

Park House

Commercial Buildings Year 1 Works Package

Client:	Council of the Isles of Scilly	Site Address:	Park House, Hugh Town, St Mary's, Isles of Scilly.
Contract Administrator:	Currie & Brown	Contractor:	To be confirmed
C&B Ref:	4101280-100	Issue date:	14.01.2021

ITEM	DESCRIPTION		COST
1.0	SECTION 1 – GENERAL PROVISIONS AND CONTRACT DETAILS		
	Refer to preliminaries section of the tender package		
1.1	<p>Scope of Works by the Contractor:</p> <p>The Contractor shall:</p> <ul style="list-style-type: none"> Carry out everything necessary for the proper execution and completion of the works, whether or not described in this specification or in the attached drawings, provided the same may reasonably be inferred therefrom and is to include all necessary allowances when tendering. Provide general attendance of one trade upon another and upon all sub-contractors, including the provision of facilities, plant etc, carrying out all sundry and jobbing works and making good etc, necessary for the proper execution of the works. Be responsible for liaison with and co-ordination of all works by the various trades and Sub Contractors and. put in hand any works such as cutting chases, holes or mortices, providing fixings, plant or temporary services to avoid conflict with other work. Provide and install all necessary plant, scaffolding, temporary shoring and supports, tools etc. including hoists, ladders, planking, tackle, trestles, storage facilities, vehicles etc. together with all fixings and fittings and is to alter, adapt and maintain as necessary for the use of all trades including those required by Sub-Contractors, for proper execution of 		

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	<p>the work and shall remove them and make good any damage before completion.</p> <ul style="list-style-type: none"> • Provide and maintain during the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the Site or adjoining that may be endangered or affected by the Works. • Provide and install all necessary temporary services including artificial lighting, electrical power etc. required for the works together with all fixings and fittings and is to alter, adapt, move and maintain as necessary and shall remove them and make good any damage before completion. Where existing supplies can be used, the Contractor shall check their adequacy for his use and where inappropriate, make all necessary arrangements and pay all charges to enable him to use them if he so requires. • Comply with and give all notices required by any Act of Parliament, By-Laws and Regulations of Local Authorities and Statutory Undertakings, together with any local Police requirements and pay all those charges legally demandable and incurred in respect of these works, except for the Building Regulations which will be paid by the Employer. • Ascertain the location of all services (including those underground or overhead) drains or sewers, etc within the vicinity of the works before commencing site operations and shall maintain and protect the same at all times during the contract and make good any damage or pay any costs or charges in connection therewith. • Inform the Contract Administrator of any additional repairs which are outside the scope of this specification before the specified works are carried out, however, no additional work is to be carried out without his written instructions. provide all safety, health and welfare measures and amenities for his own workmen and for those of any Sub Contractors as laid down in all Health & Safety Legislation applicable to this contract and maintain all safety measures required thereunder. • Remove all rubbish, debris and surplus materials from the site as work proceeds including any existing or occasioned by Sub Contractors, and shall keep the site and surrounds clean and tidy at all times. • Ensure that the structure and services of the property including all fixtures, fittings and finishes etc., (whether new or existing to be retained) are protected against falling objects, dust, damage, frost, inclement weather or other hazards throughout the contract by providing all necessary covering, guards, dust sheets, screens, tarpaulins etc. and making good at his own expense any damage caused the inadequacy thereof • Move all furniture and take up and relay any carpet in occupied premises as necessary in order to facilitate the works. 		
	<ul style="list-style-type: none"> • On completion of the works, dismantle and remove all plant and temporary work, clear away all rubbish, debris and surplus materials and shall thoroughly clean all surfaces including any affected portions of the existing premises, both 		

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	internally and externally including removing all stains and paint splashes, touching up any damaged decoration and cleaning all parts, to leave the site clean and perfect to the satisfaction of the Contract Administrator.		
1.2	<p>Site Administration:</p> <p>The Contractor must:</p> <ul style="list-style-type: none"> • Ensure that all work, including that of Sub-Contractors, is adequately supervised at all times by a competent foreman. • Take all reasonable care in order to confine the area of building operations to a minimum necessary for completion of the works. • Keep all persons (including those employed by the Sub Contractors), under his control and within the boundaries of the site. • Obtain all necessary permissions where the execution of the works requires workmen to enter upon adjoining properties prior to such works being executed. • Safeguard the Site, the Works, products, materials and any parts of the existing building affected by the works from unauthorised access, damage and theft and provide all necessary facilities to do so. • Indemnify the Employer against all claims or actions for damages arising from failure to comply with the above. • Allow for attending meetings as notified by the Contract Administrator. • Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes. • Make every effort to keep noise and disturbance to the occupier of the site and surrounding premises to a minimum. • Retain copies of maintenance instructions and guarantees delivered with components and equipment and keep safe for handover to the CA on completion. • Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and the Loss Prevention Council. 		
2.0	SECTION 2 – CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS & PREAMBLES		
2.1	The contractor is to allow for following the procedures of the CDM Regulations and performing the duties of principle contractor.	Item	
2.2	All work implemented to the premises as specified within Section 3 of this report are to be undertaken in accordance with good building practice and in compliance with current British Standards and Code of Practices.	Item	
2.3	All works are to be undertaken to ensure compliance with current Building Regulations where applicable and the Contractor will be	Item	

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	responsible for submitting a Building Notice if necessary and to obtain a Completion Certificate prior to Practical Completion being issued.			
2.4	<p>Materials Generally:</p> <p>Materials and goods shall be of the best quality of their respective kinds, British Standard Specifications (referred to herein as BS) shall apply unless otherwise stated.</p> <p>Where the name of a proprietary material has been used or referred to in a preamble note or in descriptions, unless otherwise described that proprietary material shall be handled, stored and used strictly in accordance with the manufacturer's recommendations, instructions or specifications. It is the Contractor's responsibility to obtain such details and inform all Sub Contractors and operatives of the requirements and restrictions contained therein.</p>			
2.5	<p>Substitution of Products:</p> <p>No substitution of specified products will be permitted without approval. Such approval will only be granted if the contractor submits documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, fitness for purpose, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance.</p> <p>Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, fitness for purposes and appearance of the construction as a whole.</p>			
2.6	<p>Workmanship Generally:</p> <p>Where not fully described herein all works shall be carried out in accordance with current British Standard Codes of Practice and where none apply, shall be carried out to accepted good practice and to the satisfaction of the Contract Administrator.</p> <p>Subject to any specific requirements stated later, fix everything that is intended to be fixed in such a manner that it stays fixed.</p>			
2.7	Workmanship Definitions:			
	Fix Only	All labours in unloading, handling, storing and fixing in position, including use of all plant.		
	Remove	Disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not		

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		include removing associated pipework, wiring, ductwork or other services.	
	Keep for Reuse	During removal prevent damage to the stated components or materials, and clean off bedding and jointing materials, stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.	
	Replace	Remove the stated existing components, features and finishes; provide and fit in lieu new components, features or finishes which, (unless specified otherwise, must match those which have been removed) and make good as necessary.	
	Repair	Carry out local remedial work to components, features and finishes, resecure or refix as necessary and leave in a sound and neat condition. It does not include replacement of components or parts of components or redecoration.	
	Make Good	Carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include replacement of components or parts of components, redecoration.	
	Ease	Make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds and make good as necessary.	
	To Match Existing	Use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible.	

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3.0	SECTION 3 – SCHEDULE OF WORKS		
3.1	<p><u>Rationale behind the works</u></p> <p>This schedule of works comprise of planned year 1 maintenance works for Park House, Hugh Town, St Mary's, Isles of Scilly. These</p>	Note	

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	are derived from an initial stock condition survey and recent follow up inspections of council owned, commercial buildings.		
3.2	Internal		
3.2.1	<p><u>Carpet floor finishes replace</u></p> <p><i>Carpet finishes generally worn, dated and stained. First floor level rucking and lack of/defective thresholds over joints creating tripping hazards.</i></p> <p>Allow to strip and dispose of existing carpet floor finishes within communal areas and circulation spaces. (Office/reception, 2nr day areas, GF circulation and FF circulation).</p> <p>Supply and install new carpet floor finishes to areas previously stated. Contractor to submit proposed carpet for approval by the CA.</p> <p>Colour TBC.</p>	Item	
3.2.2	<p><u>General Redecorations</u></p> <p><i>General wear and dated internal decorations.</i></p> <p>Allow for full redecoration to communal and circulation areas (same as above) to include all previously painted timbers, wall and ceiling finishes.</p> <p>Ensure all surfaces are cleaned and prepped for decoration.</p> <p>Apply a suitable fast drying oil based primer to any exposed joinery, 2 x undercoats and one gloss top coat to all woodworks (applied strictly as per the manufacturers guidance).</p> <p>To all decorated surfaces apply 2nr full coats of Matt white emulsion (applied strictly as per the manufacturers guidance). The contractor should leave the property in a clean and tidy condition.</p>	Item	
3.2.3	<p><u>Bathroom Redecorations</u></p> <p><i>General wear and dated internal decorations.</i></p> <p>Allow to suitably prepare and install new respatex wall panels (colour white) to the previously painted <u>and tiled</u> areas in all bathrooms, following the manufacturer's instructions.</p> <p>Bathroom schedule:</p> <p>Ground floor – 4nr</p>	Item	

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	First floor – 5nr		
3.2.4	<p><u>Cost option A</u></p> <p>Cost option – To the bathrooms above allow to supply and install new bathroom accessories including, sink taps/ faucets/ handles/ leavers, with a design to match the existing. Allow to renew the sealant to the bathroom with a suitable bathroom grade sealant around the sinks, baths and toilets.</p>	Cost option	
3.2.5	<p><u>Cost option B</u></p> <p>Cost option – To the bathrooms above allow to remove all bathroom appliances inc sinks, baths, toilets etc and replace with new with^{with} a design to match the existing.</p> <p>Allow to remove bathroom flooring and provide new non slip vinyl flooring to the bathroom areas.</p> <p>Allow for new Doc M handrail packs where required, as per existing layout.</p>	Cost option	
3.3.4	<p><u>Kitchenette</u></p> <p>Allow to install new tea point within main day room utilizing services from adjacent kitchen (water/ waste). To be installed to the location noted on drawings ref: 4101565/PH1.</p> <p>Kitchenette to consist of; wall mounted cupboards, worktop, sink with drying rack and new double socket outlet. CA to confirm layout.</p>	Item	
3.3.5	<p><u>New wet room</u></p> <p>To bathroom 2 (marked on the accompanying drawing ref: 4101565/PH1). Allow to remove the existing bath and dispose.</p> <p>Allow to provide new wet room floor former which provides level or gentle sloped to allow wheel chair access suitable to meet DDA compliance.</p> <p>Provide suitable plumbing to facilitate ground drain within floor former.</p> <p>Allow for suitable non slip floor finish to be laid over the former.</p> <p>Proposed wet room former, floor finish and drainage strategy to be proposed to the CA for approval.</p>	Item	

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3.3.6	<p><u>New cupboard 1</u></p> <p>To the existing bathroom 1, allow to remove and dispose of the shower/wet area<u>bath</u>, maintain the other bathroom fittings. Allow to cap off the water supply to the shower<u>bath</u>, removing any dead legs.</p> <p>Allow to form a small cupboard in place of the bath using British Gypsum multiboard, or similar approved product and installing an internal cupboard door. The bathroom face of the new cupboard wall to be covered with respatex wall panels (white).</p> <p>Any previous penetrations in the wall finishes to be made good.</p> <p>Allow for installation/ formation of shelving, to be advised by the CA.</p>	Item	
3.3.7	<p><u>New cupboard 2</u></p> <p>All per the attached drawing ref: 4101565/PH1, allow to provide a new timber stud wall and door to provide a new cupboard to be located adjacent to the fire alarm panel (leaving the fire alarm panel on the corridor side).</p> <p>There is currently a ramped access which we believe is a timber. Allow to remove the floor covering to this area and reduce the slope to provide level access.</p> <p>Allow to provide a new vinyl flooring to the new cupboard, product to be proposed by the contactor and approved by the CA.</p> <p>Allow for installation/ formation of shelving, to be advised by the CA.</p>	Item	
3.3.8	<p><u>Provisional sum</u></p> <p>Additional provisional sum for unknown works identified to provide a level floor, on removal of the floor finishes.</p>	Provisional Sum	£1,500
3.3.9	<p><u>Office door</u></p> <p>In the<u>To the the</u>officere are 2nr internal doors.</p> <p>Allow for the removal of 1nr internal door and infill with British gypsum multiboard or similar with insulation to match the surrounding existing wall.</p> <p>Provide plaster skim and mist coat as per manufacturers instructions prior to decoration and allow for decorations as per 3.2.2.</p>		

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3.4	M&E – M&E items are contractors design.		
3.4.1	<u>Electrics, cables</u> <i>Fire and LV cables installed adjacent to one another.</i> Allow to separate fire and LV cables and contain within secure trunking.	Provisional Sum	£2,700
3.4.2	<u>Internal lighting overhaul</u> <i>Internal lighting generally degraded, missing diffusers.</i> Allow to replace wall and ceiling lights.	Provisional Sum	£8,250
3.4.3	<u>IT Data</u> <i>Data junction box to be replaced.</i> Allow to strip and dispose of existing data junction box. Supply and install new data junction box.	Provisional Sum	£150
3.4.4	<u>Ventilation access panels kitchen</u> <i>Access panels to kitchen extract ductwork would aid cleaning.</i> Allow to supply and install access panels to kitchen extract ducting.	Provisional Sum	£450
3.4.5	<u>Electrical socket outlets renew</u> <i>Electrical sockets past economic life.</i> Allow to replace socket outlets to match existing capacity and locations.	Provisional Sum	£3,600
3.4.6	<u>Cost option</u> <u>Contractor's design</u> – Install an additional 2 double sockets to each room, locations to be confirmed. For the purpose of pricing assume existing capacity can be maintained.	Cost option	
3.2.7	<u>Redundant services</u> <i>There are a number of redundant services which should be removed prior to redecoration. These will be identified by the client/ CA.</i>	Provisional sum	

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	Allow a provisional sum of £1,000.00 for removal of redundant services.		
3.2.8	<u>Chair lift spur</u> Allow for a new electrical spur to allow for the future installation of a chairlift. Electrical requirements and exact location to be confirmed. Allow for £500.	Provisional sum	£500
4.0	Risk allowance		£7,500
		Total from above:	£