

GB-Shrewsbury: DONV 002 - Nag's Head 1784 Engine House Repair Project

Competitive Contract Notice

1. Title: GB-Shrewsbury: DONV 002 - Nag's Head 1784 Engine House Repair Project
2. Awarding Authority:
Shropshire Council
Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom
Tel. +44 1743252992, Fax. +44 1743253910, Email: procurement@shropshire.gov.uk, URL:
www.shropshire.gov.uk
Contact: Procurement, Attn: Procurement
3. Contract Type: Works
Sub Type: Execution
4. Description: Buildings of particular historical or architectural interest. This Contract is for conservation building work to consolidate the ruins of the Nag's Head 1784 Engine House, Pontesford - a stone built engine house and capping of adjacent mine shaft to include:

- the provision of preparatory work and vegetation clearance
- consolidation of the engine house structure
- timber work
- soft capping of horizontal surfaces
- capping of the adjacent mine shaft.

The contractor must have experience of conservation building work, preferably with additional experience in the conservation of ruins.

5. CPV Codes:
45212350 - Buildings of particular historical or architectural interest.

6. NUTS Codes :
UKG22 - Shropshire CC

7. Main Site or Location of Works, Main Place of Delivery or Main Place of Performance: Shropshire CC,

8. Reference Attributed by the Awarding Authority: DONV 002

9. Estimated Value of Requirement: Category I: 50K to 100K
Currency: GBP

10. Deadline for Expression of Interest: 14/11/2016 12:00:00

11. Address to which they must be sent:

Shropshire Council
Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom
Tel. +44 1743252992, Fax. +44 1743253910, Email: procurement@shropshire.gov.uk, URL:
www.shropshire.gov.uk
Contact: Procurement, Attn: Procurement

12. Other Information:

Other Information: The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-GB-Shrewsbury:-DONV-002---Nag%27s-Head-1784-Engine-House-Repair-Project/V7HCX74Y3T>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/V7HCX74Y3T>

TKR-20161019-PRO-8970990

Suitable for VCO: No

Procedure Type: OPEN

Period of Work Start date: 01/12/2016

Period of Work End date: 31/03/2017

Is this a Framework Agreement?: no

Commissioning Development & Procurement

Shirehall, Abbey Foregate
Shrewsbury, SY2 6ND



Tel: (01743) 252993

Fax: (01743) 255901

Please ask for: [REDACTED]

Email: procurement@shropshire.gov.uk

Dear Bidder

DONV 002 - NAG'S HEAD 1784 ENGINE HOUSE REPAIR PROJECT

SHROPSHIRE COUNCIL

You have been invited to tender for the above requirement. With this letter please find copies of the following documents:

1. Instructions for Tendering (for completion and return)
2. Tender Response Document (for completion and return)
3. Schedule of Architect's Tender Documents
4. Specification and Schedule of Works
5. Detail A & B v2016
6. Detail C v2016
7. Detail D v2016
8. Detail E v2046
9. Detail G v2016
10. Ground floor plan
11. External Elevations
12. Cross Sections
13. Site Plan
14. Site Access Plan
15. Location Plan
16. 341-S2a Ground Floor Plan
17. 341-S3a Cross sections
18. 341-S4a External elevations
19. Tender Stage H & S 2016
20. Steel Fabrication Notes
21. A Mine Cap Details

Tenders should be made on the enclosed Tender Response Document. Your Tender must be completed, signed and returned along with a signed copy of the instructions for tendering through our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.

Please pay particular attention to the points below concerning the returning of tenders.

Returning of Tenders

- The deadline for returning tenders is **noon on 14th November 2016** any tenders received after this time will not be accepted
- Tenders are to be submitted through Delta, our electronic tender portal
 - Please ensure that you allow yourself at least two hours when responding prior to the closing date and time, especially if you have been asked to upload documents. If you are uploading multiple documents you will have to individually load one document at a time or you can opt to zip all documents in an application like WinZip. Failure to submit by the time and date or by the method requested will not be accepted.
 - **Once you upload documentation ensure you follow through to stage three and click the 'response submit' button. Failure to do so, will mean the documents won't be viewable by the Council.**

Tenders **cannot** be accepted if:

- Tenders are received by post, facsimile or email
- Tenders are received after **12 noon on the given deadline**

Freedom of Information

Under the provisions of the Freedom of Information Act 2000 from 1 January 2005, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. Information about your organisation, which Shropshire Council may receive from you may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.

Therefore if you provide any information to Shropshire Council in the expectation that it will be held in confidence, you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

Other Details

Please note that if supplementary questions are raised by any tenderer prior to the closing of tenders and Shropshire Council decides that the answers help to explain or clarify the information given in the Tender Documents, then both the questions and the answers will be circulated to all enterprises invited to submit a tender. Please raise all clarification questions before the deadline of **7th November 2016**

As part of its sustainability policy, Shropshire Council encourages tenderers to minimise packaging, particularly presentational or retail packaging.

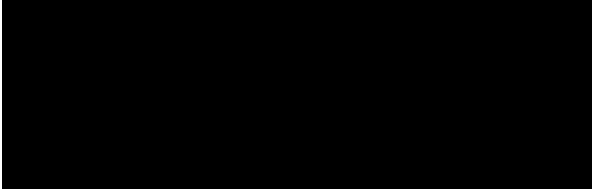
Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement

personal info

Please also note that Shropshire Council is committed to achieving Social Value outcomes through maximising the social, economic and/or environmental impact of all its procurement activity. Specific requirements for this contract are set out within the Tender Response Document and in addition for your further information the council's Social Value Framework guidance can be found at www.shropshire.gov.uk/doing-business-with-shropshire-council.

If you have any queries relating to this invitation to tender, please contact me through email: procurement@shropshire.gov.uk

Yours faithfully



Commissioning Development and Procurement Manager
Procurement & Contracts
Enc



INSTRUCTIONS FOR TENDERING

DONV 002

**Stiperstones & Corndon Hill Country
Landscape Partnership Scheme**

**Nag's Head 1784 Engine House
Repair Project**

Contract Description:

This Contract is for conservation building work to consolidate the ruins of the Nag's Head 1784 Engine House, Pontesford - a stone built engine house and capping of adjacent mine shaft to include:

- the provision of preparatory work and vegetation clearance
- consolidation of the engine house structure
- timber work
- soft capping of horizontal surfaces
- capping of the adjacent mine shaft.

The contractor must have experience of conservation building work, preferably with additional experience in the conservation of ruins.

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1.0 Invitation to Tender

- 1.1** You are invited to tender for the provision of conservation building work to consolidate the ruins of the Nag's Head 1784 Engine House, Pontesford as detailed in the Tender Response Document. The contract will be for a period of **4 months** commencing on the 1st December 2016
- 1.2** Tenders are to be submitted in accordance with the General Terms and Conditions of Shropshire Council and the instructions outlined within this document.
- 1.3** Tenders must be submitted in accordance with the following instructions. Tenders not complying in any particular way may be rejected by Shropshire Council (the Council) whose decision in the matter shall be final. Persons proposing to submit a Tender are advised to read the Invitation to Tender documentation carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.
- 1.4** The Invitation to Tender documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Invitation to tender document other than on an "in confidence" basis to those who have a legitimate need to know or who they need to consult for the purpose of preparing the tender as further detailed in these Instructions for Tendering.
- 1.5** Tenderers shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium without the prior consent of the Council.
- 1.6** The fact that a Tenderer has been invited to submit a tender does not necessarily mean that it has satisfied the Council regarding any matters raised in the pre-tender questionnaire submitted. The Council makes no representations regarding the Tenderer's financial stability, technical competence or ability in any way to carry out the required services. The right to return to any matter raised in any pre-tender questionnaire submitted as part of the formal tender evaluation is hereby reserved by the Council.
- 1.7** The Invitation to Tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a tenderer to submit a tender or enter into a Contract or any other contractual agreement.
- 1.8** Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement.

2.2 Terms and Conditions

- 2.1** Every Tender received by the Council shall be deemed to have been made subject to the General Terms and Conditions and these Instructions for Tendering unless the Council shall previously have expressly agreed in writing to the contrary.

2.2 The Tenderer is advised that in the event of their Tender being accepted by the Council, they will be required to undertake the required services.

3.0 Preparation of Tenders

3.1 Completing the Tender Response Document

3.1.1 Tenders should be submitted using the 'Tender Response Document' following the instructions given at the front of the document. The Tenderer's attention is specifically drawn to the date and time for receipt of Tenders and that no submission received after the closing time will be considered.

3.1.2 All documents requiring a signature must be signed;

- a) Where the Tenderer is an individual, by that individual;
- b) Where the Tenderer is a partnership, by two duly authorised partners;
- c) Where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.

3.1.3 The Invitation to Tender Documents are and shall remain the property and copyright of the Council

3.2 Tender Preparation and Costs

3.2.1 It shall be the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their Tender. No claim arising out of want of knowledge will be accepted. Any information supplied by the Council (whether in the Tender Documentation or otherwise) is supplied only for general guidance in the preparation of tenders.

3.2.2 Any Tenderer considering making the decision to enter into a contractual relationship with the Council must make an independent assessment of the Tender opportunity after making such investigation and taking such professional advice as it deems necessary.

3.2.3 Tenderers will be deemed for all purposes connected with their Tender submission where appropriate to have visited and inspected the Council, its assets, all the locations in respect of the delivery of the services/supplies/works and to have satisfied themselves sufficiently as to the nature, extent and character of the services supplies/works sought, and the human resources, materials, software, equipment, machinery, and other liabilities and other matters which will be required to perform the contract.

3.2.4 The Council will not be liable for any costs incurred by Tenderers in the preparation or presentation of their tenders.

3.2.5 Tenderers are required to complete all pricing schedules in the Invitation to tender documents. The terms "Nil" and "included" are not to be used but a zero or figures must be inserted against each item. Unit rates and prices must be quoted in pounds sterling and whole new pence.

3.2.6 It shall be the Tenderer's responsibility to ensure that all calculations and prices in

the Tender documentation are correct at the time of submission.

- 3.2.7 The Tenderer is deemed to have made him/herself acquainted with the Council's requirements and tender accordingly. Should the Tenderer be in any doubt regarding the true meaning and intent of any element of the specification he is invited to have these fully resolved before submitting his Tender. No extras will be allowed for any loss or expense involved through any misunderstanding arising from his/her failure to comply with this requirement.
- 3.2.8 Any Tender error or discrepancy identified by the Council shall be drawn to the attention of the Tenderer who will be given the opportunity to correct, confirm or withdraw the Tender.
- 3.2.9 The Tender Documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Tender document other than on an In Confidence basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

3.3 Parent Company Guarantee

It is a condition of contract that if the tendering company is a subsidiary then its Ultimate Group/Holding Company must guarantee the performance of this contract and provide a letter to that effect signed by a duly authorised signatory of the Ultimate Group/Holding Company if requested to do so by the Council. Where the direct parent company cannot provide an adequate guarantee in the opinion of the Council, the Council will look to another group or associate company, with adequate assets, to be the guarantor. In cases where the contract is with a Joint Venture Company (JVC) or a Special Purpose Vehicle (SPV) company, which may have two or more parent companies and which may not be adequately capitalised or have sufficient financial strength on its own to support the risk and obligations it has under the contract, 'joint and several' guarantees / indemnities from the parent companies of the JVC or SPV may be sought.

3.4 Warranty

The Tenderer warrants that all the information given in their Tender and if applicable their Request to Participate Questionnaire is true and accurate. The information provided will be deemed to form part of any contract formed under this contract.

The Tenderer warrants that none of their current Directors have been involved in liquidation or receivership or have any criminal convictions

4.0 Tender Submission

- 4.1 Tenders must be submitted strictly in accordance with the letter of instruction accompanying this Invitation to Tender. Tenders must be submitted by the deadline of **noon, 14th November 2016**.
- 4.2 No unauthorised alteration or addition should be made to the Specification and Tender Response Document, or to any other component of the Tender document. If any such alteration is made, or if these instructions are not fully complied with, the Tender may be rejected.

- 4.3 Qualified tenders may be submitted, but the Council reserves the right not to accept any such tender. The Council's decision on whether or not a Tender is acceptable will be final.
- 4.4 Tenderers should note that their Tender must remain open and valid and capable of acceptance for a period of at least 90 days.
- 4.5 Tenderers should note that Tenders and supporting documents must be written in English and that any subsequent contract, which may or may not be entered into, its formation, interpretation and performance, shall be subject to and in accordance with the laws of England and subject to the jurisdiction of the Courts of England and Wales.
- 4.6 Where Tender submissions are incomplete the Council reserves the right not to accept them.

5.0 Variant Bids

- 5.1 The Council is interested in alternative solutions which would provide and develop opportunities for savings in service costs, service improvement or other financial benefits. In particular, the Council wishes to encourage solutions which also deliver benefits and added value to the local economy, residents and the business community.
- 5.2 Tenderers may submit, at their discretion, a Tender offering a different approach to the project as a "Variant Bid". However, to permit comparability, at least one bid must be submitted strictly in accordance with the Invitation to Tender Documents (the "Compliant Tender"). Any Tender variant proposed must clearly state how it varies from the requirements of the Compliant Tender Documents, and be explicit in demonstrating the benefits that will accrue to the Council from adopting this approach. Tenderers will be required to identify which submission, in their view, demonstrates best value to the Council.
- 5.3 Variant Bids must contain sufficient financial and operational detail to allow any Variant Bid to be compared with the standard Tender, permitting its considerations in written form.

6.0 Tender Evaluation

- 6.1 The Tenderers may be called for interview to seek clarification of their tender or additional or supplemental information in relation to their tender. The presentations will not carry any weighting to the final score achieved by Tenderers, but will be used to clarify and moderate issues raised in the Tenderer's submissions. Any areas of discrepancy between submissions and information gained from the presentations will be reviewed and scores previously awarded will be amended if necessary.
- 6.2 If the Council suspects that there has been an error in the pricing of a Tender, the Council reserves the right to seek such clarification, as it considers necessary from the Tenderer in question.

7.0 **Clarifications**

- 7.1** Tenderers are responsible for clarifying any aspects of the tendering process and/or the Invitation to Tender documents in the manner described below.
- 7.2** If you are unsure of any section and require further clarification, please contact via our Delta Tenderbox.
- 7.3** Where appropriate, the Authorised Officer named above may direct the Tenderer to other officers to deal with the matter.
- 7.4** All queries should be raised as soon as possible (in writing), in any event not later than 7th November 2016.
- 7.5** All information or responses that clarify or enhance the tendering process will be supplied to all Tenderers on a uniform basis (unless expressly stated otherwise). These responses shall have the full force of this Instruction and where appropriate the Conditions of Contract. If a Tenderer wishes the Council to treat a question as confidential this must be expressly stated. The Council will consider such requests and will seek to act fairly between the Tenderers, whilst meeting its public law and procurement duties in making its decision.
- 7.6** Except as directed in writing by the Authorised Officer, and confirmed in writing to a Tenderer, no agent or officer or elected Member (Councillor) of the Council has any express or implied authority to make any representation or give any explanation to Tenderers as to the meaning of any of the Tender Documents, or as to anything to be done or not to be done by a Tenderer or to give any warranties additional to those (if any) contained in the ITT or as to any other matter or thing so as to bind the Council in any way howsoever.

8.0 Continuation of the Procurement Process

8.1 The Council shall not be committed to any course of action as a result of:

- i) issuing this Invitation to Tender;
- ii) communicating with a Tenderer, a Tenderer's representative or agent in respect of this procurement exercise;
- iii) any other communication between the Council (whether directly or through its agents or representatives) and any other party.

8.2 The Council reserves the right at its absolute discretion to amend, add to or withdraw all, or any part of this Invitation to Tender at any time during the tendering stage of this procurement exercise.

8.3 At any time before the deadline for receipt of tender returns the Council may modify the Invitation to Tender by amendment. Any such amendment shall be numbered and dated and issued by the Council to all participating tenderers. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing its Tender return, the Council may in its sole discretion, extend the deadline for submission of the tender returns. The Council reserves the right to amend, withdraw, terminate or suspend all or any part of this procurement process at any time at its sole discretion.

9.0 Confidentiality

9.1 All information supplied by the Council in connection with or in these Tender Documents shall be regarded as confidential to the Council unless the information is already within the public domain or subject to the provisions of the Freedom of Information Act 2000.

9.2 The Contract documents and publications are and shall remain the property of the Council and must be returned upon demand.

9.3 Tenderers shall ensure that each and every sub-contractor, consortium member and/or professional advisor to whom it discloses these papers complies with the terms and conditions of this ITT.

9.4 The contents of this Invitation to Tender are being made available by the Council on condition that:

9.4.1 Tenderers shall at all times treat the contents of the Invitation to tender and any related documents as confidential, save in so far as they are already in the public domain and Tenderers shall not, subject to the provisions relating to professional advisors, sub-contractors or other persons detailed below, disclose, copy, reproduce, distribute or pass any of the contents of the Invitation to tender to any other person at any time or allow any of these things to happen;

9.4.2 Tenderers shall not use any of the information contained in this Invitation to tender for any purpose other than for the purposes of submitting (or deciding whether to submit) the tender; and

9.4.3 Tenderers shall not undertake any publicity activity within any section of the media.

- 9.5** Tenderers may disclose, distribute or pass this Invitation to tender to their professional advisors, sub-contractors or to another person provided that:
- 9.5.1** this is done for the sole purpose of enabling an Invitation to tender to be submitted and the person receiving the Information undertakes in writing to keep the Invitation to Tender confidential on the same terms as if that person were the Tenderer; or
 - 9.5.2** the Tenderer obtains the prior written consent of the Council in relation to such disclosure, distribution or passing of the Invitation to Tender; or
 - 9.5.3** the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract(s) which may arise from it; or
 - 9.5.4** the Tenderer is legally required to make such a disclosure.
- 9.6** The Council may disclose detailed information relating to the Invitation to Tender to its officers, employees, agents, professional advisors or Governmental organisations and the Council may make any of the Contracts and procurement documents available for private inspection by its officers, employees, agents, professional advisors, contracting authorities or Governmental organisations.

9.7 Transparency of Expenditure

Further to its obligations regarding transparency of expenditure, the Council may be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

10.0 Freedom of Information

- 10.1** Please note that from 1 January 2005 under the provisions of the Freedom of Information Act 2000, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. One of the consequences of those new statutory responsibilities is that information about your organisation, which Shropshire Council may receive from you during this tendering process may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.
- 10.2** In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the Act, Shropshire Council may consider it appropriate to ask you for your views as to the release of any information before we make a decision as to how to respond to a request. In dealing with requests for information under the Act, Shropshire Council has to comply with a strict timetable and it would therefore expect a timely response to any such consultation within five working days.
- 10.3** If, at any stage of this tendering process, you provide any information to Shropshire Council in the expectation that it will be held in confidence, then you must make it

clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

- 10.4** Shropshire Council will not be able to accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.
- 10.5** In certain circumstances where information has not been provided in confidence, Shropshire Council may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to Shropshire Council.

For guidance on this issue see: <http://www.ico.gov.uk>

11.0 Disqualification

- 11.1** The Council reserves the right to reject or disqualify a Tenderer’s Tender submission where:
 - 11.1.1** The tenderer fails to comply fully with the requirements of this Invitation to tender or is in breach of clause 15 of the Council’s General Terms and Conditions relating to Bribery and Corruption or is guilty of a serious or intentional or reckless misrepresentation in supplying any information required; or
 - 11.1.2** The tenderer is guilty of serious or intentional or reckless misrepresentation in relation to its tender return and/or the procurement process.
 - 11.1.3** The tenderer directly or indirectly canvasses any member, official or agent of the Council concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such person concerning any other Tender or proposed Tender for the services. The Canvassing Certificate must be completed and returned as instructed.
 - 11.1.4** The Tenderer :
 - a) Fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
 - b) Communicates to any person other than the Council the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for preparation of the Tender for insurance purposes); or
 - c) Enters into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
 - d) Offers or agrees to pay or give or does pay or gives any sum of money, inducement 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

any Tender or proposed Tender for the services any act or omission.

11.2 Any disqualification will be without prejudice to any other civil remedies available to the Council and without prejudice to any criminal liability which such conduct by a Tenderer may attract. The Non-Collusive Tendering Certificate must be completed and returned as instructed.

11.3 The Council reserves the right to disqualify an Applicant from further participating in this procurement process where there is a change in the control or financial stability of the Tenderer at any point in the process up to award of a contract and such change of control or financial stability has a materially adverse effect on the Tenderer's financial viability or ability to otherwise meet the requirements of the procurement process.

12.0 E-Procurement

As part of its procurement strategy Shropshire Council is committed to the use of technology that can improve the efficiency of procurement. Successful Tenderers may be required to send or receive documents electronically. This may include purchase orders, acknowledgements, invoices, payment advices, or other procurement documentation. These will normally be in the Council's standard formats, but may be varied under some circumstances so as not to disadvantage small and medium suppliers.

13.0 Award of Contract

13.1 Award Criteria

The Award Criteria has been set out within the Tender Response Document accompanying this invitation to tender. The Council is not bound to accept the lowest or any Tender.

13.2 Award Notice

The Council will publish the name and addresses of the successful Tenderers in the Official Journal of the European Union (OJEU) where appropriate. The Contracting Authority reserves the right to pass all information regarding the outcome of the Tendering process to the Office of Fair Trading to assist in the discharge of its duties. Additionally, the Council will adhere to the requirements of the Freedom of Information Act 2000 and Tenderers should note this statutory obligation.

13.3 Transparency of Expenditure

Further to its obligations regarding transparency of expenditure, the Council may also be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

14.0 Value of Contract

Shropshire Council cannot give any guarantee in relation to the value of this contract.

15.0 Acceptance

15.1 Tenders must be submitted strictly in accordance with the terms of the Council's Invitation to Tender documentation and acceptance of the tender shall be conditional on compliance with this Tender Condition.

15.2 The Tender documentation including, the General and Special Terms and Conditions of Contract, the Tender Response document, these Instructions to Tender, together with the formal written acceptance by the Council will form a binding agreement between the Contractor and the Council.

15.3 The Tenderer shall be prepared to commence the provision of the supply and services on the start date of the contract arrangement being **1st December 2016**.

16.0 Payment Terms

Tenderers should particularly note that the principles governing public procurement require that, as far as is reasonably possible, payments for Goods, Works or Services are made after the provision. Therefore any indication of a pricing strategy within a Tender which provides for substantial payments at the outset of the Contract will be examined carefully to decide whether or not a Tender in such form can be accepted. If in the opinion of the Council such substantial payments appear excessive in relation to the requirements of the Contract the Council reserves, without prejudice to any other right to reject any Tender it may have, the right to require the Tenderer to spread such proportion of the costs as are considered excessive over the duration of the Contract.

17.0 Liability of Council

17.1 The Council does not bind himself to accept the lowest or any tender.

17.2 The Council does not accept any responsibility for any pre-tender representations made by or on its behalf or for any other assumptions that Tenderers may have drawn or will draw from any pre-tender discussions.

17.3 The Council shall not be liable to pay for any preparatory work or other work undertaken by the Tenderer for the purposes of, in connection with or incidental to this Invitation to Tender, or submission of its Tender response or any other communication between the Council and any other party as a consequence of the issue of this Invitation to Tender.

17.4 The Council shall not be liable for any costs or expenses incurred by any Tenderer in connection with the preparation of a Tender return for this procurement exercise, its participation in this procurement whether this procurement is completed, abandoned or suspended.

17.5 Whilst the Tender Documents have been prepared in good faith, they do not purport to be comprehensive nor to have been formally verified. Neither the

Council nor any of its staff, agents, elected Members, or advisers accepts any liability or responsibility for the adequacy, accuracy or completeness of any information given, nor do they make any representation or given any warranty, express or implied, with respect to the Tender Documents or any matter on which either of these is based (including, without limitation, any financial details contained within the Specification and Contract Documentation). Any liability is hereby expressly disclaimed save in the event of fraud, or in the event of specific warranties provided within the Contract Documentation.

18.0 The Contractor agrees that where requested in writing during the term of any Agreement for the supply Goods Works or Services it will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council

19.0 **Declaration**

We, as acknowledged by the signature of our authorised representative, accept these Instructions to Tender as creating a contract between ourselves and the Council. We hereby acknowledge that any departure from the Instructions to Tender may cause financial loss to the Council.

Signed (1) Status.....

Signed (2) Status.....

(For and on behalf of)

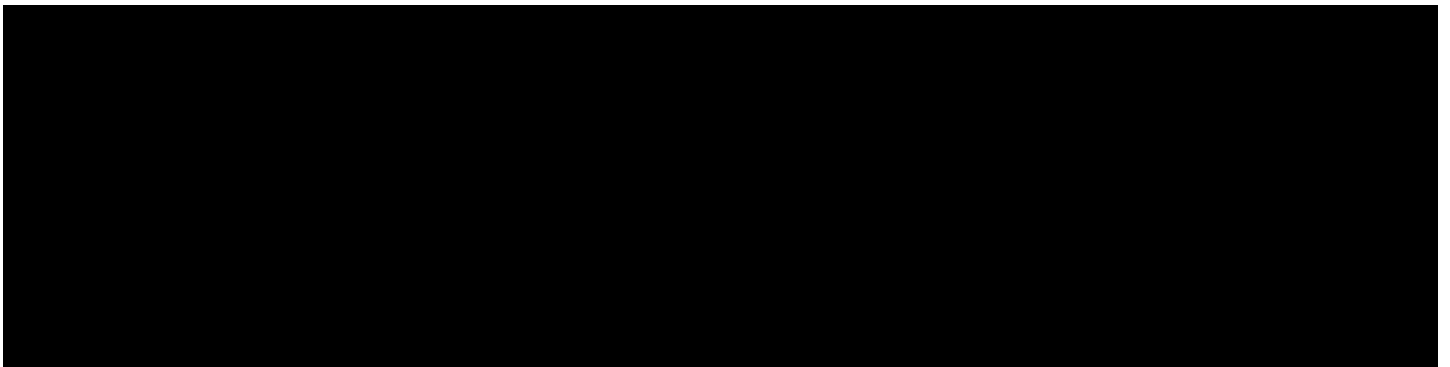
Date

**PROPOSED WORKS
at
NAG'S HEAD ENGINE HOUSE**

**for
Shropshire Council and Stiperstones and
Corndon Hill Country Landscape Partnership**

REVISED

**SPECIFICATION AND SCHEDULE OF WORKS
For
CONSOLIDATION OF STRUCTURE**



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A PRELIMINARIES & GENERAL CONDITIONS

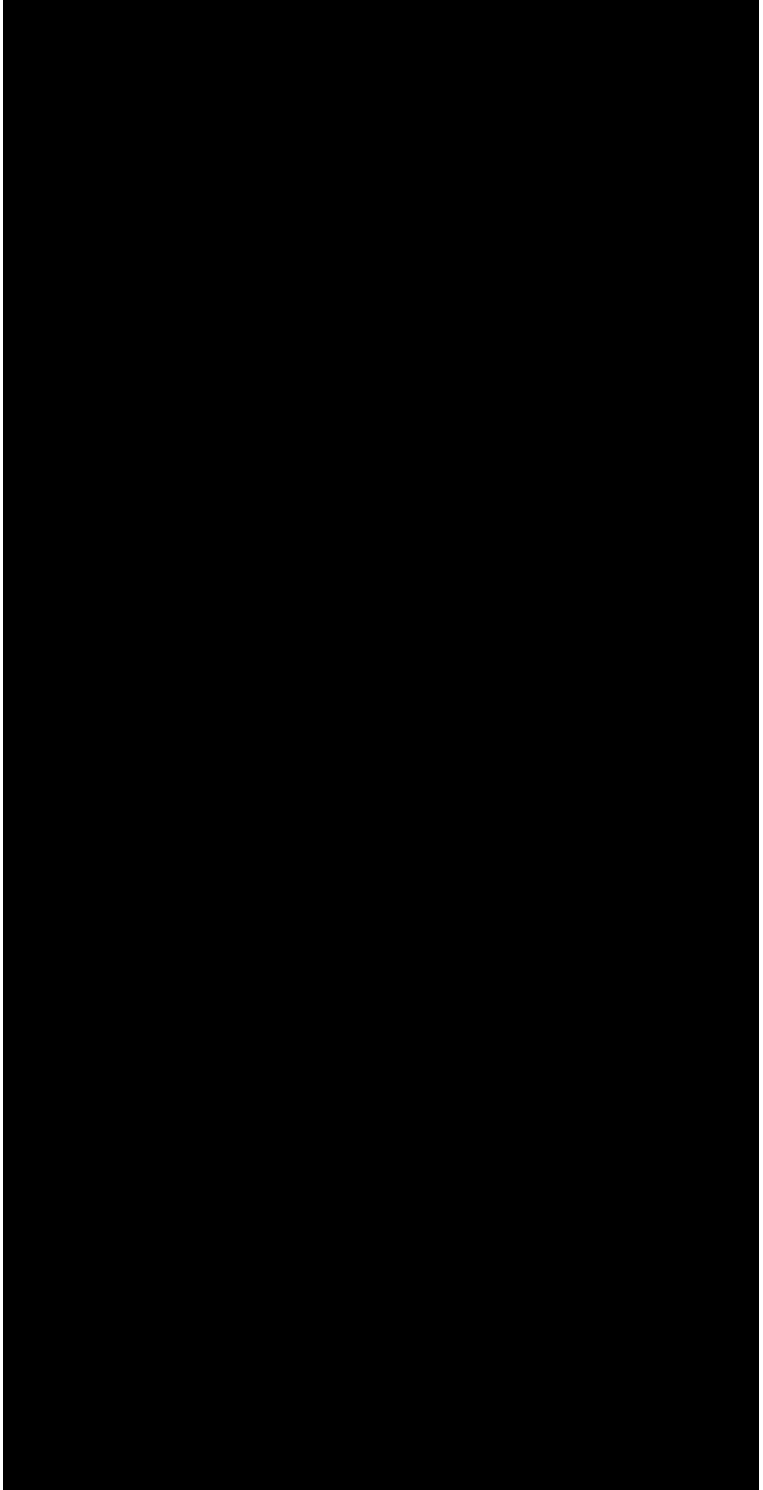
DIRECTORY OF PARTIES INVOLVED

EMPLOYER:

ARCHITECT:

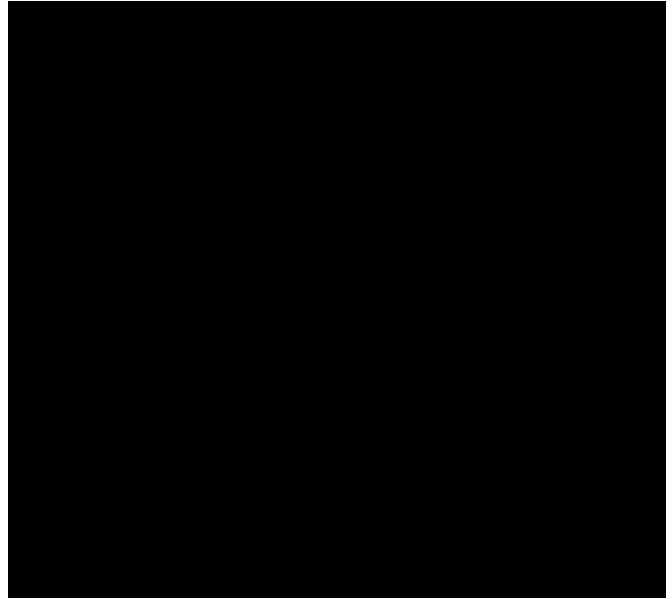
STRUCTURAL ENGINEER

PRINCIPAL DESIGNER:



ARCHAEOLOGIST

ECOLOGIST



A PRELIMINARIES & GENERAL CONDITIONS**PROJECT PARTICULARS****0.0 The Project**

0.1 Repair of Nag's Head Engine House

1.0 Description of the Works

1.1 Consolidation of ruins of stone built engine house and capping of adjacent mine shaft.

2.0 Drawings

2.1 The tender drawings are John C Goom architects drawings as the attached issue sheet.

2.2 The contract drawings will be the same as the tender drawings.

3.0 Site/Existing Building

3.1 Location of the site:
Nag's Head Engine
Back Lane
Pontesbury,
Shropshire
SY5 0UD
(Postcode indicative only- refer to detailed access plan)
National Grid Reference: SJ 40852 06376

3.2 Background:

The site consists of the remains of an C18 coal mine pumping engine house. The Nag's Head mine seems to have been developed in its present form from about the late 1700s; and closed by the mid- C19. The building appears to have housed a Cornish-type engine, with boilers housed in a structure on the site of the existing lean-to. This, together with chimney, was demolished, and the structure seemingly converted to some other use, probably a dwelling, before falling into dereliction. The structure was scheduled as an Ancient Monument in 1999.

The Engine House itself and the mine shaft are in private ownership by Messrs C and R Jones who run the adjacent farm. The lean-to structure is owned by Mr and Mrs Brookes of Ebba Cottage but access to the site is over land owned by Mrs M Doncaster. The general proposals for consolidating the scheme were prepared by English Heritage in 2013 but the implementation of the scheme now updated as requested by Historic England is being implemented by Shropshire Council and the Shopshire Hills AONB Partnership. The project is being managed on their behalf by The Stiperstones and Corndon Hill Country Landsscape Partnership Scheme where the principal contact is Joy Howells.

3.3 Description:

The remaining structure consists of the front bob wall and gable above, the two side walls and a fragment of the largely collapsed rear wall. There is a lean-to building with long corrugated iron roof attached to the north side. The site is heavily overgrown.

The walls are of stone rubble, with some brick, particularly to the gable. The interior retains long, decayed structural timbers built into the walls.

There is a mine shaft a few metres in front of the bob wall. There is loose rubbish accumulated here has recently been removed revealing contacted accumulated of debris of unknown depth. This must be treated as potentially unstable and great care taken whenever taking work in or near the shaft.

3.4 Access:

The mine site is surrounded by private land with no independent access. Guidance for access should be carefully adhered to avoid upsetting the owner and neighbours.

There is permissive vehicle access to the site across the field from Back Lane past Ebba Cottage. The access should be used for transport of materials only, with other contractor's vehicles parked considerately on or near Back Lane.

Access to the building and working compound is across a barbed wire fence. Provision should be made for access bridging over this, and any making good on completion. The field has been set to growing corn but the access path has been left clear. Under no account should any of the crop be damaged whilst using the access and the gate onto Back Lane should be kept closed and tied shut at all times.

4.0 **The Contract**

4.1 MINOR WORKS BUILDING CONTRACT 2016: The Form of Contract will be the JCT Minor Building Works Building Contract 2016

5.0 **Contract Conditions**

5.1 Allow for the obligations, liabilities and services described therein against headings set out below. Refer to corresponding clauses in Contract Particulars

5.2 Recitals

First:	Works:	Repairs to Nag's Head Engine House
	At:	Pontesbury, Shropshire
Second:	Contract Documents	Drawings as on schedule included with tender
Other Recitals:	all as printed	

5.3 Articles:

Article 2: Contract Sum to be agreed

Article 3 Architect: [REDACTED]

Article 4: Principal Designer [REDACTED] Is the Architect

Article 5:	Principal Contractor	To be confirmed
	All other Articles as standard	
5.4	Contract Particulars:	
Fourth Recital:	Base date:	The tender return date
Schedule 2:	Fluctuations Option:	not applicable
Fourth Recital & Clause 4.2:	Construction Industry Scheme (CIS):	Employer is a "contractor" for the purpose of the CIS
Fifth Recital:	CDM Regulations:	The project is notifiable.
Sixth Recital:	Framework Agreement:	Not applicable
Seventh Recital & Schedule 3:	The supplementary provisions all apply.	
Article 7:	Arbitration: Article 7 & schedule 1 (arbitration) do not apply	
2.2:	Works commencement date:	To be confirmed
2.2	Date for completion:	No later than 31 March 2017
2.8	Liquidated damages	At the rate of £250 per week
2.10	Rectification period	Twelve months
4.3	Interim payments	Interim valuation dates as standard
4.3	Payments due prior to Practical completion – percentage of the total value of work etc:	...95...%
4.3	Payments becoming due on or after practical completion – percentage of the total amount to be paid by Contractor:	...97.5.....%
4.3 & 4.8	Fluctuations provision	Not applicable
4.3 & 4.8	Percentage addition for Schedule 2	Not applicable
4.8.1	Supply of documentation for computation of amount to be finally certified.	3 months
5.3	Contractor's Public Liability insurance: injury to persons property – the required level of cover is not less than:	£5,000,000.00
5.4A, 5.4B and 5.4C	Insurance of the works etc – alternative provisions	Clause 5.4C applies
5.4A and 5.4B	Percentage to cover professional fees	15%
5.4C	Insurance arrangements – details of the required policy or policies	The works shall be insured in joint names by the contractor in accordance with Clause 5.4A.

Insurance of the existing structure is will be by the Employer the details of which have yet to be confirmed.

7.2	Adjudication: the adjudicator shall be nominated by the RIBA	
Schedule 1	Arbitration – appointor of arbitrator	Not applicable
5.5	Attestation: The contract will be executed under hand	

6.0 Inspection and Site Visit

6.1 The Contractor is deemed to have visited the site before he prices the documents. He is expected to have acquainted himself with the nature of the building and any limitations of the site. The Contractor is to use his judgement from their visit to the site and from drawings supplied as to the actual amount of works required for each item.

7.0 Pricing/Submission of Documents

7.1 The Contract will be on a fixed price basis. The contractor is reminded that the tender is on a lump sum basis (JCT Minor Works Building Contract 2016) and that the priced specification and Schedule of Works are not a Bill of Quantities.

7.2 The tender sum is deemed to have been formulated by pricing the General Conditions and Preliminaries and the Schedule of Works. The tender sum is also deemed to include:

- a) All work as shown or intimated from the drawings and schedules.
- b) Full compliance with the specification.

All items in respect of (a) and (b) above which the contractor believes are not covered by the Schedule or the Specification are to be allowed for in the tender.

7.3 A Schedule of Work is included with the tender documents. A fully priced copy must be submitted. Items which are not priced shall be deemed to be included elsewhere.

7.4 The Contractor is to furnish the CA with a fully priced Schedule of Rates in support of the work specified where appropriate. The Schedules of Rates will be used to price variations and assess interim payments.

7.5 The Contractor will bear responsibility for the accuracy of descriptions and quantities given in the Schedule of Rates and the Contract Sum will not be amended to any errors contained herein.

7.6 Descriptions and sizes given shall be deemed only to serve the purpose of directing the tenderer to the relevant items or group of items on the site. No claim for inadequacy of description will be entertained as the tenderer will be deemed to have taken into account all points which have a bearing on the pricing of the works.

- 7.7 The contractor should include in his tender for all works marked provisional and for expenditure of provisional sums.
- 7.8 All work is provisional until inspected by the Architect. The contractor should include in his programme time for inspection and re-scheduling of work after the erection of scaffolding, access provided and work opened for inspection. All works are to be re-assessed after inspection. The contractor should make necessary allowances to divert labour to other areas of work whilst investigations proceed.
- 7.9 The contractor should note and make necessary allowances in his tender and programme, that instructions will be issued as work proceeds. Dates by which information will be required are to be included in the programme.
- 7.10 Errors in priced Schedules will be dealt with in accordance with the "Code of Procedure for Single Stage Selective Tendering" 1989, Alternative 2.

8.0 Acceptance of Tender

- 8.1 The employer and his representatives offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted and will not be responsible for any cost incurred in the preparation of any tender.
- 8.2 Tender must remain open for consideration (unless previously withdrawn) for not less than 90 days from the date for submission of tenders. Beyond this period tenderers will be given an option to stand by their price or negotiate uplift.

9.0 Interpretation of the Specification

- 9.1 Definitions given in the specification apply to terms, derived terms and synonyms in all documents. Near synonymous terms to be interpreted in the light of the definitions.
- 9.2 Discrepancy: The Contractor must before proceeding, obtain clarification or instruction in relation to any discrepancy or ambiguity which he or a sub-contractor may discover.
- 9.3 The Specification: All sections of the specification must be read in conjunction with Main Contract Preliminaries/General conditions. Cross-references: Where specification sections numbers are given on drawings and/or schedules of work, the relevant requirements of the specification apply.
- 9.4 Contract Administrator: means the person nominated in the Contract as Architect or his authorised representative.
- 9.5 In writing: when required to inform, instruct, agree, conform, obtain approval or obtain instructions, to do so in writing.
- 9.6 Instructions (and words derived therefrom): means the instructions in writing of the Contract Administrator (and only he) unless specified otherwise.
- 9.7 Approval (and works derived therefrom): means the approval in writing of the Contract Administrator unless specified.
- 9.8 BSI documents: where year of issue and amendments are not stated, the published versions of BSI documents current at the time of tendering will apply.

- 9.9 **Manufacturers recommendations:** means the manufacturers recommendations or instructions, printed or in writing and current at the date of the tender.
- 9.10 **Or other approved:** means that products of different manufacture may be substituted if prior approval of the Contract Administrator has been obtained. The rates or prices will be held to be agreed on the products specified, unless otherwise agreed.
- 9.11 **Proprietary names:** the phrase 'or other approved' is to be deemed included wherever products are specified by proprietary name.
- 9.12 **Supply and Fix:** Unless otherwise stated all items given in the schedule, specification and drawings are to be supplied and fixed complete.

10.0 **Definitions/Interpretation**

- 10.1 **To match existing:** means use products, materials and methods to closely match all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval and to additional specified requirements.
- 10.2 **Remove:** means, remove existing work as described and all associated accessories, fastenings, linings and bedding materials without damaging adjacent work to be retained. 'form' or 'cut' openings, etc. means remove as necessary.
- 10.3 **Re-fix:** means
1. Carefully remove existing work
 2. Remove fastenings and bedding materials from products and materials and clean and repair as necessary
 3. Set aside and adequately protect until required
 4. Refix or relay securely using fixing, bedding and jointing materials and methods to match existing, or approved alternatives.
- 10.4 **Make good:** means, carry out local remedial work, including the following as appropriate and necessary to leave the work sound and neat to approval.
1. Remove.
 2. Fill, dress down, piece in, patch, extend existing finishes, make minor repairs and adjustments.
 3. Refix or restick.
 4. Redecorate.
 5. Making good consequent upon removal, alteration, extension and maintenance work is deemed to be included in such items.
- 10.5 **Renew/Replace:** means carefully remove existing work and replace:
1. With materials/products identical to those removed or approved substitutes.
 2. Using methods similar to those used in constructing the removed work or approved alternatives.
 3. To meet additional specified requirements.
 4. Existing finishes: the extent to which existing finishes are renewed must be agreed with the Contract Administrator before the work is

started. Remove existing finishes in ways that will minimise the amount of removal and renewal.

- 10.6 **Set aside for re-use:** means during removal prevent damage to the stated components or materials, sort and clean off bedding and jointing material. Stack neatly, protect and store until required for use.
- 10.7 **Repair:** means carry out local remedial work to components, features and finishes as found in the existing building. Resecure or re-fix as necessary and leave in a sound and neat condition.
- 10.8 **Ease:** means make minor adjustment 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. Make good as necessary.

11.0 Documents Provided on behalf of the Employer

- 11.1 Drawings: Two copies of drawings (not counting any certified copy of the Contract drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request but will be charged to the Contractor.
- 11.2 Specification: After execution of the contract, two copies of the specification will be issued in accordance with the Contract. Additional copies will be issued on request but will be charged to the Contractor.

12.0 Documents Provided by Contractor/Subcontractors

- 12.1 Record drawings must be provided to the Contract Administrator on completion of the works before Practical Completion can be certified.
- 12.2 Technical Literature: The Contractor is to keep copies of the following on site:
 - Manufacturers Current Literature to all products to be used in the works
 - BSI Handbook No. 3 with all current revision sheets included and superseded sheets removed.
 - Relevant BS Code of Practice
 - Those parts of BS 8000 'Workmanship on building sites' which are invoked in the specification.
- 12.3 Health & Safety Plan And Health And Safety File Develop and complete the Construction Phase Plan and the Safety File as required in accordance with the CDM regulations 2015.
- 12.4 Health & Safety Literature The Principal Contractor is to keep copies of the following on site, readily accessible for reference by all supervisory personnel:
 - All relevant Health and Safety Publications
 - The CDM Regulations Approved Code of Practice.
 - Relevant Health and Safety Codes of Practice.
- 12.5 Maintenance Instructions & Guarantees: Retain copies delivered with components and equipment (failing which obtain) register with manufacturer as necessary and hand over to Contract Administrator for inclusion in the Health & Safety File.
- 12.6 Preservative Certificates: Obtain timber preservation certificates relating to elements to be treated and submit original to Contract Administrator for inclusion in the Health & Safety File.

- 12.7 Notices and Regulations: Give all statutory notices to the local council and other authorities as may be appropriate and pay all costs and charges.
- 12.8 Records of Repairs: On completion of the works provide the CA (for inclusion in the Health & Safety File) detailed records of all mixes of resins, mortars, renders, plasters, limewashes shelter coats quantities, rates of absorption and application of grouts consolidants and the like.

Records shall be deemed to include the location of sand pits, names and addresses of suppliers all information supplied at time of use and their location within the works.

13.0 Management of The Works - Generally

- 13.1 Supervision: Accept responsibility for co-ordination, supervision and administration of the Works, including any subcontracts. Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the Works.
- 13.2 Insurance: 1 week before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.
- 13.3 Insurance Claims: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works. or injury or damage to persons or property arising out of the Works. Forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.
- 13.4 Climatic Conditions: Keep an accurate record of the number of hours per day in which work is prevented by adverse weather. In relation to stone masonry or brickwork being carried out when there is a possibility of frost, take and record temperature with a min/max thermometer, giving copies of records to the CA on a monthly basis. The thermometer location must be agreed with the CA.

14.0 Programme & Progress

- 14.1 **Master Programme:** Submit in bar chart form to the CA two weeks before commencement on site including the work of nominated sub-contractors and other work concurrent with the contract. Update programme as works proceed at monthly intervals identifying critical path and information requirements.
- Programme to include time for assessments, inspections and approvals as described elsewhere.
- 14.2 **Submission of Programmes:** Will not relieve the Principal Contractor of his responsibility to apply in writing for instructions, drawings, etc. in accordance with the Conditions of Contract and in accordance with a programme to be agreed between CA/ Contractor before commencement. Allow for 14 days notice of such requirements.
- 14.3 **Commencement of Work:** Inform the CA at least 1 week before the proposed date for commencement of work on site.
- Inform the CA at least 3 weeks in advance of any proposed digging of trenches and the like to facilitate investigations by the Employer's Archaeologist.

14.4 **Monitoring:** Record progress on a copy of the Programme kept on site. If any circumstances arise which may affect the progress of the Works put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time.

14.5 **CA'S Site Meetings:** The CA will hold regular site meetings to review progress and other matters arising from the administration of the Contract. Meetings will normally be held every 4 weeks.

Provide accommodation for such meetings where there is no suitable existing room or space.

Attend all meetings and inform subcontractors and suppliers when their presence is required.

The CA will chair the meetings and take and distribute minutes.

Every month, at progress meetings, the Principal Contractor shall submit to the CA in writing a progress report against the tasks shown on the Programme on a "percentage complete" basis.

14.6 **Contractor's Site Meetings:** Consult with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

14.7 **Adverse Weather:** Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.

14.8 **Extensions of Time:** When a notice of the cause of any delay or likely delay in the progress of the Works is given, written notice must also be given of all other causes which apply concurrently. The Principal Contractor shall, as soon as possible, submit to the CA:

Relevant particulars of the expected effects, if appropriate related to the concurrent causes;

An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the Date of Completion; and

All other relevant information required by the CA.

15.0 Control of Cost

15.1 **Cash Flow Forecast:** As soon as possible and before starting work on site submit to the CA a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.

15.2 **Cost of Variations:** If the CA issues details of a proposed instruction with a request for a quotation of cost, submit such a quotation without delay and in any case within 7 days.

15.3 **Covering Up:** give not less than one working days notice to Contract Administrator before covering up work which may need to be measured or inspected.

15.4 **Daywork Vouchers:** Give reasonable notice to the CA of the commencement of any work for which daywork vouchers are to be submitted. Before being submitted to the CA, each voucher must be:

Referenced to the instruction under which the work is authorised, and

Signed by the "person in charge" as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct.

Agreement by the CA that daywork vouchers may be submitted as a record of any particular item of work does not indicate that the work will necessarily be paid for on that basis.

- 15.5 **Interim Valuations:** The Principal Contractor is to notify the CA, 3 working days before he wishes an Interim Valuation to be made and is to state in writing what elements of the work are being submitted for valuation and their anticipated value. The interval between these valuations for Progress Payments cannot be less than 4 weeks under the Contract.
- 15.6 **VAT:** Certified values for payment and valuations will be shown exclusive of VAT.
- 15.7 **Unfixed Materials:** At the time of each valuation disclose to the CA which of the unfixed materials and goods on site are free from, and which are subject to, any reservation of title together with their respective values. When requested provide evidence of freedom from reservation of title.

16.0 Quality Standards / Control

Materials and Work Generally

- 16.1 **Good Practice:** Where and to the extent that materials, products and workmanship are not fully detailed or specified. They are to be of a standard appropriate to the Works and suitable for the purposes stated in or reasonably to be inferred from the project documents, and in accordance with good building practice.
- 16.2 **General Quality of Products/Materials:** Products to be new unless otherwise specified. For products and materials specified to a British Standard obtain certificates of compliance from manufacturers when requested by the CA. All new products to be 'CE' marked. Ensure that the whole quantity of each product and material required to complete the work is of consistent kind, size, quality and overall appearance. Produce written evidence of sources of supply when requested by the CA. If materials are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence.
- 16.3 **Proprietary:** Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform CA if these conflict with any other specified requirement.
- The tender will be deemed to be based on the products as marketed and recommendations on their use current at date of tender.
- Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time. Where such change has occurred, inform CA and do not place orders for or use the affected products without further instructions.
- 16.4 **Checking Compliance of Products/Materials:** Check all delivery tickets, labels, identification marks and, where appropriate, the goods themselves to ensure that all products comply with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:
- Sources, types, qualities, finishes and colours are correct, and match approved samples.

All accessories and fixings which should be supplied with the goods have been supplied.

Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.

The delivered quantities are correct, ensure shortages do not cause delays in the work.

The goods are clean, undamaged and otherwise in good condition, with intact protective coverings and unbroken seals.

Any materials which have a limited shelf life are not out of date.

- 16.5 **Protection of Products/Materials:** Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate allow free air movement around and between stored components. Prevent excessively high or low temperatures and rapid changes of temperature in the material. Protect adequately from rain, frost, sun and other elements as appropriate. Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured. Keep different types and grades of materials separately and adequately identified. So far as possible keep materials in their original wrappings, packings or containers, with unbroken seals, until immediately before they are used. Ensure that protective measures are fully compatible with and not prejudicial to the products / materials.
- 16.6 **Suitability of Related Work and Conditions:** Ensure that all trades are provided with necessary details of related types of work. Before starting each new type or section of work, ensure that:
- Trades are provided with most recent versions of drawings, specifications, Instructions, or other information.
 - All necessary preparatory work has been carried out, including provision for openings, supports, fixings etc.
 - The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, finishes etc are installed or conserved etc.
- 16.7 **General Quality of Workmanship:** Operatives must be appropriately skilled and experienced for the type and quality of work.
- Inspect components / materials carefully before fixing or using and reject any which are defective.
 - Fix or lay securely, accurately and in alignment.
 - Use fixings / accessories and bedding / jointing materials / methods recommended for the purpose by the manufacturer of the component / material being fixed or laid.
 - Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not over tighten fixings.
 - Adjust location and fixing of components so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.
 - Ensure that all moving parts operate properly and freely. Do not cut, grind or plane pre-finished components to remedy binding or poor fit without approval.

17.0 Samples/Approval Testing

- 17.1 **Samples:** where approval of products or materials is specified, submit samples or other evidence of suitability. Do not confirm orders or use materials until approval has been obtained. Retain approved samples on site for comparison with products and materials used in the Works. Remove when no longer required.
- 17.2 **Finished Work:** Where samples of finished work are specified obtain approval of stated characteristic(s) before proceeding with the Works. Retain approved samples in good, clean condition on site for comparison with the Works. Remove samples which are not part of the finished Works when no longer required.
- 17.3 **Approvals:** inspection or any other action by the Contract Administrator must not be taken as approval of materials, products or works unless the Contract Administrator confirms in writing in express terms referring to:-
The contractor should allow adequate time within the programme for approval of samples by the Architect before ordering.

18.0 Accuracy/Setting Out

- 18.1 **Appearance and Fit:** Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the Specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.
- 18.2 Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.

19.0 Supervision / Inspection/ Defective Work

- 19.1 **Supervision:** In addition to the constant management and supervision of the works provided by the Principal Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- 19.2 **Person-In-Charge:** A named and reliable and competent foreman tradesman is to be on site while any Works (including scaffolding or establishment works) are in progress, who is to keep copies of all drawings, the Specification and other relevant documents.
- 19.3 **Access for CA:** Provide reasonable access to the Works and other places where work is being prepared for the Contract.
- 19.4 **Defects in Existing Construction:** To be reported to the CA without delay. Obtain instructions before proceeding with work which may:
Cover up or otherwise hinder access to the defective construction, or
Be rendered abortive by the carrying out of remedial work.
- 19.5 **Access for Inspection:** Give CA not less than **3 weeks** notice before removing scaffolding or other facilities for access.

- 19.6 **Timing of Tests and Inspections:** Agree dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.
- 19.7 **Proposals for Rectification of Defective Work/ Materials:** As soon as possible after any part(s) of the work or any materials or goods are known or appear to be not in accordance with the Contract, submit proposals to CA for opening up, inspection, testing, making good or removal and re-execution. Allow for the possibility that such proposals may be unacceptable to the CA, and that he may issue instructions requiring removal from the site.
- 19.8 **Measures to Establish:** Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
Will be at the expense of the Principal Contractor, and
Will not be considered as grounds for extension of time.
- 19.9 **Quality Control:** Establish and maintain procedures to ensure that the Works, including the work of all subcontractors, comply with specified requirements. Maintain full records, and submit copies of particular parts of the records to CA on request. The records must include:
Identification of the element, item, batch or lot including location within the Works.
The nature and dates of inspection by the Principal Contractor or CA, tests and approvals.
The nature and extent of any non conforming work found.
Details of any corrective action.
- 20.0 Work at or after Completion**
- 20.1 Generally:
- 20.1.1 Clear away all rubbish from the works, reinstate any damage resulting from the works and leave the premises clear and tidy on completion.
- 20.1.2 Remove all temporary markings, coverings and protective wrapping unless otherwise instructed.
- 20.1.3 Clean the Works thoroughly inside and out, removing all splashes, deposits, efflorescence and surplus materials consequent upon the execution of the work.
- 20.1.4 Cleaning:
1. Cleaning materials and methods to be as recommended by manufacturer of product being cleaned.
 2. In the absence of such recommendations cleaning materials and methods to be approved by Contract Administrator.
- 20.1.5 Painted surfaces: touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

- 20.1.6 Moving parts: adjust, ease and lubricate moving parts of new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances and controls.
- 20.1.7 Notice of Completion: give Contract Administrator at least two weeks notice of anticipated date of practical completion.
- 20.1.8 Making good defects: make arrangements with the Employer and give reasonable notice of the precise day for access to the various parts of the works for purposes of making good defects.
- 20.1.9 Maintenance instructions: obtain and hand over to Contract Administrator at practical completion any maintenance instructions and guarantees provided by manufacturers, suppliers and sub-contractors.

21.0 General Conduct of Operatives Engaged on the Works

- 21.1 The use of radios or other audio / musical equipment including those with head phones is forbidden where this would cause a nuisance or where requested. There will be no smoking on site.
- 21.2 The use of cat calls, wolf whistling and any other derogatory actions is strictly forbidden.
- 21.3 The interiors of buildings outside the area of operations are not to be entered at any time unless by agreement with Employer.
- 21.4 The Principal Contractor will be responsible for supplying operatives who can be relied upon to behave responsibly and to uphold general requirements of reducing noise and disturbance to a reasonable minimum. This requirement must also be conveyed to outside specialists and sub-contractors. Adequate supervisory staff must be provided on site at all times.
- 21.6 In the event nevertheless of irresponsible behaviour the CA may require the Principal Contractor to give an official warning to the operative concerned and in serious or recurring cases will reserve the right to require instant removal of that operative from the site.
- 21.7 Incompetent Employees: Any person employed on the work by the Principal Contractor who, in the opinion of the Architect, is incompetent or act in an improper manner shall, on receipt of instructions from the Architect, immediately be removed from the Works.

22.0 Roads & Footpaths

- 22.1 Any damage to roads and footpaths caused by site traffic of otherwise consequent upon the Works must be made good to the complete satisfaction of the CA and the Employer. Adequately maintain approaches to the site and keep clear of debris.
- 22.2 **Police Regulations**
Allow for complying with all Police regulations.

23.0 Security/Safety/Protection

23.1 Security

Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.

The management of the works shall comply with the security arrangements of the Employer. The effect is to restrict access to the property and the Works, and the need to record daily all personnel on site.

All security arrangements are to be to the approval of the Employer and the Principal Contractor is to liaise accordingly.

All routes must be fully protected at all times to the satisfaction of the CA and Employer.

23.2 **Stability:**

Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary.

23.3 **Occupation / Access**

A) Employer Access:

The Employer and his representatives shall be permitted access. In addition. Representatives of any grant giving bodies must also be given access.

Works are to be programmed so as to cause the least disturbance to the work and the normal functioning of the site.

B) Fire Exits and Access to be maintained:

Do not obstruct access for fire engines within the site.

C) Safety of Persons/property:

23.4 **Construction (Design & Management) Regulations 2015 (CDM).**

The Construction (Design & Management) Regulations 2015 are applicable and the appointed Contractor will be deemed to be the Principal Contractor and should be aware of his duties under as outlined below: -

The Contractor should be fully conversant with the Pre Tender Health & Safety Information for the works, and allow within his price adequate resources for Health & Safety matters.

The Contractor should allow sufficient time and resources to prepare a Construction Phase Plan to include method statements and risk assessments from all sub-contractors as appropriate and ensure that it is specifically approved in writing prior to the commencement on site.

During the construction phase to be responsible for health and safety matters on site and be fully conversant with Construction (Design & Management) Regulations 2015.

Ensure all contractors, self employed persons and designers to be appointed by the Principal Contractor are competent and will make adequate provision for Health & Safety. Retain copies of all Method Statements submitted to the Health & Safety Executive for inclusion in the Health & Safety File.

Ensure that all employees of all contractors on site and self employed persons have been properly trained in Health & Safety matters and are fully informed about the Construction Phase Plan.

If any standards or recommendations contradict requirements for works described in the Drawings and in the Specification or in the Construction Phase Plan then the Principal Contractor shall include alternative proposals in his Construction Phase Plan and his Health and Safety Method Statements included in his tender.

Retain any information, which might be needed to be included in the Health & Safety File at the completion of the construction phase.

No addition to the Contract Sum shall be made and no extension of time shall be given in respect of compliance with the requirement to issue Method Statements and develop and implement the Construction Phase Plan and the Safety File.

23.5 Health & Safety

The Principal Contractor shall check any updates of standards or recommendations current at the commencement of the design and the work on site or which are published or come into effect during the Contract Period.

The Employer reserves the right to instruct the Contractor to suspend work if, in his opinion, the Contractor is not complying with the Act, until such times as the Health & Safety Executive visits the site or the defects are rectified.

In addition to complying with statutory requirements use products, methods of work and protective measures which will minimise health and safety hazards.

Notices indicating the extent of any hard hat area must be displayed. Safety helmets must be worn in accordance with the Construction (Head Protection) Regulations 1989. A stock of helmets should be provided by the contractor for the use of authorised visitors to the site.

Inform the Principal Designer in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer and/or his/her representatives when visiting the site. Provide appropriate clothing and/or equipment for the Employer and representatives.

If upon the opening up of the works, the Principal Contractor, or the Principal Designer finds the state or condition of the building, its construction, structure, materials or services, precludes or prevents the works being carried out in accordance with the drawings, specification with the standards and the recommendations of the Construction Phase Plan, Health and Safety Executive Codes of Practice or the relevant publications or any updates from the commencement of the works, then the Principal Contractor shall put forward alternative proposals in the form of Method Statements under the requirement to develop the Construction Phase Plan and Safety File.

The Principal Contractor shall assume full responsibility for the placement and the design of, inter alia temporary works, staging, screening, fans, dust protection, noise attenuation installations, scaffolding, access facilities, installation of any plant, lifts hoists, cranes, temporary services supplies connections or adaptations to permanent services for the purposes of the works.

23.6 Noise:

Comply generally with BS 5228.

High Priority shall be given to the restriction of noise, dust and anything affecting the property. Allow for control of noise pollution and all other statutory obligations particularly as required elsewhere in this Bill.

Take all necessary steps to keep noise levels to a minimum.

Any hoist, mixer, etc shall be powered to keep noise levels to a minimum.

Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Do not use pneumatic drills and other noisy appliances without consent of the CA.

Where the works will have a significant impact on neighbouring premises from noise or vibration the attention of the Principal Contractor is drawn to the provision of Section 61 of the Control of Pollution Act 1974 with reference to the issue of prior consent and any application under that Section should be made to the Local Authority.

23.7 Pollution:

Take all reasonable precautions to prevent pollution of the site, the Works and the general environment.

The Principal Contractor is to take all measures necessary to prevent the intrusion of dust or water into the building.

The Principal Contractor is to carry out the Works minimising dust, especially during stripping and demolitions and any local stone cutting.

No instructions issued to the Principal Contractor by the Architect or his authorised representative shall relieve the Principal Contractor from compliance with the Control of Pollution Act 1974.

23.8 Dangerous Substances:

The Principal Contractor must comply at all times with the Control of Substances Hazardous to Health Regulations 1988.

23.9 Access for Vehicles etc.

Parking is limited to an absolute minimum number on Back Lane. Alternative safe parking must be found off the main road for any extra vehicles. Ensure that access by all services is not obstructed by the works. The size and weight of loads are to be restricted to avoid damage to the access routes.

24.0 Fire:**24.1 Generally:**

Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire.

24.2 Fire Precautions

Smoking: Is not allowed at any time on or within the buildings and will NOT be permitted on the site within 6 metres of any historic structure. Notwithstanding this, it must be carefully controlled by the Site Agent who is to inspect each structure to guard against risk of fire. At the close of the working day inspect works to double-check that nothing is smouldering.

The Principal Contractor is to take precautions to ensure that no unauthorised access is gained to the buildings, particularly, due to risk of them being used for smoking, fires etc.

Burning of rubbish is strictly prohibited. All rubbish must be removed from the site.

Burning off paint using blowlamps or electrical element burners is strictly prohibited.

Inflammable materials must not be stored on site.

24.3 FIRE EXTINGUISHERS:

Provide at least 2no fire extinguishers of a type suitable for dealing with a fire involving the surrounding materials and in the conditions at place of work.

24.4 Hot Work:

No Hot Work shall be permitted on or within 6 metres of any building or scaffold unless otherwise agreed with the Architect.

Hot work will only be permitted in restricted circumstances and must therefore prepare a suitable works/ methods plan accordingly.

“Hot Work” is defined as “All operations involving flame, hot air or arc welding and cutting equipment, brazing and soldering equipment, blowlamps, bitumen boilers and other equipment producing heat or having naked flames”

The Contractor is to give written notice of his intention to carry out any “hot work” on the contract with an approximate location of that work at least seven days in advance of the work being carried out.

In the event of fire breaking out, the operatives are to dial 999 immediately and ask for the Fire Brigade.

The Contractors should make themselves aware of any fire instructions and standard procedures to be followed in the event of fire and, where automatic fire detection systems exist, familiarise themselves with the mode of operation of the system.

Where hot work is to be carried out, two fire extinguishers must be provided and kept adjacent to the work.

Where “Hot Work” is being carried out on roofs or above voids containing combustible material such as old timbers, a man should be stationed in the roof space or void to watch for any sign of charring.

No “Hot Work” shall be carried out within three hours of the end of the days work. The General Foreman must inspect all areas where this work has been done, both visually and by testing for any signs of heat from slow charring timber before the site is closed for the day.

All “Hot Work” shall be recorded in the Site Diary with the exact time when it was carried out, together with the time of the subsequent inspections and the person who carried them out.

24.5 Footwear:

Work persons engaged on the works are to wear suitable soled shoes with attention to both safeguarding the historic fabric as well as safety of operatives.

24.6 Handling of Materials Within and Outside the Building Fabric:

The Principal Contractor is to exercise exceptional care when handling materials internally and externally and to provide protection in all instances to prevent damage to render, stonework, plasterwork, woodwork and decorative details etc.

24.7 Waste:

Remove rubbish and debris from time to time and keep the site and Works clean and tidy.

Skips are to be shrouded against dust and rubbish from upper levels transferred to them by means of interlocking chutes. However, no chute is to be left connected to a skip when not in use because of the risk of transferring fire from the skip to the building.

Comply with current legislation regarding the controlled tipping of refuse and disposal of contaminated water etc.

Materials containing asbestos are to be disposed of fully in line with current legislation.

24.8 Cleaning:

The scaffold should be wept and kept clear of debris. The site area shall be maintained in a tidy condition and rubbish shall not be allowed to accumulate.

24.9 Compound:

An area shown on the Site Set-Up Plan may be used as the Principal Contractor's compound. All building equipment, plant, materials, skips, refuse etc shall be kept within the compound area and kept tidy at all times.

The location of a hot work area, if any is needed, is to be agreed between the parties within these constraints set out.

24.10 Storage:

Stores, size and location both to be agreed.

25.0 Protect the Following:

25.1 Historic Fabric / Work In All Sections:

Adequately protect and preserve the existing building fabric eg stone, render, timber, lead &c - soil and sub-soil stratum etc and all archaeological fabric, all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever it is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.

All protection works shall be agreed with the Architects.

The Principal Contractor is to include for all temporary works necessary to achieve the standards of protection stated.

25.2 Existing Services

Care should be taken not to disturb the overhead power cables which cross the access to the site.

25.3 Trees and Shrubs:

No tree, shrub, climber etc is to be cut back, reduced, pruned or altered in any way unless specifically instructed.

Any species of trees, shrubs, planting etc and/or areas damaged or removed without approval are to be replaced to approval or treated to approval of the standards of the Employer at the Principal Contractors expense.

25.4 Trees To Be Retained:

All trees on site are to be retained except as noted in the schedule of work. Unless specified otherwise do not:

Dump spoil, rubbish or materials within the branch spread.

Excavate or disturb the topsoil within the branch spread.

Change level of ground within an area 3 m beyond the branch spread.

25.5 Adjoining Property:

There will be no access to areas other than those designated.

Prevent trespass of Work persons. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if requiring to erect scaffolding on or otherwise use adjoining property.

Remove and make good upon completion or when directed. Bear the cost of repairing any damage arising from the execution of the Works.

25.6 Defects Survey:

Before commencement of the Works, the Principal Contractor shall inspect the site and the routes thereto making a photographic record of defective items. Any damage caused by the Principal Contractor in the course of the Works shall be repaired without additional cost to the Contract. All shall be deemed to be in good condition unless recorded before commencement of the works. Submit a copy of the photographs to the Architect if requested.

26.0 Employer's Requirements: Specific Limitations on Methods/Sequence/Timing

26.1 Generally:

The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

26.2 Working Hours:

Working hours shall be between the hours of 8.00 a.m. and 5.00 p.m. unless otherwise agreed.

Weekend working will not be permitted unless otherwise agreed.

All work on site including scaffolding is to be supervised by the site agent, and unsupervised work by sub-contractors is not permitted under any circumstances.

27.0 Employer's Requirements: Facilities/Temporary Work/ Services

27.1 Generally

27.2 Locations: Inform CA/Employer of the intended siting of all spoil heaps, temporary works and services. All locations are to be agreed with the CA and within the constraints set out in the contract documents.

27.3 Neat Appearance: All temporary works shall be of neat, discrete appearance to the approval of the CA.

27.4 **Maintain:** Maintain, alter, adapt and move temporary works and services as necessary. Clear away when no longer required and make good.

28.0 Site Accommodation

28.1 **Room For Meetings:** See Section 14.0

28.2 **Welfare And Sanitary Accommodation:** Provide sanitary accommodation with hot water for hand wash facilities. Provide attendance for regular cleaning and disposal.

28.3 **Contractor's Accommodation:** The Principal Contractor is responsible for providing and maintaining all temporary accommodation, stores and the like in the designated compound. All building equipment, plant, materials, skips, refuse etc shall be kept within the compound. They are to be retained for the minimum time. Where any accommodation cannot be provided on the site, the contractor must make arrangements and obtain any necessary permissions for alternative locations.

28.4 **Publicity:** Do not supply or disclose to any persons any information concerning the contract or works without the written authority of the CA.

28.5 **Contractors Notices:**

No advertising is permitted on site except where directed by the CA.

The Principal Contractor shall provide all notices necessary for the safety of the public and operatives.

Notices indicating 'DANGER KEEP OUT', 'HARD HATS MUST BE WORN' and 'NO SMOKING' must be displayed.

29.0 Service and Facilities

There are no services available on or near the site.

29.1 **Lighting And Power:** Provide electricity and all equipment for lighting and power for the Works.

29.2 **Water:** provide clean, fresh water for the Works.

29.3 **Meter Readings:** Not applicable.

29.4 **Thermometers:** Provide on site and maintain in accurate condition:

- A maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.
- A thermometer for measuring concrete and ground temperature.
- Recording equipment as described elsewhere to ensure that environmental conditions are maintained.

29.5 **Protective Clothing:**

Provide 4no. safety helmets for the use of visitors to site.

29.6 **Temporary Protection:**

Provide temporary coverings, ropes, fencing, screens, fans, planked footways, guard rails, gantries and the like as may be necessary for protecting the public and others, for the proper execution of the Works and for meeting the requirements of any local or other authority.

29.7 **Storage:** No material is to be stored on the scaffold unless this is designed for the purpose, e.g. roofing materials.

Storage of materials is confined to within the compound.

Any solvents or flammable chemicals are to be stored within the compound in a secure area.

30.0 External Access/Support Scaffold:

30.1 Scaffolding:

The BSI DOCUMENTS referred to in this sub-section are:-

BS 1139 : 1964 : Metal Scaffolding.

BS 2482 : 1970 : Timber Scaffold boards 38 mm x 225 mm softwood

BS 5973:1981 : Codes of practice for Access and Working Scaffolds and special scaffold structures in steel.

BS 6339 : 1972 : Part 2 Wind Loads.

30.2 Scaffold Definition:

Any temporary structure erected to provide access to the permanent works either for their construction or maintenance or repair.

30.3 Materials:

Neither scaffold, nor tarpaulins are to incorporate advertising materials.

30.4 Metal Scaffolding:

To BS 1139. Steel scaffolding, including tubing and clips, to be of the hot dipped galvanised type to avoid rust staining of the permanent works.

30.5 Timber Scaffold Boards:

To BS 2482. Scaffold boards are to be clean, sound and fit for the purpose.

30.6 Erection And Dismantling:

Erect and dismantle in accordance with the relevant British Standards and Statutory Regulations and to the satisfaction of the CA. Any proposals to erect or dismantle scaffolds not in accordance with the Principal Contractor's previously issued details must be submitted and agreed with the CA.

During erection and dismantling of scaffolding, the greatest care is to be taken to avoid damage to the building. The Principal Contractor shall provide resilient padding over any areas susceptible to damage during dismantling of the scaffold.

Do not remove scaffold without the consent of the CA.

30.7 Contractors Responsibility:

Provide and maintain scaffolding to provide access for inspection, demolition and execution of the Works over the external and internal faces, roofs and roof structures within the contract areas.

Ensure that standing scaffolding is erected early enough for pre-inspection by the CA and consulting structural Engineer and/or dismantled late enough to suit the programmes of sub-contractors and public bodies.

Protection is to be provided to ensure safety of escape routes from falling debris and materials.

Access to the scaffold shall be from ladders located within the fenced enclosure at each individual site. All ladders, including those on the upper levels are to be secured to prevent unauthorised resiting.

The Principal Contractor shall include for any hoist, lifting tackle and the like for the proper execution of the works.

30.8 Temporary Roofs

Not applicable.

30.9 Scaffold Engineering Etc:

The Principal Contractor is to be responsible for all aspects relating to the structural stability of the scaffold, temporary roof and associated works, but not withstanding this, he is to submit details and calculations for scaffolding proposals to the and Engineer and CA whose comments shall be satisfied.

Notwithstanding the scaffolding is to comply with current safety regulations.

The details are to be of an extent and detail commensurate with the complexity of the proposals and with the degree to which they are critical.

The Principal Contractor shall show clearly on the above details all loads from scaffolding.

Ensure that all scaffolds are erected and maintained in accordance with BS 5973 and all statutory regulations.

Ensure that the scaffolding, temporary coverings, sheetings and tarpaulins can withstand such wind loadings to prevent damage whilst the works are in progress.

Ensure that all users of scaffolds are aware of the maximum load for which they have been designed.

Scaffolding shall generally be independent, with all ends free of the elevations with a **75mm minimum clearance**. Some tying will be permitted as described in Section 34.23.

The design of the scaffold shall ensure that no damage occurs to the fabric because of the transfer of wind loads or from movement of the scaffold itself, and due allowance shall be made for movement to ensure that the scaffold is always free of the building.

30.10 Ties To Elevations: Putlog fixings or tying to existing masonry will not be permitted unless specifically agreed with CA.

30.11 Works Access: The scaffold is to be designed with fully boarded lifts to provide access to the elevations as required. Within, the scaffold is to provide walkways with a minimum height of 2 metres unobstructed by diagonal ties and the like.

30.12 Lightning Protection To Scaffold: The scaffold shall be continuously bonded to earth against lightning.

30.13 Security / Unauthorised Access: Take all reasonable precautions to ensure that unauthorised persons do not gain access to the scaffold at any time.

Scaffolds and other associated equipment, erected in areas accessible to the general public and employers representatives must be fenced or hoarded in accordance with the Health and Safety guidance note GS7.

Where directed, hoardings to be of a height or material in accordance with Employer or funding body specific requirements.

Special precautionary arrangements should be taken in consultation with CDM Coordinator and the employer for essential access to the property under a working scaffold.

30.14 **Scaffold Platform Loadings:** Design scaffolds to carry loads at least as great as these tabulated below:

Use of Platform	Platform Loading
- Inspection, painting and access:	0.75 k/N2 (15 1bf/ft2)
- Plastering and rendering, pointing, general building work and brickwork:	2.0 kN/m2 (40 1bf/ft2)
- Brickwork, masonry work, concrete blockwork, heavy building work and heavy materials storage:	3.0 kN/m2 (60 1bf/ft2)

30.15 **Loading: Superimposed:** Temporary roofs shall be designed form an imposed loading of 0.375kn/m2

30.16 **Wind Loadings:** Design all scaffolding to sustain wind loads calculated in accordance with BS 6399: Part 2: 1997.

30.17 **Foundations:** The Principal Contractor must be able to satisfy himself, the Consulting Structural Engineer that the permissible bearing pressure of the ground or the building structure below the scaffold is not exceeded. He is to take note of known drains and other underground services and structures in the area, and ensure that no damage occurs from the works or scaffold

Where scaffolding is founded on soil, on or adjacent to garden beds etc timber railway sleepers or similar sized treated timbers are to be used as sole plates.

All foundations are to be fully protected using several layers of geotextile felts to be placed under all sole plates, below and around all scaffolding for an approximate distance of 3m, together with a link to all compounds, to prevent damage to the garden fabric.

30.18 **Points Of Contact:** Points of contact between scaffolding and the buildings will not generally be allowed. However scaffolding may be tied through openings and through windows where glazing is to be removed as part of the work. Proposals for tying scaffold should be agreed with the Architect prior to erection. All ends adjacent within 75 mm of the building are to be capped. Where contact is unavoidable and agreed with CA all ends to be provided with packing of a material fit for the purpose, being durable, resilient and non- staining.

30.19 **Scaffold Sheeting:** The Principal Contractor shall supply and fix scaffold sheeting or similar approved, over the complete scaffold.

30.20 **Removal For Inspections:** From time to time, allow for the temporary removal and refixing of localised areas of cover sheeting &c to allow inspection of the works from the ground.

30.21 **Rainwater Drainage:** Rainwater falling on the temporary roofs shall be collected and transferred to existing rainwater drainage points by means of temporary plastic guttering and pipework. Side sheeting shall overhang the elevations to ensure that no rainwater enters the internal fabric of the buildings.

30.22 **Adequate Precautions:** Adequate precautions are to be taken to protect the public and workmen from any material which may fall from the scaffolding. Precautions to be taken to prevent personal injury where scaffolding is erected on or near areas to which the public have access.

- 30.23 **Loose Items:** ENSURE THAT ALL LOOSE ITEMS ie. tubes, fittings, poles boards etc, are cleared from the scaffolding as it is constructed and on completion. No loose fittings or poles to be left on boards.
- 30.24 **Transfer Of Scaffolding Components:** Transfer of scaffolding components are to be by hand or pulley or using hoists. Dropping or throwing upwards of components is forbidden.
- 30.25 **Secured Boards:** Boards are to be secured with clips to restrain against wind forces.
- 30.26 **Ladder Landings:** All ladder landings are to be fully handrailed and fitted with traps to accesses..
- 30.27 **Acceptance:** All scaffolding is to be to the satisfaction of the CA before it will be accepted as satisfactory.
- 30.28 **Protection Of External Fabric:** Boards are to be set clear of all masonry to avoid disfigurement from rubbing or impact.
- Dust sweepings are not to occur adjacent to masonry. Boards at the outer perimeter of the scaffold are to be taken up to permit dust sweeping away from the building. Sweeping of the scaffold is to be carried out at the corner/ends of scaffold. Carry out on a daily basis.
- All boards adjacent to the walls etc, which are not covered by a temporary roof, are to be turned up at night and in periods when rain is expected to prevent splashing on to the masonry and subsequent disfigurement.
- The Principal Contractor is to provide necessary protection on the scaffolding against falling materials. The Principal Contractor will be responsible for any damage.
- 30.29 **Protection Of Internal Fabric:** The Principal Contractor is to take every precaution to ensure that no damage occurs to the internal fabric of the building and will be responsible for repairs arising from damage attributable to the construction, maintenance or striking of a temporary scaffold and any damage attributable during the execution of the works. The repairs must be carried out to standards approved by the Employer.

F3 REBUILDING OLD BRICKWORK**1.0 Materials**

- 1.1 See separate Specification for constituents and mixing of mortars.
- 1.2 Wherever possible bricks should be selected from demolitions elsewhere on the site. If there are none available, bricks from the immediate locality should be sought where the original work was in locally made bricks. If new bricks have to be obtained these should be carefully selected to match the colour, texture and size of the original brickwork. The new bricks should comply with B.S. 3921 in general terms but the dimensional tolerances may be varied to match the original work.
- 1.3 Any bricks not from the original brickwork must be approved by the architect beforehand.

2.0 Preparation

- 2.1 Any reclaimed bricks should be cleaned of old mortar, care being taken not to damage the arrises particularly on the face of the brick. Very hard mortar may be left adhering to the brick provided that it does not project more than 3mm from the surface of the brick.
- 2.2 Clean bricks should be sorted into
 - 1) Those in good condition which were exposed in the original construction.
 - 2) Those that have their faces damaged.
 - 3) Those that were totally concealed but are in good condition.
 - 4) Those from other sources.
- 2.3 Bricks should be stored on a dry surface or on supports clear of the ground and should be covered to protect them from rain. If the bricks are wet they should be protected from frost.
- 2.4 The bricks should be stacked in a manner to allow a free flow of air through the stack.

3.0 Workmanship

- 3.1 When selecting bricks for facing work preference should be given to those from stack 1) above. An assessment of these numbers should be made at the beginning of the rebuilding. If these are not sufficient to complete the work, allowing for breakages, a mixture of bricks from stacks 1) and 4) should be used. Care being taken to obtain an even mixture of types. Bricks from stacks 2) and 3) should only be used after consultation with the architect.
- 3.2 The bricks should be laid on a level bed of mortar over the full width of the wall and all vertical joints should be completely filled except where required to be left open as weep holes. The thickness of the bed and vertical joints should be set to match the original walling.
- 3.3 The walling should be formed with horizontal courses, the depth and position being adjusted to match and tie in with the original work. Unless otherwise stated the wall should be vertical on the face and perpend should line up vertically.

- 3.4 Unless otherwise stated the brickwork should be built in a similar bond to that of the original work.
- 3.5 In particularly dry weather the bricks should be wetted before laying and any wall tops that have dried out overnight should also be wetted.
- 3.6 When there is a danger of frost any fresh walling should be protected with some non-conducting material. No brickwork shall be laid in frosty weather unless previously authorised by the architect when special precautions will be directed.
- 3.7 The brickwork should progress uniformly and no area should rise more than 1m above another.
- 3.8 Where required for bonding to old work behind, ties should be stainless steel or a type to be specified.
- 3.9 See separate specification for pointing.
- 3.10 Unless otherwise stated the pointing may be carried out as the work progresses. This must be carried out in accordance with the approved sample and not necessarily as the adjacent walling.
- 3.11 Ensure that the face of the walling is kept clean at all times. any mortar splashes should be removed immediately and any marking eradicated.
- 3.12 Care must be taken that water run off from any scaffolding does not mark the walling.

4.0 Arches

- 4.1 Where brick arch has to be rebuilt the profile of the original should be recorded before demolition, and any reusable bricks should be numbered and put to one side during demolition. Properly constructed timber centring should be constructed for arch to correspond with the original profile unless otherwise stated. The arch should be set out on the ground before building and any missing bricks replaced in the correct style and shape.

5.0 Repair of cracks in brickwork

- 5.1 Where settlement cracks occur in existing brickwork the following procedure should be carried out:
- 5.2 For cracks 1.5 - 10mm wide in joints of weak lime mortar the joints should be raked out deeply on both sides of the wall and filled with mortar as specified.
- 5.3 If the cracks occur in the bricks themselves then they are to be cut out and new bricks to match existing re-bonded using a mortar mix to match the existing.
- 5.4 Cracks between 10mm up to 31mm in brickwork should always be cut out and re-bonded.

F4 MASONRY**1.0 Materials****1.1 Selected stone:-.**

Type: Salvaged stone to match existing as closely as possible.

Re-used stone from collapsed walling on site to be preferred if this is clean and entirely sound.

1.2 All new stone shall be selected for colour and texture to match the existing work as closely as possible (all from a source specified by the architect). Samples of stone to be approved by the architect before ordering and cutting. The contractor should not assume that the same material will be used throughout.

1.3 Stone shall be sound and free from vents, sand holes, clay pockets, cracks, fissures, discolouration, staining or other defects that will adversely affect strength or weathering unless otherwise specified.

1.4 Ensure that all stone is inspected on delivery for damage in transit.

1.5 Stone to be stored clear of ground and should be placed on a clean and dry surface or pallets. Cover with non staining tarpaulin and protect from absorbing ground salts and from rain and freezing.

2.0 Associated Materials

2.1 Stainless steel for cramps, dowels, bolts and armatures shall be of stainless steel to BS.970:18:3 Type 316 or else of an approved bronze alloy. Where plugs are used they shall be of nylon.

2.2 Epoxy resins for fixing masonry and dowels shall be Lockset P and that for deep grouting or back fixing of masonry repairs (where specified) shall be Conbextra EP of the grade suitable for the voids being grouted. Both materials are manufactured by Fosroc Expandite Ltd and the manufacturer's data and method sheets should be complied with in use.

3.0 Mortars For Masonry

3.1 Hydraulic lime should be a natural hydraulic lime of the strength specified (St Astier or similar) delivered in the manufacturer's sealed bags clearly labelled and stored in accordance with the manufacturer's instructions.

3.2 Sand for mortars must comply with BS.1200, Table One. Where required for pointing of wide joints a proportion of coarse material up to 3mm diameter will be added. This may be sandstone grit, crushed limestone fragments, crushed shell or granulated brick or tile as specified for the particular situation.

3.3 Mortar Mix:

The proportions of the mix will be instructed for each job but generally will be in the proportions of 1 part stiff lime putty to 3 parts sand by volume. In some cases sand may be replaced in part by stone dust. The contractor should anticipate the aggregate being obtained from several sources to obtain a close match to existing mortar.

Please note that the mortar mix may vary according to location. Allow for 5 differing samples to be prepared.

Internal stonework generally to be in the proportions of 1 part stiff lime putty to 3 parts sand by volume. In some cases sand may be replaced in part by stone dust.

The contractor should anticipate the aggregate being obtained from several sources to ensure a close match is obtained to the existing mortar.

- 3.4 All mortar shall be well mixed again before use and gauging materials, if specified, shall only be added at this time.
- 3.5 Mortars will generally be ungauged
- 3.6 Sample panels of pointing, are to be prepared and approved before work commences. Allowance should be made for several trial samples.
- 3.7 The use of mortar plasticisers or anti-freeze will not be permitted.

4.0 **Workmanship**

- 4.1 All new masonry shall be executed in conformity with BS5390 1976 (1984) and BSI Code Of Practice for stonemasonry.
- 4.2 Dampen stones and lay on a full even bed of mortar with all joints filled. Approximately 10 mm wide all to match existing, whichever is smaller. Keep courses level and in line and accurately plumb all wall faces, angles and features.
- 4.3 Set out carefully to ensure satisfactory junctions and joints with adjoining or built in elements and components.

Keep stonework clean during construction, ensure no mortar encroaches upon to the face when laying. Turn back scaffolding boards at night and during heavy rain.
- 4.4 Stonework shall be laid on natural bed in plain walling and in quoins.
- 4.5 The depth of beds and vertical joints shall also be similar to the existing work and the faces of all stonework shall be hand dressed to a similar finish. Where repair and rebuilding of stonework is specified new stones are to be made generally in accordance with the drawing but the exact size of the stones will be agreed with the architect on site.

5.0 **Dismantling**

- 5.1 Where dismantling is specified it should be kept to a minimum and only stones shown on the drawings to be removed unless otherwise agreed with the Architect.
- 5.2 Ensure that all stonework above the area of work is secured in place before any dismantling takes place. If necessary temporary pins may be inserted into stones which will later be replaced but these must be agreed with the architect before any drilling takes place.
- 5.3 Identify existing joints before dismantling (agree with the architect) as indicated on the drawing. Only those stones which can be replaced in the day are to be removed at any one time.

- 5.4 In some areas the outer face only will require repair. In others both skins may have to be repaired. The full extent of repair will be agreed with the architect when opening up has been completed.
- 5.5 Ensure the stability of the inner leaf and roof during the works, any further dismantling should be agreed with the architect beforehand.
- 5.6 Where existing stones are to be reused they are to be stored and suitably protected as described elsewhere in this specification.

6.0 Finish to Stone

- 6.1 Plain walling to have a dressing similar to the existing surrounding stone.
- 6.2 Sample finishes of all types of stones are to be prepared and agreed with the architect before working.

7.0 Pointing of Masonry

- 7.1 Samples of pointing are to be prepared for the architect's approval. Generally all ashlar, banker and carved work shall be pointed flush with the surface of the stone. In plain walling and rubble work the pointing will be kept slightly behind the arris of the stone so that mortar is not smeared over the surface. Deeply recessed pointing of the type known as rustic or raked pointing will not be allowed.
- 7.2 The contractor shall lightly brush or spray the fresh mortar after it has gone off in order to take fat and laitance from the surface and leave some coarser particles of the aggregate exposed.
- 7.3 Where repointing is specified, the joints must be carefully raked out to a depth of not less than 25mm or 2.5x joint width, whichever is greater. The joints must be brushed out thoroughly and wetted and the new mortar rammed into the full available depth. The contractor should allow for cutting and adapting the special tools for this work.
- 7.4 Where 'deep pointing' is required i.e. greater than 30mm deep, mortar should be inserted in a series of applications no thicker than 30mm. Each layer to have the surface gently abraded to provide a key for successive applications. Each layer to be allowed to go off before applying successive layers.
- 7.5 Where the lead flashings to be dressed into the joints and grooves these are to be formed in accordance with the recommendations set out in 'The Lead Sheet Manual' and secured with lead wedges or screws and plugs as may be expedient. Where new chases have to be formed these should be neat and straight in positions to be agreed beforehand.
- 7.6 For joints wider than 18mm the lead should be secured by turning up at the back of the joint and fixed with stainless steel screws and washers every 450mm. Before the joint is pointed, and before the lead wedges are driven in, the top surface of the lead is to be protected with a strip of Visqueen or building paper. The pointing is to be well rammed home and finished off. After it has "gone off" the Visqueen or building paper is to be cut off with a sharp knife, level with the surface of the pointing.

8.0 Cutting out

- 8.1 Once scaffolding has been erected stones to be replaced will be marked by the Architect and no cutting out must be done on the basis of drawings and schedules alone without the Architect's approval.
- 8.2 The Architect shall be given reasonable notice of work being accessible for inspection.
- 8.3 Carefully cut out, using hand tools or disk cutters to minimise vibration the defective stones or sections of stone until structurally sound material is reached, great care being taken not to damage adjacent surfaces and arrises where these are to be retained. The use of air powered tools will be permitted but the Contractor should allow in his prices for hand sawing out joints where necessary.
- 8.4 Corroding cramps and ferrous ties are to be carefully cut out and removed. Replaced with stainless steel cramps. Remove carefully all corroding and ferrous cramps where exposed. Replace with appropriate keyed cramps in stainless steel to BS 1449 Part 2 or BS 970 Part 4 to agreed design . Allow for "dog cramp" pattern of cramp, 225mm long x 6mm diameter stainless steel threaded rod. Bed cramps and dowels in approved epoxy resin.
- 8.5 Treatment of embedded ironwork, cramps etc: Rust converter. Reveal cramp by neatly cutting out a section of stone to be indented subsequently. Remove as much rust as possible by chipping, brushing, hand sanding etc . Apply proprietary rust converter to accessible parts of the cramp eg "Fertan" or similar approved.

9.0 Cleaning and dressing down

- 9.1 Where brushing or dressing down is referred to in the schedule of work it shall be carried out only with stiff bristle brushes. Wooden tools only should be used.
- 9.2 The cleaning of masonry is to be carried out only when and in the manner directed by the Architect and in accordance with BSCP 6270. No acids, detergents or other chemicals may be used without the Architect's consent.

G2 REPAIR OF ROOF TIMBERS**1.0 Materials**

- 1.1 Softwood for carpentry shall be (a) European Redwood 4th and 5ths (B & C) from Upper and Middle Gulf, or (b) BC Pine No.1, Merchantable and shall comply with the recommendations of the relevant part of BS5268 and where applicable with BS4978. Timber shall be properly and carefully air seasoned and if necessary kiln dried to ensure that the moisture content is suitable for the situation of the finished carpentry. The timber shall be free from all drying defects, all evidence of insect or fungus attack, and there shall be no twist or warp and no indication of shrinkage.
- 1.2 Hardwood shall be FAS or equal quality / first quality selected from FAS. Timber in the finished joinery shall be free from woolly texture, soft heart, sapwood, slits, shakes, and all evidence of insect attack and all faults caused by compression failures. There shall be no waney edges, it shall be free from unsound knots and there be no knots of any description on exposed faces, unless specifically agreed.
- 1.3 Nails shall conform to BS 1202. Screws shall conform to BS 1210. In every case the size and material of screws and nails shall be specified as appropriate to the nature of the fixing and of the materials involved. Screws, nails or metal fastenings in hazardous locations or conditions must be non-ferrous, e.g. stainless steel, silicon bronze. No other screws or nails permitted. The fixing of external cladding, joinery or window beads with non stainless steel or silicon bronze screws, nails or fixing pins will be rejected.
- 1.4 The rate of growth for softwood (averaged over 75mm) when measured shall be limited as follows:
 For external use, not less than an average of 6 growth rings per 25mm.
 For internal uses, not less than an average of 4 growth rings per 25mm.

2.0 Workmanship Generally

- 2.1 Workmanship of both hardwood and softwood joinery elements shall comply with BS 1186, Part 2.

3.0 Timber Preservatives

- 3.1 Softwood for structural use shall be impregnated by means of double vacuum impregnation with an approved preservative such as "Protim". All cut ends to be dipped.
- 3.2 Only the following preservative treatments may be used in timbers in contact with or adjacent to leadwork (even if separated from the metal by a membrane):

Protim
 Vac-Vac
 Wykamol
 Cuprinol

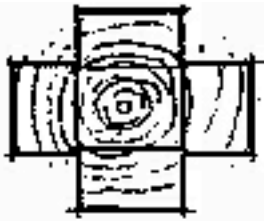
Where bats may be present, preservative used must be pyrethroid-based products (permethrin and cypermethrin). If in any doubt the manufacturers and/or English Nature should be contacted for confirmation.

- 3.3 A certificate stating that the required preservative treatment has been carried out shall accompany each consignment of joinery to the building site and shall be handed over and retained by the Architect.

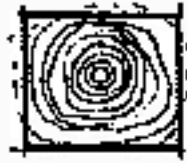
4.0 Repairs to Roof Structure

- 4.1 Unless otherwise specified repairs to structural roof timbers should be made in the same material as the original. For softwood members that are generally visible and for all hardwood members repairs should be spliced as noted below. For timber members concealed within the roof space repairs may be effected by providing similar scantling of timber securely bolted to the side of the original with timber connectors as appropriate.
- 4.2 Unless otherwise specified spliced repairs in roof structures which were originally secured by pegs, should also be pegged. Splices in other circumstances may be secured with stainless steel bolts of an appropriate size.

STRUCTURAL USE OF TIMBER



Quarter cutting to produce horizontal or vertical members. Boxed heart used if sound

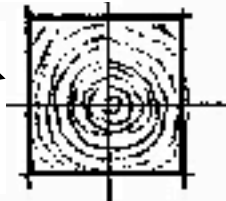


Boxed heart ideal for



Halved for vertical studs

This form of conversion NOT TO BE USED since it will result in extreme shaking and distortion

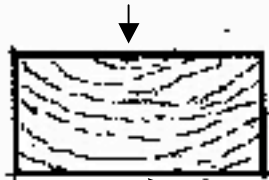


A small quantity of sapwood is acceptable at these corners



In halved studs the heart must be used externally

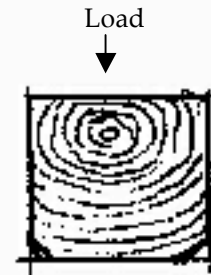
Load on this face for beams and purlins



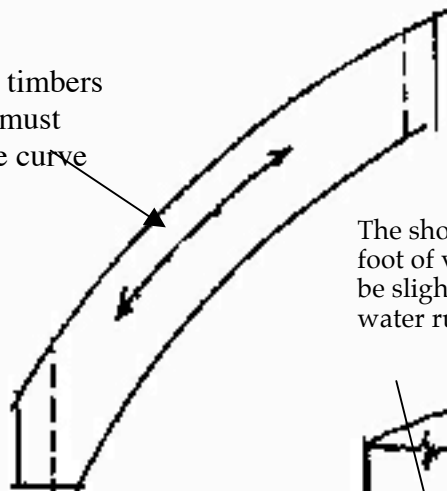
In exposed timbers this face should be internal

If boxed heart is asymmetrical load as shown

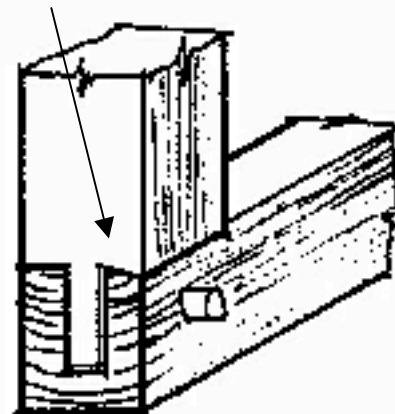
In external work top face should be exposed



In curved timbers the grain must follow the curve



The shoulders of tenons at the foot of vertical studs etc should be slightly sloped to discourage water running into the mortice



All peg holes must be drilled off-set so that driving in the peg tightens the joint. Pegs to be octagonal and tapered, left proud c25mm for future tightening. Min 25mm diameter

5.0 The Use of Timber in Structural Members

- 5.1 Timber for structural members shall be selected and cut for the particular purpose for which it is intended - see attached drawing. If timber baulks have been stored they must have been stacked in an approved manner, horizontally and clear of the ground with adequate ventilation. No timber may be used which has been cut from dead standing trees.
- 5.2 Timber which has developed shakes before fixing shall only be used with the Architect's express approval but shaking after fixing shall not be deemed a defect provided the member is not rendered unfit or unsuitable for its structural purpose.
- 5.3 All timber shall be straight grained and the deviation of the grain from the longitudinal dimension of the member shall not exceed 10°.
- 5.4 Timber shall be heart timber only, free from all signs of core decay and sapwood except as permitted in the diagrams attached. Timber containing any knots with signs of knot decay will also be rejected. No sapwood will be permitted on exterior faces or where subject to moist conditions.
- 5.5 The Architect may reject timber which has less than four growth rings to the inch.
- 5.6 Timber members shall be formed in one of the ways shown on the attached drawing, Structural use of Timber.
- 5.7 Members, particularly those exposed externally, shall be placed in the building with the grain used as shown in the diagrams.

6.0 The Repair of Timber Members

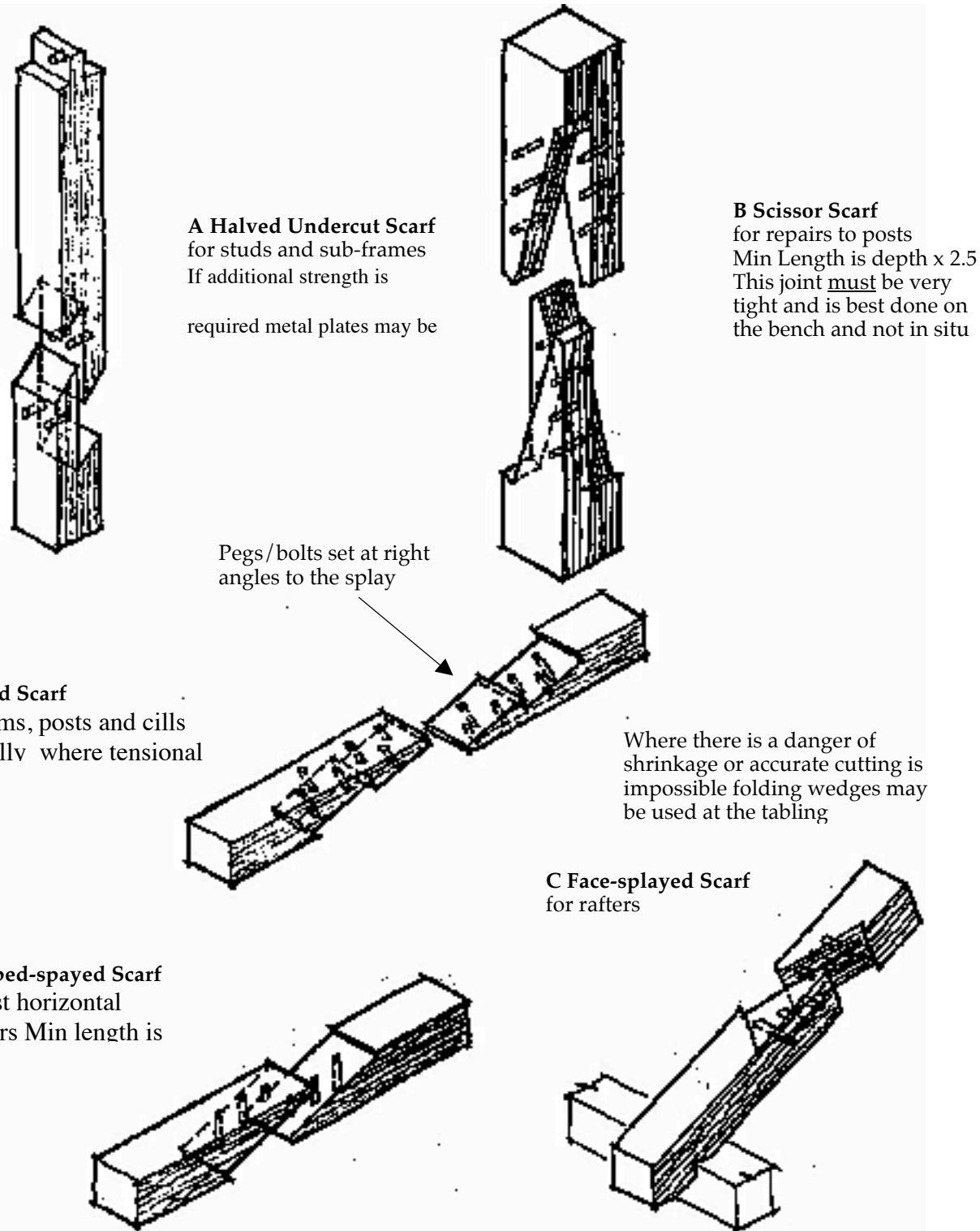
- 6.1 Where timber is used for patch repairs to existing members, it must be either kiln or air dried to a compatible moisture content.
- 6.2 Epoxy adhesives shall be used only where directed by the Architect and in accordance with the manufacturers recommendations.
- 6.3 Plated repairs if required shall be executed as directed by the Architect on site.
- 6.4 The form and length of scarf joints shall be approved. As a general guide the length of a table scarf or plated joint in any structural member shall not be less than four-and-a-half times the effective structural depth of that member.
- 6.5 Where pegged tenons, scarfs as other joints are being formed the peg holes must be separately drilled slightly offset so that the action of driving in the peg tightens the joint (Draw-bored).
- 6.6 Pegs must be hand formed, pencil fashion from dry heart hardwood, eight sided and tapered slightly.
- 6.7 Pegs, after initially driving tight should project from the driving side 50mm so that they can be driven in further at the end of the defects liability period or as the timber shrinks.
- 6.8 Salvaged materials shall only be used for repairs where approved by the Architect and the material, which must also be specifically approved, shall be sound, dry and free from decay. The use of salvaged timber for replacement members will not be permitted.

TYPICAL SCARF JOINTS FOR TIMBER FRAME REPAIRS

These are intended as a guide and may require variation in particular circumstances which will be instructed separately.

All joints should be cut so that faces meet accurately without the need for any fillers. Scarf joints are to be pegged or bolted as shown and may also be glued if necessary.

On no account should mortice and tenoned joints be glued.



A Halved Undercut Scarf
for studs and sub-frames
If additional strength is
required metal plates may be

B Scissor Scarf
for repairs to posts
Min Length is depth x 2.5
This joint must be very
tight and is best done on
the bench and not in situ

Pegs/bolts set at right
angles to the splay

E Tabled Scarf
for beams, posts and cills
especially where tensional

Where there is a danger of
shrinkage or accurate cutting is
impossible folding wedges may
be used at the tabling

C Face-splayed Scarf
for rafters

D Stopped-splayed Scarf
for most horizontal
members Min length is

Q2 MAINTENANCE OF VEGETATION ON RUINS**1.0 General**

- 1.1 Because of the particular conservation policy as outlined elsewhere it is vitally important that only the minimum amount of vegetation is disturbed.
- 1.2 At the commencement of the contract a meeting will be arranged with the architect, archaeological consultant and ecologist to explain the general parameters of vegetation retention/removal.
- 1.3 It should generally be assumed that all non-invasive vegetation will be retained unless otherwise specified.
- 1.4 The following invasive and/or woody stemmed plants are to be removed. In the majority of cases these plants will already have been killed off.
- Common Ivy (*Hedera helix*)
 - Hazel (*Corylus avellana*)
 - Elderberry (*Sambucus nigra*)
 - Dog Rose (*Rosa canina* agg)
 - Hawthorn (*Crataegus monogyna*)
 - Bramble (*Rubus fruticosus* agg)
 - Wych Elm (*Ulmus glabra*)
 - Yew (*Taxus baccata*)
- 1.5 Where any of the above plants are encountered which have not died off already the stem should be sawn through again to give a fresh cut surface. A systemic shrub killer such as Triclopyr in a paraffin carrier or Ammonium sulphamate as a concentrated solution is to be painted on to the freshly cut surface at the commencement of the contract and the plant not disturbed for a minimum of two weeks before any further work takes place in order to allow the weed killer to operate.
- 1.6 Ivy stems should be carefully removed from the face of the walls at the same time or instead of cutting the stem at low level. Removing the ivy when still live as it is generally easier than doing this when dead: a plastic or wooden spatula/scrapper should be used for the soft green 'ends'. Small 'ends' left isolated on a single brick or stone will tend to die and can be left, but any bridging a joint will definitely try to root into the joint and can do so quickly in wet weather. The stump left should then be drilled and poisoned. Care should be taken when applying any chemicals to ensure this does not spread beyond the plants specified.
- 1.7 Where works to consolidate involve ivy growing out of the wall, this should be carefully removed while live, the masonry taken down to allow the removal of the main root and painting of any small roots which have to be left in the structure before rebuilding.

2.0 Removal of large shrubs and woody growth

- 2.1 When removing any substantial vegetation great care should be taken to ensure that neighbouring stonework is not disturbed and any precarious stonework is carefully propped in place before removal takes place. It is essential that stonework (both dressed and rubble) is retained insitu. Dismantling and reinstating is not acceptable.

- 2.2 Using appropriately shaped saws and other tools carefully cut through all substantial stems as close to the stonework as possible. All vegetation growth and timber should be removed from site.
- 2.3 Before any further work takes place the precise nature of any additional removal is to be agreed with the architect on site. The work should be programmed so that as many as possible of these decisions can take place at one site visit.
- 2.4 Where it is instructed that root growth is to be removed from within the core of the wall then the surrounding stonework is to be carefully dismantled and all stonework (as against earth or mortar) put to one side for reuse. Notes and photographs should be taken of any substantial stones to ensure that these can be reinstated in the same location.
- 2.5 When the stonework has been opened up as far as previously agreed cut out any visible root growth and remove from site.
- 2.6 If any roots, which are to be left within the wall, show any sign of life then a further application of brushwood killer should be applied to a freshly cut surface.
- 2.7 Following removal of the roots carefully reinstate the stonework in mortar as specified elsewhere, replacing stones as far as possible in their original arrangement. Allowance should be made for providing additional stone fragments to replace any that could not be salvaged. Where substantial stones are not reusable the replacement method should be agreed with the architect on site.

3.0 Non-invasive vegetation

- 3.1 There are a large number of soft stemmed and shallow rooted wild plants which can survive on the surface of masonry without any detriment to the structure. Unless otherwise specifically instructed these plants are to be left in situ.

Q7 PROVISION OF SOFT CAPPING TO RUINED WALLS & OTHER STRUCTURES**1.0 Introduction**

- 1.1 Prior to applying any soft capping it will usually be necessary to carry out structural repairs which are specified elsewhere. Full repair or artificial core work to the top of walling is not always necessary but where there are major cracks or other failings which might be exploited by percolating water, these would normally have to be repaired before soft capping is applied.

2.0 Materials

- 2.1 Turf: The turf should be taken from a site with similar climatic and ground conditions. Where it is necessary to buy in commercially grown turf, this should be selected with the minimum possible percentage of ryegrass and the maximum percentage of bents and fescues.
- 2.2 Soil: Selection of soil type is not as critical as that of the turf. A standard medium or sandy loam will be suitable. Soils high in clay content should be avoided particularly if the site itself is in a dry area. Presence of stones within the soil is not critical provided they are no bigger than 50mm.
- 2.3 Pegs: Pegs for securing turf in place should be of a natural material that will degrade. Short sections of bamboo cane either whole or split would be appropriate.

3.0 Workmanship

- 3.1 The following is a general description appropriate for wall cappings of a reasonably constant width. Variations would be required where the structure to be capped is of a very wide or irregular nature.
- 3.2 Access platforms or scaffolding are to be provided to both sides of the structure to be capped to provide a working height at about waist level.
- 3.3 Any repairs to the existing wall head are specified elsewhere.
- 3.4 Generally brush down to remove all fine loose material. Larger stones that are slightly loose but still secure to be left in situ. Turf sections are to be cut in lengths suitable for the particular width of wall top at that point. The width can be made up in any number of pieces of turf provided they are closely butted up together with no gaps and no overlapping. When calculating the width, ensure allowance is made for the turn under at each side.
- 3.5 Lay sections of turf up side down along each side of the wall top extending onto the wall itself approximately 50-100mm. Ensure that the hanging sections of turf are suitably supported where necessary pending folding over.
- 3.6 Evenly spread soil over the wall top and the ends of the turf to cover the whole surface area. The soil should be moist enough for particles to bind together but not wet. The particular thickness of soil will vary depending upon the nature of the wall top but an average of approximately 75-100mm should be anticipated. The soil should then be compacted firmly by hand taking care not to over compact the soil.
- The particular profile of the topping will vary with each site but should be gently rounded avoiding any large dips or hollows.

- 3.7 Fold over the turf onto the soil and pin down with pegs. Carefully trim the turf so that it closely butts up to the neighbouring turf. Supply additional turfs where necessary to link the turfs from side to side again with as tight a joint as possible and no overlapping.
- 3.8 The edges of the turf should bulge slightly over the wall face on each side but this should not be excessive and overhanging bulges should be avoided as this is likely to die and subsequently the turf will disintegrate.
- 3.9 The turf should be firmed down over the soil to ensure good contact between the root mass and the soil and to eliminate all air pockets.
- 3.10 In areas where there are large protruding sections of well consolidated stonework these may be allowed to rise above the turf with the turf neatly trimmed against them.
- 3.11 Where there are steps or abutments where the step or wall is to be left exposed, neatly trim the turf against the rising surface.
- 3.12 Where shallow steps or changes in level are to be eliminated then the soil should be built up to give an even surface generally following the profile of the wall head rather than eliminating the contours.
- 3.13 When capping is taking place between March and September arrangements should be made for the turf to be watered regularly over at least the first 2 months. Turf laid between October and February would generally receive sufficient rainfall but if there are any exceptionally dry periods arrangements need to be made to carry out the watering. Unless otherwise specified it can be assumed that watering after the practical completion of the contract will be undertaken by the client.
- 3.14 It is important that the soil and turf is kept wet but avoid excessive or high pressure watering which may disturb the turf or soil.
- 3.15 If the wall head is easily accessible then fencing should be provided around the area to deter trespassers and notices should be provided that sharp protruding pegs are in situ.

SCHEDULE OF WORK

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1.0 Introduction

- 1.1 The works are the consolidation of the stone and brick ruins of the mine engine house and capping of the adjacent shaft.
- 1.2 The remains are a Scheduled Ancient Monument.
Allow for liaison and attendance on archaeologist to carry out inspection and recording of the site and structures as clearance work proceeds.
- 1.3 Although the works are funded by Shropshire Council and grant aided by Historic England; the building and surrounding land are all in private ownership. The owners and neighbours are supportive of the works, but the contractor should behave and carry out the works in a considerate manner at all times; particularly in access to the site.
- 1.4 The site consists of the tall engine house, which is the focus of the works; with a lean-to attached to the west wall, and a partially open mine shaft to the north. The lean-to is in separate ownership to the engine house; and is being repaired in a manner to allow repair works to the engine house structure to take place and to safeguard the structure supported by the lean-to roof.
- 1.5 The fill to the mine shaft is potentially unstable and should be treated with great caution.

Total for Section 1.0 _____

2.0 Preparation, Protection and Access

- 2.1 There is permissive vehicle access to the site across the field from Back Lane to the west of Ebba Cottage as shown on drawing 341-G5. The access should be used for transport of materials only, with other contractor's vehicles parked considerately on or near Back Lane. If in doubt confirm with neighbouring properties that parking is acceptable. Vehicle use to be kept a minimum.
- 2.2 Access to the building and working compound is across a barbed wire fence. Provision should be made for access bridging over this, and any making good on completion.
- 2.3 The contractor should be aware that the site is potentially hazardous, with unstable masonry, concealed voids, and other possible issues of a derelict site. Allow for all reasonable precautions and site procedures to protect safety of operatives and visitors including carrying out soil analysis to detect for harmful contaminants - see pretender Health and Safety Information.
- 2.4 Allow for creation of a site compound for storage of materials as indicated on drawing 341-G4. The contractor should erect appropriate fencing to exclude public access and farm animals to the working area and scaffolding. Clear undergrowth sufficient to allow practical working access.
- 2.5 Take down temporary Heras fencing around mine shaft and put to one side for collection by the employer. Provide suitable protective fencing around the shaft until such time as this is safely capped.
- 2.6 Due to access difficulties site welfare facilities should be capable of being manhandled into position rather than offloaded from vehicles.

- 2.7 Erect scaffolding all round the structure suitable for executing all the works.
- 2.8 Carefully remove overhanging tree branches as shown. Work to be carried out by a skilled operative to prevent damage to either the buildings or the main trees.
- 2.9 Remove all sapplings and other shrubs as indicated on the drawing and any others within 2m of the enginehouse walls.
- 2.10 Clear soil and rubble from bases of walls where indicated on plan under archaeological supervision to former floor and ground levels to allow safe erection of scaffolding. Remove roots of shrubs and main ivy stems where these are bedded on mounded spoil.
- 2.11 Where surviving floor surfaces do not survive. Excavate soil and rubble under archaeological supervision to 100mm below former floor and ground levels as shown on plan 341 / G1.
- 2.12 Assume that material is to be spread neatly elsewhere on the site- to be confirmed. Allow for roughly sorting and setting aside sound stone and brick suitable for future re-use to reduce volume of material. A pit nearby has been provisionally identified for dumping material.
- 2.13 Allow for cleaning and sorting suitable material arising ready for re-use.
- 2.14 Bob pit at northern end of interior to be cleared of loose material and rubbish to allow repairs to be carried out.
- 2.15 Erection of scaffolding against West wall will necessitate removal of the top course of corrugated metal roofing from the lean-to. See section 8.0 for finishing works.
- 2.16 Note that the building is a habitat for at least one bat. A Bat Low Impact (BLI) Class Licence will be required. No repointing work should take place until the walls have been inspected by the ecologist. Allow for liaison with ecologist, who may instruct certain voids in the building to be retained as roosts. Allow for leaving 12 no. holes, positions to be agreed.
- 2.17 Allow for all other preliminaries and overheads.

Total for Section 2.0 _____

3.0 Vegetation Clearance

- 3.1 All ivy is to be treated with a systemic shrub killer and left for as long as possible before removal as below.
- 3.2 Remove all ivy and other vegetation from walls. Where works to consolidate involve ivy or other shrubs growing out of the wall near the wall tops this should be carefully removed while live, the masonry taken down to allow the removal of the main root in the wall and painting with herbicide of any small roots which have to be left in the structure before rebuilding.
- 3.3 Remove cut plant material from site.

Total for Section 3.0 _____

4.0 Engine House Repairs

- 4.1 Provide suitable working support for the timber beams and lintels currently supported on accro props. Take careful dimensions for the 2 no. long beams and allow for carefully cutting out the remains of the existing timbers. The accro props to be returned to the employer.

- 4.2 A sample of the existing timber is to be cut for analysis by specialist to identify the species. Allow a provisional sum of £200 for that analysis.
- 4.3 It is hoped to be able to reuse the existing lintel and spreader in the south wall but straightened out and re-inserted into the new walling therefore carefully remove the two timbers to safe storage dismantling the small section of stonework between the two.
- 4.4 It is anticipated that the archaeological dig noted above will identify the base of the original south wall. Allow for cleaning away all loose material and for consolidating the top of the remaining foundation to form a base for the new walling.
- 4.5 Construct new stone walling with a traditional rubble core finished with local grey sandstone to be brought to courses every 600mm. At the abutment with the ruined stonework the new stone is to be cut to follow the line of the old and not vice versa and courses should not be lined through. Incorporate stainless steel spiral reinforcement into joints of both new and old at c300mm centres staggered horizontally and vertically
- 4.6 Stone reclaimed from the excavation is to be used where suitable. For pricing purposes however assume that this will only be suitable for rubble core work and facing stone to be Government Rock from Norbury south of the Long Mynd. This is only available through personal contact which will be followed up when required. Allow a PC Sum of £1,100 per cu metre for random rubble stone.
- 4.7 From a square jamb on the eastern side of D7 - line to be identified from archaeological remains.
- 4.8 The condition of the timbers remaining in the south wall is to be checked at close quarters but allow for the following. At the level of the head of D7, reinstate the timber lintel to be built back into the stonework incorporating stainless steel pins into the body of the walling and built into appropriate housing in the new walling.
- 4.9 Lay stainless steel mesh reinforcement bedded in lime mortar on top of the timber lintel and built up to the level of the timber bearer removed as item 4.3 above. Rebuild back in the timber bearer pinned into the corner of the stonework.
- 4.10 Continue the new walling up to the height indicated on the drawing 341-G2b
- 4.11 Top of walling to be finished with raised rubble core as artificial corework draining to edge of wall. All to be finished in soft capping as section 5.0
- 4.12 Supply and fit Code 5 lead weatherings as Detail to cut ends and wallplates as shown on the drawings. Lead to be either dressed min. 50mm into masonry with welted end; or 25mm and secured with stainless steel screws. Screws to be loosened a half turn before pointing in.
Where lead is folded around beam ends, weatherings to be fixed with copper clout nails to prevent working loose.
- 4.13 Point up lead flashings in NHL 3.5 hydraulic lime mortar, mixed to match existing original mortar adjacent.

- 4.14 When access is available to the brick gable on the north wall the method of repair is to be reviewed with the architect, archaeologist and structural engineer but allow provisionally for the following work. Dismantle and rebuild brick gable to North elevation as shown; with arch ring to W5 repaired to original profile before damage. Carefully record existing details before dismantling to ensure accurate reconstruction, numbering significant masonry units where appropriate. Note that stepped sides to be maintained. Ensure joint width matches existing, with mortar joints in no place exceeding maximum widths on existing work. Pointing to match agreed sample of existing work, particularly in colour and surface finish.
- 4.15 Positions of former pockets of purlins to be filled and delineated in blue bricks as shown on drawing 341/G3b.
- 4.16 Allow for 20% new bricks and stones to outer faces and 100% of the core. To be re-measured. Imported stone and brick to be sound and of a not inferior durability to best original material. Samples to be approved by CA before ordering. Sound clean salvaged material from site to be used where possible. To be re-measured.
- 4.17 Top surface of gable wall head to be finished to cut sloping profile and weathered with a stainless steel welded mesh armature secured with stainless steel pins into masonry over an undercourse of Welsh slate projecting 25mm on both faces and at the foot of the gable to form a drip course. Mesh to be rendered over with an NHL 5 hydraulic lime render to weatherproof wall head. The precise type of the mesh to be at the general discretion of the contractor, but to be of a type to give a secure anchorage to the render without causing significant cracking or shearing in the exposed location. Ensure at least 20mm minimum cover to mesh.
- 4.18 Carry out repairs to cill of large opening W5 under gable as Detail C (341/D2b). Clear off soil and loose material from wall head down to clean solid material. After recording by Archaeologist, build up fallen stonework where missing below line of timbers to match adjacent walling.
- 4.19 Supply and fix new oak facing to cill, spliced into existing surviving timber. Size to match existing timber but allow provisionally for 100 x 170mm approximately 3.25m long
- 4.20 Build up wall behind timbers in new brickwork, and finish to a smooth cambered finish to shed water to faces of wall. Flat cill area to W5 to be weathered in Terne coated Stainless steel running front to back, with weltd joints at max. 450mm c/cs. Sheet to form neat and unobtrusive projecting drips over faces of timbers as shown. Provide secure fixings to substrate; and upstands into jambs of opening.
- 4.21 Rebed loose stonework to wall heads as shown, and form flanchd weathering as main gable and as Detail E (341/D4a). Note extensive works to sides of former opening W6 at the top of East Elevation.
- 4.22 Rebuild stonework to high level cill to W6 on East Elevation as shown, including mortar weathering. Allow for new imported stone to match existing. However, sound salvaged stone from collapsed walls on site is to be preferred.

- 4.23 Carry out pointing and stonework repairs to external wall faces as drawing 341/G2b to include stitching of cracks, flaunching of joist pockets and rebuilding loose stonework. Each section to be priced separately

North Wall:

Work to brick gable and cill to W5 taken above	
Stonework to be dismantled and rebedded	0.37 sq m
Partial stonework repointing (at % shown)	2.5 sq m
100% brickwork repointing	0.2 sq m
Partial brickwork repointing (at % shown)	0.7 sq m
Brickwork infill repair	0.25 sq m
Lime mortar flaunchings including joist pockets	0.75 m
Deep pointing (assume average 200mm)	9.0 m
Stainless steel helical ties to joint taken above	5No.

West Wall:

Work to brick gable taken above	
Stonework to be dismantled and rebedded	1.8 sq m
100% stonework repointing	4.0 sq m
100% stonework repointing (provisional area)	4.6 sq m
Area of brickwork dismantled and rebedded	0.25 sq m
Deep pointing (assume average 200mm)	3 m

South Wall (including ends of North and West walls):

Work to new stone wall taken above	
Stonework to be dismantled and rebedded	2.2 sq m
100% stonework repointing	2.25 sq m
100% stonework repointing (provisional area)	0 sq m
Partial stonework repointing (at % shown)	0.25 sq m
Deep pointing (assume average 200mm)	1.87 m

East Wall:

Work to brick gable taken above	
Work to new stone wall taken above	
Full section stone replacement	1.8 sq m
Stonework to be dismantled and rebedded	1.5 sq m
100% stonework repointing	2.3 sq m
Partial stonework repointing (at % shown)	3.1 sq m
Area of brickwork dismantled and rebedded	0.6 sq m
Lime mortar flaunchings including joist pockets	1.7 m
Deep pointing (assume average 200mm)	2.75 m

- 4.24 Carry out pointing and stonework repairs to internal wall surfaces as drawing 341/G3b to include stitching of cracks, flaunching of joist pockets and rebuilding loose stonework. Each section to be priced separately

North Wall:

Work to brick gable and cill to W5 taken above	
Work to truss in lean-to taken below	
Full section stone replacement	0.5 sq m
Stonework to be dismantled and rebedded	0.02 sq m
100% stonework repointing (provisional area)	7.5 sq m
Partial stonework repointing (as % shown)	0.8 sq m
100% brickwork repointing	2.2 sq m
Brickwork infill repair	0.1 sq m
Lime mortar flaunchings including joist pockets	1.3 sq m

Deep pointing (assume average 200mm)	4.8 sq m
Stainless steel helical ties to joint taken above	8 No.
West Wall (including end of South wall):	
Work to brick gable and cill to W5 taken above	
Full section stone replacement	0.2 sq m
Stonework to be dismantled and rebedded	1.1 sq m
100% stonework repointing	2.6 sq m
100% stonework repointing (provisional area)	1.6 sq m
Partial stonework repointing (as % shown)	7.15 sq m
100% brickwork repointing	0.3 sq m
Full section brickreplacement	1.5 sq m
Deep pointing (assume average 200mm)	2.2 sq m
South Wall:	
New stone wall taken elsewhere	
Full section stone replacement	0.05 sq m
Stonework to be dismantled and rebedded	0.6 sq m
100% stonework repointing (provisional area)	1.65 sq m
Partial stonework repointing (as % shown)	1.3 sq m
Deep pointing (assume average 200mm)	2.8 sq m
East Wall:	
New stone wall taken elsewhere	
Full section stone replacement	0.4 sq m
Stonework to be dismantled and rebedded	1.0 sq m
100% stonework repointing	2.0 sq m
100% stonework repointing (provisional area)	10.0 sq m
Partial stonework repointing (as % shown)	4.5 sq m
Brickwork infill repair	1.0 sq m
Lime mortar flaunchings including joist pockets	1.1 m
4.24 Allow for cleaning down and re-pointing wall surfaces exposed by clearance work. Assume 50% re-pointing, to be re-measured.	
4.25 Clear and consolidate masonry to base of doorway D1 in gable wall. Build up threshold to ground floor doorway D1 in gable as shown, including timber beam.	
4.26 As above, allow for new imported stone to match existing. However, sound salvaged stone from collapsed walls on site is to be preferred.	
4.27 Repair fireplace and cap off flue as shown.	
4.28 Allow for all opening up, temporary support and making good.	
Total for Section 4.0	<u> </u>

5.0 Soft Capping

- 5.1 Following full consolidation as detailed above, all horizontal surfaces indicated are to be provided with soft topping as specification.
- 5.2 Obtain details of the grass species from the suppliers of the turf prior to purchasing to confirm that these are mentioned in the specification.
- 5.3 Allow provisionally for supplying sufficient water to the site to maintain the soft topping if the weather proves to be unseasonably dry during the contract period.

Total for Section 5.0

6.0 Timberwork

- 6.1 Repair and overhaul door and frame to D1 as Detail G (341/D6a). Note that this frame is carrying the stonework above which should be propped prior undertaking this work. Supply and fit heavy duty hasp and weather-resistant medium security padlock.
- 6.2 Provide a similar padlock and hasp to lean-to door D2.
- 6.3 *Allow a Provisional sum of £500 to repair and overhaul door D2 and frame.* £ 500.00
- 6.4 D7: Make up a new oak frame of similar scantling to that around D1 to fit tightly into the new opening to D7. Allow for members 200 x 70mm in section pegged together.
- 6.5 Provide new oak paling (50 x 25 x 1050) gate with ledges and bracing (75 x 38 section) as drawing 341-G2b to be hung on galvanised steel strap hinges.
- 6.6 Provide heavy duty hasp and weather resistant security padlock to pass the same key as D1.
- 6.7 Piece in new timber to cill and wallplates inside the engine house.
- 6.8 Carry out spliced repair to tie beam in lean-to as drawing 341-G3b and the specification.
- 6.9 Allow for all opening up, temporary support and making good.
- 6.10 Allow provisionally for dismantling and rebuilding 3 sqm of wall face beneath the beam if required

Total for Section 6.0

7.0 Mine Shaft Capping

- 7.1 Provide all necessary safety equipment to allow the safe execution of the works in and around the mine shaft.
- 7.2 Provide and install new capping with hinged access to the head of the mineshaft including repairs to the brick lining as detailed in the engineer's drawing 10809-01A. A detail drawing is to be provided of the proposed access hatch for approval prior to fabrication.
- 7.3 Provide sample of new bricks for approval.
- 7.4 All rebuilding and repointing work is to be generally in line with that specified for the masonry work.
- 7.5 On completion of the secure capping the temporary safety fencing around the mineshaft is to be removed.

Total for Section 7.0

8.0 Finishing Works

- 8.1 On completion of all repairs the scaffolding is to be removed and all debris and materials not permitted to spread on site are to be cleared away.
- 8.2 Any areas where debris has been spread are to be neatly raked over and covered with a layer of topsoil.
- 8.3 External ground levels around the engine house within the area shown on drawing 341/G1b, are to be raked over, 100mm below proposed finished ground level, lay geo textile and cover with 100mm consolidated layer of graded quarry scalpints (50mm down to dust) in colour distinguished from internal shingle. Sample to be approved
- 8.4 Disturbed ground beyond this area is to be finished with 100mm levelled topsoil.
- 8.5 Interior level to be topped up with clean pea shingle on geotextile membrane. Sample of shingle to be approved.
- 8.6 Allow for installing 1 no. bat box to be supplied by the ecologist to be fixed to one of the adjacent trees as directed by the ecologist.
- 8.7 Allow provisionally for splicing in 5no new ends to the rafters (100 x 50 x 1000) in the lean-to structure and for 1no new end to a principal rafter (150 x 255 x 1750).
- 8.8 Allow for providing new corrugated sheet roofing to match the existing in profile to make up where existing is not reusable. Allow provisionally 4No sheets c3000 x 600 including new fixings

Total for Section 8.0 _____

9.0 Contingency Sum

- 9.1 Allow a Contingency sum of 10% of all the measured works above, including Preliminaries.

Total for Section 9.0 _____

Collection

1.0 Introduction

2.0 Preparation, Protection and Access

3.0 Vegetation Clearance

4.0 Engine House Repairs

5.0 Soft Topping

6.0 Timberwork

7.0 Mine Shaft Capping

8.0 Ground Surfaces

Sub Total _____

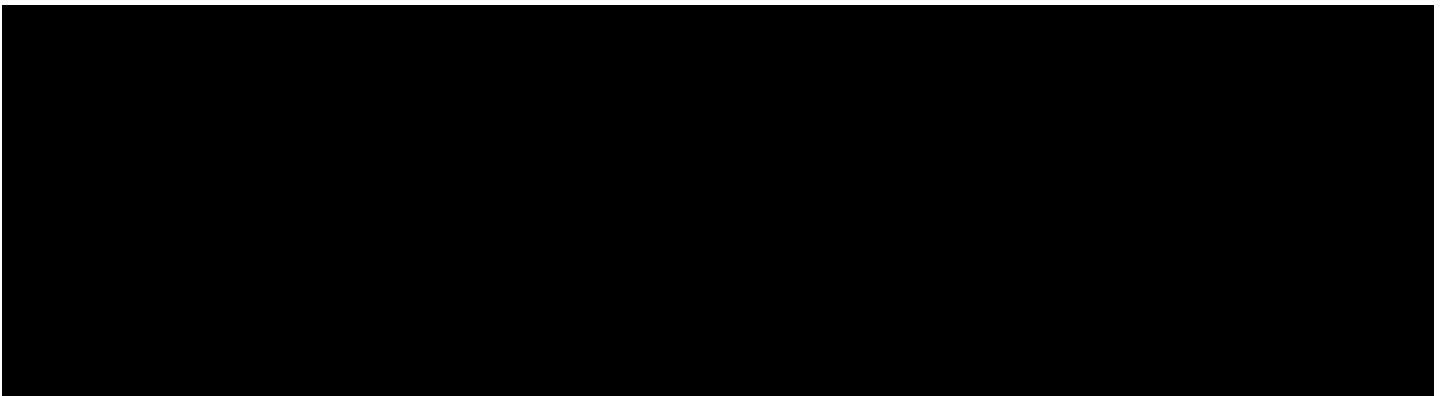
9.0 Contingency 10%

Grand Total _____
=====

Construction (Design & Management) Regulations

**Proposed Works to
The Nag's Head Engine House**

**TENDER STAGE
HEALTH & SAFETY INFORMATION**



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Appendix A : Outline Contents for the Health and Safety File

PRE CONSTRUCTION HEALTH & SAFETY INFORMATION

Introduction

The purpose of this plan is to provide general information and identify significant risks associated with the project that may represent a health and safety hazard.

The plan makes no reference to risks associated with standard methods of construction or to cumulative risks, which are dependent upon the contractors programmes of work.

The Pre-Construction Health & Safety Information is to be read in conjunction with the Contract Preliminaries relevant tender documents and drawings.

1.0 Nature of Project

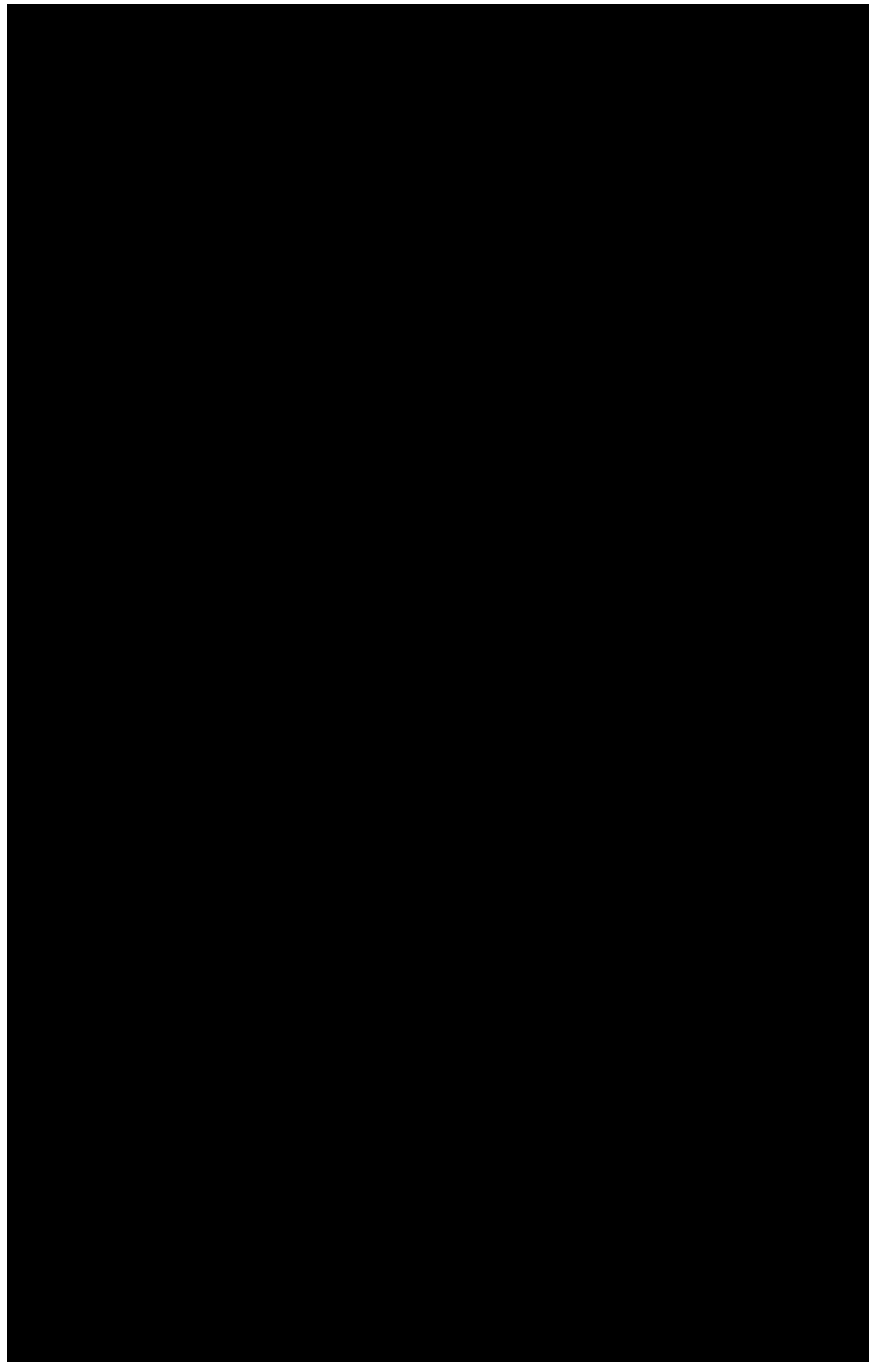
1.1 Client:

1.2 Architect:

1.3 Principal Designer:

1.4 Structural Engineer

1.5 Archaeologist



1.6 Ecologist

1.6 Principal Contractor:

1.7 Location:

1.8 Nature of Work:

house and capping of adjacent mine shaft.

1.9 Timescale:

To be confirmed

2.0 The Existing Environment

- 2.1 The building is an isolated ruined structure surrounded by trees. Parts of the fabric are inherently unstable and great care is required in carrying out any work either on or adjacent to the building.
- 2.2 The ground in and around the Engine House contains much collapsed rubble and is of uncertain stability. There may be unstable voids beneath the fallen debris.
- 2.3 Immediately north of the Engine House is the mine shaft. The brickwork around the edge of the mine shaft is known to be unstable and the infill is of unknown structure or stability. It is thought that the shaft may have been capped but this is more than likely to have been in timber which may now have decayed. The remaining debris within the shaft is naturally occurring leaf mould etc and may give way at any time.
- 2.4 The whole of the ground around the building was originally industrial workings which have been allowed to fall into dereliction and again, there may be voids and pockets that are concealed. The ground has been much disturbed by rabbits and badgers and care is required to avoid any holes and setts.
- 2.5 The trees around the building are all self sown and have not been managed. The stability or otherwise of any trees or branches is not known.
- 2.6 The outbuildings attached to the west of the Engine House are all in a poor state of construction but are not part of this repair project except as specifically noted. The contractor should satisfy themselves of the safety of working within these spaces.

3.0 Existing Drawings

3.1 The available drawings of the site and existing structures are the following John C Goom drawings.

Drwg No	Rev	Title	Size	Scale
341-S1	A	Location Plan	A3	1:1250
341-S2	A	Ground Floor Plan	A1	1:50
341-S3	A	Cross Sections	A1	1:50
341-S4	A	External Elevations	A1	1:50

4.0 The Works

4.1 The works are intended to stabilise the stone and brick structure at both high and low levels and will require care in ensuring the existing structure remains stable during the works and that access at all levels is safely available.

4.2 The works will be carried out in accordance with the specification and Schedule of Works and following John C Goom drawings:

Drwg No	Rev	Title	Size	Scale
D1	A	Detail A & B Leadwork to decaying timbers	A3	1:5
D2	B	Detail C Wall Capping at cill opening	A3	1:5
D3	A	Detail D Flaunching to joist pockets	A4	1:10
D4	A	Detail E Capping to main wall head	A3	1:5
D6	A	Detail G New oak threshold to D1	A3	1:5
G1	B	Ground Floor and Roof Level Plans	A1	1:50
G2	B	External Elevations	A1	1:50
G3	B	Cross Sections	A1	1:50
G4		Site Plan	A3	1:1250
G5		Site Access Plan	A4	1:750

4.3 The main risks arising from the work that cannot be designed out have been identified as follows:

- i. The use of scaffolding and access platforms. All scaffolding to be designed by a suitably qualified engineer and should ensure that there is sufficient bearing capacity within the ground to take loads imparted by the scaffold etc.
- iv. Working at height including the prevention of falls at high levels and falling materials.
- v. Movement and lifting of heavy objects such as large timbers, stone, etc.
- vi. Creation of noise/dust and nuisance.
- vii. Dismantling of the brick arch and working in and around the mine shaft.

4.4 The Contractor is to undertake risk assessments and provide method statements to the Principal Designer on the above and any other risks as necessary. These should be brought to the attention of all contractors and employees concerned.

5.0 Construction Materials

- 5.1 The materials for the project are detailed in the Specification and Schedule of Work. The main hazards identified concerning the construction materials are:-
- a. Working with lime.
 - b. Lifting and placing of large timbers.
- 5.2 The contractor is to carry out all relevant COSSH Risk and Manual Handling assessments as necessary to areas of risk associated with the construction materials. These are to be brought to the attention of all contractors and employees concerned.

6.0 Site Wide Elements

- 6.1 The contractor is to establish a site compound and accommodation as shown, in the area surrounding the works.
- 6.2 Traffic/pedestrian routes. The contractor is to manage deliveries and all activities to ensure that pedestrians and vehicles using Back Lane are not disrupted or in danger.
- 6.3 The principal contractor is to provide all facilities including sanitary accommodation, mess and welfare facilities required on the construction site.
- 6.4 Ensure that access for emergency vehicles is not impeded under any circumstances.
- 6.5 It should be noted that there are overhead electrical cables crossing the access path from Back Lane. If any tall vehicles or equipment are to be brought in then ensure that appropriate protection is provided.
- 6.6 It should be noted that the Engine House served a coal mine and that there may still be debris from its period of activity in and around the Engine House. It is believed that ashes and other debris from the coal fired boiler were deposited somewhere on the site.
- 6.7 The coal mine served the plant processing lead ore brought down from the hills to the south. This processing plant was on the south side of the main road. It is not thought that any of the ore was processed around the Engine House but there is the possibility that some may have been contaminated at some time. It is recommended that ground material analysis is undertaken before embarking on disturbance of ground.
- 6.8 Access is not available to the site either than from Back Lane as shown on drawing 341-S4. Note that the turning both into and out of Back Lane is extremely awkward. Although there is a 30 mile per hour speed restriction on the A488, vehicles do travel extremely quickly. Back Lane is best approached from the west but it may be necessary for large vehicles to swing out into the middle of the road to turn. There is no easy way of exiting the lane.

7.0 Overlap with Neighbour's Uses

- 7.1 The principal Contractor is required to maintain appropriate control measures to retain the integrity and security of the site.

- 7.2 Regard should be given to the control of environmentally disruptive noise and dust at all times.
- 7.3 Care must be exercised in negotiating Back Lane which is a private road used by many residents. Ensure that both movement and parking of vehicles does not cause any safety problems.

8.0 Site Rules

- 8.1 The Contractor is to clearly display details of emergency procedures, HSE notification and other relevant warning signs.
- 8.2 All operatives are to wear hard hats, safety footwear and necessary personal protective equipment at all times while on site.
- 8.3 Site working hours are to be between 8.00am and 5.00pm Monday to Friday.
- 8.4 The Contractor is to provide details of his rules for the training induction and management of the works and accident reporting procedures.
- 8.5 The Contractor is to ensure that all power tools and electrical leads are checked for operational safety and that the supply cables if required are routed so as to prevent tripping hazards.
- 8.6 Debris from construction materials is to be disposed of in a proper manner to a licensed waste disposal site. No materials are to be burnt on site.
- 8.7 The principal Contractor is to comply with the requirements of the joint code of practice for the prevention of fire on construction sites.
- 8.8 All work equipment used on site is to comply with the requirements of the Provision Use of Work Equipment Regulations 1998.
- 8.9 Smoking will not be allowed on site.

9.0 Continuing Liaison/ Principal Contractors Information

- 9.1 Design Alteration and New Works
Consult the Principal Designer if unseen eventualities occur during the construction phase requiring design changes or if new design work occurs which might affect resources or other health and safety issues during construction or the future of the building, before proceeding with any such variation. This applies to work designed by the Architect, a consultant, the Contractor or any sub-contractor or supplier.
- 9.2 Other Health and Safety Plan Variations
Be aware of any changes which might influence to the principles on which the Health and Safety Plan is prepared before proceeding. Develop this Health and Safety Plan, update and amend it during construction.
- 9.3 Co-ordinate safety arrangements for all other contractors on site. The principal Contractor is responsible for making all contractors aware of the content of this Health and Safety Plan including any subsequent amendments.
- 9.4 Include in the general management of the site arrangements for:
 - A Securing co-operation between the parties on site.
 - B Identifying and assessing risks.
 - C Implementing the necessary precautions and/or control measures.

- D Implementing measures to control access to and within the site and existing buildings.
- 9.5 Liaise with the Principal Designer at formal site meetings called by the Architect who will prepare minutes and circulate them to all Contractors and Designers. Hold ad hoc meetings as necessary to deal with specific problems and report them at the next site progress meeting.
- 9.6 Collect all relevant health and safety information including design alterations, COSHH information safety instructions, manuals and any other relevant information, incorporate into a fully indexed Health and Safety File. Liaise with the Principal Designer if necessary before finalising the file.
- Issue two copies to the client.

10.0 Health and Safety File

10.1 Designers and Consultants:

The Architect is to provide the following information at least four weeks prior to practical completion.

- Copies of all consents and approvals obtained.
- Design statements: Philosophy and design criteria.
- As-built drawings showing general arrangements, typical details.
- Copies of manufacturers' technical information for all products for which a proprietary brand has been specified by the Consultant Designer and manufacturers' recommendations for cleaning and maintenance.

10.2 Contractor:

The Regulations require that a Health and Safety File is provided on all projects whether a notifiable project or not.

The Principal Contractor is to provide, obtain and prepare comprehensive information for the Building Manual, incorporating the Health and Safety File. The Principal Contractor is required to produce the required number of copies and submit them to the Principal Designer for delivery to the Client.

On this project, one paper copy and one digital (in Adobe Acrobat) copy of the Building Manual, incorporating the Health and Safety File will be required. An outline contents sheet for the Health and Safety file is contained in Appendix A.

The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

- a brief description of the work carried out;
- any residual hazards which remain and how they have been dealt with (e.g. surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc);
- key structural principles (e.g., bracing, sources of substantial stored energy – including pre- or post-tensioned members).
- hazardous materials used (e.g. lead paint; pesticides; special coatings which should not be burnt off etc);

10.3 Information and records

Information must be provided throughout the project of changes and as built information as it happens for inclusion into the Health and Safety file. This should be within three weeks of completion of that element of work.

Appendix A**OUTLINE CONTENTS FOR THE HEALTH AND SAFETY FILE****The Health and Safety File in accordance with CDM Regulations 2015
Appendix 4**

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project.

It must contain relevant information about the project, which should be taken into account when any construction work is carried out on the building after the current project has finished. Information included should only be that which is needed to plan and carry out future work safely and without risks to health.

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- 1) A brief description of the work carried out;
- 2) Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
- 3) Key structural principles (eg bracing, sources of substantial stored energy –including pre- or post-tensioned members) and safe working loads for floors and roofs;
- 4) Hazardous materials used (eg lead paints and special coatings);
- 5) Information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment);
- 6) Health and safety information about equipment provided for cleaning or maintaining the structure;
- 7) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- 8) Information and as-built drawings of the building, its plant and equipment (eg the means of safe access to and from service voids and fire doors).

The format is to be agreed with the Client beforehand.



Tender Response Document

DONV 002

**Stiperstones & Corndon Hill Country
Landscape Partnership Scheme**

**Nag's Head 1784 Engine House
Repair Project**

Name of TENDERING
ORGANISATION
(please insert)

Splitlath Building Conservation Ltd

Please also add your company name to the footer of each page of the returned document

Shropshire Council Tender Response Document

Contract Description/Specification:

This Contract is for conservation building work to consolidate the ruins of the Nag's Head 1784 Engine House, Pontesford - a stone built engine house and capping of adjacent mine shaft to include:

- the provision of preparatory work and vegetation clearance
- consolidation of the engine house structure
- timber work
- soft capping of horizontal surfaces
- capping of the adjacent mine shaft.

The contractor must have experience of conservation building work, preferably with additional experience in the conservation of ruins.

Instructions for the completion of this document

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
 - a) Where the tenderer is an individual, by that individual;
 - b) Where the tenderer is a partnership, by two duly authorised partners;
 - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Question 1.1. All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany the electronic copy of your Tender Response Document.

Contents

Section	Description	Page
A1	Form of Tender	6
A2	Non-Canvassing Certificate	7
A3	Non-Collusive Tendering Certificate	8
A4	Declaration of Connection with Officers or Elected	9

	Members of the Council	
You must sign all 4 certificates in sections A1 to A4		
B	Supplier Information– For information only	10
C	Grounds for <u>Mandatory</u> Exclusion	13
D	Grounds for Discretionary Exclusion	16
E	Technical and Professional Ability	24
F	Tender and Pricing Schedule	26

Award Criteria

Tenderers will be evaluated on the answers they provide in the ‘Tender Response Document’. The following award criteria is made up of ‘pass/fail’ (selection) questions and ‘weighted marked’ (award) questions and shows how each section is to be marked.

Selection Criteria Pass/Fail Questions (Sections B to E)

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competence, financial stability, resources and other arrangements. Questions marked ‘For information only’ will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B	Supplier Information– For information only
Section C	Grounds for <u>Mandatory</u> Exclusion
Section D	Grounds for Discretionary Exclusion
Section E	Pass/ Fail Technical and Professional ability

In relation to discretionary exclusion grounds (section D &E):-

Financial viability: Responses will be analysed and evaluated by the Authority’s Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer’s ability to perform this contract, they may be excluded.

Award Criteria – Weighted Marked Questions

Tenders will be evaluated on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Price' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available
Price 30% (300 marks)		
Section F / Q 1	Price as per Schedule of Works	30 / 300 max marks
Total for price		30 / 300 max marks
Quality 70% (700 marks)		
Section F / Q 2.1	Delivery timescale	10 / 100 max marks
Section F / Q 2.2	Risk assessment	5 / 50 max marks
Section F / Q 2.3	Contract team	20 / 200 max marks
Section F / Q 2.4	Track record and methodology	30 / 300 max marks
Section F / Q 2.5	Social Value proposals	5 / 50 max marks
Total for quality		70% / 700 max marks

Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
Excellent	10	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	9	
Good	8	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	7	
Acceptable	6	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	5	

Minor Reservations	4	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	3	
Serious Reservations	2	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	1	
Unacceptable	0	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

The tender receiving the highest mark for Quality Criteria overall will receive the full 700 marks available for Quality. Other tenders will receive a % mark that reflects the difference in the marks between those tenders and the tender receiving the highest mark for Quality overall.

Price Evaluation and scoring

The most competitively priced tender will receive the maximum mark for price being **300. Less competitive tenders** will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.

Section A:
1. Form of Tender

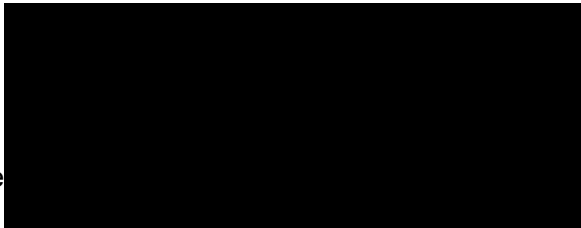
Form of Tender

Shropshire Council

Tender for Nag's Head 1784 Engine House Repair Project

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the supply/provision of conservation building work to consolidate the ruins of a stone built engine house and capping of adjacent mine shaft at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the General Terms and Conditions, copies of which we have received.

Signature



Name



Date 9th November 2016

Designation MD

Company Splitlath Building Conservation Ltd

Address 1 Greenfield Industrial Estate, Forest Road, Hay on Wye, Hereford
Post Code HR3 5FA

Tel No 01497 821921

Fax No N/A

E-mail address



Web address www.splitlath.com

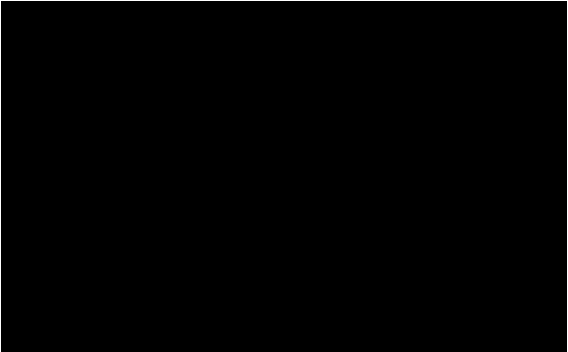
Section A:
2. Non – Canvassing Certificate

Non-Canvassing Certificate

To: Shropshire Council (hereinafter called “the Council”)

We hereby certify that we have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on our behalf has done any such act.

We further hereby undertake that we will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on our behalf will do any such act.

Signed (1)		Status MD
Signed (2)		Status Director

(For and on behalf of Splitlath Building Conservation Ltd)

Date 9th November 2016

Non-collusive Tendering Certificate

To: Shropshire Council (hereinafter called “the Council”)

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement 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 any other Tender or proposed Tender for the Services any act or omission.

Signed (1)

Status MD

Signed (2)

Status Director

(For and on behalf of Splith Building Conservation Ltd)

Date 9th November 2016

Section A:
4. Declaration of Connection with Officers or Elected Members of the Council

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

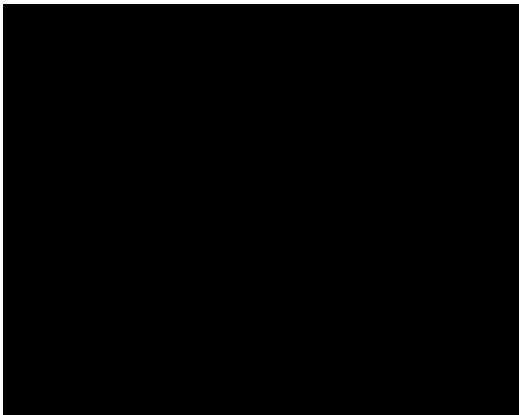
No

If yes, please give details:

Name	Relationship

Please note:

This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.

Signed (	Status MD
Signed (Status Director
(For and on behalf of Splitlath Building Conservation Ltd)		
Date 9th November 2016		

SECTION B

1. Supplier Information

1.1 Supplier details	Answer	
Full name of the Supplier completing the Tender	Splitlath Building Conservation Ltd	
Registered company address	1 Greenfield Industrial Estate, Forest Road, Hay on Wye, Hereford HR3 5FA	
Registered company number	7000837	
Registered charity number	N/A	
Registered VAT number	978639837	
Name of immediate parent company	N/A	
Name of ultimate parent company	N/A	
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input checked="" type="checkbox"/> Yes Private Limited Company
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) ¹	<input checked="" type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

1.2 Bidding model	
Please mark 'X' in the relevant box to indicate whether you are;	
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	<input checked="" type="checkbox"/> Yes
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	<input type="checkbox"/> Yes
c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	<input type="checkbox"/> Yes
d) Bidding as a consortium but not proposing to create a new legal entity. If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.	<input type="checkbox"/> Yes <u>Consortium members</u> <u>Lead member</u>
e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.	<input type="checkbox"/> Yes <u>Consortium members</u> <u>Current lead member</u> <u>Name of Special Purpose Vehicle</u>

1.3 Contact details	
Supplier contact details for enquiries about this tender	
Name	[REDACTED]
Postal address	1 Greenfield Industrial Estate Forest Road Hay on Wye Hereford HR3 5FA
Country	UK
Phone	01497 821921
Mobile	[REDACTED]
E-mail	[REDACTED]

1.4 Licensing and registration (please mark 'X' in the relevant box)		
1.4.1	<p>Registration with a professional body</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide the registration number in this box.</p>
1.4.2	<p>Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.</p>

SECTION C

2. – Grounds for Mandatory Exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking ‘X’ in the relevant box.	
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		X
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		X
(c) the common law offence of bribery;		X
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		X
(e) any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
(i) the offence of cheating the Revenue;		X
(ii) the offence of conspiracy to defraud;		X
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		X

(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		X
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		X
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		X
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		X
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		X
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		X
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		X
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		X
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		X
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		X
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		X
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		X
(k) an offence under section 59A of the Sexual Offences Act 2003;		X
(l) an offence under section 71 of the Coroners and Justice		X

Act 2009		
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		X
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		X
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		X
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		X
<p><u>Non-payment of taxes</u></p> <p>2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		X

SECTION D

3. Grounds for discretionary exclusion - Part 1

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		X
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		X
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		X
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		X
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		X
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		X
(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		X
(h) your organisation— (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or		X X
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of the		X

contracting authority, or		
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		X
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		X

Conflicts of interest

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

Taking Account of Bidders' Past Performance

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Supplier that answers 'Yes' to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self cleans" the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are

considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

5. ECONOMIC AND FINANCIAL STANDING

FINANCIAL INFORMATION									
5.1	<p>Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.</p> <table border="1"> <tr> <td>(a) A copy of the audited accounts for the most recent two years</td> <td></td> </tr> <tr> <td>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</td> <td>X</td> </tr> <tr> <td>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td></td> </tr> <tr> <td>(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</td> <td></td> </tr> </table>	(a) A copy of the audited accounts for the most recent two years		(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	X	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position		(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
(a) A copy of the audited accounts for the most recent two years									
(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	X								
(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position									
(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).									
5.2	<p>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p> <table border="1"> <tr> <td>Name of the organisation</td> <td></td> </tr> <tr> <td>Relationship to the Supplier completing the PQQ</td> <td></td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p>	Name of the organisation		Relationship to the Supplier completing the PQQ					
Name of the organisation									
Relationship to the Supplier completing the PQQ									
	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>								

6. TECHNICAL AND PROFESSIONAL ABILITY

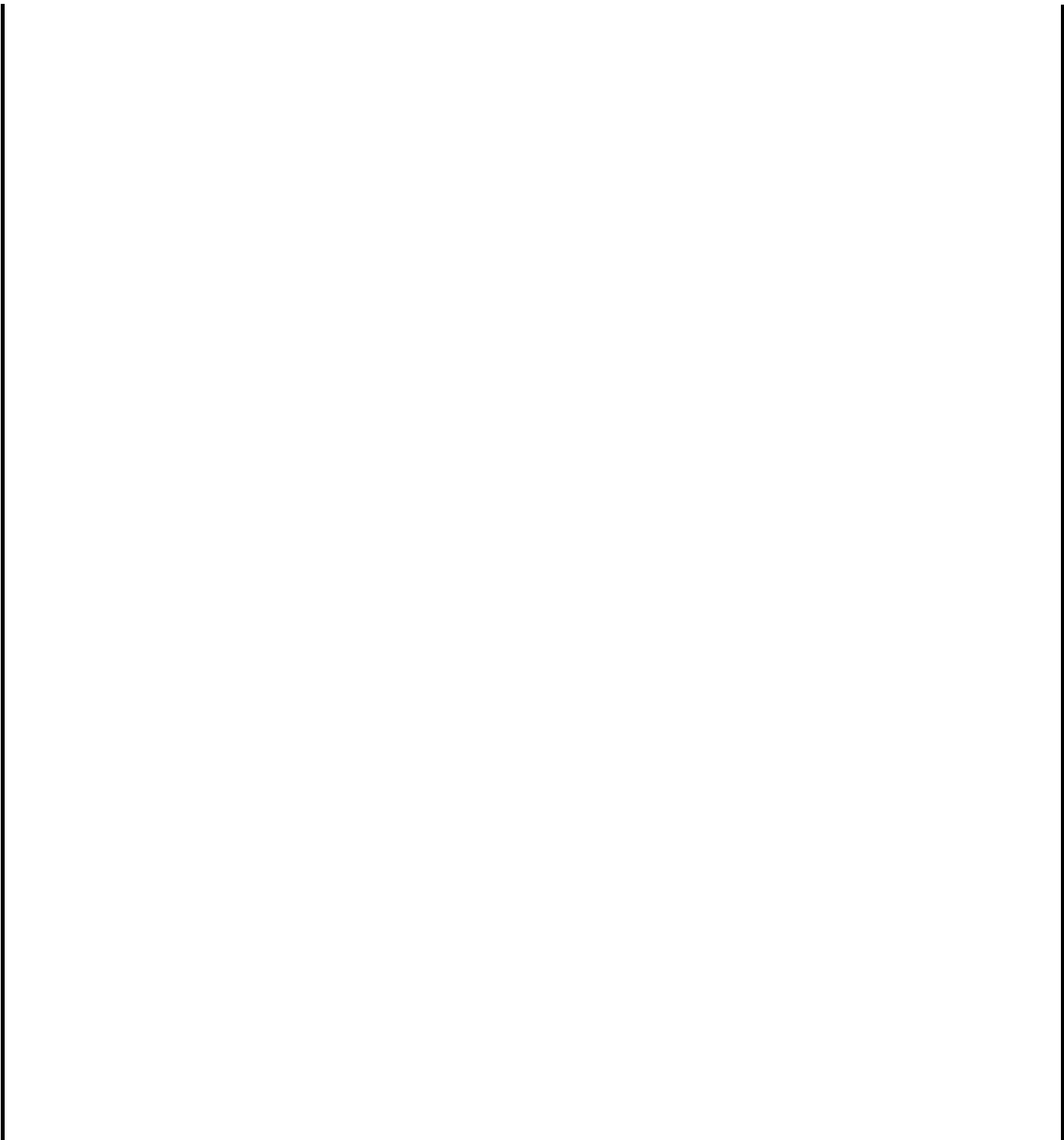
6	<p>Relevant experience and contract examples</p> <p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are</p>
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	<p>relevant to the Authority's requirement. Contracts for services should have been performed during the past <u>three</u> years. VCSEs may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>			
		Contract 1	Contract 2	Contract 3
6.1	Name of customer organisation	[REDACTED]	[REDACTED]	[REDACTED]
6.2	Point of contact in customer organisation Position in the organisation E-mail address	[REDACTED]	[REDACTED]	[REDACTED]
6.3	Contract start date Contract completion date Estimated Contract Value	[REDACTED]	[REDACTED]	[REDACTED]
6.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	[REDACTED]		

commercial info

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6.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.



Name of tendering organisation:

SECTION E

7 – Project specific questions to assess Technical and Professional Ability

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes.

Further project specific questions relating to the technical and professional ability of the supplier.

7.1 - Insurance

1.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer’s (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £5,000,000</p> <p>* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<p>X Yes</p> <p><input type="checkbox"/> No</p>
----	--	---

7.2 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. N/A		
1.	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<p>✓ Yes</p> <p><input type="checkbox"/> No</p>

7.3 – Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

7.4 – Health & Safety

1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

7.5 – Experience of Conservation Building Work

1.	<p>Do you have previous experience of conservation building work?</p> <p><u>This is a Mandatory Requirement</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Please confirm below that you have visited the site of the ruins of the Nag’s Head 1784 Engine House, Pontesford. Date: 31st October 2016</p> <p><u>This is a Mandatory Requirement</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



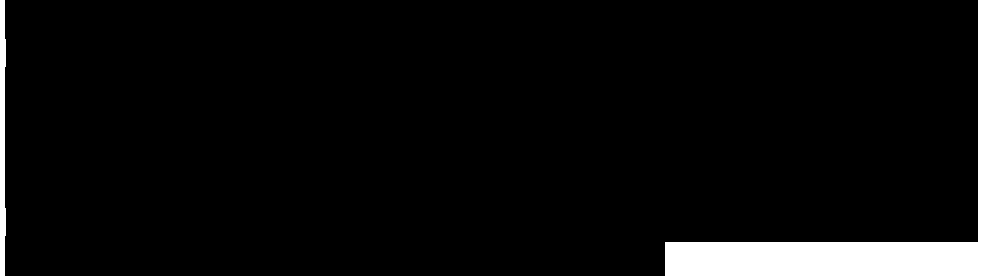


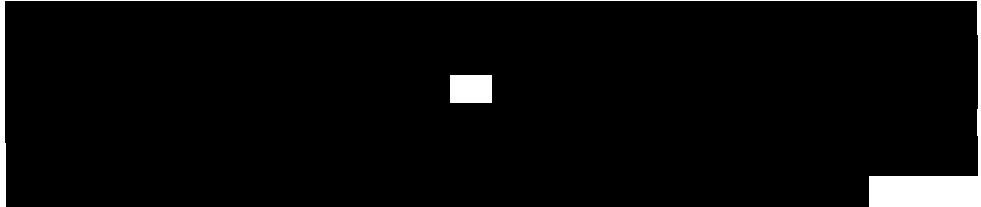
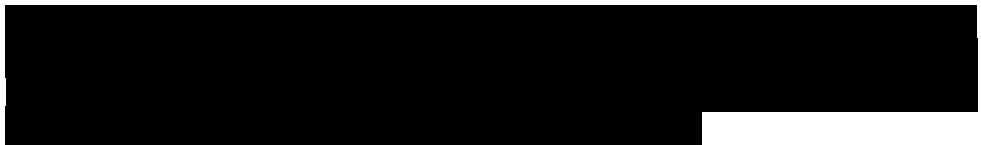

7.6 It is a requirement within the terms and conditions for this Contract that where requested in writing during the term of the Agreement that the Contractor will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council. Please confirm your acceptance of this term by ticking the box below.



SECTION F – TENDER SCHEDULE

1	Pricing Schedule
1.	<p>Please give a fee breakdown for the delivery of the work as per the Schedule of Works supplied - please breakdown your fees/costs against the following:</p> <ul style="list-style-type: none"> a) Introduction including liaison with Architect, Archaeologist, Ecologist as required b) Preparation, Protection and Access c) Vegetation clearance d) Engine House repairs e) Soft capping f) Timberwork g) Mine Shaft capping h) Finishing works i) Contingency sum (10%) <p>What is the total cost of your tender?</p>

2.	Tender Schedule	
2.1	<p data-bbox="276 262 1257 360">Please give details of your anticipated timescales for delivery given that, due to grant funding, the work should be completed by end March 2017 – outline your draft timetable for completion of the work?</p> <div data-bbox="276 394 1257 763" style="background-color: black; width: 100%; height: 165px;"></div> <div data-bbox="276 797 1257 936" style="background-color: black; width: 100%; height: 62px;"></div> <div data-bbox="276 969 1257 1137" style="background-color: black; width: 100%; height: 75px;"></div> <div data-bbox="276 1171 1257 1507" style="background-color: black; width: 100%; height: 150px;"></div> <div data-bbox="276 1541 1257 1843" style="background-color: black; width: 100%; height: 135px;"></div> <div data-bbox="276 1877 1257 1944" style="background-color: black; width: 100%; height: 30px;"></div> <div data-bbox="276 1977 1257 2038" style="background-color: black; width: 100%; height: 27px;"></div>	10 / 100 max marks

		
2.2	<p>Please outline what you believe will be the major risks to completion of the work on time and/or on budget?</p>   	5 /50 max marks
2.3	<p>Please give details of the trades that you believe will be necessary to deliver this work, and for each trade supply confirmation that these are available within the team that would be used to deliver this project – including details of their qualifications, expertise and experience.</p>    	20 / 200 marks

<p>2.4</p>	<p>To illustrate your technical capability to deliver this project, please give details of your Company's track record by telling us over the last three years:</p> <p>i) What proportion of your Company's turnover was related to conservation building and repair work in relation to historic buildings in general, and the number of projects this relates to?</p> <p>[REDACTED]</p> <p>ii) What proportion of your Company's turnover was related to conservation of ruinous buildings in particular, and the number of projects this relates to?</p> <p>[REDACTED]</p> <p>iii) From the contract list you have provided in Section D Question 6 please confirm which previous contract is most similar in nature to this project and confirm the similarities in the methodology of the work undertaken to those required for this project.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>30 / 300 max marks</p>
<p>2.5</p>	<p>Please set out how you would bring any specific social, economic and/or environmental impact benefits through any work awarded to you under this contract particularly bearing in mind the nature of the Landscape Partnership Scheme (see www.stiperstonesandcorndon.co.uk). This may include, but is not limited to:</p> <ul style="list-style-type: none"> • Opportunity for local community involvement through talks, presentations and demonstrations of works onsite including schools and/or local interest groups • Training in conservation building skills • Use of sustainably sourced materials • Use of locally sourced materials and, where appropriate, trades and labour <p>[REDACTED]</p>	<p>5 / 50 max marks</p>

	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	



personal & commercial info

Splitlath Building Conservation Ltd
1 Greenfield Industrial Estate
Forest Road
Hay on Wye
Hereford
HR3 5FA

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND

Emailed to: [REDACTED]

29th November 2016

Dear Bidder

**DONV 002 STIPERSTONES & CORNDON HILL COUNTRY LANDSCAPE PARTNERSHIP SCHEME
NAG'S HEAD 1784 ENGINE HOUSE REPAIR PROJECT**

**SHROPSHIRE COUNCIL
SUBJECT TO CONTRACT**

This is an Award Decision Notice. We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer in relation to the above Contract.

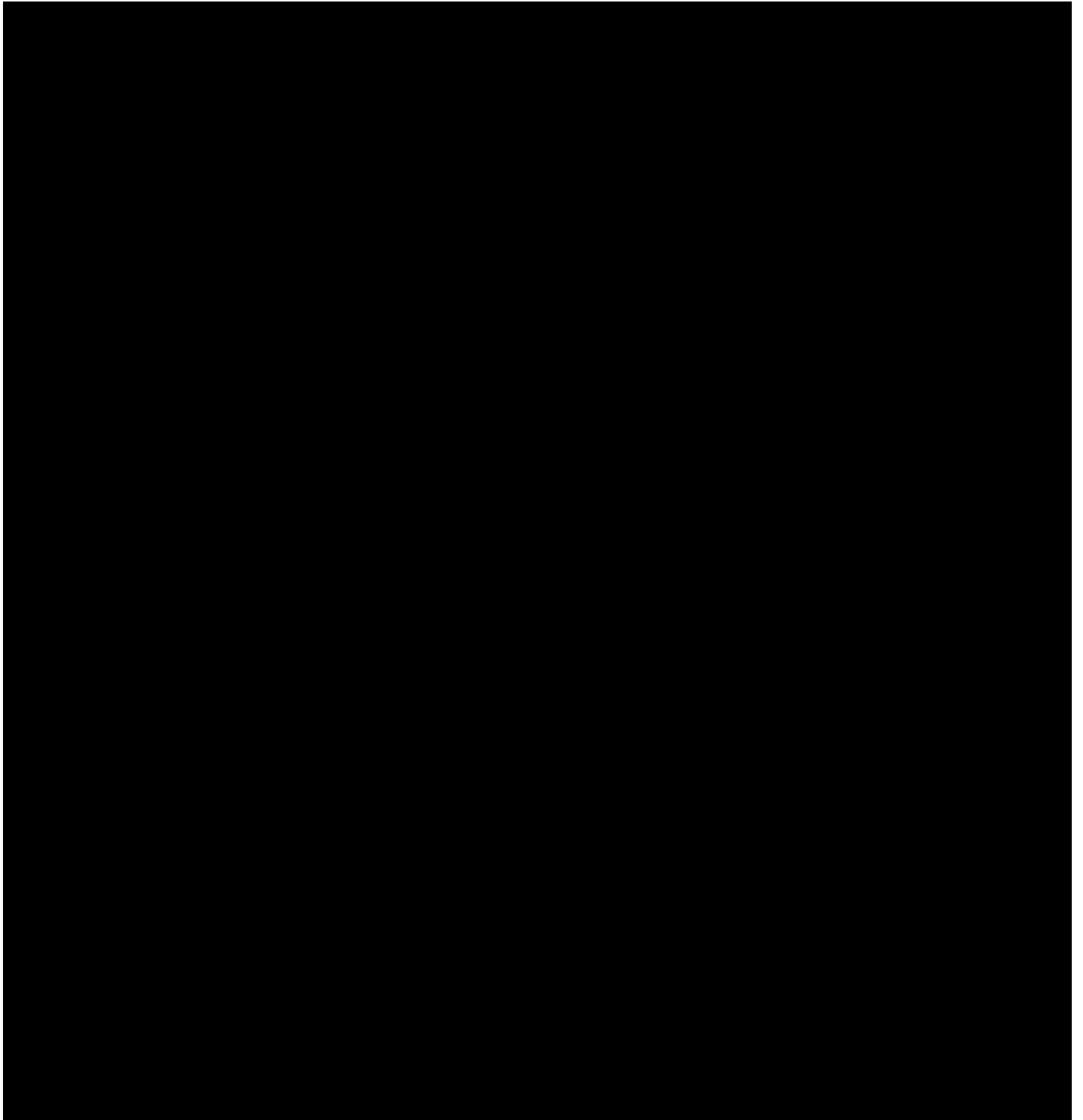
We can confirm that your tender received the following scores and ranking:-

Criteria	Your Weighted Score	Winning Tenderer's Total Weighted Marks	Your Rank (out of all 5 tenders received)
Quality	[REDACTED]	[REDACTED]	[REDACTED]
Price	[REDACTED]	[REDACTED]	[REDACTED]
Overall	[REDACTED] 8	[REDACTED]	[REDACTED]

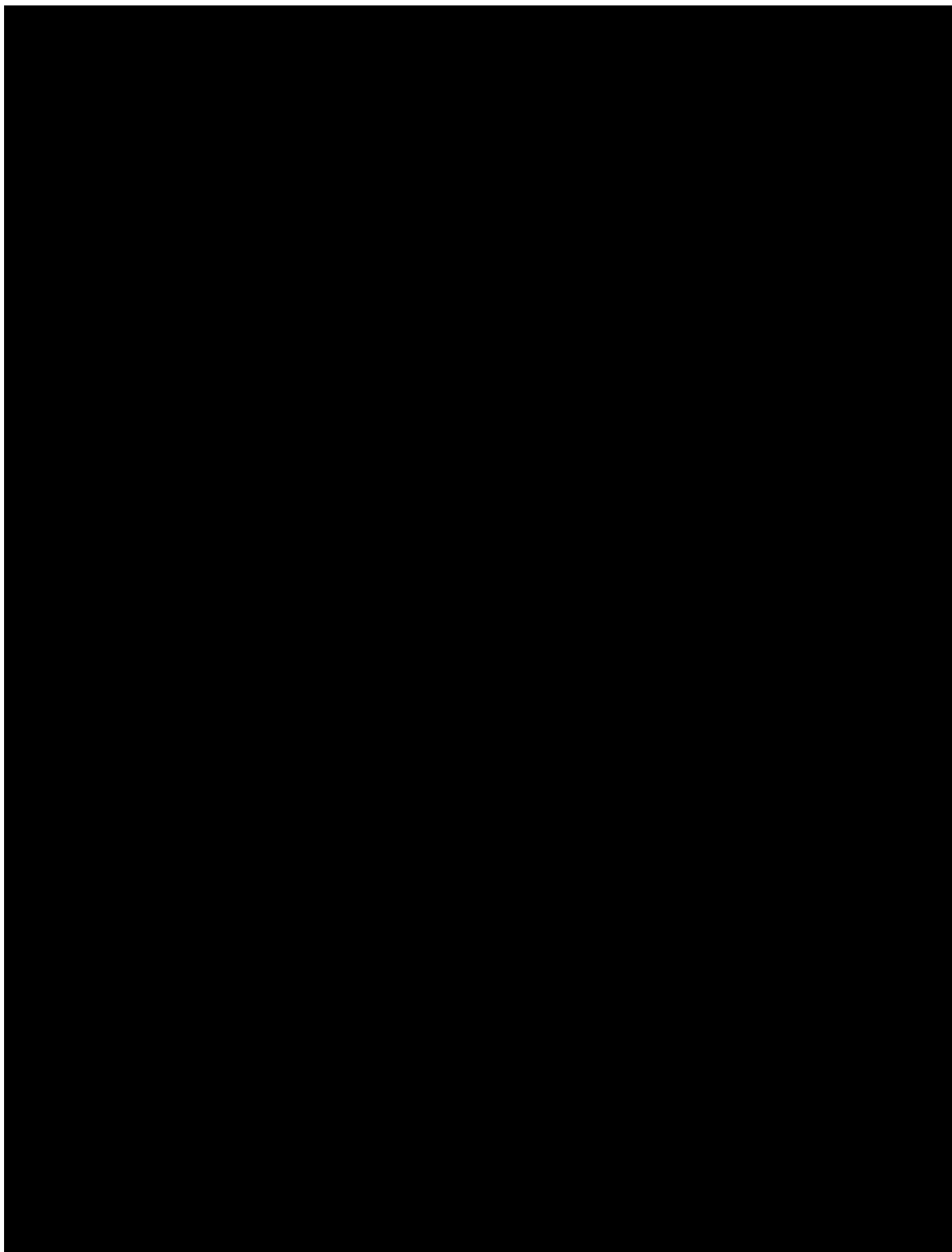
For your further information we would confirm that your quality submission was scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table overleaf. We have also included some commentary to the marks:



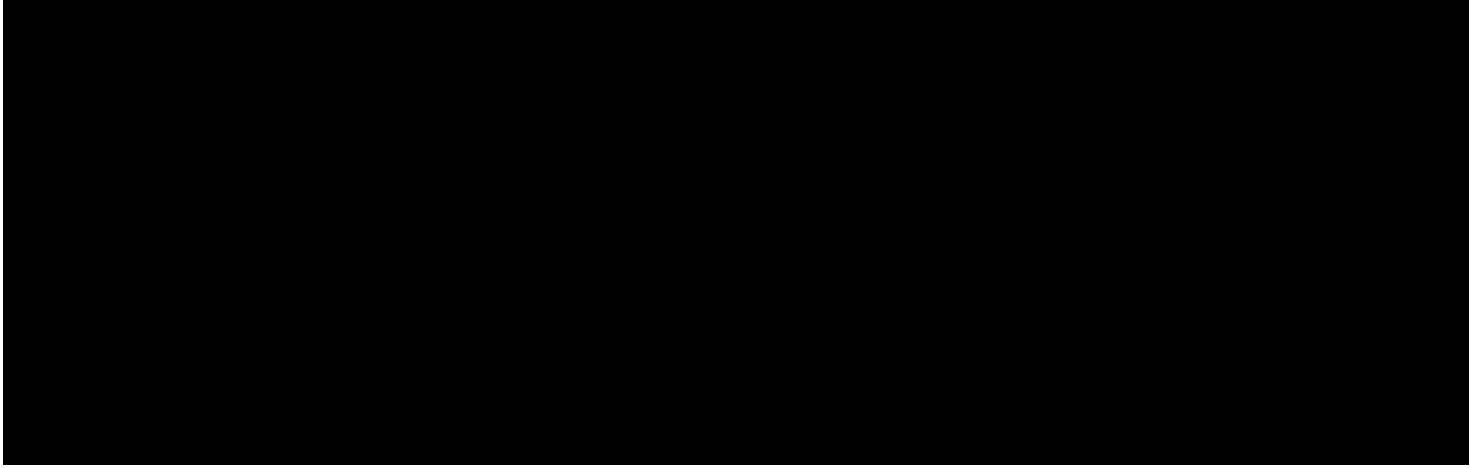
commercial info



commercial info

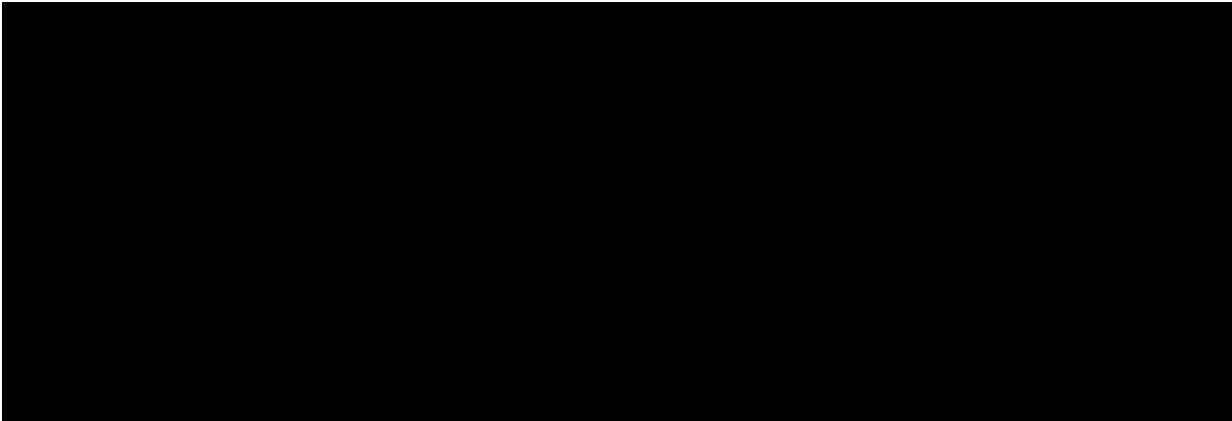


personal & commercial info



We will be in touch with you in due course.

Yours faithfully



Finance Business Partner (Capital)
Shropshire Council

Scheme Manager
Stiperstones & Corndon Hill Country
Landscape Partnership Scheme