

SPECIFICATION OF WORK rev 2

**Cygnets House
2 Clarence Street
Staines Upon Thames
TW18 4SP**



We, the undersigned, hereby tender to undertake the work detailed in the accompanying Specification and Drawings, in the time shown below and, if any order is placed with us, would be able to start on the date shown.

Tender Price

Start date..... **To be agreed**

Contract Period **Weeks**

Signed.....

Date.....

Name of Firm.....

.....

.....

Project: Cygnet House, 2 Clarence Street, Staines Upon Thames

SCHEDULE OF DAYWORK CHARGES

Contract Cygnet House, 2 Clarence Street, Staines Upon Thames

In accordance with the relevant clause outlined in the Preliminaries, day works will be valued on the basis set out below. The Contractor is requested to insert his labour rates in item 1 below:-

N.B. Labour, material and plant will be stated in the current edition of Standard Method of Measurement, "A Definition of Prime Costs and Day work carried out under a building contract".

1. Labour Rates - inclusive of all overheads as defined in Section 4 of the "Definition" and profit.

Painters	per hour
Carpenters or Joiners	per hour
Plasterer	per hour
Labourer	per hour
Electrician	per hour
Plumber	per hour

2. Percentage addition for profit on materials and plant etc. as defined in Section 2 & 3 of the "Definition"

3. Percentage addition for profit on sub-contractor's accounts.....

PRELIMINARIES

PRELIMINARIES

- 1.1 **Employer** The name and address of the Employer is:-
- Mckay Securities PLC
20 Greyfriars Road
Reading
Berkshire
RG1 1NL
- 1.2 **The Site** The site of the work is:
- Cygnets House
2 Clarence Street
Staines Upon Thames
TW18 4SP
- The Contractor is advised to visit the site in order to acquaint himself with prevailing local conditions as to means of access; restrictions etc. and no claim in respect of lack of knowledge of the site will be entertained.
- 1.3 **Work comprised in Contract** The work specified herein under comprises:
- General repair and refurbishment work
- 1.4 **Drawings** The drawings are to be read in conjunction with this Specification comprise:-
- 001a – Existing Plans & Elevations Location Plan
002a – Proposed Elevations
003a – Proposed Ground Floor Plan
004a - Proposed First Floor Plan
005a - Proposed Second Floor Plan
- 1.5 **Form of Contract** Minor Building Works with Contractors Design published by the Joint Contract Tribunal, and the Contractor is to make due allowance for any of the clauses contained therein which, in his opinion have monetary value.
- The following insertions and amendments are to apply:-

- ◆ Liquidated damages are to be at the rate of £400 per week.
- ◆ The Defects Liability Period is to be six months.
- ◆ Retention to be 5% up to Practical Completion

1.6 Possession of Site

Possession of the site is to be given by arrangement with the Contractor.

1.7 Programme

The contract period for the entire contract is to be specified by the contractor. All works are to be completed within this period and the contractor must allow for including all labour plant and materials to keep within this period.

Upon placing an order, the contractor is to submit within 14 days his detailed programme for the execution of the work within the contract period.

1.8 Priced Copy of Specification

The Contractor is to submit with his tender a copy of the Particular Specification with individual items priced.

1.9 Work not expressly Described

The whole of the work should be executed according to the true intent and meaning of the specification and, where applicable the drawings. If any portion of the work reasonably and obviously to be inferred as necessary be not expressly described, the Contractor shall execute the same in a satisfactory manner without extra charge.

Should any discrepancy arise between specification and drawings, these are to be brought to the notice of the Contract Administrator (CA) upon submission of tenders.

1.10 Assignment or Sub-letting

Without the written consent of the C.A, the Contractor shall not assign this Contract or sub-let any portion of the works. This clause shall apply to sub-letting or assignments to any Company within the Main Contractor's organisation but trading as a separate entity.

- 1.11 Materials & Workmanship** Materials, goods and workmanship are to be of the best quality of their respective kinds, and those for which there is a British Standard or Code of Practice are to comply therewith unless otherwise stated.
- The Contractor shall upon request of the C.A furnish him with samples, vouchers or test certificates to prove that the materials comply with specifications and pay all charges incurred.
- 1.12 Notices & Fees** The Contractor shall give all notices and confirm in all respects with any Act of Parliament or with any regulation or by-law of any Local Authority or of any Public Service Authority who has any jurisdiction with regard to the works, and he shall pay fees or charges legally demandable under such Act of Parliament, regulation or by-law. This will include for example the Building Control Officer's fee and scaffold licence.
- 1.13 Plant & Tackle** The Contractor shall provide all tools, plant, tackle, scaffolding materials and labour required for the proper execution of the work and these shall remain his responsibility whilst on site unless otherwise expressly described. All scaffolding and temporary works are to be cleared away upon completion or as otherwise requested by the C.A.
- 1.14 Foreman** The Contractor shall keep at all times a thoroughly competent foreman or charge-hand on the works and any directions and explanations given by the C.A. to such foreman or charge-hand shall be held to have been given to the Contractor who shall confirm these to the C.A in writing.
- 1.15 Setting out** The Contractor shall set out the whole of the works and shall amend at his own cost any errors arising from his own inaccurate setting out unless the C.A should otherwise direct. Should any discrepancy appear to exist between one drawing and another or between the drawing and the specification, the attention of the C.A is to be drawn thereto by the Contractor and the C.A's instructions obtained before the work in question is proceeded with.
- 1.16 Protective screens** The Contractor shall provide erect and maintain in position at his own cost all lights, dustsheets, screens, guard rails and watching when and where necessary for the public including the users and occupants of the building.

- 1.17 **Trespass & damage to adjoining property** The Contractor shall prevent any trespass and in particular by his employers, or those of sub-contractors on any adjoining property and take all reasonable precautions during the progress of the work to prevent any damage to such adjoining property, which shall be taken to include all parts of the site not concerned with the scope of the contract.
- 1.18 **Temporary lighting and power** The Contractor shall provide all necessary equipment and installations, and pay all charges for providing temporary lighting and power as may be required for the satisfactory execution of the work including scaffolding and shall clear the same away on completion.
- 1.19 **Water for the works** The water for the works will be provided by the Client free of charge.
- 1.20 **Variations** Any variations to the specification or contract will be issued in writing by the C.A, and such variations shall not be held to vitiate this Contract.
- 1.21 **Daywork** The Contractor is to submit on the form provided with his tender his rates of daywork charges and specimen rates for typical work items in respect of various trades shown.
- All daywork sheets must be submitted to the C.A, fully priced, within seven days following the week in which the work was executed.
- 1.22 **Definitions** Given in the specification applies to terms, derived terms and synonyms in all documents. Near synonymous terms to be interpreted in the light of the definitions.
- 1.23 **Contract Administrator** Means the person nominated in the Contract as Surveyor or Contract Administrator or his authorised representative.
- 1.24 **In writing** When required to inform, instruct, agree, confirm, obtain approval or obtain instructions, do so in writing.
- 1.25 **Instructions** (and words derived therefrom) mean the instructions in writing of the C.A unless specified otherwise.

- 1.26 **Approval** (and words derived therefrom) means the approval in writing of the C.A unless specified otherwise.
- 1.27 **Manufacturer's Recommendations** Means the manufacturer's recommendations or instructions, printed or in writing and current at the date of tender.
- 1.28 **Or Other Approved** Means that products of different manufacturers may be substituted if prior approval has been obtained. The rates or prices will be held to be based on the product(s) specified, unless agreed otherwise.
- 1.29 **Proper** (and words derived therefrom) means that the work to which the word refers is to be carried out in accordance with the relevant British Standard Codes of Practice or, where none are applicable, in accordance with the best accepted practice of the trade(s) concerned and to the approval of the C.A.
- 1.30 **Make good** (and words derived therefrom) means making good to match existing work, around, through, into, up and over new openings, items and the like, and the proper joining to existing structures, fabric and finishes.
- 1.31 **Tender expenses** Neither the employer nor the Contract Administrator will pay expenses or claims incurred in the preparation of tenders.
- 1.32 **Tender Acceptance** The employer does not bind himself to accept the lowest tender.

Tender prices must remain firm for **6 months** from the date of submission.
- 1.33 **Discrepancies** Point out any omissions or discrepancies found in the tender documents. Such information will be circulated to the other tenderers.
- 1.34 **Pricing generally** Price the whole of the works shown on the drawings and described in the specification, whether or not the work is specifically described provided it can reasonably be inferred, or results from, works described in the specification or shown on the drawings.

Unless otherwise stated, include in pricing for the following:
1. Labour and all costs in connection therewith including National Insurance pensions for work people and

payments under the Redundancy Payments Acts 1965 and 1969.

2. Overtime unless specifically ordered by the C.A in writing.
3. Plant and tools and all costs in connection therewith.
4. Commodities and all costs in connection therewith.
5. Fitting and fixing in position.
6. Any temporary shoring, needling, strutting, fans, screens or other temporary supporting or protective measures.
7. Any requisite scaffolding or similar measures required for the execution of the work described.
8. Casing and protecting such adjacent portions of the existing building as necessary including removing on completion and reinstating any damage.
9. Making good in all trades to any existing work disturbed, in addition to the reinstatement works specifically mentioned.
10. Basketting out if necessary and removing from the site all rubbish, debris and the whole of the materials arising from the demolition.
11. Rubbish, debris and soil removed from site to be measured in situ and deemed to include 'bulking up' and carting through.

- 1.35 **Pricing preliminaries** Price for complying with all the conditions described within Part 1 of this specification.
- 1.36 **Radios** Playing of radios or CD players is strictly forbidden on the site.
- 1.37 **Stage payments** Prior to signing contracts the successful tenderer shall be expected to agree a schedule of payments that will form part of the contract.
- 1.38 **Safety health and welfare** Comply with the enactments, regulations and working rules relating to safety, health and welfare of work people and The

Construction (Design & Management) Regulations 2007.

- 1.39 **Use of site** Do not use the site for any purpose other than carrying out the works.
- 1.40 **Advertising** Do not display or permit advertisement to be displayed on the site without the consent of the Contract Administrator.
- 1.41 **Protect against the following** NOISE CONTROL: the attention of the Contractor is drawn to the provisions of Section 60 of the Control of Pollution Act 1974 with reference to the control of noise in relation to any demolition or construction works and the need, particularly where such works are adjacent to occupied property where a high sensitivity to noise may be anticipated, to ascertain from the appropriate Authority what requirements or restrictions if any, shall apply to the works in this respect. The attention of the Contractor is also drawn to the provisions of Section 61 of the Control of Pollution Act 1974 with reference to the issue of prior consent and any application under that section should be made to the appropriate Authority on the appropriate form available from them. The Contractor is to be held responsible for complying with such requirements, restrictions or consents, together with any other stipulations to which his attention may be drawn from time to time by the competent authorities and is to allow in his tender for any costs of expenses arising from such compliance. No instruction issued to the Contractor by the Architect or his authorised representative shall relieve the Contractor from compliance with the Control of Pollution Act 1974.
- 1.42 **Fire** Take adequate precautions to prevent personal injury, death and damage from fire.
- No rubbish or discarded timber to be burnt on site.
- No naked flames to be used within 2 hours of the site closing.
- 1.43 **Time of Work** Hours of work to be confirmed prior to the commencement of the works. Please note that works relating to replacing the WC facilities are to be completed out of office and phased so a single facility remains in operation throughout the contract.
- 1.43 **Nuisance** Take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes.

- 1.44 **Public and private Services** Protect, uphold and maintain all services. Do not interfere with their operation without consent of the service authorities or private owners, or the Contract Administrator as appropriate. If any damage results from the execution of the works - immediately:
1. Notify Contract Administrator and appropriate service authority.
 2. Make arrangements for the work to be made good without delay to the satisfaction of the service authorities or private owners, or the Contract Administrator as appropriate.
- 1.45 **Monitoring** Record progress on a copy of the chart kept on site including weather conditions. Update or redraft if any circumstances arise which affect the progress of the works and submit copies of all revisions to Contract Administrator.
- 1.46 **Site meetings** Hold site meetings when required by Contract Administrator notifying all consultants. Attend such meetings and inform sub-contractors when their presence is required.
- 1.47 **Measurements** Give reasonable notice to Contract Administrator before covering up work which the Quantity Surveyor or Contract Administrator requires to be measured.
- 1.48 **Notice of Completion** The Contract Administrator will draw up snagging lists from time to time. When the Contract Administrator is satisfied that the works outlined in the lists have been completed he will arrange a handover with the Employer. The Contract Administration reserve the right to notify the Contractor of further works that requires to be completed as and when they may be noted. The issue of a "snagging list" does not comply with acceptance of works not included on the list.
- 1.49 **On completion** Clean the works thoroughly inside and out removing all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.
1. Cleaning materials and methods to be as recommended by manufacturer of products.
 2. In the absence of such recommendations cleaning

materials and methods to be approved by Contract Administrator.

3. Touch up minor faults in newly painted/repainted work.
4. Carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

1.50 **Telephones** Provide a site mobile digital telephone and pay all costs incurred for the use of the foreman and to allow such a person to be contactable.

1.51 **Defects in existing work** To be reported to Contract Administrator without delay. Obtain instructions before proceeding with work, which may:

1. Cover up or otherwise hinder access to the defective construction or,
2. Be rendered abortive by the carrying out of remedial work.

1.52 **To match existing** Means use products, materials and methods to closely match all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval and to additional specified requirements.

1.53 **Remove** Means remove existing work so described and all associated accessories, fastenings, linings and bedding materials without damaging adjacent work to be retained. "Form" or "Cut" openings etc., means remove as necessary.

1.54 **Re-fix** Means:

1. Carefully remove existing work.
2. Remove fastenings and bedding materials from products and materials and clean and repair as necessary.
3. Set aside and adequately protect until required.
4. Re-fix or relay securely using fixing, bedding and jointing materials and methods to match existing, or approved alternatives.
5. Comply with additional specified requirement

- 1.55 **Make good** Means carry out local remedial work, including the following as appropriate and necessary to leave the work sound and neat to approval:
1. Remove.
 2. Fill, dress down, piece in, patch, extend existing.
 3. Re-fix or re-stick.
 4. Re-decorate.
- Consequently upon removal, alternation, extension and maintenance work is deemed to be included in such items.
- 1.56 **Renew** Means carefully remove existing work and replace:
1. With materials/products identical to those removed or approved substitutes.
 2. Using methods similar to those used in constructing the removed work or approved alternatives.
 3. To meet additional specified requirements.
- 1.58 **Contractor's Provisional Sums** **The contractor must not insert his own provisional sums.** Any tender received containing provisional sums inserted by a Contractor will be deemed to have been qualified and will be unable to be considered.
- 1.59 **Site Welfare** The contractor can use the existing toilets & kitchen facilities in the property.
- 1.60 **Electricity** The Contractor will be provided with electricity free of charge by the Employer.
- 1.61 **Burning Off** No naked flames or lamps will be permitted. Only hot air burning blowers will be accepted. Chemically stripping surfaces will also be accepted.

1.62 **Contingency
Sum**

Allow the contingency Sum of £15,000 for unforeseen work deemed necessary by the C.A. This sum to be deducted in whole or in part, if not expended.

£15,000

THE WORKS

THE WORKS

£

Scope of Work

The scope of work mentioned herein this specification includes refurbishment, repair, reinstatement and decoration work.

1.0

General

1.1

Refurbishment/Demolition Asbestos survey being prepared by the client

1.2

The Contractor is to allow in his price for the removal of items stripped out from the site and for disposing of same and for all tip costs accordingly.

1.3

No skips are to be allowed on the site and all waste is to be removed by wait and loads or similar.

1.4

No waste/rubbish is to be stored externally or internally that would block the main entrance.

1.5

All materials to be delivered to site in a timely manner and to prevent the blocking of the access road.

1.6

2 No. vehicle car parking spaces are available in Mallard Court

1.7

The Contractor is to allow for any access equipment required to safely complete the works including all scaffolding, safety equipment and the like. Allow for maintaining protection and for removing same on completion.

1.8

All scaffolding to be fully boarded and sheeted to prevent any falling debris. Scaffolding to also be alarmed

1.9

Any noisy work to be undertaken outside of the tenants working hours and with prior agreement.

2.00

External itemsExternal Walls – Item 1 in Schedule of Dilapidations

Provide two separate cost options as follows:

Option 1:

2.01

Thoroughly clean existing external render walls (assumed to be a lime render, with lime wash) with any areas of cracked or flaking render being suitably repaired with a lime render. The Contractor must sample the existing coating to the render to ensure that this is a lime wash. Prior to applying any lime wash the surfaces must be clean, free from grease and they must be porous (contractor to ensure that the wall has a porous surface). Previously lime washed surfaces are to be well brushed down and any loose limewash scrapped off. Any areas of mould should be treated with fungicide and thoroughly washed off with clean water (do not use fungicides which contain silicon). The limewash should not be applied to a dry surface as this will cause rapid drying out of the limewash and result in dusting. Spray about 3sq/m of the surface to be lime washed with water until the surface is damp but not running with water. Do not try to damp down the whole wall at one time. Dry joints must be avoided as these will result in the limewash gaining a patchwork appearance. Apply the limewash using a flat brush or masonry paintbrush. Stir the limewash well before and during the application, and apply working the wash well into the surface. The limewash should be applied in several thin coats. Avoid runs or drips running down the face of the work. Each coat should be allowed to dry before the next coat is applied. It is important to re-wet the previous coat before applying the next coat. Each coat will need to be burnished into the surface with a dry brush as it starts to gel, as this will give a surface free from brush strokes and leave a unified finish. It is very important that there is no danger of frost during the application of the lime wash and for several weeks afterwards. Lime wash to be an off-white colour to match existing.

- 2.02 Option 2
Strip back any loose paint and repair damaged areas as necessary. Apply a suitable sealer and decorate with two coats Crown masonry paint. (exact specification to be confirmed at a later date following an inspection from a Crown representative)
- 3.0 Item 1 in Schedule of Dilapidations
The existing timber sliding sash/fixed timber framed windows will remain.
- 3.1 Any sections/lengths of rotten timbers to be replaced with identical timber of a matching profile prior to decoration.
- 3.2 All timber windows to be redecorated with suitable paint to match existing. Sand down thoroughly all previously painted windows prior to decoration.
- 3.3 Contractor to test all sliding sash windows and rebalance where deemed necessary by the CA. Please provide a cost to rebalance a single sash window
- 3.4 Item 2 in Schedule of Dilapidations
The existing cracks and faults in the existing external walls are to be repaired with a lime render prior to applying the lime wash (above).
- 3.5 Item 3 in Schedule of Dilapidations
The existing stone ledge detail over the shop entrance door is cracked and must be fully repaired prior to redecoration.
- 3.6 Item 4 in Schedule of Dilapidations
Any existing fixing holes to the external walls must be suitably filled with lime render prior to redecoration of the external walls.
- 3.7 Item 5 in Schedule of Dilapidations
Remove existing cigarette bin fixed alongside the ground floor office entrance with any fixing holes filled with lime render. Holes/area to be made good prior to redecoration of the external walls.

- 3.8 Item 6 in Schedule of Dilapidations
 The existing sign over the office entrance door is in a poor condition. The existing lettering is to be removed and the wall surface made good. Provide a cost for the following:
- ~~A new painted sign, to match existing in type, face, height and colour~~
- Or
- A new stainless steel sign the same height and width of the existing signage.
- 3.9 Allow for 2 no. new wall mounted entrance lighting as designed by www.darklightdesign.com. Lighting to be on a day/night sensor. Include for all connections as required into the landlords supply
- 3.9a **Install a new LED light strip as designed by dark light design above the entrance sign. Allow for all electrical installations as required and connected to a day night sensor along with other wall mounted lights – see appendix**
- 3.10 Item 7 in Schedule of Dilapidations
 The existing signage, and call points, to the left hand side of the office entrance door are to be removed and the wall surface made good, prior to redecoration.
- 3.11 Item 8 in Schedule of Dilapidations
 The existing stone ledge to the left hand side of the office entrance door is displaying signs of cracking. Contractor to investigate the potential reasons for the cracking and implement a suitable repair. Cracks to be filled with lime render and wall surface made good, prior to redecoration.
- 3.12 Item 9 & 11 in Schedule of Dilapidations
 All existing external entrance doors are to be removed, completely stripped, repaired as necessary and repainted in white. Replace the existing ironmongery to the main office entrance door in matching type and colour. The existing `Fire Exit Keep Clear` signage on the door is to be replaced for new stainless steel signage.

		£
3.13	Provide a 2 nd cost option to remove the existing office front door including glazed frame and replace with a new hardwood door with single side glazed frame.	
3.14	To the office entrance door the contractor is to provide a Banham key fob entry system linked to a wireless video door entry system. The systems are to be fully designed by the supplier, with the designs issued to the client for approval prior to commencement. Video entry system to have the ability to be linked to future occupier's computer system. <i>Allow a provisional sum of £5,000</i>	£5,000
3.15	<u>Item 10 in Schedule of Dilapidations</u> The existing redundant intruder alarm boxes to the external walls are to be removed. Any holes or cracks to be filled with lime render and wall surfaces made good, prior to redecoration.	
4.00	Roof Items	
4.01	<u>Items, 12, 13 and 14 in Schedule of Dilapidations</u> The Contractor is to carry out a detailed survey of the existing roof structure and coverings with the CA once the scaffolding is in place (the pitched roofed areas, the valleys, gutters and flat roof areas). <i>Allow a Provisional sum of £2,500.</i>	£2,500
4.02	The existing liquid flashing applied to the single storey bay window roof is to be removed and the wall areas made good. Provide a lead flashing to the roof abutment which is dressed into the wall and dressed down over the flat roof covering. Leadwork to be carried out in accordance with the Lead Association guidelines.	
4.03	As there is evidence of dampness internally to the chimney breasts, suggesting that the external leadwork to the chimneys have failed. Contractor to carry out a survey with the CA of all the leadwork (to chimneys, flashings, parapets and valleys/gutters), and repair/replace as necessary.	

		£
4.04	Where necessary rake out any defective pointing and provide a new lime mortar to the jointing. <i>Allow a Provisional sum of £500.</i>	£500
4.05	Provide scaffolding around the perimeter of the building up to roof level so access can be gained to repair the roof as necessary.	
4.06	The Contractor is to seek the necessary licenses from the Local Authority/Highways Authority in relation to providing scaffolding to the perimeter of the building. Scaffolding contractor is to design the scaffolding, ensuring that all the necessary health and safety measures are in place. Scaffolding to be fully boarded and netted to prevent any falling debris. Existing shop access to remain and be clearly open to the public.	
4.07	On completion of the works professionally clean all windows, doors, glazing and the like.	
4.08	Metal - Thoroughly prepare degrease and clean down all previously painted metal work including downpipes, railings etc. Surfaces must be clean, dry, free from all defective or poorly adhering material, dirt, etc. Apply 1 coat of the appropriate Metalshield primer from Dulux Trade followed by 2 coats of Metalshield Gloss Finish from Dulux. All to manufacturer's instructions.	
4.09	Clean out all gutters on completion of the works and jet through downpipes.	

£

Summary

Page 17

Page 18

Page 19

Page 20

Page 21

Page 22

Sub total

Contingency

Preliminaries

Total

VAT

Qualifications

APPENDIX – LIGHTING, KITCHEN DESIGN & PLANS