A10 PROJECT PARTICULARS

A10/110 THE PROJECT

- Name: Reroofing works to No 5 King Street CB10 1HS

- Length of contract: 8 weeks commencing any time from 10th January 2023 with completion by 11th April 2023.

A10/120 EMPLOYER (CLIENT)

- Name: Saffron Walden Town Council

- Address: The Town Hall, Market Place, Saffron Walden, Essex, CB10 1HR

- Telephone: 01799 516501

A10/130 PRINCIPAL CONTRACTOR

- The Contractor.

A10/140 CONTRACT ADMINISTRATOR

- Name: Wilby & Burnett LLP.

- Address: Provident House, 123 Ashdon Road, Saffron Walden, Essex CB10 2AJ.

- Telephone: 01799 513621.

- Contact: Mr Stuart Pelan

A11 TENDER AND CONTRACT DOCUMENTS

A11/110 TENDER DRAWINGS

- The tender drawings are:

- Wilby & Burnett LLP 3518/SD1.

A11/120 CONTRACT DRAWINGS

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

A11/160 PRECONSTRUCTION INFORMATION

- Format: The preconstruction information is included in these preliminaries in section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

A11/180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the Town Council.

A12 THE SITE/ EXISTING BUILDINGS

A12/110 THE SITE comprises No 5 King Street, Saffron Walden, Essex, CB10 1HS

A12/140 EXISTING MAINS AND SERVICES

- The extent of mains services below ground is not known. The Contractor must check for the presence of such services.

A12/160 SOILS AND GROUND WATER

- No information is available.

A12/170 SITE INVESTIGATION

- No information is available.

A12/180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at the Town Council.

- Other documents: An asbestos report and electrical test certificate are also available at the above office.

- Arrangements for inspection: All arrangements must be by prior agreement with the Town Council, telephone 01799 516501.

A12/200 ACCESS TO THE SITE is available off Market Street into 2No contractor parking bays. The Contractor is to ensure that the access routes are adequately protected and make good any damage caused.

A12/210 PARKING

- Parking of contractor’s vehicles will be limited to the contractor’s compound.

A12/220 USE OF THE SITE

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

A12/230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:

- Residential and commercial shops

- All internal areas of the building must be deemed to be in normal use. All allowances for this are to be made within the tender.

A12/240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:

- Presence of live services.

- Asbestos containing materials.

- Working on a Public Highway/footpaths.

- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer’s representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.

- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

A12 THE SITE/ EXISTING BUILDINGS (Continued)

A12/250 SITE VISIT

- Before tendering: 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: All access is to be prior arrangement with the Town Council on 01799 516501

A13 DESCRIPTION OF THE WORKS

A13/120 THE WORKS

- Reroofing of No 5 King Street.

A13/130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Scope: See section A50.

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD)

A20/335 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD)

- The Contract: JCT Intermediate Building Contract with Contractor's Design 2011 Edition, incorporating New Rules of Measurement Update, August 2012 and Amendment 1, March 2015.

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

THE RECITALS

First

THE WORKS

- Comprise: Reroofing of No 5 King Street

- Location: No 5 King Street, Saffron Walden.

Second

CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:

- Mansafe System and Pigeon Proofing.

Third

CONTRACT DRAWINGS

- The Contract Drawings: As listed in clause A11/120.

Fourth

OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

Fifth A

PRICING BY THE CONTRACTOR

- Option A will apply: Option B will be deleted.

- Priced document: Within Option A the following words will be deleted:

- Bills of Quantities and Work Schedules.

- Priced Activity Schedule: The words ‘and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)’ will be deleted.

Ninth

INFORMATION RELEASE SCHEDULE

- The Ninth Recital will be deleted.

Eleventh

DIVISION OF THE WORKS INTO SECTIONS

- The Eleventh Recital will be deleted.

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Continued)

A20/335 (Continued)

THE ARTICLES

3

ARCHITECT/ CONTRACT ADMINISTRATOR

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

4

QUANTITY SURVEYOR

- Quantity Surveyor: See clause A10/160.

5

PRINCIPAL DESIGNER

- Article 5 will be deleted.

6

PRINCIPAL CONTRACTOR (CDM AND SWMP)

- Principal Contractor: See clause A10/130 and A10/132.

9

LEGAL PROCEEDINGS

- Amendments: None.

10

AMENDMENT 1: CDM Regulations – incorporation

This Agreement and the Conditions shall have effect as modified by the amendments set out in the attached Amendment 1: CDM Regulations.

CONTRACT PARTICULARS

PART 1: GENERAL

Fourth Recital

EMPLOYER'S REQUIREMENTS

- Comprise: The Specification and drawings.

Sixth Recital

CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- To be supplied by contractor.

Eighth Recital and Clause 4.5

CONSTRUCTION INDUSTRY SCHEME

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

Tenth Recital

CDM REGULATIONS

- The project is notifiable.

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Continued)

A20/335 (Continued)

Thirteenth Recital and Schedule 5

SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 applies.

- Health and safety: Paragraph 2 applies.

- Cost savings and value improvements: Paragraph 3 applies.

- Sustainable development and environmental considerations: Paragraph 4 applies.

- Performance indicators and monitoring: Paragraph 5 does not apply.

- Notification and negotiation of disputes: Paragraph 6 applies.

- Where paragraph 6 applies, the respective nominees of the parties are:

- Employer's nominee: \_\_\_\_\_\_ .

- Contractor's nominee: \_\_\_\_\_\_ . Or such replacement as each party may notify to the other from time to time.

Article 8

ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) apply.

Clause 1.1

BASE DATE

- Base Date: 15th November 2022.

Clause 1.1

CDM PLANNING PERIOD

- Shall mean the period of 2 weeks ending on the Date of Possession.

Clause 1.1

DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply): 11th March 2023.

Clause 1.7

ADDRESSES FOR SERVICE OF NOTICES

- Employer:

- Address: A10/120.

- Contractor:

- Address: \_\_\_\_\_\_ .

- Fax Number: \_\_\_\_\_\_ .

Clause 2.4

DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: 10th January 2023.

Clause 2.5

DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 applies.

- Where clause 2.5 applies, maximum period of deferment (if less than six weeks) is 6 weeks.

Clause 2.23.2

LIQUIDATED DAMAGES

- Damages: At the rate of £500.00 per calendar week or pro rata thereto.

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Continued)

A20/335 (Continued)

Clause 2.30

RECTIFICATION PERIOD

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

Clause 2.34.3

CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: unlimited.

Clause 4.6

ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.6 does not apply.

Clause 4.7.1

INTERIM PAYMENTS – DUE DATES

- The first due date is: one month after the Date of Possession and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.8.1

INTERIM PAYMENTS – PERCENTAGE OF VALUE

- Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.

- Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5%.

Clause 4.9.4

LISTED ITEMS – UNIQUELY IDENTIFIED

- Listed items: Clause 4.9.4 will be deleted.

Clause 4.9.5

LISTED ITEMS – NOT UNIQUELY IDENTIFIED

- Listed items: Clause 4.9.5 will be deleted.

Clause 4.15 and Schedule 4

CONTRIBUTION, LEVY AND TAX FLUCTUATIONS

- Schedule 4 (Fluctuations Option): Does not apply.

Clause 6.4.1.2

CONTRACTOR'S INSURANCE – INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000.00.

Clause 6.5.1

INSURANCE – LIABILITY OF EMPLOYER

- Insurance is not required.

Clause 6.7 and Schedule 1

INSURANCE OF THE WORKS – INSURANCE OPTIONS

- Schedule 1: Insurance option C applies.

- Percentage to cover professional fees: 15 per cent.

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Continued)

A20/335 (Continued)

Clause 6.10 and Schedule 1

TERRORISM COVER

- Details of cover: Pool Re Cover.

Clause 6.12

JOINT FIRE CODE

- Joint Fire Code: Applies.

- Application: State whether the insurer under Schedule 1, Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project': No.

Clause 6.15

JOINT FIRE CODE – AMENDMENTS/ REVISIONS

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

Clause 6.16

CONTRACTOR'S DESIGN PORTION – PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:

- the aggregate amount for any one period of insurance.

- and is £5,000,000.00.

- Cover for pollution and contamination claims: £5,000,000.00.

- Expiry of required period of CDP Professional Indemnity Insurance: 12 years.

Clause 8.9.2

PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: 2 months,

Clauses 8.11.1.1 to 8.11.1.5

PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: 2 months.

Clause 9.2.1

ADJUDICATION

- Nominating body – where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors.

Clause 9.4.1

ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the Royal Institution of Chartered Surveyors.

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Continued)

A20/335 (Continued)

PART 2: COLLATERAL WARRANTIES

Part 2(E)

COLLATERAL WARRANTIES FROM SUBCONTRACTORS

- Part 2(E)

- Conditions: Clauses 3.5 and 3.6 of the Contract.

- Collateral warranties may be required from the following subcontractors or categories of subcontractor.

- Name or category: Mechanical and/or Electrical services.

- Types of warranty: SCWa/E.

- Professional Indemnity Insurance: Level: The aggregate amount for any one period of insurance. Amount: £5,000,000.00.

- Period: 12 years.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.5

RECKONING PERIODS OF DAYS

- Amendments: None.

1.11

APPLICABLE LAW

- Amendments: None.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a Deed.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: The Contractor will be required to provide surety for 10% of the Contract Sum for the due fulfilment of the contract to be entered into. The Contractor will be required to enter into a Bond with the surety who will be a Bank, Insurance Company or Guarantee Corporation. Both the identity of the surety and the terms of the Bond will be subject to the approval of the Employer. The cost of the premium is to be borne by the Contractor.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

A30/110 SCOPE

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

A30/145 TENDERING PROCEDURE

- General: In accordance with NBS Guide to Tendering for Construction Projects.

- Errors: Alternative 2 is to apply.

A30/160 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.

A30/170 ACCEPTANCE OF TENDER

- The Employer and Employer's representatives:

- Offer no guarantee that any tender will be recommended for acceptance or be accepted.

- Will not be responsible for any cost incurred in the preparation of any tender.

A30/210 PRELIMINARIES IN THE SPECIFICATION

- Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with SMM7.

A30/220 PRICING OF PRELIMINARIES

- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items.

A30/250 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.

- Submit: Priced Specification with the Tender.

A30/310 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.

A30/500 TENDER STAGE METHOD STATEMENTS

- Method statements: Not required.

A30 TENDERING/ SUBLETTING/ SUPPLY (Continued)

A30/510 ALTERNATIVE METHOD TENDERS

- General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.

- Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.

- Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.

- Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.

- Submit: Within 1 week of request.

A30/530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.

- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

A30/550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.

- Include:

- A copy of the contractor's health and safety policy document, including risk assessment procedures.

- Accident and sickness records for the past five years.

- Records of previous Health and Safety Executive enforcement action.

- Records of training and training policy.

- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

- Submit: Within 1 week of request.

A30 TENDERING/ SUBLETTING/ SUPPLY (Continued)

A30/570 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-tender health and safety plan 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.

- 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 cooperation and coordination between contractors.

- Procedures for carrying out risk assessment and for managing and controlling the risk.

- Emergency procedures including those for fire prevention and escape.

- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.

- Arrangements for welfare facilities.

- Procedures for ensuring that all persons on site have received relevant health and safety information and training.

- Arrangements for consulting with and taking the views of people on site.

- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.

- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.

- Review procedures to obtain feedback.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

A31/110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

A31/120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek, or obtain information, consent or instructions, or make arrangements.

- Format: In writing to the person named in clause A10/140 unless specified otherwise.

- Response: Do not proceed until response has been received.

A31/130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.

- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

A31/135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.

- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins, and other site facilities.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS (Continued)

A31/160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fastenings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.

- Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.

- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. 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 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.

A31/170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:

- Manufacturer: The firm under whose name the particular product is marketed.

- Product reference: The proprietary brand name and/ or reference by which the particular product is identified.

- Currency: References are to the particular product as specified in the manufacture’s technical literature current on the date of the invitation to tender.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS (Continued)

A31/200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified 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.

A31/210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.

- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.

- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.

- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

A31/220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

A31/230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

A31/250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to tender.

A31/260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.

- Timber: Cross section dimensions shown on drawings are:

- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.

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

A31 PROVISION, CONTENT AND USE OF DOCUMENTS (Continued)

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

A31/410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies).

- Additional copies: Issued on request and charged to the Contractor.

A31/440 DIMENSIONS

- Scaled dimensions: Do not rely on.

A31/460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

A31/470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS

- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.

- Action: Inform immediately.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

A31/630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the Works.

- Relevant British Standards.

A31/640 MAINTENANCE INSTRUCTION AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.

- Emergency call out services: Provide subcontractors telephone numbers for use after completion.

A32 MANAGEMENT OF THE WORKS

GENERALLY

A32/120 INSURANCE

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

A32/130 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.

A32/150 OWNERSHIP

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

PROGRAMME/ PROGRESS

A32/210 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.

- Submit within 1 week of request.

A32/250 MONITORING

- Progress: Record on a copy of the programme kept on site.

- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

A32/255 NOTIFICATION OF COMPENSATION EVENT

- Content: Notwithstanding the Contractor's obligations under the Contract written notice must also be given of all other causes which apply concurrently.

A32/260 SITE MEETINGS

- General: Site meetings will be undertaken every 2 weeks.

A32/290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.

- Associated works: Ensure necessary access, services and facilities are complete.

- Period of notice (minimum): 2 weeks.

A32 MANAGEMENT OF THE WORKS (Continued)

A32/310 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

A32/420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.

- Execution: Carry out in ways that minimize the extent of work.

A32/430 PROPOSED INSTRUCTIONS

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

A32/440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

A32/460 INTERIM VALUATIONS

- Applications: Include details of amounts due under the Contract together with all necessary supporting information.

- Submission: At least seven days before established dates.

A32/470 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

A33/110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:

- Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.

- Suitable for the purposes stated or reasonably to be inferred from the project documents.

- Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

A33/120 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.

A33/130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).

- Supply of each product: From the same source or manufacturer.

- Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance.

- Tolerances: Where critical, measure a sufficient quantity to determine compliance.

- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

A33/135 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.

A33/140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.

- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:

- Properties tested.

- Pass/ fail criteria.

- Test methods and procedures.

- Test results.

- Identity of testing agency.

- Test dates and times.

- Identities of witnesses.

- Analysis of results.

A33 QUALITY STANDARDS/ CONTROL (Continued)

A33/150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:

- Date of inspection.

- Part of the work inspected.

- Respects or characteristics which are approved.

- Extent and purpose of the approval.

- Any associated conditions.

A33/160 RELATED WORK

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:

- Appropriately complete.

- In accordance with the project documents.

- To a suitable standard.

- In a suitable condition to receive the new work.

- Preparatory work: Ensure all necessary preparatory work has been carried out.

A33/170 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.

A33/180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.

- Other: Do not use until:

- Evidence of suitability is provided.

- Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

A33/210 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.

A33/220 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.

A33 QUALITY STANDARDS/ CONTROL (Continued)

A33/230 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

A33/320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.

- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.

- Inform: When complete and before commencing construction.

A33/330 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

A33/410 SERVICES REGULATIONS

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

A33/420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.

- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

A33/445 SERVICE RUNS

- General: Provide adequate space and support for services, including unobstructed routes and fixings.

- Ducts, chases and holes: Form during construction rather than cut.

- Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

A33/450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.

A33 QUALITY STANDARDS/ CONTROL (Continued)

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

520 SUPERVISION: The Contractor shall at all times employ a full time competent site supervisor to ensure the constant management and supervision of the works. All significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.

A33/525 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.

- Designate: CA.

A33/540 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.

A33/560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.

- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.

- Records: Submit a copy of test certificates and retain copies on site.

A33/610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.

- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

A33 QUALITY STANDARDS/ CONTROL (Continued)

WORK AT OR AFTER COMPLETION

A33/710 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.

A33/720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.

- Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

A33/730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with CA.

- Rectification: Give reasonable notice for access to the various parts of the Works.

- Completion: Notify when remedial works have been completed.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

A34/110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:

- Description of project: Sections A10 and A11.

- Client’s consideration and management requirements: Sections A12, A13 and A36.

- Environmental restrictions and on-site risks: Section A12, A35 and A34.

- Significant design and construction hazards: Section A34.

- The Health and Safety File: Section A37.

A34/120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.

- Significant hazards: The design of the project includes the following:

A34/130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.

- Common hazards: Not listed. Control by good management and site practice.

A34/140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer not less than 1 week before completion.

- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulation 15(4).

- 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.

A34/150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any 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.

A34/160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works during the Contract.

- Design loads: Obtain details, support as necessary and prevent overloading.

A34 SECURITY/ SAFETY/ PROTECTION (Continued)

A34/170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract. Assume all areas of the building

will be occupied by the general public, staff, visitors, cleaners and other contractors.

- Works: Carry out without undue inconvenience and nuisance and without danger to the general public, occupants and users.

- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

A34/180 PASSES

- Controlled areas: Passes may be required for access to certain areas.

- Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required.

- Return of passes: When requested or on completion of the work to which the pass relates.

A34/190 OCCUPIER’S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.

- Copies:

- Location: The Town Council Office.

- Arrangements for inspection: Via prior arrangement.

A34/210 EMPLOYER’S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

PROTECT AGAINST THE FOLLOWING

A34/330 NOISE CONTROL

- Standard: Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the Works.

- Noise levels from the works: Maximum level: 65dB(A) when measured from adjacent streets.

- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

- Restrictions: Do not use:

- Pneumatic drills and other noisy appliances without consent.

- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

A34/340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including streams and waterways against pollution.

- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

A34 SECURITY/ SAFETY/ PROTECTION (Continued)

A34/350 PESTICIDES

- Use: Not permitted.

A34/360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.

- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

A34/370 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.

A34/380 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').

A34/390 SMOKING ON SITE

- Smoking on site: Not permitted.

A34/400 BURNING ON SITE

- Burning on site: Not permitted.

A34/410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.

- Drying out: Control humidity and the application of heat to prevent:

- Blistering and failure of adhesion.

- Damage due to trapped moisture.

- Excessive movement.

A34/420 INFECTED TIMBER

- Removal: Where instructed to remove timber affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.

- Treatment: Where instructed to treat timber affected by fungal/insect attack to prevent risk of infection to new timbers of other parts of the building.

A34/430 WASTE

- Includes: Rubbish, debris, spoil, containers and surplus material.

- Minimize: Keep the site and Works clean and tidy.

- 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.

A34 SECURITY/ SAFETY/ PROTECTION (Continued)

A34/440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

PROTECT THE FOLLOWING

A34/510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.

- Identification: Before starting work, check and mark positions of mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

- Work adjacent to services:

- Comply with service authority's/ statutory undertaker's recommendations.

- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.

- Identifying services:

- Below ground: Use signboards, giving type and depth;

- Overhead: Use headroom markers.

- Damage to services: If any results from execution of the Works:

- Immediately give notice and notify appropriate service authority/ statutory undertaker.

- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.

- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

A34/520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and 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.

A34/530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.

- Protection: Before starting work submit proposals for protective measures.

A34 SECURITY/ SAFETY/ PROTECTION (Continued)

A34/540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.

- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

A34/560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

A34/570 EXISTING WORK

- Protection: Prevent damage to existing property undergoing alteration or extension.

- Removal: Minimum amount necessary.

- Replacement work: To match existing.

A34/580 BUILDING INTERIORS

- Protection: Prevent exposure to weather during course of alteration work.

A34/600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.

- Extent: Before work on each elevation/roof starts the Employer will remove the following: All loose fixtures and fitting to be retained by the Town Council.

A34/620 ADJOINING PROPERTY

- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.

A34/630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

- Supports: During execution of the Works:

- Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.

- Do not remove until new work is strong enough to support existing structure.

- Prevent overstressing of completed work when removing supports.

- Adjacent structures: Monitor and immediately report excessive movement.

- Standard: Comply with BS 5975.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

A35/130 METHOD/ SEQUENCE OF WORK

- The works must be commenced on Monday 25th April 2016 with completion by Friday 26th August 2016.

* The works described in the Schedule of Works Section 3.01 ‘General Items and Section 3.02 ‘Site Preparation’, are to be completed during the period Monday 25th April to Monday 2nd March 2016 in readiness for the main body of works to begin.

140 ACCESS TO THE SITE: See Section A12

150 USE OF THE SITE: See Section A12.

A35/160 USE OR DISPOSAL OF MATERIALS

- Regularly clean area of work and ensure skips are emptied promptly.

A35/170 WORKING HOURS

- Monday to Friday: 8.00 am to 5.00 pm.

- Out-of-hours working will be by local agreement as required and any deviation from this will be at the discretion of the Client and the Local Authority.

210A PLANT AND MATERIAL DELIVERY TIMES

- To prevent congestion at key times, plant and material deliveries may not take place between 08:00 and 09:00 and between 16:30 and 17:30. Where particular difficulties may arise (eg large loads or plant) special arrangements are to be made with the Town Council in advance.

A36 FACILITIES/ TEMPORARY WORKS/ SERVICES

GENERALLY

A36/110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice of intended siting.

- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

TEMPORARY WORKS

A36/340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:

- Title of project: Reroofing Works to No 5 King Street.

- Name of Employer: Saffron Walden Town Council.

- Names of Consultants: Wilby & Burnett LLP.

- Names of Contractor and Subcontractors: To be confirmed.

SERVICES AND FACILITIES

A36/410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

A36/420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works and is to be supplied free of charge from locations to be agreed.

- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

A36/430 WATER

- Supply: The Employer's mains may be used for the Works and is to be supplied free of charge from locations to be agreed.

- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

A36/440 TELEPHONES

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

A36/520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works and controlling temperature and humidity levels.

- Installation: If used:

- Take responsibility for operation, maintenance and remedial work.

- Arrange supervision by and indemnification of the appropriate Subcontractors.

- Pay costs arising.

A36/530 BENEFICIAL USE OF INSTALLED SYSTEMS

- Permanent systems: Do not use for the Works.

A36 FACILITIES/ TEMPORARY WORKS/ SERVICES (Continued)

A36/570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:

- Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2.

- High visibility waistcoats to BS EN 471 Class 2. Number required: 2.

- Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2.

- Disposable respirators to BS EN 149.FFP1S.

- Eye protection to BS EN 166.

- Ear protection - muffs to BS EN 352 - 1, plugs to BS EN 352 – 2.

- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED BUILDING

GENERALLY

A37/110 THE BUILDING MANUAL

- Purpose: The Building Manual (incorporating the Health and Safety File) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.

- Compilation:

- Prepare all information for Contractor designed or performance specified work including as-built drawings.

- Obtain or prepare all other information to be included in the Manual.

- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.

- Final copies of the Manual:

- Number of copies: 2.

- Latest date for submission: 2 weeks before the date for completion stated in the contract.

- As-built drawings:

- Number of copies: 2.

- Medium: Paper folded to A4 in a lever arch file.

A37/120 THE HEALTH AND SAFETY FILE

- Purpose: To provide information about the structure or materials used, which might affect the health or safety of anyone if construction works, (including cleaning, maintenance, alterations, refurbishment and demolition) are carried out.

- Contractor designed and performance specified work: Obtain or prepare details of construction methods and materials, general maintenance instructions and as-built drawings.

- Other information: Obtain or prepare details of utilities and services, materials hazards, access requirements/restrictions and maintenance and decommissioning instructions.

- Number of copies: Submit 2 copies to Planning Supervisor.

- Latest date for submission: 2 weeks before the date for completion stated in the contract.

A37/155 CONTENT OF THE BUILDING MANUAL

- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.

- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.

- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.

- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

A37 OPERATION/ MAINTENANCE OF THE FINISHED BUILDING (Continued)

A37/160 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.

- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.

- As-built drawings: The main sets may form annexes to the Manual.

A40 CONTRACTOR’S GENERAL COST ITEMS: MANAGEMENT AND STAFF

A40/110 MANAGEMENT AND STAFF

- Cost significant items: To be detailed by the Contractor.

A41 CONTRACTOR’S GENERAL COST ITEMS: SITE ACCOMMODATION

A41/110 SITE ACCOMMODATION

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.

- Cost significant items: To be detailed by the Contractor.

A42 CONTRACTOR’S GENERAL COST ITEMS: SERVICES AND FACILITIES

A42/110 SERVICES AND FACILITIES

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.

- Cost significant items: To be detailed by the Contractor.

A43 CONTRACTOR’S GENERAL COST ITEMS: MECHANICAL PLANT

A43/110 MECHANICAL PLANT

- Cost significant items: To be detailed by the Contractor.

A44 CONTRACTOR’S GENERAL COST ITEMS: TEMPORARY WORKS

A44/110 TEMPORARY WORKS

- Details: Temporary works required or made/ not made available by the Employer: See section A36.

- Cost significant items: To be detailed by the Contractor.

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

None.

A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS

None.

**A54 PROVISIONAL WORK/ ITEMS**

A54/520 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK –

BUILDING CONTROL PRESCRIBED INSPECTION FEE

- Provisional sum: Include: £1,000.00 1,000 00

**A55 DAYWORKS**

A55/110 LABOUR

- Provisional sum: Include prime cost of labour incurred before the

Final Completion Date: £2,000.00 2,000 00

- Percentage adjustment: Add to cover incidental costs,

overheads and profit: \_\_\_\_\_\_ %.

- Provisional sum: Include prime cost of labour incurred after the

Final Completion Date: £1,000.00 1,000 00

- Percentage adjustment: Add to cover incidental costs,

overheads and profit: \_\_\_\_\_\_ %.

A55/120 PRODUCTS

- Provisional sum: Include prime cost incurred at any time during

the Contract £1,000.00 1,000 00

- Percentage adjustment to cover incidental costs, overheads

and profit: \_\_\_\_\_\_ %.

A55/130 EQUIPMENT

- Provisional sum: Include prime cost of plant (equipment) incurred

before the Final Completion Date: £1,000.00 1,000 00

- Percentage adjustment to cover incidental costs, overheads

and profit: \_\_\_\_\_\_ %.

- Provisional sum: Include prime cost of plant (equipment) incurred

after the Final Completion Date: £500.00 500 00

- Percentage adjustment to cover incidental costs, overheads

and profit \_\_\_\_\_\_ %.

- Plant (equipment) costs: Rates set out in the Schedule of Basic

Plant Charges published by the RICS current at the Date of Tender.

Collection

|  |  |
| --- | --- |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |
| Page No |  |