



SPECIFICATION OF WORKS  
FOR

**Fire safety in respect of  
external wall system  
remedial**

AT

**Doudney Court Bedminster  
Parade, Bedminster , Bristol  
BS3 4AP**

Issued By:-  
Date Issued :-

**Thomas Ellis-Jones**

Project Title:- Fire safety in respect of external wall system remedial

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## Tender Document

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Appendix A	-	<b>William Martin Fire engineer report</b>
Appendix B	-	<b>N/A</b>
Appendix C	-	<b>N/A</b>
Appendix D	-	<b>N/A</b>

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# Section 1

## Information and Instruction to Tenderers

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**Information and Instruction to Tenderers**

1. The Contractor shall check this Tender Document and if any pages are missing or duplicated or if any word, letter or figure is indistinct he shall at once notify the issuing surveyor.
2. No alteration shall be made to the text of any part of this document unless expressly instructed in writing by the issuing Surveyor at any time before the tender is submitted. Any unauthorised alteration(s) will be ignored
3. A full priced copy of this (and supporting) document(s), extended in black ink, together with the Form of Tender shall be returned to Celador Consulting Ltd, by no later than the time for submission of the tender as set out in the invitation to tender letter accompanying this document.
4. The Contractor is to submit with his tender a fully itemised schedule breaking down his preliminary costs, showing fixed and time related items.
5. All tenders shall be 'FIXED PRICE'.
6. Tenders shall remain open for consideration for a period of **12 Weeks** from the Date of Submission after which they will be subject to confirmation.
7. The Employer does not bind himself to accept the lowest or any tender or to pay and expenses incurred in connection with the preparation of tenders.
8. The Contractor will be deemed to have visited site prior to submitting his tender. No claims whatsoever from the Contractor on the grounds of lack of knowledge relating to the site and its environs will be entertained
9. 
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# Section 2

## Preliminaries and General Conditions

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**Preliminaries and General Conditions**

**Project Particulars**

A Name and Location of the Project:-

The name of the project is :-Doudney Court

B Nature of the Project:-

External wall remedial works in respect of Fire safety

Name and Addresses:-

C Employer:- Adam Church Ltd

Telephone Nr:-

D Project Manager:- Celador Consulting Ltd  
Bermondsey Island  
2 Long Walk, London. SE1 3NQ

Telephone Nr:-

E Architect:-

NA

Telephone Nr:-

F Quantity Surveyor:- Celador Consulting Ltd  
Bermondsey Island  
2 Long Walk, London. SE1 3NQ

Telephone Nr:-

G Structural Engineer:-

TBA

Telephone Nr:-

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Principle Contractor:-

Telephone Nr:-

Contract Administrator:-

Telephone Nr:-

Principle Designer:-

Telephone Nr:-

Tender Drawings

[Redacted]

Mr Steve Lewis, Celador Consulting Ltd, 2 Long Walk, Bermondsey Island, London. SE1 3NQ

0207 232 0335

Celador Consulting Ltd, 2 Long Walk, Bermondsey Island, London. SE1 3NQ

0207 232 0335

No 'As Built' drawings are available of the area of Works.

A Series of Photos of the existing elevations are provided with in schedule.

The Site / Existing Buildings

Site Boundaries

As determined by site visit or noted on tender issued photos or drawings

Existing Buildings adjacent to the site

- A. The contractor is to visit site to ascertain the location of any adjacent buildings affecting, or likely to be affected by the works.
  
- B. Every care must be taken to protect adjacent buildings from dust, dirt and damage. The Works are to be executed in such a manner as will cause the minimum of inconvenience, disturbance or nuisance to the occupants of adjacent properties etc. Such arrangements are to be made in the execution and sequence of work that the use and enjoyment of adjacent owners' property and activities will not in any way be interrupted.

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- C. In the event of any damage to adjoining properties being caused by the negligence of the Contractor, his Operatives, his Sub-contractors or Suppliers, the Contractor shall make good at his own expense.
- D. The Contractor is to note that all areas of the works inclusive of areas outside of the site demise must be kept clear, clean and tidy at all times and in no circumstances is any area outside of the site to be used for storage of materials or debris.
- E. The Contractor shall prepare Schedules of Conditions and photographic records of the existing building together with adjacent buildings, paths, roads, walls, fences, etc., and any areas which are required for access. Such records are to be presented to the Contract Administrator before commencement of the Works.
- F. Before submitting his tender for the Works the Contractor is to visit site and is to contact the Local Authority and Statutory Undertakers in order to satisfy himself of any obligations or restrictions affecting the execution of the Works. The Contractor will be deemed to have allowed for any costs arising out of such obligations or restrictions. Such matters include any restrictions upon working hours, delivery times etc; specific requirements relating to working methods, scaffolding, temporary works, etc; means of access, availability of space for storage, site accommodation, etc., and site conditions. Failure to comply with the foregoing shall not form the basis of any claim.
- G. Arrangements to visit the site should be made by prior appointment by contacting the Contract Administrator.



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- H. Give due notice to adjacent owners in respect of any works to buildings, walls, etc., on common boundaries and make any necessary arrangements for access.
  
  - I. The Works are to be executed in such a manner as will cause the minimum of inconvenience, disturbance or nuisance to the occupants of the neighbouring or adjacent properties. Such arrangements are to be made in the execution and sequence of work that the use and enjoyment of other's property and activities will not in any way be interrupted. The Contractor's specific proposal minimise disturbance are to be detailed in the Method Statement accompanying the Contractor's tender.

#### Existing mains / Services

Protect, uphold and maintain all pipes, ducts, services, mains etc during the execution of the Works. The Contractor is to make good any damage due to any cause associated with the works or within his control at his own expense to the satisfaction of the relevant authority and pay all costs and charges in connection therewith.

#### Form of Contract



#### Employer's Requirements: Tendering / Sub-Letting / Supply

##### Tendering Procedure

- A. The tender is to be a "fixed price". The tender is to be delivered not later than the time stated in the Form of Tender included with these tender documents. The Employer does not bind himself to accept the lowest or any tender and he will not be liable for any expense incurred by the Contractor in the preparation thereof, nor in the measurement, preparation and agreement of accounts.

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- B. Where quantities are stated in the Tender Sum Analysis, they do not form part of the contract. The Contractor shall be deemed to have ascertained accurate quantities and priced accordingly. Any differences between the quantities stated in the Tender Analysis and the actual quantities will not be adjusted in the final account, except to the extent of any increase or decrease in actual quantity occasioned by an Architect's/Contract Administrator's Instruction.

#### Period of Validity of Tender

Tenders are to be open for acceptance for a period of **12 weeks** from the date of their presentation.

#### Alterations and qualifications to tender documents

The Contractor shall not alter or otherwise qualify the text of the tender documents without the written authority of the Quantity Surveyor. Any alteration or qualification made without such authority will be disregarded and the original text as printed will be strictly adhered to.

#### Unpriced items, error and discrepancies

The procedure which will be adopted will be in accordance with Alternative 2, Paragraphs 68 and 69 of the JCT Tendering Practice Note 2012.

#### Conditions relating to supply of goods

The term "fixing only" is deemed to include unloading, storing, hoisting and distributing the goods and materials and disposal of packaging or returning packaging materials to the supplier carriage paid and obtaining credits therefore.

#### Submission of priced tender document

- A. The Contractor must return a fully priced copy of the tender document with his Form of Tender.

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- B. The tender document is to be priced and extended in black ink throughout. Each item is to be priced separately and properly priced and extended. Where no price is required against an item an appropriate mark or the word 'incl.' for 'included' shall be inserted.

#### Value Added Tax

The Contract Sum shall be exclusive of VAT. The Contractor is to advise the Quantity Surveyor when submitting his tender of any instances where tax may be payable by the Employer.

#### Submission of Method Statements

- A. The Contractor must submit a detailed method statement, with his tender for the consideration of the Design Team.
- B. The Contractor's method statements must describe how the works will be executed and phased in order to maintain access routes and escape routes throughout.
- C. The Contractor is to provide with his tender details of his proposed site set-up showing proposed locations for site offices, etc.

#### Submission of Programmes

- A. The Contractor shall prepare his master programme for the execution of the Works within the Contract Period. Two copies of this programme shall be delivered to the Contract Administrator before the Works are commenced.
- B. The Contractor shall seek the Contract Administrator's approval of the master programme. Upon approval of the master programme with such amendments as shall be approved by the Contract Administrator the Contractor shall execute the Works in conformity therewith.

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- C. The master programme shall be in the form of a bar chart.
  
  - D. The master programme shall clearly show the sequence of all construction operations (including those of Sub-contractors, Named or Domestic, Local Authorities or Statutory Undertakers) and the time within which each operation is to be commenced and completed.

#### Provisional Sums

Where provisional sums are given the Contractor will be deemed to have made due allowance in programming, planning and pricing Preliminaries except for where such provisional sums are specifically described as 'undefined'.

#### Employer's Requirements: Management of the works

##### Commencement of Work

Before the proposed date for commencement of Work on site give minimum of two weeks' notice to the Project Manager.

##### Management of the Works

Provide adequate site administration to ensure the regular and proper progress of the Works and the co-ordination of all workpeople engaged upon the Works including all Sub-contractors (Named or otherwise).

##### Arrangements for site meetings

- A. The Contractor will be required to attend periodical meetings of all parties concerned, or arrange for the presence of a duly accredited representative. The Contractor is required to identify a suitable location with seating and table to accommodate the Client's representative, all Consultant's and Key Contractor Personnel.

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- B. The Contractor is to prepare a written report for presentation at site meetings detailing, inter alia, progress against programme; planned works for the next period; site labour levels; information required; operatives and Sub-contractors who have received induction training; health & safety issues; any other matters needing to be brought to the Contract Administrator's attention.

#### Records of climatic and other conditions

In addition to a site diary, the Contractor shall keep a record of maximum and minimum temperatures, including overnight; hours lost and all operatives on site each day.

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

#### Progress record photographs

The Contractor is to arrange for a comprehensive set of digital progress photographs of the Works, to be taken each week and delivered to the Contract Administrator at monthly site meetings with a record date and subject.

#### Applications for extensions of time

The Contractor should acquaint himself with the latest recommendation regarding the continuity of working and productivity during inclement weather. The Contractor shall include in his tender for taking such measures as approved by the Contract Administrator for maintaining continuity of work during adverse weather.

When a notice of the cause of 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.

#### Compliance with recognised good practice

- A. All materials shall be new, of good quality, and suitable for the required purpose. All materials and workmanship shall comply with the appropriate British Standard or Code of Practice, current at the date the Works are executed unless otherwise stated in the Specification in which case the specification requirement shall take precedence.

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- B. The Contractor shall exercise reasonable skill, care and diligence to see that materials it selects for use in the Works are in accordance with the guidance contained in the publication Good Practice in the Selection of Construction Materials 2011, published by the British Council for Offices and shall use reasonable skill, care and diligence to ensure that materials used in construction are in accordance with such guidance.

#### 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.

#### Completing, cleaning and making good the building

##### Work before completion

- A. 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 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 brakes or junctions. Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliance, valves and controls.

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- B. Clean and flush all soil and waste pipes, manholes and drains, wash and clean all floors, sanitary fittings, glass inside and outside, remove all marks, blemishes, stains, defects etc., from joinery fittings and decorated surfaces generally, polish door furniture, window furniture and bright parts of metalwork and leave the whole of the premises (internally and externally) weathertight, clean, tidy and fit for occupation and to the satisfaction of the Contract Administrator.

#### Defects inspection

Defects inspection will only be undertaken when the requirements of the previous item have been met. Defects inspections do not discharge the Contractor of their responsibility to offer the Works for inspection when they consider the Works to be Practically Complete and defects they have identified have been rectified.

#### Practical completion

For the avoidance of doubt, Practical Completion is to mean that the property is ready for immediate occupation and that any outstanding works or remedial items are of a minor nature such that their presence and completion would not disturb any occupant. Practical Completion will not be certified until:

- 1 All areas are decorated as specified
- 2 All specified floor finishes are laid
- 3 All specified finishes are installed
- 4 All keys are accounted for and delivered to the Contract Administrator, labelled and provided in a key safe
- 5 All necessary certificates, manuals and paperwork are delivered to the Contract Administrator, including where relevant:
  - a) Electrical Completion Certificates
  - b) Electrical Installation Manuals
  - c) Gas Installation and Testing Certificates
  - d) Heating, Hot Water and Mechanical Services Maintenance Manuals
  - e) Complete manufacturer's guarantee certificates in respect of white goods, boilers, water cylinder fans, shower valves etc.

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- g) Completed forms ready for signature by the Employer to transfer any utility services supplies (including gas, water, electricity, telephone & television etc.) from the Contractor to the Employer
- h) Energy Performance Certificates
- i) Building Control Sign Off
- j) O&M manuals completed
- k) Services as-built drawing completed.

#### Fire Escape Routes

The Contractor must maintain adequate fire escape routes for occupants of the adjacent buildings throughout the duration of the Works, including the provision of temporary fire escape routes where the execution of the Works prevent or restrict the use of any permanent route.

#### Protection of the work from inclement weather

Protect the whole of the Works and existing buildings from inclement weather. No works are to be executed in weather, which, in the opinion of the Contract Administrator, will prevent the work maintaining the specified quality. No concrete, brickwork or plastering and the like shall be executed when the temperature has fallen to or below 20 Celsius on a falling thermometer or until it has risen to above 20 Celsius on a rising thermometer unless special precautions, approved by the Contract Administrator, have been taken. This approval, if obtained, shall not exonerate the Contractor from having to reinstate in an efficient manner to the satisfaction of the Contract Administrator any work, which may be damaged.

If the contract period/programme extends beyond a period of site closure for building industry holidays (e.g.: Christmas) and the Contractor's programme indicates that the heating system will be filled for testing or other purposes prior to a holiday period, the Contractor is to allow for protecting the system from damage (by freezing, etc.) including draining down and refilling and all associated costs.



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Working hours

- A. The Contractor shall not execute the works at any hour likely to cause disturbance to the adjacent neighbours. Normal working hours are 8.00am – 6.00pm Monday to Friday No work is permitted on weekends and Bank Holidays.
  
- B. Special permission must be obtained from the Contract Administrator to execute any works out of normal working hours.
  
- C. Noisy work, audible outside the site area and/or on or affecting Party Walls shall not be carried out before 10.00am Monday to Friday or at any time on a Saturday.

EMPLOYER'S REQUIREMENTS: FACILITIES/TEMPORARY WORKS/SERVICES

General

Works of a temporary nature are deemed to include rates, fees and charges related thereto.

Temporary fences, hoardings, screens and roofs

The Contractor is to provide, adapt and maintain all necessary temporary fences, hoardings, screens and roofs, both internally and externally. The Contractor is to allow for painting such fences, hoardings and screens in a colour specified by the Contract Administrator.

Keep hoardings clear of graffiti, bills and the like throughout the duration of the Works,

# Section 3

## Schedule of works

Item	Description	Qty	Unit	Rate	£ p
	<b>Description of Works</b>				£ -
	<u>To each of the existing elevations allow for an independent scaffold to the rendered and brick facade areas, in order to intrusive investigate and install cavity barriers around windows, ducting and compartment walls . Allow for ladder access to all lifts. Allow for lighting to all working levels. Scaffold to be enclosed with monoflex to prevent the spread of dust etc.</u>				£ -
	Main Contractor to allow for a full designed scaffolding to access external areas for works to be carried out. The contractor should allow for weekly inspection, pedestrian lighting, external access to all levels and means to dispose of waste and instalation of new materials for installation. Scaffold to be fully covered in a monflex material.	1	note		£ -
	<b>Scaffold locations</b>				£ -
	<b>Note:- allow for all permissions from releavate authorities and allow for temporary road closures when erecting and dismatling scaffolding</b>				£ -
	<u>North (Courtyard) Elevation</u>		m2		£ -
	<u>East (White house St.)Elevation</u>		m2		£ -
	<u>South (William St.) Elevation</u>		m2		£ -
	<u>West (Squires court) Elevation</u>		m2		£ -
	<b>Hoist Location</b>				£ -
	Elevation 1	1	nr		£ -
	Elevation 2	1	nr		£ -
	<b>Intrusive Works</b>				£ -
	<u>Allow for the cutting and removal of bricks/render/ Blocks , for investigation of Passive fire protection. (See William Martin Report, for example of openings).</u> <u>Include cleaning and clearing and set aside bricks for reinstatement.</u>				£ -
	Rate per window		NR		£ -
	Rate per extract duct/vent		NR		£ -
	Rate per compartment wall / floor		LM		£ -
	<b>Allow to investigate inner walling, photograph and itemise each opening for surveyor / project manager pursual.</b>		NR		£ -
	Cavity closures / passive fire protection. WINDOWS Install new horizontal and vertical cavity (fire) barriers; (contractors approval for a design solution is required)				£ -
	DUCTING / VENTS Install new cavity (fire) barriers; (contractors approval for a design solution is required)				£ -
	COMPARTMENTS Install new Horizontal and /or vertical cavity (fire) barriers; (contractors approval for a s design solution is required)		LM		£ -
					£ -
	<b>Page Total</b>				£ -

Item	Description	Qty	Unit	Rate	£ p
	<b><u>Making Good.</u></b>				
	<b><u>Allow for repairing any damaged mortar / blocks due to the removal of existing rendering system. Clients Project manager to confirm repairs upon inspection.</u></b>				
	<u>North (Courtyard) Elevation</u>		m2		£ -
	<u>East (White house St.)Elevation</u>		m2		£ -
	<u>South (William St.) Elevation</u>		m2		£ -
	<u>West (Squires court) Elevation</u>		m2		£ -
	Allow to prepare, stabilise and decoate newly applied render, stabilise solution, missed coat and 2 coats masonry exterior to seletcetd shade.		nr		£ -
	To all rendered surfaces allow to decorate complete render surfaces	0	m2		£ -
	<b><u>Brick façade.</u></b>				£ -
	Using Original, removed Bricks , prepare for reuse and reinststate, as per original build practice and to match existing.		nr		£ -
<b>Page Total</b>					£ -

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# Section 4

## Provisional Sums

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**Provisional Sum**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Rate</u>	<u>£ p</u>
	<p><b>Other items: To be identified here by the Contractor, based on experience, a site visit(s) and items not expressly billed but are reasonably required to meet the Employer's Requirements, and the aim of the William Martin Report - to complete the works in , in contractors opinion.</b></p> <p><u>Contractors proposal-list of other items</u></p>			
1				£ -
2				£ -
3				£ -
4				£ -
5	Building Control - Regulations compliance			£ 3,000.00
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -
<b>To be carried forward to Tender Summary</b>				<b>£ 3,000.00</b>

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# Section 5

## Dayworks





# Section 6

## Main Summary

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**Main Summary**

<b>Item</b>	<b>Description</b>			<b>£ p</b>
	Schedule of Works			#REF!
	Provisional sums and Contingencies			£ 3,000.00
	Dayworks			#VALUE!
	Prelims (Contractor to provide breakdown with Tender return)			£ 100,000.00
<b>To be carried forward to Form of Tender</b>				#REF!