Our Ref: 231286/CB

Gateley / SMITHERS PURSLOW

SCHEDULE OF WORKS
WITH APPROXIMATE QUANTITIES

FOR

ESCAPE OF WATER DAMAGE REPAIRS

AT

VERGERS COTTAGE
CHURCHYARD
WESTBURY
WILTSHIRE
BA13 3DA



Date: 29 June 2023

Completed & Checked by: Chris Bradley

The Institution of StructuralEngineers | RICS | INVESTORS IN PEOPLE We invest in people Platinum

Coverage across the UK from offices in London, Reading, Exeter, Rutland, Nottingham, Llandudno, Chester, Manchester, Leeds and Newcastle.

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Gateley Smithers Purslow is the business name of Gateley Smithers Purslow Limited, a limited company incorporated in England and Wales. Registered number: 01402539. Registered office: One Eleven Edmund Street, Birmingham B3 2HJ.

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Gateley / SMITHERS PURSLOW

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XXXX

Our Ref: 231286/CB

S E C T I O N 1

Information for Contractor and Pre-Construction Health and Safety Information

Our Ref: **231286/CB**

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

		DESCRIPTION
THE SITE		
Site Address		Vergers Cottage Churchyard Westbury Wiltshire BA13 3DA
Description of the Site		Grade 2 listed cottage.
Route to Site		Property faces All Saints Church, access off Market Place / Maristow Street.
Access Considerations		No direct vehicle parking - access by foot.
Site Constraints		None
Parking Matters		Nearby Market Place but limited vehicle access / parking.
Ground Conditions		Not applicable.
Other Buildings on Site		Not applicable.
		Note: All rooms listed are viewed from road, starting from the left and working in a counter clockwise direction.
Main Accommodation of Affected Areas	G/F:	Hallway, dining area, lounge.
	F/F:	Bathrooms, landing, office/bedroom.
Asbestos and Other Hazardous Materials		To be confirmed.
Existing Services		Mains electricity and water.
Immediate Hazards		None

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SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
THE WORKS	
Description of the Works	Escape of Water Damage Repairs
Programme for the Construction Phase	Anticipated commencement will be **September 2023** and the anticipated contract period is expected to be in the region of **8 weeks.**
CDM 2015	The works on this project are to be carried out in full compliance of the Construction (Design & Management) Regulations 2015. The Contractor will be the Principal Contractor as defined in the Regulations. The Contractor will be required to prepare and submit a Construction Phase Plan to the Principal Designer in accordance with Regulation 11. This will need to be developed as the project progresses and kept up-to-date with relevant method statements and risk assessments. These may be requested by the Principal Designer for checking. The Principal Designer will be the Contract Administrator as defined in the Regulations.
Health & Safety Legislation Applicable to this Project	- Health & Safety at Work etc Act 1974 - Asbestos Regulations 2012 - Management of Health and Safety at Work Regulations 1999 - Noise at Work Regulations 1989 - Control of Substance Hazardous to Health 2002 (COSHH) Control of Vibrations at Work Act 2005 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) - The Building Regulations 2010 - The Building Act 1984 - The Party Wall etc Act 1996
Existing Health & Safety Documentation	Not applicable.

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SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

	DESCRIPTION
Health & Safety File	Under CDM Regulation 12, the Health and Safety File for the Contract will be compiled by the Principal Designer. The Principal Contractor must provide details where these are requested, along with operational and maintenance manuals and any certificates and warranties, to enable the completion of this. This will act as a record for the Employer and it informs those who might be responsible for the structure in future, how to: - operate it safely (by providing drawings, materials, information and design parameters) - maintain it safely (by providing maintenance/building manuals etc) - alter/renovate it (by providing design parameters and key design assumptions, e.g. can the columns carry another storey?) - demolish/decommission it (particularly if the structure contains e.g. pre-stressed concrete, or unusual materials). Information required in the files should include: 1. “As built” and “as installed” drawings. 2. Information on any hazard noted during the construction work i.e. on the condition of the building, redundant services discovered that are not noted on the “as built” drawings, hazardous materials and any disposal or protection measures undertaken. 3. General details of the construction methods used and information which would be required to be known for any future demolition or dismantling of the structure or building. 4. Operation and maintenance manuals for building service installations. 5. Details of materials used in the works together with colour and catalogue references, cleaning and maintenance requirements. 6. Information on any installed safety precautions/procedures and any recommendations on how maintenance is to be carried out. 7. Guarantees, Warranties, Certificates of Completion and Statutory Approvals where applicable.

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SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

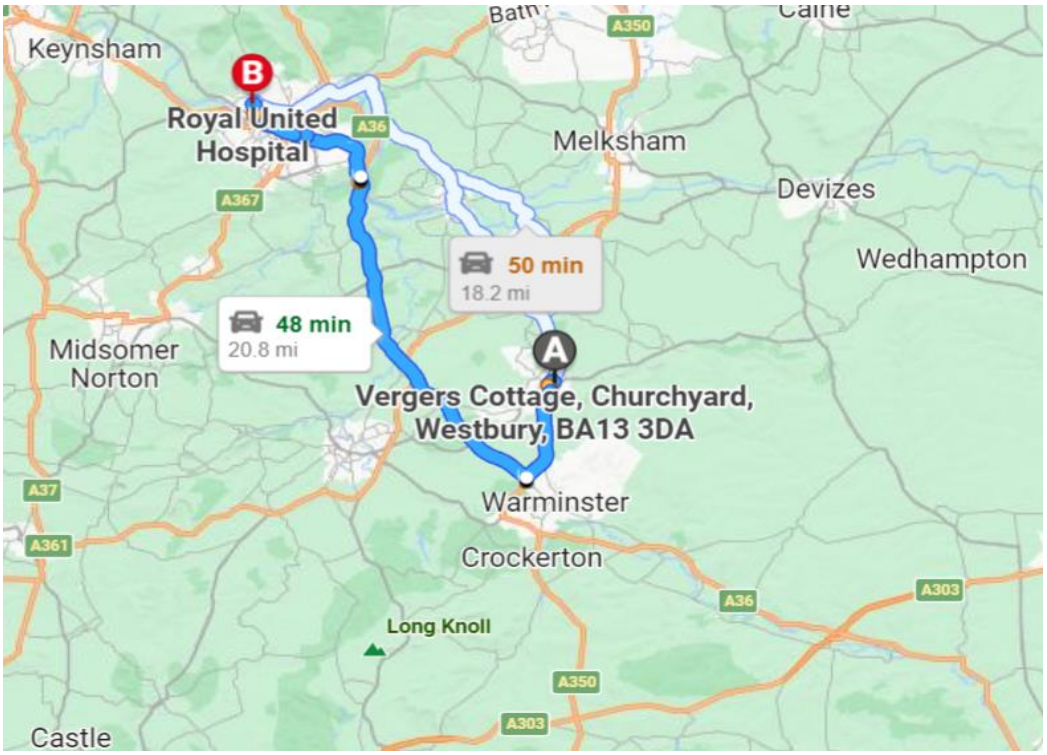
PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
PARTIES INVOLVED IN THE PROJECT	
Employer: **Risk Address:** **Contact Tel No:** **Email Address:**	Mr Stacey Vergers Cottage Churchyard Westbury Wiltshire BA13 3DA j
Employer's Loss Adjusters: **Contact Name:** **Contact No:** **Email Address:**	Woodgate & Clark Limited Quadra Claims Services Limited 86 Deansgate Manchester M3 2ER Brett Streek brett.streek@quadraclaims.co.uk
Principal Designer: **Contact:** **Contact Number:** **Email Address:**	Gateley Smithers Purslow Glaston Hall Spring Lane Glaston Rutland LE15 9BZ Chris Bradley 0 chris.bradley@gateleysmitherspurslow.com
Principal Contractor:	TBC
Health and Safety Executive Local Area Office:	2 Rivergate Bristol BS1 6EW

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PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
Nearest A&E to Site (A):	
Address of A&E:	Royal United Hospitals Combe Park Bath Avon BA1 3NG
Tel No:	01225 428331

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SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

	DESCRIPTION
ABOUT THE CONTRACT	
The Contract	The Contract that applies to this project will be the JCT Minor Works Building Contract 2016. The Contract will be attested (signed) underhand during a pre-contract site meeting by the Contractor awarded the project and the Employer(s): **Mr Stacey**
Anticipated Contract Period (Weeks)	**8**
Variations	Variations to scheduled work items will be valued on a pro-rata basis. The Contract Administrator will always aim to agree with the Contractor the value of variations in advance of issuing official instructions for the works in order to avoid delays resulting from verification during the valuation process. It is the Contractor's responsibility to bring to the attention of the Contract Administrator in the first instance any variations to the works he feels are necessary to complete the Contracted Works.
Instructions	The Contract Administrator may, during the Contract Period, issue instructions and the Contractor shall comply forthwith with any instructions so given or confirmed. Where instructions are given verbally, these will be confirmed in writing within 2 working days.
Valuing the Works	Gateley Smithers Purslow will value the works completed, pro forma invoices and materials on site every **28** days after the date of commencement of the works on site.
Payment Certificates	Gateley Smithers Purslow will submit an interim payment certificate to the contract for works valued as above within 5 days of each valuation date.
Payments to the Contractor	The Contractor will submit their payment certificate and corresponding invoices to the Employer who will settle each invoice within **28** days of the date of the valuation due date. A 5% retention will be withheld from all payments during the works and a 2.5% retention will be withheld during the three-months rectification period.
Rectification Period	Will be 3 months.
Liquidated Damages	**£ TBC per week** In the event that the works over run the agreed Contract period due to the failure of the Contractor to comply with Section 2 of the Conditions of the Contract the Employer retains the right to claim damages in respect to the value stated above.

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SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

	DESCRIPTION
Contractor's Insurance	The Contractor is to have in place a Contractors 'All Risks' policy in place for the duration of the Contract period. The Contractor must have a 'Joint Names Policy' clause in place. The Contractor is to provide copies of all valid insurance certificates prior to commencing works on site. A minimum cover of £5,000,000 is required.
Arbitration	In the event of a dispute between the Employer and the Principal Contractor that cannot be resolved between the two parties an arbitrator will be appointed to resolve the dispute. The arbitrator will be the Royal Institution of Chartered Surveyors.
Adjudication	Ditto for adjudication.
Schedule 3 Seventh Recital	***Collaborative Working*** The parties shall work with each other and other project team members in a co-operative and collaborative manner, in good faith and in a spirit of trust and respect. To that end, each shall support collaborative behaviour and address behaviour which is not. ***Health & Safety*** Without limiting either party's statutory and/or regulatory duties and responsibilities and/or the specific health and safety requirements of this contract, the parties will endeavour to establish and maintain a culture and working environment in which health and safety is of paramount concern to everybody involved with the project. ***Cost Savings and Value Improvements*** The Contractor is encouraged to propose changes to design and specifications for works and/or to the programme for their execution that may benefit the Employer, whether it is in the form of a reduction in the cost of the works or their associated life cycle costs. - The Contractor shall provide full details of the proposed changes. ***Sustainable Development and Environmental Considerations*** The Contractor is encouraged to suggest economically viable amendments to the works which may result in an improvement in environmental performance in the carrying out of the works or of the completed works. ***Notification and Negotiation of Disputes*** Each party shall promptly notify the other of any matter that appears likely to result in a dispute or difference. The nominees specified shall meet as soon as possible for good faith negotiations to resolve the matter.

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SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
Contractor's Pricing Instructions	The tender is to be completed electronically as an agreed process. The Contractor is expected to visit the site to survey the works and take their own measurements to clarify quantities provided in the Schedule of Works. Where the Contractor feels that further works are required to complete the project, they can qualify this at the foot of Section 3 of the tender document. The Contractor is expected to allow in their costs for **all works** necessary to complete each schedule work item in full and in accordance with the Standards of Workmanship stated in Section 3 of this tender. All items should be priced for. Where a cost has been included elsewhere, this is to be explicitly stated. All prices should be inclusive of OHP. ***No claim for variations will be undertaken on the grounds of insufficient information contained within the Schedule of Works.*** No alterations of the wording used in the tender document is permitted under any circumstances. The Contractor will complete and submit the tender at their own cost.
Tender Submission Date	**No later than 12:00pm** on **TBC**. Tenders received after this time cannot be considered. The tender process will be undertaken in accordance with National Joint Consultative Committee for Single Stage Tendering
Noise During the Works	In terms of noise and controlling vibration, the Contractor should use 'best practicable means' at all times. This means that the Contractor will have to use the most practical measures possible to control noise and vibration as defined in Section 72 of the Control of Pollution Act 1974.
Prevention of Pollution	The contractor is to protect the site, the works and the general environment including the atmosphere, land, drain streams and waterways against pollution. If pollution occurs, the contractor is to inform the appropriate authorities immediately, and provide them with all relevant information.

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PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

	DESCRIPTION
Protection of Public Services	The Contractor will be expected to ensure that their costs include for all necessary action to protect public services such as water, electricity, telephone, buried cables, sewers and the like when executing the works. Included in this is all of the necessary consents that the Contractor will need to obtain to work on, or in close proximity to, these services.
Nuisance/Trespass	The Contractor shall carry out the works in such a manner as to cause the least possible inconvenience or nuisance to the Employer, occupiers of the other lands or buildings in the vicinity or to the public and he is to take all reasonable precautions, including the provision and maintenance of temporary screens, fences and the like to minimise such inconveniences or nuisance. The Contractor shall take all reasonable precautions to prevent any trespass on the property beyond the immediate site of the works by men, plant or materials under their control and to prevent nuisance from water, smoke, noise, dust, rubbish, other elements during the progress of the works and shall indemnify the Employer against any claim or action for damage for such trespass or nuisance.
Fire Prevention	Contractor is to take measures to ensure there are no fire risks present at the property throughout the contract duration.
Protection to Property	The Contractor is to ensure existing belongings and items unaffected by damage and/or not included in this schedule of works are fully protected against damages.
Water for Use During the Works	The Contractor will need to make their own arrangements with the Employers for the supply of water required for the works.
Electricity for Use During the Works	The Contractor will need to make their own arrangements with the Employers for the supply of electricity required for the works.
Gas for Use During the Works	The Contractor will need to make their own arrangements with the Employers for the supply of gas required for the works.

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SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S RISK ASSESSMENT

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

	1 = LOW	2 = MEDIUM	3 = HIGH
A = SEVERITY OF HARM	MINOR INJURY OR ILLNESS	INJURY OR ILLNESS CAUSING TEMPORARY DISABILITY	FATALITY OR MAJOR INJURY CAUSING LONG TERM DISABILITY
B = LIKELIHOOD OF HARM	SELDOM OCCURS	REASONABLY LIKELY TO OCCUR	HIGHLY LIKELY TO OCCUR
RISK FACTOR (RF) = A X B		1 *to* 3 CONTROL *or* MINIMISE RISK 4 *to* 6 AVOID *or* STRICTLY MANAGE RISK *more than* 6 AVOID AND SEEK ALTERNATIVE	

SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Manual handling - strain injury	1	1	**1**	Procedures should be verified to carry heavy items and monitored.
All other risks associated with construction work	3	2	**6**	Contractor to submit his health & safety policy and ensure that this is adhered to at all times
Risk of electrocution	3	2	**6**	When removing building fabric, plaster, fixtures, fittings and the like the contractor must carry out a survey beforehand to ascertain the routes of concealed cable runs
Injury due to exposed nails	2	1	**2**	Caution to be applied during the works. Ensure all joists are denailed during removal of floorboards. Nails exposed elsewhere should be covered or removed.
Injury to personnel	1	1	**1**	Warning signs should restrict access to unauthorised personnel. Ensure that any individuals permitted to access the site are wearing the correct safety gear.
Uneven site - trip hazard	1	1	**1**	Care should be taken, particularly when shifting materials, etc.

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SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Working at height, handling of materials, falling objects etc.	2	2	**4**	The contractor should provide suitable method statements for all major operations and these must give due regard to the control/elimination of general construction hazards such as these.
Site access and egress, and traffic management: risk of collision between vehicles, equipment and people.	3	2	**6**	Contractor is ensure all traffic rules are abided at all times. Driveways to neighbouring properties should not be blocked. Caution should be taken when reversing vehicles. All site workers should attend an induction to highlight site restrictions, access, etc.
Loading, unloading and parking: risk of blocking of emergency access and theft.	2	2	**4**	Loading and unloading will be from the road across a public footpath to the front of the property, with no restrictions on the road parking. Parked vehicles will not cause an obstruction to the access of adjacent properties or obstruct emergency access and escape routes. Ignition keys should not be left in unattended vehicles.

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RISK FACTOR (RF) = A X B		1 *to* 3 CONTROL *or* MINIMISE RISK 4 *to* 6 AVOID *or* STRICTLY MANAGE RISK *more than* 6 AVOID AND SEEK ALTERNATIVE	

SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Disposal of waste material and litter. Risk of contamination from waste materials.	1	1	**1**	Waste material and litter will be placed in bins and site skips. The frequency of emptying waste bins and site skips will be determined by usage. Waste will not be allowed to overflow, spill and migrate from bins and site skips. All waste will be disposed of by a licenced waste carrier to a permitted waste site and waste transfer notes will be retained.
Access and egress within the premises	2	1	**2**	Gangways and thoroughfares will be kept clear, materials, tools and equipment will not be allowed to cause an obstruction. During works access into the active working areas of the building will be restricted to authorised persons only.

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SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Working in other peoples homes - COVID-19 restrictions	2	2	**4**	Contractors to provide cleaning, welfare and site rules/protocols as set out in guidance provided by the following: Construction Leadership Council (Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus Covid-19 Government Guidance Note - Working Safely during COVID 19 in construction and other outdoor work Government Guidance Note - Working Safely during COVID 19 in construction in other people's homes.

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SECTION1: INFORMATION FOR CONTRACTOR AND PRE-CONSTRUCTION H & S

PRELIMINARY PARTICULARS AND PROVISIONAL DAYWORKS

Where works are to be valued on a Daywork basis, the following shall apply:

(Please complete % for a) Labour, b) Material, c) Plant and d) Subcontractor Works and also hourly rates under labour (i-xii) **in blue boxes.**

Labour

a) The cost of labour will be reimbursed at the all-inclusive rates scheduled below (all such costs being inclusive of all incidental costs, the costs of supervision, overheads and profit at **%)**.

i	Groundworker	**£**	**/hr**	all to be completed
ii	General Operative	**£**	**/hr**	
iii	Plant Operator	**£**	**/hr**	
iv	Extra over for Banksman	**£**	**/hr**	
v	Bricklayer	**£**	**/hr**	
vi	Roofer	**£**	**/hr**	
vii	Carpenter & Joiner	**£**	**/hr**	
viii	Plasterer	**£**	**/hr**	
ix	Painter & Decorator	**£**	**/hr**	
x	Plumbing & Heating Enginee	**£**	**/hr**	
xi	Electrical Engineer	**£**	**/hr**	
xii	Gas Fitter	**£**	**/hr**	

Materials

b) The costs of materials will be reimbursed at cost/invoice value net of all discounts with an addition of **%** for incidental costs and overhead costs and profit.

Plant

c) The costs of plant will be reimbursed at cost/invoice value net of all discounts with an addition of **%** for incidental costs and overhead costs and profit.

Sub-Contractor Works

d) State here your profit & attendance on sub-contractor's accounts. **%**

Where works to valued on a daywork basis are executed by a sub-contractor, such costs will be reimbursed on the submitted subcontractor costs, net of all discounts.

S E C T I O N 2

Standards of Workmanship

SECTION 2: STANDARDS OF WORKMANSHIP

	WORKS DESCRIPTION	RELEVANT CODES OF PRACTICE APPLICABLE*
1	Workmanship generally	BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Product manufacturer's definitive installation specifications
2	Cold weather working	NHBC Standards Chapter 3.2
3	Excavations and back filling	BS 8000-1:1989. Workmanship on building sites. Code of practice for excavation and filling. BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Approved Document 7 NHBC Standards Chapters 4.5 and 5.3
4	Concreting to foundations, floors, etc incl reinforced concrete foundations	BS 8000-2.1: 1990. Workmanship on building sites. Code of practice for concrete work BS 8000-2.2: 1990. Workmanship on site. Code of practice for concrete work. Site work with in-situ and precast BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Concrete. Approved Document 7 NHBC Standards Chapter 3.1 Approved Document A
5	Below ground drainage	BS 8000-14: 1989. Workmanship on building sites. Code of practice for below ground drainage BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 5.3 Approved Document H
6	Masonry below DPC	NHBC Standards Chapter 5.4 and 6.1 Approved Document 7
7	DPCs, DPMs and contamination barriers	NHBC Standards Chapters 5.1, 5.2, 6.1, 6.3, 6.9, 6.10, 9.3 Approved Document C BS 8000-4:1989-Workmanship on building sites. Code of practice for waterproofing BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
8	Ground-bearing floor slabs	NHBC Standards Chapters 3.1 and 5.1 BS 8000-2.1: 1990. Workmanship on building sites. Code of practice for concrete work BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.

SECTION 2: STANDARDS OF WORKMANSHIP

WORKS DESCRIPTION		RELEVANT CODES OF PRACTICE APPLICABLE*
9	Floor screeds	BS 8000-9:2003. Workmanship on building sites. Cementitious levelling screed and wearing screeds. Code of practice
		BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles Approved Document 7
10	Suspended ground floors	NHBC Standards Chapters 5.1 & 5.2
11	Masonry work	BS8000-3: 2001. Workmanship on building sites. Code of practice for masonry BS 8000-0:2014 Workmanship on construction sites. Introduction and general Approved Document 7
		NHBC Standards Chapter 6.1
		NHBC Standards Chapter 9.1
12	External timber framed walls	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings
		BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
		NHBC Standards Chapter 6.2
13	Stairs and staircases	Approved Document K
14	Roof work	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings
		BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
		BS8000-6: 2013. Workmanship on building sites. Code of practice for slating and tiling of roofs and claddings
		BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
		NHBC Standards Part 7
		Approved Document 7
		BS 5534:2014+A2:2018 - Slating and tiling for pitched roofs and vertical cladding. Code of practice
15	Structural steelwork	NHBC Standards Chapter 6.5
		Approved Document A
		Approved Document B
		BS EN 1090-2:2018

SECTION 2: STANDARDS OF WORKMANSHIP

	WORKS DESCRIPTION	RELEVANT CODES OF PRACTICE APPLICABLE*
16	Suspended timber floors	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapters 5.2 & 6.4 Approved Document 7 NHBC Standards Chapters 9.1 Approved Document B
17	Internal timber partition walls	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 6.3 Approved Document B BS 8000-8: 1994. Workmanship on building sites. Code of practice for plasterboard partitions and dry linings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
18	Dry lining, ceilings and plasterwork	BS 8000-8: 1994. Workmanship on building sites. Code of practice for plasterboard partitions and dry linings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Approved Document B NHBC Standards Chapter 9.1 NHBC Standards Chapters 6.3 & 9.2
19	Second fix joinery	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 9.1
20	Other cupboards & fitments	BS8000-0:2014 Workmanship on construction sites. Introduction and general principles NHBC Standards Chapter 9.4
21	Glazing	BS8000-7:1990. Workmanship on building sites. Code of practice for glazing BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.

SECTION 2: STANDARDS OF WORKMANSHIP

WORKS DESCRIPTION		RELEVANT CODES OF PRACTICE APPLICABLE*
22	Painting and decorating	BS8000-12:1989. Workmanship on building sites. Code of practice for decorative wallcoverings and painting BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapters 9.1 & 9.5
23	Gas works	Gas Safety (Installation & Use) Regulations 1998
24	Electrical installation	BS 7671:2018. Requirements for Electrical Installations. IET Wiring Regulations BS7375:2010. Distribution of electricity on construction and demolition sites
25	Demolition works	BS6187:2011. Code of practice for full and partial demolition
26	Potentially contaminated land	BS10175:2011+A2:2017. Investigation of potentially contaminated sites. Code of practice
27	All works	BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles BS5228-1:2009+A1:2014. Code for practice for noise and vibration control in construction and open sites Building Regulations Approved Documents: A, B, C, D, E, F, G, H, J, K, L, M, P, Q and 7
28	Protection of trees, shrubs and lawns	BS 5837:2012 Trees in relation to design, demolition and construction. NHBC Standards Chapter 4.2

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SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	INDEX			
1.00	CONTRACTOR'S PRELIMINARIES			0
2.00	SITE SETUP & STATUTORY APPLICATIONS			
3.00	ENABLING WORKS			
4.00	MEASUREMENT AND PRICING			
5.00	REINSTATEMENTS			
6.00	BUILDING SERVICES			
7.00	FINISHING ITEMS			
8.00	CONTRACTOR'S QUALIFIED ITEMS			
	VARIATIONS			
	SUB-TOTAL:			
	10% CONTINGENCY:			
	TOTAL TO TENDER:			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
1.00	**CONTRACTOR'S PRELIMINARIES**			
	All prices are to be inclusive of OHP (see Item 3.03 below)			
1.01	Capex and mobilisation	1		
1.02	Site set up	1		
1.03	WC, welfare facilities and maintenance	8	Weeks	
1.04	Site office, data, site telephone, fax	8	Weeks	
1.05	Small tools	8	Weeks	
1.06	Contractor's Insurance	8	Weeks	
1.07	Contract's Manager / Working Foreman	8	Weeks	
1.08	Liaison with Building Control Officer / Planning Officer, etc			
1.09	Hand over and submission of Health and Safety File	1	No	
	SECTION 1 TO COLLECTION			**£0.00**

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
2.00	**SITE SETUP & STATUTORY APPLICATIONS**			
	Site Setup			
2.01	Allow here for an appropriate number of skips to undertake remaining debris clearance and to accommodate works listed below. Liaise with the Employer in terms of skip location or allow for debris collection.			
2.02	The contractor is to allow here for temporary protection to all surfaces as and when required throughout the contract period. Any damage will be rectified at the contractor's own direct expense. Allow for hardboard protection to external areas, including under any skips and materials in storage around the site.			
2.03	The contractor is to allow here to accurately mark up locations and carefully remove any remaining Employer's fixtures and fittings throughout the areas of work and to reinstate in positions as found on completion.			
2.04	Provide suitable welfare and sanitary facilities for the use of site personnel and all trades in accordance with statutory regulations. The contractor shall clean out daily and maintain during the contract. Include for all licences or permits if these are to be placed on public paths or highways.			
2.05	It is expected that the Insured shall provide a supply of clean water for the use of all trades. However, the contractor shall provide any necessary temporary hoses, maintain the supply during the contract, remove at completion and make good any damage caused thereby.			
2.06	It is expected that the Insured shall provide electricity for temporary light and power for the use of trades during the contract. Allow here to take meter readings at commencement of the works.			
2.07	However, the contractor is to supply and fit a temporary builder's electrical board if deemed necessary to facilitate the repairs. Include for its removal, making good to surfaces and reinstatement of the property supply on completion. Include here for all contractor use transformers, lighting and leads as necessary.			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
2.00	**SITE SETUP & STATUTORY APPLICATIONS**			
	Statutory Applications			
2.08	A 48-hour Building Notice will not be required for the level of like-for-like building repair works, although works are to be undertaken to the correct standards as contained in Section 2 and any manufacturer's guidelines.			
2.09	A Listed Building Consent application has been submitted by Gateley Smithers Purslow. No works are to commence until this is approved and the Conservation Officer has agreed material use and scope of works.			
2.10	Allow here for any contractor's attendances to enable inspection by the Conservation Officer if this transpires is necessary.			
	CDM			
2.11	The CDM Regulations 2015 will apply to this project. The contractor is to allow here for full compliance with the CDM Regulations as Principal Contractor and to provide their completed Construction Phase Health & Safety Plan, prior to commencement of the works.			
	Asbestos Survey			
2.12	An asbestos survey has been carried out on the ground floor, sub-floor bitumen finish. This is negative and a copy of the laboratory analysis can be provided by the CA for records. The Contractor should, however, be asbestos aware in all other parts of the property and report any suspect acm's as soon as found for instruction by the CA.			
	Sub-Contracted Work			
2.13	The contractor shall not be permitted to sub-contract the entire works, although the sub-contracting of parts of the work may be permitted. All works are to be carried out by qualified and experienced tradesmen in a competent and workmanlike manner. Any use of sub-contractors to undertake large parts of this contract are to be approved by the Contract Administrator in advance. The Contract Administrator may instruct the contractor to remove from site any labourer or workman deemed unsuitable.			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
2.00	**SITE SETUP & STATUTORY APPLICATIONS**			
	General			
2.14	The works are to be carried out with all due care and attention, without undue inconvenience and without danger to any occupants. Normal working hours shall be between 8:00am and 5:00pm, Monday to Friday unless otherwise agreed in writing by the Contract Administrator. Weekend working will only be authorised with the approval of the Employer and Contract Administrator. No requests shall be made for inspections at weekends and no work shall be covered up as a result of weekend work.			
2.15	Silencers must be fitted to all compressors, percussion tools and vehicles in accordance with the manufacturer's instructions. The use of radios or other audio equipment is to be limited so as not to disturb neighbours and the site is to be kept clean and tidy at all times.			
2.16	The Contract Administrator will not supervise the work of the contractor on site. Periodic inspections will be carried out to determine that specifications are being correctly interpreted. The contractor shall not rely on the Contract Administrator to check the works and any presence of the Contract Administrator on site shall not relieve the contractor of his duties regarding the correctness of materials, methods or safety of temporary or permanent works. No variation to be made, or any work involving additional payment to be put in hand without written order from the Contract Administrator.			
2.17	The main contractor is to allow for a recognised and nominated person (Foreman) to ensure that the works are executed in their entirety in accordance with the Contract Documents. The nominated person will deal with all enquiries from the Employer during the course of the works, the person will be available between the hours of 8:00am and 6:00pm to answer all calls. The contractor will be responsible for co-ordination, supervision and administration of all works, including all sub-contractors and the monitoring of all sub-contractors' suppliers, Local Authority and statutory undertakers.			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
2.00	**SITE SETUP & STATUTORY APPLICATIONS**			
	General Cont'd…/			
2.18	The Contract should be read in conjunction with the specification of / for materials and workmanship. Any operation, material or workmanship issue not specifically mentioned within this document shall be carried out in good workmanlike manner with good quality materials in accordance with good practice, conform with appropriate British Standard and Codes of Practice and be to the satisfaction of the Contract Administrator. Allow for any charges in connection with all items as noted within the Contract particulars, preliminaries and specification works and any other works referred to herein.			
2.19	All works are to comply with current Building Regulations, British Standard Codes of Practice and all Statutory and Bylaws requirements. All works should comply with the current NHBC standards and practice notes and the current NHBC standards are to be regarded as part of the specification.			
2.20	The use of manufactured materials and components, where specified here, or at the contractor's / sub-contractor's choice is to be strictly in accordance with manufacturer's literature, relevant standard and BDA certification.			
2.21	All materials and products are to be handled, stored, prepared and used in strict accordance with printed or written documentation and instructions.			
2.22	The contractor is to provide prior to commencement on site, a list of critical information and materials approvals (where applicable) that are required from the Employer and / or CA, and to advise the latest confirmation dates to allow procurement in time not to affect the works programme.			
2.23	The programme is to be maintained and updated as necessary during the works. Any extension of time required, changes to the programme and reasons for such delay or change shall be advised to the Contract Administrator at the earliest opportunity for approval.			
2.24	All material / paint colours etc are to be agreed by the Employer prior to firm orders being placed.			
	SECTION 2 TO COLLECTION			**£0.00**

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
3.00	**ENABLING WORKS**			
3.01	The property will be unoccupied throughout the duration of the work. The contractor will be responsible for the security of the site and should include for temporary security measures as considered necessary.			
3.02	Ensure full liaison with the Contract Administrator and the Employer throughout the duration of the works and provide a contract programme of works prior to commencement on site.			
3.03	The contractor should include for their OHP within the tender document (either within each item cost or noted within a particular section) to be included in the contract sum. This will not be accepted as a variation if this has not been allowed for.			
3.04	Ensure that a drying certificate is in place prior to the commencement of works on site. This will be provided by the CA from the specialist third party drying contractor.			
	SECTION 3 TO COLLECTION			**£0.00**

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
4.00	**MEASUREMENT AND PRICING**			
4.01	The contractor is expected to take their own measurements to confirm estimate quantities provided below and in the descriptions within this Schedule.			
4.02	The contractor should be aware of provisional and contingency sums within the Schedule. Expenditure against these items during the course of the works without prior approval from the Contract Administrator, including the submission of a firm cost, is at the contractor's own risk. The contractor is, therefore, recommended to submit costs for additional work as soon as possible and obtain firm instructions for these to be carried out.			

Room	Length (m)	Width (m)	Height (m)	Ceiling (m^2)	Wall (m^2)	Circum (Ln m)
First floor landing... plus	1.74	0.92	2.26	1.60	12.02	5.32
First floor landing	1.66	0.89	2.26	1.48	11.53	5.10
WC	1.65	0.87	2.26	1.44	11.39	5.04
Bathroom	1.52	1.65	2.26	2.51	14.33	6.34
Bedroom 1 (no works)	4.89	3.41	2.26	16.67	37.52	16.60
Bedroom 2 / Office	3.49	1.95	2.26	6.81	24.59	10.88
Balcony to stairs	1.07	4.14	2.26	4.43	23.55	10.42
Lounge	5.75	4.70	4.78	27.03	99.90	20.90
Dining area	4.83	3.47	2.26	16.76	37.52	16.60
Hallway	2.17	3.44	2.26	7.46	25.36	11.22
Kitchen (no works)	-	-	-	-	-	-
TOTALS	**28.77**	**25.44**	**25.12**	**86.18**	**297.70**	**108.42**

approximate dims only

	SECTION 4 TO COLLECTION			**£0.00**

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	**REINSTATEMENTS**			
	First Floor			
5.01	Provisionally allow here to lift floorboards on the first floor landing, bathrooms, small bedroom/office and balcony, to allow inspection of the void and to confirm moisture levels. Remove provisionally 30% floorboards. Allow also to remove any water damaged insulation and for replacing the same on inspection.			
5.02	Ease and adjust retained doors on the first floor corridor/landing space to ensure correct operation.			
5.03	Allow here to rub down and prepare for redecorations, all existing retained skirtings on the first floor landing/corridor and small bedroom/office.			
	First Floor - WC			
5.04	Supply and lay moisture resistant 6mm ply board screw fixed to floorboards ready to receive new finishes. Ensure floorboards are secure and no squeaks.			
5.05	Supply new ceramic floor tiles including all adhesives and grout. For pricing purposes, allow a PC Sum of £30/sqm supply only. Contractor to liaise with Employer for exact choice material. Contractor to include here for all OHP's on the supply.			
5.06	Allow here for all fitting costs for the tiles, including cuts around projections, spacers and final clean on completion.			
5.07	Ensure tiles are laid level and true and using waterproof grout to Employer's colour choice.			
5.08	Refit the previously stored vanity unit sink and WC including cistern. Connect all service pipework, seal and test for leaks. Apply silicone seal at the junction of WC and floor and between the sink top and splashback tiles.			
5.09	Allow here a **PROVISIONAL SUM** of for any replacement sanitaryware or parts to complete the installation. Expenditure to be agreed with the CA.		Sum	
5.10	Supply and fit new standard softwood skirting where previously removed. Skirting to be plugged and screwed, allowing to fill and rub down fixing points and preparing for decoration later.			
5.11	Refit the previously set aside door using saved hinges and screws. Ensure door swings in the same direction as previous and prepare for decoration later.			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	**REINSTATEMENTS**			
	First Floor - Bathroom			
5.12	Supply and lay moisture resistant 6mm ply board screw fixed to floorboards ready to receive new finishes. Ensure floorboards are secure and no squeaks.			
5.13	Supply new ceramic floor tiles including all adhesives and grout. For pricing purposes, allow a PC Sum of £30/sqm supply only. Contractor to liaise with Employer for exact choice material. Contractor to include here for all OHP's on the supply.			
5.14	Allow here for all fitting costs for the tiles, including cuts around projections, spacers and final clean on completion.			
5.15	Ensure tiles are laid level and true and using waterproof grout to Employer's colour choice.			
5.16	Refit the previously stored vanity unit sink, bath tub and shower screen. Connect all service pipework, seal and test for leaks. Apply silicone seal at the junction of bath and wall tiles and between the sink top and splashback tiles.			
5.17	Allow here a **PROVISIONAL SUM** of for any replacement sanitaryware or parts to complete the installation. Expenditure to be agreed with the CA.		Sum	
5.18	Supply and fit new standard softwood skirting where previously removed. Skirting to be plugged and screwed, allowing to fill and rub down fixing points and preparing for decoration later.			
5.19	Refit the previously set aside bathroom door using saved hinges and screws. Ensure door swings in the same direction as previous and prepare for decoration later.			
	Ground Floor Preparations and Finishes			
5.20	Supply and pour Ardex or similar approved liquid DPM coat finish to the concrete sub-floor as replacement to earlier bitumen DPM earlier removed, applied prior to latex screed finish. Application to the rooms as follows: - Hallway - Lounge - Dining room. Allow to follow all manufacturer's recommendations and guidelines, including for thorough preparation of surfaces beforehand to remove imperfections, dust and debris.			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	**REINSTATEMENTS**			
	Ground Floor Preparations and Finishes Cont'd…/			
5.21	Prior to laying new flooring finishes on the ground floor, supply and pour new rapid set latex screed to complete coverage to provide a clean, level surface ready to receive new finishes. Areas to include: - Hallway - Lounge - Dining room			
5.22	Supply and fit new 140 x 47 x 10mm thick wooden parquet flooring planks where previously removed. Allow here a **PC Sum of £60.00 per sqm for the supply only**. Exact choice is to be agreed with the Employer before placing orders. Parquet floor to include: - Dining room - Hallway - Lounge. Parquet flooring to be laid as per manufacturer's instructions and guidelines and bonded to sub-floor with appropriate adhesives pre-prepared and applied to clean, smooth and level surface. Layout / pattern to be agreed with the Employer, but assume herringbone style. Allow for all cuts to projections where necessary.			
5.23	Prior to laying new parquet flooring, allow all materials to acclimatise to the surroundings and to ensure suitable sheet protections are applied once laid.			
	Lounge			
5.24	Clad the soffit to the first floor balcony where previously removed with 12.5mm plasterboard, tape and joint and apply 3mm skim plaster finish. Include for all additional noggins for fixing where required. Allow also for the application of decorator's caulking at the junction of ceiling boards to walls. Leave smooth and ready for decorations specified later.			
5.25	Where plaster finishes are removed to walls at low level, reinstatement to comprise application of new lime based plaster finish. Prepare existing substrates and apply traditional two-coat finish to leave flush with adjacent surfaces and prepared for decorations later. Include for all feathering in where applicable.			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	**REINSTATEMENTS**			
	Lounge Cont'd…/			
5.26	Supply and fit new softwood timber skirtings to match existing to all the lounge where previously removed. The skirting is to be plugged and screwed; fixing points are to be filled, rubbed down and prepared for decoration specified later.			
	Dining Room			
5.27	Clad the dining room ceiling with 12.5mm plasterboard, tape and joint and apply 3mm skim plaster finish. Include for all additional noggins for fixing where required. Allow also for the application of decorator's caulking at the junction of ceiling boards to walls. Leave smooth and ready for decorations specified later.			
5.28	Where plaster finishes are removed to walls at low level, reinstatement to comprise application of new lime based plaster finish. Prepare existing substrates and apply traditional two-coat finish to leave flush with adjacent surfaces and prepared for decorations later. Include for all feathering in where applicable.			
5.29	Supply and fit new softwood timber skirtings to match existing to all the dining room where previously removed. The skirting is to be plugged and screwed; fixing points are to be filled, rubbed down and prepared for decoration specified later.			
	Hallway / Entrance			
5.30	Where plaster finishes are removed to walls at low level, reinstatement to comprise application of new lime based plaster finish. Prepare existing substrates and apply traditional two-coat finish to leave flush with adjacent surfaces and prepared for decorations later. Include for all feathering in where applicable.			
5.31	Supply and fit new softwood timber skirtings to match existing to all hallway where previously removed. The skirting is to be plugged and screwed; fixing points are to be filled, rubbed down and prepared for decoration specified later.			
	Decorations			
5.32	Carry out redecoration works to the new plastered ceilings in the ground floor lounge and dining room. Allow for 2nr coats of Dulux matt emulsion in colours as agreed with the Employer. Include for a mist coat to all new plaster finishes. For pricing purposes, the contractor is to assume all ceilings to be in colour			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	**REINSTATEMENTS** **Decorations Cont'd…/**			
5.33	Carry out redecoration works to the ground floor walls where previously or newly plastered. Allow here for application of breathable limewash paint, using diluted Claypaint or similar approved, with 2nr further top coats to finish. Colour to be agreed with the Employer.			
5.34	Prepare and decorate all new and previously painted joinery to all areas. Apply 1nr undercoat and 2nr top coats of Dulux gloss or eggshell finish paint in colours and finish as agreed with the Employer. For pricing purposes, the contractor is to assume all joinery is to be in colour white. Joinery to include the following in both bathrooms, the bedroom study, first floor landing, ground floor lounge, dining room and hallway only : - Window frames and cills (internal only) - Doors, architraves, liners, stops - Boxings and cupboards - Shelving - New skirtings.			
5.35	Allow here to supply and hang wallpaper finish to one main / tall wall in the lounge opposite the stairs. Allow for scaffold tower access and PC Sum £60/roll for the supply only. Allow to measure to ensure correct material order. Include for all OHP's on the material order. Exact choice material to be agreed with Employer.			
5.36	Allow here to supply and hang wallpaper finish to one wall in the hallway opposite the front door. Allow for scaffold tower access and PC Sum £30/roll for the supply only. Allow to measure to ensure correct material order. Include for all OHP's on the material order. Exact choice material to be agreed with the Employer.			
5.37	Allow here for all preparations and carry out re-staining of the open style staircase joinery in suitable wood stain colour to be agreed with the Employer. Works to include treads and risers and main trimmer beam across the balcony. Application in accordance with the manufacturer's instructions and recommendations to comprise minimum 2nr coats of wood stain/oil/wax or varnish.			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	**REINSTATEMENTS**			
	Decorations Cont'd…/			
5.38	Allow here for all preparations and carry out re-staining of the wooden dado rail and 'shelf' either side of the front door in the hallway in suitable wood stain colour to be agreed with the Employer. Application in accordance with the manufacturer's instructions and recommendations to comprise minimum 2nr coats of wood stain/oil/wax or varnish.			
5.39	Allow here for all preparations and carry out re-staining of the wooden steps in the hallway adjacent to the front door in suitable wood stain colour to be agreed with the Employer. Application in accordance with the manufacturer's instructions and recommendations to comprise minimum 2nr coats of wood stain/oil/wax or varnish.			
5.40	The contractor is to allow to prepare a finishing materials schedule for completion and agreement with the Employer, together with information for required material selection and ordering, so as not to delay the programme.			
	Sundry Items			
5.41	Allow here a cost to temporarily remove and later refit the fitted curtain poles and/or blinds to windows, to facilitate decoration works.			
5.42	Allow here a cost to temporarily remove and later refit wall lights in the hallway, to facilitate decorations.			
5.43	Allow here a cost to temporarily remove and later refit pendant lights in the dining room, to facilitate decorations.			
	SECTION 5 TO COLLECTION			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
6.00	**BUILDING SERVICES**			
6.01	Referring to the earlier completed electrical installation report and recommendations, allow here to appoint an NICEIC approved electrician to carry out repairs identified.			
6.02	Allow here a **PROVISIONAL SUM** of lus VAT to carry out repairs to the electrical system as instructed to do so by the Contract Administrator.		Sum	
6.03	Allow here for works at the appropriate time to disconnect and remove the temporary builder's electrical board.			
6.04	Provide a full electrical test certificate on completion. All works to be by NICEIC approved contractor in strict accordance with current IEE regulations.			
6.05	Referring to the earlier completed heating/plumbing installation report and recommendations, allow here to appoint a suitably qualified engineer to carry out repairs identified.			
6.06	Allow here a **PROVISIONAL SUM** of plus VAT to carry out repairs to the plumbing and central heating systems throughout, as instructed to do so by the Contract Administrator. Costs here to include all temporary removal and later re-hanging of existing radiators in the works areas.		Sum	
6.07	Allow here to carry out a full pressure test of the heating system and provide a water pressure report on completion.			
	SECTION 6 TO COLLECTION			

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
7.00	**FINISHING ITEMS**			
7.01	All certificates, warranties and guarantees are to be provided upon completion and to ensure full satisfaction of Building Control requirements. This information needs to be included within any Health and Safety File before practical completion.			
7.02	The contractor is to allow here for a professional cleaning company to fully clean the internal areas of the property upon completion, prior to re-occupation.			
7.03	Allow for all windows and doors, including frames and glazing, to be fully cleaned internally and externally upon completion.			
7.04	Allow here to remove and make good any areas of temporary protection, either following the strip out or upon completion of the main repairs, including external areas.			
	SECTION 7 TO COLLECTION			**£0.00**

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
8.00	**CONTRACTOR'S QUALIFIED ITEMS** To be listed below			
	SECTION 8 TO COLLECTION			**£0.00**

Our Ref: 231286/CB

S E C T I O N 4

Tender Form & Tender Summary

Our Ref: 231286/CB

TENDER CHECKLIST

TO BE COMPLETED BY CONTRACTOR

	Tick to confirm
Reviewed Section 1 Pre Construction Information	☐
Are able to produce Construction Phase Plan	☐
Are familiarised with Section 2 Standards/Codes	☐
Have or allowed in costs for Insurances	☐
Reviewed all Appendices	☐
Visited site and understand the works involved	☐
Completed the Labour/Daywork Rates in Section 2	☐
Priced all works items in Section 3	☐
Completed Tender Summary	☐
Entered tender sum on Tender Form	☐
Stated contract period on Tender Form	☐
Company named, signed and witnessed Tender Form	☐

FOR GATELEY SMITHERS PURSLOW USE ONLY

DATE RECEIVED…….

OPENED BY…….

SIGNATURE……..

WITNESSED BY……..

SIGNATURE……..

WITNESSED BY……..

SIGNATURE……..

Our Ref: 231286/CB

SECTION 4: TENDER FORM

For: Escape of Water Damage Repairs

To: The formal representative of: Mr Stacey

c/o Gateley Smithers Purslow, Glaston Hall, Spring Lane, Glaston, Rutland LE15 9BZ

We, having read and understood the Form of Contract and Schedule of Works and having examined the tender drawings where referred therein, do hereby offer to execute the whole works described in accordance with the Conditions of Contract for the sum of (enter sum in words):

.....

.....

£6,600.00 *(in numerals)*

Date and Time of Site Visit: .....

We can ***commence*** the works as described in accordance with the Conditions of the Contract and upon authorisation from the Client as soon as (week commencing): .....

We agree to ***undertake and complete*** the works as described, in accordance with the Conditions of the Contract, within ..... weeks.

We agree in the event of your acceptance of this offer to enter into a formal Contract, signed under hand, embodying all the conditions and terms contained in the Contract.

We agree that should arithmetic errors be identified prior to acceptance of this offer these will be corrected.

The offer remains open for consideration for 3 months from the date fixed for the lodgement of the tender.

On this ..... day of ..... 2023.

Company Name: .....

Company Registration No: .....

Address: .....

.....

Telephone No: .....

Signature: ..... Name: .....

Witnessed by *(Name:)* .....

(Signature): .....

PRINT OFF THIS PAGE ONLY, COMPLETE SIGNATURE & WITNESS AND PDF BACK IN BEFORE SENDING BACK WITH YOUR TENDER IN EXCEL FORMAT

Our Ref: 231286/CB

SECTION 4: TENDER SUMMARY

SCHEDULE OF WORKS

for

ESCAPE OF WATER DAMAGE REPAIRS

at

VERGERS COTTAGE
CHURCHYARD
WESTBURY
WILTSHIRE
BA13 3DA

1.00	CONTRACTOR'S PRELIMINARIES	
2.00	SITE SETUP & STATUTORY APPLICATIONS	
3.00	ENABLING WORKS	
4.00	MEASUREMENT AND PRICING	
5.00	REINSTATEMENTS	
6.00	BUILDING SERVICES	
7.00	FINISHING ITEMS	
8.00	CONTRACTOR'S QUALIFIED ITEMS	
	SUB-TOTAL:	
	ADD CONTINGENCY 10%:	
	TENDER (EXCL VAT):	

Our Ref: 231286/CB

R E V I S I O N S

Rev		Schedule of Revisions
A		
B		
C		
D		