All Saints’ Catholic Academy – Sanitary Refurbishment Project
Tender Documents
# Document Control

| Job Number: | 2213 – 700 | Client: | Our Lady of Lourdes Catholic Multi Academy Trust |
| Initial Author(s): | G Johal | Date: | March 2021 |
| Reviewer: | J Edwards | Date: | March 2021 |
| Document Title: | All Saints’ Catholic Academy – Sanitary Refurbishment Project |

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<th>Issue</th>
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Section 1
Invitation to Tender
1.0 Instructions to Tenderers and Conditions of Tender

Introduction and Background

1.1 The tender documentation comprises the following:

Section 1  Instructions to Tenderers and Conditions of Tender
Section 2  Preliminaries and General Conditions
Section 3  Schedule of Work / Specification
Section 4  Contingency Sums
Section 5  Final Summary

This tender documentation is to be read in conjunction with any supporting documents, and any necessary allowances to achieve compliance with those documents must be included within the value submitted on the Form of Tender.

IMPORTANT NOTE: this document is to be read in conjunction with Our Lady of Lourdes Catholic Multi Academy Trust’s, Tender Evaluation Procedure which has been provided in conjunction to the tender documentation.

Contractors must notify Jarrad.edwards@make-consulting.co.uk when information has been downloaded and expressing interest of tendering.

Appendices

Appendix A  Form of Tender
Appendix B  Tendering Declaration
Appendix C  Freedom of Information Exclusion Schedule
Appendix D  Documents to be Returned
Tender Programme

1.2 The anticipated tender programme is as follows:

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<tr>
<th>Date</th>
<th>Stage</th>
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<tbody>
<tr>
<td>24&lt;sup&gt;th&lt;/sup&gt; March 2021</td>
<td>Invitation to Tender</td>
</tr>
<tr>
<td>14&lt;sup&gt;th&lt;/sup&gt; April 2021</td>
<td>Tender Return Date</td>
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<tr>
<td>21&lt;sup&gt;st&lt;/sup&gt; April 2021</td>
<td>Tender Evaluation</td>
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<tr>
<td>28&lt;sup&gt;th&lt;/sup&gt; April 2021</td>
<td>Contractor Appointment</td>
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<tr>
<td>28&lt;sup&gt;th&lt;/sup&gt; April 2021</td>
<td>CDM Planning Period (Lead in)</td>
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<tr>
<td>26&lt;sup&gt;th&lt;/sup&gt; July 2021</td>
<td>Start on Site</td>
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<tr>
<td>(Summer Holiday)</td>
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<tr>
<td>4 weeks from date of possession</td>
<td>Completion and Project Handover</td>
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When the successful contractor has been notified they shall provide a delivery programme to highlight commencement and completion of the works over the 4-week contract period. Should the contractor not agree with the time scales associated they must declare this on their delivery programme.

Obligations to Tenderer and Tender Pricing Documents

1.3 Tenderers must ensure that they are fully familiar with the nature and extent of the obligations of the Instructions to Tenderers and Conditions of Tender, Tender and Pricing Document and be aware that the performance standards will be strictly enforced. The Tenderer will be deemed to have read, examined and accepted the Instructions to Tenderers, Tender and Pricing Document and the requirements contained therein prior to the submission of the Tender. It is the responsibility of Tenderers to obtain themselves, at their own expense, all information necessary for the preparation of their tender.
1.4 This Invitation to Tender is intended for the addressee only. If you intend using Sub-contractors to help fulfil the Contract, this must be clearly stated within your response.

Accuracy

1.6 You are advised to check the accuracy of your Tender prior to submission.

Form of Submission

1.7 Tenderers shall complete and return the items listed in Appendix D – Documents to be returned.

1.8 The Form of Tender must be submitted duly signed. Any items for which you are unable to offer a price should be identified. Any other revisions to the Tender may invalidate the tender submitted.

Expenses/ Losses

1.9 The Client will not be responsible for payment of costs, expenses or losses which may be incurred by any Tenderer in the preparation and submission of their Tender, including site visits, attending pre or post contract presentations/ interviews or negotiations in connection therewith.

Format of Tender Submissions

1.10 All tenders are to be returned to the Client as detailed in section 1.34 of this document.

1.11 The Client cannot undertake to give consideration to any tender submitted otherwise, including telephone, email, and facsimile.
1.12 The closing time and date for receipt of tenders is **12:00 noon on 14th April 2021**. Any tender submissions received after the closing date will be rejected. Suppliers must ensure that they leave adequate time prior to the closing date to submit their response.

1.13 Tenders not in accordance with these instructions will be rejected.

1.14 Tender responses will not be opened until after the closing date for receipt of tenders has elapsed.

**Unsuccessful Tenders**

1.15 Notification of proposed award of contract will be given to all tenders during which time, unsuccessful tenderers may request a de-brief from the Client in respect of their tender submission and evaluation itself.

**Successful Tender**

1.16 An authorised representative from the Client Company (or approved representative) will notify the successful tenders.

**Invitation to Tender Material**

1.17 **ITT material** means information issued to the Tenderer by the Client or on its behalf, or to which the Tenderer has been given access, for the purposes of this ITT. ITT material remains the property of the Client or other owners and is released solely for the purpose of tendering.
1.18 **Return of ITT Material:** In the event that a recipient of ITT Material decides not to participate in the submission of a tender, the ITT Material shall be returned to its place of issue without delay. If a tender is submitted to the Client, the ITT Material may be retained by the Tenderer until the result of the competition is known. In the event that the Tenderer’s bid is unsuccessful the ITT Material shall be returned to its place of issue without delay. This will not apply to written material as it is sent out electronically.

1.19 **Intellectual Property Rights in ITT Material:** The Intellectual Property in ITT Material will belong to the Client or a third party. The ITT Material may only be used for the purpose of responding to this ITT and shall not be copied or disclosed to anyone other than employees of the Tenderer involved in the preparation of the tender, without the prior written approval of the Client. Client or the third-party owner may suffer damage for which compensation may be sought from a Tenderer, if the Tenderer discloses the ITT Material other than to employees involved in the tender preparation or uses the ITT Material other than for the purpose of tendering.

**Consultants, Contractors, Sub-Contractors and Suppliers**

1.20 It is the responsibility of Tenderers to provide proposed Sub-Contractors and Suppliers where applicable for all the technical and commercial information necessary to allow those potential Sub-Contractors and Suppliers to provide their proposals to the Tenderer. Client will not answer to any direct approach from such potential Sub-Contractors and Suppliers for details of any particular Invitation to Tender.

1.21 Tenderers are required to submit with their tender a schedule of all proposed Sub-Contractors, Suppliers and other Service Providers to be involved in the design delivery of the services.
Errors in Tenders

1.22 Tenderers will be given the opportunity to either stand by any genuine errors in their pricing or withdraw from the tendering process.

Confidentiality

1.23 Tenderers are to note the following:

They must not communicate any figures or other information indicating tender prices to any third party before the time set for the return of Tenders. (The only exception to this requirement is for the obtaining of insurance quotations, such information to be given in strict confidence).

They must not obtain or try to obtain any information in connection with any other Tender before the time set for the return of Tenders.

They must not make or discuss any arrangement with any third party regarding whether or not they should tender, or about their, or any other party’s Tender.

They shall not, without any prior approval in writing, take, or authorise the taking of, any photographs of any project for use in publicity or advertising or publish alone, or in conjunction with others, any articles, photographs or other illustrations relating to any project or any part thereof, nor impart to any publication, journal, newspaper, film or any radio or television programme any information relating to any project.

Tenderers are required to submit a signed ‘Declaration’ as provided for return with their tender.
Tender Queries

1.24 During the tender period all queries should be made via Jarrad Edwards at Make Consulting Limited email: Jarrad.Edwards@Make-consulting.co.uk

1.25 All written tender queries will be endeavoured to be acknowledged within 3 working days.

Tender Information/ Revisions

1.26 At any time after the issue of the Invitation to tender, the Client reserves the right to issue changes to Tender Information/ requirements. Tenderers, when preparing their submissions, must, as with the information generated by Tender Queries and Responses take these changes into account in drawing offer(s).

1.27 No alterations or qualifications to any of the tender documents shall be made unless they have been agreed in writing by the Client.

1.28 The purpose of this Invitation to Tender is to elicit an unequivocal bona-fide tender which is capable of acceptance for the purpose of appointing a contractor.

1.29 The Tenderers submission should not include any brochures or commercial information.

Tender Acceptance

1.33 The Client does not bind itself to accept the lowest or any tender and may refuse to consider any Tender which is incomplete or qualified in any way or not completed in strict accordance with the instructions contained within the invitation tender.
Tender Return Information

1.34 All tender returns must be sent to the following:

Return Tender via email and marked as the following:

TENDER: All Saints’ Catholic Academy – Sanitary Refurbishment Project
Email: tenders@ololcatholicmat.co.uk

Please do not cc any other representative of Our Lady of Lourdes Catholic Multi Academy Trust or Make Consulting Limited into the tender submission.
Section 2
Preliminaries
JCT MINOR WORKS BUILDING CONTRACT

Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS
The work comprises: Sanitary refurbishment project
Location: All Saints’ Catholic Academy, Broomhill Lane, Mansfield, Nottinghamshire, NG19 6BW

Second - CONTRACT DOCUMENTS
Contract drawings: As listed in Clause A11 / 110.
Contract documents: The following have been prepared which show and describe the work to be done: Contract Drawings and Contract Specification

Third - PRICED DOCUMENTS
Documents to be priced or provided by the Contractor: Priced Contract Specification

Fourth – CONSTRUCTION INDUSTRY SCHEME
The status of the employer is as stated in the contract particulars

Fifth – THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS
The status of the project is as stated in the contract particulars

Sixth – FRAMEWORK AGREEMENT
The Contract is not supplemented by a Framework Agreement.

Seventh – Supplemental Provisions
1 to 6 is as stated in the contract particulars
THE ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

4 - PRINCIPAL DESIGNER
Principal Designer: See clause A10/150.

5 – PRINCIPAL CONTRACTOR
Principal Contractor: See clause A10/130.

CONTRACT PARTICULARS

Fourth Recital and Schedule 2 - BASE DATE
Base date: Ten days prior to tender return.

Fourth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)
Employer at the Base Date is NOT ‘contractor’ for the purposes of the CIS.

Fifth Recital - CDM REGULATIONS
The project is notifiable.

Sixth Recital – The sixth recital will be deleted.

Seventh Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS
Collaborative working: Paragraph 1 applies
Health and safety: Paragraph 2 applies
Cost savings and value improvements: Paragraph 3 applies
Sustainable development and environmental considerations: Applies
Performance indicators and monitoring: Does not apply
Notification and negotiation of disputes: Applies
Where paragraph 6 applies, the respective nominees of the parties are:
Employer’s nominee: Martin Hodge of Make Consulting Limited
Contractor’s nominee: TBC
Or such replacement as each party may notify to the other from time to time.

CLAUSES

Clause 2.2 - COMMENCEMENT AND COMPLETION
Date for Commencement of the Works: To be agreed
Date for Completion: 4 weeks from Date of Commencement of the works (to be agreed).

Clause 2.8 - LIQUIDATED DAMAGES
At the rate of £880.00 per week or part thereof.

Clause 2.10 - RECTIFICATION PERIOD
Period: Twelve months from the date of practical completion.

Clause 4.3 – INTERIM PAYMENTS
The first due date is: One month from commencement of the work, and thereafter the same date in every month or the nearest Business Day in that month.

Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.
Percentage: 95 per cent.
Clause 4.3 - PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR ON OR AFTER PRACTICAL COMPLETION
Percentage: 97½ per cent.

Clause 4.3 and 4.8 – FLUCTUATIONS PROVISION
Schedule 2 (Contribution, Levy and Tax Changes): Does not apply.
Percentage to be added for Fluctuations Option: N/A

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED
Period: 1 month from the date of practical completion.

Clause 5.3 - CONTRACTOR’S INSURANCE - INJURY TO PERSONS OR PROPERTY
Insurance cover (for any one occurrence or series of occurrences arising out of one event): Not less than £10,000,000.00.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

Clause 5.4B (Works and existing structures insurance by Employer in Joint Names): Applies

Clauses 5.4A.1 and 5.4B.1.2 - PERCENTAGE TO COVER PROFESSIONAL FEES
Addition: 15 per cent.

Clause 7.2 - ADJUDICATION
The Adjudicator is: A member of the Royal Institution of Chartered Surveyors.
Nominating body: Royal Institution of Chartered Surveyors.

Schedule 1 paragraph 2.1 - ARBITRATION
Appointor of Arbitrator (and of any replacement): President or a Vice president of: The Royal Institution of Chartered Surveyors.
THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION
SECTION 2: CARRYING OUT THE WORKS
SECTION 3: CONTROL OF THE WORKS
SECTION 4: PAYMENT
SECTION 5: INJURY, DAMAGE AND INSURANCE
SECTION 6: TERMINATION
SECTION 7: SETTLEMENT OF DISPUTES

The Contract: Will be executed as a deed.
Section 3
Schedule of Works
ALL TENDERING CONTRACTORS MUST NOTIFY MAKE CONSULTING LIMITED AS SOON AS THE INFORMATION HAS BEEN DOWNLOADED AND CONSIDERED. THIS IS TO ENSURE ANY AMENDMENTS DURING TENDER ARE SHARED WITH THE RELEVANT PARTIES.

SHOULD THERE BE ANY DISCREPANCIES BETWEEN THE SCHEDULE AND DRAWINGS CONTRACTORS MUST RAISE THIS DURING TENDER PERIOD.

PLEASE ENSURE YOU HAVE ALL THE DOCUMENTS BEFORE PRICING:

Measurement

Quantities stated within the specification item are for the guidance of the contractor in pricing. However, the Contractor shall be aware that this is not a quantities-based contract, and, as such he will be deemed to have visited the site to ascertain the full extent and nature of the various works described and indicated on the contract drawings.

No claims shall be considered which result from a lack of knowledge and discrepancy from information reasonably obtained from on site investigations.

All areas and measurements provided are provisional in nature and are subject to remeasure at the appropriate rate.

Each item of the specification is to be priced individually to allow the Employer the choice of the extent of works.

General Requirements

The Contractor shall note that the items contained in the Works Schedule have been described in reasonable detail, but the Contractor shall consider them in conjunction with the working drawings, associated manufacturer’s recommendations and the actual work on site, and shall allow in his prices for everything necessary for carrying out the works in the best manner whether specifically mentioned or not.

Where approximate quantities are stated, they are for guidance only and the Contractor is advised to make his own assessment of the actual quantities required by visiting site prior to submitting a tender.
No alterations or qualifications of any kind are to be made by the Contractor to this Specification without written agreements of the Contract Administrator.

Unless stated otherwise the contractor is to allow for the supply of all material associated with the works.

The contractor is to ensure that strict access and egress arrangements are maintained throughout the contract to minimise the effect on the day to day operations of the school.

No works to be started without prior arrangement with the Contract Administrator and agreement of the Programme of Works. No claims for loss of time and other charges will be entertained should the above procedure not be complied with.

Provide all necessary temporary protection to maintain the property in a secure and weather tight condition throughout the duration of the works.

Unless otherwise stated all debris and redundant materials are to be carted from site and disposed of in accordance with all current legislation regarding disposal of waste materials. Disposal of waste materials is to be conducted in accordance with the Contractors Site Waste Management Plan. All disturbed surfaces are to be made good prior to installation of new.

All skips within 7.5m of the building must be lockable, the contractor should make an assessment of the site set up provisions during the tender period. Variations of skip type will not be accepted during the delivery unless driven by client change of this clause.

Report immediately to the Contract Administrator any suspected asbestos based materials discovered during the works that have not been identified already, and work should stop immediately. Avoid disturbing such materials and agree with the Contract Administrator a safe method of removal/encapsulation. Work can only commence following written approval from the Contract Administrator.

If the material which the sample represents is to be stripped, removed or disturbed in any way then arrangements must be made to comply with the Control of Asbestos Regulations 2012, and any other relevant legislation.

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The Contractor shall ensure that all material and workmanship comply with Regulation 7 of the Building Regulation 2010, relevant British and European Standards.

All electrical and mechanical installations/alterations are to be designed, altered and installed by the Principal Contractors Sub Contractor. The details of these are to be passed to the Contract Administrator for approval prior to commencement of works.

The Contractors price is to include for all safe access equipment, safety scaffolding, hoisting and secure storage on site throughout the works

**Contractor to allow for their own welfare for the full duration of works. Client will omit if not required. Include costs here.**
Asbestos Based Materials

Report immediately to the Contract Administrator (CA) any suspected asbestos based materials discovered during the works that have not been identified already, and work should stop immediately. Avoid disturbing such materials and agree with CA a safe method of removal / encapsulation. Work can only commence following the written approval of the CA.

If the material which the sample represents is to be stripped, removed or disturbed in any way then arrangements must be made to comply with The Control of Asbestos Regulations 2012, approved Codes of Practice and any other relevant legislation.

The contractor must provide evidence of awareness training certificates on issuing on the tender on the companies / personal being utilised. Should evidence not be provided your tender will not be deemed compliant.

Prior to working with Our Lady of Lourdes Catholic Multi Academy Trust, all Contractors must attend an asbestos briefing by 2M asbestos, introducing the Academy Trust’s standard asbestos procedures and updated polices. Please allow for up a day of time for contracts manager & site manager to be in attendance.

Asbestos R&D Survey will be made available prior to starting on the proposed project and will be compiled by 2M asbestos. Please contact Jarrad Edwards for a copy if a copy was not provided at tender.
Drawings References:

001 – Proposed WC Layout

002 – Proposed Ceiling and Decoration Layout

003 – Door Schedule
**Demolition & Site Preparation**

**Protection**

Allow for temporary protection to maintain the properties current condition throughout the duration of the works, this includes walls, floors, doors and transit routes and also dust protection to the adjoining areas.

Welfare location must also be protected and photographed.

Contractor shall also take a photographic schedule of the working areas to document condition prior to commencement of the works.

**Strip out works**

Remove and dispose partition wall between existing girls and boys WCs and make good, disturbed surfaces.

Remove and dispose bulkhead over existing basins.

Isolate and remove existing sanitaryware. Cutting back services as required. Ensure no dead legs remain.

Remove and dispose existing WC cubicle partitions and doors.

Break out and form opening in existing wall to provide access between the corridor and new WC. Prepare aperture ready for installation of new door set. Allow for all temporary propping for the duration of the works and structural support if required.

Remove and dispose of existing wall tiles and make good wall surface.

Remove and dispose existing suspended ceiling tiles and grid.

Allow for the isolation of electrical services to the existing girls and boys WCs ready to receive new lighting.

Isolate electrical services, disconnect and remove existing light fittings ready to

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receive new.

Carefully remove and dispose of existing floor coverings and as much adhesive as possible to full extent of area of works.

Remove and dispose of 2nr existing door set.

Contractor is to ensure all items have been removed in preparation for the new installation and layout.

**WC Reconfiguration Works**

**Infill 2nr Openings - Stud Partition**

Supply and install new full height studwork partitions in place of 2nr existing WC Doors and form partition to form WC lobby.

The partitions are to be constructed with GypWall Classic 70 S 50 'C' Stud with centres in accordance with the manufacturers installation guide to suit the partition height with 50mm Rockwool insulation within the void.

The studwork shall be clad both sides with 11mm plywood board and 12.5mm plasterboard to either side of the wall, fixed to frame. Fill and tape all joints to provide a smooth flush finish to plasterboard joints. Supply and apply 3mm plaster skim finish, in preparation for decorations.

The leading edges between the newly created stud partition and the existing stud/plastered walls shall be finished with self-adhesive scrim tape to form a seamless junction before applying the finishing plaster.
Ceiling – Exposed grid and Mineral Tile

To new unisex WC, supply and install new suspended grid system.

Exposed suspended ceiling grid system by Armstrong World Industries Ltd, reference Prelude 24 Max, colour; white. Allow for installing timber perimeter battens.

Supply and install new 600 x 600mm mineral ceiling tiles by Armstrong World Industries Ltd, reference Armstrong Dune eVo board.

Tegular tiles to be cut to perimeters and reformed to basic rebated details using hand tools. All visible cut edges to be hand decorated.

Lighting and other service fittings to be securely fixed and left tidy with cabling on trays. No fixtures or fittings to be supported directly onto the back of tiles. A timber pattress or other suitable method to be used to ensure that the fitting load is transferred onto the grid. Overall loads not to exceed Armstrong’s guidelines.

Contractor to ensure all ceiling tiles are fixed in position on handover, replacing any damages tiles in accordance with manufacturer’s recommendations.
Internal Doors

Supply and install new 2nr FD30 door sets (Door and Frame) including the listed ironmongery.

Doors to be timber veneer to match existing.

Unless otherwise specified, gaps between frame and door to be as follows: 2 to 4mm long vertical edges and top edge. Max 10mm along bottom edge.

Ironmongery to be supplied by Turentek Ltd with the typical ironmongery requirements being:

- Ball bearing hinge (3 per leaf)
- 800mm SSS 19mm Dia. Bolt through D pull handle
- 800 x 75mm SSS push plate
- Cam action doors closer.
- Fabric Finger guard
- Kick plate (800 x 150 x 1.2mm) on both sides.
- Floor mounted door stop

Please provide a cost for:
- Door 1
- Door 2

Supply and install WC signage to Door 1. Wording and style TBC by CA.

Contractors must provide fire door certification at the end of the project.
Floor Coverings

Vinyl Floor Covering

Prior to the installation of the new vinyl floor covering, the contractor is to allow for the supply and installation of a new latex screed.

Supply and lay Polysafe Astral PUR vinyl floor covering (colour TBC). Sheet vinyl manufactured by:

Polyflor Ltd, PO Box 3, Radcliff Road, Whitefield, Manchester, M45 7NR.
Tel: 0161 767 1111 Fax: 0161 767 1128
Email: info@ployflor.com, Web: www.polyflor.com

Allow for sealing floor covering around sanitaryware and including around door lining and architrave with an appropriate silicone sealant.

Vinyl flooring within toilets to lap up the wall over CF38R radius cove former, fixed at the junction of the wall and floor, up to a minimum height of 100mm and finished into Capping Seal CS-N (Colour Black). Cove former should be adhered to wall/floor with contact adhesive. Contractor to allow for all corner capping to external corners and around vanity units all mitred and joints within the coving must be hot welded with matching coloured rod. Coved skirting to taper at all doorways.

Sheet vinyl to be installed strictly in accordance with manufacturer’s guidelines and to BS 8203.

Carpet

Allow for making good flooring to new doorway Door 1 onto the corridor. Carpet to match existing on site.
Thresholds

Supply and install new aluminium low profile threshold strips from Gradus at all junctions between different floor surfaces. Strip to be installed and fixed in accordance with manufacturers instruction and recommendations.

Fixtures and Fittings

Joinery

Supply and fit pre-primed softwood architrave around all new door frames, size and profiles to match existing in the building. New architraves to be fixed using both mechanical and adhesive fixings.

Supply and fit new skirting to all new partitions (with the exclusion of those to receive coved skirting) to match existing on site.
### Pre-Plumbed Vanity Units

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**Manufacturer**
Bushboard Washroom Systems Ltd
Unit 1400 1st Floor Montagu Court
Kettering Parkway
Kettering Venture Park
Kettering, Northants NN15 6XR
Tel.01536 533620
washrooms@bushboard-washrooms.co.uk

*No alternative will be accepted at tender stage, alternatives to be considered after appointment only.*

**Vanity Unit**
Product Reference: Counter Top Vanity Unit (RPM)
Upstand: 115mm upstand
Bed height: 800mm
*All colours TBC by CA prior to order.*

**Vanity Top**
Vanity Top Material: Solid Grade Laminate (SGL)
Core: High density 1350kg/m² Solid Grade Laminate (SGL) with decorative face
Finish: Solid Grade Laminate
Exposed Edges: Polished black radiused edges
Bed Depth: 355mm
Downstand: 300mm
Colour Choice: Standard

**Undervanity**
Undervanity Material: Solid Grade Laminate (SGL)
### Vanity Panels

Vanity Panels: Solid Grade Laminate (SGL)  
Core: High density 1350kg/m³ Solid Grade Laminate (SGL) with decorative face  
Finish: Solid Grade Laminate  
Exposed Edges: Polished black radiused edges  
Colour Choice: Standard

Full height IPS to be installed to the service hatch.

### Cubicle System:

Product Reference: **Bushboard HiZone HPL, with over panel**  
*Full height - Cubicle height and colours TBC prior to order. Contractor is to provide a drawing prior to order.*

Frame:  
18mm nominal thickness pilasters and door over panels.  
Finish: Moisture resistant 680kg/m³ grade chipboard faced with high pressure laminate.  
Colour: Refer to Bushboard standard colour range.

Panels / Doors:  
Core Material: 18mm nominal thickness moisture resistant 680kg/m³ grade chipboard.  
Finish: High Pressure Laminate.  
Colour: Refer to Bushboard standard colour range.  
Edge Treatment: 1mm matching PVC lipping.

Ironmongery / Accessories:  
Headrail / Pilaster Shoe: Powder coated aluminium available in a choice of colours.  
Indicator Bolt: Steel lock body with steel slider and soft feel doorknob. ABS lock faceplate. External emergency release function.  
Hinges / Channels: Powder coated aluminium hinges and wall channels.
**Sanitaryware – WCs**

Supply and install back to wall pan WC suite within all pupil WCs (7 no.) to include lever flush.
IPS with pre-plumbed cisterns.
Seat colour: TBC
(bushboard’s own units to suit layout).

**Sanitaryware – Basins**

Supply and install Shenley 500 countertop basin with press action taps (5 no.).
**Washroom Accessories**

Supply and install lockable jumbo plastic toilet roll holder within each new toilet cubicle (7 no.).

Supply and install 1 no. white plastic soap dispenser 250mm high x 115mm wide x 115mm between each double basin (5 no. in total).

Supply and install Armitage Shanks Doc M Contour 21+ Ambulant Care Back to Wall Pack within Ambulant Disabled WC. Colour of grab rails TBC.

**Mirrors**

Supply and install rectangular bevelled edge safety mirrors above all pupil wash hand basins (5 no.), approx. size 450x450mm.
Internal Decorations

General Information

Prior to painting existing rooms. Ensure all wall mounted items are removed prior to decoration.

Client to confirm which items are to be re-instated.

The contractor is to allow for making good any damages internal surfaces which were affected by work related activities.

Walls

All bare plaster surfaces to be clean, dry, free from all defected or poorly adhering material, dirt, wax etc prior to the application of the following paint system. Wall colour TBC.

Mist coat – 1 coat of thinned Crown Trade Clean Extreme Matt Emulsion
Finishing coat – 2 coats of Crown Trade Clean Extreme Matt Emulsion

Joinery

Decorate all previously painted and new bare timber surfaces. All timber is to be clean, dry and free from all defective or poorly adhering material, dirt, wax etc prior to the application of the following paint system.

Primer - 1 coat of Dulux Trade Wood Primer White
Undercoat - 1 coat of Dulux Trade New Work Undercoat
Finishing coat - 2 coats of Dulux Trade New Work Gloss
Wall cladding

Contractors are to allow for overboarding walls with 1 layer of plasterboard to the elevations wall cladding will be installed.

Supply and fit Altro Whiterock Satins wall cladding system for the full length of the wall running 300mm higher than the wash hand basins and to terminate above the pipe work boxing. Cladding to be fixed using Altrofix adhesive to back of sheets with the recommended notched trowel applicable to the adhesive selected. Standard colour TBC.

Drainage

Supply and install all above ground drainage to connect from new sanitaryware positions and wash hand basins to mains drainage outlets.

All drainage to be installed in accordance with the Building Regulations Part H and BS EN 12056.

Contractor to allow for breaking into existing drainage routes to facilitate the new installation and to ensure it is free flowing upon completion. Make good any disturbed surfaces.

Pipework Boxing

Supply and fit Pre-formed melamine faced pipework boxing (R. L and U Profiles) by Pendock to all exposed pipework, or similar approved.

Pipework boxing to be screw fixed (with caps) at regular intervals to SW timber framework in accordance with manufactures instructions.

Include for all necessary end caps, pre-formed corner sections and joining stripes.

To Collection £
Electrical Installations

The Electrical Contractor shall note that the items contained in the Works Schedule have been described in reasonable detail, but the Contractor shall consider them in conjunction with manufacturer’s recommendations and the actual work on site.

The electrical items are contractors design proportion and it is their responsibility to ensure they have made the necessary allowances.

Programme of Works

Please refer to the Main Contractor for a full programme of works.

The Electrical Contractor should be aware that the building will remain fully occupied and operational during the works and, therefore, sufficient out-of-hours working will be necessary in order to carry out isolations and identification of circuits to be isolated.

Where circuits are isolated, he shall ensure that all other areas not forming part of the works at that time remain fully functional.

Removal of Existing

The Electrical Contractor should be aware that the works are to be carried out within a live operational school building and some circuits which are isolated may affect other areas. These other areas shall remain fully operational during the works, therefore, all rooms not involved in these works should have their lighting, power, data, etc fully maintained whilst the modifications are being carried out.

The Electrical Contractor shall allow for the removal / modification of existing services which are not required for the new layouts. Any equipment removed and not required shall be safely disposed of. Any circuits not required should be removed together with all wiring back to the distribution board they are fed from.

Whilst removing existing circuits and services, the Electrical Contractor shall make due allowance for site investigation to ensure that prior to isolating and removing circuits, these do not feed any other areas.
Regulations and Standards

The Electrical Contractor shall ensure that the installation is installed, inspected and tested in accordance with the following:


− Statutory Acts including Health & Safety at Work Act, Electricity at Work Regulations 1989 and Workplace (Health Safety and Welfare) Regulations.

− British Standards and British Standards Codes of Practice. Where an appropriate standard does not exist, CENELEC Harmonisation or IEC Standard shall be used where relevant.

− National Inspection Council for Electrical Installations, Contractors Standards for Installation.

General Method of Installation

The electrical services installation shall be wherever possible flush concealed within the building.

The Electrical Contractor shall liaise during the construction phase of the project with the Main Contractor to conceal cables wherever possible.

Lighting

The Electrical Contractor shall design, supply and install LED recessed lighting as required for the proposed layout and suitable for a WC environment.

All cables are to be concealed within the suspended ceiling void.

Lights to be activated by PIR sensors. Isolate, disconnect and removed existing switches and make good.

Reconfigure the circuit and switching to suit use of newly partitioned WC and WC lobby.

To Collection £
Fire Alarm

Fire detection: isolate prior to commencement; reinstate prior to completion. Supply and fix 9 no. new dual heat / optical smoke detectors to locations as shown on drawings 002 programmed to heat ONLY 8am-4pm; smoke & heat 4pm-8am.

Contractor for consideration is:
WEC Alarms Ltd, 2 Willow Wong, Burton Joyce, Nottingham, NG14 5FD
Tel: 0115 931 2656
Email: info@wecalarms.com

Alternative installers can be put forward by tendering contractors.

Intruder Alarm

Allow for all intruder alarms to be taken down and reinstated following the completion of the works.

New location to suit revised layout.

Hand Dryers

The Electrical Contractor shall supply and install 5 no. hand dryer in the WC area.

Hand driers shall be automatic and manufactured by Messrs Warner Howard and shall be their Airforce 1 model, finished in white reference BC0323 or equal and approved.

All cables to be concealed where possible.

The hand driers shall be fed via an unswitched fused connection unit at high level and flush wiring to the hand drier terminating in a flush box behind the equipment.

The height of the hand driers shall be determined on site with the CA.
**Mechanical Installations**

**Domestic Hot & Cold-Water Services**

*Contractor design proportion.*

Contractor is to provide a solution for hot and cold-water services to be adapted to feed new installation as per the proposed drawings by Make Consulting.

The contractor shall flush out and clean all water systems with clean water after satisfactory completion of all tests.

**Ventilation**

Maintain the existing ventilation system.

**Provisional Sums**

Allow a provisional sum of £2,500.00 for asbestos due to an R&D survey not being available at the point of tender.

Allow a provisional sum of £2,500.00 for structural support to facilitate the removal of the wall between the existing WCs.
**Completion**

Upon completion, the Contractor is to ensure that any disturbed areas are made good.

Ensure the entire site and all areas affected by the works are left clean and tidy. Remove all debris and any redundant plant and materials from the site.

Allow for thorough clean down of all surfaces including any windows, soffits etc affected to the satisfaction of the Contract Administrator prior to handover.

Contractors must allow for a full professional deep clean prior to handover of the working areas.

O&M manuals are to be provided by the contractor upon completion.
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<th>COLLECTION</th>
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<td>Page 4/21</td>
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</table>
Section 4
Contingency Sums
### 4.0 - Contingency Sums

Include the following contingency for expenditure upon the instruction of the Contract Administrator.

<table>
<thead>
<tr>
<th>Allowance for Unforeseen Works</th>
<th>£5,000.00</th>
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Section 5
Final Summary
<table>
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<tr>
<th>Section</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Invitation to Tender</td>
</tr>
<tr>
<td>2</td>
<td>Preliminaries and General Conditions</td>
</tr>
<tr>
<td>3</td>
<td>Works Schedule</td>
</tr>
<tr>
<td>4</td>
<td>Contingency Sums</td>
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</tbody>
</table>

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Appendix A
Form of Tender
Form of Tender

For Sanitary Refurbishment Project On Behalf of All Saints’ Catholic Academy

I/We having read the Conditions of Contract and the Specification and Drawings delivered to me/us do hereby offer to execute and complete the whole of the works described for the following Fixed Price Sum:

………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………….. (£…………………………………)

(20% VAT £……………………………)

I/We undertake in the event of your acceptance to execute with you a Form of Contract embodying all the conditions and terms contained in this offer.

I/We understand that the cost of preparing this tender is to be borne entirely by the Contractor.

I/We agree that this is a wholly bona-fide tender and the tender price will not be divulged to any person or body before the time for the submission of the tender.

I/We agree that the Employer will observe the general principles contained in JCT Practice Note 2017.

I/We undertake to complete the Works within the period stated in the specification.

I/We understand that the lowest or any tender will not necessarily be accepted.

I/We understand that this tender remains open for consideration for 90 days from the date fixed for the submission of tenders.

Dated this…………………………………… day of ....................................................... 2021

Name of Contractor:........................................................................................................

Registered Office:........................................................................................................

Signature of Contractor:....................................................................................................

This tender must be returned no later than date and time detailed on the Invitation to Tender
Tendering Declaration

Works: For Sanitary Refurbishment Project On Behalf of All Saints’ Catholic Academy

In response to the Invitation to Tender for All Saints’ Catholic Academy Sanitary Refurbishment Project, I/We, the undersigned, confirm that in submitting a tender against this contract that I/We

1. declare that to the best of my/our knowledge the answers submitted and information contained in this document are correct and accurate.

2. understand that the information submitted within this tender will be used in the selection process to assess my/our organisation’s suitability to be awarded the Contract.

3. understand that the Customer may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

4. certify that I/We have not done, and I/We will not, at any time before the notification of tender results, do any of the following:
   4.1 Communicate to any person other than the person calling for the tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender;
   4.2 Enter into any agreement or arrangement with any person that he/she shall refrain from tendering or as to the amount of any tender to be submitted;
   4.3 Offer to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other tender or proposed tender for the said work any act or thing of the sort described above. In the context of this clause the word ‘person’ includes any persons and any body or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

5. undertake that this offer shall remain valid and open for acceptance for a period of 90 days from the date of submission unless specifically withdrawn in writing.
Tendering Declaration Continued...

6 understand that the Customer is not bound to accept any tender it receives.

7 contract and agree, on the acceptance of this tender, in whole or part, to perform the services detailed in the Specification, at the prices and terms quoted, and in accordance with the terms and conditions of the Contract.

8 accept the terms and conditions of the Contract set out in the Invitation to Tender, to which this tender is my/our response, and I/we undertake to perform any contract awarded as a result of this tender in strict conformity with those terms and conditions.

9 understand that my/our responses to the questions posed in this Invitation to Tender including any explicit or reasonably implied undertakings, will form part of any contract subsequently entered into between myself/ourselves and the Customer.

10 confirm that if our tender is accepted we will, if required, upon request and without delay:
(a) Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
(b) Sign a formal contract document if required;

11 confirm that I/we understand and will comply with the retrospective rebate provision as detailed in Section 2, Introduction and key contract requirements, of the Invitation to Tender, Part A, supported by clause 16 in the terms and conditions of the Framework Agreement.

12 agree that unless and until a Contract is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.

13 certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this Invitation to Tender. I/We understand that false information could result in my/our exclusion from further participation in this and future tender processes.
Tendering Declaration Continued...

14  Am/are aware of the consequences of serious misrepresentation.

This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.

SIGNED by  ___________________________ (Designation e.g. Director)

Name in capitals  ___________________________

For and on behalf of  ___________________________

Date  ___________________________
Appendix C
Freedom of Information Exclusions Schedule
Freedom of Information Exclusions Schedule

Tenderers’ attention is drawn to the Conditions of Tender and the Terms and Conditions of the Contract.

As a public body, the Customer is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Customer shall treat all Tenderers' responses as confidential during the procurement process, but may receive requests information after the Contract is awarded which it will need to consider, applying the principles of the FOIA. More information is available on www.ico.org.uk

While the Customer aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information is identified to the Customer below.

Tenderers are advised to refer to the FOIA to determine what they are entitled to identify as confidential or commercially sensitive. Simply stating that the entire document is confidential or commercially sensitive is unlikely to be acceptable and Tenderers should note that ultimate disclosure of information is at the sole discretion of the Customer. Failure to complete the below will result in the Customer considering that none of your tender submission is confidential or commercially sensitive.

Tenderers should state below which items of information (if any) supplied by them in their tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the FOIA. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Confidential or commercially sensitive information

I believe that the following information is commercially sensitive:
Freedom of Information Exclusions Schedule continued...

The information above should not be disclosed to any third party for the following reasons (references to the Freedom of Information Act 2000 would be helpful):

The information should be treated as confidential or commercially sensitive until the following date(s):

SIGNED by ______________________________________ (Designation e.g. Director)

Name in capitals __________________________________

For and on behalf of __________________________________

Date ____________________________________________
Appendix D
Documents to be Returned
## Documents to be Returned

I/We hereby acknowledge the return of the following documentation by email:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Form of Tender (Appendix A)</td>
</tr>
<tr>
<td>2</td>
<td>Tendering Declaration</td>
</tr>
<tr>
<td>3</td>
<td>Freedom of Information Exclusion Schedule</td>
</tr>
<tr>
<td>4</td>
<td>Priced Works Schedule</td>
</tr>
<tr>
<td>5</td>
<td>Priced Section 5 (Contingency Sums)</td>
</tr>
<tr>
<td>6</td>
<td>Priced Section 6 (Final Summary)</td>
</tr>
<tr>
<td>7</td>
<td>Delivery Programme</td>
</tr>
<tr>
<td>8</td>
<td><strong>A6. Non – Price Method Statement</strong></td>
</tr>
</tbody>
</table>

Signed: ........................................................................................................................................

Date: ...........................................................................................................................................

Position: ......................................................................................................................................

Company/Organisation: ......................................................................................................................

...................................................................................................................................................

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<table>
<thead>
<tr>
<th>Door Ref</th>
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<th>Door Size</th>
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<tbody>
<tr>
<td>Door 1</td>
<td>830</td>
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<tr>
<td>Door 2</td>
<td>830</td>
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<tr>
<td>A</td>
<td>A</td>
<td>Door Type</td>
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<tr>
<td>Ball Bearing Hinge (3 per leaf)</td>
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<tr>
<td>800mm SSS 19mm Dia. Bolt Through D Pull Handle</td>
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</tr>
<tr>
<td>800 x 75mm SSS Push Plate</td>
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<tr>
<td>Cam Action Door Closers</td>
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<tr>
<td>Finger Guard</td>
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<tr>
<td>Kick Plate (800 x 150 x 1.2mm)</td>
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<tr>
<td>Floor Mounted Door Stop</td>
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C/L OF SPINDLE, PUSH PLATE OR PULL HANDLE