costs | £ |
| C | Temporary structures, sanitary facilities, site enclosures and compounds | £ |
| D | Scaffolding, safety fencing and signage | £ |
| E | Temporary supply of services | £ |
| F | Protection of existing trees, plants, surfaces, and structures, making good | £ |
| G | Waste disposal | £ |
| H | Management of works and supply of documentation | £ |
| **SUMMARY OF CONSTRUCTION COSTS** |
| 1 | Supply of all hoarding and protective materials | £ |
| 2 | Supply of all keys and locking equipment | £ |
| 3 | Installation of all hoarding | £ |
| 4 | Provision of 53 security staff & 5 Operational Staff | £ |
| 5 | Making good and minor alterations associated with works | £ |
| 6 | **Allow £10,000 Contingency for Swinbrook Estate Safety Zone Security** | £10,000 |
|  |
| **TOTALS** |
| Total of preliminary costs | £ |
| Total of construction costs | £ |
| **Total exclusive of VAT (Please transfer this figure into the space provided in the Commercial Envelope on the capitalEsourcing portal).**  | £ |

**TENDER RETURN CHECKLIST**

++The following documents are required to complete the tender return:

|  |  |  |  |
| --- | --- | --- | --- |
|  1 | Written statement / Client references | Refer to section of Tender 5.2.1 | Tick |
| 2 | Is the project notifiable under CDM regulations? | 2.14 | Yes No  |
| 3 | Health and safety statement(This may be omitted for projects notifiable under CDM regulations where all the required information is covered within the Outline Construction Phase Health and Safety Plan) | 6.8 |  |
| 4 | Outline construction phase health and safety plan(Only required if project is notifiable under CDM regulations) | 6.9 |  |
| 5 | Construction Programme | 6.7 |  |
| 6 | Completed pricing document | Appendix 5 |  |
| 7 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  Completed Form of Tender / Non-Collusion / FOI | Appendix 5 |  |

 |  Appendix 1 |   |
| 8 | Signed director’s letter | 6.2 |  |
| 9 | This checklist |  |  |