

Gillespie Yunnie LLP

Tavistock Town Council

Tavistock Museum

Tavistock Museum Preliminaries

Tender

05-04-2023

Structural Repairs and refurbishment

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A10

Project particulars

Clauses

110 The Project

1. Name: Tavistock Museum
2. Nature: Structural repairs and refurbishment works
3. Location: Tavistock Museum
4. Timescale for construction work: Commencing July 2023

120 Employer (client)

1. Name: Tavistock Town Council
2. Address: Drake Road, Tavistock
3. Contact: Wayne Southall
4. Telephone: 01822 616134
5. Email: wayne.southall@tavistock.gov.uk

140 Architect/ contract administrator

1. Name: Gillespie Yunnie Architects
2. Address: Lower Tweed Mill, Dartington
3. Contact: James Neal
4. Telephone: 01803 860010
5. Email: james@gyarchitects.co.uk

150 Principal designer

1. Name: Gillespie Yunnie Architects
2. Address: Lower Tweed Mill, Dartington
3. Contact: James Neal
4. Telephone: as above
5. Email: as above

200 Consultants

1. Description: Structural Engineer
2. Name: John Grimes Partnership
3. Contact: Chris Batsford, Mark Crumplin
4. Address: Leonards Road, Ivybridge
5. Telephone: 01752 690553
6. Email: chrisb@johngrimes.co.uk

Ω End of Section

A11

Tender and contract documents

Clauses

110 Tender drawings

1. The tender drawings are: GYA 1217-GA-001 - site plan
GYA 1217-GA-002 - ground floor plan
GYA 1217 GA-003 - first floor plan
GYA 1217 GA-004 - services plan
GYA schedule of works
GYA NBS specification work sections
JGP 17449-110 Temporary support layout and sections
JGP 17449-101 Beam arrangement and details
JGP Outline construction sequence

120 Contract drawings

1. The contract drawings: The same as the tender drawings.

160 Pre-construction information

1. Format: The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

180 Other documents

1. Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of
2. The documents include:

Ω End of Section

A12

The site/ existing buildings

Clauses

110 The site

1. **Description:** The works are within the Tavistock Museum building, ground and first floors. The Museum will be closed for the duration of the contract.

120 Existing buildings on/ adjacent to the site

1. **Description:** The Museum sits between Tavistock Guildhall Visitor centre and the Higher Gatehouse, both historic listed buildings. The adjoining Visitor centre is open to the public.

140 Existing utilities and services

1. **Drawings:** (Information shown is indicative only): Internal services are as shown on drawing mark ups. .
2. **Other information:** Contractor to be aware that other services, not known , may be present and take precautions

180 Health and safety file

1. **Availability for inspection:** The health and safety file for the site/ building may be seen by appointment during normal office hours at: The Guildhall, Abbey Place, Tavistock.
2. **Other documents:**

200 Access to the site

1. **Description:** Access to the site area is via the existing doorway and public square
2. **Limitations:** Contractors to be aware of the limited width of the doorway. Vehicle drop off and delivery arrangement to be agreed.

210 Parking

1. **Restrictions on parking of the Contractor's and employees' vehicles:** There is no on site parking. Designated parking space will be made available by the Employer within Abbey Place car park ,close to the front of the Museum. Refer to site plan.

230 Surrounding land/ building uses

1. **General:** Adjacent or nearby uses or activities are as follows: Adjacent or nearby uses or activities are as follows:
 - 1.1. Pedestrian access into the nearby visitor centre. Public car park nearby.

240 Health and safety hazards

1. **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:
 - 1.1. Risk to pedestrians from vehicles and deliveries.
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the works.
3. **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.

250 Site visit

1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

Ω End of Section

A13

Description of the work

Clauses

120 The works

1. **Description:** Replacement of existing structural beams and lintols affected by rot. Treatment of dry rot affected areas. Timber floor repairs. Temporary works and propping as designed by Structural Engineer to achieve the above. Restitching of damaged masonry walling. Moving and reinstatement of existing services affected by the structural works.

Ω End of Section

A20

JCT minor work building contract (MW)

Clauses

JCT minor works building contract

- The contract: JCT Minor Works Building Contract 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

The recitals

First - The Works and the Contract Administrator

- The work comprises: Structural repairs and treatments for rot and associated temporary works .
Reinstatement of existing features
- Architect/ Contract Administrator: See clause A10/140.

Second - Contract documents

- Contract drawings: As listed in clause A11/120.
- Contract documents: The following have been prepared which show and describe the work to be done: Work Schedules, draings and specification.

Third - Priced documents

- Documents to be priced or provided by the Contractor: Work schedules

Articles

3 - Architect/ Contract Administrator

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

4 and 5 - Principal Designer/ Principal Contractor

- Principal Designer: See clause A10/150.

Contract particulars

Fourth Recital and Schedule 2 - Base date

- Base date: 10 days before date of tender return

Fifth Recital - CDM Regulations

- The project is notifiable.

Seventh Recital and Schedule 3 - Supplemental provisions

- Notification and negotiation of disputes: Supplemental Provision 6 applies. Where Supplemental Provision 6 applies, the respective nominees of the parties are:
 - Employer's nominee: Clause A10/20
 - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR
- Or such replacement as each party may notify to the other from time to time.

Clause 2.2 - Commencement and Completion

- Works commencement date: 3rd July 2023
- Date for Completion: 12 weeks after commencement

Clause 2.8 - Liquidated damages

- At the rate of £500 per calendar week or pro-rata thereto.

Clause 2.10 - Rectification period

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

Clause 4.3 - Interim payments

- Interim Valuation Dates
 - The first Interim Valuation Date is: At commencement date for materials only
 - Thereafter at intervals of: Each calendar month
- Payments due prior to practical completion
 - Percentage of total value of the work etc.: 95 per cent
- Payments becoming due on or after practical completion
 - Percentage of the total amount to be paid: 97½ per cent

Clause 4.3 and 4.8 - Fluctuations provision

- The following fluctuations provision applies: No fluctuations provision applies

Clause 4.8.1 - Supply of documentation for computation of amount to be finally certified

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

Clause 5.3 - Contractor's Public Liability insurance - injury to persons or property

- The required level of cover for any one occurrence or series of occurrences arising out of one event
 - Not less than: £5 million

Clauses 5.4A, 5.4B and 5.4C - Insurance of the works, etc. - alternative provisions

- Clause 5.4A applies.
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees: 15 per cent

Clause 7.2 - Adjudication

- The Adjudicator is: Royal Institute of British Architects
- Nominating body: Chartered Institute of Arbitrators

The conditions - No Amendments

Section 1: Definitions and Interpretation - No Amendments

Section 2: Carrying out the Works - No Amendments

Section 3: Control of the Works - No Amendments

Section 4: Payment - No Amendments

Section 5: Injury, Damage and Insurance - No Amendments

Section 6: Termination - No Amendments

Section 7: Settlement of Disputes - No Amendments

Execution

Execution

- The contract: Will be executed as a deed .

Contract guarantee bond

Contract guarantee bond

- Contract Guarantee Bond: TO BE CONFIRMED

JCT public sector supplement

- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Apply.
- Building information modelling provisions Do not apply.

Ω End of Section

A30 Tendering/ subletting/ supply

Main contract tendering

110 Scope

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

145 Tendering procedure

1. **General:** In accordance with the principles of: A Single stage tender process.
2. **Arithmetical errors:** Overall price is dominant.

160 Exclusions

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

170 Acceptance of tender

1. **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.
2. **Costs:** No liability is accepted for any cost incurred in the preparation of any tender. No liability is accepted for any cost incurred in the preparation of any tender.

190 Period of validity

1. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 12 weeks.
2. **Date for possession/ commencement:** See section A20.

Pricing/ submission of documents

210 Preliminaries in the specification

1. The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

250 Priced documents

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

310 Tender

1. **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.

440 Schedule of rates

1. **Schedule of rates (unpriced):** Included with the tender documents. The contractor may insert additional items. All items must be fully priced.

2. Fully priced copy
 - 2.1. Submittal date: with the tender

500 Tender stage method statements

1. Method statements: Prepare, describing how and when the following is to be carried out:
 - 1.1. Temporary works to minimise impact on historic fabric.
2. Statements: Submit with the tender.

550 Health and safety information

1. Content: Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. Include
 - 2.1. A copy of the health and safety policy document, including risk assessment procedures.
 - 2.2. Accident and sickness records for the past five years.
 - 2.3. Records of previous Health and Safety Executive enforcement action.
 - 2.4. Records of training and training policy.
 - 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. Submit: Within one week of request

570 Outline construction phase health and safety plan

1. Content: Submit the following information within one week of request:
 - 1.1. Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - 1.2. Details of the management structure and responsibilities.
 - 1.3. Arrangements for issuing health and safety directions.
 - 1.4. Procedures for informing other contractors and employees of health and safety hazards.
 - 1.5. Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - 1.6. Procedures for communications between the project team, other contractors and site operatives.
 - 1.7. Arrangements for cooperation and coordination between contractors.
 - 1.8. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.9. Emergency procedures including those for fire prevention and escape.
 - 1.10. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - 1.11. Arrangements for welfare facilities.
 - 1.12. Procedures for ensuring that all persons on site have received relevant health and safety information and training.
 - 1.13. Arrangements for consulting with and taking the views of people on site.
 - 1.14. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
 - 1.15. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
 - 1.16. Review procedures to obtain feedback.

Subletting/ supply - No Amendments

Ω End of Section

A31

Provision, content and use of documents

Definitions and interpretations

110 Definitions

1. **Meaning:** Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

120 Communication

1. **Definition:** Includes advise, inform, submit, give notice, instruct, agree, confirm, seek, provide or obtain information, consent or instructions, or make arrangements.
2. **Format:** In writing to the person named in clause A10/140 unless specified otherwise.
3. **Response:** Do not proceed until response has been received.

130 Products

1. **Definition:** Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
2. **Includes:** Goods, plant, materials, site materials and things for incorporation into the Works.

135 Site equipment

1. **Definition:** Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. **Excludes:** Products and equipment or anything intended to form or forming part of the permanent works.

140 Drawings

1. **Definitions:** To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'.
2. **CAD data:** In accordance with ISO 19650.

145 Contractor's choice

1. **Meaning:** Selection delegated to the Contractor, but liability to remain with the specifier.

155 Submit proposals

1. **Meaning:** Submit information in response to specified requirements.

160 Terms used in specification

1. **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 removal and disposal of associated pipework, wiring, ductwork or other services.
2. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.

4. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **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.
13. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

170 Manufacturer and product reference

1. **Definition:** When used in this combination:
 - 1.1. **Manufacturer:** the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - 1.2. **Product reference:** the proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. **Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 Substitution of products

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Documentation:** Submit relevant information, including:
 - 3.1. manufacturer and product reference;
 - 3.2. cost;
 - 3.3. availability;
 - 3.4. relevant standards;
 - 3.5. performance;
 - 3.6. function;
 - 3.7. compatibility of accessories;
 - 3.8. proposed revisions to drawings and specification;
 - 3.9. compatibility with adjacent work;
 - 3.10. appearance;
 - 3.11. copy of warranty/ guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.

5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

210 Cross references

1. **Accuracy:** Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
2. **Related terminology:** Where a numerical cross reference is not given, the relevant sections and clauses of the specification will apply.
3. **Relevant clauses:** Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
4. **Discrepancy or ambiguity:** Before proceeding, obtain clarification or instructions.

220 Referenced documents

1. **Conflicts:** Specification prevails over referenced documents.

230 Equivalent products

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

240 Substitution of standards

1. **Specification to British Standard or European Standard:** Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
2. **Before ordering:** Submit notification of all such substitutions.
3. **Documentary evidence:** Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 Currency of documents and information

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

260 Sizes

1. **General dimensions:** Products are specified by their co-ordinating sizes.
2. **Timber:** Cross section dimensions shown on drawings are:
 - 2.1. Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - 2.2. Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

Documents provided on behalf of the employer

410 Additional copies of drawings/ documents

1. **Additional copies:** Issued free of charge.

440 Dimensions

1. **Scaled dimensions:** Do not rely on.

450 Measured quantities

1. **Ordering products and constructing the Works:** The accuracy and sufficiency of the measured quantities is not guaranteed.
2. **Precedence:** The specification and drawings shall override the measured quantities.

460 The specification

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

Documents provided by contractor/ subcontractors/ suppliers

630 Technical literature

1. **Information:** Keep on site for reference by all supervisory personnel:
 - 1.1. Manufacturers' current literature relating to all products to be used in the Works.
 - 1.2. Relevant British, EN or ISO Standards.

640 Maintenance instructions and guarantees

1. **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
2. **Information location:** In Building Manual.
3. **Emergency call out services:** Provide telephone numbers for use after completion. Extent of cover:
.....

Ω End of Section

A32 Management of the works

Generally

110 Supervision

1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **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.

115 Considerate Constructors Scheme

1. **Registration:** Before starting work, register the site and pay the appropriate fee.
2. **Contact**
 - 2.1. **Address:** Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - 2.2. **Tel:** 01920 485959.
 - 2.3. **Fax:** 01920 485958.
 - 2.4. **Free phone:** 0800 7831423.
 - 2.5. **Web:** www.ccscheme.org.uk.
 - 2.6. **E mail:** enquiries@ccscheme.org.uk.
3. **Standard:** Comply with the scheme's Code of Considerate Practice.
 - 3.1. **Minimum compliance level:**

117 Constructing Better Health scheme

1. **Membership:** Register and submit evidence of registration.
2. **Contact**
 - 2.1. **Constructing Better Health, B&CE Building, Manor Royal, Crawley, West Sussex RH10 9QP.**
 - 2.2. **Tel:** 0845 873 7726
 - 2.3. **Email:** info@cbhscheme.co.uk
 - 2.4. **Website:** www.cbhscheme.co.uk

120 Insurance

1. **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

1. **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/ client, the person administering the Contract on their behalf and the Insurers.
2. **Failure to notify:** Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

140 Climatic conditions

1. **Information:** Record accurately and retain:
 - 1.1. Daily maximum and minimum air temperatures (including overnight).

- 1.2. Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 Ownership

1. 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

1. 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:
 - 1.1. Planning and mobilisation by the Contractor
 - 1.2. Subcontractor's work.
 - 1.3. Running in, adjustment, commissioning and testing of all engineering services and installations.
 - 1.4. Work resulting from instructions issued in regard to the expenditure of provisional sums.
 - 1.5. Work by others concurrent with the Contract.
2. Submit one copy.

245 Start of work on site

1. Notice: Before the proposed date for start of work on site give minimum notice of one week.

250 Monitoring

1. Progress: Record on a copy of the programme kept on site.
2. 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.

260 Site meetings

1. General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
2. Frequency: Every two weeks
3. Location: At the Museum location
4. Accommodation: Ensure availability at the time of such meetings.
5. Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
6. Chairperson (who will also take and distribute minutes): Architect

280 Photographs

1. Number of locations: Take full photographic record prior to commencement of works
2. Frequency of intervals:
3. Image format:
4. Number of images from each location:
5. Other requirements: Take further record photographs prior to covering up work stages

290 Notice of completion

1. Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
2. Associated works: Ensure necessary access, services and facilities are complete.

3. Period of notice (minimum):

310 Extensions of time

1. **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.
2. **Details:** As soon as possible submit:
 - 2.1. Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - 2.2. An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - 2.3. All other relevant information required.

Control of cost

420 Removal/ replacement of existing work

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

430 Proposed instructions

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

440 Measurement

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

450 Daywork vouchers

1. **Before commencing work:** Give reasonable notice to person countersigning daywork vouchers.
2. **Content:** Before delivery each voucher must be:
 - 2.1. Referenced to the instruction under which the work is authorised.
 - 2.2. Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
3. **Submit:** By the end of the week in which the work has been executed.

470 Products not incorporated into the Works

1. **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.
2. **Evidence:** When requested, provide evidence of freedom of reservation of title.

Ω End of Section

A33 Quality standards/ control

Standards of products and executions

110 Incomplete documentation

1. General: Where and to the extent that products or work are not fully documented, they are to be:
 - 1.1. Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - 1.2. Suitable for the purposes stated or reasonably to be inferred from the project documents.
2. 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.

120 Workmanship skills

1. Operatives: Appropriately skilled and experienced for the type and quality of work.
2. Registration: With Construction Skills Certification Scheme.
3. Verification: When requested, operatives must produce evidence of skills/ qualifications.

130 Quality of products

1. Generally: New. (Proposals for recycled products may be considered).
2. Supply of each product: From the same source or manufacturer.
3. Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
4. Tolerances: Where critical, measure a sufficient quantity to determine compliance.
5. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 Quality of execution

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

140 Evidence of Compliance

1. Proprietary products: Retain on site evidence that the proprietary product specified has been supplied.
2. Performance specification: Submit evidence of compliance, including test reports indicating:
 - 2.1. Properties tested.
 - 2.2. Pass/ fail criteria.
 - 2.3. Test methods and procedures.
 - 2.4. Test results.
 - 2.5. Identity of testing agency.
 - 2.6. Test dates and times.
 - 2.7. Identities of witnesses.
 - 2.8. Analysis of results.

150 Inspections

1. **Products and executions:** Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - 1.1. Date of inspection.
 - 1.2. Part of the work inspected.
 - 1.3. Respects or characteristics which are approved.
 - 1.4. Extent and purpose of the approval.
 - 1.5. Any associated conditions.

160 Related work

1. **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:
 - 1.1. Appropriately complete.
 - 1.2. In accordance with the project documents.
 - 1.3. To a suitable standard.
 - 1.4. In a suitable condition to receive the new work.
2. **Preparatory work:** Ensure all necessary preparatory work has been carried out.

170 Manufacturer's recommendations/ instructions

1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
2. **Exceptions:** Submit details of changes to recommendations or instructions.
3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

180 Water for the works

1. **Mains supply:** Clean and uncontaminated.
2. **Other:** Do not use until:
 - 2.1. Evidence of suitability is provided.
 - 2.2. Tested to BS EN 1008 if instructed.

Samples/ approvals

210 Samples

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

220 Approval of products

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **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.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

230 Approval of execution

1. Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
2. 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.
3. Complying sample: Retain in good, clean condition on site. Remove when no longer required.

Accuracy/ setting out generally

320 Setting out

1. General: Submit details of methods and equipment to be used in setting out the Works.
2. Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
3. Inform: When complete and before commencing construction.

330 Appearance and fit

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

340 Critical dimensions

1. Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
2. Location: Detailed on drawings

350 Levels of structural floors

1. Maximum tolerances for designed levels to be
 - 1.1. Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - 1.2. Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - 1.3. Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - 1.4. Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
 - 1.5. Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - 1.6. Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 Record drawings

1. Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

Services generally

410 Services regulations

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

420 Water regulations/ byelaws notification

1. **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.
2. **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.

430 Water regulations/ byelaws contractor's certificate

1. **On completion of the work:** Submit (copy where also required to the Water Undertaker) a certificate including:
 - 1.1. The address of the premises.
 - 1.2. A brief description of the new installation and/ or work carried out to an existing installation.
 - 1.3. The Contractor's name and address.
 - 1.4. A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - 1.5. The name and signature of the individual responsible for checking compliance.
 - 1.6. The date on which the installation was checked.

435 Electrical installation certificate

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

440 Gas, oil and solid fuel appliance installation certificate

1. **Before the completion date stated in the Contract:** Submit a certificate stating:
 - 1.1. The address of the premises.
 - 1.2. A brief description of the new installation and/ or work carried out to an existing installation.
 - 1.3. Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - 1.4. The Contractor's name and address.
 - 1.5. A statement that the installation complies with the appropriate safety, installation and use regulations.
 - 1.6. The name, qualification and signature of the competent person responsible for checking compliance.
 - 1.7. The date on which the installation was checked.
2. **Certificate location:**

445 Service runs

1. **General:** Provide adequate space and support for services, including unobstructed routes and fixings.
2. **Ducts, chases and holes:** Form during construction rather than cut.
3. **Coordination with other works:** Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

450 Mechanical and electrical services

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

Supervision/ inspection/ defective work

525 Access

1. **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.
2. **Designate:**

530 Overtime working

1. **Notice:** Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - 1.1. **Minimum period of notice:**
2. **Concealed work:** If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 Defects in existing work

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

560 Tests and inspections

1. **Timing:** Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
2. **Confirmation:** One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
3. **Records:** Submit a copy of test certificates and retain copies on site.

570 Air permeability

1. **Testing organization:** UKAS accredited and registered with the Air Tightness Testing and Measurement Association (ATTMA) or the Independent Air Tightness Testing Scheme (iATS).
2. **Method**
 - 2.1. Pressure test in accordance with
3. **Standard**
 - 3.1. Design airtightness value (maximum): m³/(h.m²).
4. **Results**
 - 4.1. **Content:** Include test results and all supporting data.
 - 4.2. **Copies:** Required for building control inspection and inclusion in Building Manual.
 - 4.3. **Electronic deposit:** Through the ATTMA lodgement database
 - 4.4. **Additional copies:** Provide on request.

580 Continuity of thermal insulation

1. **Record and report:** Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
 - 1.1. The address of the premises.
 - 1.2. The Contractor's name and address.
 - 1.3. The name, qualification and signature of the competent person responsible for checking compliance.

- 1.4. The date on which the installation was checked.
2. Submit: Before completion of the Works.
3. Copy: To be lodged in the building manual.

590 Resistance to passage of sound

1. Method:
2. Compliance:
 - 2.1. Copies: Incorporate in the Building Manual.

595 Energy performance certificate

1. Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
 - 1.1. Building Type:
 - 1.2. Method:
2. Format
 - 2.1. Certificate: To be incorporated in the Building Manual.
 - 2.2. Report:
3. Submit:

610 Defective products/ executions

1. Proposals: Immediately any work 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.
2. Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

Work at or after completion

710 Work before completion

1. General: Make good all damage consequent upon the Works.
2. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
3. Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
5. COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. 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.
7. 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.

720 Security at completion

1. General: Leave the Works secure with, where appropriate, all accesses closed and locked.
2. Keys: Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 Making good defects

1. Remedial work: Arrange access with

2. Rectification: Give reasonable notice for access to the various parts of the Works.
3. Completion: Notify when remedial works have been completed.

740 Highway/ sewer adoption

1. Adoption procedure:
2. Details:
3. Standard: To the technical approval of the relevant statutory authority
4. Defects liability/ rectification period:
5. Maintenance
 - 5.1. Undertake to the satisfaction of the relevant statutory authority, including:
6. Making good of damage due to reasonable wear and tear occurring during the period.
 - 6.1. Clean at the end of the period.

Ω End of Section

A34 Security/ safety/ protection

Security, health and safety

120 Execution hazards

1. Common hazards: Not listed. Control by good management and site practice.
2. Significant hazards: The design of the project includes the following:
 - 2.1. Hazard: Existing structure affected by rotten beams
 - 2.2. Precautions assumed: Temporary propping to remain in place until new beams are installed
 - 2.3. Drawing reference: 17449_110_P1

130 Product hazards

1. Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: 'Workplace Exposure Limits'.
2. Common hazards: Not listed. Control by good management and site practice.
3. Significant hazards: Specified construction materials include the following:
 - 3.1. Hazard: Fungal Treatments for dry rot
 - 3.2. Material: Boron compounds

140 Construction phase health and safety plan

1. Submission: Present to the employer/ client no later than .
2. 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 the CDM Regulations.
3. 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/ pre-construction information.

150 Security

1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

160 Stability

1. Responsibility: Maintain the stability and structural integrity of the works and adjacent structures during the contract.
2. Design loads: Obtain details, support as necessary and prevent overloading.

210 Safety provisions for site visits

1. Safety: Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
2. Protective clothing and/ or equipment: Provide and maintain on site for visitors to the-site.

Protect against the following

330 Noise and vibration

1. **Standard:** Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
2. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
3. **Restrictions:** Do not use:
 - 3.1. Percussion tools and other noisy appliances without consent during the hours of
 - 3.2. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

360 Nuisance

1. **Duty:** Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
2. **Surface water:** Prevent hazardous build-up on-site, in excavations and to surrounding areas and roads.

370 Asbestos containing materials

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

371 Dangerous or hazardous substances

1. **Duty:** Report immediately suspected materials discovered during execution of the works.
 - 1.1. Do not disturb.
 - 1.2. Agree methods for safe removal or remediation.

375 Antiquities

1. **Duty:** Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
2. **Preservation:** Keep objects in the exact position and condition in which they were found.
3. **Special requirements:** Proceed cautiously in removing existing timber ground floor and preparing ground for bearing slabs. Do not dig deeper than 400mm below existing level. Report any potential archeological features immediately

380 Fire prevention

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

390 Smoking on-site

1. **Smoking on-site:** Not permitted.

400 Burning on-site

1. **Burning on-site:** Not permitted.

410 Moisture

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

2. **Drying out:** Control humidity and the application of heat to prevent:
 - 2.1. Blistering and failure of adhesion.
 - 2.2. Damage due to trapped moisture.
 - 2.3. Excessive movement.

420 Infected timber/ Contaminated materials

1. **Removal:** Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
2. **Testing:** carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other microorganisms are within acceptable levels.

430 Waste

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.
4. **Recyclable material:** Sort and dispose of at a materials recycling facility approved by the waste regulation authority.
5. **Documentation:** Retain on-site.

460 Powder actuated fixing systems

1. **Use:** Not permitted.

Protect the following

510 Existing services

1. **Identification:** Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
2. **Work adjacent to services**
 - 2.1. Comply with service authority's/ statutory undertaker's recommendations.
 - 2.2. **Adequately protect, and prevent damage to services:** Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
3. **Identifying services**
 - 3.1. **Below ground:** Use signboards, giving type and depth;
4. **Damage to services:** If any results from execution of the Works:
 - 4.1. Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - 4.2. Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - 4.3. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

520 Roads and footpaths

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

560 Existing features

1. **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.
2. **Special requirements:** Protect external boundary wall and forecourt paving

570 Existing work

1. **Protection:** Prevent damage to existing work, structures or other property during the course of the work.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

580 Building interiors

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

600 Existing furniture, fittings and equipment

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.
2. **Extent:** Before work in each room starts, the following will be removed:
 - 2.1. All Museum displays and exhibits.

610 Especially valuable/ vulnerable items

1. **Protection:** Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - 1.1.
2. **Method statement:** Submit within one week of request describing special protection to be provided.

625 Adjoining property restrictions

1. **Precautions**
 - 1.1. Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
2. **Damage:** Bear cost of repairing damage arising from execution of the Works.

630 Existing structures

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports:** During execution of the Works:
 - 2.1. 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.
 - 2.2. Do not remove until new work is strong enough to support existing structure.
 - 2.3. Prevent overstressing of completed work when removing supports.
3. **Adjacent structures:** Monitor and immediately report excessive movement.
4. **Standard:** Comply with BS 5975 and BS EN 12812.

640 Materials for recycling/ reuse

1. **Duty:** Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.

2. **Storage:** Stack neatly and protect until required by the Employer or for use in the Works as instructed.

Ω End of Section

A36 Facilities/ temporary work/ services

Generally - No Amendments

Accommodation

230 Temporary accommodation

1. Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
 - 1.1. It is used solely for the purposes of carrying out the Works.
 - 1.2. The use to which it is put does not involve undue risk of damage.
 - 1.3. Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
 - 1.4. It is vacated on completion of the Works or determination of the Contract.
 - 1.5. When vacated, its condition is at least equivalent to its condition at the start of the Contract.
2. Description: Existing Museum welfare facilities
3. Available services and facilities: Onsite WC and kitchen may be used

Temporary works

320 Temporary works

1. Employer's specific requirements: Provide: screen off work area from gallery areas using dust proof sheeting . Refer to drawings for locations.

Services and facilities

420 Lighting and power

1. Supply: Electricity from the existing mains may be used for the Works as follows:
 - 1.1. Metering: Metered by the Contractor and charged to the Contractor
 - 1.2. Frequency: 50 Hz.
 - 1.3. Phase: assume single phase supply
 - 1.4. Current: Alternating.
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

430 Water

1. Supply: The existing mains may be used for the Works as follows:
 - 1.1. Metering: Free of charge
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

440 Telephones

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

520 Use of permanent heating system

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

2. Installation: If used:
 - 2.1. Take responsibility for operation, maintenance and remedial work.
 - 2.2. Arrange supervision by and indemnification of the appropriate Subcontractors.
 - 2.3. Pay costs arising.

540 Meter readings

1. Charges for service supplies: Where to be apportioned ensure that:
 - 1.1. Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - 1.2. Copies of readings are supplied to interested parties.

Ω End of Section

A37

Operation/ maintenance of the finished works

Generally

110 The building manual

1. Responsibility: Contractor
2. Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works for future reference
3. Specific requirements:
4. Format: As clause 155
5. Number of copies: 1 hard copy and pdf
6. Delivery to: Employer by (date) two weeks after practical completion.

115 The Health and Safety File

1. Responsibility: Contractor
2. Content: Obtain and provide the following information: Brief description of the work carried out and any hazardous materials used. Location of main services routes.
3. Format: A4
4. Delivery to: Employer By (date): two weeks after practical completion.

155 Content of the building manual

1. General: Details of the property, the parties, operational requirements and constraints of a general nature.
2. Building fabric: Design criteria, maintenance details, product details,
3. Building services: Description of services altered or , diagrammatic drawings, record drawings, identification of all services where found
4. Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

160 Presentation of building manual

1. Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
2. 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.
3. As-built drawings: The main sets may form annexes to the Manual.

Ω End of Section

A42

Contractor's general cost items: services and facilities

Clauses

110 Services and facilities

1. Details: Services or facilities required or made/ not made available by the Employer: See section A36.
2. Cost significant items:

Ω End of Section

A44

Contractor's general cost items: temporary works

Clauses

110 Temporary works

1. Details: Temporary works required or made/ not made available by the Employer: See section A36.
2. Cost significant items: Refer to STRUCTURAL ENGINEERS details for temporary works

Ω End of Section



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