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**TENDER FOR  
THE REFURISHMENT OF  
  
THE TOWN HALL  
NEWBURY STREET  
WHITCHURCH  
HAMPSHIRE  
RG28 7DW**

**TENDER CLOSING DATE:**

**22 JANUARY 2021**

**Tel: 01256 892107**

**email: [clerk@whitchurch-hampshire-tc.gov.uk](mailto:clerk@whitchurch-hampshire-tc.gov.uk)**



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# Whitchurch Town Council

## SECTION 1

### HOW TO TENDER

#### **The Council's requirement**

1. The Council is seeking tenders for the refurbishment of the Town Hall.

The timing of the refurbishment is to be agreed between the Council and the tenderer, but it is anticipated that works will take place in spring 2021.

The tenderer should visit the site to assess the work required, the access and security of the site before the tender is submitted.

The tenderer will also need to read and review the following documents: -

- 01 Existing
- 02 Internal
- 03 External
- 04 Stairwell details
- 05 Stairwell details
- 06 Joinery details
- 09 Window details
- 10 Stairwell plans
- 11 Other details
- 12 Electrics
- S1 Preliminaries
- S2 Schedule of Work

#### **Evaluation**

2. The Council will evaluate tenders by considering the following principal factors:

- a) compliance with the tender documentation;
- b) experience in projects of a similar size and type;
- c) tender submission including price;
- d) references.

3. **The Council does not bind itself to accept any tender, but every effort will be made to reach a decision on a preferred tenderer by 26 February 2021.**

#### **Canvassing etc**

4. Any tenderer who canvasses any member or officer of the Council, whether directly or indirectly, relating to the award of this contract will be disqualified.

5. If the tenderer:

- a) fixes or adjusts the amount of the tender by arrangement with any other person or business; or
- b) communicates to any person or business other than the Council the amount of the tender (unless the disclosure is made for insurance purposes, for example); or



# Whitchurch Town Council

- c) agrees with any other person or business that they will agree not to tender or as to the amount of any other tender to be submitted; or
- d) offers or pays any sum of money to any person to induce such a person to accept the tender then the tenderer shall be disqualified from tendering and may be subject to civil and criminal liability.

## **How to complete the tender**

- 6. a) The tender must be calculated with careful reference to the contents of the contract.
- b) Tenderers must also submit with their tender:
  - (i) information about their insurance cover.
  - (ii) Details of two referees for whom similar provision and service has been provided, unless the supplier has done work for Whitchurch Town Council within the past three years. The Council will contact referees as part of the tender evaluation process.
- c) Price
  - (i) The price should be quoted exclusive of VAT.
  - (ii) All travelling time and expenses should be included in the tender price.
  - (iii) No additional payment will be made in respect of any changes in the cost to the successful tenderer of labour, materials and plant employed in carrying out the work.
  - (iv) No costs incurred in the submission of the tender, producing any supporting information or additional explanations required will be met by the Council, whether the tender is successful or not.

## **Compliance with tender documents**

7. Tenders made must be in accordance with all the contract documentation and no changes should be made to tender documents. Similarly, tenders must not be accompanied by statements making the tender qualified in any way.

## **General**

8. Any enquiries relating to the contract documents should be addressed to Mrs S Weir, Town Clerk, Whitchurch Town Council, Town Hall, Newbury Street, Whitchurch, Hampshire. RG29 7DW (01256 892107) [clerk@whitchurch-hampshire-tc.gov.uk](mailto:clerk@whitchurch-hampshire-tc.gov.uk)

## **How and where to return the tender**

9. Tenderers must complete and sign the form of tender. The signatory must be authorised to sign the tender.

10. Tenders must be returned in a sealed envelope to The Town Clerk, Whitchurch Town Clerk, Town Hall, Newbury Street, Whitchurch, Hampshire. **BEFORE MID-DAY ON 22 JANUARY 2021.**

If tenders are delivered by hand a receipt will be issued if requested. THE TENDER ENVELOPE AND ITS FRANKING MUST NOT BEAR ANY INDICATION OF THE TENDERER'S IDENTITY AND THE ENVELOPE MUST ONLY BE MARKED "TENDER FOR TOWN HALL REFURBISHMENT".



## SECTION 2

### THE TENDER

- You should only complete the tender after you have read and fully understood all the contract documents.
- Once a tender has been awarded no allowance can be made for any errors, omissions or misjudgements in tendering.

**TO: Whitchurch Town Council, Town Hall, Newbury Street, Whitchurch, Hampshire.  
RG28 7DW**

1. We tender to carry out the work referred to in the tender documents in accordance with the details set out below. We agree that this tender together with the Council's written acceptance will constitute a contract between us.
2. We certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we agree not to do at any time before the tender closing date any of the following:
  - a) communicating to a person the amount or approximate amount of the proposed tender except where the disclosure in confidence of the approximate amount of the tender was necessary to obtain insurance premium quotations required in connection with the preparation of the tender.
  - b) entering into any arrangement or agreement with any other person or business that he/they should refrain from tendering or as to the amount of any tender submitted.
  - c) offering to pay any sum of money or gift to any person for doing any of the acts in (a) or (b).

Signed.....

Date.....

Company name .....

Address .....

.....

Telephone .....

e-mail .....



# Whitchurch Town Council

Please supply the following information, using separate sheets if preferred.

1. Experience

2. Location

Please give the location of your main office and any branch office if relevant.

3. Insurance

Please provide details of your insurance and indemnity cover.

4. References

Please provide details (names, addresses, telephone/fax numbers and contact name) of:

(a) two organisations/individuals (whichever is the more appropriate) for whom you have carried out similar work.



## SECTION 3

### CONTRACT CONDITIONS

#### **1. SPECIFICATION**

The Contractor will carry out the refurbishment works as detailed in the Preliminaries and Schedule of Works.

#### **2. SERVICE PROVISION**

Prior to work starting the contractor will agree with the Council the area to be designated as the construction area. It will be the responsibility of the contractor to provide and maintain any security fencing, and this fencing shall remain in place until the Council has accepted that the works are complete. Welfare facilities, and the storage of materials will be the responsibility of the Contractor, and the Contractor must take all reasonable steps to manage any risks to the public associated with these items being stored on site.

The Contractor must ensure that any waste materials produced during the works are transported from site using waste carriers with a current Waste Carriers Licence appropriate for the type of waste being transported. Wherever possible waste materials should be recycled.

Hours of work are to be between 8am and 6pm Monday to Friday. Weekend and bank holiday working is not permitted without prior agreement. Should the project be delayed due to inclement weather the Contractor must keep the Town Clerk informed about progress.

#### **3. PAYMENT**

3.1 The Council agrees to pay the Contractor for the supply and installation at the price referred to in the tender.

3.2 The invoice shall show the total amount of the cost of the refurbishment and other costs. The invoice should also show VAT as a separate figure. The Council shall pay undisputed invoices within 30 days of receiving an undisputed invoice or immediately after the Council meeting in the month following the completion of the work.

3.3 The Council shall consider and verify all invoices submitted by the Contractor in a timely fashion and any undue delay in doing so is not sufficient justification for failing to regard an invoice as valid and undisputed.

#### **4. EMPLOYEES**

4.1 The Contractor must employ sufficient numbers of appropriately trained and experienced staff to ensure that the service is provided to the agreed standard.

4.2 If the Council has grounds for concern about the actions, behaviour or record of any person involved in the provision of the service, the Council shall make representations to the Contractor who shall use its best endeavours to comply with any recommendation made by the Council regarding the provision of the service by that person.





## **5. ASSIGNMENT AND SUB-CONTRACTING**

5.1 The Contractor shall not assign or sub-contract the contract or any part of it without the Council's prior written consent.

## **6. INDEMNITY AND INSURANCE**

6.1 The Contractor agrees to indemnify the Council against all actions, claims and costs relating to injury (including death) or loss of or damage to property which arises out of the Contractor's failure to provide the service to the contract standard except where attributable to the Council's own negligence or that of its servants or agents.

6.2 The Contractor shall provide evidence of adequate insurance to cover the potential liability in 6.1 which shall be for the minimum sum of £10 million in respect of any one occurrence.

6.3 The Contractor shall also take out and maintain in force employer's liability insurance in a minimum amount for each and every claim, act or occurrence or series of claims, acts or occurrences which may be made.

6.4 In addition to the insurance requirements of 6.2 and 6.3 the Contractor shall provide a method statement, risk assessments, health and safety certificates, and evidence of any professional indemnity and product liability insurance that is in place at the time of the works. If these documents cannot be provided, then the Contractor should explain why they are not available.

6.5 The Contractor shall if requested by the Council produce certificates of insurance certifying that the insurance referred to in these conditions are in force and the Contractor shall not cancel or alter such insurance without first giving to the Council one month's prior notice in writing.

## **7. DISPUTE RESOLUTION**

7.1 If a dispute or difference has arisen between the Council and the Contractor relating to this agreement both parties shall use all reasonable endeavours to resolve the dispute and to this end shall meet as soon as possible with a view to discussing and resolving the matter. This clause shall not operate to prejudice the rights of either party against the other whether through litigation or otherwise.

## **8. BREACH OF CONTRACT**

8.1 If the Contractor:

- a) has offered any gift or consideration of any kind as an inducement or disincentive for doing anything in respect of this contract or any other contract with the Council; or
- b) has committed an offence under the Bribery Act 2010;
- c) becomes bankrupt; or
- d) has a receiving order made against it; or
- e) presents its petition in bankruptcy; or
- f) is subject to a winding up order; or
- g) has a receiver appointed; or
- h) is in persistent and/or material breach of contract (by failure to achieve the contract standards or otherwise); then the Council shall terminate the contract immediately and recover all losses resulting from such termination.



## **9. GENERAL**

9.1 The Council may require the service to be varied at any time upon such terms as may be agreed with the Contractor and, where appropriate, the variation will include provision for adjustment of the contract charges. Such variation may apply to additional or reduced work or different categories of work.

9.2 All variations shall be recorded in writing and attached to this agreement.

9.3 This agreement is governed by English law.

9.4 A person who is not a party to this Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or enjoy the benefit of any term of this agreement.

9.5 The Contractor shall not be liable for any default in the provision of the service caused by any relevant factor beyond the Contractor's control (e.g. Act of God, strikes, Act of Government, Force Majeure, etc).

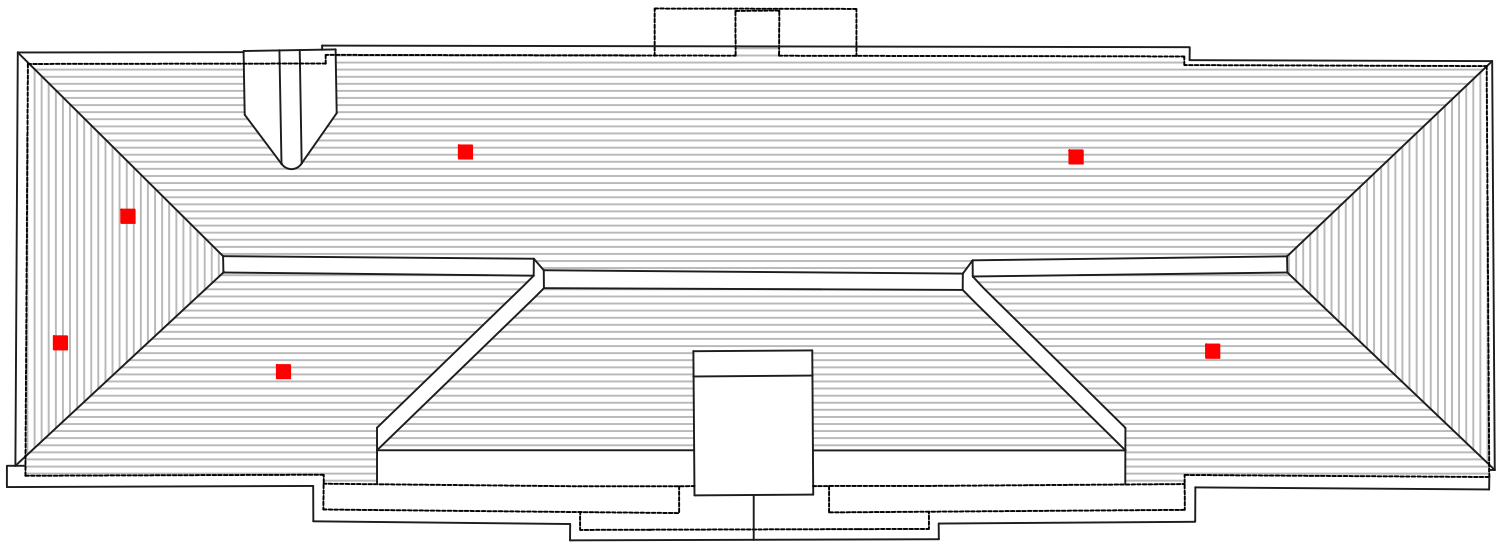
9.6 Any notice to be served on the Contractor or the Council shall be sent by recorded delivery to their respective addresses referred to in the Agreement.

9.7 The Contractor will immediately notify the Council when damage is caused by the Contractor to any assets of the Council.

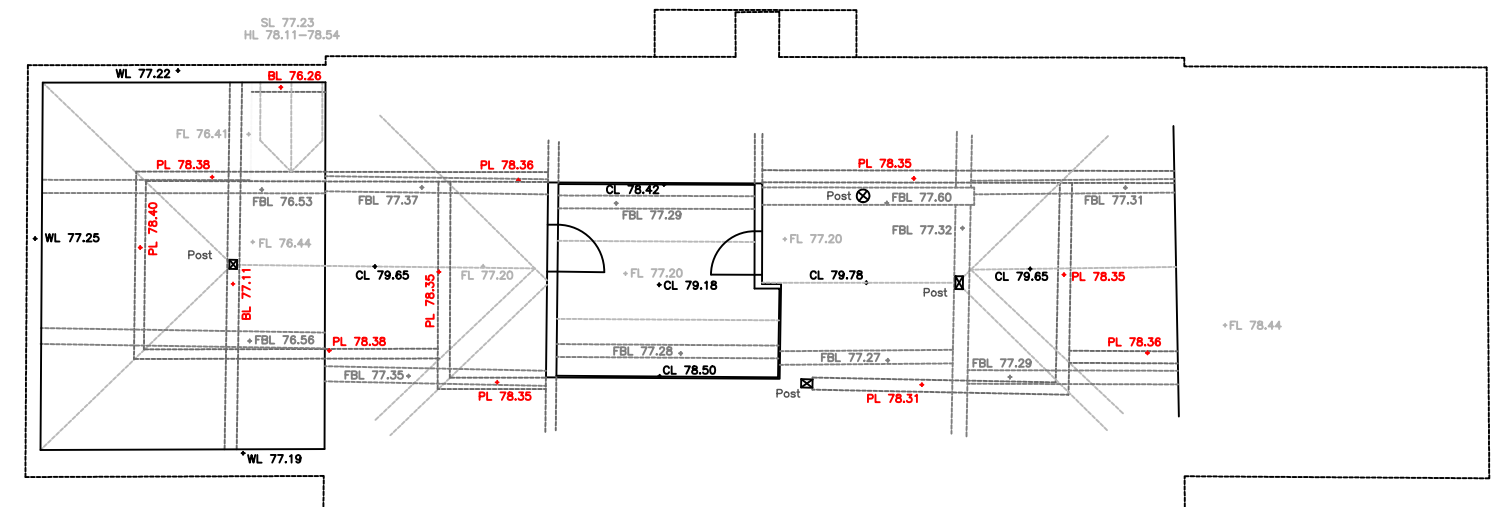
9.8 The Contractor shall make good at his own expense any damage caused by the Contractor to any assets of the Council.

9.9 This agreement represents the complete agreement between the Council and the Contractor and supersedes all other undertakings, statements and agreements relating to the Service.

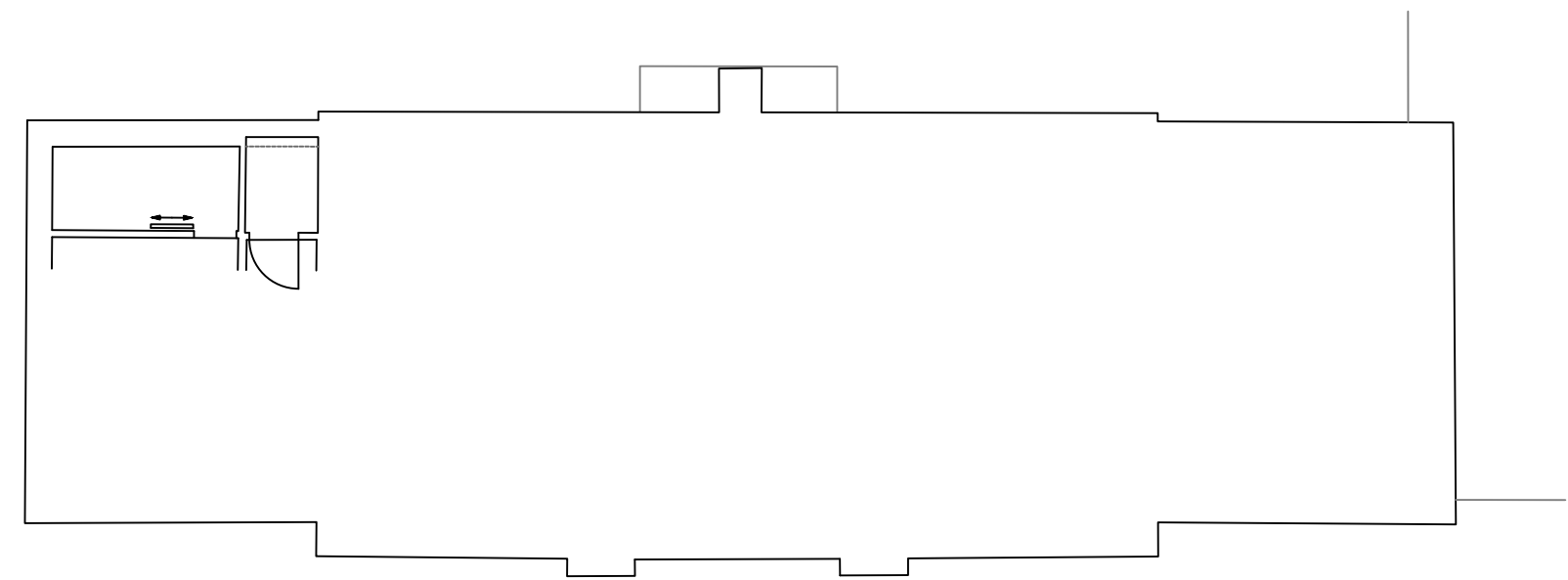
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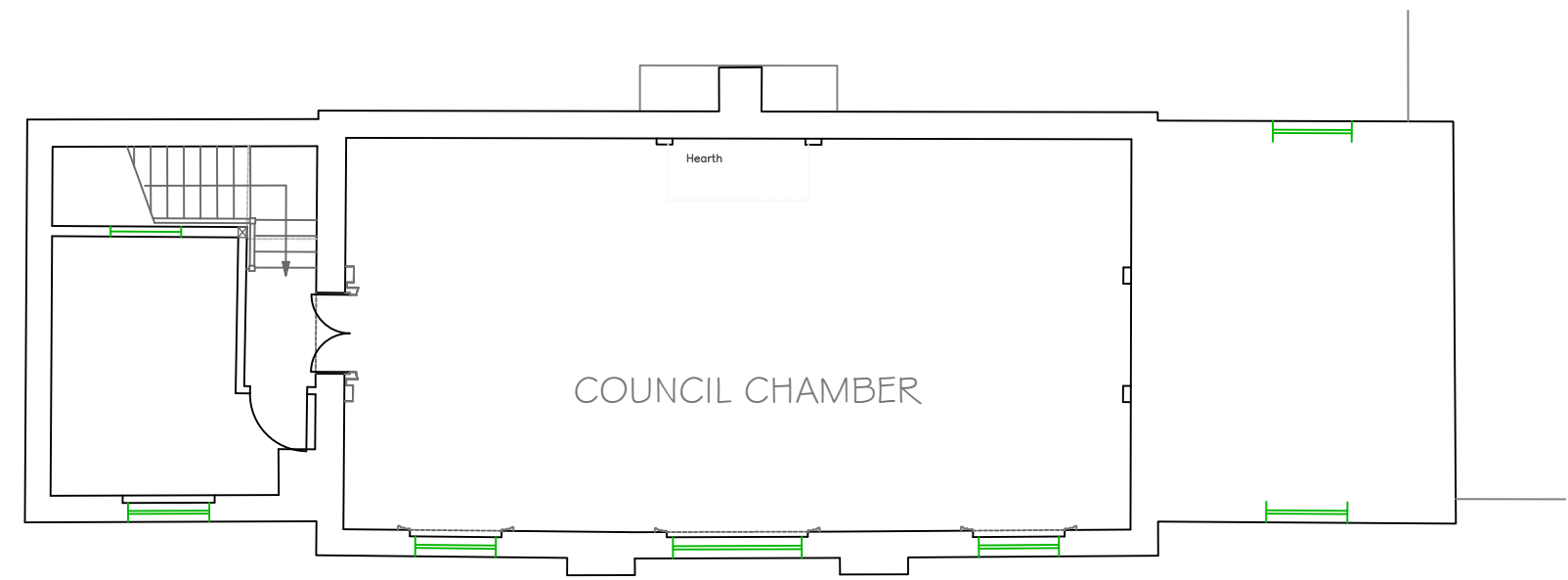
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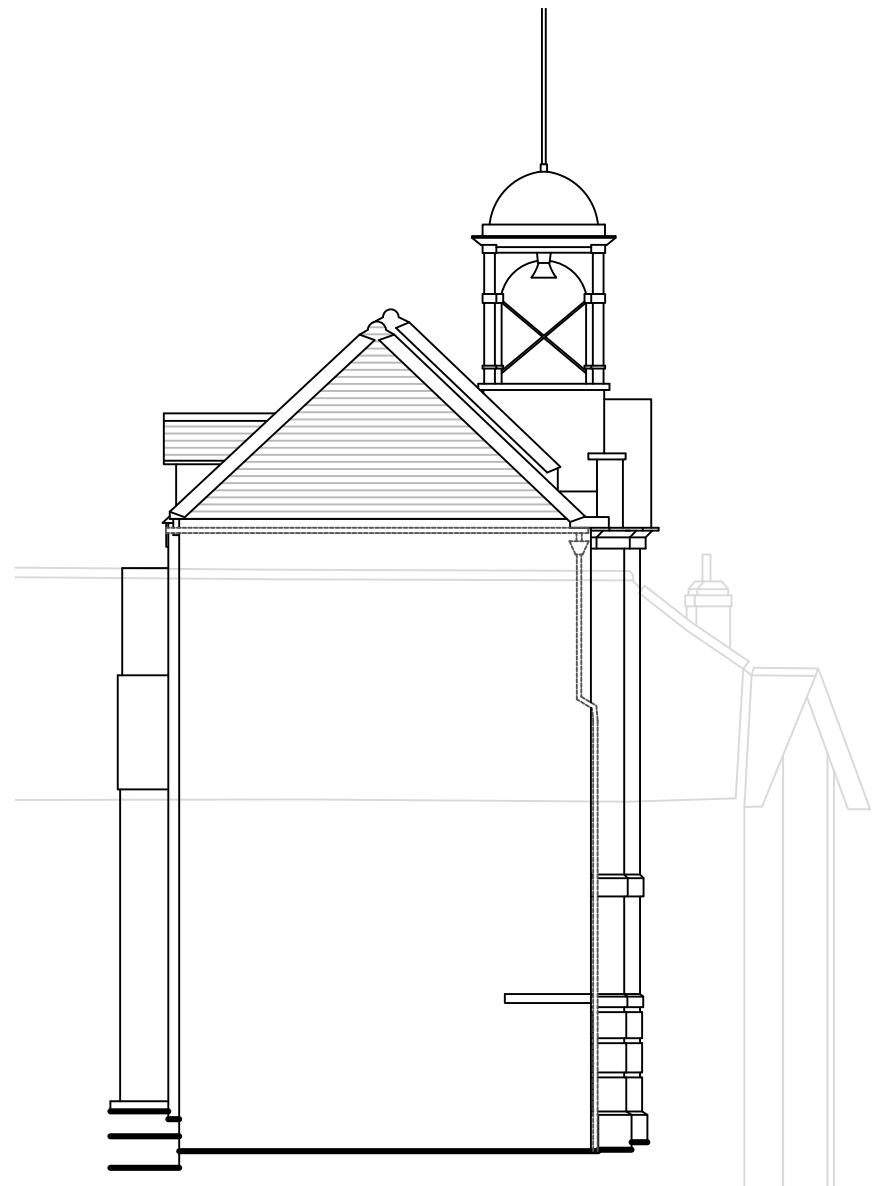
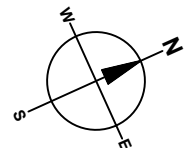
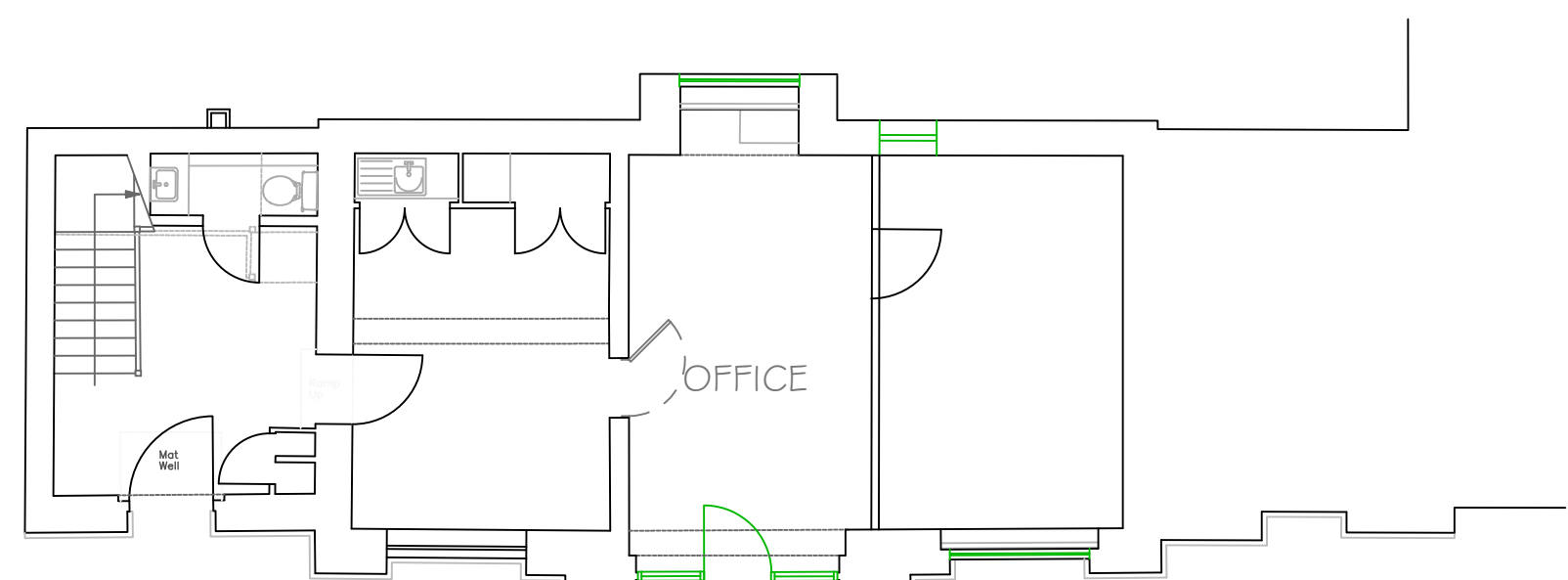
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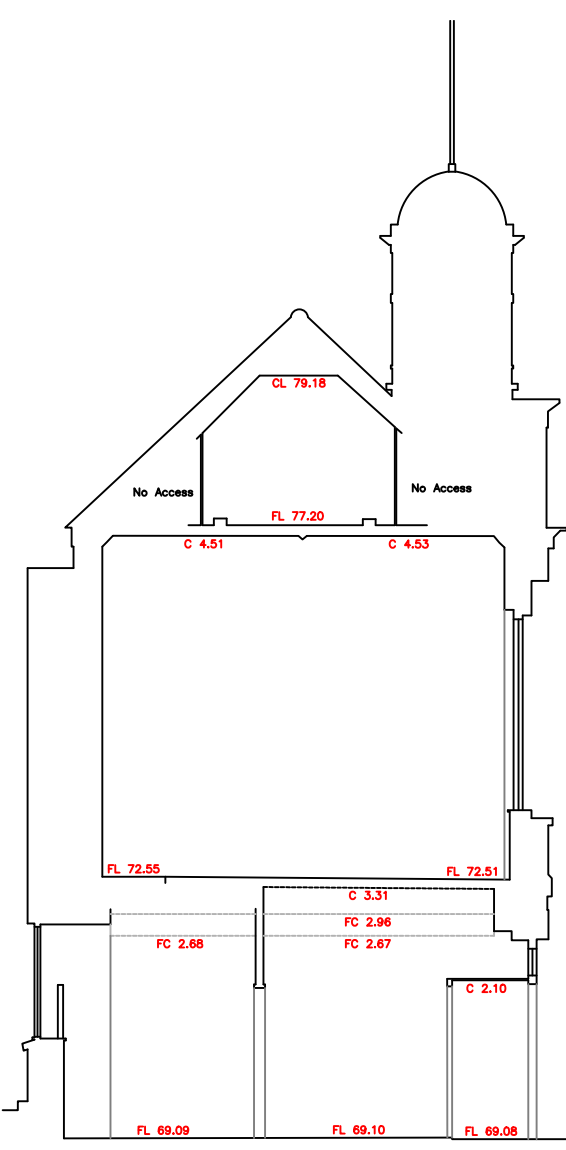
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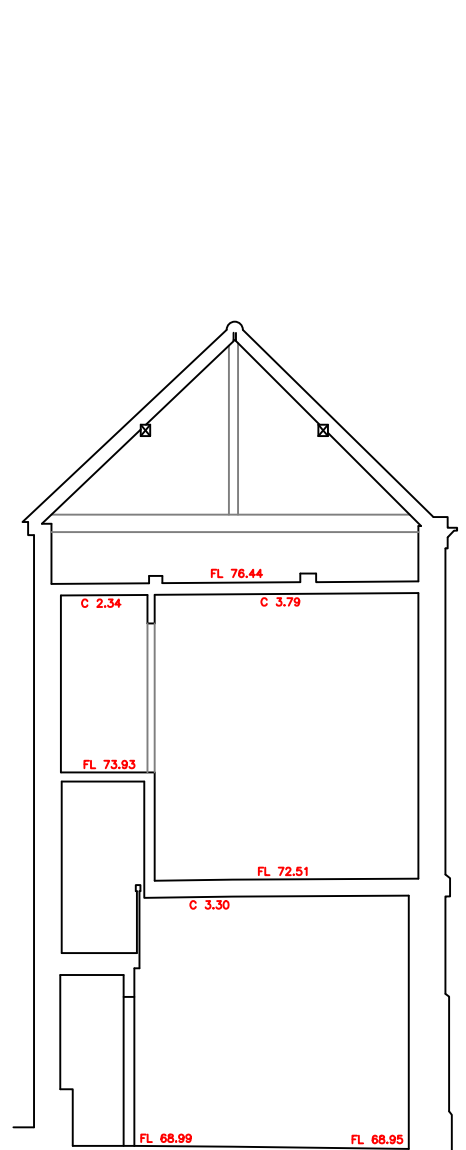
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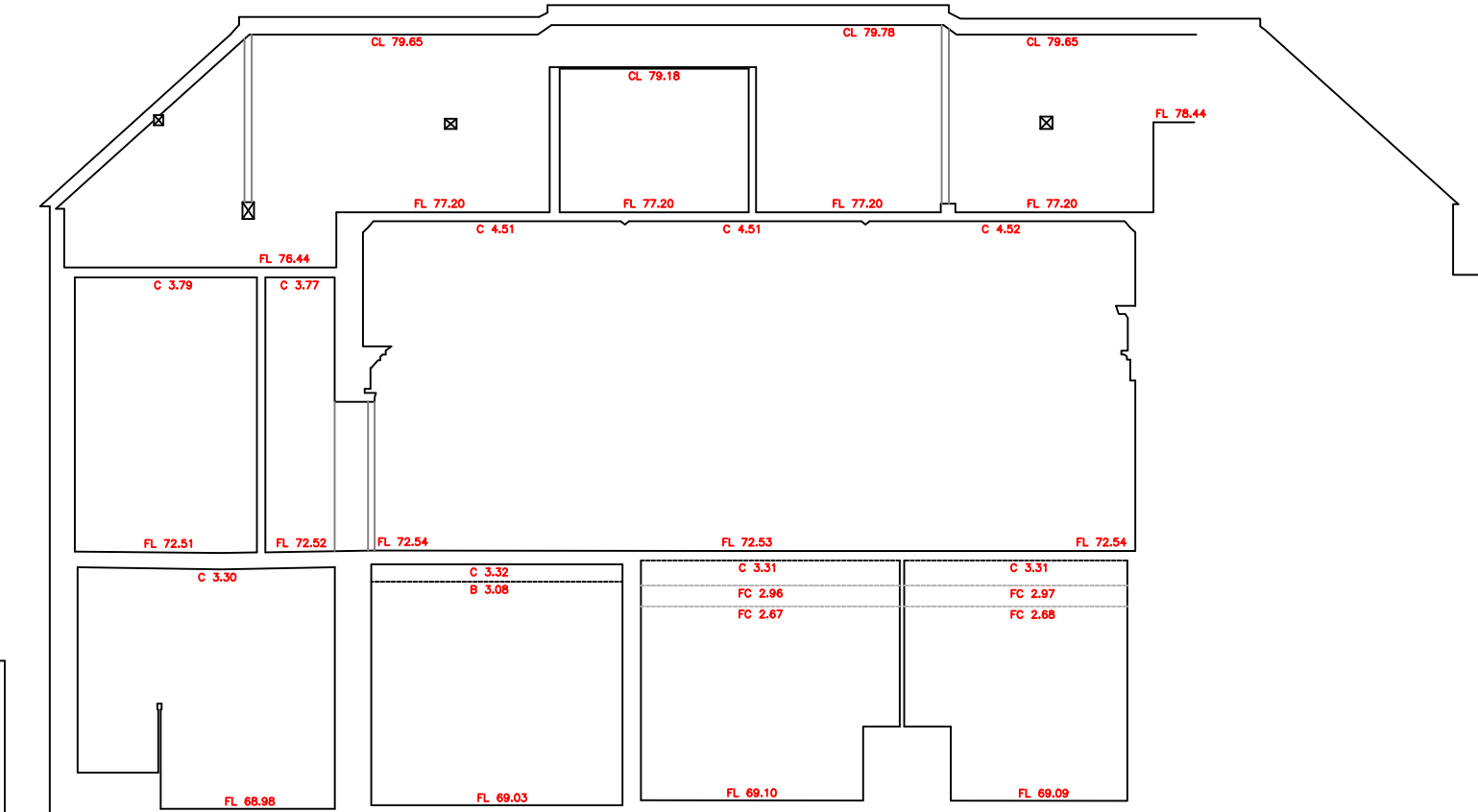
SOUTH ELEVATION



SECTION A - A



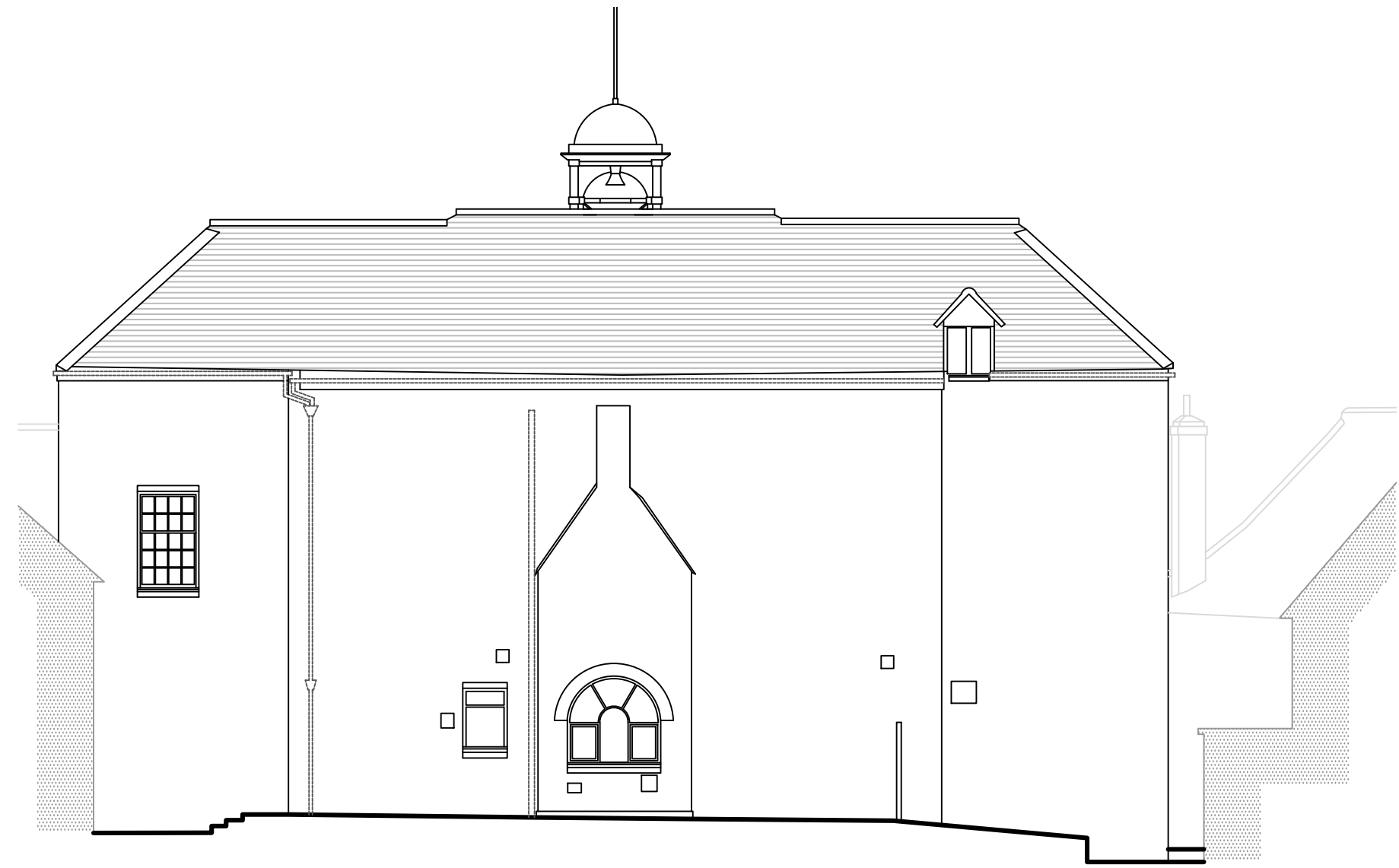
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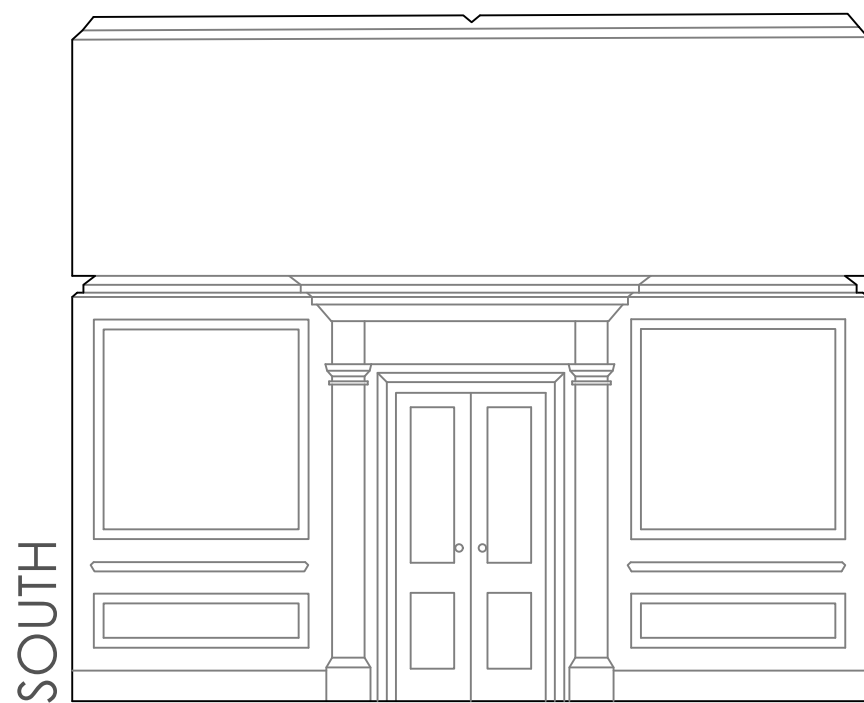
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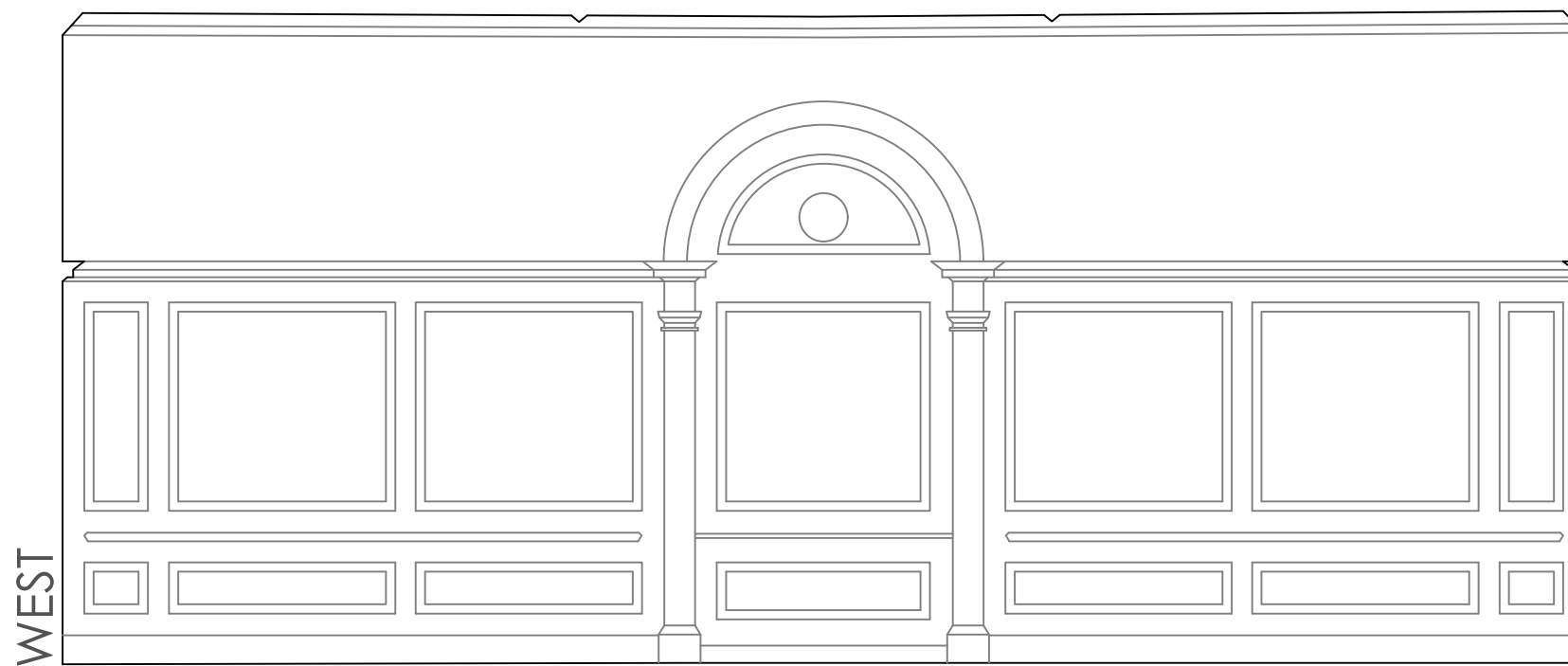
EAST ELEVATION



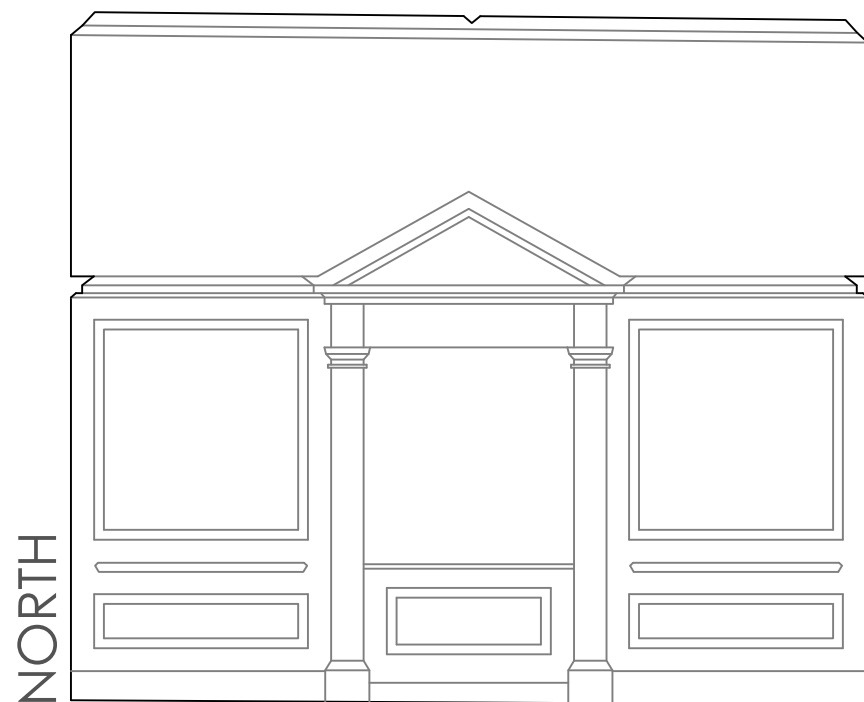
WEST ELEVATION



SOUTH



WEST



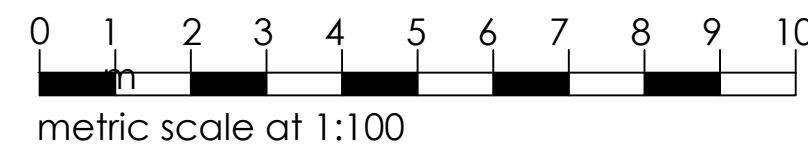
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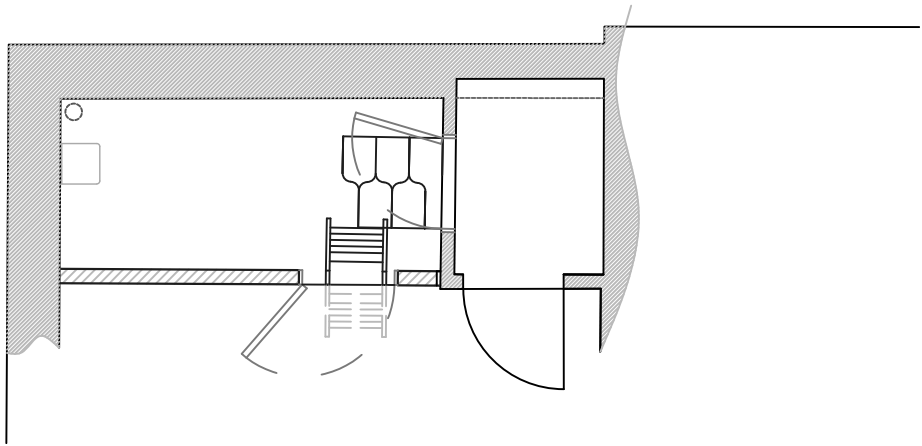
EAST

COUNCIL CHAMBER ELEVATIONS 1:50

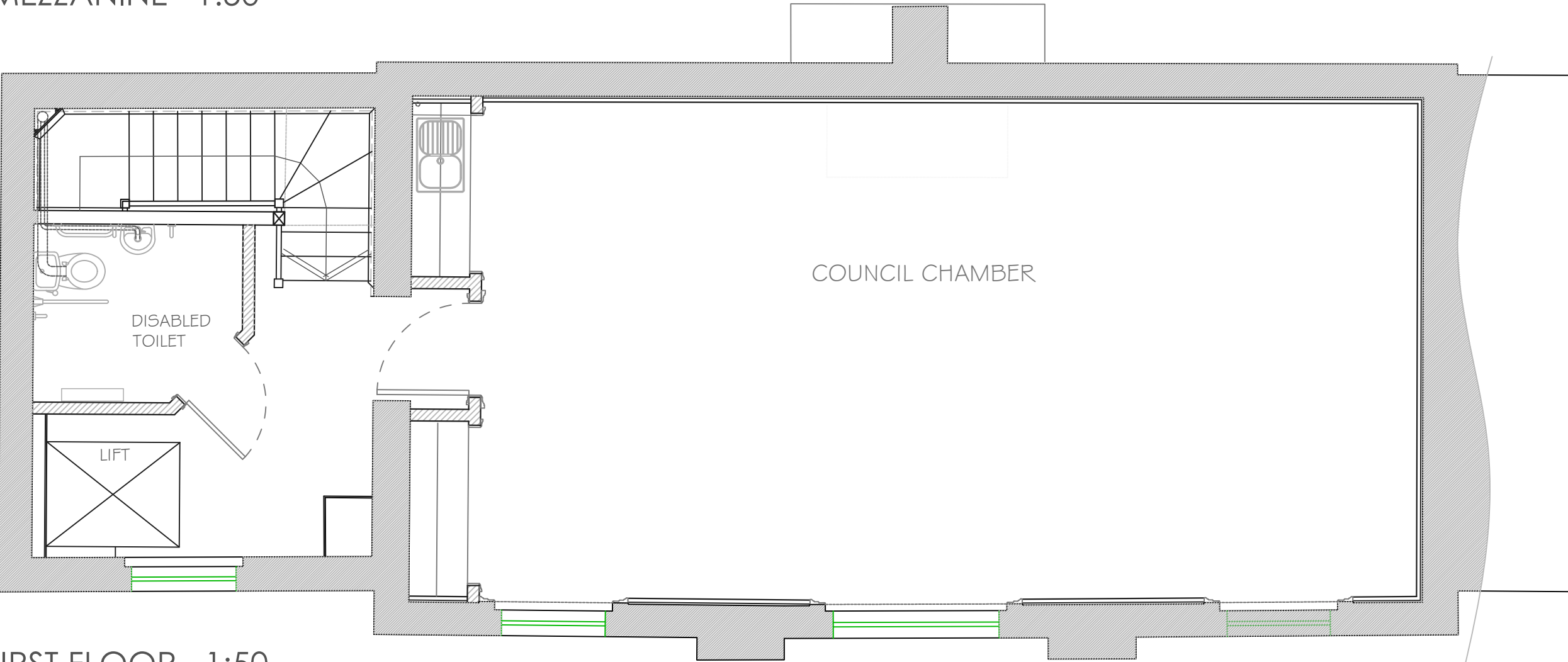
DO NOT SCALE - IF IN DOUBT, ASK  
(THIS DISCLAIMER DOES NOT APPLY TO PLANNING APPLICATIONS OR BUILDING REGULATIONS SUBMISSIONS)



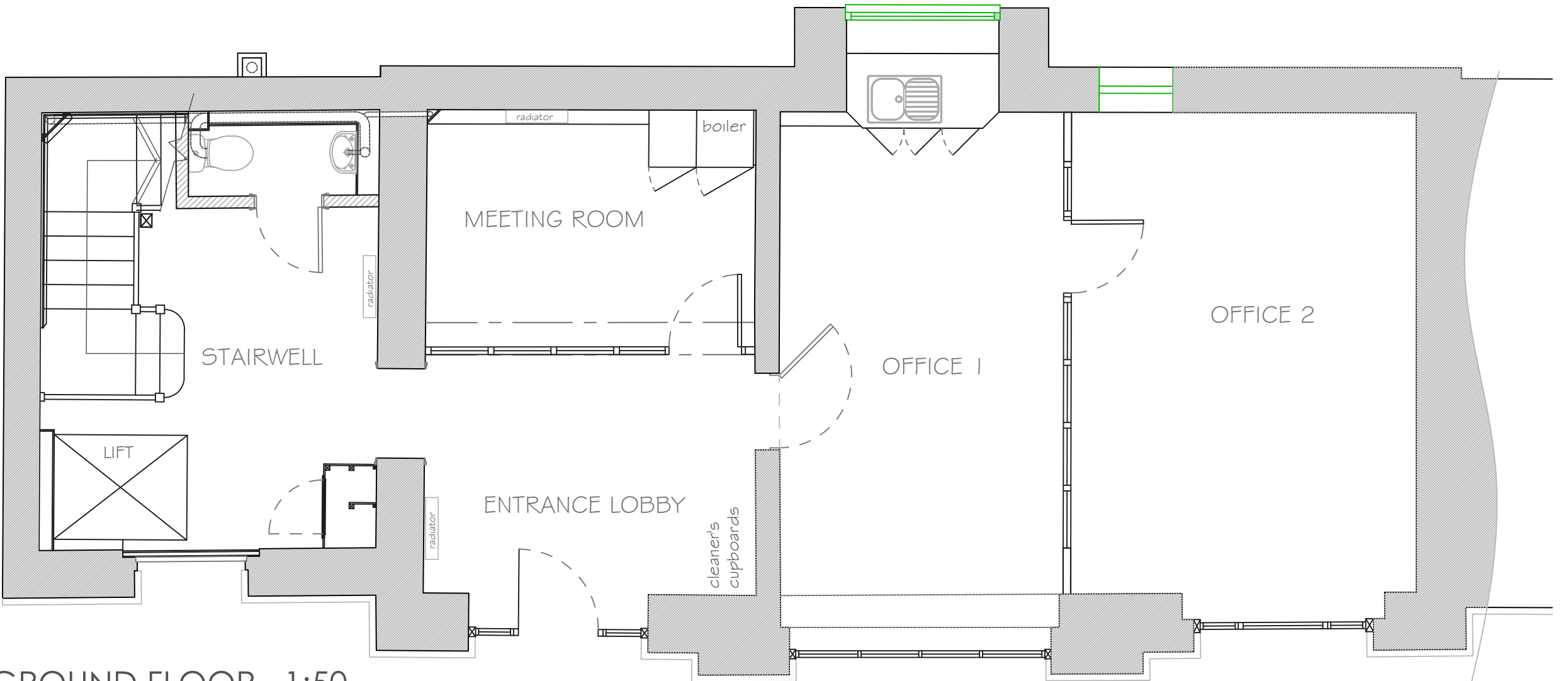
Rev	
Project	Whitchurch Town Hall
Drawing	Existing plans, elevations and sections
Dwg No.	19.19.01
Scale @ A1	1:100
Date	11/19
Issued for:	TENDER



MEZZANINE 1:50

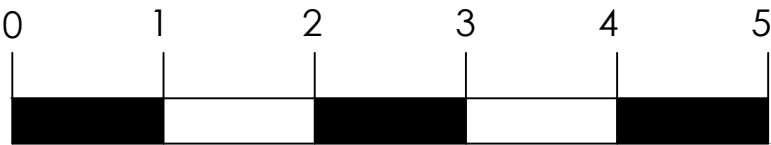


FIRST FLOOR 1:50



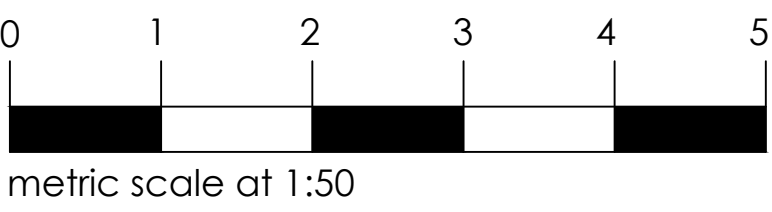
GROUND FLOOR 1:50

Rev		
Project	Whitchurch Town Hall	
Drawing	Internal alteration works proposals - GA	
Dwg No.	19.19.02	Date
Scale @ A2	1:50	11/19
Issued for:	TENDER	

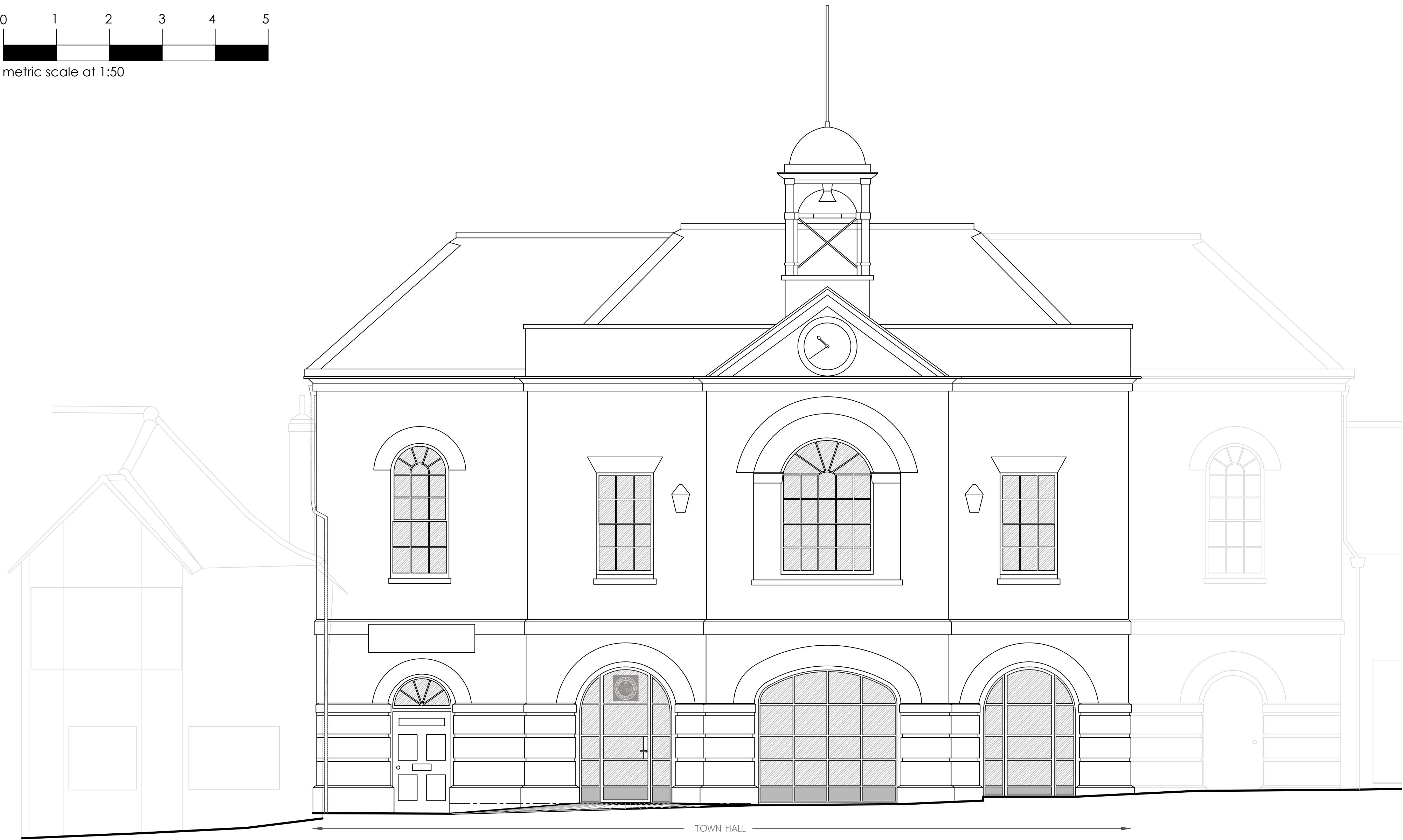


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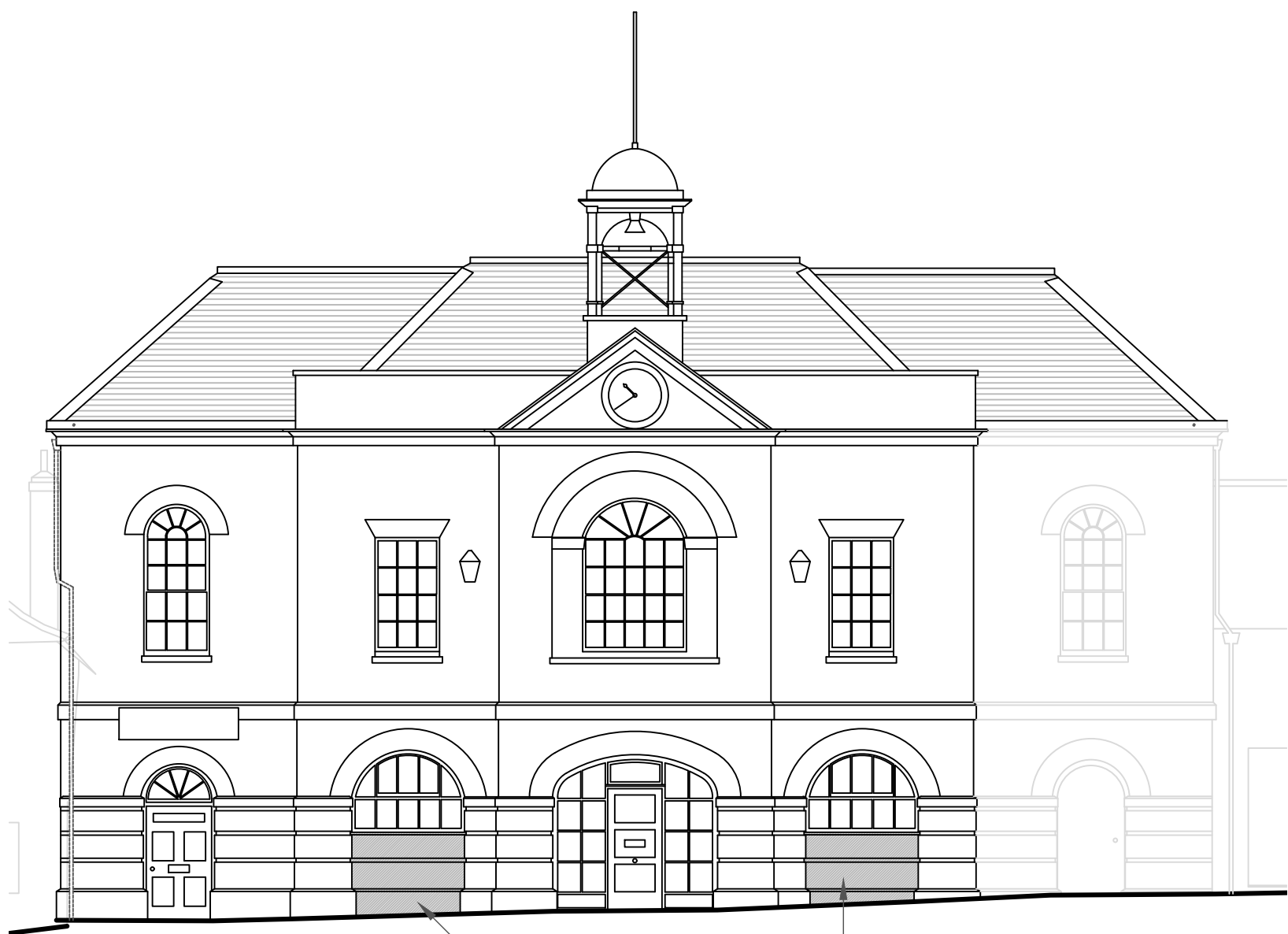




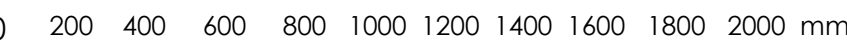
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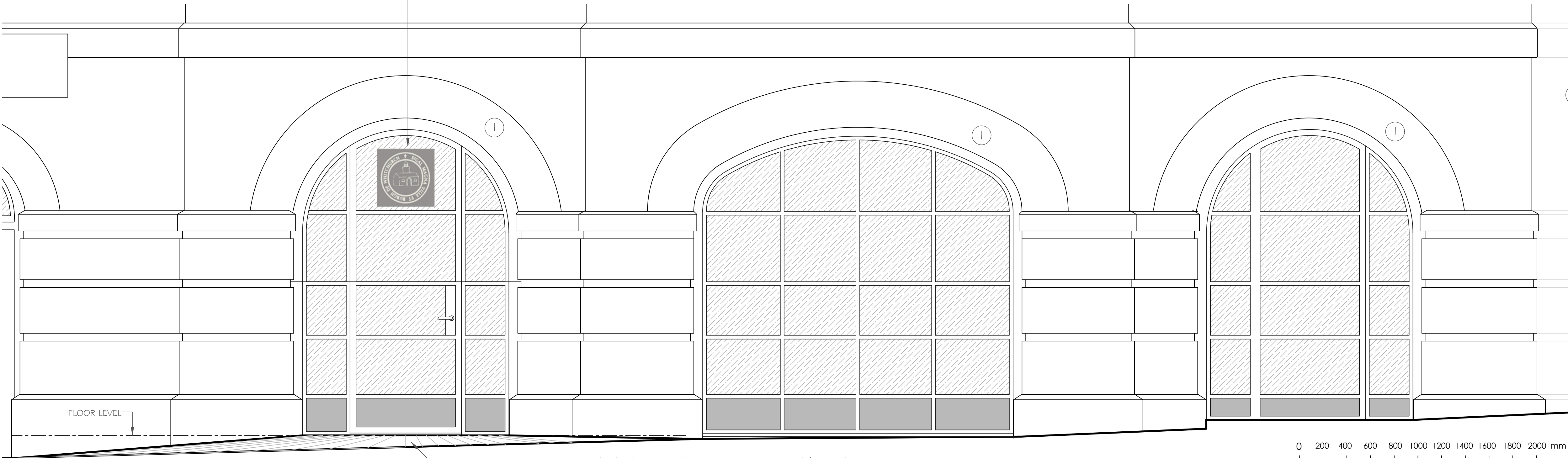
PROPOSED FRONT ELEVATION 1:50



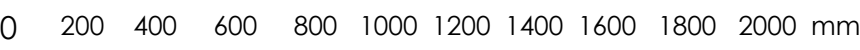
EXISTING 1:100



metric scale at 1:20



FRONT ELEVATION DETAIL 1:20



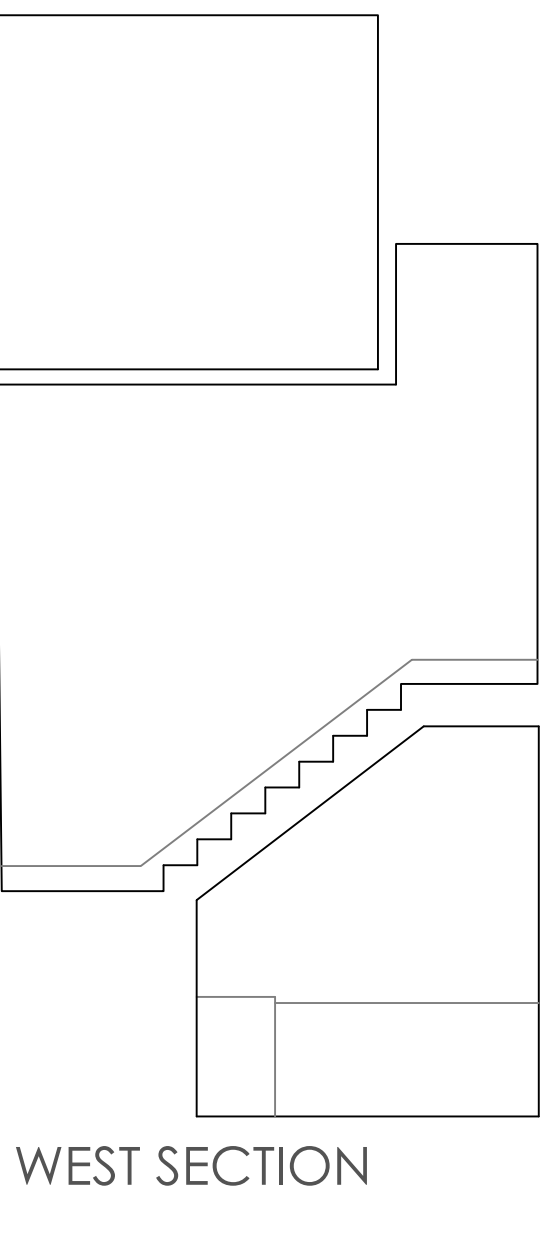
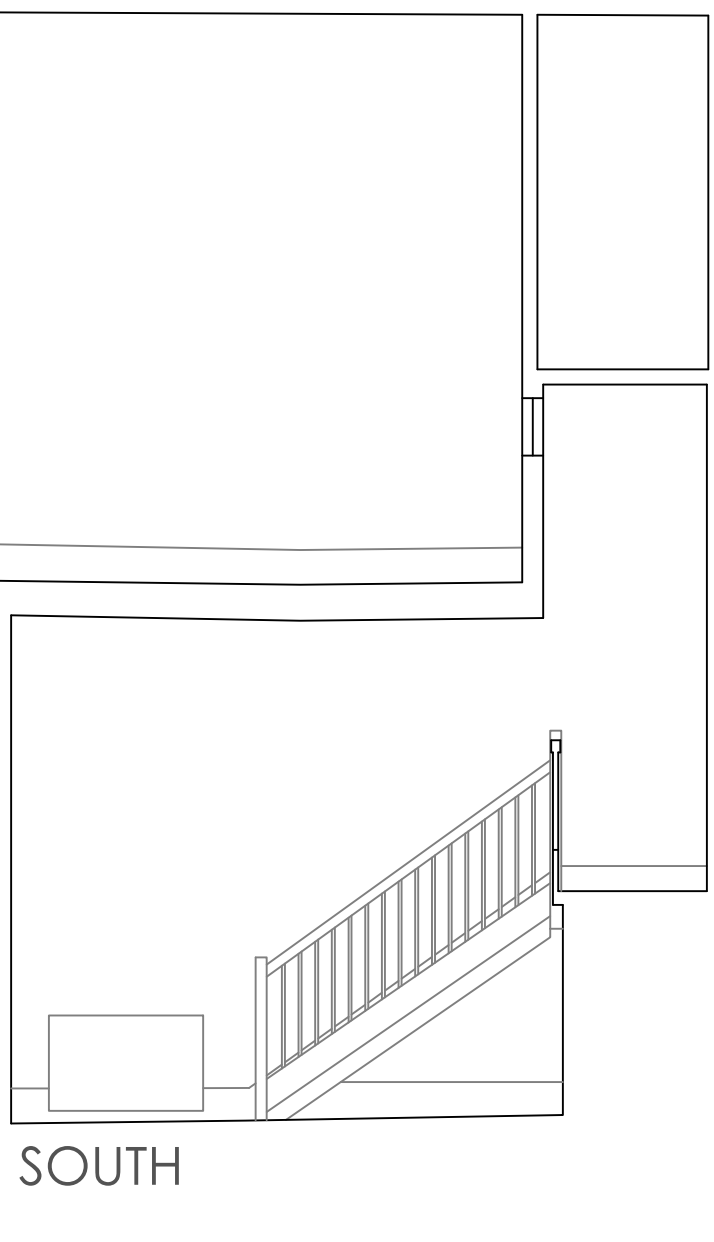
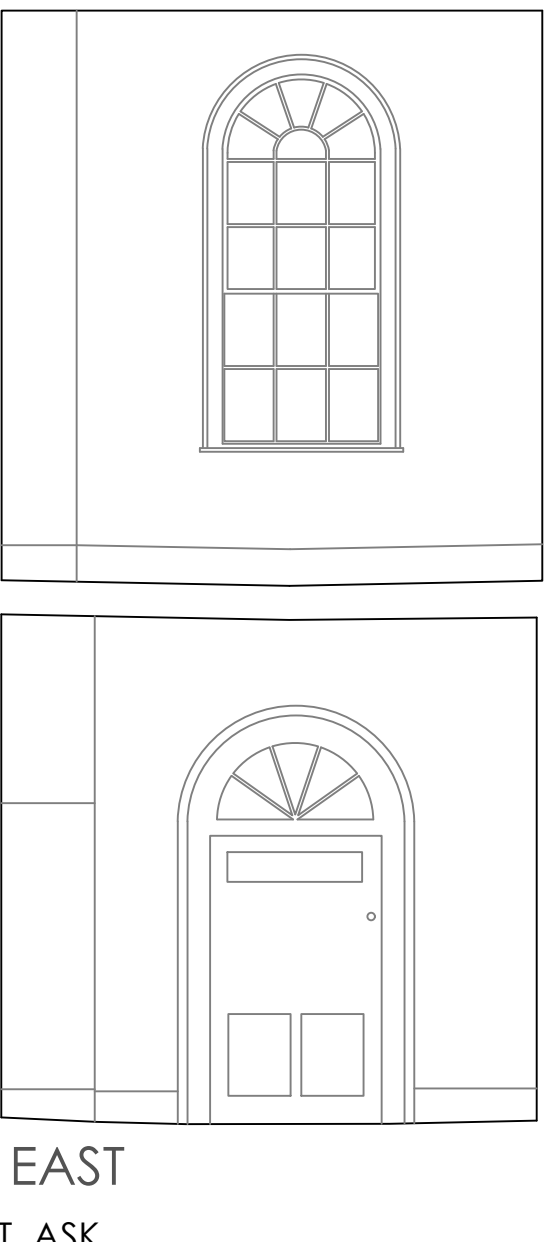
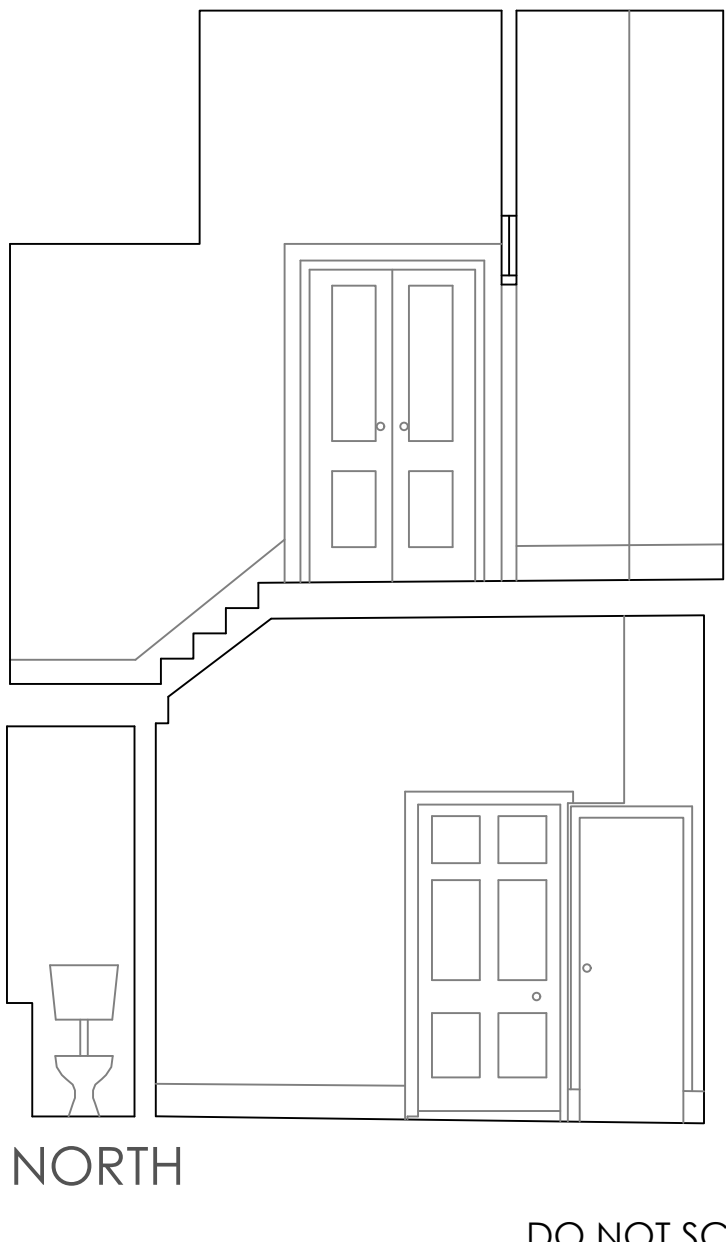
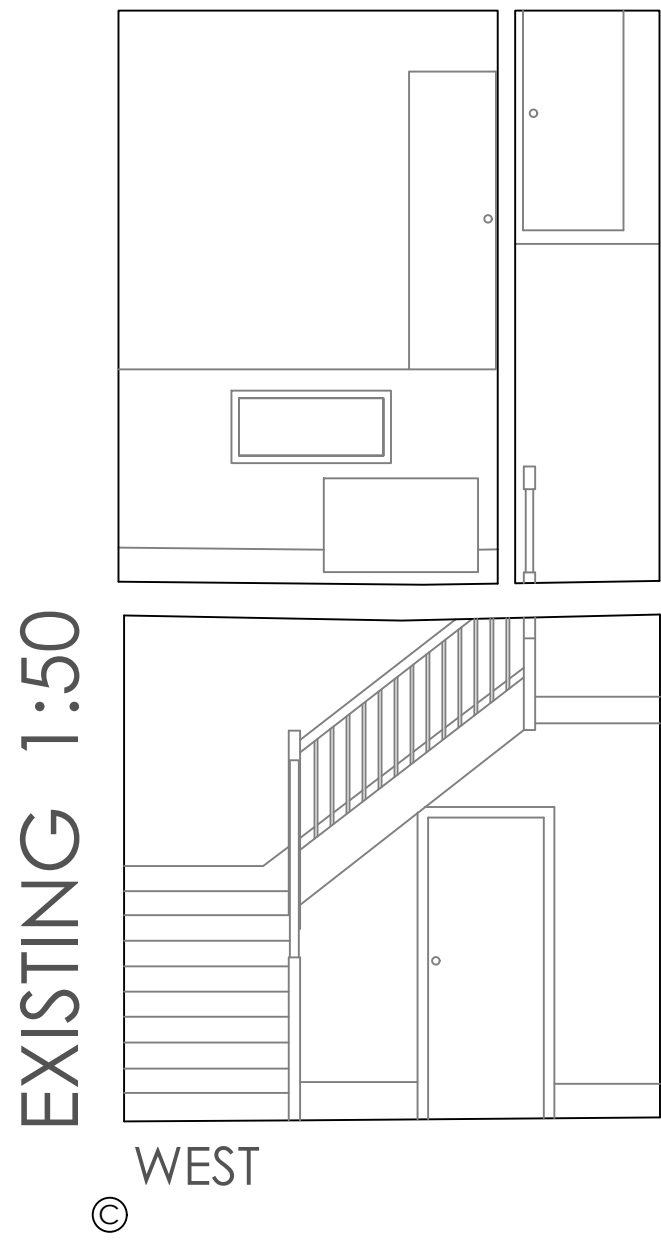
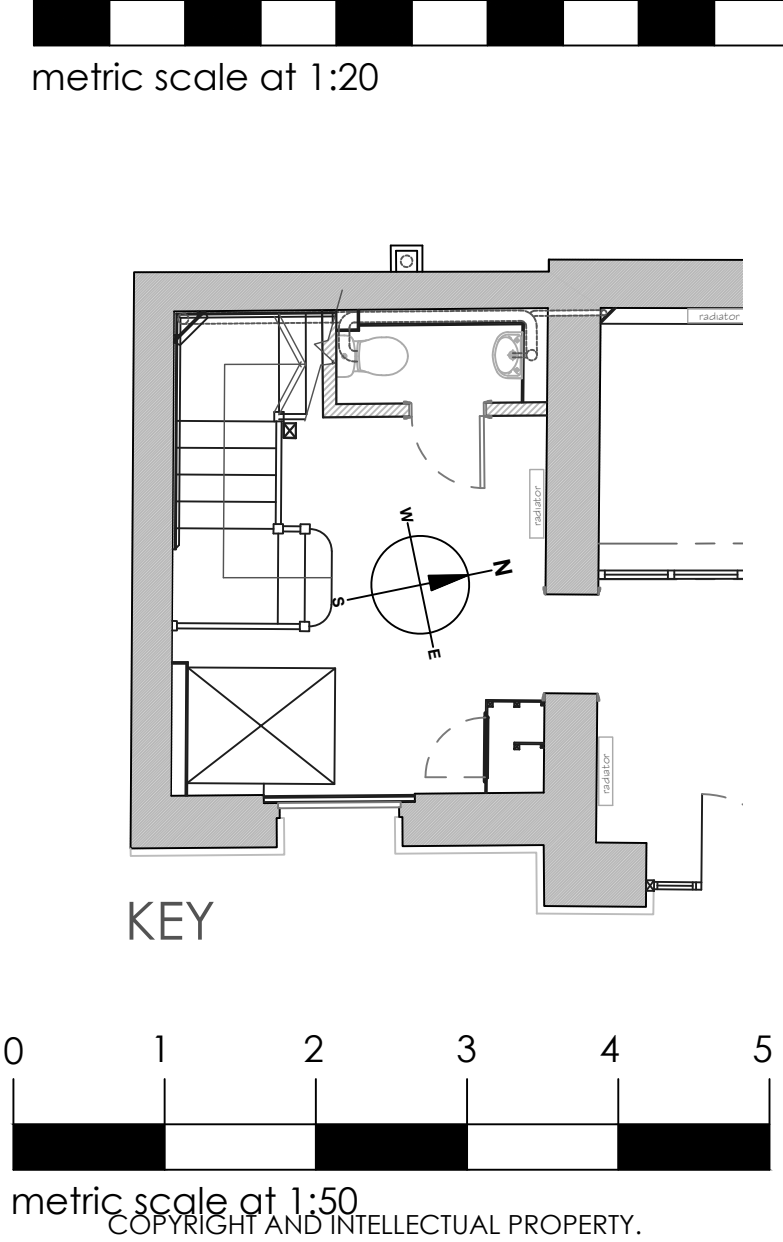
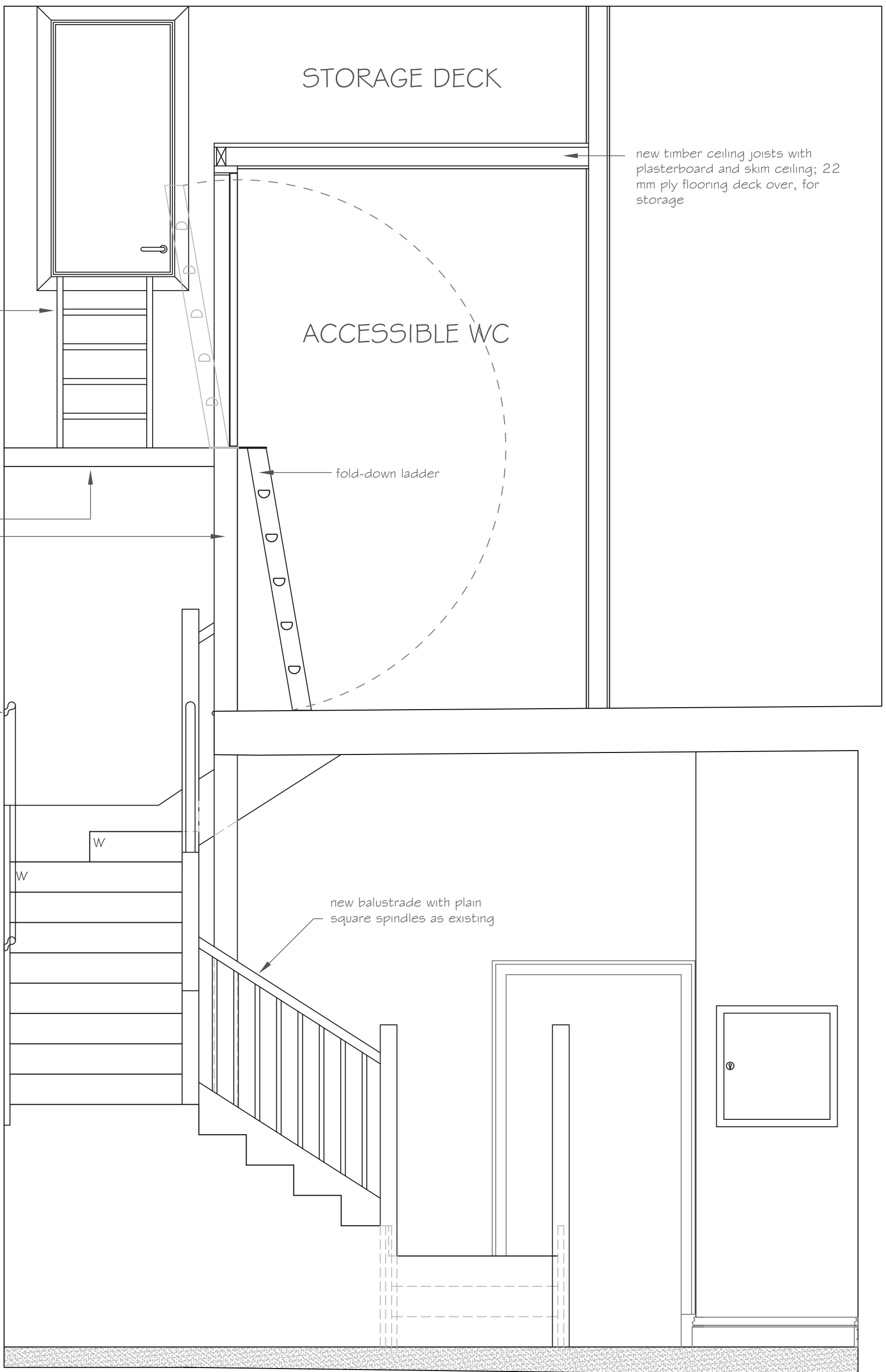
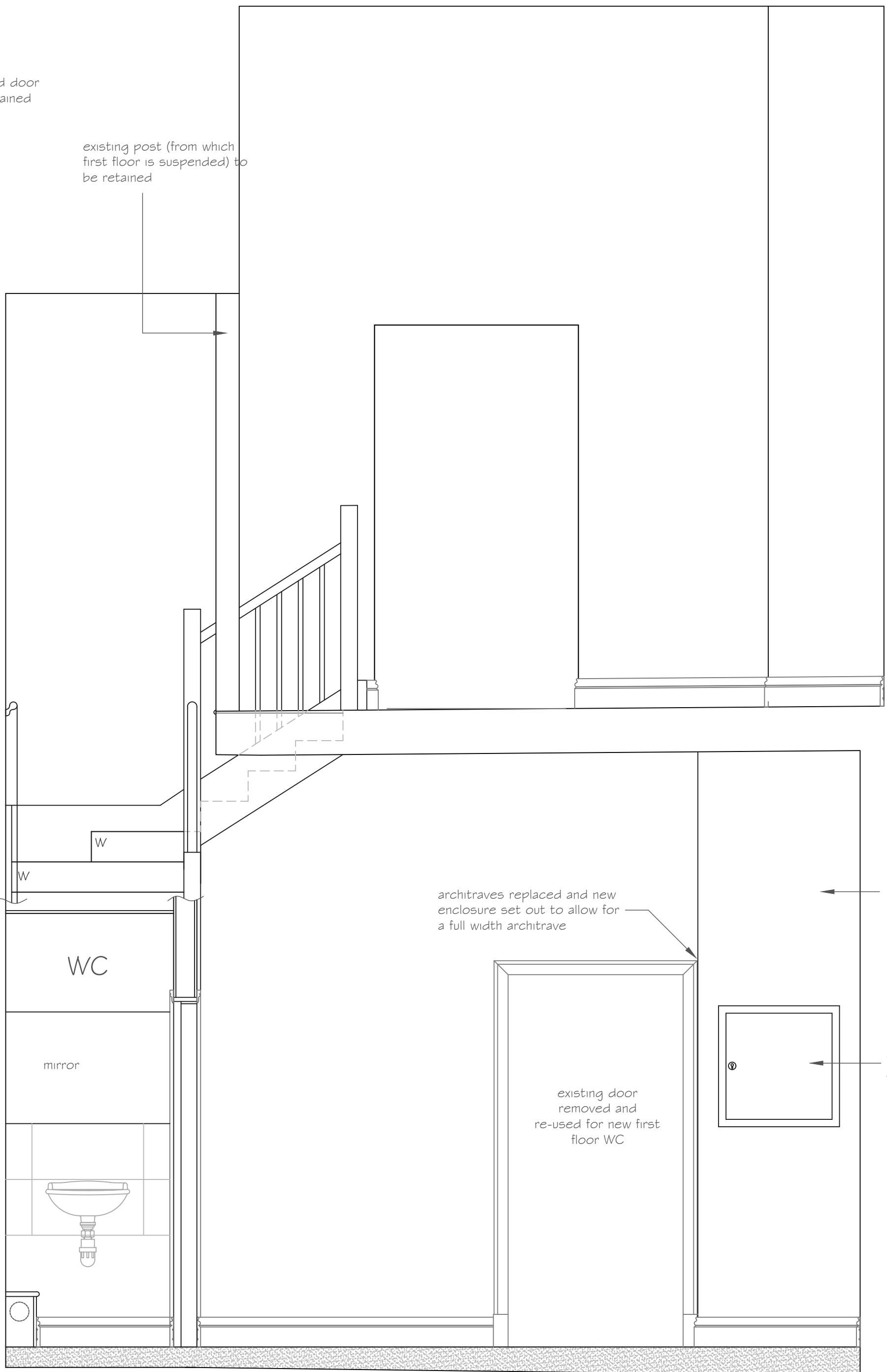
metric scale at 1:20

- 1 WORKS TO ARCHWAYS:  
Existing glazed joinery screen to centre archway and infill masonry and windows to archways either side to be removed, reinstating earlier openings. New glazing to comprise hardwood subframe and steel framed glazing incorporating door. Frames to be as narrow as possible and subject to approval of selected system manufacturer's details.

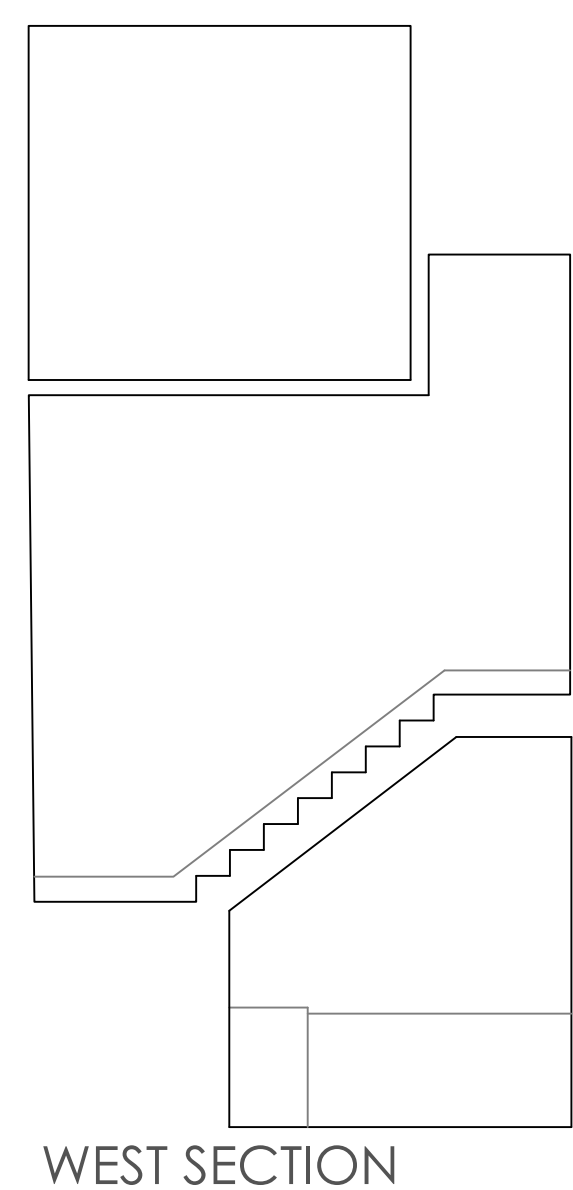
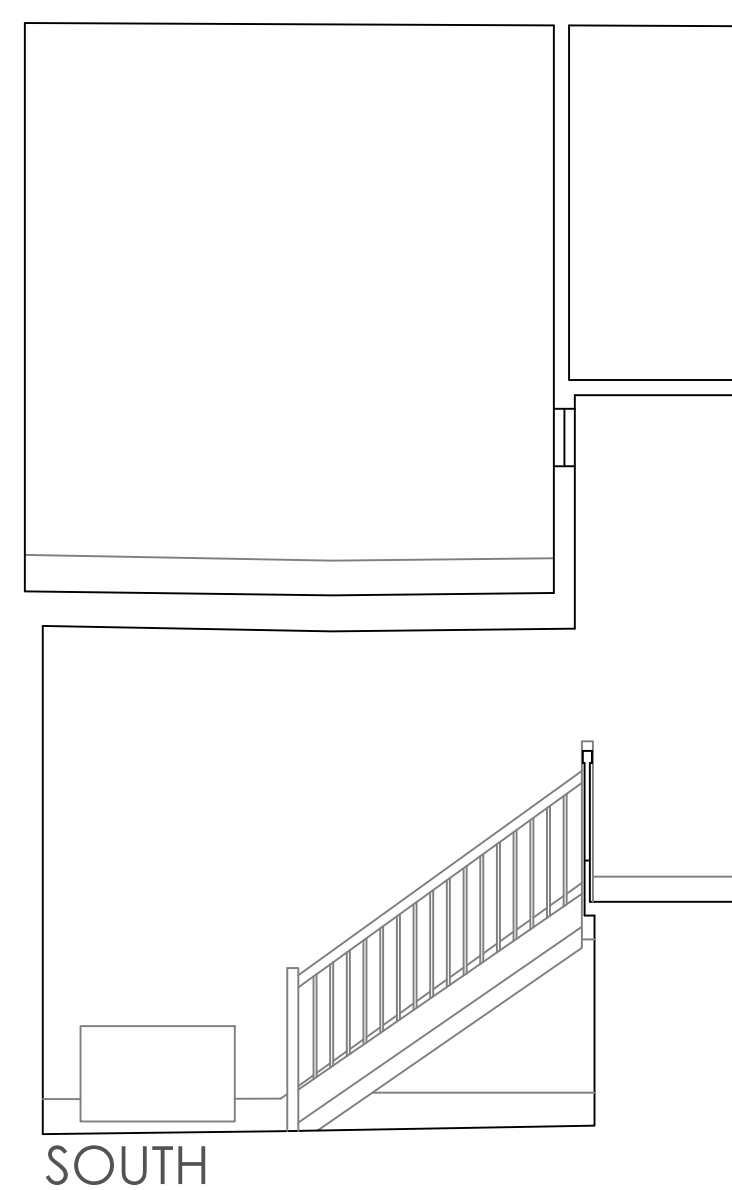
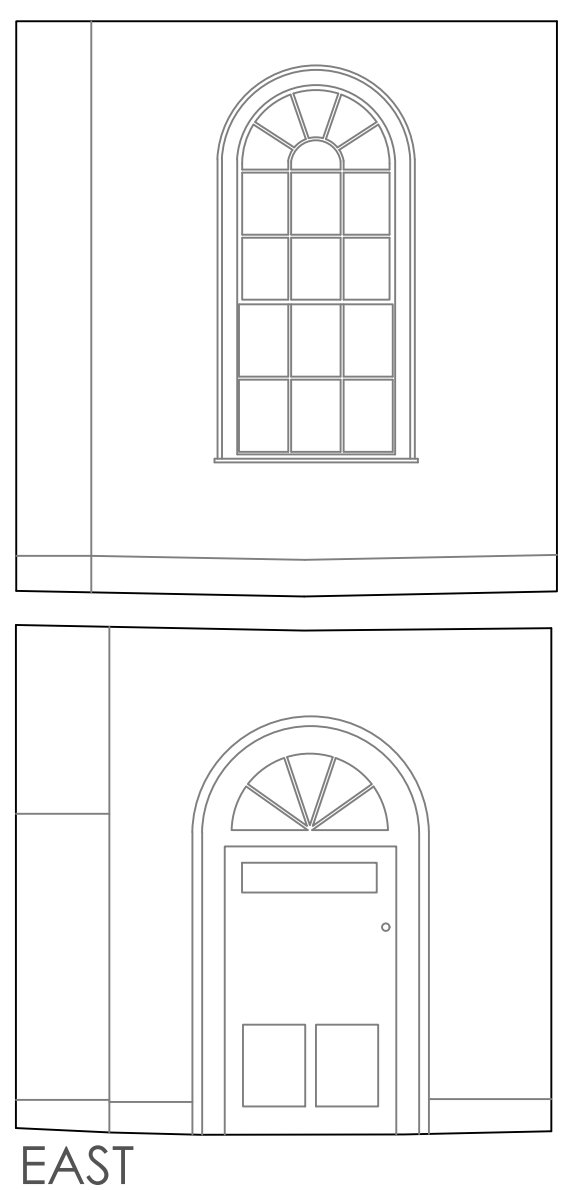
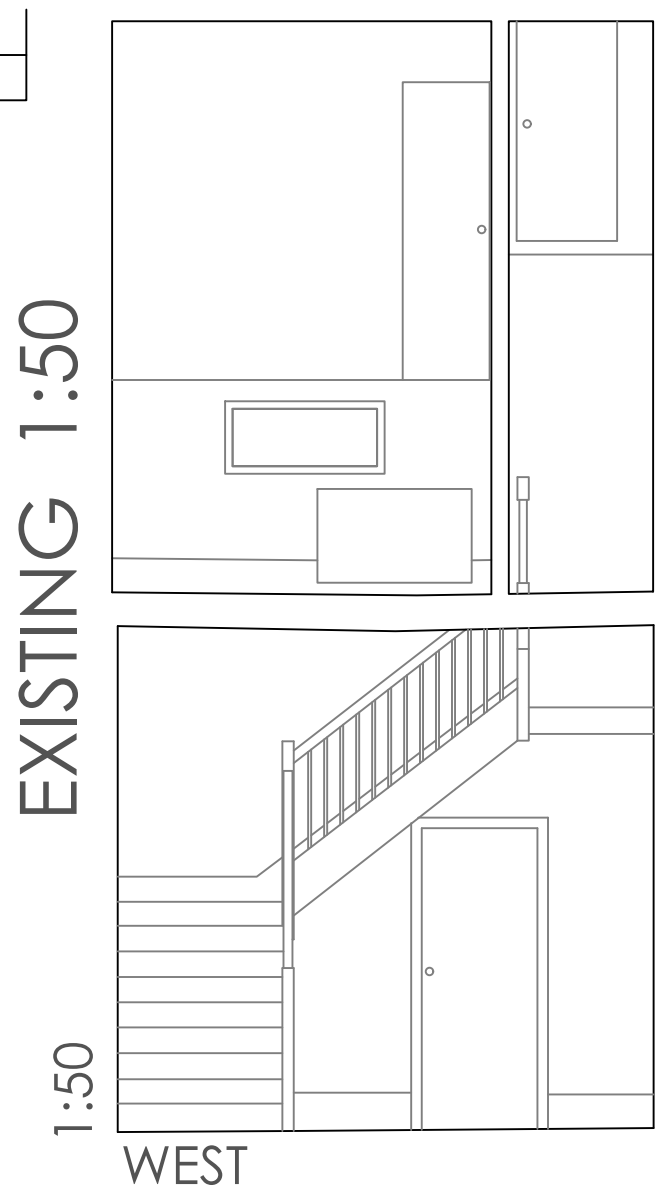
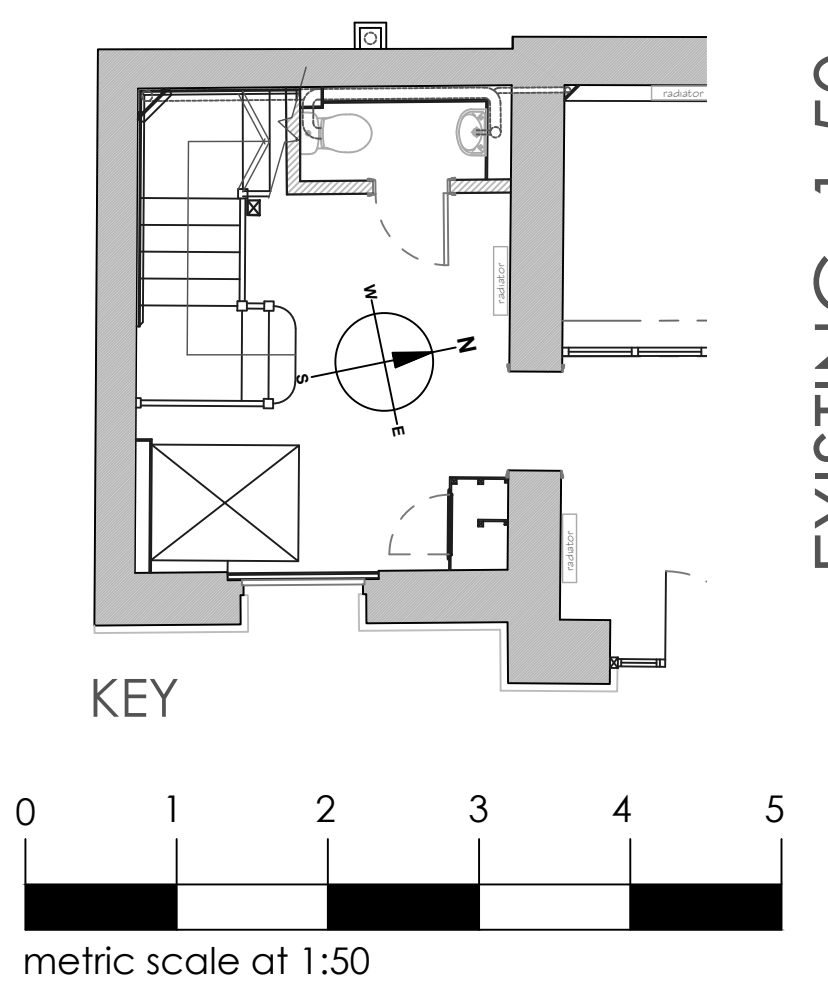
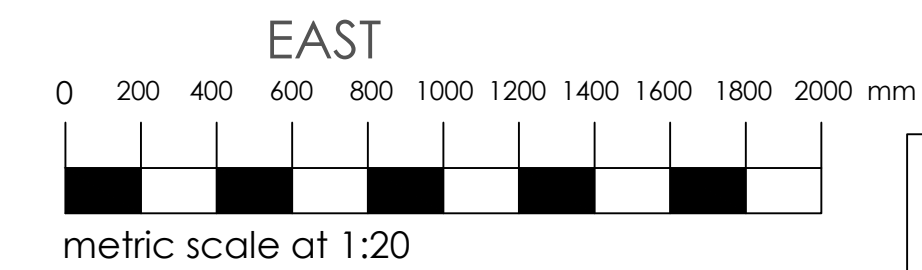
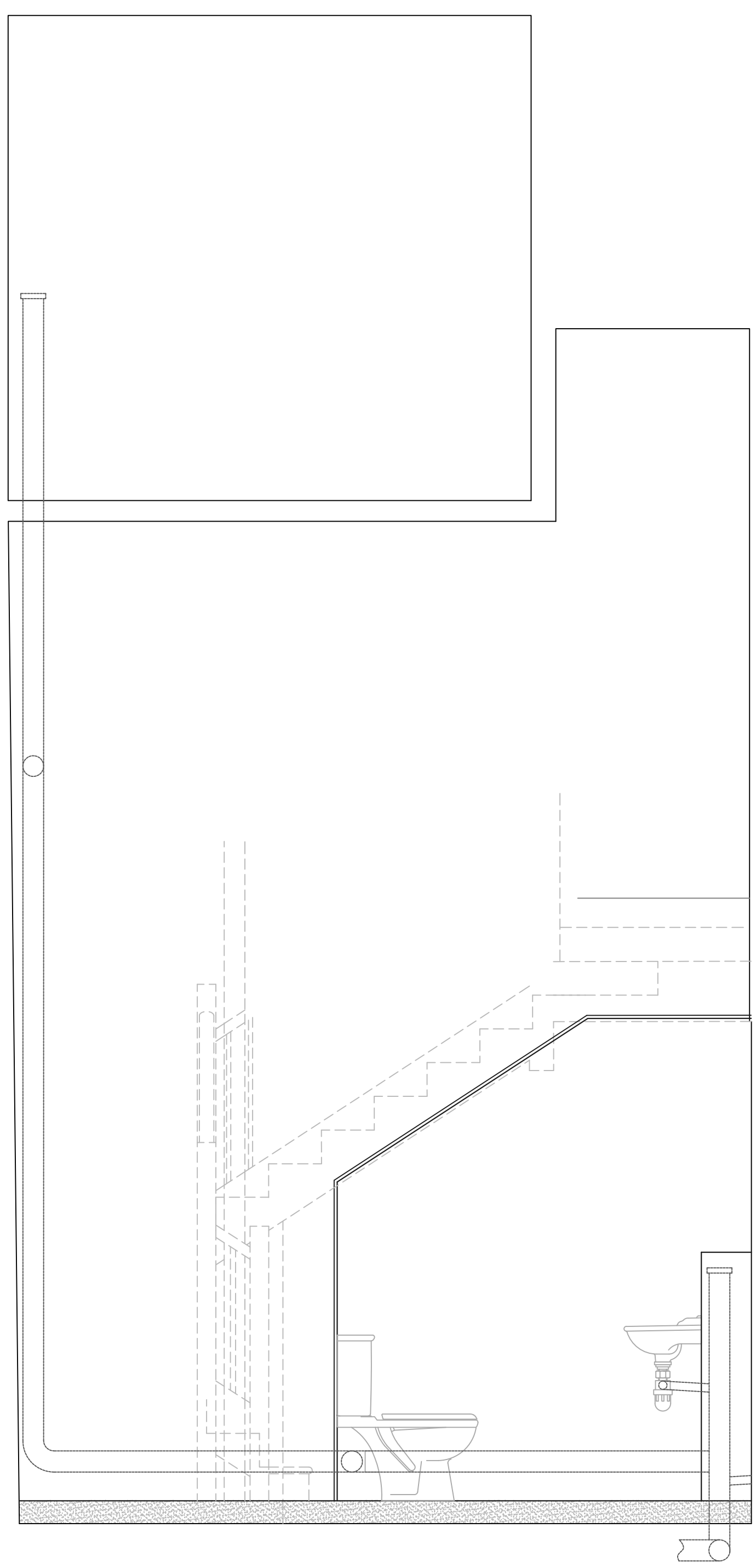
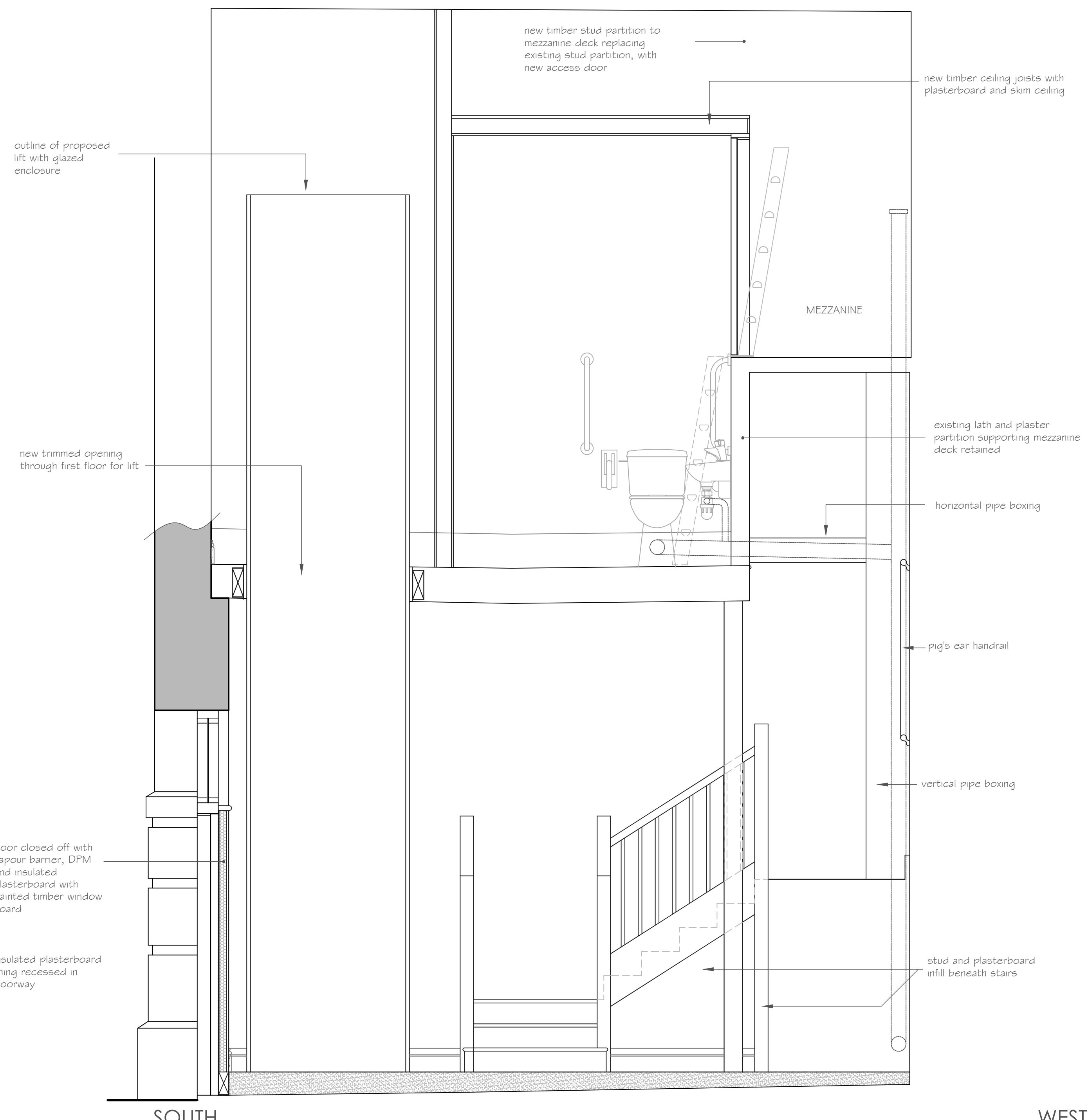
Steel frames and bottom solid panels to be powder coated in dark grey.

Rev	
Project	Whitchurch Town Hall
Drawing	External alteration works - GA
Dwg No.	19.19.03
Scale @ A1	as shown
Date	10/19
Issued for:	TENDER



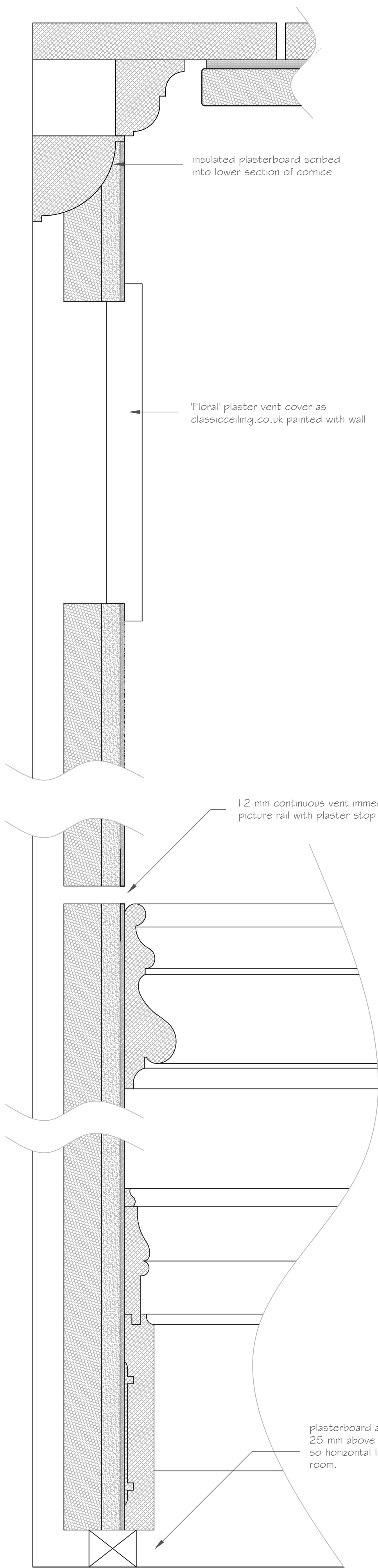


Rev		
Project	Whitchurch Town Hall	
Drawing	Proposed stairwell details - sheet 1	
Dwg No.	19.19.04	Scale @ A1 as shown
Issued for:	TENDER	Date 11/19



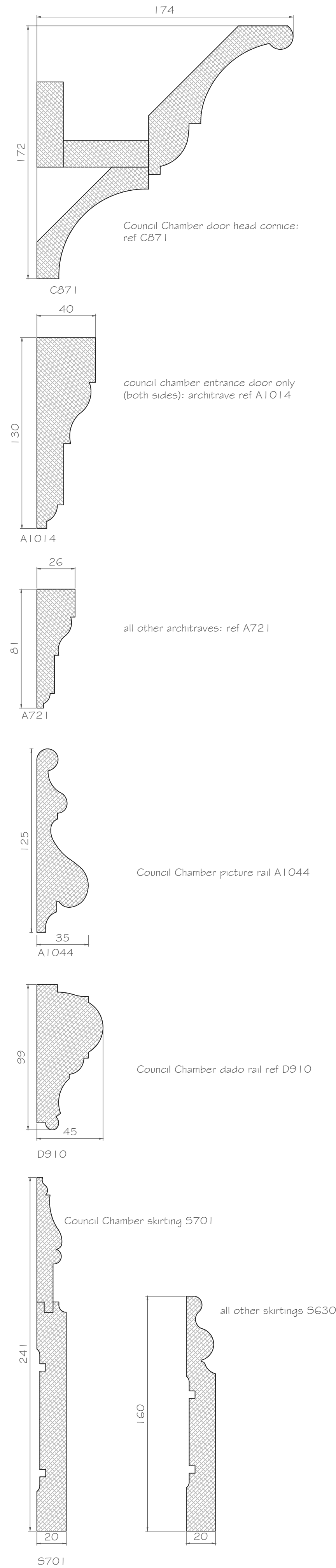
Rev	
Project	Whitchurch Town Hall
Drawing	Proposed stairwell details - sheet 2
Dwg No.	19.19.05
Scale @ A1	as shown
Date	11/19
Issued for:	TENDER





COUNCIL CHAMBER VENTILATED  
WALL LININGS DETAIL 1:2

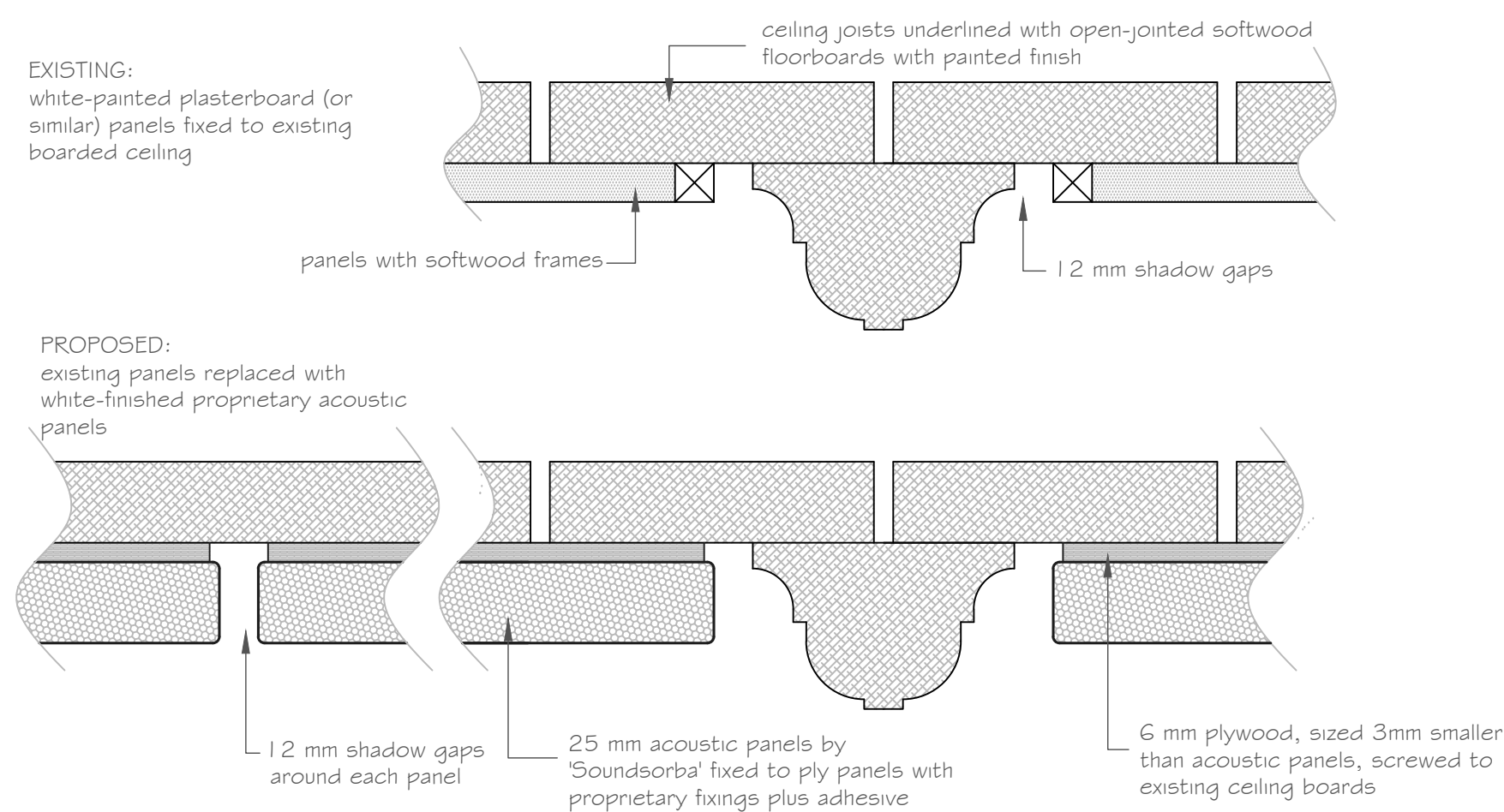
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All documents remain the property of Hall & Ensom in perpetuity. The contents of all documents produced whether drawn, written, described orally or in pictures  
(still or moving presentation) or produced by computer as program or file, are our intellectual property and shall only be used in connection with this project.



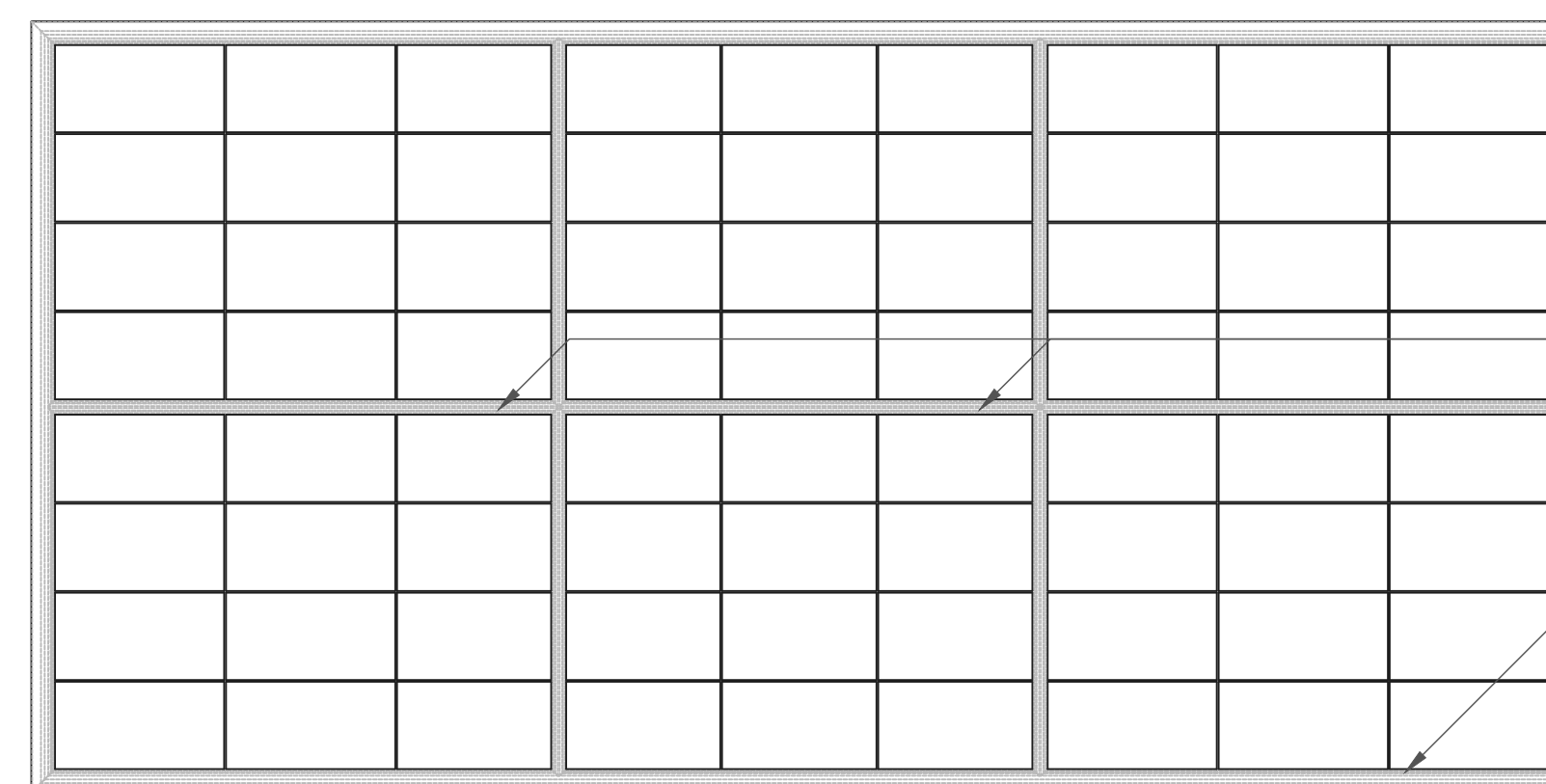
COUNCIL CHAMBER JOINERY 1:2  
all mouldings from WRP Timber Mouldings



COUNCIL CHAMBER ELEVATIONS 1:50



COUNCIL CHAMBER CEILING PANELS  
1:2



panels made to measure; maximum panel size for standard  
fixings to be not greater than 600 x 1200 mm

LIGHTING:  
existing pendant lights suspended  
from these positions to be replaced  
with a suspended track system fed  
from same wiring points

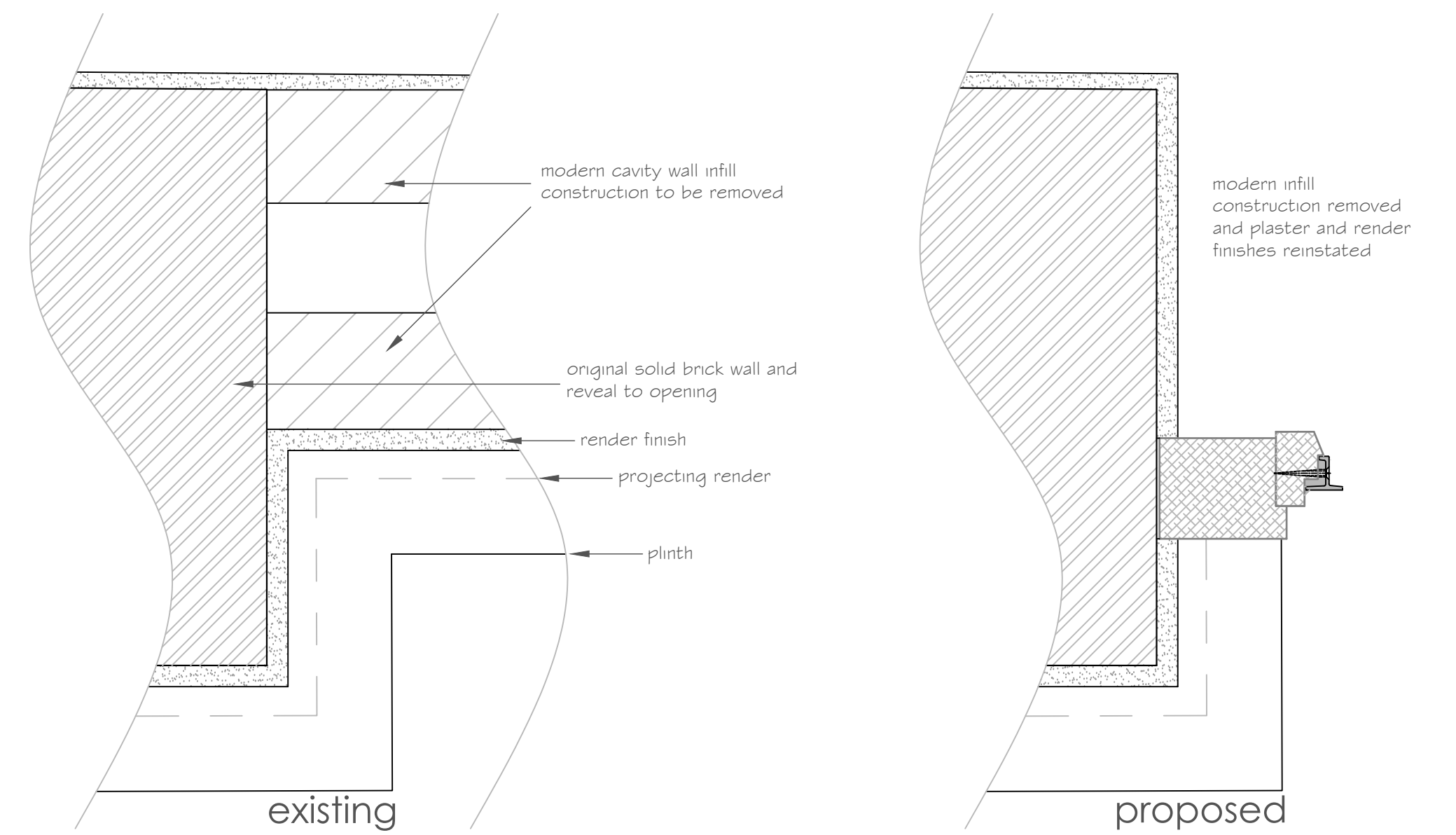
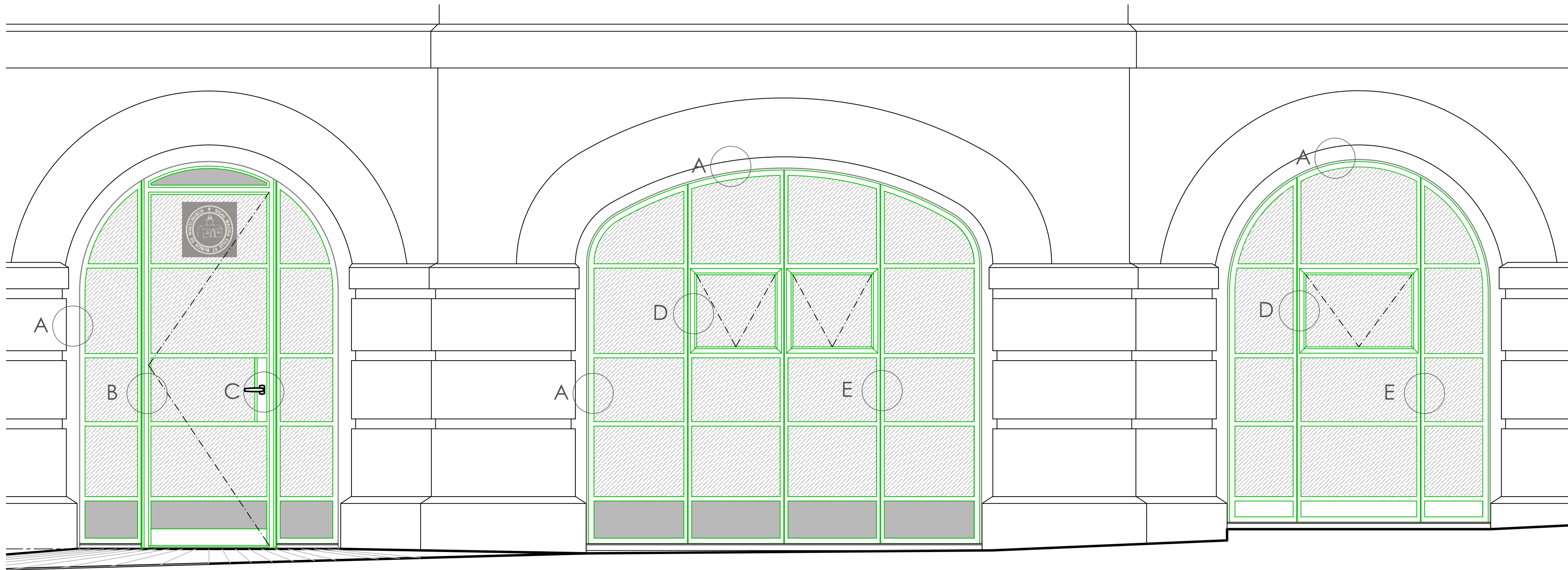
existing lateC20 timber cornice  
removed and refixed to allow for  
insulated wall linings to front and rear  
walls

COUNCIL CHAMBER REFLECTED CEILING PLAN  
1:50

DO NOT SCALE - IF IN DOUBT, ASK  
(THIS DISCLAIMER DOES NOT APPLY TO PLANNING APPLICATIONS OR BUILDING REGULATIONS SUBMISSIONS)

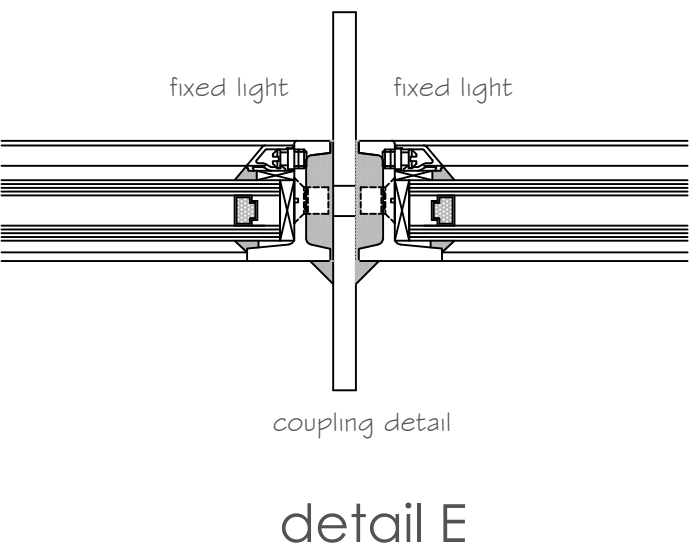
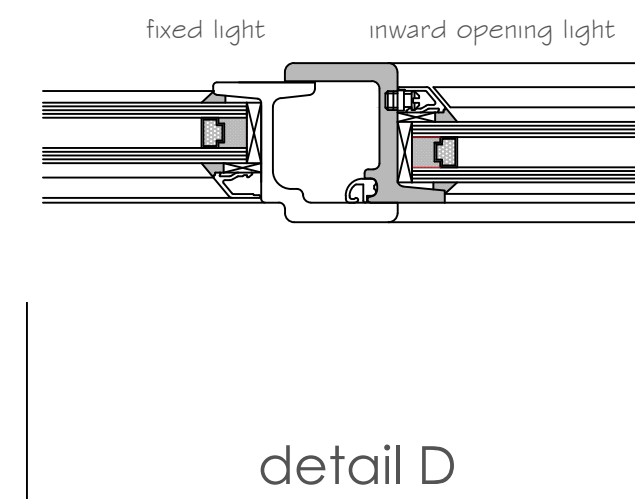
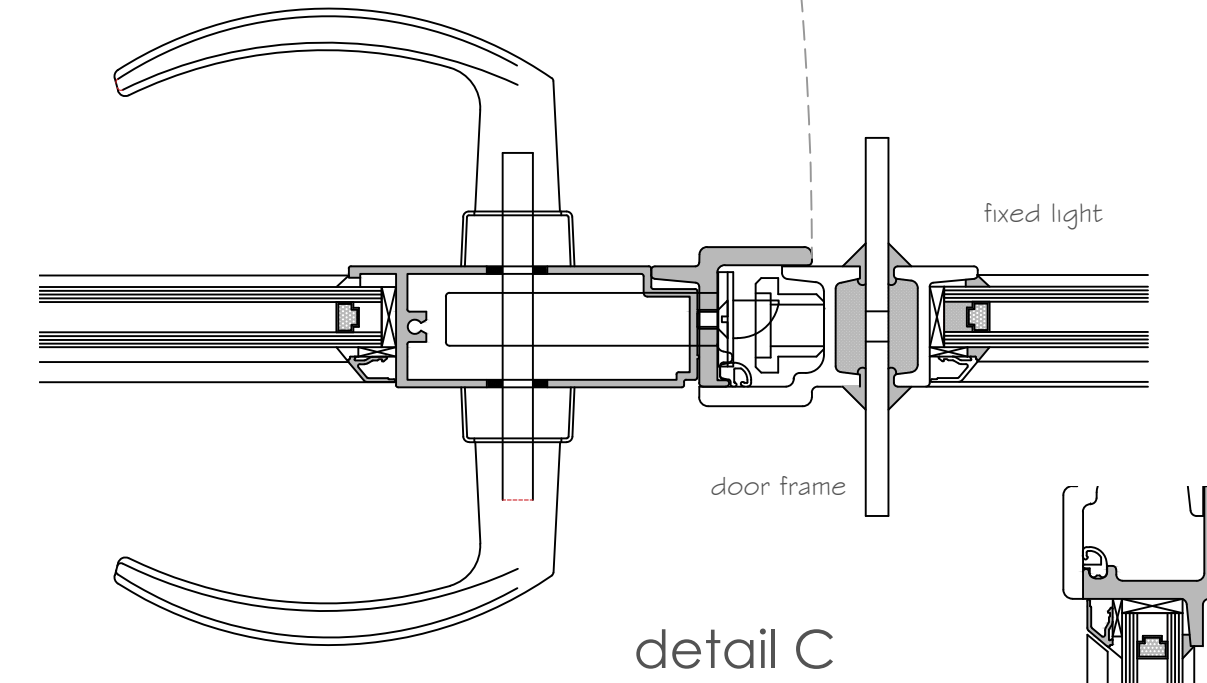
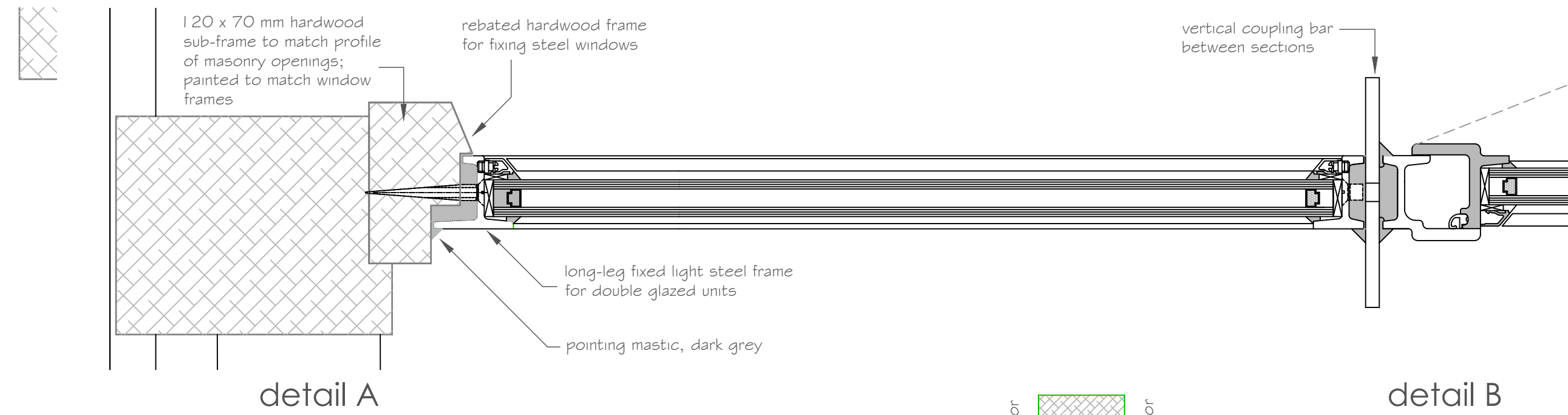
Rev		
Project	Whitchurch Town Hall	
Drawing	Joinery details	
Dwg No.	19.19.06	Scale @ A1 as shown
Issued for:	TENDER	Date 11/19





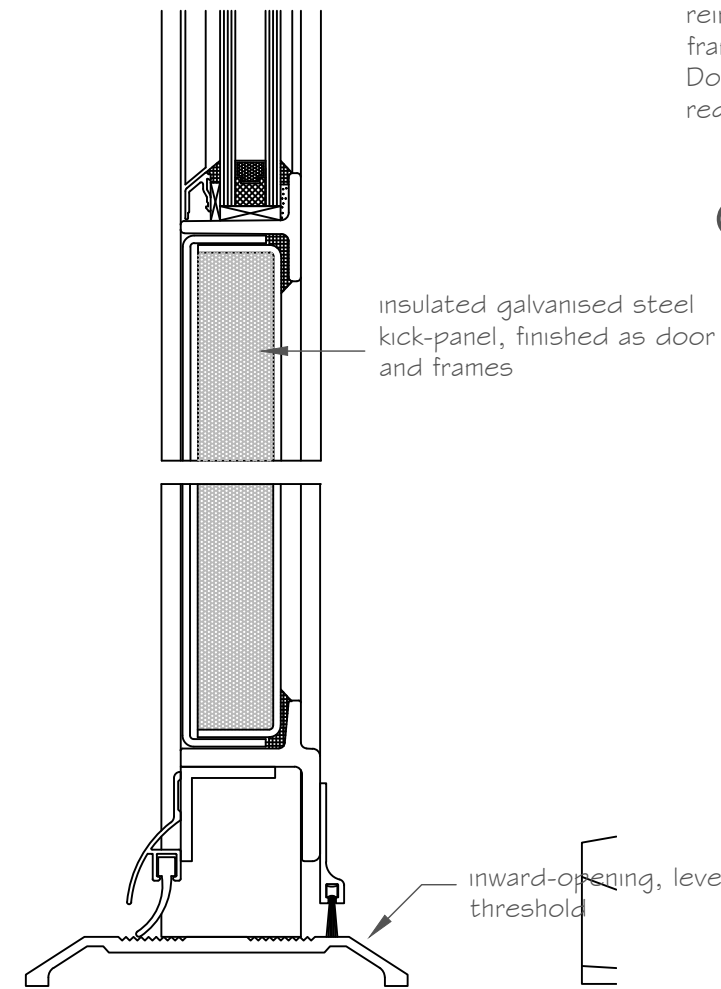
GF WINDOW OPENING ALTERATIONS 1:5

GF REPLACEMENT GLAZING 1:20

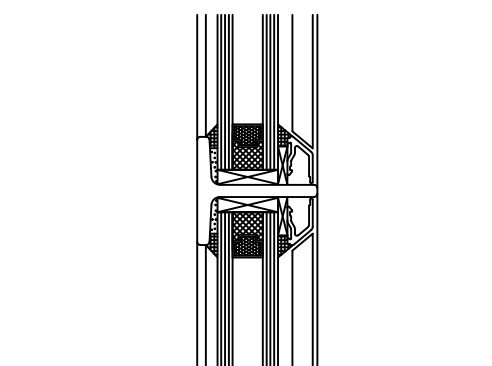


All steel frame members to be powder coated in RAL 7011 Iron Grey; timber frame to be painted externally in matching colour; all external sealant and double glazing internal seals to be black. Overall design intent is to approximately reinstate dark openings within white painted render facade. Internally timber frames to be painted white as existing joinery. Double glazed units to incorporate solar control glass, and to be safety glass as required by Building Regulations.

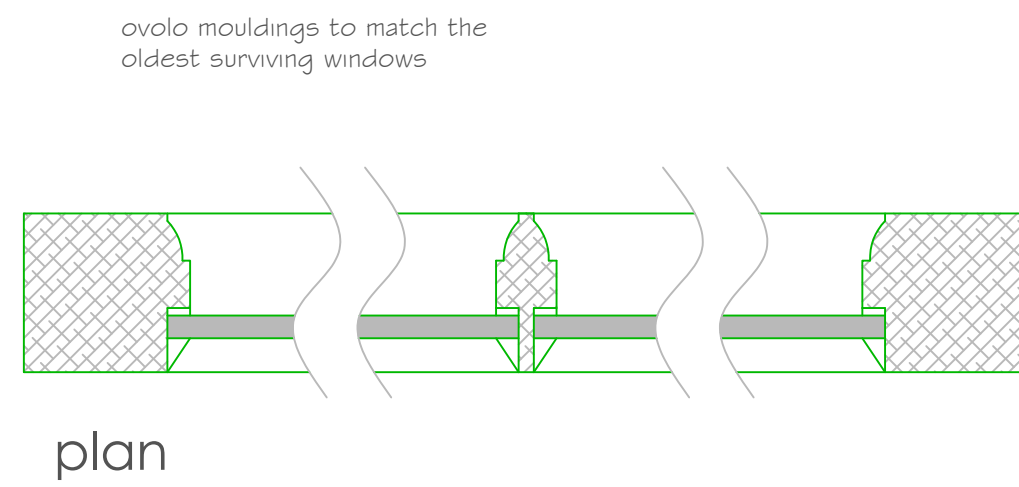
GF WINDOW & DOOR DETAILS 1:2



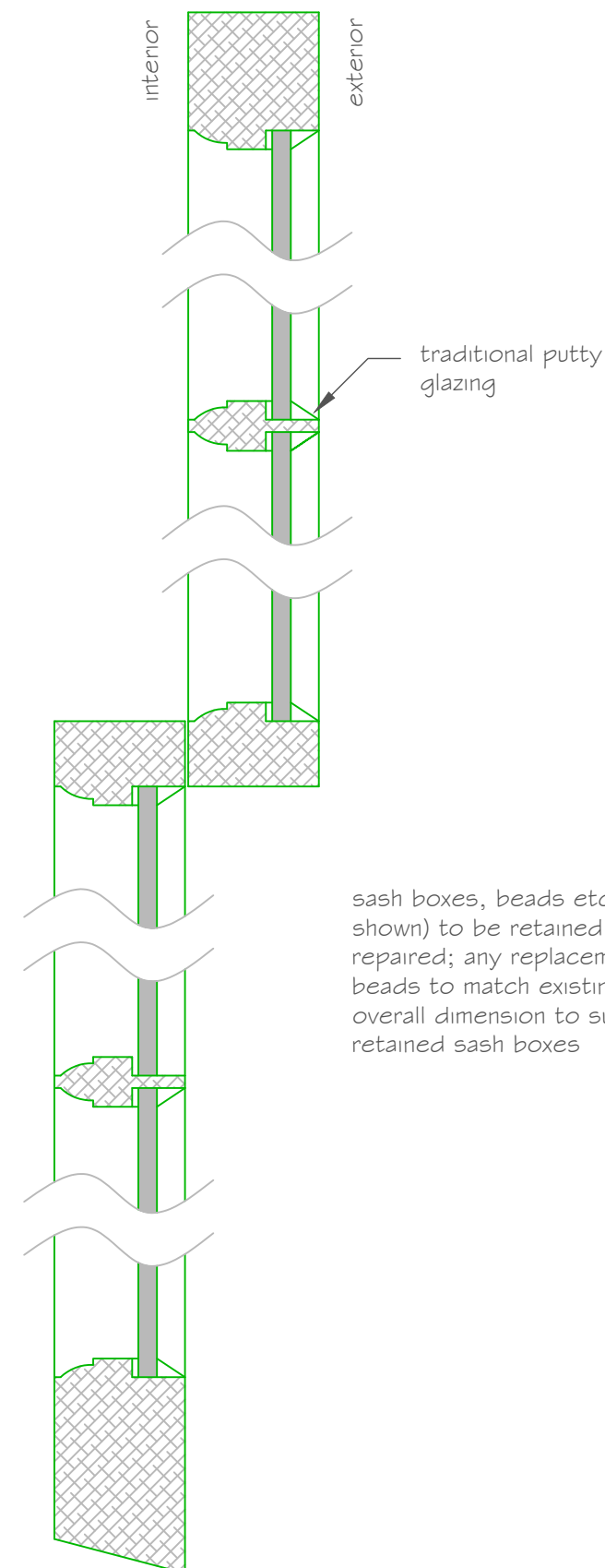
DOOR SECTION 1:2



GLAZING BAR 1:2



FF SASH DETAILS 1:2



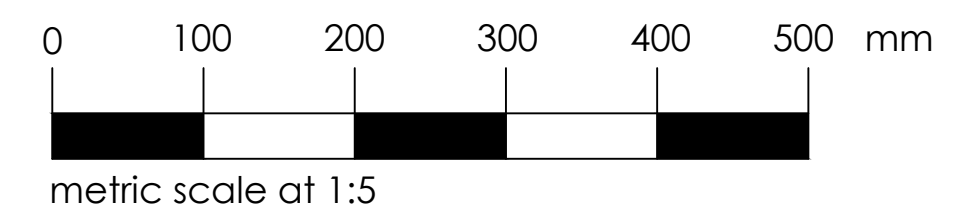
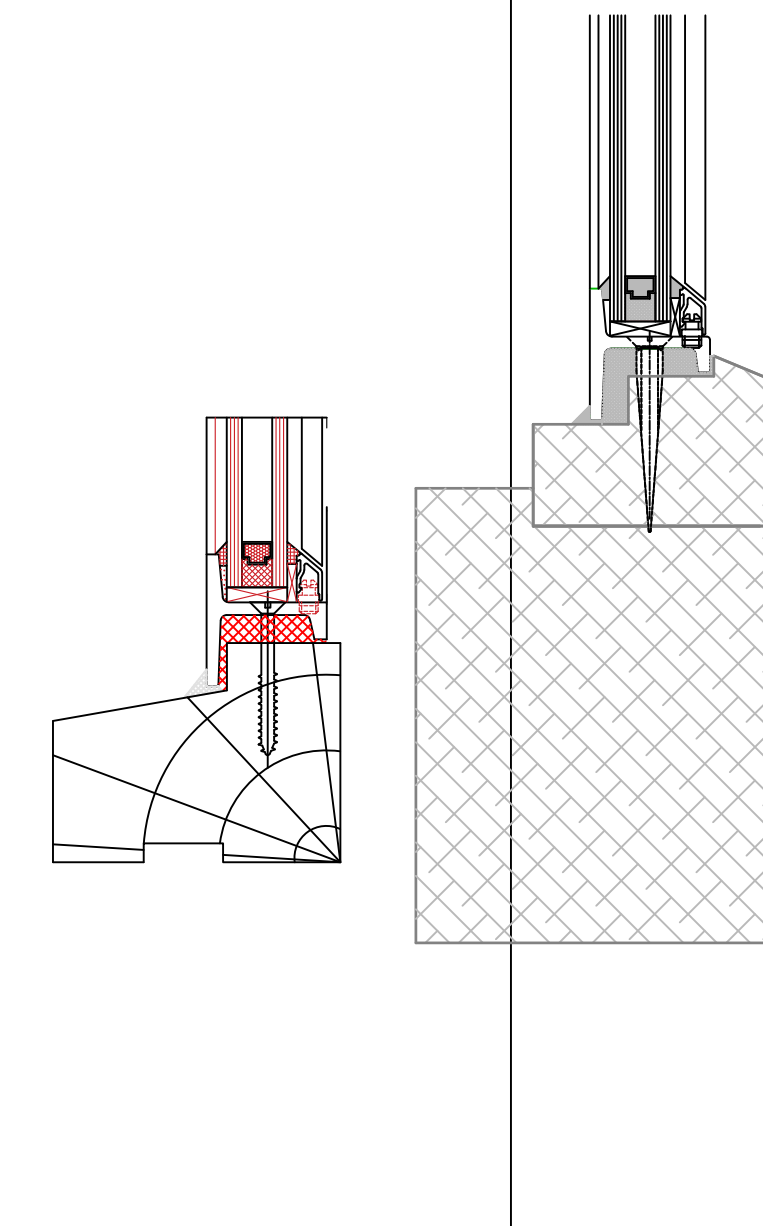
detail B

detail C

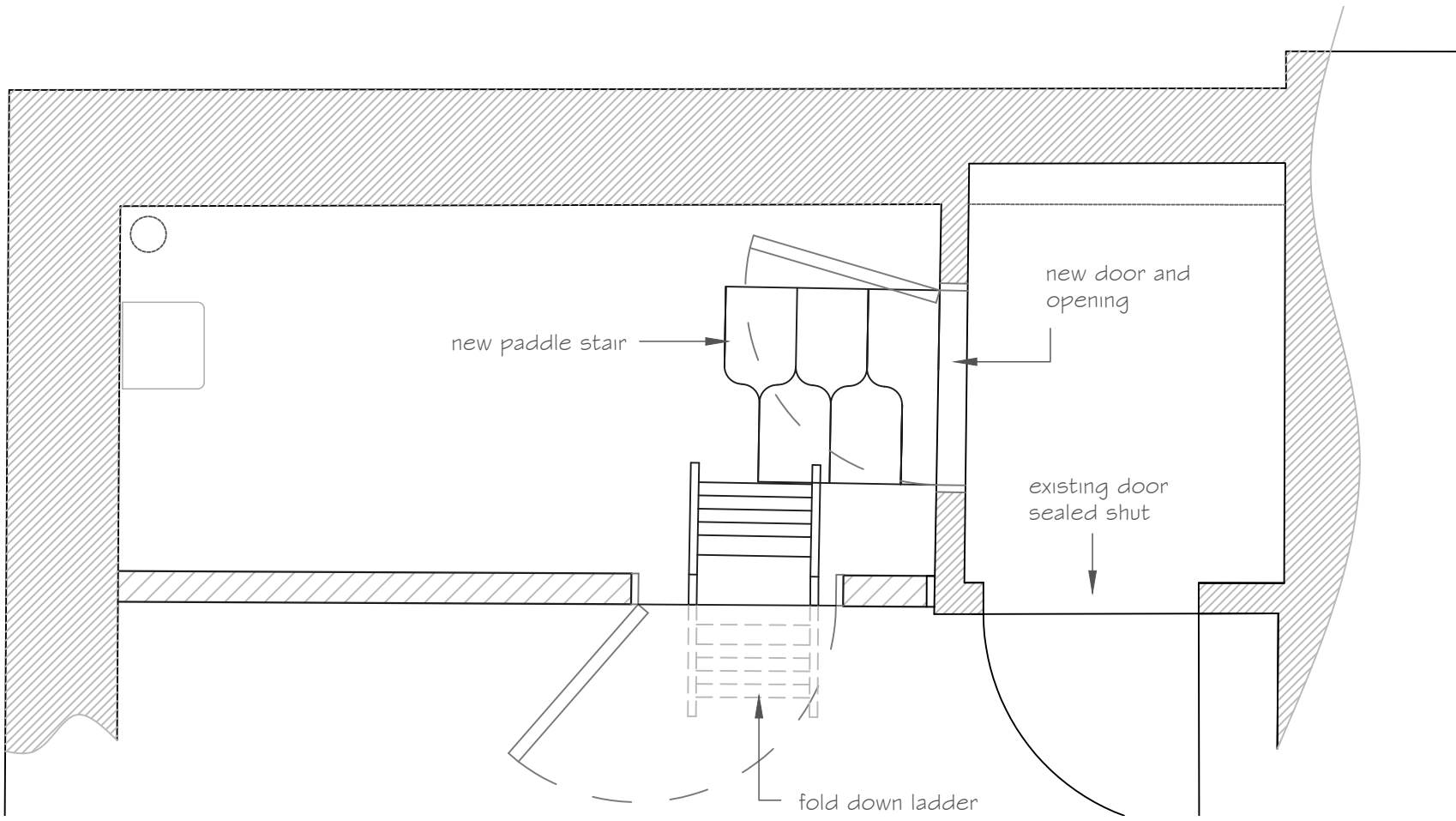
detail D

detail E

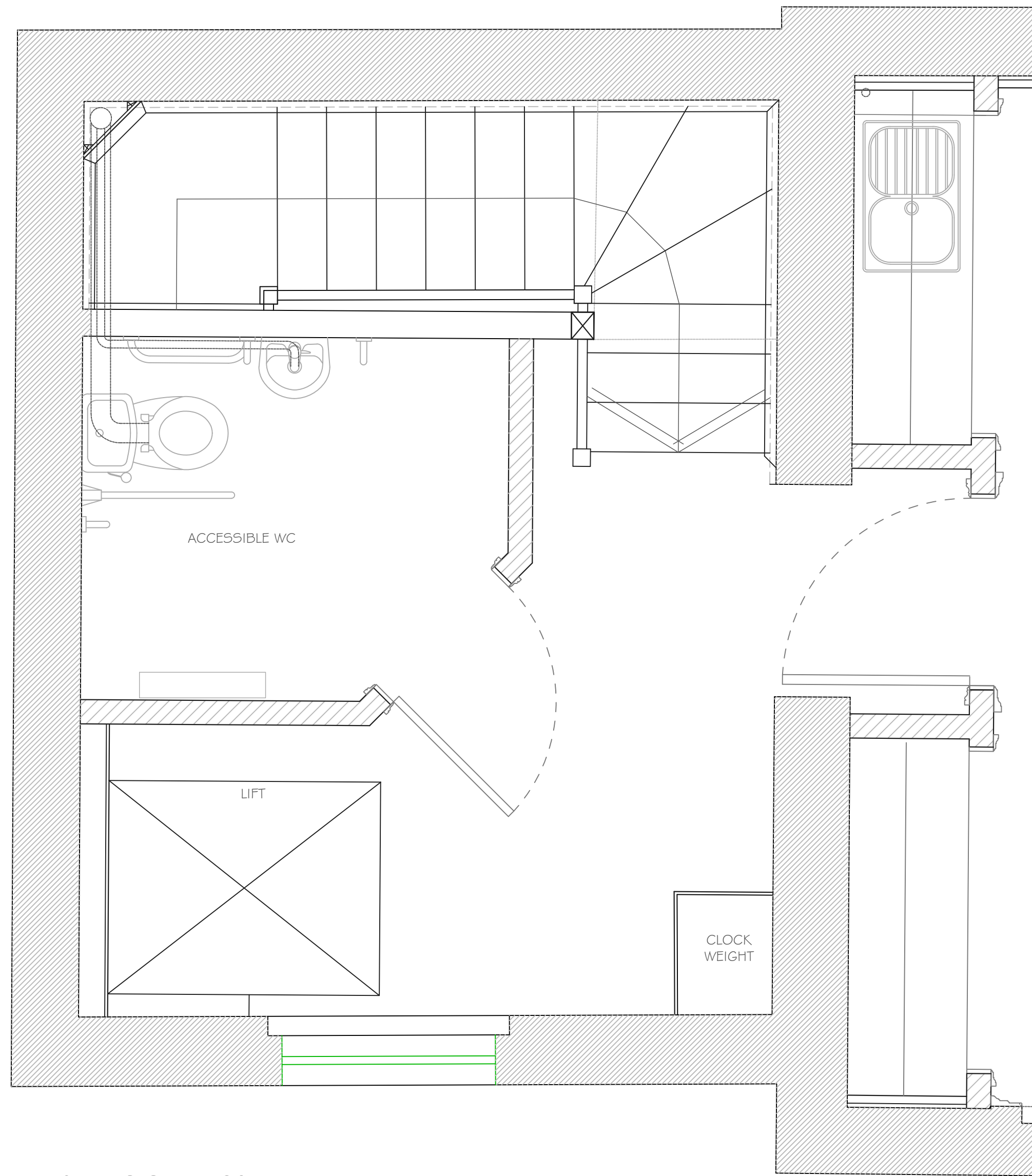
FF REPLACEMENT SASH - INTERNAL ELEVATION DETAIL 1:5



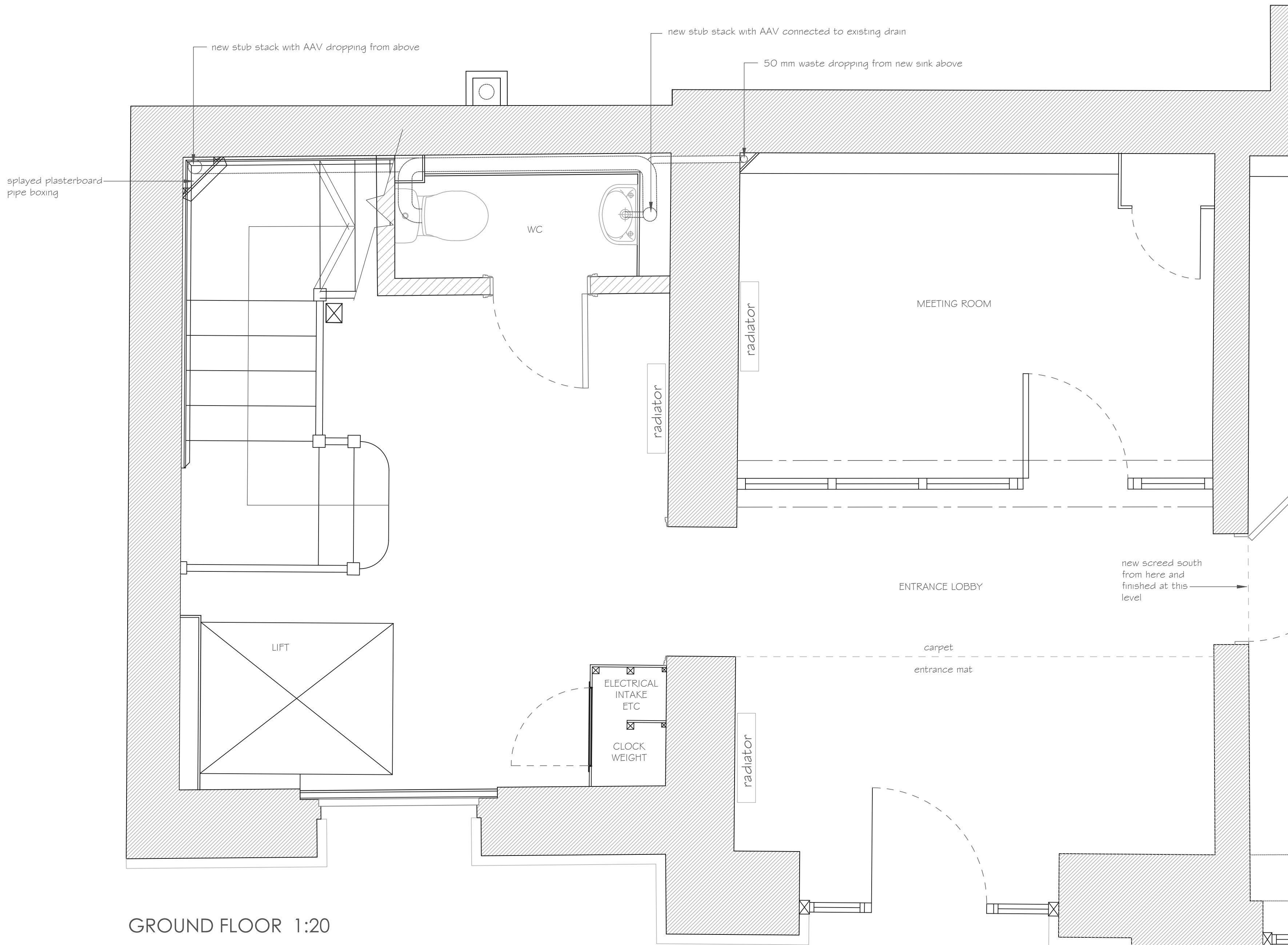




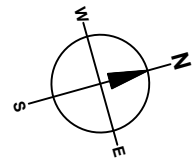
MEZZANINE 1:20



FIRST FLOOR 1:20



GROUND FLOOR 1:20

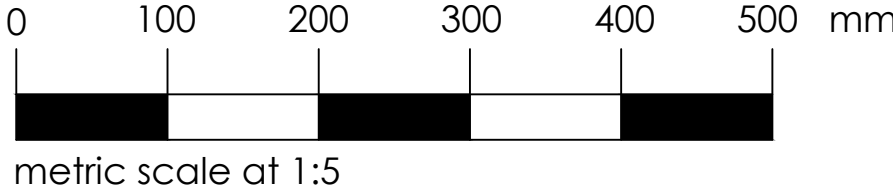


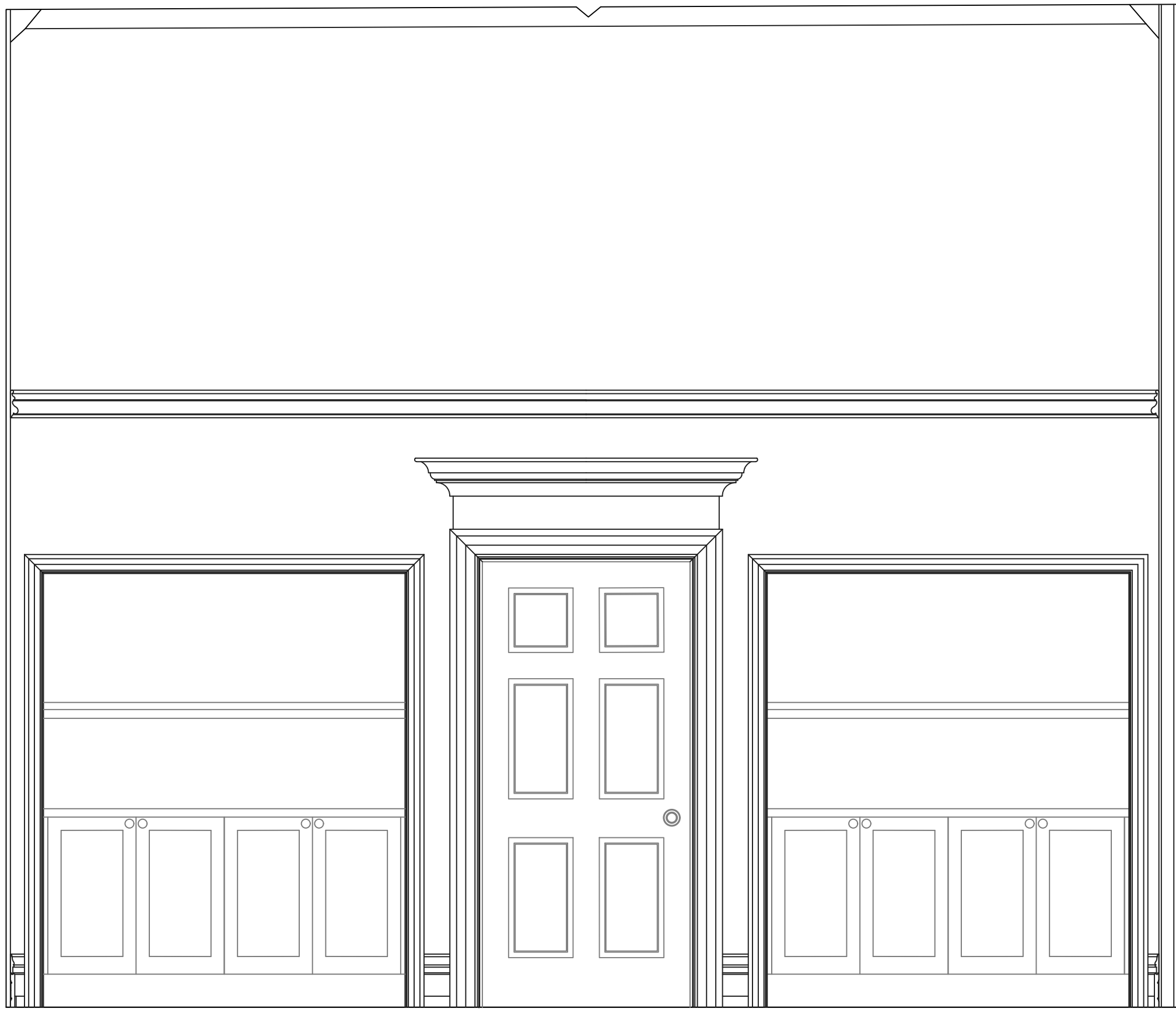
Rev  
Project  
Whitchurch Town Hall

Drawing  
Internal works detail plans

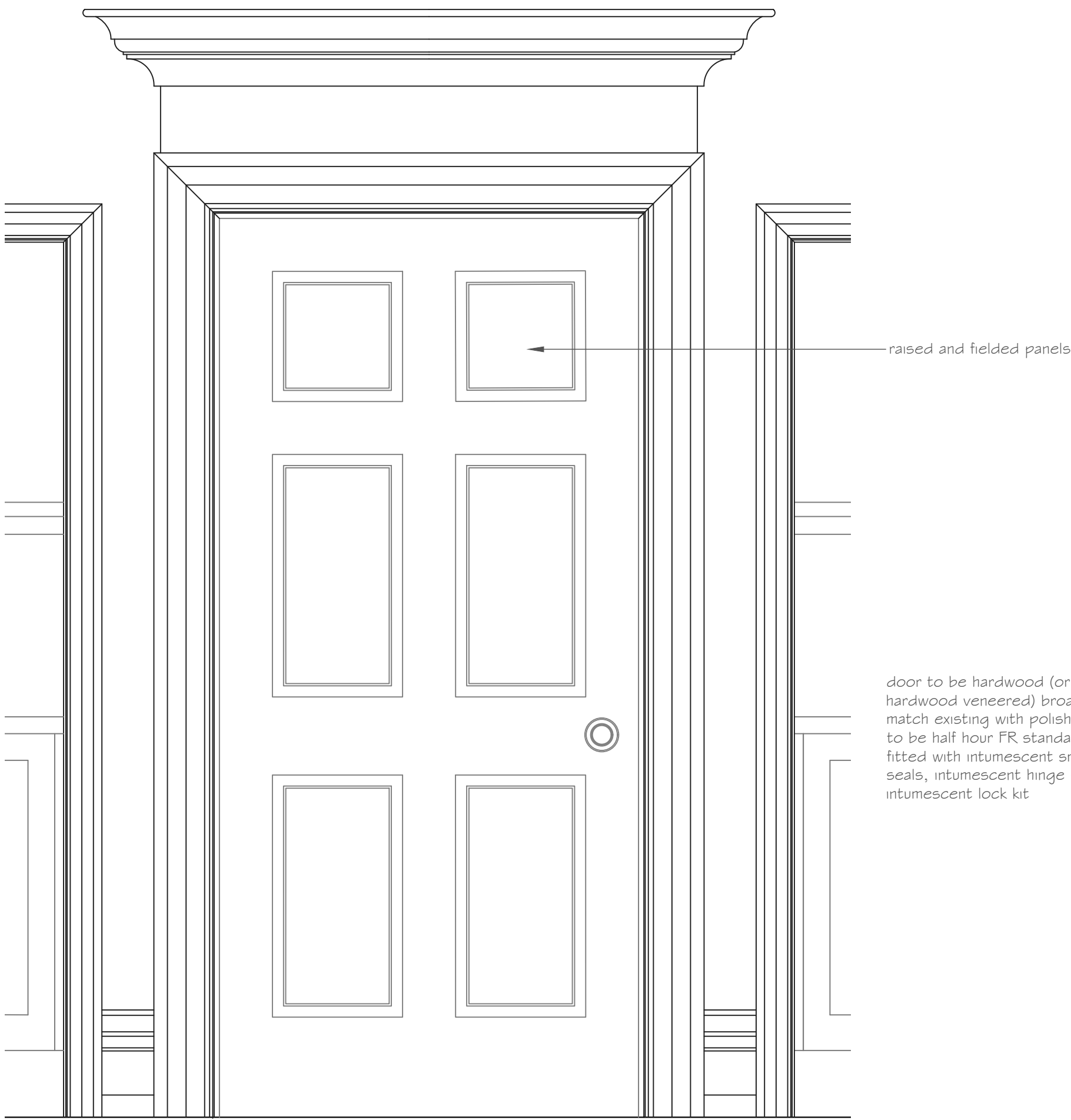
Dwg No. 19.19.10 Scale @ A1 as shown Date 09/20

Issued for:  
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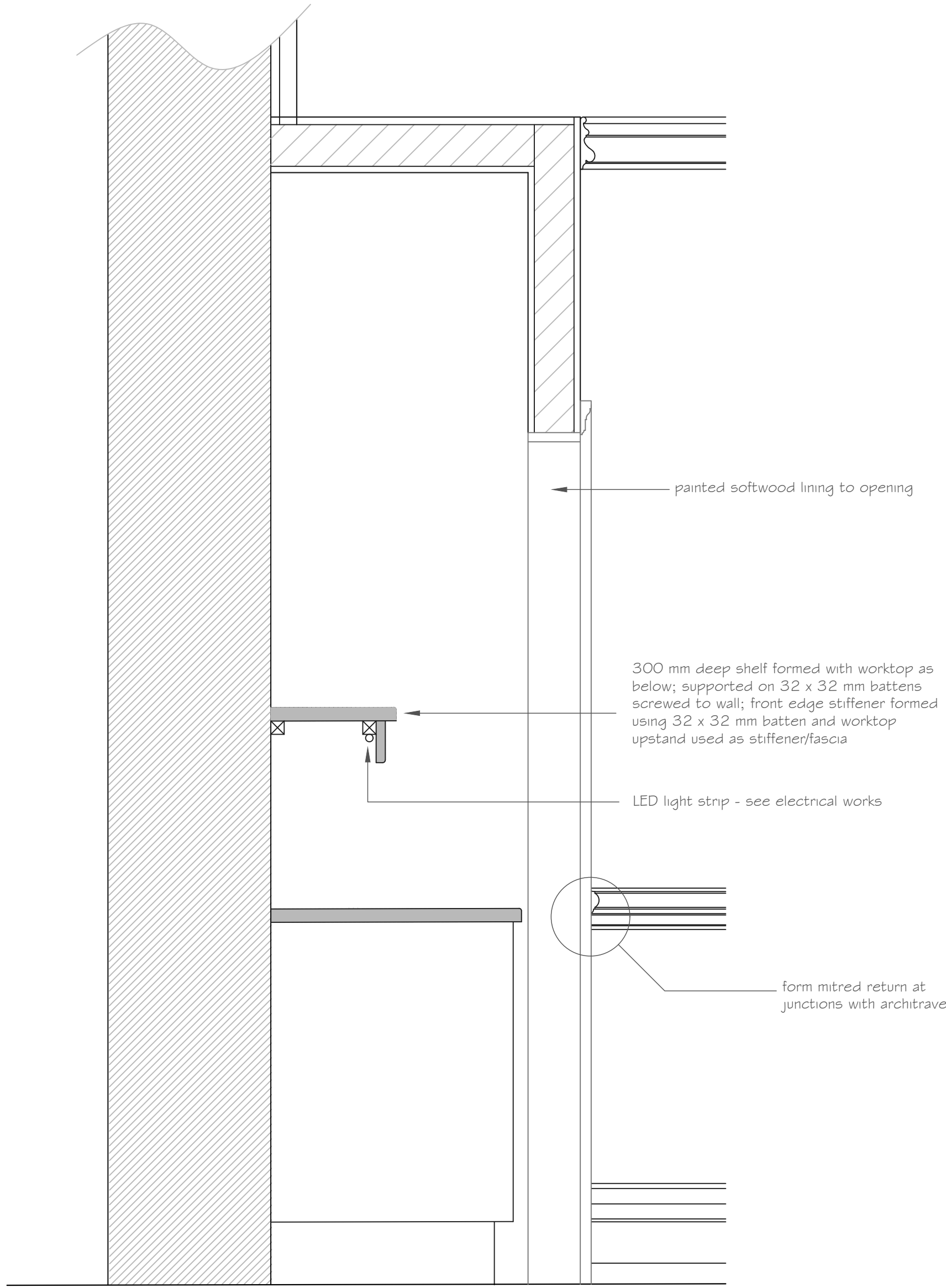


COUNCIL CHAMBER SOUTH WALL ELEVATION  
1:20



door to be hardwood (or hardwood veneered) broadly to match existing with polished finish; to be half hour FR standard and fitted with intumescent smoke seals, intumescent hinge pads and intumescent lock kit

DOOR DETAIL  
1:10

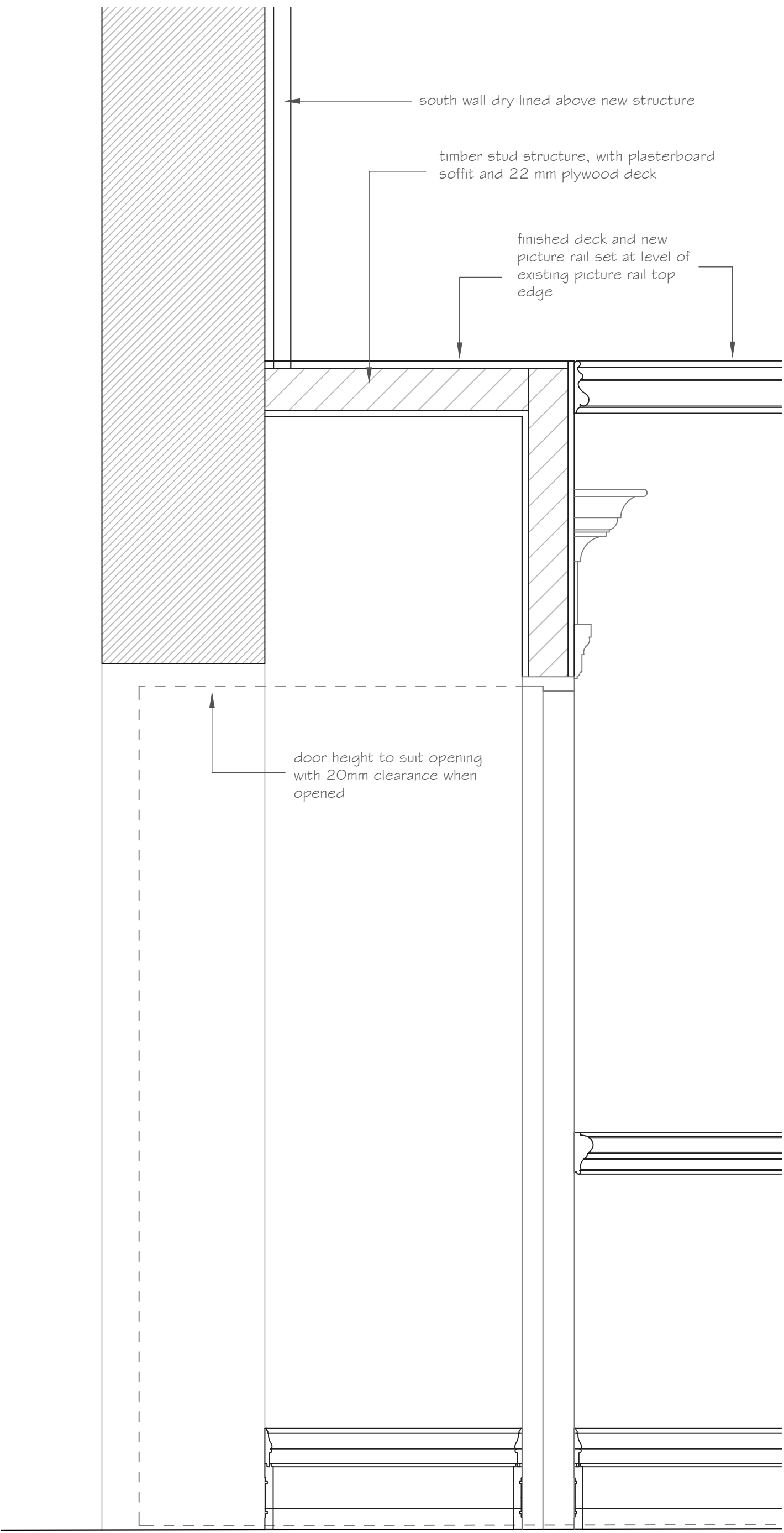


COUNCIL CHAMBER SOUTH WALL SECTION  
THROUGH KITCHEN/STORAGE UNITS  
1:10

FITTINGS (BOTH RECESSES):  
Kitchen units from Howdens 'Chelford Paintable' range; 4 x 800 mm standard base units; 30 mm paintable MDF plinth board; to each side scribe in MDF between units and wall, set back 20 mm, and paint in with cupboards; handles to be Antique Brass effect Classic D Cupboard Handle, 164 mm (not as drawn); worktop to be 40 mm square edge oak solid wood worktop with matching 80 mm upstand (all round worktops plus as stiffener/fascia - see detail).

Finish all oak worktop elements with Osmo Top Oil, satin finish; apply one brushed coat and one coat with cloth or pad.

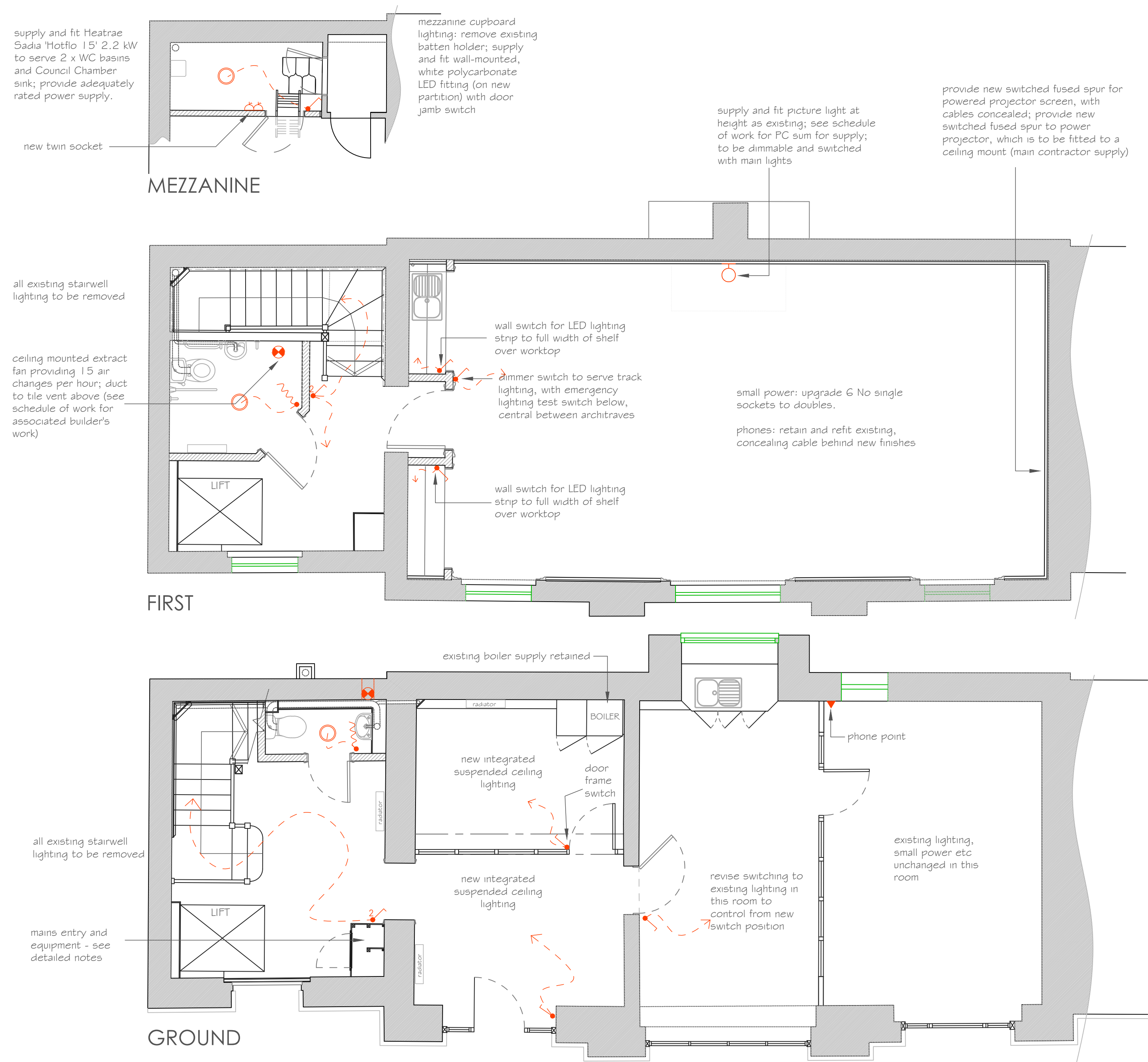
To west recess include for cutting out worktop for sink. Supply sink (see plumbing works for fittings and installation) as Franke Mans, handed as shown on plan, with Franke Ascona Chrome mono mixer tap.



COUNCIL CHAMBER SOUTH WALL SECTION  
THROUGH DOORWAY  
1:10

Rev		
Project	Whitchurch Town Hall	
Drawing	Council chamber details	
Dwg No.	19.19.11	Scale @ A1 as shown
Issued for:	TENDER	Date 11/19





#### GENERAL

All cables to be routed via new linings, partitions etc and otherwise to be chased in. Avoid disturbing old lime plaster - use longer route through modern finishes.

#### WIRING & EQUIPMENT

At last refit the ground floor was rewired and a new consumer unit installed. These works to include rewiring the remaining installation and to replace two old boards and cartridge circuit breakers with new metal-clad split load consumer units with appropriate MCB & RCD protection, including not less than two spare ways.

#### MAINS INTAKE & EQUIPMENT CUPBOARD

The cupboard is to be rebuilt and rationalised. Allow to take down and refit equipment to facilitate rebuilding and to suit access via a new access panel. The cupboard is to be slightly narrower than existing (to allow full architrave around adjacent doorway) but otherwise will be set out to suit electrical equipment and future access. Include provision of lighting inside cupboard for maintenance work.

#### LIGHTING - COUNCIL CHAMBER

New acoustic lining panels prevent fixing of lights direct to ceiling; remove existing suspended fittings and re-use cable positions to serve new suspended lighting system. Design, supply and fit suspended track lighting system comprising white track and suspension system, LED dimmable lighting and all controls. Fittings to be integrated, i.e. 2 or 3 row of fully interconnected fittings to form continuous tracks. To achieve 300 lux at desk height.

#### LIGHTING - GROUND FLOOR ENTRANCE LOBBY AND MEETING ROOM

Design, supply and fit LED lighting to match existing office lighting fully integrated into suspended ceiling system. To be non-dimmable. Include emergency lighting in entrance lobby, complete with test switch.

#### LIGHTING - STAIRWELL

At both floor levels supply and fit standard LED recessed downlights with white bezels. Installation to provide 200 lux general lighting levels. Include integrated emergency lighting with test switching. Note ceilings are to be over-boarded with plasterboard over the existing lath and plaster ceilings. Include new lobby to Council Chamber

#### LIGHTING - TOILETS

Provide same lighting as general stairwell lighting.

#### LIFT

Provide power supply to lift - details to be provided with lift supplier's quote prior to tender submission.

#### VENTILATION

Design, supply and fit MVHR ventilation system to serve council chamber, all in accordance with performance specification in schedule of work. Unit to be located in loft space with controls in room. Include for power supply to unit in loft space.

#### SMOKE DETECTION

The building does not have an existing fire detection system. Remove existing battery-operated detectors. Supply and install interconnected main operated smoke detectors covering the following:

- mezzanine store
- first floor of stairwell
- ground floor of stairwell
- boiler cupboard
- entrance lobby

#### TELEPHONE

Relocate existing line into existing first floor office to new location as shown in ground floor office; all cables to be run internally in agreed concealed routes.

#### CLOCK TOWER

Provide new fused spur outlet on existing ring main to serve electric clock mechanism in in loft space (within boarded accessible clock mechanism room).

Rev		
Project	Whitchurch Town Hall	
Drawing	Electrical works	
Dwg No.	Scale @ A2	Date
19.19.12	1:50	10/20
Issued for:	TENDER	



**WHITCHURCH TOWN HALL**  
**PRELIMINARIES AND SCHEDULE OF WORK**  
**OCTOBER 2020**

## **SECTION 1 – PRELIMINARIES & GENERAL CONDITIONS**

### **A10 PROJECT PARTICULARS**

#### **110 THE PROJECT**

- Name: Whitchurch Town Hall alteration and refurbishment works.
- Nature: Internal & external alterations.
- Location: Newbury Street, Whitchurch, Hampshire, RG28 7DW.
- Length of contract: to be agreed.

#### **120 EMPLOYER (CLIENT)**

- Name: Whitchurch Town Council
- Address: as above.
- Contact: Sarah Weir, Clerk.
- Telephone: 01256 892107
- Email: clerk@whitchurch-hampshire-tc.gov.uk.

#### **130 PRINCIPAL CONTRACTOR (CDM)**

- Name: the appointed main contractor.

#### **140 CONTRACT ADMINISTRATOR**

- Name: David Ensom.
- Address: Hall & Ensom Chartered Surveyors.
- Telephone: 01256 889851.
- E-mail: david@hallandensom.co.uk.

#### **150 PRINCIPAL DESIGNER:**

- Name: The contract administrator, as above.

### **A11 TENDER AND CONTRACT DOCUMENTS**

#### **110 TENDER DRAWINGS**

- The tender drawings are:

01 – as existing  
02 – internal GA  
03 – external GA  
04 – stairwell details 1  
05 – stairwell details 2  
06 – joinery details  
09 – window details  
10 – stairwell plans  
11 – other details  
12 – electrical works

#### **120 CONTRACT DRAWINGS**

- The Contract Drawings: The same as the tender drawings.

#### **160 PRECONSTRUCTION INFORMATION**

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

## **A12 THE SITE/ EXISTING BUILDINGS**

### **110 THE SITE**

- Description: the site is limited to the building interior and the exterior as far as the brick paver line approximately 2.8m from the front wall and to the width of the Town Council's premises as shown on the plans; do not restrict access to the neighbouring shop in the northern wing of the building.

### **210 PARKING**

- There is no on-site parking, and on-street parking is restricted.

### **215 SITE AREA**

- The paved forecourt area is available for the contractor's use (see schedule of work item 4 for screening and enclosure of works area).

### **220 USE OF THE SITE**

- Limitations: the site is tight with very limited space for materials storage.

### **240 HEALTH AND SAFETY HAZARDS**

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

### **250 SITE VISIT**

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: via the clerk.

## **A13 DESCRIPTION OF THE WORK**

### **110 PREPARATORY WORK BY OTHERS**

- Works: removal of all loose item, pictures, and furniture except table and chairs in council chamber, by others before work starts.

### **120 THE WORKS**

- Description: new external glazing in adjusted ground floor openings; window repairs; internal alterations, new staircase and installation of lift.

## **A20 JCT MINOR WORK BUILDING CONTRACT (MWD 2016)**

JCT MINOR WORKS BUILDING CONTRACT with contractor's design 2016

- The Contract: JCT Minor Works Building Contract with contractor's design 2016 Edition, including amendments current at the date of tender invitation.

- Requirement: Allow for the obligations, liabilities and services described.

## **THE RECITALS**

### **First - THE WORKS AND THE CONTRACT ADMINISTRATOR**

- The work comprises: : new external glazing in adjusted ground floor openings; first floor window repairs; internal alterations and installation of lift.
- Architect/ Contract Administrator: See clause A10/140.

### **Second – DESIGN AND CONSTRUCTION**

- The contractor's design portion comprises the design and installation of the altered and extended heating and hot water systems and the electrical and lighting installations. The lift supply sub-contract includes the design of the lift structure and enclosure.

### **Third - CONTRACT DOCUMENTS**

- These preliminaries, the schedule of work and tender drawings.

### **Fourth - PRICED DOCUMENTS**

- The schedule of work

## **THE ARTICLES**

### **2 – CONTRACT SUM**

- To be agreed.

### **3 - ARCHITECT/ CONTRACT ADMINISTRATOR**

- Architect/ Contract Administrator: See clause A10/140.

### **4 - PRINCIPAL DESIGNER**

- See clause A10/150.

### **5 - PRINCIPAL CONTRACTOR**

- See clause A10/130

## **CONTRACT PARTICULARS**

### **Fifth Recital and Schedule 2 - BASE DATE**

- Base date: tender return date.

### **Fifth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)**

- Employer at the Base Date is not a 'contractor' for the purposes of the CIS.

### **Sixth Recital - CDM REGULATIONS**

- The project is notifiable.

### **Seventh Recital - FRAMEWORK AGREEMENT**

- Not applicable

### **Eighth Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS**

- Collaborative working: Provision 1 applies.
- Health and safety: Provision 2 applies.
- Cost savings and value improvements: Provision 3 applies.



- Sustainable development and environmental considerations: Provision 4 applies.
  - Performance indicators and monitoring: Provision 5 does not apply.
  - Notification and negotiation of disputes: Provision 6 applies. Where paragraph 6 applies, the respective nominees of the parties are:
    - Employer's nominee: Whitchurch Town Council.
    - Contractor's nominee: TBC.
- Or such replacement as each party may notify to the other from time to time.

#### Article 7 - ARBITRATION

- Article 7 and Schedule 1 apply.

#### Clause 2.3 - COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: TBA.
- Date for Completion: TBA.

#### Clause 2.9 - LIQUIDATED DAMAGES

- At the rate of £500 per week or part thereof.

#### Clause 2.11 - RECTIFICATION PERIOD

- Period: 12 months from the date of practical completion.

#### Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Prior to practical completion: 95%.
- On or after practical completion: 97.5%.

#### Clause 4.3 and 4.8 - FLUCTUATIONS.

- Does not apply.

#### Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: 3 months from the date of practical completion.

#### Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE -

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): not less than £5 million.

#### Clauses 5.4, 5.5 and 5.6 - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- Clause 5.5 (Works and existing structures insurance by Employer in Joint Names ) applies.

#### Clauses 5.4 and 5.5 - PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

#### Clause 7.2 - ADJUDICATION

- Nominating body: Royal Institution of Chartered Surveyors (RICS).

#### Schedule 1 paragraph 2.1 - ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice president of the: RICS.

### THE CONDITIONS

#### SECTION 1: DEFINITIONS AND INTERPRETATION

#### SECTION 2: CARRYING OUT THE WORKS

#### SECTION 3: CONTROL OF THE WORKS

## SECTION 4: PAYMENT

## SECTION 5: INJURY, DAMAGE AND INSURANCE

## SECTION 6: TERMINATION

## SECTION 7: SETTLEMENT OF DISPUTES

## EXECUTION

- The Contract: Will be executed under hand.

## MAIN CONTRACT TENDERING

### 110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

### 145 TENDERING PROCEDURE

- Arithmetical errors: the contractor will be given the opportunity to correct any errors before tender acceptance, but the tender may not then be accepted.

### 160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

### 170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

### 190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than three months.
- Date for possession/ commencement: See section A20.

## PRICING/ SUBMISSION OF DOCUMENTS

### 250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.

### 310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

### 570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
  - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
  - 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.
- Emergency procedures including those for fire prevention and escape.
- 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 training.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.
- Submit with tender.

## **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

### **DEFINITIONS AND INTERPRETATIONS**

#### **160 TERMS USED IN SPECIFICATION**

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

#### **200 SUBSTITUTION OF PRODUCTS**

- Products: If an alternative product to that specified, of an equivalent specification/performance/standard, is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;

- performance;
- function;
- compatibility of accessories;
- proposed revisions to drawings and specification;
- compatibility with adjacent work;
- appearance;
- copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

## **DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER**

### **410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS**

- All documents will be issued in PDF format.

### **440 DIMENSIONS**

- Scaled dimensions: Do not rely on – contact CA for detailed dimensions and in respect of any discrepancies.

## **A32 MANAGEMENT OF THE WORKS**

### **GENERALLY**

#### **110 SUPERVISION**

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

#### **120 INSURANCE**

- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

#### **130 INSURANCE CLAIMS**

- Notice: 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, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

#### **140 CLIMATIC CONDITIONS**

- Information: Record accurately and retain:
  - Daily maximum and minimum air temperatures (including overnight).
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

#### **150 OWNERSHIP**

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

## **PROGRAMME/ PROGRESS**

### **210 PROGRAMME**

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor
  - Subcontractor's work.
  - Running in, adjustment, commissioning and testing of all engineering services and installations.
  - Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - Work by others concurrent with the Contract.
  - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

### **260 SITE MEETINGS**

- General: Site meetings will be held on site at agreed intervals to review progress and other matters arising from administration of the Contract. The CA will chair meetings and issue minutes.

### **310 EXTENSIONS OF TIME**

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
  - Details: As soon as possible submit:
    - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
    - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
- All other relevant information required.

## **CONTROL OF COST**

### **420 REMOVAL/ REPLACEMENT OF EXISTING WORK**

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

### **430 PROPOSED INSTRUCTIONS**

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

### **470 PRODUCTS NOT INCORPORATED INTO THE WORKS**

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

## **A33 QUALITY STANDARDS/ CONTROL**

### **STANDARDS OF PRODUCTS AND EXECUTIONS**

#### **120 WORKMANSHIP SKILLS**

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

### 135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

### 170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

## **SAMPLES/ APPROVALS**

### 210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
  - To an express approval.
  - To match a sample expressly approved as a standard for the purpose.

### 220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

### 230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

## **ACCURACY/ SETTING OUT GENERALLY**

### 330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
  - Submit proposals; or
  - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

## **SERVICES GENERALLY**

#### 410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

#### 435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

#### 450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

### **SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

#### 525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.

#### 540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.

### **WORK AT OR AFTER COMPLETION**

#### 710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.  
Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

## **A34 SECURITY/ SAFETY/ PROTECTION**

### **SECURITY, HEALTH AND SAFETY**

#### 120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - Hazard: working at height and over public spaces.
  - Precautions assumed: fully screened scaffold; monitored working practices; agreed construction phase plan of works.

#### 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the CA no later than one week before commencement.
- Confirmation: Do not start construction work until the CA has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

#### 150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and the existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: safety of users of north wing, i.e, residential premises and shop

#### 160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and scaffold during the Contract.
- Design loads: design scaffold to carry materials loads in accordance with proposed working arrangement, in view of limited site storage availability.

#### 170 OCCUPIED PREMISES

- Extent: **the council offices will be used by agreement once the new entrance door and window works have been undertaken.**
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.

#### 220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
  - Work area: all perimeter.
  - Precautions: scaffold to be fully sheeted to prevent materials and tools falling.

#### 221 COVID-19

- **The works are to be carried out fully in accordance with Government guidance and rules on working practices during COVID-19 and the Site Operating Procedures published by the Construction Leadership Council current at the time of commencement, and as updated during the works. Any instance of coronavirus symptoms being reported by site operatives or contractor staff visiting site, and any positive test results, are to be immediately reported to the client representatives and the CA.**

#### PROTECT AGAINST THE FOLLOWING

#### 330 NOISE AND VIBRATION

- Restrictions: Do not use:
  - Radios or other audio equipment or permit employees to use them outside vans or welfare facilities.

#### 370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

#### 371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or remediation.



#### 380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

#### 390 SMOKING ON SITE

- Smoking on site: Not permitted.

#### 400 BURNING ON SITE

- Burning on site: Not permitted.

#### 410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works or the building. In particular, the roofing works are to be planned and executed so as to minimise the risk of water ingress during the works, including provision of temporary weathering as required.

#### 430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

### **PROTECT THE FOLLOWING**

#### 520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

#### 560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features.

#### 580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather and other causes of material degradation during the course of the work.

#### 625 ADJOINING PROPERTY RESTRICTIONS

- Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.

## **A36 FACILITIES/ TEMPORARY WORK/ SERVICES**

### **ACCOMMODATION**

#### 230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.
- Details to be included: **TEMPORARY WC: PROVIDE ONE FOR SITE USE AND ONE FOR USE BY COUNCIL STAFF ONCE THE GROUND FLOOR OFFICES ARE AVAILABLE FOR USE, (i.e. once the new ground floor screen are installed). SEE ALSO SCHEDULE FO WORK ITEM 4 FOR SITE COMPOUND REQUIREMENTS.**

#### A54 PROVISIONAL WORK/ ITEMS

##### 110 PROVISIONAL SUMS

See schedule of work – items in bold print.

##### 590 CONTINGENCIES

SEE ALLOWANCE IN SCHEDULE OF WORK .

## SCHEDULE OF WORK

### GROUND FLOOR NEW GLAZED SCREENS TO FRONT ELEVATION

1. See plumbing and electrical work sections below for preparatory work to services.
2. To opening 3, take down and hand to client curtains, curtain track and fixings.
3. Take up and clear away carpets from areas to have new screed.
4. Construct weather-proof security enclosure across all three openings positions to facilitate work and maintain building security. The existing stairwell entrance door is to be temporarily used during this phase of the work.
5. Carefully take down and clear away existing windows, glazed screen and entrance door.
6. Carefully remove masonry from below windows to openings 1 and 3, causing as little damage as possible to external render. Both are modern infills but allow to repair brickwork to reveals as necessary.
7. Supply and fit profiled hardwood subframe and rebated window frame to each opening. See detail on drawing 09. Include damp proof course (DPC) at base of frame on each side and timber sill as shown on drawing 09 across base.
8. Make good screed internally at base of each opening, and plaster to reveals using Thistle DriCoat and Thistle Board finish.
9. Supply and fit new steel framed glazed screens with opening light and door as shown on drawing 09. Provide full manufacturer's details for approval prior to fabrication. All glass to be tempered safety glass to BSEN12600:2002 Class A. all to be clear glazed with solar control glass. Double glazed units are to have black glazing beads. Frame members are to be powder coated in RAL7011 (or alternative standard colour to be agreed). Opening lights as shown on drawing to be bottom hung inward opening with polished chrome plate finish furniture and security locks. Entrance door to have lever furniture with same finish, multi-point security deadlock and to be fitted with overhead door closer with same finish and adjustable to comply with accessible closing strength requirements. All details and samples to be approved by client prior to ordering.
10. The contractor may provide an alternative price for aluminium frames within the timber sub-frames, generally as described above.
11. Timber frame members to be fully decorated inside and out prior to fixing frame. Apply knotting solution as required, and spot prime any bare metal fixings, nail-heads, etc. with 1 coat Dulux Trade Metalshield Zinc Phosphate primer. Apply 2 coats Dulux Trade Weathershield Preservative primer over

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the entire frame. To external surfaces and the surfaces to which the windows will be fitted apply two coats Dulux Trade Weathershield Exterior Flexible undercoat of a shade suited to the finishing coat. Finish with 1 coat Dulux Trade Weathershield Exterior high gloss to match the RAL number of the framework. Finish internally with 1 coat Dulux Trade high gloss in white.

12. To the sill members of the subframe finish with 2 coats Sikksens Cetol BL Opaque, in colour LN.02.37 (grey).
13. Seal metal frame to timber sub-frame in accordance with frame system manufacturer's instructions using an approved black or grey sealant.
14. To area of footpath paving in front of new entrance door, carefully take up and set aside for reuse existing paving stones. Adjust existing sub-base to suit revised levels and re-lay pavings to falls as shown on drawings.
15. Upon completion remove all hoardings etc., make good render where disturbed, and redecorate entire render frontage with 2 full coats Dulux Trade Weathershield All Seasons smooth masonry paint in colour to match existing. Include for full preparation, washing down, removal of loose, blistered or otherwise defective paint and fill as necessary with exterior grade filler. Prime all sound bare areas and areas exposed by the removal of coatings with 1 coat Dulux Trade Weathershield masonry paint thinned with up to 1 part white spirit to 10 parts of paint.
16. Allow **provisional sum** of £500 for town council logo on front door.

## FIRST FLOOR FRONT ELEVATION WINDOW REPAIRS

### Windows generally

17. All first floor front elevation windows are to be draught proofed as follows (all products from Reddiseals.com; check existing sizes before ordering, but allow sizes here for pricing):
  - a. Replace parting beads with 8 x 28 mm timber parting bead with seal carrier;
  - b. Replace staff beads with 28 x 200 mm timber staff bead with carrier;
  - c. Reddipile draughtproofing strips 11.5 mm with fin, in white.
  - d. Meeting rail seal with pre-inserted Reddipile; set into a 2.7-3 mm routed groove as manufacturer's fitting instructions.

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**Window W1**

18. Carefully remove internal beads for reuse. Lift out lower sash, retaining sash cord and weights.
19. **Provisionally** allow to re-execute past repair to upper sash north lower section with new hardwood cut to matching profile.
20. Fabricate new lower sash with section sizes to match upper sash but otherwise to same overall pattern. Re-hang, complete with new sash fastener as existing. Reinstall beads.
21. Full specification below for redecoration, leaving in full working order.
22. Supply and fit pair of sash lifts.

**Window W2**

23. Carefully remove internal beads for later refixing.
24. Lift out both sashes. Strip upper sash back to bare timber, and prime for redecoration.
25. **Provisionally** allow to re-execute repair to lower north corner of upper sash.
26. Rehang sashes including new south sash cord. Refit beads and leave ready for redecoration.
27. Fit new sash fastener and pair of sash lifts.

**Window W3, centre window**

28. Full redecoration only, plus replace 2 sash fasteners. Supply and fit pair of sash lifts.

**Window W4**

29. Carefully remove internal beads and set aside for refixing. Lift out both sashes and remove glass. Strip all paint from internal surfaces.
30. To lower sash remove past repairs that use incorrect profile and re-execute to correct profiles. To upper sash also remove past repairs to centre glazing bars and bottom rail and re-execute using correct historic profiles to match
31. Reglaze using glass to same thickness as existing, but safety glass to lower 3 panes. Rehang, with new sash cords both sides. Prepare and decorate and leave in sound working order.

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32. Supply and fit new sash lock and pair of sash lifts.

## **COUNCIL CHAMBER**

33. See electrical works for removal of lights.
34. Tables, chairs and the fire bell are to remain in the room and all other items will be removed and stored by the client. Provide protection for the table, i.e. Proplex 5 mm twin wall sheets or equal. Stack chairs and protect all furniture will fully taped heavy duty polythene sheeting. Include for moving table and chairs as necessary the work progresses.
35. Take down and refix upon completion curtain poles, projector screen and remote control.
36. Retain vent above former fireplace, opposite window W3; take down and refit following lining of wall.
37. Remove and clear away all planted beads, skirting board, dado rail, picture rail, pilasters and pediments. Take down and clear away entire doorcase to double doors to stairwell. Take down and clear away existing ceiling lining panels, retaining boards behind and existing mouldings
38. Form new partitions to create inset doorway as shown on drawings, and recesses to either side. Include 22mm plywood deck, plasterboard ceilings within lobby and recesses, and plasterboard linings to partitions.
39. The east, west, north and south wall above the level of the new partitions to be insulated as shown on drawing no.6. Supply and fit 38 mm Gyproc Thermaline PIR insulated plasterboard on DriLyner MF wall lining system. Note that the floor slopes and the skirting board is to be set level all round the room, with a ventilation gap below. Set the bottom edge of the board level all round with a minimum 25mm gap. At top edge of new picture rail (set at same top edge height as existing) create 10mm continuous ventilation gap with stop edge beading. At top edge scribe into the lower moulding of the existing cornice leaving the upper cornice clear.
40. Skim coat over all new plasterboard linings.
41. Supply and fit on east and west walls only, plaster vents as specified on drawing 06.
42. Supply and fit door lining and timber lining to new apertures either side of door.
43. Supply and fit purpose-made half-hour fire resisting panelled door as detailed drawings.

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44. Allow **provisional sum** of £600 for supply only of door closer, hinges, lever furniture and lock; include for fitting ironmongery.
45. Supply and fit two sizes of architrave, picture rail, dado rail and skirting boards, all as shown on detailed drawing. Include for new skirtings within newly created lobby to exit door, but not dado rail.
46. Supply and fit new acoustic ceiling lining as detailed on drawing 06
47. Supply and fit Howdens kitchen units, worktops and shelves as detailed on drawing 11. Include painting of doors in decoration works below. Include cut out for recessed sink.
48. Upon completion of works to Council Chamber remove and clear away all protection, thoroughly clean the floor and put back the furniture to the existing layout.

## STAIRWELL & GROUND FLOOR

49. See plumbing and electrical work sections below for preparatory work to services.
50. Take up and clear away carpet from new entrance lobby and small meeting room, including adhesive etc to leave screed ready for over screeding.
51. On 1st floor take up and cleared away carpets; remove all fixtures and fittings from walls, shelving, curtains and track.
52. Remove architraves from existing ground and first floor doors in north wall of stairwell.
53. Remove and set aside for reuse, ground floor door to stairwell. Retain lining and make good by piecing-in timber where hinges etc. are removed.
54. To ground floor new meeting room strip out and clear away existing built-in cupboard complete, including cleaner's sink and all plumbing, waste etc.
55. Take down and clear away partition forming raised storage cupboard above staircase, and remove paddle stair.
56. Carefully remove existing plaster finishes from the 1st floor stud partition to be taken down and allow for inspection and check by CA before dismantling .
57. Carefully take down and clear away partition, door and lining to the extent shown on the drawings .
58. Remove internal window and lining from retained partition overlooking stairwell.
59. Remove all skirtings and architraves on both floor levels.

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60. Prop existing floor and maintain support until alteration and structural support works are complete.
61. Take down and clear away partition forming toilet beneath stairs, including all pipe casings etc.
62. Take down and clear away staircase complete, including hand rails.
63. Take down and clear away enclosure to electrical equipment and clock weight, and provide temporary protection and support as necessary to facilitate the refitting works. Retain clock weight enclosure on 1st floor – see below for additional lining.
64. Break up floor tiles from stairwell ground floor and clear away; remove adhesive etc from screed below and leave ready for additional levelling screed.
65. Remove plaster from south wall to full height, exposing brickwork.
66. Allow **provisional sum** of £1,500 for structural repairs to fractures as directed by CA.
67. Provisionally allow to rake and out and repoint entire wall to full height with NHL2 Heritage Lime Mortar from The Lime Centre, Winchester. Finish with a brushed, slightly recessed joint.
68. Carefully take up, set aside and re-lay 1st floor floorboards following alterations to floor structure . Allow for inspection of structure by CA.
69. Allow **provisional sum** of £1,000 for repairs/strengthening to 1st floor structure and existing suspended support post.
70. Form trimmed opening as shown on detailed drawing for new lift shaft. Line with moulded softwood lining to match existing, as detailed drawing.
71. At base of new support post break out screed locally and cast pad for post, 100 x 300 x 300 directly onto existing slab, with brush-applied DPM beneath pad. Cast in non-ferrous 12 mm dowel.
72. Supply and fit support post, ex-100 x 100 mm C24 timber, dowelled onto base and fixed at head with pair of steel brackets screwed to floor edge trimmer joist.
73. Level the floor from door D4 south, throughout the new entrance lobby, meeting room and stairwell using 'Ronascreed Pre-packed Floating Screed 35 mm +' . Prepare existing substrate and lay fully in accordance with manufacturer's instructions in layers no thinner than 35 mm and no thicker than 50 mm. Cut into existing screed by 35 mm adjacent to door D4 to ensure flush finish with minimum thickness. Beside external door D1 (to be sealed shut) lay hardwood kerb to retain screed and finish with liquid-applied damp

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proofing membrane – see detail. Pay particular attention to levels at new entrance door, allowing for floor finish.

74. Supply and install new staircase, handrails and balustrade complete. Staircase to be of softwood construction to dimensions given on drawing. Spindles to be 32mm sq. and newel posts 115 mm square with ball newel cap. Include oak 'pig's ear' handrail securely screwed to the wall to full height of the staircase.
75. Construct new timber stud partitions including toilets at both floor levels, and infill beneath stairs. Include for new ceiling to disabled toilet comprising 50 x 100mm joists at 600mm centres supported on new stud partitions.
76. Construct new timber stud enclosure to electric equipment and clock weight. Internal framework will need to be sized to suit tight space available. Face with Fireline board, sealed at all perimeter edges. Include trimmed opening for metal access door and internal part-height partition to support electrical equipment moved from existing west wall of cupboard.
77. To south wall of stairwell, except within disabled toilet and enclosed section of lift shaft, replaster the wall to full height with lime plaster as Limelite system comprising Easy Bond primer, Renovating plaster and High Impact Finishing Plaster, all fully in accordance with manufacturer's instructions.
78. Line new partitions and ceiling of disabled toilet with 12.5mm plasterboard with skim coat finish.
79. Provide 22 mm plywood deck over disabled toilet.
80. Line south wall of disabled wc with insulated plasterboard as detailed for Council Chamber, including ventilation. Leave ventilation gap at top for venting into ceiling void above. At base allow to trim new skirting board to provide continuous 10mm gap; top edge of skirting board to be uniform around the room.
81. To ground floor meeting room **provisionally allow** to reskim west wall entirely with lime plaster.
82. To ground floor meeting room **provisionally allow** to dry line wall with insulated dry lining as specified for the Council Chamber, with continuous stop feed ventilation gap at top edge, and 25mm gap along bottom edge.
83. **Provisionally allow** to carry out same work to front elevation wall either side of new entrance door.
84. Remove all ironmongery from existing external door to stairwell. Provide rubber profile draught stripping all round and screw shut door from inside. Across east wall, supply and fit new insulated plasterboard lining as specified for Council Chamber, with 25mm window board finish along top edge as shown on drawing.

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85. Provide stud infill and plasterboard to window opening over stairwell, in existing retained partition.
86. Carefully form new opening into loft space where shown on drawing, providing studwork to create new aperture.
87. Line opening into loft and over-board existing lath and plaster partition from mezzanine floor to ceiling level with plasterboard.
88. Provide door lining to new disabled toilet doorway.
89. Supply skim coat plaster to all new partitions and new plasterboard surfaces, including ground floor ceiling. Make good plaster to under-stair toilet west wall using Limelite finish.
90. Overboard existing ceilings to ground and first floor with 9.5mm plasterboard fixed through existing lath and plaster.
91. To electrical housing and clock weight enclosure form trimmed opening and supply and fit half hour fire resisting access door as Timloc fire-rated slim frame access panel, size 605 x 605mm.
92. To electrical and clock weight enclosure on ground floor face rebuilt studwork with 15mm fire line boarding for skim coat finish.
93. At first floor level board over existing enclosure to clock weight with 15mm fire line board and include in skim plaster finishes.
94. Rehang retained panel door as new door to first floor wc.
95. To ground and first floors supply and fit new architraves and skirting boards as shown on joinery detailed drawing. This includes skirtings inside toilets and cupboards.
96. Allow **provisional sum** of £400 for supply only of door closer, lever furniture and latch/lock to new disabled wc door. Fix all ironmongery.
97. Supply and fix new panelled door to new ground floor wc as Victorian oak interior doors, size 686 x 1981 form Doors of Distinction (or equal). Hang on pair of rising butt hinges.
98. Allow **provisional sum** of £400 for supply only of lever furniture and lock/latch. Install ironmongery.
99. Supply and fit ply-faced flush door, cut down from solid door blank, for access to loft from mezzanine. Hang on one pair of steel butt hinges and supply and fit latch and brushed stainless steel lever set.
100. Supply and fit ply-faced flush door, cut down from solid door blank, for access to mezzanine from within disabled wc. Hang on one pair of steel butt hinges

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and supply and fit 5 level mortice deadlock and recessed flush mortice handle in satin chrome finish, as SDS ref 07024ZSC (or equal approved).

101. Following installation of above ground drainage as shown on detailed drawings, box-in with softwood framing, and plasterboard. To low level horizontal pipe boxing in ground floor wc finish with bull nosed MDF window board. To enclosure of stub stack behind basin of ground floor wc ensure provision of adequate studwork and plywood facing for fixing of basin, and finish with moisture resistant tile backer board for fully tiled finish.
102. Allow **provisional sum** of £500 for supply only of drop-down loft ladder for access to mezzanine. Install loft ladder using standard fixings onto mezzanine deck.
103. Construct new paddle stair for access from mezzanine to loft, all as existing paddle stair on site.
104. Throughout new meeting room and entrance lobby, supply and fit new suspended ceiling to match that in existing offices in all respects. To be set just below existing beam and above head or arched window/door opening. See electrical works for integrated lighting.
105. Supply and fit new glazed partition, door and over panel to form meeting room, again to match existing offices in all respects.
106. Within ground floor meeting room supply and fit 1 x 600 mm and 1 x 500 mm width full height larder units all as kitchen unit specification for Council Chamber. Include in decorating works below for painting these units.

## DECORATIONS AND FINISHES

107. Decorate east elevation walls within existing office and meeting room with mist coat and two full coats emulsion paint to match existing.
108. Throughout new entrance lobby, meeting room and full stairwell decorate all walls and plaster ceilings with mist coat and two full coats Dulux Trade Diamond matt finish. Decorate all joinery and exposed pipework. Bare surfaces to be primed and provided with one undercoat. Existing surfaces to be rubbed down, prepared and finished with one undercoat. New surfaces to have further undercoat, and all to be finished with two coats eggshell finish.
109. Rub down, prepare and redecorate existing retained ceiling mouldings with one undercoat and one top coat eggshell finish – assume change of colour.
110. Rub down, prepare and redecorate windows and surrounds complete, i.e. all existing retained painted joinery plus repaired windows. Apply primer to bare timber plus additional undercoat; provide two coats eggshell finish to all surfaces internally. Externally rub down, prepare and redecorate windows

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only; apply primer and one additional undercoat to bare timber then one undercoat and one top coat Weathershield gloss finish.

- 111. Include painting kitchen units in Council Chamber and cupboards in meeting room with contrasting colour eggshell finish – preparation plus two full coats.
- 112. Finish new door with three coats Osmo Wood Wax Finish; apply two coats fully in accordance with manufacturer's instructions.
- 113. To ground floor wc box-in behind basin tile vertical face and top surface with 600 x 300mm tiles. Allow **PC sum** of £10 per tile for supply of tiles. Include adhesive, standard coloured grout and white upvc edge trim to horizontal edge.
- 114. To first floor wc form splashback using two tiles as used downstairs, with white upvc edge bead all round.
- 115. To new entrance lobby, meeting room, ground floor of stairwell excluding wc, new stairs, first floor landing and lobby to council chamber supply and fit Heckmondwike Battleship/Hippo carpet in blue. Prepare floors and lay entirely in accordance with manufacturer's recommendations and instructions.
- 116. To staircase supply and fit Gradus CT78 aluminium stair edging, bullnose profile with 'interior' non-slip insert.
- 117. To ground and first floor wcs supply and fit floor finish as Polysafe Quattro PUR.
- 118. To GF WC supply and fit mirror as shown on drawing 04, i.e. 600 mm high by width of room. To FF WC supply and fit mirror 800 x 600 mm over basin, at agreed height.

## PLUMBING

- 119. Strip out and clear away all existing services, pipework, waste pipes etc in existing ground floor WC and cleaner's cupboard. Drain down heating and remove radiators in stairwell at both floor levels and in proposed new meeting room. Cut back pipework as necessary.
- 120. Service existing boiler and confirm output is satisfactory for proposed additional radiators.
- 121. Price here for supply and installation of replacement boiler.
- 122. Alter and extend pipework for new layout and supply and fit new radiators to entrance lobby, small meeting room, stairwell, accessible toilet and Council Chamber. All radiators to be Stelrad Low Surface Temperature range sized to heat rooms according to CIBSE guidance for intended use. All radiators to have TRVs.

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123. Provide separate zone and thermostatic control for Council Chamber and remainder of building.
124. See electrical work for provision of electric water heater. Run supplies to water heater and all new sanitary ware, and from water heater to wc basins and sink. Run new cold water supplies to all fittings.
125. Provide in-line isolating valves to all outlets and include access openings in pipework boxing to ensure all are fully accessible.
126. Supply and install sanitary ware as follows (all Armitage Shanks):
 

Doc M Contour 21+ close couple right hand pack ref S0683(AC) with handrails in grey

Profile 21 close coupled toilet ref S3092(01) with cistern (S3093(01) and seat. Portman 21 medium wall-hung basin with wall fixings, Contour 21+ 1 hole thermostatic basin mixer, brass swivel plug waste, and metal bottle trap.

Include all associated fittings, connectors, etc. CHECK taps for compatibility with water heater and water pressure in building before ordering and advise CA if revision required.
127. Provide all new above ground drainage as detailed on drawings, connecting to existing drainage at ground floor wc.
128. Allow for builder's work in connection with plumbing works.

## ELECTRICAL WORK

129. Strip out and make safe fittings in areas to be altered and refurbished.
130. See electrical drawing for all new/altered electrical works.
131. Include **PC sum** of £75 for supply only of wall-mounted picture light; add for OH&P.
132. Design, supply and fit MVHR ventilation system to serve Council Chamber. A simple, single-room system is envisaged. The system is to comply with CIBSE Application Manual AM 10: Natural ventilation in non-domestic buildings. The room occupancy is typically no more than 25 people and the design should assume windows are closed when in use. The installation should allow for heat recovery and cold air bypass, and should be low-noise with anti-vibration mountings. Controls should be in-room. Vents to be ceiling-mounted and all ductwork in loft space. Intake and extract vents to be in rear

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roof slope. Include for full testing and commissioning, client briefing and one filter change after 6 months' use.

133. Allow for builder's work in connection with electrical works.

134. Supply and fit IN-TILE vent from Tudor Roof Tiles

(<https://www.tudorrooftiles.co.uk/ventilation.html>) in agreed accessible location beside rear dormer, including fully supported insulated duct as Manrose aluminium insulated ductwork, diameter to suit extract fan in disabled WC ceiling.

135. Allow **PC sum** of £350 for supply only of ceiling mounted projector support bracket; add for OH&P.

136. Fit projector mount to ceiling – assume loft access and 4 No. 12mm bolts though existing boards over acoustic panels (see drawing 06 for details of ceiling).

## LIFT

137. Supply and install wall independently framed lift where shown on drawing.

*Note separate quotations are being obtained and will be passed to tendering contractors.*

## CONTINGENCY

138. Allow **contingency sum** of £7,500 to be spent on instruction of CA.

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## GENERAL SUMMARY

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PRELIMINARIES AND GENERAL CONDITIONS .....

Schedule of Work .....

Total to form of tender

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