

ASHFORD BOROUGH COUNCIL

Tender For: Kitchen Refurbishments in the Borough of Ashford,
Kent

Contract Number: KIT/20/23

Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL

GUIDANCE FOR SUBMITTING TENDER

Have you completed/supplied?

Form of Tender	<input type="checkbox"/>
Collusive Tendering Certificate	<input type="checkbox"/>
Equality Act Declaration	<input type="checkbox"/>
Pricing Information	<input type="checkbox"/>
to include where applicable:	
• Schedule of Rates	
• Schedule of Dwellings	
• Collection and/or Summary Sheet	
• Preliminary Costs	
• Dayworks	
Standard Selection Questionnaire and response to quality questions	<input type="checkbox"/>
Method Statement (if required)	<input type="checkbox"/>

All documents should be uploaded to the Kent Business Portal by the due/date time.

Do's and Don'ts

Do's

- **Do** register on the Kent Business Portal Site, <https://www.kentbusinessportal.org.uk/> and express and interest in the opportunity you are interested in. You will then receive any amendments to the tender the council issues, and responses to any clarification received.
- **Do** provide requested information on time and in the required format.
- **Do** provide clear and concise contact details; telephone numbers, e-mails and fax details.
- **Do** thoroughly check your prices and data before final submission of pricing schedules or quotations.
- **Do** review your policies on a regular basis to ensure that they comply with current legislation.
- **Do** comply with the Instructions to Tender and any other regulations that apply to procurement. Failure to do so will lead to disqualification.
- **Do** make sure that you have not exceeded the number of pages/words you are asked to submit – and make sure that the responses to the questions are clearly numbered.
- **Do** make sure that when uploading your bids electronically to the Kent Business Portal you read the following guidance;
 - *Keep file names simple and without punctuation or short capitalised words that could be interpreted as SQL*
https://www.w3schools.com/sql/sql_in.asp Avoid words like IN, WHERE or FULL or punctuation such as > or) in the filename
 - *Do not use multiple tabs (should complete in one browser session)*
 - *Be patient whilst larger files are uploaded even if the system seems a little unresponsive (as clicking upload again can cause issues)*
 - *There is a list of accepted file types mas size 1GB txt, rft, mpp, vsd, dwg, rar, msg, ics, html,gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt,*

- docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages
- For suppliers there is a dedicated supplier support team, if urgent they can call 0330 005 0352 or e-mail ProContractSuppliers@proactis.com or suppliersupport@proactis.com

Don'ts

- **Don't** send 'glossy' brochures or information that has not been requested, this makes any responses difficult to properly assess. Only send what has been requested and only send supplementary information if we have offered the opportunity to do so.
- **Don't** send company accounts, reports, H&S Policies, etc. unless we specifically ask for them. If your bid is successful we may ask for confirmation of these details.
- **Don't** seek to influence the tender process by requesting meetings unless invited or contacting the Council to support your tender. If your tender requires clarification you will be contacted.
- **Don't** seek changes to the tender documentation after tenders have been submitted.
- **Don't** leave submitting your tender to the last minute, just in case there are any technical difficulties with IT
- **Don't** ignore the last date/time for clarification – no correspondence will be entered into after this date has passed. Other tenderers may have already submitted their bid

ASHFORD BOROUGH COUNCIL, HOUSING SERVICES

KITCHEN REFURBISHMENT IN THE BOROUGH OF ASHFORD, KENT CONTRACT NO: KIT/20/23

Form of Tender

We are willing to contract for and hereby undertake to carry out the works included in the Specification, and drawings, (if any), prepared by or in collaboration with S. Williams, and to her entire satisfaction, for the sum of:

Total Tender £

The Total Tender submitted is to remain valid for a period of 120 days from the date of tender submission.

*For and on behalf of
(insert trading name where
appropriate)

Address of Registered Office

To be signed by duly authorised persons on behalf of the company or Direct Services Organisation or other organisation. Names must be in full, first and last names and in the case of a partnership, all members of the firm must sign

Name:

Signature:

Date

Notes:

- No tender will be considered where the tenderer in any way alters the conditions of tendering.
- Secretaries of Registered Companies are requested to insert the full name of the Company after the words "for and on behalf of" when signing the Form of Tender.

ASHFORD BOROUGH COUNCIL, HOUSING SERVICES

CONDITIONS OF TENDER

1. The Total Tender must be exclusive of VAT, but in addition to the Total Tender the Contractor shall be entitled to claim from the Employer the amount of VAT properly chargeable on the component parts and service provided by him in the performance of the Contract.
2. The tender is to be priced in accordance with current legislation and the Instructions to Tenderers.
3. The essence of selective tendering is that the Employer shall receive bona-fide competitive Tenders from all persons tendering. In recognition of this principle, the Tenderer is to complete and return with their Tender the Collusive Tendering Certificate. Failure to do this will result in the disqualification of the Tender.
4. The Tenderer (whether their Tender is accepted or not) shall treat all documents relating to this Tender as confidential and in the event of a Tender not being submitted, all documents must be returned to the Employer or deleted. The documents must not be passed or shown to any other person without the Employer's written consent.
5. The Employer shall not be bound to accept the lowest or any Tender and reserves the right to accept a Tender in part only.
6. The Employer shall not be responsible for, nor pay for, any expenses or losses which may be incurred by the Tenderer in the preparation of their Tender, or in respect of any cost associated therewith.
7. The Tender is to remain open for acceptance for 120 days from the date of submission of Tenders.
8. On submission of a Form of Tender duly completed and returned to the Employer in accordance with the provisions hereof a Tenderer will be deemed to have offered to carry out the services.
9. No Tender shall be deemed to have been accepted unless notified in writing.
10. The Tenderer shall in addition to the Form of Tender, fully price the "Schedule of Rates and Tender Calculation Sheet". Failure by the Tenderer to fully complete and return all the Tender documentation may result in the Tender not being considered for acceptance.
11. The Form of Tender together with all documentation supplied by the Council to the submitting company must be duly completed and submitted to Ashford Borough Council via the Kent Business Portal <https://www.kentbusinessportal.org.uk/> no later than 14:30hrs on Thursday 20th February 2020.
12. If the Tenderer is a Local Authority the Form of Tender MUST be accompanied with a signed statement in respect of Work undertaken by the Local Authority/DSO for bodies pursuant to the Local Authorities (Goods and Services) Act 1970 and under Section 111 of the Local Government Act 1972. The Statement must contain a general description of all Works undertaken by the DSO identifying.
 - i) Whether such Work is undertaken for the DSO Authority of some other body and, if some other body, the name of that body and the value of the Works.
 - ii) The Value of each aspect of Work.
 - iii) The Percentage (by value) of all Work undertaken for bodies other than the DSO Authority in relation to the total value of the Work undertaken by the DSO.

Failure to provide such a statement in a clear and readily understandable format may render the tender invalid.

COLLUSIVE TENDERING CERTIFICATE

TO: Ashford Borough Council
Civic Centre
Tannery Lane
Ashford, Kent
TN23 1PL

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) communicate to a person (outside this organisation) other than the person calling for those tenders the content of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- (b) enter into any agreement or arrangement with any other person (outside this organisation) that they shall refrain from tendering or as to the amount of any tender to be submitted.
- (c) offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender to the said work any act or thing of the sort described above.

In this certificate, the word 'person' includes any persons and body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signed:

Name:

(in block capitals)

In the capacity of:

duly authorised to give such certificate for and on behalf of

(in block capitals)

Telephone No:

Fax No:

Email:

Address:

ASHFORD BOROUGH COUNCIL, HOUSING SERVICES

THE EQUALITIES ACT 2010

This form must be completed, signed and returned with your tender. Failure to return the form or inadequate answers may result in your tender not being considered for acceptance.

Question	Answer
1. Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010 and, accordingly, your practice not to treat one group of people less favourably than others because of any protected characteristic in relation to: - recruitment and selection - promotion and transfers - training and development opportunities - pay and all other conditions of employment?	YES/NO
2. Is your equal opportunities/equality policy set out in: a) instructions to those concerned with recruitment, training and promotion; b) documents available to employees, recognized trade unions or other representative groups or employees; c) recruitment advertisements or other literature; appropriate training to staff and managers?	YES/NO
3. Do you make specific reference to removing barriers to equal access and opportunity and preventing discrimination or less favourable treatment on the grounds of gender reassignment or being transgender?	YES/NO
4. In the last three years, has your organisation been involved in any Employment Tribunal proceedings, including receiving an ET1 form, on the grounds of alleged unlawful discrimination?	YES/NO
5. If the answer to question 4 is affirmative what was the finding and what steps, if any, did you take in consequence of that finding?	

Signed:

Company:

Date:

INSTRUCTIONS TO TENDERERS

IMPORTANT – PLEASE READ BEFORE PRICING THIS TENDER

1. These tender documents are to be considered as a whole and where provision has been made to insert a price, the Tenderer is to price each item and the whole document returned with the tender. To avoid any doubt, for each individual item of the Schedule of Rates the tenderer should enter their price to carry out the work as detailed.
2. The prices entered by the tenderer shall provide for all costs, overheads and profit associated with the description of Work and for satisfying all other obligations as set out in the Preliminaries and Specification.
3. No claim for extra costs due to the rates being inadequate will be allowed, and self-measurement where necessary is deemed to be included.
4. Unless specific provision for pricing access and working platforms has been included elsewhere in the pricing sections, the prices entered should allow for access and working platforms as necessary to be used during the course of works up to two metres high.
5. The tenderer should not delete or amend any of the written descriptions or prices within any of the tender documents, any alterations will be invalid and may invalidate the tenderers submission.
6. The Conditions of Contract shall be the **JCT MTC 2016 Measured Term Contract 2016** and amended as set forth in the Schedule of Insertions/Deletions in the Contract and executed as a deed.
7. Where an appropriate Agreement, British Standard Specification or British Standard Code of Practice issued by the British Standard Institution or a recognised body of any member state of the EC is current at date of the tender, all goods and services used or supplied and all workmanship shall be in accordance with that Agreement and/or Standard.
8. The Tenderer is advised to visit the sites before tendering to ascertain all relevant local conditions, the full extent and character of the operation, the accessibility of the site, the dimensions of the work and facilities for obtaining any special articles, and generally obtain their own information on all matters affecting the execution of the works. No claims arising for their failure to do so will be considered. Should the Tenderer wish to inspect individual properties, at least 24 hours written notice must be given if requested by the tenant, in order to comply with the Council's tenancy conditions.
9. At any time before a date fourteen days before the tender return date a tenderer may by communication to the Employer request information or raise any query in connection with the proposed contract or these Conditions of Tender.
10. No alteration, deletion or insertion shall be made by the Tenderer to the text or prices of the Tender documents and if any are so made, they will be invalid and Tenders may be rejected.
11. The Tenderer must specify at the time of tendering any additional benefits or added value they are prepared to include in their tender over and above that specified.
12. The prices entered by the tenderer shall include for all cost including (but not restricted to) all labour, materials, transport, plant, tools, machinery costs, expenses, overheads and profit necessary to properly execute and complete the Work in accordance with this contract.

13. In order to obtain a tender figure a selection of items that represent a typical kitchen measure have been listed in the "Tender calculation sheet" shown at Appendix A. The tenderer should transpose into this document the appropriate figures from their tendered Schedule of Rates. These figures should be multiplied by the indicated multiplier and the total price for each item entered in the final column. These items should be totalled to give the price of a typical kitchen and multiplied by the total number of properties in the contract. The total price should be carried to the Form of Tender (Page 2).
14. If there is any discrepancy between the Schedule of Rates and rates in the Tender Calculation the rates in the Tender Calculation will apply and endure throughout the term of the contract. Therefore, every effort must be made to ensure the rates are exactly the same in the tender submission.

Best Value

15. The Council is obliged to recognise and adopt the Government's best value principles.
16. The Contractor shall provide assistance as may be reasonably required to the Council in implementing the best value principles in so far as they relate to and embrace the Works. Such assistance may include (but shall not be limited to):
 - Participating in the Council's performance measurement and review arrangements.
 - Assisting the Council's external auditor or other appropriate agency in its verification of best value performance.
17. The Employer and Contractor will use their best endeavours to meet the letter and spirit of Best Value and Best Value in Housing legislation.
18. The process and product of the contract will be constantly reviewed by all parties to it, in order to ensure that at all times it is subject to best practice.

Long Term Contracts

This opportunity is for a 3 year contract to undertake works to a finite number of properties.

19. Maxims have been set in this contract for;
 - The total number of properties to be completed each financial year and overall, to ensure that supervision and management can be fully resourced by the employer and also as part of the asset management plan. The intention and expectation will be to complete the maximum number in all but the last year in which the balance of omissions and additions to the contract will be reconciled.
 - The budget spend each financial year and overall to provide financial and budget management.
20. The objective is to provide a continuous flow of work from date of commencement to date of practical completion enabling the contractor to secure the best resources available and the best prices, together with a consistent product of acceptable quality and a drive for continuous improvement.

Tender Evaluation

This tender will be evaluated on a 70% price, 30% quality basis.

The price element will be based on the Most Economically Advantageous Tender (MEAT).

To determine the MEAT, the employer will take into account ALL tendered SOR prices and not just those used in the tender calculation. Therefore, the lowest tender price may not be the MEAT.

The matrix used to evaluate all tendered prices in the SOR will be confidential to avoid tenderers being influenced in their pricing. The intention is for each SOR price to be adequate for the contractor to meet their costs, overheads and profit.

The tender calculation in Appendix 1 will still be highly indicative of the MEAT, the additional application of the matrix is to identify any peculiarities in the tender pricing.

Tenderers will not be given the option to amend or change their prices unless they are obvious and genuine arithmetical errors. Therefore, the inclusion of perceived peculiar or excessively deviant rates that may frustrate the running of the contract may mean the tender is qualified.

Please note: The employer is keen to avoid accepting any tender that appears to be, on the whole, sub-economic. The matrix assessment will look for tendered rates that are excessively low, or excessively high, compared to the other tenderers rates and an assessment of the impact of those rates will be made. Excessively low, or high, will be rates that are in excess of 25% of the median.

The quality assessment will be based on tenderers responses to the questions posed. A panel of assessors will each score the tenderers responses and the average will be used.

1. **PRELIMINARIES**

1.01 **TENDER DOCUMENTS:**

Form of Tender
Conditions of Tender
Collusive Tendering Certificate
Equalities Act Declaration
Instructions to Tenderers
Preliminaries
Specification
Schedule of Rates
Tender Calculation
Property List
Sample
Pre-Construction Information
Tender Evaluation Criteria
Appendices; Contractor's Performance Appraisal, Satisfaction Note, Access to Premises Protocol

1.02 **NAMES OF PARTIES:**

EMPLOYER

Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL

CONTRACT ADMINISTRATOR

S. Williams (or her duly authorised representative)
Ashford Borough Council, Civic Centre, Ashford, Kent, TN23 1PL Tel. No. (01233) 331111

PRINCIPAL DESIGNER

Ashford Borough Council, Civic Centre, Ashford, Kent, TN23 1PL (Contact: Mr J Young)
Tel. No. (01233) 330865

1.03 **DEFINITIONS AND INTERPRETATION**

The following definitions shall be used for the purpose of interpreting the contract and all documents relating thereto:-

Application for Payment

means: **the prequel to an invoice submission comprising a summary of property accounts and all other contractual payments or deductions due.**

Contract means: the signed Form of Contract, Form of Tender, Collusive Tendering Certificate, Equalities Act Declaration, the Conditions of Tender, Specification, Schedule of Rates, Tender Calculation, Property List, Sample, Pre-Construction Information, Tender Evaluation Criteria, Appendices; Contractor's Performance Appraisal, Satisfaction Note, Access to Premises Protocol, Method Statement

Contractor means: the tenderer whose tender has been formally accepted by the Employer.

Contract Period means: the period commencing 1st April 2020 to 31st March 2023.

Current Regulations

means: those in force at the time of tendering.

Dayworks means: a pricing mechanism for works not covered by the Schedule of Rates. Comprises all hourly rates for operatives plus the net cost for materials and plant, uplifted by a tendered percentage. Defined in RICS publication.

Existing Structures

means: The building or buildings owned or managed by the Employer and in which the Works are to be carried out.

Materials means: all materials, fixtures, fittings and ancillary items used by the Contractor and incorporated into the finished work.

Normal working

hours means: 08.00 to 17.30 inclusive Monday to Friday excluding Bank Holidays

Plant means: items of specialist equipment needed to carry out the works but shall not include those items that could, in the opinion of the Contract Administrator, reasonably be expected to be regularly used by the Contractor.

Plant shall only be used on those works that warrant the use of specialist equipment. If in doubt the Contractor shall clarify whether an item will be treated as “plant” with the Contract Administrator before hiring the same.

Property Account means: The summary of all payments due for works completed at each property based on the final measure and calculated in accordance with the contract.

Total Tender means: The total sum, set forth in the Form of Tender annexed hereto.

Weekday means: Monday to Friday inclusive (excluding Bank Holidays)

Work means: the matters described in the Preliminaries including any goods or materials to be supplied by the Contractor and any variations or additions thereof arising under the Contract.

Reference in these contract documents to ‘Ashford Borough Council’ or ‘the Council’ will be deemed to mean ‘the employer’ as stated in 1.02 above unless the context shows that it is obviously different.

1.04 FORM OF CONTRACT

The form of Contract shall be the Measured Term Contract 2016 (MTC 2016) issued by the Joint Contracts Tribunal Ltd (JCT).

1.05 AMENDMENTS TO MTC 2016 FORM OF CONTRACT**Recitals**

1st Recital After the words “the Employer requires” replace “maintenance and minor” with “refurbishment” and after “works to be carried out in:” insert “the Borough of Ashford, Kent”

Articles

Article 2 delete “adjusted” and everything after “therein mentioned”

Article 3 insert “Sharon Williams, Head of Housing” of “Ashford Borough Council”

Contract Particulars**Item 1 – Properties and description of work**

1.1 Insert the words “Properties owned and or managed by the employer”.

1.2 Insert the words “Refurbishment of kitchens and associated rooms and spaces to provide modern facilities and amenity so far as is reasonably practicable.”

Item 2 – Supplemental Provisions

- Collaborative working; delete “does not apply”
- Health and safety; delete “does not apply”.
- Cost Savings and value improvements; delete “applies”.
- Sustainable development and environmental considerations; delete “does not apply”.
- Performance indicators and monitoring; delete “applies”.
- Notification and Negotiation of disputes; delete “does not apply”
- For employers nominee insert “Housing Asset Manager”.

Item 3 – Contract Period

- After “the contract period will be”, Insert “3 (three)” and delete “months”
- After “commencing on”, insert “1st April 2020”

Item 4 – Arbitration

- Delete “do not apply”

Item 6 – Orders – Minimum and maximum value

- For minimum value insert “100” and the words “one hundred pounds”.
- For maximum value insert “10,000” and the words “ten thousand pounds”

Item 7 – Orders – Value of work to be carried out

- After “£” Insert “2,250,000” and the words “two million two hundred and fifty thousand pounds” for the contract period.
- Insert the words “Subject to maxims set out under ‘Long Term Contracts’ and detailed in the Preliminaries

Item 9 – Construction Industry Scheme

- Delete “is a ‘contractor’”.

Item 10 – Payments

- For the “Estimated value of an order above which progress payments can be applied for” insert “10,000 ten thousand pounds”.
- For “Valuation Dates” insert “Last” for the “day of the month”.

Item 11 – Responsibility for Measurement and Valuation

- Delete “The contract administrator shall measure and value all Orders”
- Delete “The Contract Administrator shall measure and value each order with an estimated value of £ or more; the contractor shall measure and value all other orders”.

Item 12 – Schedule of Rates

- 12.1 Delete “the National schedule of rates/”
- 12.1 Insert “Kitchen Refurbishment Schedule of Rates 2020 -2023” – underneath insert the words “Fixed for the duration of the contract.”
- 12.1 Delete all the words after and including “subject to adjustment of the rates”
- 12.2 Delete all
- 12.3 Delete the words “does not apply”
- 12.4 Delete the words “is set out in the following document”.
- 12.4 Insert the words “Changes to cost of kitchen units and associated materials supplied by the unit manufacturer and calculated at net cost difference without adjustment for contractors overheads and profit”
- 12.4 Insert the words “Revisions to be applied as and when they are instigated by the supplier.”

Item 13 – Daywork

- 13.2 Delete the words “applies/”

Item 14 – Overtime Work

- Delete this Item

Item 15 – Insurance

- 15.1 – after “£” insert “5 million”
- 15.2 – Insert “15 (fifteen)”
- 15.3 – delete and substitute with by the following: “The Employer shall insure against loss or damage to the existing structures by fire, lightning, explosion, storm, tempest and such other risks as the Employer shall consider expedient”
- 15.4 – Delete the words “does not apply”
- 15.5 - Insert the following contractors policy renewal date “ “
- 15.6 – Delete

Item 16 – Break provisions

add the following; "The Employer shall be entitled to cancel the contract and to recover from the Contractor the amount of any loss resulting from such cancellation:

- (1) If the Contractor shall have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the Contract or any other Contract with the council, or for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other contract with the council or if the like acts shall have been done by any person employed by him or acting on his behalf (whether with or without the knowledge of the Contractor), or if in relation to any Contract with the council, the Contractor or any person employed by him or acting on his behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or shall have given any fee or reward the receipt of which is an offence under Section 117 (2) of the Local Government Act 1972.
- (2) If the Collusive Tendering Certificate shall be found to be untrue in any respect.

Item 17 – Settlement of Disputes

Adjudication

- Delete “Royal Institute of British Architects”
- Delete “Association of Independent Construction Adjudicators”
- Delete “Chartered Institute of Arbitrators”

Arbitration

- Delete “Royal Institute of British Architects”
- Delete “Chartered Institute of Arbitrators”

Conditions

Clause 2.6 replace with; “ Works to each property to commence in accordance with Contractors programme agreed with Contract Administrator and, subject to clause 2.10.2, shall be completed 15 days after commencement.

Clause 2.12 – Defects - replace the words “6 months” with “12 months”

1.06 CONTRACT ADMINISTRATOR

The Contract Administrator or her nominated representative(s) shall act on behalf of the Council for the purpose of the Contract and shall have the authority to issue instructions to the Contractor on matters relating to the performance of the Contract.

1.07 DOCUMENTS MUTUALLY EXPLANATORY

The Contract is formed from several documents and shall be taken as being mutually explanatory of each other, any anomalies or discrepancies shall be referred to the Contract Administrator for clarification. Any such clarification shall be confirmed to the Contractor in writing by the Contract Administrator.

1.08 SUB-CONTRACTING AND ASSIGNING

The Contractor shall not sub-contract the Works or any part thereof without the prior written consent of the Contract Administrator.

Such consent to be given or refused at the absolute discretion of the Contract Administrator.

The Contractor shall not assign the Contract.

1.09 INSURANCES

Injury to or death of persons

The Contractor shall be liable for and shall indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the Works, except to the extent that the same is due to any act or neglect of the Employer or of any person for whom the Employer is responsible. Without prejudice to his liability to indemnify the Employer the Contractor shall take out and maintain and shall cause any sub-contractor to take out and maintain insurance which, in respect of liability to employees or apprentices shall comply with the Employer's Liability (Compulsory Insurance) Act 1969 and any statutory orders made thereunder or any amendment or re-enactment thereof and in respect of any other liability for personal injury or death shall be such as is necessary to cover the liability of the Contractor or, as the case may be, or such sub-contractor.

Injury or damage to property

The Contractor shall be liable for, and shall indemnify the Employer against, any expense, liability, loss, claim or proceedings in respect of injury or damage whatsoever to any property real or personal (other than injury or damage to the Works) insofar as such injury or damage arises out of or in the course of or by reason of carrying out of the Works and to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Contractor, his servants or agents, or of any person employed or engaged by the Contractor upon or in connection with the Works or any part thereof, his servants and agents. Without prejudice to his obligation to indemnify the Employer the Contractor shall take out and maintain and shall cause any sub-contractor to take out and maintain insurance in respect of the liability referred to above in respect of injury or damage to any property real or personal other than the Works which shall be for an amount not less than the sum stated below for any one occurrence or series of occurrences arising out of one event:

Insurance cover referred to above to be not less than £10,000,000 (Ten Million Pounds).

The Contractor shall upon request by the Contract Administrator or the Director of Finance and Economy, submit evidence of the insurances referred to above.

1.10 SALE OF COUNCIL DWELLINGS

The Council's tenants have a statutory right of purchase in accordance with the provisions of the Housing Act 1985. Accordingly it may be necessary for the Contract Administrator to direct that any particular dwelling shall be excluded from the Works, but the Contract Administrator may at any time during the course of the Works direct any dwelling so excluded shall be re-introduced. No claims for losses incurred by the Contractor in respect of omissions/additions will be allowed. Regard will be given by the Contract Administrator to the timing of additions and grant extensions of time if appropriate.

Houses not included in the schedule are deemed to be owner occupied and therefore no treatments whatsoever is to be carried out to any house or flat except on special instructions of the Contract Administrator.

1.11 TENANTS ALTERATIONS

In some cases the Tenants of a property may have carried out alterations to the fabric or design of the building. In such cases the Tenants may have become responsible for the maintenance of the

alterations that they have carried out, therefore, the Contract Administrator may direct that any element of the works that may have been subject to alteration by the Tenant shall be excluded from the works.

1.12 EQUALITY AND DIVERSITY

The Company shall:

- (a) perform its obligations under this Agreement (including those in relation to the Services) in accordance with:
 - (i) all applicable equality Law (whether in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise);
 - (ii) the Client's equality and diversity policy as provided to the Company from time to time; and
 - (iii) any other requirements and instructions which the Client reasonably imposes in connection with any equality obligations imposed on the Client at any time under applicable equality Law; and
- (b) take all necessary steps, and inform the Client of the steps taken, to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission or (any successor organisation).

1.13 TERMINATION OF CONTRACT

If the contract is terminated we may offer the work to the tenderer who submitted the second most favourable tender provided they maintain the rates originally tendered.

1.14 FREEDOM OF INFORMATION

- a) The Company acknowledges that the Client is subject to the requirements of the Freedom of Information Act 2000 ("the Act") and the Environmental Information Regulations 2004 ("the Regulations") and shall assist and co-operate with the Client (at the Company's expense) to enable the Client to comply with Information disclosure requirements
- b) The Company shall and shall procure that its sub-contractors shall:
 - i) transfer the Request for Information to the Client as soon as practicable after receipt and in any event within two working days of receiving a request for information
 - ii) provide the Client with a copy of all Information in its possession or power in the form that the Client requires within five working days (or such other period as the Client may specify) of the Client requesting that Information and
 - iii) provide all necessary assistance as reasonably requested by the Client to enable the Client to respond to a Request for Information within the time for compliance set out in section 10 of the Act or regulation 5 of the Regulations
- c) The Client shall be responsible for determining at its absolute discretion whether the Commercially Sensitive Information and/or any other Information:
 - i) is exempt from disclosure in accordance with the provisions of the Act or the Regulations
 - ii) is to be disclosed in response to a Request for Information, and in no event shall the Company respond directly to a Request for Information unless expressly authorised to do so by the Client
 - iii) The Company acknowledges that the Client may, acting in accordance with the Act or the Regulations be obliged to disclose information:
 - iv) Without consulting with the Company, or
 - v) Following consultation with the Company and having taken its views into account.
- d) The Company shall ensure that all information produced in the course of the contract or relating to the Contract is retained for disclosure and shall permit the Client to inspect such records as requested from time to time
- e) The Company acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the Client may nevertheless be obliged to disclose Confidential Information.

Definitions:

Commercially Sensitive Information: comprising the information of a commercially sensitive nature relating to the Supplier, its intellectual property rights or its business or which the Company has indicated to the Authority that, if disclosed by the Client, would cause the Company significant commercial disadvantage or material financial loss.

Confidential Information: any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, know-how, personnel and suppliers of the Supplier, including intellectual property rights, together with all information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential, including Commercially Sensitive Information.

Environmental Information Regulations: the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.

FOIA: the Freedom of Information Act 2000, and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.

Information: has the meaning given under section 84 of FOIA.

Request for Information: a request for information or an apparent request under the Code of Practice on Access to Government Information, FOIA or the Environmental Information Regulations.

Services: the services to be delivered by or on behalf of the Company under this agreement.

Sub-Contract: any contract or agreement or proposed contract or agreement between the Company and any third party whereby that third party agrees to provide to the Company the Services or any part thereof or facilities or services necessary for the provision of the Services or any part thereof or necessary for the management, direction or control of the Services or any part thereof.

Sub-Contractor: the third parties that enter into a Sub-Contract with the Supplier.

Data Protection Legislation: up to but excluding 25 May 2018, the Data Protection Act 1998 and thereafter (i) unless and until the GDPR is no longer directly applicable in the UK, the GDPR and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998.

GDPR: General Data Protection Regulation ((EU) 2016/679).

1.15 DATA PROTECTION AND DATA PROCESSING

Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause 1.47 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation.

The parties acknowledge that for the purposes of the Data Protection Legislation, the Client is the data controller and the Company is the data processor (where Data Controller and Data Processor have the meanings as defined in the Data Protection Legislation). Schedule 5 sets out the scope, nature and purpose of processing by the Supplier, the duration of the processing and the types of Personal Data and categories of Data Subject (both as defined in the Data Protection Legislation).

Without prejudice to the generality of clause 1.47, the Client will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to the Company for the duration and purposes of this agreement.

Without prejudice to the generality of clause 1.47, the Company shall, in relation to any Personal Data processed in connection with the performance by the Company of its obligations under this agreement:

- (a) process that Personal Data only on the written instructions of the Client unless the Company is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Company to process Personal Data (Applicable Data Processing Laws). Where the Company is relying on laws of a member of the European Union or European Union law as the basis for processing Personal Data, the Company shall promptly notify the Client of this before performing the processing required by the Applicable Data Processing Laws unless those Applicable Data Processing Laws prohibit the Company from so notifying the Client ;
- (b) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Client , to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);
- (c) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and
- (d) not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Client has been obtained and the following conditions are fulfilled:
 - (i) the Client or the Company has provided appropriate safeguards in relation to the transfer;
 - (ii) the data subject has enforceable rights and effective legal remedies;
 - (iii) the Company complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and
 - (iv) the Company complies with reasonable instructions notified to it in advance by the Client with respect to the processing of the Personal Data;
- (e) assist the Client, at the Client 's cost, in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- (f) notify the Client without undue delay on becoming aware of a Personal Data breach;
- (g) at the written direction of the Client , delete or return Personal Data and copies thereof to the Client on termination of the agreement unless required by Applicable Data Processing Law to store the Personal Data; and
- (h) maintain complete and accurate records and information to demonstrate its compliance with this clause 3 ; and
- (i) indemnify the Client against any loss or damage suffered by the Client in relation to any breach by the Company of its obligations under this clause 1.47.

The Client does not consent to the Company appointing any third party processor of Personal Data under this agreement. Either party may, at any time on not less than 30 days' notice, revise this clause 1.47 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when replaced by attachment to this agreement).

1.15 DATA PROTECTION AND DATA PROCESSING (contd.)

Processing, Personal Data and Data Subjects

- (a) [Processing by the Supplier]
 - (i) [Scope]
 - (ii) [Nature]
 - (iii) [Purpose of processing]
 - (iv) [Duration of the processing]
- (b) [Types of personal data]
- (c) [Categories of data subject]

1.16 ADJUDICATION

Both parties to this Contract shall use their best endeavours to resolve disputes within a period of fourteen days.

All disputes between the parties arising out of or connected with the Contract or the performance of the Work by the Contractor which remain unresolved after the above period of fourteen days shall be referred to an Adjudicator to be agreed upon by the parties or in default of such agreement to be nominated by the President or Vice-President of the Royal Institute of Chartered Surveyors or nominee of such a person. The award of such Adjudicator shall be final and binding upon the parties. If upon the reference to an Adjudicator of any dispute between the parties, the Arbitrator shall find that in the exercise of his powers, duties and discretions under this Contract the Contract Administrator has acted unreasonably in all circumstances in the issue of any notice, instructions or certificate or the giving or withholding of any consent, the Arbitrator shall have full power to make an award which has the effect of amending such notices, instructions, certification or decision to give or withhold consent in such manner as the Adjudicator may think fit.

Notwithstanding any reference to arbitration the Contractor shall continue to perform the Services as herein provided unless otherwise instructed by the Contract Administrator.

1.17 FORCE MAJEURE

- (1) If either party is by reason of Force Majeure occurring before or after the date of this Contract rendered unable wholly or in part to carry out its obligations under this Agreement, then upon notice in writing specifying the nature of such Force Majeure from the Party affected to the other Party as soon as possible after the occurrence of the cause relied on the Party affected shall be released from its obligations and suspended from the exercise of its rights hereunder to the extent to which they are affected by the circumstances of Force Majeure and for the period during which those circumstances exist:

PROVIDED THAT

- (2)
 - (i) the party affected shall use all reasonable endeavours to terminate or circumvent the circumstances or impact of the Force Majeure with all reasonable speed
 - (ii) nothing in this Condition shall relieve either Party of its obligations (including obligations to make payments hereunder) accrued to the date of the Notice
- (3) The Events of Force Majeure shall be limited to the following:
 - (i) war, invasion, act of foreign enemy, hostilities, civil war, riots, insurrection or military power, blockade or embargo;
 - (ii) any statute, rules, regulations, order or requisitions coming into force or issued after the date hereof by Parliament or any Government Department, or other duly constituted authority;
 - (iii) shipwreck or other accident at sea, in the air or on the land other than due to the Contractor's negligence or
 - (iv) failure, shortage or delay of power, fuel, transport or supplies otherwise than due to the Contractor's negligence;
 - (iv) stress of weather, flood, drought, tempest, fire, explosion, corrosion, ionising, radiation, radioactive contamination, earthquake, lightening or volcanic eruption or any consequence of such occurrence.

1.17 FORCE MAJEURE (contd.)

- (4) SAVE where the consequences of Force Majeure are dealt with elsewhere the Contractor hereby undertakes to use its reasonable endeavours to provide the Services during an event of Force Majeure providing that the Contractor shall not be under any obligation to incur additional cost in excess of £200 in respect of any such event.

1.18 THE BRIBERY ACT 2010

The Company warrants and undertakes to the Client that:

- a) It will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 and will not give any fee or reward the receipt of which is an offence under sub-section (2) of Section 117 of the Local Government Act 1972.
- b) It will procure that any person who performs or has performed services for or on its behalf ('Associated Person') in connection with this Agreement complies with this Clause.
- c) It will not enter into any agreement with any Associated Person in connection with this Agreement, unless such agreement contains undertakings on the same terms as contained in this Clause;
- d) It has and will maintain in place effective accounting procedures and internal controls necessary to record all expenditure in connection with the Agreement;
- e) From time to time, at the reasonable request of the Client it will confirm in writing that it has complied with its undertakings under these Clauses and will provide any information reasonably requested by the Client in support of such compliance;
- f) It shall notify the Client as soon as practicable of any breach of any of the undertakings contained within this Clause of which it becomes aware.

Where the Company or its employees, servants, sub-Contractors, suppliers or agents or anyone acting on the Company's behalf, engages in conduct prohibited by the Bribery Act 2010 or the Local Government Act 1972 section 117(2) in relation to this or any other contract with the Client, the Client has the right to:

- a) Terminate the agreement and recover from the Company the amount of any loss suffered by the Client resulting from the termination, including the cost reasonably incurred by the Client of making other arrangements for the provision of the Services and any additional expenditure incurred by the Client throughout the remainder of the Term; or
- b) Recover in full from the Company any other loss sustained by the Client in consequence of any breach of this clause, whether or not the Contract has been terminated.

1.19 INDEMNITY

The Company agrees with the Client throughout the term of indemnify and keep indemnified the Client from and against any and all loss, damage or liability suffered and legal fees and costs incurred by the Client resulting from a breach of this Agreement by the Company including:

- a) Any act neglect or default of the Consultant's employees or agents or;
- b) Breaches in respect of any matter arising from the supply of the Services resulting in any successful claim by any third party.

The Client shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any death accident or injury to any workman or other person in the employment of the Company (including agents or sub-contractors) save and except to the extent that such accident or injury results from or is contributed to by any act or default of the Client their agents or servants and the Company shall indemnify and keep indemnified the Client against all such damages and compensation (save and except as aforesaid) and against all claims demands proceedings costs charges and expenses whatsoever in respect thereof or in relation thereto.

1.20 DESCRIPTION OF WORKS

The works are to provide modern kitchens with facilities and space to suit today's expected needs so far as is reasonably practicable. The works are to be of sufficient quality to last 20 years. To achieve this the works will include the removal of the existing kitchen units fixtures and fittings and alteration to the space as may be required. It may include the removal of ceilings, ACM's and built in stores. It may require an electrical rewire of the kitchen and the replacement or re-routing of plumbing and gas services. New kitchen units fixtures and fittings will be installed in accordance with a kitchen design unique to each property detailing the layout of units and the colour selections agreed in consultation with the resident.

The works are to ensure that kitchens meet all the current regulations for gas and electrical installations. The works are to ensure that the kitchens are safe and fit for purpose.

- The maximum number of properties to be completed under this contract will be 450
- The maximum number of properties to be completed each financial year will be 150
- The Maximum budget spend overall will be £2,250,000
- The maximum budget spend each financial year will be £750,000

1.21 EXTENT OF THE WORKS

The quantity and extent of the works specified will be at the Contract Administrator's discretion and no minimum or maximum amount of work by value or quantity to each property is guaranteed.

1.22 SITUATION OF SITES

Properties owned or managed by the employer within the borough of Ashford. The inaugural list of properties is as shown in Appendix 2 but this list is subject to change.

It is expected that from the inaugural list there will be up to 30% of residents who will decline the works. In mitigation, there will probably be additional properties added into the contract.

1.23 PERIOD OF CONTRACT

The period of Contract will be up to 3 years from commencement.

1.24 PROGRAMME OF WORK

Within fourteen days of the date of the Form of Agreement the Contractor shall submit and thereafter maintain a Programme of Work to the Contract Administrator for approval. The programme shall detail on a week by week basis the order in which the Contractor proposes to undertake the Works to all the properties listed in Appendix 2, Property List, and thereafter to accommodate any additions or omissions of properties from the contract at all times observing the maxims set out in this contract.

The programme of works will be expected to be accurate for the proceeding 13 weeks on a rolling basis and thereafter be progressively more indicative due to the nature of change (refusals / declines) with property lists.

Works to individual properties must be completed within 15 working days of starting work at that property. The Contractor will be permitted to have a maximum of 12 (twelve) properties with works in progress at any given time.

1.25 WORK ORDERS

For each property and in a timely fashion, the Contract Administrator shall issue the contractor with a Customer Selection Form and design plan(s) with a schedule of kitchen units and accessories necessary to complete the work. A 'Brief Specification' will accompany the fore mentioned plans and Customer Selection Form etc to set out the exact requirements for associated works. These documents will constitute a works order under the MTC contract. Relevant asbestos R&D survey information will be provided or made available where appropriate prior to starting work in a property. A specimen design is contained in Appendix 3 although it should be noted that this is a representative design and the actual design will vary from property to property.

1.26 SUPPLIER FOR KITCHEN UNITS AND WORKTOPS

The basic theme of these Works is to offer the tenants a choice of colour and layout options. The designs have been produced in conjunction with Benchmarx Kitchens and Joinery, and selected by the individual tenants from the Benchmarx range of kitchen units. The Contractor shall closely liaise with Benchmarx Ashford branch tel. no.: (01233) 664825.

In order to ensure all tenders are submitted on the same basis all tenderers are required to tender using the Benchmarx range of kitchen units. The successful tenderer may subsequently submit the details of an alternative supplier for consideration by the Contract Administrator if it meets or exceeds the current standards in all respects including product quality and service delivery.

In terms of quality, what is important to the employer and non-negotiable is;

- Cabinets, tested to BS6222-2 1997 Level H, BSEN 14749:2005 or better and have FIRA accreditation.
- Lifetime guarantee on cabinets for defects in materials and workmanship
- 25 year guarantee on drawer boxes drawer runners hinges adjustable cabinet legs wall hanging brackets and shelf supports.
- 5 year guarantee on doors and drawer fronts handles knobs and cabinet legs.
- Doors and drawers complete with 'soft close motion' fittings.
- FIRA Gold standard award for cabinets.
- 15mm thick back panel to base and wall units.
- All cabinet elements constructed from 18mm thick high density and fine surface particle board that complies with BSEN 312 Part 1&2 with all vulnerable edges lipped.
- Doors and drawer fascias edged with 2mm PVC edging.
- Drawers constructed with 15mm MFC back and base.
- Worktops achieve the FIRA Gold standard and have a full 3 year guarantee.
- Worktops are 38mm and double post formed/wrapped.
- Gap to rear of base units for service installation no less than 60mm.
- FSC and PEFC chain of custody certification for raw timber materials which must constitute greater than 70% of timber products used.

In terms of service delivery, what is important to the employer and non-negotiable is;

- Free of charge planning service.
- In-branch dedicated project manager.
- On site damaged replacements on same day.
- Kitchen components in stock and available for tenant purchase locally.

1.27 TENDER RATES

The Tendered rates in the Form of Tender and "Schedule of Rates/Dayworks/Preliminary Costs/Schedule of Dwellings" shall be fixed for the duration of the Contract, and include for all expenses to properly execute and complete the works. The only exception will be the cost of supply of the kitchen units and associated items from Benchmarx which will be adjusted to reflect the net cost difference of supply as and when they occur. The contractor will not be entitled to or suffer any variation in overheads and profit on the cost of supply of the kitchen units etc.

1.27 TENDER RATES (contd.)

The Tendered rates should include for all costs including (but not restricted to) all labour, material, transport, plant tools, machinery costs, expenses, overheads and profit necessary to properly execute and complete the work. No claim for extra costs due to the tendered rates being inadequate will be allowed.

1.28 SCHEDULE OF RATES

Nothing contained in the Schedule of Rates shall modify, affect or override the interpretation or application of any provision contained elsewhere in the Contract documents.

The tendered Schedule of Rates prices and Dayworks rates, shall be deemed to include for the provision of a full time Site Manager to manage the work on site and provide tenant/Contract Administrator liaison.

The Contractor shall provide all materials necessary for the execution of any work he is required to carry out under the contract and shall be responsible for the safe storage of such materials on site.

Where a material cost has been entered in the Schedule of Rates description the Contractor will, for the purpose of completing the tender, have allowed this amount in the total price of the individual Schedule of Rates item.

1.29 NON-SCHEDULE OF RATES ITEMS

Where there is no item in the Schedule of Rates for any part or parts of the Works it shall be valued by the Contract Administrator on a fair and reasonable basis having first regard to the tendered Schedule of Rates where applicable on a pro rate basis.

In the event of the Contract Administrator approving the use of Dayworks the Employer will pay to the Contractor the appropriate Tendered Daywork rates.

1.30 DAYWORKS

The Prime Cost of Dayworks shall be defined under the "Definition of Prime Cost of Daywork Carried out Under a Building Contract", as published by the Royal Institution of Chartered Surveyors and the Building Employers Confederation dated 1st December 1975. The percentage adjustment in the schedule of rates for materials and plant will be the percentage adjustment to the prime cost to cover incidental costs, overheads and profit as defined in Section 6 of the Definition of Prime Cost of Daywork Carried out Under a Building Contract.

1.31 CONTRACT SUPERVISION

The contractor will nominate/employ a dedicated Contracts Manager to administrate and deal with all contractual and financial matters. It is expected that the Contracts manager will prepare the Applications for Payment.

The Contractor shall ensure that a competent and qualified full time dedicated Site Manager is in attendance during 'normal working hours' to oversee and organise the progress of the Works. The Site Manager shall be expected to be on site during the works and must be able to receive and act upon (on behalf of the Contractor) all instructions, directions or orders issued by the Contract Administrator. Instructions issued to the Site Manager will be deemed to have been issued to the Contractor. The Site Manager must liaise regularly with the tenants of the properties where works are in progress, preferably the day before, but in no case later than 9.30 a.m. on the day.

The site manager must maintain a daily diary noting any pertinent dialogue between tenants and the contractor and progress on site. Progress on site should chart the completion of activities over the three week period at each property. The diary is to be in an uneditable format and such that it can be made available electronically to the Contract Administrator upon request. The diary must be perfectly legible and comprehensive.

1.31 CONTRACT SUPERVISION (Contd.)

Tenants must be aware if operatives are to be expected and if so what work will be carried out. The Site Manager will conduct their own snag of the works and; have any appropriate remedial works carried out before declaring the works ready for inspection by the Contract Administrator. Any subsequent defects identified shall be completed by the contractor within 7 days of notification.

It is expected that Site Manager will prepare and agree the Property Accounts.

In order that the employer can update its asset register records easily, the contractor will be supplied with a CSV file to complete and return on a weekly basis. The contractor will be required to simply insert against each property pertinent information such as date of completion and actual cost of completed work.

1.32 COMMUNICATION

The Contractor shall ensure that sufficient business telephone lines are available for the purpose of receiving incoming calls in respect of this Contract during normal working hours. This telephone number must be provided to the Contract Administrator at least 2 weeks prior to the commencement of the Contract.

The Contractor shall also ensure that all supervisors and key personnel employed on the Contract are provided with mobile phones, details of which are to be supplied to the Contract Administrator prior to commencement of the contract.

1.33 WORK RECORDS AND TIMESHEETS

The Contractor shall keep proper work records and time sheets, showing the time worked by the people in his employ in and about the execution of the Contract and produce such whenever required for inspection by any person authorised by the Employer.

1.34 PERFORMANCE OF WORK

The Site Manager will be required to visit each property, preferably with an appointed representative of the Contract Administrator for the purpose of introduction to the tenant and discussing the proposed Works etc.

The Site Manager will confirm with the tenant, as soon as practicable, dates and times for the execution of the Works, providing at least seven days' notice of commencement to ensure access when required. Once arrangements have been made with the tenant, the Site Manager must confirm with the Contract Administrator the dates prior to commencement of the Works. Any problems with obtaining access should be reported to the Contract Administrator immediately. Every effort is to be made by the Site Manager during the course of the Work to ensure that the continuity of services is maintained. The Site Manager shall give a card to the tenant giving his name, address and telephone numbers for both in office hours and out of office hours.

The Contractor will only be allowed to advertise in a manner approved by the Contract Administrator.

The Site Manager shall inform the Contract Administrator when existing hidden work is exposed. Such work is not to be covered prior to an inspection by the Contract Administrator.

The contractor will be expected and encouraged to maintain a consistent team of operatives dedicated to this contract. This is important to ensure good communications between contractor and employer and mutual understanding of expected levels of workmanship and methods of performing the works. It is in the contractor's interest to provide a consistent team as agreed methods working practices and standards of workmanship etc. conveyed to the Site Manager verbally or in writing will be expected to be disseminated to all operatives and applied thereafter across all properties. No exemptions will be given to new operatives on site who are not familiar with the agreed site practices.

1.34 PERFORMANCE OF WORK (contd.)

If the Contractor is unable to complete the Works within the specified period he shall immediately notify the Contract Administrator stating the reasons/events for delay and the extent of the delay. Consideration will be given to extending 15 day completion limits where appropriate.

The Contractor shall maintain an orderly flow of Work, and no kitchens or other rooms are to be left incomplete for an unreasonable period of time. All Work is to proceed to the specified pattern outlined below, and the Contractor shall follow the proper sequence of operations to complete the Works.

Week One:

- Removal of existing kitchen
- Electrical first fix
- Plumbing and units – installation of new sink and base unit
- Making good – boxing in of pipes, making good to electrical chases, wall preparations
- Ceiling preparations – re-plastering ceiling and fitting of coving

Week Two:

- Ceiling – completion of ceiling works
- Installation of kitchen – fitting of remainder of base units and wall units, all work tops, skirting and architrave as required

Week Three:

- Decoration – fitting of glazed wall tiles and decoration works
- Fitting and installation of floor tiles and plinths
- Electrical second fix, including extractor fan and lighting
- Completion of decoration and finishing trade
- Snagging

1.35 TEMPORARY SUPPLIES

The Contractor shall provide and include for any temporary water supply or temporary lighting and power he may require for the Works and pay all fees and charges in connection therewith and remove the same on completion. Alternatively the Contractor should allow in his prices the costs of reimbursing the tenants if their power supplies are used.

1.36 MANAGEMENT ON SITE

Adequate site storage facilities and skips for materials and plant must be provided and sited in a position approved by the Contract Administrator. The storage of materials in the individual properties will not be acceptable.

The Contractor is to maintain excellent communications with the tenant and provide at least 24 hours' notice of his need for access to undertake work each day in order to comply with the Council's tenancy conditions.

The Contractor is requested to provide an 'outside normal working hours' contact telephone number for emergencies or call outs.

The Contractor shall be responsible for all damage or loss caused by or arising from the work including tenants' fixtures, fittings and possessions.

Care is to be observed when placing ladders, etc., against roofs, walls, etc., and the Contractor will be required to put right any subsequent damage or disturbance to decorations, structure and grounds caused.

1.36 MANAGEMENT ON SITE (contd.)

As a minimum the Contractor shall provide all personnel employed by him or engaged upon the work with a form of identification approved by the Contract Administrator which must contain the following details:

- (1) Photograph of Operative
- (2) Operative's Name
- (3) The Contractor's Name, Address and Telephone Number

This identification card shall always be visible when calling at tenants premises.

The Contractor is to protect all trees, shrubs and flowers except those that must be removed to enable the works to be executed and to replace any that become damaged at his own expense.

The Contractor will be responsible for finding suitable locations for skips and storage etc., approved by the Contract Administrator, and obtaining licences where required.

Plant, materials and waste should be stored in a tidy manner to keep obstruction and/or nuisance to a minimum. No materials are to be stored in the open.

On completion of the works the Contractor is to thoroughly clean the site and remove all splashes, debris, rubbish and accumulated materials relating to the works.

The Contractor is to maintain and protect public roads and footpaths, including statutory services and similar undertakings, and is to make good or pay for any reinstatement of all damage thereto.

Any water used shall be potable.

Welfare facilities and storage on site

The Contractor will be required to provide (in accordance with the Construction Regulations) and properly maintain in use the site facilities shown below. Their location is to be agreed with the Contract Administrator and (with the exception of skips) must be contained within one site compound unless otherwise directed by the Contract Administrator:

1. Site Hut (heated) – to provide temporary site office and mess facilities, to include the provision of table; chairs; washing facilities including hot and cold (or warm water), basin or bucket, waste water collection/disposal, soap and towels.
2. Materials Storage Container – central storage for unfixed materials on site and plant
3. Portaloo
4. Skip (separate skip for Asbestos waste as required – must be within compound)
5. Recycling Storage

'Compound' will be deemed to mean an area fenced off with 2m high proprietary galvanised wire fencing panels.

The cost of these facilities is to be included in the Schedule of Rates under "Preliminaries". The contractor is to assume there will be no charge for the land occupied by the site compound.

The contractors operatives may use the toilet and hand washing facilities in the property but only with prior permission of the tenant and always with respect.

1.37 CONTRACTORS CODE OF CONDUCT

This code of conduct is has been produced to ensure that contractors who carry out work on behalf of the Council do so in a professional and courteous manner. There is nothing onerous or complicated in this code and it is simply to insure that our tenants and their homes are treated with the level of respect that you would expect if someone were carrying out work in your home.

The majority of Contractors carry out the requirements of this code as part of their normal operations and this should not add any additional burden to the current method of working.

1.37 CONTRACTORS CODE OF CONDUCT (contd.)

Contractors are requested not only to apply with the laid down requirements of this code but also with the spirit in which it has been produced.

1. Contractors must keep all appointments made and turn up punctually. If there are likely to be any delays, the tenant must be kept informed. (reference should be made to the Councils access protocol)
2. Contractors are required to wear an appropriate form of clothing, which should be clean and tidy, and clearly display the name of the Contractor.
3. Contractors must display an identification card at all times. This should include:
 - a) photograph of the operative
 - b) The operatives name
 - c) The Contractors name, address and telephone number
4. Contractors are not to park cars/vans on paths and grassed areas as it causes obstruction and damages the surfaces. Cars and Vans should not be driven over such areas to deliver materials or clear debris. This action nearly always results in complaints being received from members of the public, which reflects badly on the Contractor and on the Council.
5. On arrival the contractor should introduce him/herself and show their identification card to the tenant. If the tenant wishes to check the legitimacy of the operative with the Council, the operative must respect the tenant's right to do this, and wait outside the property until the tenant is satisfied they are legitimate.
6. All personnel working on site will be required to understand written English and be capable of communicating with the Contractor Administrator and tenants verbally, in English. This is essential for complying with the specification, amendments, tenant liaison and Health and Safety requirements of the contract.
7. Before starting work the Contractor should explain to the tenant the nature of the work that is to be carried out, how long it is likely to take and areas of the property that will be affected and confirm that this is what the tenant was expecting. Any significant differences should be referred to the Council for clarification.
8. Check with the tenant before turning off any electricity, gas or water supplies to ensure it is alright to do so as this may effect fridges, freezers, fish tanks, dialysis machines, stair lifts etc. Ensure that all services are restored as soon as the work is completed.
9. Contractors should treat all tenants and their homes with respect, and ensure the removal of delicate or valuable items from the work area prior to work commencing and agree the arrangements for moving furniture etc. Protective covers are to be used where required.
10. If the work affects more than one room in the property, every effort should be made to limit disruption to one room at a time.
11. The Contractor must comply with all relevant Health and Safety legislation and ensure that the site is kept safe at all reasonable times. All fire exits, lifts, staircases, corridors and doorways must be kept clear at all times and not obstructed by the Contractors tools or materials. Do not prop open controlled access doors/fire doors during the course of the works.
12. All necessary precautions should be taken to protect carpets and flooring with the use of clean dustsheets or other protective material as appropriate.
13. Obtain the tenants permission before using sinks, toilets, electricity and other services in the property.

1.37 **CONTRACTORS CODE OF CONDUCT (contd.)**

- 14 If it becomes necessary to leave the property before the work is completed, for example to collect additional materials, the Contractor must inform the tenant when leaving the property and of the anticipated return time. The Contractor should also inform the tenant of the reason why it is necessary to leave the property before the work is completed. Make sure it is safe to leave the work incomplete while absent from the site.
- 15 If the tenant requests additional work to that specified, the Contractor should contact the Council for advice before carrying out such work in accordance with the contract (V.O. thresholds).
- 16 During the course of the works the Contractor must not:
 - a) Smoke, eat, drink or play audio equipment in resident's homes.
 - b) Consume alcohol or take non-prescription drugs under any circumstances.
 - c) Use the toilet, without the prior consent of the tenant.
 - d) Carry out works in the home without the tenant being present, unless their express consent is obtained.
 - e) Carry out works if only minors (e.g. children under 16) are present at the property.
 - f) Empty any substances down drains that are likely to cause staining, blockages or pollute the system.
 - g) Use foul or abusive language or threatening behaviour. Under no circumstances should contractors cause offence, inconvenience or personal harassment to a tenant. This includes unkind, embarrassing, suggestive and inflammatory or damaging words or gestures. Respect and sensitivity should be shown for all tenants, their relatives, friends and visitors and their home at all times.
 - h) Express their own personal views regarding, the work, Ashford Borough Council, other contractors etc.
- 17 The contractor is to ensure that all works are complete to a satisfactory standard and that all surplus material, equipment and rubbish are removed, leaving the property clean and tidy. All services that have been affected by the works should be tested and left in full working order on completion of the work (and at the end of each day if the work is not completed in one day).
- 18 The Contractor must inform the tenant that the work is complete and ensure that they are happy with the final result. If necessary, depending on the type of work, instruct the tenant how to operate and maintain all new equipment installed and provide operation manuals if appropriate.
- 19 Any private work undertaken by the Contractor for the tenant must be arranged separately to work carried out for the Council. The Council will not accept any involvement or responsibility for payment for this work. Contractors should note that it is the responsibility of the Tenant to obtain the Council's prior written approval to carry out works of a structural nature to the property, and contractors will be obliged to ensure that this approval has been granted prior to carrying out any work.
- 20 The contractor must maintain the highest levels of confidentiality regarding any personal information that is supplied to them about the tenants by the Council, also including any other information they may acquire whilst working at the tenant's home. Contractors must not discuss with the tenant the Council's business, other tenants, other properties, previous workmanship or other contractors.
- 21 The contractor should not under any circumstances accept gifts from tenants.

1.37 CONTRACTORS CODE OF CONDUCT (contd.)

Special considerations

- 22 The Contractor should take special care when working in properties where the tenant has a mobility impairment, it is important to ensure that their movement is not restricted. If the work is likely to cause inconvenience or obstruction, this should be discussed with the tenant prior to commencing any work. Any furniture and other items that have to be moved to allow the work to be carried out should be repositioned once the work has been completed.
- 23 When dealing with a tenant that is deaf or has a hearing impairment it is important to take this into account. Some simple steps that can be used are:
Ensure that you have attracted their attention
- a) Face the person you are talking to and speak at your usual tone/volume, unless the tenant specifically requests that you speak up.
 - b) If necessary write things down
 - c) Ensure that the tenant knows if you have to leave the property for any reason and try to give an idea of when you will be returning.
- 24 When dealing with a tenant that is visually impaired, blind or partially sighted it is important to take this into account. Some simple steps that can be used are:
- a) Ensure that you introduce yourself on arrival using an agreed password if this system is in use. Show your identity card if this is appropriate.
 - b) Explain clearly what the job you are going to do is and where you will be working.
 - c) If it is necessary to move items of furniture in order to carry out the work, these should be replaced in exactly the same position on completion of the work.
 - d) Ensure that the tenant knows if you have to leave the property for any reason and try to give an idea of when you will be returning.
- 25 Some tenants may feel nervous about having a stranger in their home. It is therefore important to identify yourself, your organisation and purpose of visit **before** entering the premises. In some instances it may be necessary for the tenant to arrange for someone else to be present at the property whilst work is carried out.
- 26 The Contractor should pay particular attention to the religious belongings of tenants, for instance, do not disturb a religious object without first asking if it can be moved. If a tenant asks you to comply with a particular religious or ethnic procedure, you should respect their request wherever possible. If this is going to have implications for your safety or ability to carry out the work, you should contact the Council for advice before proceeding.
- 27 Should the Contractor encounter a tenant who does not speak English they should contact the Council for advice.
- 28 Whilst working in occupied premises there may be circumstances when the contractor is unhappy to work in a property, for example a tenant who is under the influence of drugs or alcohol or who is verbally abusive. If a situation like this occurs, and you feel you cannot work in these circumstances, you should explain to the tenant, if possible, why you are leaving and report to incident to the Council.
- 29 If any valuable items are left within your working area, i.e. purses, cheque books, jewellery etc, it is advisable to ask the tenant to move them to somewhere more secure. This is to protect you, should these valuables subsequently go missing.
- 30 There may be instances where a Contractor is faced with violence or the threat of violence. It is advisable not to get drawn into these situations but to leave the premises as quickly as possible and report the incident to the Council.

1.38 MATERIALS AND WORKMANSHIP

Unless otherwise specified where an appropriate Agreement, Standard Specification or Standard Code of Practice issued by either the British Standards Institution or a recognised body of any member state of the E.C. is current at the date of tender, all goods and services used or supplied and all workmanship shall be in accordance with that Agreement and/or Standard, free from flaws or defects. The Contract Administrator shall have full power to reject any materials or workmanship which in his opinion are unsuitable for the purpose for which they are intended or are not in accordance with the specification. Any materials and workmanship rejected shall be removed from the site and proper materials or workmanship substituted therefore at the Contractor's expense.

1.39 DEFECTIVE MATERIALS OR IMPERFECT WORK

If at any time the Contract Administrator shall disapprove of any of the materials employed, the Contractor is to forthwith remove such materials from the site and to substitute others of approved quality and where any portion of the Works executed shall be considered defective or imperfect, or not in accordance with the terms of the Contract, such defective or imperfect Works shall be forthwith removed and the Works re-executed in an approved manner at the Contractor's own cost.

If the Contractor fails to remove or make good any defective or unsatisfactory work within seven days of notification, the Contract Administrator shall, at his discretion, have the power to complete or rectify the work using an alternative Contractor and shall, in so doing, have an overriding duty to mitigate his loss. Any costs involved in the rectification of the work, shall, at the Contract Administrator's discretion, be re-charged to the original Contractor and the amount deducted from any monies outstanding to the original Contractor.

For avoidance of doubt this includes snagging items. The Contractor is expected to conduct his own snag of the works. If any defective items are noted at the sign-off inspection by Site Manager and Contract Administrator, they must be rectified within 7 days.

Should any claim for payment be rejected by the Contract Administrator due to defective workmanship or materials, the Contractor will be required to carry out remedial works at his own expense within seven days of notification by the Contract Administrator of defective work. Once completed the Works will be subject to re-inspection following receipt of the re-submitted invoice.

1.40 SATISFACTION NOTE

The Contractor will approach the tenant at the completion of each property and obtain their signature on the standard Satisfaction Note which is to be submitted with the respective invoice.

The Contract Administrator reserves the right to refuse payment unless a Satisfaction Note has been submitted.

In addition to the standard JCT remedies for performance management (poor performance), the contractors performance will be measured against "Contractor Appraisal" results at 12 week intervals. Failure to achieve greater than an average of 7/10 results may result in the contract being terminated early. This will be determined by the Contract Administrator in consideration of all relevant factors. The Contract Administrators decision will be final.

1.41 INVOICE AND PAYMENT

Notwithstanding the terms of the JCT MTC 2016 contract, the following will apply;

Prior to the submission of an invoice a joint visit will be required to agree the measure and application of the schedule of rates plus any additional works and produce a property account for each completed kitchen.

To avoid the risk of rejected invoices necessitating re-submission and inherent delay, the process for invoicing and payment will be; applications for payment, agreement of figures, invoices and pay. Described as follows:

1.41 **INVOICE AND PAYMENT (contd.)**

Application for payment: the Contracts Manager submits his draft account of completed works to date in accordance with the contract. This will be a summary of property accounts plus Preliminaries and any other contractual adjustments. The valuation and payment process will run on a 28 day cycle in accordance with the contract.

The Contractor will be required to supply all necessary information to allow the Property Account to be agreed within 28 days of completion of works for each individual property.

Agreement: The Contract Administrator will check the application for payment for correctness and confirm the figures are correct or identify discrepancies within 7 days. Once the figures are agreed the contractor is to submit his invoice to reflect the agreed amounts.

Invoice and payment: Once the invoice is received it will be processed immediately for payment, subject to all other conditions for payment (e.g. supporting documents, certificates provided etc.) having been met. Invoices must show the correct date of submission or else risk being rejected. The employer will issue a Payment Certificate reflecting the agreed payment due. The Councils' finance team operate a weekly cycle of payments. Payment certificates are processed on a Thursday morning. Payments into suppliers/contractors accounts are made on a Tuesday. Payment will be made by BACS on the Tuesday that falls on or immediately before 14 days after the Invoice date. Payments can only be made when in receipt of a valid VAT compliant invoice.

Invoices will only be processed for payment if supported by; a detailed breakdown of the amount claimed and approved, all relevant electrical certificates (include. Part P certification of compliance), Gas safety certificates where applicable and a Tenants Satisfaction Note.

Valuations for payment will be determined using the actual measured quantities fitted on site priced in accordance with the tendered rate in the appropriate Schedule of Rates item. No additional payments will be made for product wastage unless it is in excess of that which is considered to be normal for this type of work and this will be at the Contract Administrator's absolute discretion.

Paid measurements will be in whole units with measures ≥ 0.5 rounded up.

Payments will only be made for completed properties subject to clause 4.3.

No payment in respect of any individual property will be made unless all the Works detailed in a specified item in the Schedule of Rates and all Works listed to be carried out have been duly completed to the reasonable satisfaction of the Contract Administrator.

No valuation will include any element for unfixed materials stored on site unless specifically agreed with the Contract Administrator prior to their delivery.

1.42 **VARIATIONS**

Where the Contract Administrator issues variations to the works, the Contractor must detail and price such in the application for payment.

Any addition to, omission from, or any other change to the works, may be made by the Contract Administrator at any time.

1.43 RETENTION

The Employer shall be entitled to deduct a retention from monies due to the Contractor. This will be 5% of the value of completed work up to a maximum of £10,000 (ten thousand pounds). At the end of the contract period half of this retention, 2.5% or £5,000 (five thousand pounds) whichever is the lesser amount, will be released with the remaining 2.5% or £5,000 being released when the Defects period for the last completed order has expired subject to all defects being satisfactorily rectified and the provisions of clause 3.8 of the JCT contract.

1.44 VALUE ADDED TAX

The sum or sums due to the Contractor under the Contract are exclusive of value added tax and the Employer shall pay to the Contractor any value added tax properly chargeable by the Commissioners of Customs and Excise.

1.45 STATUTORY OBLIGATIONS, NOTICES, FEES AND CHARGES

The Contractor shall comply with and give all notices required by statute, or any statutory instrument, rule or order or any regulation or by-law applicable to the works and shall pay all legally demandable fees which will be deemed to be included in the tendered rates.

1.46 EFFECT OF CERTIFICATES

No certificate of the Contract Administrator shall of itself be conclusive evidence that any work, materials or goods to which it relates are in accordance with this Contract except where and to the extent that any of the particular qualities of any materials or goods or any particular standard of an item of workmanship was described expressly in the Specification or Schedules of Work or in any instruction issued by the Contract Administrator to be for the approval of the Contract Administrator or to be to the satisfaction of the Contract Administrator.

1.47 DEFECTS LIABILITY

Upon completion of all specified Works at a property the defects liability period will commence. The defects liability period for the works shall be 12 months from the Order completion date.

Any defects, shrinkages or other faults which arise and/or are identified and are instructed by the Contract Administrator to be remedied by the Contractor and which are due to defective materials and/or workmanship, shall be made good by the Contractor at no cost to the Employer. The Contract Administrator (with the consent of the Employer) reserves the right to elect not to have certain defects remedied and make appropriate deductions (to reflect the estimated saving to the Contractor) from retention monies held accordingly.

The Contractor will agree access with the tenant to rectify defective work giving reasonable notice. Any problems gaining access are to be reported immediately to the Contract Administrator.

Any defects or remedial work reported to the Contractor within the defects period are to be rectified as soon as possible and at the latest within 7 calendar days of the Contract Administrator informing the Contractor of the defect.

Defects of any emergency nature, i.e. water/gas leaks and electrical faults, etc., are to be rectified immediately including out of office hours. If the Contractor cannot honour this obligation, the Employer may engage others to do the work and re-charge costs incurred to the Contractor.

1.48 DELAY OR NON-COMPLETION ON INDIVIDUAL PROPERTIES

In the event of the Contractor failing to complete the Works to an individual property within the specified Priority Time of 15 working days (and the Contract Administrator not granting an extension of time) the Contract Administrator shall have the discretion to impose one or more of the following in relation to that property:

- a) Charge the contractor £10 per day per property not completed within the specified or agreed time period to cover additional supervision and administration costs.
- b) Re-issue the Works to an alternative contractor. Any costs which occur due to re-issuing of Works shall, at the Contract Administrator's discretion, be rechargeable to the original Contractor and such amount deducted from any monies outstanding to the original Contractor.
- c) Re-charge any additional administration costs relating to the delay incurred by the Employer in awarding any non-completed works to another Contractor.

Any recharges or costs will be set-off against the next Application for Payment.

1.49 HEALTH AND SAFETY

The Contractor shall at all times during the Contract period comply with the requirements and provisions of the Health and Safety at Work Act 1974 and further at his own cost must provide and maintain welfare and safety measures up to the standard outlined in the (including latest amendments of) Construction (General Provisions) Regulations 1961 S.1 1580, as amended S.I 1988 No. 1657 and S.I 1989 No.635 the Construction (Lifting Operations) Regulations 1961 S.I 1581, as amended by S.I 1989 1141 the Construction (Working Places) Regulations 1966 S.94, The Construction (Health and Welfare) Regulations 1996 S.95, as amended by S.I 1980 No.1248 and S.I 1981 No.917 and where applicable the Work Place Health Safety and Welfare Regulations 1992, and The Factories Act 1961, Electricity at Work Regulations 1989 No.653 1990 both as regards his own work people and for the work people of the sub-contractors or specialist firms employed on the site under the supervision of the Contractor, also occupants of premises, or the public using premises, or employees of the Employer visiting the premises which are the site of works order under this Contract.

The Contractor shall allow for suitable, heated, welfare facilities, serviced with hot and cold running water and WC facilities. There should be a rest area and means of heating food and drying clothes etc. The Contractor must allow for providing and maintaining power services and to relocate the facilities as necessary to be conveniently accessed, as the contract progresses from area to area.

In the carrying out of the work or services under this Contract the Contractor, and all his employees' sub-contractors and any other person working to his order shall observe all provisions statutory or otherwise.

The Pre-Construction Information (annexed hereto) is a compilation of information regarding the significant health and safety risks relating to the project, which the principal Contractor will have to manage during the course of the works. The Contractor should take this information into account when preparing his tender, and price accordingly.

A method statement and/or risk assessment is required from the Contractor, and should be included in your tender submission.

Construction (Design and Management) Regulations 2015

The Contractor shall at all times comply with the requirements and provisions of the Construction (Design and Management) Regulations 2015.

The Principal Contractor is responsible for developing and preparing the Safety File for this project. The completed Safety File will be passed to the Employer at Practical Completion

The Principal Designer will be the Contract Administrator.

1.50 **ASBESTOS**

Working with Asbestos: When carrying out work of any kind on asbestos based materials particular attention is drawn to Ashford Borough Council's Code of Practice, the Control of Asbestos Regulations 2012 and Statement of Policy on asbestos which will be strictly enforced and is available on request.

The employer will commission asbestos surveys where appropriate to identify and make the contractor aware of any Asbestos Containing Materials (ACM's) so far as is reasonably practicable that might be disturbed by the works before they start. If there is any doubt as to the likely presence of any ACM's then a survey will be requested. If there is very good reason to presume there are no ACM's present (e.g. age of property or significant preceding negative surveys for similar properties) then no survey will be done for that property in advance.

In any event, the Contractor must be aware that ACM's may be discovered during the course of the works. It is therefore essential that all operatives have received Asbestos Awareness Training in the last two years and are fully conversant with the Contractors RAMS in this regard. In particular all operatives must be aware of the emergency procedures should an ACM be disturbed AND likely to have released fibres above the control limit.

The Contractor will be required to submit his asbestos related RAMS and Asbestos Policy prior to the works starting together with records showing the asbestos training of operatives so that an assessment of their asbestos competency can be undertaken.

The employer expects the Contractor to be fully conversant with the types of ACM's that are typically encountered with this type of work and in this archetype and the relative regulations ACoPs and HSE Asbestos Essentials Information sheets such that they are aware what work requires an asbestos licensed contractor and what work is notifiable to the HSE. The expectation is that the Contractor will use its own operatives to undertake any un-licensed non-notifiable works in a safe approved manner. If the Contractor chooses to use a licensed contractor for unlicensed non-notifiable works the employer will not entertain any claims for additional costs incurred. When pricing the SOR for removal and disposal of ceilings and floor tiles the Contractor is to presume these are ACM's and allow for all additional costs in their price.

The contractor will be required to provide waste consignment notes and Plans of work for all ACM's removed. In addition, where works are notifiable a copy of the ASB5 notice to the HSE will be required as well as Certificates for re-occupancy. The employer will provide the analyst to supervise licensed works, monitor air quality and complete the four stage clearance tests of enclosures.

The Employer requires **all Notifiable** works to be undertaken by a Licensed Asbestos Removal Contractor.

1.51 **ENVIRONMENTAL POLICY**

General building materials shall be sourced from a supplier holding ISO14001 certification, proving environmentally aware management systems.

The Contractor is responsible for recycling or disposing of waste at approved disposal sites and shall include the costs thereof within his tender. Waste is to be cleared from dwellings at the end of the day. On no account is waste to be stored in gardens, not even on a temporary basis overnight.

Waste arising from works that is not recyclable is to be stored in enclosed, skips until full. All full skips must be removed from site immediately. The Contractor is responsible for supplying all skips required and finding suitable locations for them. The Contractor is also responsible for obtaining all licences and approvals required.

1.51 ENVIRONMENTAL POLICY (contd.)

The Contractor will implement and observe the Employer's Code of Practice for noise and dust from construction sites. If the works specified require the use of a substance and there is a choice available of two or more substances that are similarly priced then the Contractor will give preference to the substance which causes the least environmental harm and then the substance that is produced by the least environmentally damaging process. In particular the Contractor will avoid the use of peat or CFC blown insulation or packing and avoid the use of the most hazardous wood preservatives.

1.52 ENVIRONMENTAL STATEMENT

We are becoming more aware of the pressures we are putting our planet under, global warming and resource management are of the most concern. The Stern report and the Government reassure us "it's good business to be "Green", most believe the planet cannot sustain the human race unless we practice being "Green".



ASHFORD
BOROUGH COUNCIL

KITCHEN REFURBISHMENT

SPECIFICATION

2020/2023

Item	<u>Specification</u>
1.00	<u>Brickwork and Blockwork</u>
1.01	<p><u>Bricks</u> All bricks unless otherwise stated shall comply with B.S. 3921 and shall be perfectly sound, hard, well burnt and free from cracks.</p> <p>All bricks shall be handled and stacked as delivered and not thrown or tipped. Areas for stacking shall be approved by the Contract Administrator.</p>
1.02	<p><u>Cement</u> The cement used in mortar shall be either Ordinary Portland Cement to B.S. 12 or Sulphate resisting cement to B.S. 4027. Cement affected by dampness shall be discarded.</p>
1.03	<p><u>Sand</u> Sand for mortar shall be washed sand complying with the requirements of B.S. 1200 and be stored in such a way to avoid contamination.</p>
1.04	<p><u>Mortars</u> The mortars for brickwork shall be in the proportions indicated in the Schedule of Rates.</p>
1.05	<p><u>Bricklaying</u> To prevent undue absorption of moisture from the mortar especially in warm weather, bricks/blocks must be well wetted before they are laid.</p>
1.06	<p><u>Block Bonding</u> New brickwork to be tied to existing by means of block bonding, three brick ties per 0.5 metre height tied by 225mm length.</p>
1.07	<p><u>Key for Plastering</u> All new brickwork shall have mortar joints raked out to a depth of 5mm and be left ready to receive plaster finish.</p>
1.08	<p><u>Lintel Bearings</u> No cut bricks or blocks shall be used under lintel or beam bearings i.e. all lintels shall bear a minimum of 150mm on pad stones.</p>
1.09	<p><u>Pre- cast Concrete Units</u> Pre-cast concrete lintels shall be suitable for their intended purpose. The Contractor shall check the pre-cast lintel for cracks that may affect its integral strength properties. Permissible deviation of units shall not exceed plus or minus 6mm in length or plus or minus 3mm in cross sectional profile.</p>

Item	Specification
2.00	<u>Plasterwork and Cement Render</u>
2.01	<u>Cement</u> Cement shall be Ordinary Portland Cement in accordance with B.S. 12.
2.02	<u>Sand</u> All sand shall be clean, sharp river or pit sand in accordance with B.S. 1198, free from deleterious material and washed if necessary.
2.03	<u>Water</u> Water shall be fresh and clean taken from the public water supply.
2.04	<u>Gypsum Plaster</u> Gypsum plaster shall comply with B.S. 1191, Part 1, Clause B. Plaster shall be delivered to site in sealed bags and kept dry. Any plaster which becomes contaminated or damp shall be discarded.
2.05	<u>Gypsum Baseboard</u> Gypsum baseboard shall be from an approved manufacturer and shall comply with B.S. 1230 Part 2 1970.
2.06	<u>Nails</u> Steel nails shall comply with B.S. 1202. Nails for baseboard shall be 2.65mm dia. galvanised clout nails 30mm long for 9.5mm thickness and 40mm long for 12.5mm thickness.
2.07	<u>Metal Beads</u> Metal beads shall be obtained from the expanded Metal Co. Ltd., or Blakey Cabinet and Metal Works Ltd. or equivalent approved.
2.08	<u>Mixing</u> Plaster shall be mixed by mechanical means to a standard which conforms with the manufacturer's recommendations. Plaster in which initial set has developed shall not be used or remixed. The mixing plant and tools shall be kept clean.
2.09	<u>Preparatory</u> Surfaces of all brickwork etc., shall be thoroughly wetted immediately before plastering is commenced. Where required the first undercoating shall be heavily scored to form a key, the second shall be well scratched to form a key for the finishing coat. The beds and joints of brickwork to receive plaster finishes shall be raked out.
2.10	<u>Thickness</u> The thickness of three coat work shall not normally exceed 15mm thickness, the finished thickness of two coat shall not exceed 12mm. Finish coat shall be in order of 3mm thick.
2.11	<u>Cold Weather</u> Plastering shall not be carried out when the air temperature is 4°C or less.

Item	<u>SPECIFICATION</u>
2.00	<u>Plasterwork and Cement Render</u> (contd.)
2.12	<p data-bbox="295 282 491 313"><u>Workmanship</u></p> <p data-bbox="295 318 1477 421">The finished plaster surface shall be free from defects, plane and true and shall stand the straight edge every way. External and internal angles shall be straight and true.</p> <p data-bbox="295 465 1477 607">Plasterboard in repairs to walls and ceilings shall be finished with board finish plaster to finish flush with existing surface. The provision of jute scrim at angles, joints and abutments shall be deemed to be included in the rates, as shall be any necessary metal lathing or beads.</p>
2.13	<p data-bbox="295 636 523 667"><u>Cement Render</u></p> <p data-bbox="295 672 1477 887">Cement render shall be applied in two coats. Prior to applying the first coat the walls shall be coated with a bonding agent applied in accordance with the manufacturer's instructions. The first render coat should be approx. 10mm thick composed of one part cement and six parts sand combed on face to provide key. The second coat shall be composed of one part cement to three parts sand, finished smooth.</p> <p data-bbox="295 931 932 960">Rendering shall comply with B.S. 5262 1976.</p>

Item	Specification
3.00	<u>Woodwork</u>
3.01	<p><u>Softwood for Joinery</u></p> <p>The timber will be properly and carefully air seasoned, if necessary, kiln dried to ensure that the moisture content is suitable for any particular situation of the finished carpentry.</p>
3.02	<p><u>Softwood for Carpentry</u></p> <p>This timber generally will comply with B.S. 1186, Part 1 and Part 2 with due regard for the particular purpose for which it is to be used.</p> <p>The timber will be selected from European Whitewood of the better marks and will show a straight and regular grain throughout.</p> <p>Note: Unless otherwise required – all softwood for carpentry will be primed on all surfaces prior to fixing.</p>
3.03	<p><u>Timber Generally</u></p> <p>The softwoods will be free from all drying defects, free from insect attack, free from soft pith, twist, warp or wavey edges, also any indication of shrinkage. The timbers for carpentry will be free from all unsound knots, arris splay knots and in softwood only tight sound knots of up 12mm diameter and not closer than 750mm to centres will be permitted on an exposed surface.</p> <p>Plugging and piecing-in will not be permitted with the exception only of end-wood plugs to conceal screw or bolt fixings.</p> <p>The standard names and sources of supply of softwood will be in accordance with B.S. 589 and B.S. 881.</p>
3.04	<p><u>Glues and Adhesives</u></p> <p>All glues shall conform to B.S 1204 and shall be appropriate for their purpose and the prevailing conditions with the building. Patent adhesives shall be selected for their particular usage and shall be used strictly in accordance with the manufacturer's recommendations and to the approval of the Contract Administrator.</p>
3.05	<p><u>Screws</u></p> <p>All screws shall conform to B.S. 1210 and shall be of steel, brass, stainless steel, aluminium, chromium plated brass, according to the particular usage.</p>
3.06	<p><u>Nails</u></p> <p>Wire or cut nails shall conform to B.S. 1202 and shall be of a type and size specified therein for the particular usage.</p>
3.07	<p><u>Metal, Dowels, Straps, Plates and Fastenings</u></p> <p>All metal dowels, straps, plates and other metal fixings shall be manufactured from mild steel and galvanised after manufacture.</p> <p>White metal star dowels shall be permitted in fixing glued combed joints.</p>

Item	<u>Specification</u>
3.00	<u>Woodwork</u> (contd.)
3.08	<p><u>Moisture Content</u> The moisture content of all timber shall be reduced by kiln drying to between 10% minimum and 12% maximum. The moisture content shall be maintained on delivery and until completion of the Contract.</p>
3.09	<p><u>Delivery To Site</u> No items shall be delivered to the site until required for fixing.</p> <p>Items of joinery shall be kept under waterproof cover during transit and similarly covered and kept clear of the ground on site.</p> <p>All items shall be handled and stacked with care to avoid damage and shall be provided with boxing and temporary covering until completion.</p>
3.10	<p><u>Workmanship</u> All surfaces of timbers exposed to view will be dressed and finished free from all machine marks and other defects and except where work is described or shown on the drawings as being to finished sizes 3.2mm will be allowed for each dressed face.</p> <p>The whole of the carpentry will be cut and framed together as soon after the commencement of the work as possible. Joints in large members (i.e. doors and frames etc.) will be properly morticed and tenoned, scribed and wedged and those in smaller members will be of multiple combed construction or box type joint finally dowelled. All joints will be well covered with adhesives on all surfaces and cramped together. Shoulders, mitres or scribes will be formed in a proper manner.</p> <p>All joinery will have exposed faces dressed, prepared and machine sanded for painting before the several parts are put together.</p>
3.11	<p><u>Notching Timber</u> Where timber members are notched over supports, the depth of the notch shall not exceed two-fifths of the depth of the member. The notch shall be cut square and smooth to the bearing surface.</p>
3.12	<p><u>Fixing</u> Items to have a painted finish shall be fixed by nails. Nail heads shall be punched below the surface and filled with leadless paste filler.</p> <p>Items to be clear finished shall be fixed by screwing. Heads of screws are to be let in and counter sunk and filled to match timber colour.</p>

Item	<u>Specification</u>
4.00	<u>Plumbing and Heating</u>
4.01	<p>All pipe, fittings, couplings, tanks, cisterns and taps appliances etc., must comply with and be subject to the relevant current British Standards (B.S. 5572; B.S 6465; B.S. 6367: B.S. 2871 Pt.1; B.S. 804 Pt.2 and others).</p> <p>All pipe fittings, cylinders, cisterns, taps, appliances and associated controls shall comply with and be subject to the most relevant and current British Standards, Approved Codes of Practice, Manufacturer Instructions and Building Regulations.</p>
4.02	<p>All work must be carried out to conform with the requirements of the latest edition of the relevant Water Company By-laws.</p> <p>All work shall be carried out to comply with the requirements of the most current version of the Water Supply (Water Fittings) Regulations 1999.</p>
4.03	<p>The Contractor will allow for fitting full bore service valves to hot and cold services to the sink such that they are clearly visible and easily accessed. All valves shall be suitable for high pressure systems.</p>
4.04	<p>Plastic Waste Pipework: All existing plastic waste pipework to sinks is to be removed from site. Where the specified plastic pipework and fittings shall be of the proprietary plumbing systems, manufactured by Osma or Hunter; alternative materials may only be used after obtaining specific instructions from the Contract Administrator. The installation of plastic pipework and fittings must be carried out strictly in accordance with the relevant current Codes of Practice and the manufacturer's instructions as set out in section 4.01.</p>
4.05	<p>The extent of renewal of copper pipework will be at the discretion of the Contract Administrator. Agreement by the Contract Administrator must be given prior to any additional works. Whenever replacement affects equipotential bonding, the bonding must be properly made or remade as part of the job. No additional work order for equipotential bonding will be given. All new sinks must be cross bonded when fitted.</p>
4.06	<p>New pipes, cylinders etc., must have been properly stored. No distorted or otherwise damaged pipes, cylinders, tanks, cisterns or fittings, etc., maybe used and no second quality or used materials are permitted.</p>
4.07	<p>Clean pipes and fittings internally prior to fixing; all flux sealant lubricant, jointing compound etc., shall comply with the Water Research Council's list of approved materials; keep all jointing materials clean and free from contamination and use the minimum necessary to produce watertight joints; all jointing surfaces must be clean and free of coatings or cutting oils etc; do not use jointing compound on compression fittings (PTFE tape is permitted) ensure that backflow prevention complies with the requirements of section 4.02. Ensure proper watertight connections and joints are made, do not over tighten compression fittings.</p>

Item	<u>Specification</u>
4.00	<u>Plumbing and Heating</u> (contd.)
4.08	<p>Run new copper pipework neatly to horizontal and vertical lines, allow for thermal expansion on hot water systems. Properly fix all piping appliances etc., in accordance with good practice, British Standards and manufacturer's recommendations. Where specified such work items which require either by inference of description that stopcock(s) or gate valves(s) must be turned off to implement the work the item shall be deemed to include any necessary easing of the relevant stopcock(s) or gate valves(s) to properly effect the specified job.</p> <p>Flexible tap connectors are not permitted for use. All tap connections must be made in copper pipework with pipework clipped to walling or the carcase to secure it. In horizontal runs, hot pipework is to be run above cold pipework to avoid condensation. Cold pipework in enclosed spaces/ducts is to be lagged with appropriate PE foam proprietary lagging to avoid condensation and mould.</p>
4.09	<p>Self-contained dwellings having ground floor kitchens that overlook a private enclosed garden are to be provided with a suitable external brass bib tap fitting with a garden hose connector. Allow for suitable double check valve and isolator, so that the outlet can be isolated from inside the building.</p>
	<u>Heating</u>
4.10	<p>Where work required the renewal or alteration of radiators or heating pipework, any valves installed shall be suitable for use on high pressure and be full bore. Any valve installed shall be fully accessible to allow use and renewal. If the valves cannot be fitted to be accessible, then the valves will be fitted as temporary and then permanently removed when works are left as completed.</p> <p>Upon re-commissioning of the heating system, an approved heating inhibitor, as instructed by the Contract Administrator, shall be added.</p> <p>Heating controls may need to be relocated and this will be identified at the time of the survey. The relocation of the controls will be undertaken by the current incumbent heating contractor or as instructed by the Contract Administrator.</p>
	<u>Gas</u>
4.11	<p>Any gas work undertaken shall comply with the most current version of Gas Safe (Installation and Use) Regulations 1997 and specific Manufacturer Instruction.</p> <p>Upon completion of any gas work, a Landlords Gas Safety Record (LGSR) shall be completed and submitted in full and in the format as required by the Contract Administrator. All gas equipment including tenants own appliances shall receive a full gas safety check. As a minimum, appliance operating rates shall be recorded in KW's only. Any smoke or CO detectors shall be checked for operation and recorded as such on the LGSR. Where able, a Flue Gas Analyser (FGA) shall be used to determine safe combustion and the result recorded on the LGSR. The calibration certificate for the FGA is to be forwarded to the Contract Administrator prior to commencement of work.</p>

Item	<u>Specification</u>
4.00	<u>Plumbing and Heating</u> (contd.)
4.11 (contd.)	<p>If the LGSR has not been completed satisfactorily, it shall be rejected and deemed null and void. The gas safe competent person may be required to revisit and re-check the work to resubmit a compliant LGSR. No additional claims can be made for re-visits or resubmission.</p> <p>At the commencement of the contract, the gas safe competent person(s) working on the contract shall submit their professional qualifications (ACS) and Gas Safe registration certificate for approval by the Contract Administrator. Certificates must be in date for the duration of the contract. Where the Gas Safe person(s) renew their professional qualifications or Gas Safe registration part way through the contract, certificate dates must run concurrently with no breaks between. New certificates shall be submitted before the last expires.</p>
4.12	<p>The Contractor or any Sub-Contractors shall hold the appropriate registrations, accreditations and/or qualifications and shall be suitably skilled and experienced for the type of work including associated ancillary works that they will undertake during the term of the contract. The CA shall receive copies of new certificates no later than 2 weeks before the existing expires. Registrations and certificates must run consecutively with no breaks. Before a new Operative is allowed to work on the contract, their qualifications and certificates shall be forwarded to the CA for approval before the Operative is allowed to commence work. If an operative ceases to work on the contract, the CA shall receive written notification of this.</p> <p>The Contractor or any Sub-contractors shall hold valid Gas Safe Registration. Documentary evidence is to be supplied in the form of copies of certificates from the assessment centre, accreditation body and Gas Safe Register indicating that the appropriate Accredited Certification Scheme (ACS) and other relevant elements have been completed and are in date for each operative together with exact details of the types of work to be undertaken by that operative. The CA will confirm that such ACS elements are appropriate for the works to be undertaken.</p>

Item	Specification
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5.00	<u>Electrical Works</u>
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	<u>Supervision</u>
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	A non-working supervisor is expected to oversee the works in progress. This person must be to a level 3 qualification City and Guilds Electrical Installation, or equivalent and be employed by the contractor. Contact details of the elected supervisory must be provided to the CA for in and out of office hours.
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5.01	<u>Workmanship</u>
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	All electrical works are to be carried out by NICEIC registered Approved Contractors and will have sufficient experience of the type of works to be undertaken.
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	All operatives carrying out the refurbishment of the electrical installation must be competent to do so (unless they are under the direct supervision of such a competent person).
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	To be competent to undertake the refurbishment and testing of the electrical installation operatives must as a minimum:
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| | <ul style="list-style-type: none"> • Have sufficient knowledge and experience of electrical installation matters to avoid injury to themselves and others, • Be familiar with, and understand, the requirements of the current issue of BS7671, including those relating to inspection, testing and reporting, • Be skilled in the safe application of the appropriate test instruments and procedures, • Have a sound knowledge of the particular type of installation to be inspected and tested, • Be fully qualified to the current IEE Wiring Regulations 18th Edition (BS 7671), • Apprentices must not be allowed to work unsupervised. |
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	Prior to commencement of the works, the main Contractor will provide the Contract Administrator with the details of Electricians on an individual basis who will be carrying out the electrical works.
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	It will be the responsibility of the main Contractor to nominate and provide the details of 'competent' electricians in sufficient time (not less than one week) prior to the commencement of the works in order for the Contract Administrator to be satisfied as to their 'competence'. If the Contract Administrator decides a nominated electrician is not considered competent for these works and therefore not approved, then the main contractor will have to nominate another electrician(s). The main Contractor will have no claim for disruption or delay in seeking approval of electricians.
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Item	<u>Specification</u>
5.00	<u>Electrical Works</u> (contd.)
5.01	<p>Workmanship (contd.)</p> <p>All electrical works will be carried out in accordance with the current issue of BS7671 18th Edition I.E.E. Wiring Regulations incorporating the latest amendments and the relevant Codes of Practice hereinafter referred to as the Wiring Regulations.</p>
5.02	<p><u>Inspection and Testing</u></p> <p>On completion of all electrical installations, the contractor will be required to inspect and test the new installation in the manner described in the Wiring Regulations, and only if satisfactory present the Contract Administrator with a fully completed and signed “Domestic Electrical Installation Certificate” as produced by the N.I.C.E.I.C. If the inspection and tests do not prove to be satisfactory, the contractor will undertake the necessary remedial works and retest the installation.</p> <p>If the remedial work includes any work which the contractor considers is not its responsibility and chargeable as an extra, then the Contract Administrator’s consent must be obtained prior to commencement of this additional works unless:</p> <ul style="list-style-type: none"> • The work in question is of a minor nature, not exceeding £10 in value, • Delay in seeking the Contract Administrators consent will cause unreasonable inconvenience to the tenant, in which case the Contract Administrator must be notified the next working day. <p>The Contract Administrator may also require the contractor to carry out an Electrical Installation Condition Report on the whole installation in the manner described in the Wiring Regulations and present the results on a fully completed and signed “Domestic Electrical Installation Condition Report” as produced by the N.I.C.E.I.C. The “Purpose for which the Report is required” will be completed to read ‘Ascertain the safety and condition of the Installation and its compliance with the current IEE wiring regulations’.</p> <p>For the purpose of these Inspection Reports, the Client shall be “Ashford Borough Council”.</p> <p>Contractors completing the certificate should note that typed certificates are preferred and that the Contract Administrator will reject certificates if:</p> <ul style="list-style-type: none"> • They are illegible or incomplete in any part, • The contractor has used dittos in completing the form, • Insulation resistance readings are recorded at less than 200ohms, • Maximum Zs permitted figures are anything other than 80% of the values given in Table 41.3 of BS7671, • The installation does not fully comply with the current issue of the IEE Wiring Regulations 18th Edition (BS7671). <p>All inspection and test Certificates/Reports are to be submitted to the Contract Administrator within ten working days of completion of the electrical installation.</p>

Item	Specification
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5.00	<u>Electrical Works</u> (contd.)
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5.03	<u>General Requirements</u>
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No tenant shall be left after working hours without an electrical supply and sufficient temporary feeds to keep inconvenience to a minimum. The Contractors attention is drawn to Clause 1.25.

Unless agreed with the Contract Administrator prior to works commencing cooker and power circuits are to be rewired as a new circuit back to the consumer unit with an individual MCB/RCBO (not to be extended unless agreed).

Where this is not possible, the ring main supplies in the kitchen are to be wired as all new and integrated in the existing ring main (where a ring main exists). This is to be achieved by identifying the 'legs' in and out of the kitchen and removing all cabling in between. The new installation in the kitchen is then to be wired as a ring and connected to these 'legs' without the use of jointing.

Where electrical accessories are to be surface mounted, the contractor will use approved PVCu surface boxes. Moulded boxes are not permitted due to their ease of breaking

All electrical accessories (including the low level appliance sockets and cooker outlets) onto solid walls are to be chased in and installed using metal flush mounting boxes unless otherwise directed by the Contract Administrator. The boxes are to be set slightly deeper than the adjacent wall surface and secured with a minimum of two plugs and screw fixings.

Electrical accessories are to be fixed at identical heights above the finished floor level and are to coincide with tile courses to reduce difficult cutting of wall tiles around them.

The supplies to electrical fittings on walls are to be chased into the wall and contained within whole lengths of PVC conduit secured with crampets. Chases are to be neatly cut using diamond wheel chasing machines. Chases should be deep enough to allow at least 5mm cover of plaster when making good. Circulation about the kitchen is to be achieved generally by using ceiling voids or behind coving.

Cables in walls will be contained in conduits to conceal them and also to allow them to be withdrawn and replaced at a later date if necessary. Conduits will be PVC oval or round section in whole lengths such as MK 'Egatube' or similar approved. Where changes of direction in conduits are to be made then round section heavy gauge conduit will be used. Conduits will extend above the suspended ceiling before surfacing unless impractical. Conduits will be joined to flush mounting boxes using proprietary bushes.

Item	<u>Specification</u>
5.00	<u>Electrical Works</u> (contd.)
5.03	<p data-bbox="293 282 735 322"><u>General Requirements (contd.)</u></p> <p data-bbox="293 353 1477 573">If it is not possible to use a ceiling void, then circulation about the kitchen is to be achieved by installing MT4 mini trunking at skirting level. MT4 mini trunking to then rise vertically from the skirting trunking so as to still be under the worktop level, with final section to be chased in and concealed within PVC conduit taken vertically up to each outlet as described above (this will minimise the need for full length chases and unnecessary repairs to walls).</p> <p data-bbox="293 611 1477 792">Where instructed by the Contract Administrator or otherwise required by this specification, cables run on the surface shall be contained within white PVC mini trunking in whole lengths fixed securely with plugs and screws and using proprietary couplings, angles and tees etc., self-adhesive trunking is not permitted for use.</p> <p data-bbox="293 831 1477 940">Holes through solid/cavity walling for ventilation ducts and the like are to be formed using a diamond tipped coring drill and bit of the correct size to suit the duct. The duct is to be installed at a slight declination towards the exterior.</p> <p data-bbox="293 978 1477 1048">Earthing and bonding arrangements must be reinstated immediately if they have been disturbed by the electrician.</p> <p data-bbox="293 1086 1477 1234">Where tenants own fittings are to be installed, they shall be checked for compliance with current Regulations and be earthed if metallic. If they do not meet current regulations, then they should not be fitted and the Contract Administrator should be notified.</p>
5.04	<p data-bbox="293 1272 584 1312"><u>Fixtures and Fittings</u></p> <p data-bbox="293 1344 1477 1413">A single Brand and range of electrical accessories will be used for the whole of the electrical work, the manufacturer to be used is Legrand.</p> <p data-bbox="293 1451 879 1491">Socket Outlets – switched/unswitched</p> <p data-bbox="293 1491 1477 1561">To be manufactured to B.S.1363 Part 2 1995 and be double pole switched. Rated to 13amp. White plastic.</p> <p data-bbox="293 1599 619 1639">Modular Grid System</p> <p data-bbox="293 1639 1477 1778">To be manufactured to BS EN 60669-1. Grid system to incorporate 20A DP with LED indicator switches with manufactured designation labels (e.g. “fan”, “washing-machine”, “external socket” etc.). All appliances to be connected to one suitably sized grid. White plastic.</p> <p data-bbox="293 1816 916 1856">Connection units – switched/unswitched</p> <p data-bbox="293 1856 1477 1957">To be manufactured to B.S.1363 Part 4 1995 and be double pole switched. Rated to 13amp. Where required to include a Neon indicating lamp which is replaceable. White plastic complete with designation labels (e.g. “fan” “washing-machine”, etc.)</p>

Item	<u>Specification</u>
5.00	<u>Electrical Works</u> (contd.)
5.04	<p data-bbox="293 282 703 322"><u>Fixtures and Fittings</u> (contd.)</p> <p data-bbox="293 353 719 394">45 Amp Double Pole Switch To be manufactured to B.S.3676 Part 1 1989 and be double pole switched. Rated to 45amp. Incorporating Neon indicating lamp which is replaceable. Complete with 1G deep back box. Capable of accepting 10mm² conductors. Permanently marked "COOKER" and "ON" and "OFF". White plastic preferably with red rockers.</p> <p data-bbox="293 573 603 613">Cooker Control Unit To be manufactured to B.S.3676 Part 1 1989 and be double pole switched. Rated to 45amp. Incorporating 13 Amp switched socket outlet and neon indicating lamps which are replaceable. Complete with 2G deep back box. Capable of accepting 10mm² conductors. Permanently marked "COOKER" and "ON" and "OFF". White plastic.</p> <p data-bbox="293 831 667 871">Cooker Connection Unit To be manufactured to B.S.5733 1995. Capable of accepting 10mm² conductors.</p> <p data-bbox="293 943 523 983">Light Switches To be manufactured to B.S.3676 Part 1 1989. White plastic.</p> <p data-bbox="293 1055 501 1095">Light Fittings Lighting 4 light curved spotlight: with GE 6W Warm White LED lamps – Reference GE 98723. Fluorescent Fittings: Thorn lighting Diffusalux curved shape fluorescent light fitting – Reference WL2P135ZX. Batten lamp holders: To be manufactured to B.S. 5042 1987 and T2 rated. Plungers to be made of brass. White plastic.</p> <p data-bbox="293 1346 520 1386">Extractor Fans To be Vent Axia Lo-Carbon Revive 5 with local isolation and booster switches on modular grid system fitted with matching external vent grill and ducted through the wall with a suitable 100mm diameter circular duct installed at a slight downward gradient towards the exterior. The switches are to be a double pole fuse module for the purpose of the complete isolation of the fan and a single 1 gang switch module for the boost control of the fan.</p> <p data-bbox="293 1637 1477 1709">All electrical ancillary items, fixtures and fittings will be to the relevant British Standard and be fit for the purpose for which they are intended.</p> <p data-bbox="293 1742 1477 1812">Consumer Units – Metal high integrity dual RDC split load with 2 unprotected ways. To BS EN 60439-3. Must be rated to suit maximum demand. Each final circuit to be labelled to identify circuit. Circuit protection (overload) to be Miniature Circuit Breakers (MCB) to BS EN 60898 of appropriate rating and type B.</p>

Item	<u>Specification</u>
5.00	<u>Electrical Works</u> (contd.)
5.04	<p data-bbox="293 268 703 313"><u>Fixtures and Fittings</u> (contd.)</p> <p data-bbox="293 340 1477 418">All new MCB's required to serve outgoing circuits and blanking plates for spare ways are deemed to be included in the rate.</p> <p data-bbox="293 445 1477 524">Correct use of cable glands and knockouts is to be observed to maintain IP ratings.</p> <p data-bbox="293 582 1477 689">Consumer units are to be high integrity dual RCD with 100A main switch disconnecter and 2 x 63A/80A DP 30mA RCD leaving a further 10 MCB's for outgoing circuits. Main switches and RCDs are included in the rate.</p> <p data-bbox="293 716 858 757">New consumer units will be metal units.</p> <p data-bbox="293 784 1477 918">Consumer units to be fitted at a suitable height and position so readily accessible to occupants of the dwelling. If consumer units need to be relocated to satisfy this requirement then existing circuits are to be extended using crimped joints contained in an accessible suitable enclosure.</p>
5.05	<p data-bbox="293 945 563 990"><u>Cables and Flexes</u></p> <p data-bbox="293 1016 1477 1124">All replacement or new cables and flexes will be to the standards indicated in the table below ("Cable and Flex Specifications"). All cable used is to be any of the following manufacturers:</p> <ul data-bbox="293 1151 533 1258" style="list-style-type: none"> • AEI, • Prysmian, • Draka. <p data-bbox="293 1285 1477 1370">Should any conflict arise between the table below and that required by the Wiring Regulations then the Contract Administrator should be notified.</p> <p data-bbox="293 1397 719 1442"><u>Cable and Flex Specifications</u></p> <p data-bbox="293 1469 871 1720"> 1.0mm² flat twin & earth grey - 6242Y 1.0mm² flat 3 core & earth grey - 6243Y 1.5mm² flat twin & earth grey - 6242Y 2.5mm² flat twin & earth grey - 6242Y 4.0mm² flat twin & earth grey - 6242Y 6.0mm² flat twin & earth grey - 6242Y 10.0mm² flat twin & earth grey - 6242Y </p>

Item	Specification
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5.00	<u>Electrical Works</u> (contd.)
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5.05	<u>Cables and Flexes</u> (contd.)
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	<u>PVC Insulated and Sheathed Wiring Cable</u>
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	1.0mm ² flat twin & earth grey - 6242Y
	1.0mm ² flat 3 core & earth grey - 6243Y
	1.5mm ² flat twin & earth grey - 6242Y
	2.5mm ² flat twin & earth grey - 6242Y
	4.0mm ² flat twin & earth grey - 6242Y
	6.0mm ² flat twin & earth grey - 6242Y
	10.0mm ² flat twin & earth grey - 6242Y

	<u>PVC Insulated Single Cable (green/yellow)</u>
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	4.0mm ² - 6491
	6.0mm ² - 6491
	10.0mm ² - 6491
	16.0mm ² - 6491

	<u>Flexes</u>
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	<u>85 Degree C (heat resistant) PVC Insulated & Sheathed flex (white)</u>
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	1.0mm ² 3 core circular cord - 3093Y
	1.5mm ² 3 core circular cord - 3093Y
	2.5mm ² 3 core circular cord - 3093Y

	<u>PVC Insulated & Sheathed Cable</u>
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	10.0mm ² single core grey/red - 6181Y
	16.0mm ² single core grey/red - 6181Y

	<u>PVC Insulated & Sheathed Flexible Cord (white)</u>
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	0.75mm ² 3 core circular cord - 3183Y
	1.0mm ² 3 core circular cord - 3183Y
	1.5mm ² 3 core circular cord - 3183Y

Item

Specification**5.06****Electrical Works** (contd.)

Smoke Detectors

It is essential that the contractor/operatives holds "Aico Trained Installer" accreditation.

Boilers located in the kitchen

All properties will be fitted with fire detection to the standard Grade D1 Category LD2 (BS5839-Pt6:2019). Where the boiler is located within the kitchen detectors will be mains operated Aico Combined Multi Sensor & Carbon Monoxide detector type connected to the local lighting circuit and interlinked with Aico Radio link & Module where necessary to existing detectors.

Boilers located outside of the kitchen

All properties will be fitted with fire detection to the standard Grade D1 Category LD2 (BS5839-Pt6:2019). Where the boiler is located outside of the kitchen detectors will be mains operated Aico Heat detector type connected to the local lighting circuit and interlinked with Aico Radio link & Module where necessary to existing detectors.

Hallways & Landings

The existing detectors should be checked to ensure that they;

- Are the correct type
- Are located as per BS5839-Pt6
- Have been checked to ensure that they have a minimum of 5 years battery life remaining on them. If they are found to be of less date than this they will be replaced with Aico Multi Sensor detector type connected to the local lighting circuit and interlinked with Aico Radio link & Module where necessary to existing detectors.

On completion all devices will be checked for operation and a Fire Detection Certificate will be issued.

Item	<u>Specification</u>
6.00	<u>Decorations</u>
6.01	All surfaces to be treated and sealed are to be thoroughly and properly prepared in accordance with approved practice. The Contractor is to allow for all making good as necessary in the preparation of surfaces including mould treatment where required.
6.02	Previously glossed surfaces will be treated with one undercoat and one gloss finish allowing for an additional coat if required to obtain a satisfactory finish. New timber will be treated one primer, one undercoat and one gloss finish. Walls and ceilings to be treated with emulsion, a minimum of two coats. Varnished surfaces will be treated with two coats suitable varnish to match existing. Wallpaper is to be free from blemishes and trimmed and properly hung, using anti-fungicidal paste in accordance with approved practice.
6.03	All decorating materials to be supplied by the Contractor.
6.04	<p>Protection of Property, Furniture and Fittings</p> <p>The Contractor shall provide adequate and suitable materials, dust sheets, etc., to protect property, furniture, fittings, floors, etc., against paint splashes and other contamination and shall take immediate steps to clean off any paint or other splashes that do occur on areas not so protected, as the Contractor will be liable for any damage incurred.</p> <p>The Contractor should take particular care when moving existing white goods i.e. fridge, freezer, washing machine, dishwasher, cooker etc. not to cause any damage or scratching. The Contractor will be responsible for dealing with any such incidents and shall be liable for any costs in so doing. To this end the Contractor is strongly advised to record photographically the condition of all white goods <u>prior</u> to commencing work.</p>
6.05	<p><u>Prices</u></p> <p>The tendered rates shall include for the cost of:</p> <ul style="list-style-type: none"> • Painting and decorating on new or existing surfaces. • Decorations to doors, radiators, skirting, lining, architraves, frames, cornices, dado rails, picture rails, staircases, wall moulding, cappings, margins and pipes. • Preparation including washing down, rubbing down, rust removal, stopping, knotting and all work necessary to provide a flush even surface ready for decorating. • Stripping of any type and any number of layers of paper when stripping walls. • The use of suitable fungicidal adhesive and butt jointing when papering walls • Removal and refixing of ironmongery to doors and wall switches, socket outlets and ceiling roses, etc. • The protection of all furnishings, etc., suitable sheeting and cleaning of windows and glass on completion.

Item**Specification****7.00****Kitchen Unit and Components – Fitting**

7.01

Generally

The provision of the kitchen units and component parts will be a matter entirely of concern between the contractor and the supplier nominated by the employer. The employer will not be liable or entertain any claims in relation to deficient or incorrect deliveries, delays in replacing damaged/defective items or other matters not to the satisfaction of the contractor. However, the employer will take up any issues of alleged persistent poor performance with the supplier and take such necessary action appropriate if the issue is not resolved.

All units, worktops etc. are to be stored in accordance with the manufacturer's instructions. These items are to be stored off site or in a suitable container on site and should be delivered to the respective property on the day of installation

Deliveries by the supplier are to be received by the contractor or its representative. On no account are tenants to be expected to sign or receive deliveries on behalf of the contractor.

Prior to installation:

- Ensure that all items on the suppliers schedule have been delivered or are available on site and that they are the correct colour/range etc.
- Check dimensions of kitchen against designers plan and proposed layout, Flat pack contents should be checked for any items damaged in transit.

All units delivered assembled are to be installed in accordance with the manufacturer's instructions and recommendations.

Establish the highest point of the kitchen floor and determine from this the worktop level and mark walls accordingly. All worktops are to be fitted at the same level and set such that appliances of normal height designed to go under worktops will fit underneath with at least a 10mm gap and be in accordance with manufacturer's recommendations and good ergonomic principles.

The contractor is responsible for checking the dimensions of the tenant's appliances to ensure that adequate provision has been made for them in the new design layout and establish and implement any minor extra provision (e.g. altering height of worktop for slightly taller appliances).

Works are to be carried out in an orderly fashion and prior to installation of any units or work tops, all plumbing, electrical or other works should be carried out so that fitted units do not have to be subsequently removed or back panels fitted other than how they were designed to be fitted.

Silicone sealant referred to in this specification shall, unless otherwise directed, be deemed to mean white anti-fungal high modulus silicone sealant such as Arbosil 1081(or similar approved).

Item

Specification**7.00 Kitchen Unit and Components – Fitting** (contd.)**7.02 Base Units and Plinths**

Base units are to be installed square and level to the mean line of finished wall surfaces. Extremely uneven walls should be brought to the attention of the Contract Administrator who will decide if walls are to be hacked back and re-plastered.

Base units generally should be installed in sequence working out of corners.

Ensure that all cabinet legs equally support the cabinet. Appliance housings are to have supporting legs screwed to cabinets where provided for.

Securely fix units to walls where appropriate with brackets provided using plugs and screws. Two brackets per cabinet to be fitted near the top edge of the cabinet to provide stability.

Cabinet carcasses are to be neatly cut around or drilled to provide for all service pipes or other protrusions as required. Cut outs should not be large enough to jeopardise the structural integrity of the cabinet. Cut outs should not be visible with the back panel inserted (except sink units).

Secure adjacent units together through side walls using fixings provided.

Support shelves by a minimum of four supporting brackets in each corner. Shelves in excess of 600mm in length are to have additional supports in the middle.

Corner base units (other than 'L' shape) are to have opening under worktop blanked off with sheet material to match that used in carcasses

Infill pieces or posts between corner base units and return units are to be securely fixed and finish flush with the underside of the bottom shelf of the base units.

All blanking plugs/caps supplied for redundant holes are to be fitted. All hinge caps/finials are to be fitted. All door/drawer stops and buffers are to be fitted as provided for.

To avoid possible damage to cabinet doors, they should be fitted as a final operation. Doors are to be fitted so that they are level and flush with adjacent doors/drawers and close tightly to the cabinet all hinges to be 170 degree opening.

Fit drawer fronts so that they are flush with each other (in drawer packs) and adjacent doors and be parallel with each other. Install drawer runners so that drawers operate freely and are self-closing as designed.

Item	<u>Specification</u>
7.00	<u>Kitchen Unit and Components – Fitting</u> (contd.)
7.02	<p data-bbox="300 277 746 315"><u>Base Units and Plinths (contd.)</u></p> <p data-bbox="300 351 1503 645">Plinths to base units shall be fitted after floor tiles have been laid and carried a short way under base units. Secure plinths to units using proprietary system provided by the manufacturer. Plinths to corner cupboards may need to extend to all front legs on corner base unit to provide end stability. In some cases it may be necessary to supplement the fixing of plinths to make them secure. This is to be achieved in a fashion approved by the Contract Administrator and such that the plinths can be easily removed and refixed at a later date for maintenance purposes.</p> <p data-bbox="300 680 1503 792">Proprietary external Corner trims and bottom edge sealing strips are to be used on plinths as provided. Corner trims may need trimming to accommodate unit support legs.</p>
7.03	<p data-bbox="300 828 443 866"><u>Worktops</u></p> <p data-bbox="300 902 1503 972">Securely fix worktops to base units and wall battens utilising appropriate length screws and the brackets provided.</p> <p data-bbox="300 1008 1503 1077">Worktops are to be fitted in whole lengths and running joints are not to be used unless specified by the Contract Administrator.</p> <p data-bbox="300 1113 1503 1227">Joints and stop ends to worktops are to be made with proprietary metal profiles securely fixed. Joints are to be tight fitting and adjoining worktops are to be perfectly flush with each other.</p> <p data-bbox="300 1263 1503 1332">Worktops spanning appliance spaces or utilised as breakfast bars should be supported on battens supplied and fixed by the contractor.</p> <p data-bbox="300 1368 1503 1438">Seal all cut edges on worktops with an appropriate silicone sealant or adhesive to prevent damage by water ingress.</p> <p data-bbox="300 1473 1503 1632">The laminate on supplied lengths of worktop often does not extend right to the end of the worktop, as such these ends are not suitable for stop ends or joints as the metal trim does not conceal the exposed particle board. Only cut ends are to be used in these situations.</p> <p data-bbox="300 1668 1503 1738">Extend stop ends of worktops with metal trims to provide a lip of 5mm to 10mm over the base unit.</p> <p data-bbox="300 1774 1503 1843">Back edges of worktops are to be neatly scribed to match the profile of walls where necessary.</p> <p data-bbox="300 1879 1369 1928">The junction of worktops with wall tiles is to be sealed with silicone sealant.</p>

Item	<u>Specification</u>
7.00	<u>Kitchen Unit and Components – Fitting</u> (contd.)
7.04	<p data-bbox="300 275 451 320"><u>Wall Units</u></p> <p data-bbox="300 353 1503 465">With the exception of cooker hoods, wall units are to be installed at a height (unless otherwise directed) to permit exactly three rows of 152mm x 152mm wall tiles to be fitted between the worktop and the underside of the wall units.</p> <p data-bbox="300 499 1503 577">Wall units are to be fitted square, level and flush with all adjacent units and tall appliance housings or larger cabinets.</p> <p data-bbox="300 611 1503 656">Wall units shall be securely fixed to walls using the adjustable brackets provided.</p> <p data-bbox="300 689 1029 734">The fitting of wall unit doors to be as for base units.</p> <p data-bbox="300 768 1503 869">All blanking plugs/caps supplied for redundant holes are to be fitted. All hinge caps/finials are to be fitted. All door stops and buffers are to be fitted as provided for.</p> <p data-bbox="300 902 1503 981">The underside of wall units is to be neatly sealed to wall tiles with a silicone sealant.</p>
7.05	<p data-bbox="300 1014 659 1059"><u>Appliances and Services</u></p> <p data-bbox="300 1093 1503 1205">Connection taps for washing machines and dishwashers etc, where possible shall be installed in the sink unit so that they are accessible without the need to pull out the washing machine/appliance.</p> <p data-bbox="300 1238 1503 1384">Combination traps are to be fitted to provide drainage for washing machines where they are located adjacent to sink units. Neatly drill holes at least 750mm above floor level through the side wall of the base unit through which the waste pipe and connecting hoses can pass.</p> <p data-bbox="300 1417 1503 1574">Construct vertical and horizontal boxing (ducts) to conceal services using fair faced ply wood at least 9mm thick and softwood battens of appropriate size. Mechanically fix ducts to walls etc and point junctions to walls with decorators caulk or other flexible compound approved by the Contract Administrator.</p>



ASHFORD
BOROUGH COUNCIL

KITCHEN REFURBISHMENT

SCHEDULE OF RATES

2020/2023

Code	Description	Unit	Value	
			£	p

STRIPPING OUT

001	Strip out and cart away, or salvage for re-use existing kitchen base and wall units, sinks, shelves, worktops and timber-constructed ladders and cupboards (built in) and all associated pipework. Take up and clear from site, or set aside for re-use floor coverings any number of layers, including floor tiles, prepare surface to receive new. Hack off existing glazed wall tiles and adhesive and clear from site and prepare surface to receive new (for the purpose of pricing this item, the Contractor is to assume all floor tiles and artex ceilings contain asbestos and to include within their costs for their removal in accordance with the current Asbestos Regulations).	Per Site		
002	Carefully disconnect and remove Tenants appliances such as cooker, fridge, washing machine etc. and reconnect (as necessary in temporary or permanent positions any number of times) for all new or existing appliances.	Per Site		
003	Provide and fit safety chain/foot stay to gas cooker as necessary in temporary or permanent positions. (any number of times)	Per site		

DEMOLITION AND BRICKWORK/BLOCKWORK

004	Demolish and clear from site 112mm brick or block wall including trimming off indents to adjacent walls.	m ²		
005	Carefully break out and remove concrete shelf to ladder unit (any size) clear away and make good any disturbance to surrounding areas	Item		
006	Remove existing window or external door and frame and clear away. Brick up external opening in brickwork to match existing or with a similar type, to the Contract Administrator's approval, adequately tied or stitched to surrounding brickwork. Apply rendering, spardash, or Tyrolean finish to match existing external surface and decorate to match if necessary. Wad out cavity with insulation and construct blockwork to internal skin of opening tied to external skin with s/steel cavity ties and adequately tied or stitched to surrounding inner skin. Plaster internally. Supply and fit skirting if necessary to match existing, knotted, stopped and primed and leave ready for re-decoration.	m ²		
007	Supply and insert a 203mm x 102mm x 25.33 kg/m RSJ including packing with metal shims and constructing support pads where required (min. bearing 150mm). To include for any temporary props and supports, with sawn softwood grounds, fixed at suitable centres and affix 2 layers of 12.5mm Gyproc plasterboard to include for all labour, plant and materials to complete. Apply skim coats of plaster as necessary and leave ready for decoration. (Only to be used once confirmed by ABC Structural Engineer.)	Lin.m.		
008	Demolish chimney breast for full storey height from floor to within 1st floor void, including any temporary props and supports, corbelling back brickwork, sealing flueways and removing hearth. Make good brickwork where breasts removed, and extend joists, plaster walls with 12mm two coat lightweight plaster on (average). Extend ceiling plasterboard to cover void. Skim as necessary. Extend and make good coving as necessary to match existing. Supply and fit skirting if necessary to match existing, knotted, stopped and primed and leave ready for re-decoration.	m ³		
009	Cut out existing airbrick and remove internal louvre vent. Install blockwork to internal aperture of cavity and make good, plaster to finish flush with existing surface. Wad out cavity and make good external aperture with brickwork/render, etc. to match existing	Item		
010	Enlarge door opening in internal wall to accept new door lining, including clearing away debris, and install new pre-stressed lintel with sufficient bearing if required, making good plaster and leave ready for re-decoration.	Item		

Code	Description	Unit	Value	
			£	p

INSTALL KITCHEN UNITS

Kitchen units are specified from the Benchmarx Range. (Contact Peter Boakes or Simone Wells, tel. (01233) 664825). The tendered rates should include the supply, in accordance with manufacturer's instructions, all ironmongery, plugging and screwing to walls, solid or cavity, scribing or chasing in, levelling, and fixing any battens temporary or permanent, and connect fittings or brackets, and for adapting any unit for supply or waste pipes. (See Conditions of Tender)

011	Supply and fix base B3. Base Unit High-Line 300mm x 600mm (allow a unit cost of £43.32 for the supply of unit when calculating Schedule of Rates cost)	Item		
012	Supply and fix base B4. Base Unit High-Line 400mm x 600mm (allow a unit cost of £45.50 for the supply of unit when calculating Schedule of Rates cost)	Item		
013	Supply and fix base B5. Base Unit High-Line 500mm x 600mm (allow a unit cost of £48.32 for the supply of unit when calculating Schedule of Rates cost)	Item		
014	Supply and fix base B6. Base Unit High-Line 600mm x 600mm (allow a unit cost of £51.80 for the supply of unit when calculating Schedule of Rates cost)	Item		
015	Supply and fix base oven OBU. Oven Base Unit (allow a unit cost of £43.31 for the supply of unit when calculating Schedule of Rates cost)	Item		
016	Supply and fix base B8. Base Unit High-Line 800mm x 600mm (allow a unit cost of £74.02 for the supply of unit when calculating Schedule of Rates cost)	Item		
017	Supply and fix base B10. Base Unit High-Line 1000mm x 600mm (allow a unit cost of £77.60 for the supply of unit when calculating Schedule of Rates cost)	Item		
018	Supply and fix base dwrs 500. Drawer Base Unit. 500mm x 600mm (allow a unit cost of £109.94 for the supply of unit when calculating Schedule of Rates cost)	Item		
019	Supply and fix base dwrs 600. Drawer Base Unit. 600mm x 600mm (allow a unit cost of £88.93 for the supply of unit when calculating Schedule of Rates cost)	Item		
020	Supply and fix base CB corner 800. Corner Base Unit High-Line 800mm x 600mm with 400mm door. (allow a unit cost of £54.49 for the supply of unit when calculating Schedule of Rates cost)	Item		
021	Supply and fix base CB corner 1000. Corner Base Unit High-Line 1000mm x 600mm with 500mm door. (allow a unit cost of £60.59 for the supply of unit when calculating Schedule of Rates cost)	Item		
022	Supply and fix base CB corner 1000. Corner Base Unit High-Line 1000mm x 600mm with 600mm door. (allow a unit cost of £60.59 for the supply of unit when calculating Schedule of Rates cost)	Item		
023	Supply and fix base CB corner 925. Corner Base Unit 925 x 925h. (allow a unit cost of £98.50 for the supply of unit when calculating Schedule of Rates cost)	Item		

Code	Description	Unit	Value	
			£	p

INSTALL KITCHEN UNITS (Contd.)

024	Supply and fix tall larder 300. Tall Larder Unit. 300mm x 600mm (allow a unit cost of £104.74 for the supply of unit when calculating Schedule of Rates cost)	Item		
025	Supply and fix tall larder 500. Tall Larder Unit. 500mm x 600mm (allow a unit cost of £124.83 for the supply of unit when calculating Schedule of Rates cost)	Item		
026	Supply and fix tall larder 600. Tall Larder Unit. 600mm x 600mm (allow a unit cost of £124.83 for the supply of unit when calculating Schedule of Rates cost)	Item		
027	Supply and fix wall W3. Wall Unit, 1 Door. 300mm x 325mm (allow a unit cost of £38.51 for the supply of unit when calculating Schedule of Rates cost)	Item		
028	Supply and fix wall W4. Wall Unit, 1 Door. 400mm x 325mm (allow a unit cost of £41.90 for the supply of unit when calculating Schedule of Rates cost)	Item		
029	Supply and fix wall W5. Wall Unit, 1 Door. 500mm x 325mm (allow a unit cost of £45.01 for the supply of unit when calculating Schedule of Rates cost)	Item		
030	Supply and fix wall W6. Wall Unit, 1 Door. 600mm x 325mm (allow a unit cost of £45.50 for the supply of unit when calculating Schedule of Rates cost)	Item		
031	Supply and fix wall W8. Wall Unit, 800mm x 325mm (allow a unit cost of £61.30 for the supply of unit when calculating Schedule of Rates cost)	Item		
032	Supply and fix wall W10. Wall Unit, 2 Doors. 1000mm x 325mm (allow a unit cost of £77.93 for the supply of unit when calculating Schedule of Rates cost)	Item		
033	Supply and fix closed wall corner W600. Corner Wall Unit 600. 600mm x 325mm (allow a unit cost of £65.48 for the supply of unit when calculating Schedule of Rates cost)	Item		
034	Supply and fix L shaped wall corner W625. Corner Wall Unit 625mm x 625mm with 2 doors (allow a unit cost of £86.08 for the supply of unit when calculating Schedule of Rates cost)	Item		
035	Supply and fix wall cooker hood W600. Cooker Hood Bridging Unit. (allow a unit cost of £30.22 for the supply of unit when calculating Schedule of Rates cost)	Item		

ANCILLARY KITCHEN UNIT ITEMS

036	Reduce depth of any Base, Wall or Larder Unit.	Item		
037	Adapt any unit to fit over or around gas/electric meters etc.	Item		
038	Supply and fit matching colour unit infill to wall or base unit	Item		
039	Supply and fix matching colour base End Support Panel. (allow a unit cost of £10.30) for the supply of this item when calculating Schedule of Rates cost)	Item		

Code	Description	Unit	Value
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ANCILLARY KITCHEN UNIT ITEMS (contd.)

040	Supply and fix continuous plinth c/w bottom edge sealing strip. Seal cut ends/edges. (Note:- Allowance should be made when pricing this item for wastage which arises due to the use of standard supplied lengths of material) (allow a unit cost of £6.24 /linear metre for the supply of this item when calculating Schedule of Rates cost)	Lin.m		
041	Supply and fix plinth return c/w bottom edge sealing strip. Seal cut edges/ends. Supply and fix proprietary external corner trim. Colour to match. (allow a unit cost of £3.75 for the supply of this item when calculating Schedule of Rates cost)	Item		
042	Supply and fix 32mm Ø Chrome support leg with Chrome Ferrules to underside of worktop and floor and fixed with panhead chrome plated screws. (allow a unit cost of £16.24 for the supply of this item when calculating Schedule of Rates cost)	Item		
043	Supply and install Cutlery Tray 500 mm.(allow a unit cost of £7.60 for 500mm & £8.68 for 600mm for the supply of this item when calculating Schedule of Rates cost)	Item Item		

WORKTOPS

044	Supply and fix 28mm x 600mm Formica laminated worktop as specified from the Benchmarx range. To include all fixings, battens, temporary or permanent, scribing to wall. Cutting and jointing with AJS 30mm jointing strip. AES 30mm end trims and to include for reducing depth and for angled on diminished cutting and laminating cut end with laminate edging supplied. Apply white sealant to all perimeter joints on completion. (allow a unit cost of £35.00 for a 3m length for the supply of this item when calculating Schedule of Rates cost) (Note:- Allowance should be made in the cost of this item for wastage which arises due to the use of standard supplied lengths of material)	Lin.m		
045	Supply and fix 38mm x 600mm Formica laminated worktop as specified from the Benchmarx range. To include all fixings, battens, temporary or permanent, scribing to wall. Cutting and jointing with AJS 30mm jointing strip. AES 30mm end trims and to include for reducing depth and for angled on diminished cutting and laminating cut end with laminate edging supplied. Apply white sealant to all perimeter joints on completion. (allow a unit cost of £43.51 for a 3m length for the supply of this item when calculating Schedule of Rates cost) (Note:- Allowance should be made in the cost of this item for wastage which arises due to the use of standard supplied lengths of material)	Lin.m		
046	Supply and fit matching end, corner joint trims (allow a unit cost of £3.52 each for the supply of this item when calculating Schedule of Rates cost)	Item		
047	Cut aperture in worktop (either thickness) to accommodate hob unit including sealing cut edges, bedding and fixing hob unit.	Item		

SINKS AND TAPS

048	Supply and fix Leisureline 0.9 gauge s/steel inset sink top, including cutting aperture in worktop, sealing cut edges, bedding and fixing to worktop and fitting combined sink waste and overflow. (allow a unit cost of £41.24 for the supply of the sink top and £10.00 for the supply of the combined waste/overflow when calculating Schedule of Rates cost)	Item		
049	Fit & connect only taps/mixer supplied by the tenant,	Item		

Code	Description	Unit	Value	
			£	P
SINKS AND TAPS (contd.)				
050	Supply and fix to sink Bristan CP deck sink mixer tap with lever handles, including connecting to new hot and cold supplies. (allow a unit cost of £64.08 for the supply of the sink mixer tap when calculating Schedule of Rates cost)	Item		
PIPEWORK AND PLUMBING FITTINGS				
051	Supply and fix in position new 15mm or 22mm copper supply pipes including all connections, clips, bends, glanded draincocks, tees, etc. (Strip out of old pipework (any type) is included in Item 001).	Lin.m		
052	Supply and fix stopcock/ isolating valve to hot or cold services, etc	Item		
053	Supply and fit non-return valve.	Item		
054	Supply and fit service valve.	Item		
055	Supply and fit glanded drain off cock.	Item		
056	Renew main cold water stopcock, including relocating to a more accessible position, generally within the sink base unit, but location to be agreed (up to 1 metre) and turning off and/or freezing main supply as necessary & include for refixing main earth bond so that it is visible and accessible.	Item		
057	Supply and fit scale inhibitor, correctly installed, strictly to the manufacturer's instructions, including fitting of earth links as necessary. Scale inhibitors will be "Scalebuster Excalibur" from the Rodin Group. Note: Only to be fitted on cold water feeds to water heaters and/or hot water storage tanks and only when requested.	Item		
058	Supply and fit washing machine/dishwasher hose tap with integral double check valve (brass chrome plated not plastic).	Each		
059	Supply and fit 1 No washing machine hose extensions.	Each		
060	Supply and fix 40mm grey or white PVC waste pipe and PVC bottle, vari trap or washing machine/dish washer trap to sink. To include all connectors, bends and clips, and to incorporate a rodding point. To include for breaking through solid or cavity walls and making good external and internal surfaces and to terminate into existing drain, hopper or gulley. (Make good and seal any redundant waste holes in walls or floor).	Item		
061	Supply and fix 40mm grey or white PVC waste pipe and PVC bottle, vari trap or washing machine/dish washer trap to sink. To include all connectors, bends and clips, and to incorporate a rodding point. Connecting into SVP including new collar if required. (Make good and seal any redundant waste holes in walls or floor).	Item		
062	Supply and fix PVC washing machine waste kit, and connect to 40mm PVC waste pipe. To include all connectors, bends and clips and to include for breaking through solid or cavity walls and making good external and internal services and to terminate into existing drain, hopper or gulley.	Item		

Code	Description	Unit	Value	
			£	p

PIPEWORK AND PLUMBING FITTINGS (contd.)

063	Supply and fix PVC washing machine waste kit, and connect to 40mm PVC waste pipe. To include all connectors, bends and clips then connecting into SVP including new collar if required.	Item		
064	Supply and fit outside tap & connecting to a suitable supply.	Item		
065	Adapt and extend if necessary existing gas supply to new cooker position including providing new bayonet connection, all in accordance with Gas Safe Regulations. (including up to 5LM of pipework).	Item		
066	Adjustment to Item 065 per additional metre run of pipe.	Lin.m		
067	Supply and fit class "O" Armaflex lagging to 15mm pipe.	Lin.m		
068	Supply and fit class "O" Armaflex lagging to 22mm pipe.	Lin.m		
069	Turn off and drain down radiator (any size) and remove to allow for decoration etc. Remove and set aside brackets and refix on completion. Re-hang radiator and reconnect to services, check for correct operation on completion.	Item		
070	Drain down heating system. Remove radiator and brackets from wall and set aside for re-use. Adapt supply to new location including up to a total of 5 linear metres of additional pipework, including all clips, bends etc. Refit brackets and radiator to new position. Refill, add inhibitor, bleed and test system.	Item		
071	As Item 070 but including new Myson TVR 2-Way TRV, new Peglar Terrier lock shield valve c/w integrated drain cock, new brackets and new radiator with 4 tappings, Myson Premier HE or Stelrad Vita Valuep single convector radiator panel any height and up to 900mm long. Add inhibitor.	Item		
072	As Item 070 but including new Myson TVR 2-Way TRV, new Peglar Terrier lock shield valve c/w integrated drain cock, new brackets and new radiator with 4 tappings, Myson Premier HE or Stelrad Vita Value double convector radiator panel any height and up to 600mm long. Add inhibitor.	Item		
073	Extra over to Item 070 above for each additional metre run of pipework, including all clips, bends etc.	Lin.m		

FLOORING

GENERAL NOTE: When dealing with floor tiles the Contractor should assume that there may be some asbestos content and should price to deal with this in accordance with the current Asbestos Regulations.

074	Hack up floor screed and clear from site. Apply bonding agent and lay new 2:5 sharp sand cement floor screed float finished to existing level and leave ready to receive new floor covering.	m ²		
075	Break out concrete plinths, hearths etc., any thickness, and clear away. Make good and level disturbed area and leave ready to receive new floor covering.	m ²		

Code	Description	Unit	Value	
			£	p

FLOORING (Contd.)

076	Apply Latex floor levelling compound to existing floor surface in accordance with manufacturer's instructions and leave ready to receive new floor covering.	m ²		
077	Supply and lay onto existing timber floor 9mm ply sheets, butt jointed and adequately fixed.	m ²		
078	Supply and lay onto existing timber floor, flooring grade hardboard sheets, sealed before laying, butt jointed and adequately fixed.	m ²		
079	Cut out defective flooring and supply and fix new T & G, or square edge floorboards or chipboard, thickness to match existing and supporting joists and plates. To include for fixings, and all necessary battens, cleats and noggins, and to include for cutting all angles, notches and pockets. Replacement floor timbers must be double vacuum pressure impregnated with wood preservative to the relevant B.S. requirements. (certificate of proof of treatment will be required).	m ²		
080	Carefully take up existing T & G square edge or chipboard flooring to floor for access. Neatly re-fix on completion including all battens and cleats and to include lifting and re-fitting floor coverings.	Item		
081	Supply and lay new Tarkett 2.0mm thick Vylon Plus floor tiles to include all cutting, scribing and laying on adhesive to manufacturer's recommendations and seal on completion with Tarkett Floor Gloss applied in accordance with the manufacturers recommendations. Seal edges between floor tiles and skirtings/plinths, etc., with a neat silicon bead.	m ²		
082	Fix only tenant's own vinyl floor tiles to include all cutting, scribing and laying on adhesive to manufacturer's recommendations. Include for supply of suitable adhesive. Seal edges between floor tiles and skirtings/plinths, etc., with a neat silicon bead.	m ²		
083	Fix only tenants own ceramic floor tiles including all cutting, scribing and laying on adhesive to manufacturers recommendations and grouting on completion, including supply of suitable adhesive and grout. Seal edges between floor tiles and skirtings/plinths, etc., with a neat silicon bead.	m ²		
084	Fix only tenant's own sheet flooring including all cutting and scribing Seal edges between flooring and skirtings/plinths, etc., with a neat silicon bead	Item		
085	Supply and fix Aluminium carpet trim to door threshold, adequately fixed with plugs and screws.	Item		
086	Supply and fix 12mm hardwood door threshold adequately fixed with plugs and screws and varnished on completion.	Item		

GENERAL CARPENTRY WORKS

087	Supply and fit 50mm x 25mm curtain batten adequately fixed with plugs and screws.	Lin.m		
088	Build up existing window cill, any depth and length, as required with timber grounds and 12mm ply and leave ready to receive new tiles or PVCu.	Item		
089	Supply and fit bull nosed timber window board including fixing and priming.	Lin.m		
090	Supply and fit PVCu window board, including fixing and sealing	Lin.m		

Code	Description	Unit	Value	
			£	P

GENERAL CARPENTRY WORKS (Contd.)

091	Supply and fit PVCu capping board over existing window board, or to new built up cill.	Item		
092	Supply and fix new skirting board up to 150mm wide, pattern to match existing or alternative pattern to the Contract Administrator's approval. To include for removing old skirtings and to cut all new mitres and scribes and any necessary fillets or grounds, knotted, stopped and primed all round before fixing.	Lin.m		
093	Supply and fix 150mm x 25mm prepared softwood framing/board.	Lin.m		
094	Supply and fit a suitable sized back-board to window opening.	Item		
095	Supply and fix new architrave's in softwood or PVCu up to 57mm wide to match existing or alternative pattern to Contract Administrator's approval. To include for removing old architrave's and cutting all mitres and any necessary fillets or grounds and suitable fixings.	Lin.m		

BOXINGS

096	Construct boxing(s) to encase all pipework/cables etc as instructed. Boxings to any girth included constructed using fair face sheet plywood boarding (a minimum of 9mm thickness) including all battens and fixings required. Boxing(s) are measured in total length for the works in each property and measured as follows; Up to and including the first 1m length	Item		
097	Extra over Item 96 for boxing(s) over 1m long.	Lin.m		

STUDWORK PARTITIONS

098	Construct timber stud partition (any thickness) formed with 50mm thick softwood head and sole plates, with standards at 400mm centres and noggins at 600mm centres. Covered both sides (if required) with 9.5mm thick plasterboard, butt jointed and fixed with galvanised nails to timber frame. Fill and joint as necessary and plaster to adjacent levels and leave ready for decoration.	m ²		
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DOORS AND FRAMES/LININGS

099	Supply and fix Sapele veneered or photoveneer hardboard flush door up to 1981mm x 762mm and hung on 2 No. 75mm PS butt hinges with mortice catch and S.A.A. lever furniture. To include reducing height and width to fit existing opening. Re-fixing bottom rail if necessary. Making good all redundant housings. Removing and clearing old door from site, and smoothing off edges and staining on completion.	Item		
100	Supply and fix Sapele veneered or photoveneer hardboard 1/2 hour fire check flush door up to 1981mm x 762mm and hung on 2 No. 75mm PS butt hinges with mortice catch and S.A.A. lever furniture. To include reducing height and width to fit existing opening. Re-fixing bottom rail if necessary. Making good all redundant housings. Removing and clearing old door from site, and smoothing off edges and staining on completion.	Item		
101	Fix only any size or type of door and ironmongery supplied by the tenant and adapting stops, keep etc. to suit new door.	Item		

Code	Description	Unit	Value
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DOORS AND FRAMES/LININGS (Contd.)

102	Extra over Item 101 to supply all necessary ironmongery to hang tenant supplied door.	Item		
103	Adapt existing door frame to open other way or to opposite hand. To include repositioning and/or replacing door stops, and making good redundant housings.	Item		
104	Remove and clear away existing door and/or door lining and clear from site.	Item		
105	Ease and Adjust door, including reducing width and/or height and rehang on existing furniture.	Item		
106	Construct new door lining up to 150mm deep to fit opening up to 825mm x 2100mm with Ex. 50mm x 12mm door stops, and securely fixed parallel into opening.	Item		

CEILING WORKS

GENERAL NOTE: When dealing with ceilings with textured finishes the Contractor should assume that there may be some asbestos content and should price to deal with this in accordance with the current Asbestos Regulations.

107	Take down and clear away existing boarded ceiling (any type) de-nail joists and leave ready to receive new. Remove and replace insulation if required. Supply and fix 12.5mm thick plasterboard sheets, including any noggins etc. with punched fixings and all joints taped and caulked.	m ²		
108	Take down and clear away existing lathe and plaster ceiling (any type) de-nail joists and leave ready to receive new. Remove and replace insulation if required. Supply and fix 12.5mm thick plasterboard sheets, including any noggins etc. with punched fixings and all joints taped and caulked.	m ²		
109	Supply and fix 12.5mm thick plasterboard sheets directly over existing ceiling adequately fixed to existing joists including any noggins etc. with punched fixings, caulking and taping joints where necessary.	m ²		
110	As above but 9.5mm plateboard.	m ²		
111	Construct false ceiling over existing ceiling. Supply and fix 100mm x 50mm timbers at maximum 450mm centres, infill between battens with Rockwall insulation batts and fix 12.5mm thick plasterboard sheets, including any noggins etc. with punched fixings, caulking and taping joints where necessary. Alter light positions as necessary to suit.	m ²		
112	Remove and clear away existing polystyrene ceiling tiles.	m ²		
113	Supply and fix 127mm plaster cove fixed with coving adhesive in accordance with manufacturer's instructions. To include all internal scribed and external mitred joints and apply sealing coats on completion.	Lin.m		

DRYLINING

114	Dryline walls with 12.5mm plasterboard fixed with 'dots & dabs' or on timber battens with punched fixings. To include where necessary taping and caulking joints, micro beads and plastering and leaving ready to decorate.	m ²		
115	As above but 9.5mm plasterboard.	m ²		

Code	Description	Unit	Value
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PLASTERING

116	Re-Plaster walls, including hacking off existing plaster back to sub-base (any thickness) and clear away. Apply bonding agent and re-plaster with undercoat/dubbing (any number of coats) and a finish coat plaster to finish flush with adjacent surfaces. To include all angles, corners, reveals and angle beads as required.	m ²		
117	Skim coat finish plaster to walls/ceiling. Includes; Prepare existing wall and/or ceiling surface, apply bonding agent if required and apply sufficient skim finish coats of plaster. Produce a sound even finished surface ready for decoration including all angles, corners, reveals and angle beads as required.	m ²		

WALL TILING

118	Supply and fix glazed wall tiles with a full length freeze or motif tiles as specified. To include for all cutting for angles, reveals and pockets, adhesive and waterproof grouting to joints, including colour co-ordinated plastic edging strips to external angles as required. Allow for the equivalent of 2 No. motif tiles fitted per linear metre of worktop. (This equates to approximately 4 motif tiles/sq.m. Tiles to be from the Candy Cream and White Reflections Range (Flat).	m ²		
119	Fix only 150mm x 150mm glazed tiles supplied by tenant. Price includes for adhesive and grout and fixing tiles in normal pattern/orientation only.	m ²		

EXTERNAL WORKS

120	Excavate through any surface and break out existing drain or gulley. Supply, fix and connect to existing pipe, new PVC gulley and grating. To include for all underground drainage pipe, connections, couplers, sockets, junctions and bends, and for running waste pipe(s) into gulley, back fill on completion with all making good to match existing surface finishes and levels.	Item		
121	Supply and fit bedded in position pre-cast concrete kerb to gully.	Item		

PVCU MAINTENANCE

122	Thoroughly clean down existing PVCu window, door and frame, and any beads/trims and glass. Rake out mastic/silicon beads and clean/renew.	Item		
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DECORATIONS

123	Complete kitchen re-decoration. (finish to be wallpapered walls) Carry out re-decoration to kitchen including prepare and apply 2 coats of Albany white matt or silk emulsion paint to ceiling, (apply 1 No. additional coat of white oil based undercoat to obliterate staining, and an additional coat of emulsion on new plaster as required). Prepare and apply a minimum of one coat of white Albany undercoat and one coat of white Albany gloss paint to all new and existing timber and metal surfaces neatly cut in to any abutting surfaces. Strip walls of any number of layers of covering and redecorate with wallpaper from the range of textured white embossed papers from C.Brewer & Son Ltd., with heavy duty wallpaper adhesive. Brushed to remove all air pockets and neatly trimmed at all abutments. Apply 2 No. coats of Albany matt or silk contract emulsion to wall surface neatly cut into all abutting surfaces. (Up to 7 square metres overall floor area)	Per room		
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Code	Description	Unit	Value	
			£	p

DECORATIONS (Contd.)

124	<p>Complete kitchen re-decoration (finish to be wallpapered walls) Carry out re-decoration to kitchen including prepare and apply 2 coats of Albany white matt or silk emulsion paint to ceiling, (apply 1 No. additional coat of white oil based undercoat to obliterate staining, and an additional coat of emulsion on new plaster as required). Prepare and apply a minimum of one coat of white Albany undercoat and one coat of white Albany gloss paint to all new and existing timber and metal surfaces neatly cut in to any abutting surfaces. Strip walls of any number of layers of covering and redecorate with wallpaper from the range of textured white embossed papers from C.Brewer & Son Ltd., with heavy duty wallpaper adhesive. Brushed to remove all air pockets and neatly trimmed at all abutments. Apply 2 No. coats of Albany matt or silk contract emulsion to wall surface neatly cut into all abutting surfaces. (Over 7 but less than 12 square metres overall floor area)</p>	Per room		
125	<p>Complete kitchen re-decoration (finish to be wallpapered walls) Carry out re-decoration to kitchen including prepare and apply 2 coats of Albany white matt or silk emulsion paint to ceiling, (apply 1 No. additional coat of white oil based undercoat to obliterate staining, and an additional coat of emulsion on new plaster as required). Prepare and apply a minimum of one coat of white Albany undercoat and one coat of white Albany gloss paint to all new and existing timber and metal surfaces neatly cut in to any abutting surfaces. Strip walls of any number of layers of covering and redecorate with wallpaper from the range of textured white embossed papers from C.Brewer & Son Ltd., with heavy duty wallpaper adhesive. Brushed to remove all air pockets and neatly trimmed at all abutments. Apply 2 No. coats of Albany matt or silk contract emulsion to wall surface neatly cut into all abutting surfaces. (Over 12 square metres overall floor area)</p>	Per room		
126	<p>Complete kitchen re-decoration. (finish to be painted walls) Carry out re-decoration to kitchen including prepare and apply 2 coats of Albany white matt or silk emulsion paint to ceiling, (apply 1 No. additional coat of white oil based undercoat to obliterate staining, and an additional coat of emulsion on new plaster as required). Prepare and apply a minimum of one coat of white Albany undercoat and one coat of white Albany gloss paint to all new and existing timber and metal surfaces neatly cut in to any abutting surfaces. If necessary strip walls of any number of layers of covering and prepare surface for painting. Redecorate with 2 coats of Albany matt or silk contract emulsion paint to walls, neatly cut into all abutting surfaces. (apply 1 No. additional coat of oil based undercoat to obliterate staining if necessary, and an additional coat of emulsion on new plaster as required). (Up to 7 square metres overall floor area)</p>	Per room		
127	<p>Complete kitchen re-decoration. (finish to be painted walls) Carry out re-decoration to kitchen including prepare and apply 2 coats of Albany white matt or silk emulsion paint to ceiling, (apply 1 No. additional coat of white oil based undercoat to obliterate staining, and an additional coat of emulsion on new plaster as required). Prepare and apply a minimum of one coat of white Albany undercoat and one coat of white Albany gloss paint to all new and existing timber and metal surfaces neatly cut in to any abutting surfaces. If necessary strip walls of any number of layers of covering and prepare surface for painting. Redecorate with 2 coats of Albany matt or silk contract emulsion paint to walls, neatly cut into all abutting surfaces. (apply 1 No. additional coat of oil based undercoat to obliterate staining if necessary, and an additional coat of emulsion on new plaster as required). (Over 7 but less than 12 square metres overall floor area)</p>	Per room		

Code	Description	Unit	Value
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DECORATIONS (Contd.)

128	<p>Complete kitchen re-decoration. (finish to be painted walls)</p> <p>Carry out re-decoration to kitchen including prepare and apply 2 coats of Albany white matt or silk emulsion paint to ceiling, (apply 1 No. additional coat of white oil based undercoat to obliterate staining, and an additional coat of emulsion on new plaster as required). Prepare and apply a minimum of one coat of white Albany undercoat and one coat of white Albany gloss paint to all new and existing timber and metal surfaces neatly cut in to any abutting surfaces. If necessary strip walls of any number of layers of covering and prepare surface for painting. Redecorate with 2 coats of Albany matt or silk contract emulsion paint to walls, neatly cut into all abutting surfaces. (apply 1 No. additional coat of oil based undercoat to obliterate staining if necessary, and an additional coat of emulsion on new plaster as required).</p> <p>(Over 12 square metres overall floor area)</p>	Per room		
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GAS CHECK

129	<p>Carry out full Gas Safety Inspection to comply with Regulation 35 of the Gas Safety (Installation and Use) Regulations 1998 and any amendments and issue a certificate on all properties covered by this Specification.</p> <p>The Contractor is to inspect and test:</p> <ol style="list-style-type: none"> Internal gas supplies All fitted gas appliances Flues and terminals to all fitted gas appliances Ventilation arrangements for all appliances <p>On completion of the aforementioned tests for Safety & Soundness issue a Landlords Certificate of Inspection, one copy of which is to be left with the occupant and another to be forwarded to the Council</p>	Item		
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SCHEDULE OF RATES – ELECTRICAL SECTION

The following notes relate to works carried out under the electrical section of this Schedule of Rates.

Where in the Schedule of rates the item states "Provide for and install" the following shall be deemed to be included (but not limited to) the following items, necessary to render the installation complete:

- Supplying of electrical accessories and appropriate back boxes
- Supplying of all necessary ancillary items
- Supplying of all cable, cable protection and clips
- All labours in disconnecting old fittings and removing from site
- All labours in cutting new chases for electrical cables, cable protection and recesses for flush mounting back boxes.
- Securely fixing back boxes as appropriate
- Running and connecting of cables as necessary and final fitting of electrical items
- All necessary reinstatement and making good
- The provision of all plant, tools and equipment necessary to satisfactorily undertake and complete the works

ELECTRICAL WORKS

130	Provide for an install Single Socket Outlet (SSO)	Item		
131	Provide for and install Single Switched Socket Outlet (SSSO)	Item		

Code	Description	Unit	Value	
			£	P
ELECTRICAL WORKS (Contd.)				
132	Provide for and install Double Switched Socket Outlet (DSSO)	Item		
133	Provide for and install Unswitched Fused Connection Unit (FCU)	Item		
134	Provide for and install Switched Fused Connection Unit (FCU)	Item		
135	Provide for and install Neon Indicating Switched Fused Connection Unit (NFCU)	Item		
136	Provide for and install 45 Amp Neon indicating double pole switch marked "COOKER" with cooker Connection unit fitted to one side of cooker location (up to 8 metre run of 10.0mm ² cable).	Item		
137	Provide for and install 45 Amp Neon indicating Cooker Control Unit with 13Amp Switched socket outlet with cooker Connection wired in at low level in cooker location (up to 8 metre run of 10.0mm ² cable).	Item		
138	Extra over to Item 138 or Item 139 per additional metre of 10.0mm ² cable.	Item		
139	For each metre run of 2.5mm ² twin and earth power cable supplied and fitted other than in the kitchen or it's floor/ceiling void (i.e. runs to distribution boards etc).	Lin.m		
140	Provide for and install MCB (or other approved) circuit breaker for new circuit connection into spare way of distribution board. Make all terminations and connections as required for new circuit.	Item		
141	Provide for and install RCBO (or other approved) circuit breaker for new circuit connection into spare way of distribution board. Make all terminations and connections as required for new circuit.	Item		
142	Provide for and install Neon Indicating Switched Fused Connection Unit in conjunction with (and including) Single Socket Outlet fitted at low level (or otherwise).	Item		
143	Provide for and install 1 gang plate switch in new location.	Item		
144	Provide for and install 2 No. 2 way 1 gang plate switch to replace existing single 1 gang plate switch	Item		
145	Extra over to Item 140 for providing 2 way 2 gang plate switch.	Item		
146	Provide for and install up to 4 Gang Modular Grid System with 20A DP with LED indicator switches with manufactured designation labels (e.g. "fan", "washing-machine", "fridge freezer" etc.) in conjunction with (and including) 4 single unswitched socket outlets fitted at low level (or otherwise).	Item		
147	Provide for and install up to 8 Gang Modular Grid System with 20A DP with LED indicator switches with manufactured designation labels (e.g. "fan", "washing-machine", "fridge freezer" etc.) in conjunction with (and including) 8 single unswitched socket outlets fitted at low level (or otherwise).	Item		
148	Provide for and install BC batten holder light fitting with Home Office skirt.	Item		

Code	Description	Unit	Value	
			£	p
ELECTRICAL WORKS (Contd.)				
149	Provide for and install Thorn lighting Diffusalux 1200mm 35w curved diffuser fluorescent light fitting.	Item		
150	Provide for and install Thorn lighting Diffusalux 1500mm 35w fluorescent curved diffuser light fitting.	Item		
151	Provide for and install Lighting 4 light curved spotlight – with GE 6W Warm White LED lamps – Reference GE 98723.	Item		
152	Provide for and install Lighting 3 Light Round Plate Spotlight – with GE 6W Warm White LED lamps – Reference GE 98723.	Item		
153	Provide for and install Vent Axia Lo-Carbon Revive 5 with local isolation and booster switches on modular grid system fitted with matching external vent grill and suitable 100mm diameter circular duct installed at a slight downward gradient towards the exterior, include for forming duct through wall and making good internally and externally. (allow a cost of £91.15 for the supply of the extractor fan when calculating Schedule of Rates cost).	Item		
154	Provide for and install Vent Axia Lo-Carbon Revive 5 with local isolation and booster switches on modular grid system, including forming duct through ceiling, fitting tile vent kit , ducting and making good internally and externally. (allow a cost of £91.15 for the supply of the extractor fan when calculating Schedule of Rates cost).	Item		
155	Fix only cooker hood or extractor fan including drilling duct through wall. (Power supply measured separately).	Item		
156	Extra over Item 155 for providing through wall duct kit, complete with sleeve, internal connector and external weatherproof grill with anti-draught flap.	Item		
157	Extra over to Item 155 to provide and fix flat ducting system between cooker hood and through wall duct kit.	Lin.m		
158	Fix only tenants own light fitting. Note: One light point only i.e. No recessed lighting.	Item		
159	Provide for and replace only any type of switch or socket outlet.	Item		
160	Provide for and replace two single light switches with one double switch include. Remove old switch point, making good, running new cable(s) to new 2G Switch as required.	Item		
161	Flush in existing fitting. Includes; remove existing electrical fitting and moulded back box, form suitable size recess for and provide and install suitable pre-galvanised metal flush mounting back box or moulded dry-lining back box as appropriate. Reconnect and refix original electrical fitting. (this item is not to be used when connecting cables are also surface mounted and are required to be chased in).	Item		
162	Disconnect and remove existing electrical fitting, terminate cables as required and cap off with single/double moulded blank plate.	Item		
163	Supply and fix MMT4 mini trunking in whole lengths including all necessary proprietary bends, tees, angles etc. fixed to surface with plugs and/or screws as required.	Lin.m		

Code	Description	Unit	Value	
			£	p
ELECTRICAL WORKS (Contd.)				
164	Provide for and install 10mm main equipotential bonding to: gas, oil, water, supply pipe (up to 5 metres of cable)	Item		
165	Extra over to Item 164 for each additional metre of earth cable (any size).	Lin.m		
166	Supply and install Aico Heat Detector- Ref Ei3014 (allow a cost of £36.87 for the supply when calculating Schedule of Rates cost)	Item		
167	Supply and install Aico Combined Multi Sensor & Carbon Monoxide Detector- Ref Ei3028 (allow a cost of £56.97 for the supply when calculating Schedule of Rates cost)	Item		
168	Supply and install Aico Radio link & Module - Ref Ei3000MRF (allow a cost of £38.03 for the supply when calculating Schedule of Rates cost)	Item		
169	Remove existing, supply and fix new central heating programmer in original or new position. New programmer must be same specification (or better) than original.	Item		
170	Provide for and install new metal 10-way split load consumer unit c/w 100A Main Switch and 2 x 63A/80A DP 30mA RCD and all necessary MCB's for outgoing circuits.	Item		
171	Supply and install external PIR half lantern light fitting including new electrical supply and isolation switch. Isolation switch to be included on modular grid switch with manufactured designation label "external light", (ASD PIR Half lantern – Reference HL/WABCLEDP).	Item		
172	Supply and install external twin socket including new electrical supply and isolation switch. Switch to be included on modular grid switch with manufactured designation label "external socket", (reference – 2 gang switched IP66 – reference BG WP22).	Item		
<u>Inspection and Testing</u>				
173	Provide Contract Administrator with NICEIC Domestic Electrical Installation Certificate and ensure Employer receives 'Certificate of Compliance' with Building Regulations (Part P etc).	Item		
174	Carry out full electrical inspection to property in accordance with the IEE Regulations and provide Contract Administrator with NICEIC Domestic Electrical Installation Condition Report. Supply copy to the Contract Administrator.	Item		
175	Daywork (Labourer)	hour		
176	Daywork (Craftsman)	hour		
177	Daywork (Electrician)	hour		
178	Percentage adjustment for materials	%		
179	Percentage adjustment for plant	%		
180	Cost per property to comply with all Preliminary items including welfare facilities	£		



ASHFORD
BOROUGH COUNCIL

KITCHEN REFURBISHMENT

APPENDIX A **Tender Calculation**

IMPORTANT NOTE ON COMPLETING TENDER

In order to obtain a figure a selection of items that represent an average kitchen have been listed in this section Appendix A. The tenderer should transpose into this document the appropriate figures from their tendered Schedule of Rates. These figures should be multiplied by the indicated multiplier and the total cost for each item entered in the final column. These items should be totaled and multiplied by the total number of units **(450 units)**. The total cost should be carried to the Form of Tender.

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
001	Strip out and cart away, or salvage for re-use existing kitchen base and wall units, sinks, shelves, worktops and timber-constructed larders and cupboards (built in) and all associated pipework. Take up and clear from site, or set aside for re-use floor coverings any number of layers, including floor tiles, prepare surface to receive new. Hack off existing glazed wall tiles and adhesive and clear from site and prepare surface to receive new (for the purpose of pricing this item, the Contractor is to assume all floor tiles contain asbestos and to include within their costs for their removal in accordance with the current Asbestos Regulations).	Per Site			1		
002	Carefully disconnect and remove tenants appliances such as cooker, fridge, washing machine etc. and reconnect (as necessary in temporary or permanent positions any number of times) for all new or existing appliances	Per Site			1		
003	Provide and fit safety chain/foot stay to gas cooker as necessary in temporary or permanent positions. (any number of times)	Per site			1		
004	Demolish and clear from site 112mm brick or block wall including trimming off indents to adjacent walls.	m²			3		
010	Enlarge door opening in internal wall to accept new door lining, including clearing away debris, and install new pre-stressed lintel with sufficient bearing if required, making good plaster and leave ready for decoration.	Item			1		
011	Supply and fix base B3. Base Unit High-Line 300mm x 600mm (allow a unit cost of £43.32 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
012	Supply and fix base B4. Base Unit High-Line 400mm x 600mm (allow a unit cost of £45.50 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
013	Supply and fix base B5. Base Unit High-Line 500mm x 600mm (allow a unit cost of £48.32 for the supply of when calculating Schedule of Rates cost)	Item			1		
014	Supply and fix base B6. Base Unit High-Line 600mm x 600mm (allow a unit cost of £51.80 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
016	Supply and fix base B8. Base Unit High-Line 800mm x 600mm (allow a unit cost of £74.02 for the supply of unit when calculating cost)	Item			1		
017	Supply and fix base B10. Base Unit High-Line 1000mm x 600mm (allow a unit cost of £77.60 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
Sub Total							

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
019	Supply and fix base drws 600. Drawer Base Unit. 600mm x 600mm (allow a unit cost of £88.93 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
020	Supply and fix base CB corner 800. Corner Base Unit High-Line 800mm x 600mm with 400mm door. (allow a unit cost of £54.49 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
021	Supply and fix base CB corner 1000. Corner Base Unit High-Line 1000mm x 600mm with 500mm door. (allow a unit cost of £60.59 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
022	Supply and fix base CB corner 1000. Corner Base Unit High-Line 1000mm x 600mm door. (allow a unit cost of £60.59 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
025	Supply and fix tall larder 500. Tall Larder Unit 500mm x 600 (allow a unit cost of £124.85 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
027	Supply and fix wall W3. Wall Unit, 1 Door. 300mm x 325mm (allow a unit cost of £38.51 for the supply of unit when calculating Schedule of Rates cost)	Item			2		
028	Supply and fix wall W4. Wall Unit, 1 Door. 400mm x 325mm (allow a unit cost of £41.90 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
029	Supply and fix wall W5. Wall Unit, 1 Door. 500mm x 325mm (allow a unit cost of £45.01 for the supply of unit when calculating Schedule of Rates cost)	Item			2		
030	Supply and fix wall W6. Wall Unit, 1 Door. 600mm x 325mm (allow a unit cost of £45.50 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
031	Supply and fix wall W8. Wall Unit 800mm x 325mm (allow a unit cost of £61.30 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
034	Supply and fix L shaped wall corner 625. Corner Wall Unit 625mm x 625mm with 2 doors (allow a unit cost of £86.08 for the supply of unit when calculating Schedule of Rates cost)	Item			1		
037	Adapt any unit to fit over or around gas/electric meters etc.	Item			1		
039	Supply and fix Base End Support Panel. (allow a unit cost of £10.30 for the supply of this item when calculating Schedule of Rates cost)	Item			4		
	Sub Total						

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
040	Supply and fix continuous plinth c/w bottom edge sealing strip. Seal cut ends/edges. (Note:- Allowance should be made when pricing this item for wastage which arises due to the use of standard supplied lengths of material) (allow a unit cost of £6.24 /linear metre for the supply of this item when calculating Schedule of Rates cost)	Lin.m			4		
041	Supply and fix plinth return c/w bottom edge sealing strip. Seal cut edges/ends. Supply and fix proprietary external corner trim. Colour to match. (allow a unit cost of £3.75 for the supply of this item when calculating Schedule of Rates cost)	Item			5		
042	Supply and fix 32mm Ø Chrome support leg with Chrome Ferrules to underside of worktop and floor and fixed with panhead chrome plated screws. (allow a unit cost of £16.24 for the supply of this item when calculating Schedule of Rates cost)	Item			1		
043	Supply and install Cutlery Tray 600 mm. (allow a unit cost of £8.68 for the supply of this item when calculating Schedule of Rates cost)	Item			1		
045	Supply and fix 38mm x 600mm Formica laminated worktop as specified from the Benchmark range. To include all fixings, battens, temporary or permanent, scribing to wall. Cutting and jointing with AJS 30mm jointing strip. AES 30mm end trims and to include for reducing depth and for angled on diminished cutting and laminating cut end with laminate edging supplied. Apply white sealant to all perimeter joints on completion. (allow a unit cost of £43.51 for a 3m length for the supply of this item when calculating Schedule of Rates cost) (Note:- Allowance should be made in the cost of this item for wastage which arises due to the use of standard supplied lengths of material)	Lin.m			4.8		
048	Supply and fix Leisureline 0.9 gauge s/steel inset sink top, including cutting aperture in worktop, sealing cut edges, bedding and fixing to worktop and fitting combined sink waste and overflow. (allow a unit cost of £41.24 for the supply of the sink top and £10.00 for the supply of the combined waste/overflow when calculating Schedule of Rates cost)	Item			1		
050	Supply and fix to sink Bristan CP deck sink mixer tap with lever handles, including connecting to new hot and cold supplies. (allow a unit cost of £64.08 for the supply of the sink mixer tap when calculating Schedule of Rates cost)	Item			1		
051	Supply and fix in position new 15mm or 22mm copper supply pipes including all connections, clips, bends, draincocks, tees, etc. (Strip out of old pipework (any type) is included in Item 001).	Lin.m			5		
Sub Total							

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
052	Supply and fix stopcock/isolating valve to hot or cold services, etc.	Item			1		
053	Supply and fit non-return valve.	Item			1		
054	Supply and fit service valve.	Item			2		
055	Supply and fit drain off cock.	Item			1		
056	Renew main cold water stopcock, including relocating to a more accessible position, generally within the sink base unit, but location to be agreed (up to 1 metre) and turning off and/or freezing main supply as necessary & include for refixing main earth bond so that it is visible and accessible.	Item			1		
058	Supply and fit washing machine/dishwasher hose tap with integral double check valve (brass chrome plated not plastic).	Each			2		
061	Supply and fix 40mm grey or white PVC waste pipe and PVC bottle, vari trap or washing machine/dish washer trap to sink. To include all connectors, bends and clips, and to incorporate a rodding point. To include for breaking through solid or cavity walls and making good external and internal surfaces and to terminate into existing drain, hopper or gulley. (Make good and seal any redundant waste holes in walls or floor).	Item			1		
062	Supply and fix PVC washing machine waste kit, and connect to 40mm PVC waste pipe. To include all connectors, bends and clips and to include for breaking through solid or cavity walls and making good external and internal services and to terminate into existing drain, hopper or gulley.	Item			1		
069	Turn off and drain down radiator (any size) and remove to allow for decoration etc. Remove and set aside brackets and refix on completion. Re-hang radiator and reconnect to services, check for correct operation on completion.	Item			1		
070	Drain down heating system. Remove radiator and brackets from wall and set aside for re-use. Adapt supply to new location including up to a total of 5 linear metres of additional pipework, including all clips, bends etc. Refit brackets and radiator to new position. Refill, bleed and test system.	Item			1		
076	Apply Latex floor levelling compound to existing floor surface in accordance with manufacturer's instructions and leave ready to receive new floor covering.	m ²			4		
Sub Total							

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
079	Cut out defective flooring and supply and fix new T&G, or square edge floorboards or chipboard, thickness to match existing and supporting joists and plates. To include for fixings, and all necessary battens, cleats and noggins, and to include for cutting all angles, notches and pockets. Replacement floor timbers must be double vacuum pressure impregnated with wood preservative to the relevant B.S. requirements. (certificate of proof of treatment will be required)	m²			2		
081	Supply and lay new Tarkett 2.0mm thick Vylon Plus floor tiles to include all cutting, scribing and laying on adhesive to manufacturer's recommendations and seal on completion with Tarkett Floor Gloss applied in accordance with the manufacturers recommendations. Seal edges between floor tiles and skirtings/plinths, etc., with a neat silicon bead.	m²			4		
085	Supply and fix Aluminium carpet trim to door threshold, adequately fixed with plugs and screws.	Item			1		
086	Supply and fix 12mm hardwood door threshold adequately fixed with plugs and screw and varnished on completion.	Item			1		
090	Supply and fit PVCu window board, including fixing and sealing	Lin.m			1.5		
092	Supply and fix new skirting board up to 150mm wide, pattern to match existing or alternative pattern to the Contract Administrator's approval. To include for removing old skirtings and to cut all new mitres and scribes and any necessary fillets or grounds, knotted, stopped and primed all round before fixing.	Lin.m			2.5		
95	Supply and fix new architrave's in softwood or PVCu up to 57mm wide to match existing or alternative pattern to Contract Administrator's approval. To include for removing old architrave's and cutting all mitres and any necessary fillets or grounds and suitable fixings.	Lin.m			3		
96	Construct boxing(s) to encase all pipework/cables etc as instructed. Boxings to any girth included constructed using fair face sheet plywood boarding (a minimum of 9mm thickness) including all battens and fixings required. Boxing(s) are measured in total length for the works in each property and measured as follows; Up to and including the first 1m length	Item			1		
97	Extra over Item 96 for boxing(s) over 1m long.	Lin.m			2		
	Sub Total						

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
98	Construct timber stud partition (any thickness) formed with 50mm thick softwood head and sole plates, with standards at 400mm centres and noggins at 600mm centres. Covered both sides (if required) with 9.5mm thick plasterboard, butt jointed and fixed with galvanised nails to timber frame. Fill and joint as necessary and plaster to adjacent levels and leave ready for decoration.	m ²			2		
99	Supply and fix Sapele veneered or photoveneer hardboard flush door up to 1981mm x 762mm and hung on 2 No. 75mm PS butt hinges with mortice catch and S.A.A. lever furniture. To include reducing height and width to fit existing opening. Re-fixing bottom rail if necessary. Making good all redundant housings. Removing and clearing old door from site, and smoothing off edges and staining on completion.	Item			1		
107	Take down and clear away existing boarded ceiling (any type) de-nail joists and leave ready to receive new. Remove and replace insulation if required. Supply and fix 12.5mm thick plasterboard sheets, including any noggins etc. with punched fixings and all joints taped and caulked.	m ²			2		
109	Supply and fix 12.5mm thick plasterboard sheets directly over existing ceiling adequately fixed to existing joists including any noggins etc. with punched fixings, caulking and taking joints where necessary.	m ²			2		
113	Supply and fix 127mm plaster cove fixed with coving adhesive in accordance with manufacturer's instructions. To include all internal scribed and external mitred joints and apply sealing coats on completion.	Lin.m			10		
117	Skim coat finish plaster to walls/ceiling. Includes; Prepare existing wall and/or ceiling surface, apply bonding agent if required and apply sufficient skim finish coats of plaster. Produce a sound even finished surface ready for decoration including all angles, corners, reveals and angle beads as required.	m ²			3		
118	Supply and fix glazed wall tiles full length freeze or motif tiles as specified. To include for all cutting for angles, reveals and pockets, adhesive and waterproof grouting to joints, including colour co-ordinated plastic edging strips to external angles as required. Allow for the equivalent of 2 No. motif tiles fitted per linear metre of worktop. (This equates to approximately 4 motif tiles/sq.m. Tiles to be from the Candy Cream and White Reflections Range (Flat).	m ²			3.5		
	Sub Total						

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
120	Excavate through any surface break out existing drain or gulley. Supply, fix and connect to existing pipe, new PVC gulley and grating. To include for all underground drainage pipe, connections, couplers, sockets, junctions and bends, and for running waste pipe(s) into gulley, back fill on completion with all making good to match existing surface finishes and levels.	Item			1		
124	Complete kitchen re-decoration (finish to be wallpapered walls) Carry out re-decoration to kitchen including prepare and apply 2 coats of Albany white matt or silk emulsion paint to ceiling, (apply 1 No. additional coat of white oil based undercoat to obliterate staining, and an additional coat of emulsion on new plaster as required). Prepare and apply a minimum of one coat of white Albany undercoat and one coat of white Albany gloss paint to all new and existing timber and metal surfaces neatly cut in to any abutting surfaces. Strip walls of any number of layers of covering and redecorate with wallpaper from the range of textured white embossed papers from C.Brewer & Son Ltd., with heavy duty wallpaper adhesive. Brushed to remove all air pockets and neatly trimmed at all abutments. Apply 2 No. coats of Albany matt or silk contract emulsion to wall surface neatly cut into all abutting surfaces. (Over 7 but less than 12 square metres overall floor area)	Per room			1		
129	Carry out full Gas Safety Inspection to comply with Regulation 35 of the Gas Safety (Installation and Use) Regulations 1998 and any amendments and issue a certificate on all properties covered by this Specification. The Contractor is to inspect and test: a) Internal gas supplies b) All fitted gas appliances c) Flues and terminals to all fitted gas appliances d) Ventilation arrangements for all appliances On completion of the aforementioned tests for Safety & Soundness issue a Landlords Certificate of Inspection, one copy of which is to be left with the occupant and another to be forwarded to the Council	Item			1		
131	Provide for and install Single Switched Socket Outlet (SSSO)	Item			1		
132	Provide for and install Double Switched Socket Outlet (DSSO)	Item			3		
135	Provide for and install Neon Indicating Switched Fused Connection Unit (NFCU)	Item			1		
	Sub Total						

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
137	Provide for and install 45 Amp Neon indicating Cooker Control Unit with 13Amp Switched socket outlet with cooker Connection wired in at low level in cooker location (up to 8 metre run of 6.0mm ² cable).	Item			1		
144	Provide for and install 2 No. 2 way 1 gang plate switch to replace existing single 1 gang plate switch	Item			3		
147	Provide for and install up to 8 Gang Modular Grid System with 20A DP with LED indicator switches with manufactured designation labels (e.g. "fan", "washing-machine", "fridge freezer" etc.) in conjunction with (and including) 8 single unswitched socket outlet fitted at low level (or otherwise).	Item			1		
149	Provide for and install Thorn lighting Diffusalux 1200mm 35w curved diffuser fitting	Item			1		
153	Provide for and install Vent Axia Lo-Carbon Revive 5 with local isolation and booster switches on modular grid system fitted with matching external vent grill and suitable 100mm diameter circular duct installed at a slight downward gradient towards the exterior, include for forming duct through wall and making good internally and externally. (allow a cost of £91.15 for the supply of the extractor fan when calculating Schedule of Rates cost).	Item			1		
159	Provide for and replace only any type of switch or socket outlet.	Item			2		
160	Provide for and replace two single light switches with one double switch include. Remove old switch point, making good, running new cable(s) to new 2G Switch as required.	Item			1		
161	Flush in existing fitting. Includes: remove existing electrical fitting and moulded back box, form suitable size recess for and provide and install suitable pre-galvanised metal flush mounting back box or moulded dry-lining back box as appropriate. Reconnect and refix original electrical fitting. (this item not to be used when connecting cables are also surface mounted and are required to be chased in)	Item			2		
164	Provide for and install 10mm main equipotential bonding to: gas, oil, water, supply pipe (up to 5 metres of cable)	Item			1		
169	Remove existing, supply and fix new central heating programmer in original or new position. New programmer must be same specification (or better) than original.	Item			1		
170	Provide for and install new 10-way split load consumer unit c/w 100A Main Switch and 2 x 63A/80A DP 30mA RCD and all necessary MCB's for outgoing circuits.	Item			1		
Sub Total							

Code	Description	Unit	Rate		Multiplier	Total Value	
			£	p		£	p
174	Carry out full electrical inspection to property in accordance with the IEE Regulations Appendix 6 and provide Contract Administrator with NICEIC Domestic Electrical Installation Periodic Inspection Report. Supply copy to the Contract Administrator.	Item			1		
175	Daywork (Craftsman)	hour			4		
176	Daywork (Labourer)	hour			4		
180	Cost per property to comply with all Preliminary items including welfare facilities	£			1		
	Sub Total						

Total for Typical Kitchen Installation

£	p

Multiplied by 450 units (X 450)

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Total Contract Sum Carried to Form of Tender

£	p



ASHFORD
BOROUGH COUNCIL

KITCHEN REFURBISHMENT

APPENDIX B **Property List**

Address	Renewal Year
1 Bempstead Cottages, Lenacre Street, Ashford, TN26 1JD	2020
1 Middleton Cottages, Boughton Lees, Ashford, TN25 4HP	2020
4 Middleton Cottages, Boughton Lees, Ashford, TN25 4HP	2020
5 Middleton Cottages, Boughton Lees, Ashford, TN25 4HP	2020
7 Middleton Cottages, Boughton Lees, Ashford, TN25 4HP	2020
2 Swedish Houses, Molash, Canterbury, CT4 8HQ	2020
2 Pound Lane, Molash, Canterbury, CT4 8HG	2020
4 Church Lane, Molash, Canterbury, CT4 8HB	2020
7 Church Lane, Molash, Canterbury, CT4 8HB	2020
2 Cobbs Hill, Old Wives Lees, Chilham, CT4 8AR	2020
7 Cobbs Hill, Old Wives Lees, Chilham, CT4 8AR	2020
10 Lees Terrace, Old Wives Lees, Chilham, CT4 8AN	2020
12 Lees Terrace, Old Wives Lees, Chilham, CT4 8AN	2020
2 Lees Terrace, Old Wives Lees, Chilham, CT4 8AN	2020
5 Lees Terrace, Old Wives Lees, Chilham, CT4 8AN	2020
6 Lees Terrace, Old Wives Lees, Chilham, CT4 8AN	2020
9 Lees Terrace, Old Wives Lees, Chilham, CT4 8AN	2020
1 Luckley House, Wye, Ashford, TN25 5DY	2020
11 Luckley House, Wye, Ashford, TN25 5DY	2020
12 Luckley House, Wye, Ashford, TN25 5DY	2020
14 Luckley House, Wye, Ashford, TN25 5DY	2020
15 Luckley House, Wye, Ashford, TN25 5DY	2020
16 Luckley House, Wye, Ashford, TN25 5DY	2020
18 Luckley House, Wye, Ashford, TN25 5DY	2020
19 Luckley House, Wye, Ashford, TN25 5DY	2020
90 The Forstal, Wye, Ashford, TN25 5ER	2020
1 Gregory Court, Wye, Ashford, TN25 5EG	2020
10 Gregory Court, Wye, Ashford, TN25 5EG	2020
11 Gregory Court, Wye, Ashford, TN25 5EG	2020
12 Gregory Court, Wye, Ashford, TN25 5EG	2020
14 Gregory Court, Wye, Ashford, TN25 5EG	2020
15 Gregory Court, Wye, Ashford, TN25 5EG	2020
2 Gregory Court, Wye, Ashford, TN25 5EG	2020
5 Gregory Court, Wye, Ashford, TN25 5EG	2020
6 Gregory Court, Wye, Ashford, TN25 5EG	2020
8 Gregory Court, Wye, Ashford, TN25 5EG	2020
21 Churchfield Way, Wye, Ashford, TN25 5EQ	2020
23 Churchfield Way, Wye, Ashford, TN25 5EQ	2020
34 Churchfield Way, Wye, Ashford, TN25 5EQ	2020
68 Churchfield Way, Wye, Ashford, TN25 5EQ	2020
35 Abbots Walk, Wye, Ashford, TN25 5ES	2020
42 Abbots Walk, Wye, Ashford, TN25 5ES	2020
43 Abbots Walk, Wye, Ashford, TN25 5ES	2020
44 Abbots Walk, Wye, Ashford, TN25 5ES	2020
54 Abbots Walk, Wye, Ashford, TN25 5ES	2020
61 Abbots Walk, Wye, Ashford, TN25 5ES	2020
65 Abbots Walk, Wye, Ashford, TN25 5ES	2020

Address	Renewal Year
77 Abbots Walk, Wye, Ashford, TN25 5ES	2020
10 Little Chequers, Wye, Ashford, TN25 5DT	2020
12 Little Chequers, Wye, Ashford, TN25 5DT	2020
2 Little Chequers, Wye, Ashford, TN25 5DT	2020
24 Little Chequers, Wye, Ashford, TN25 5DZ	2020
25 Little Chequers, Wye, Ashford, TN25 5DZ	2020
27 Little Chequers, Wye, Ashford, TN25 5DZ	2020
28 Little Chequers, Wye, Ashford, TN25 5DZ	2020
29 Little Chequers, Wye, Ashford, TN25 5DZ	2020
30 Little Chequers, Wye, Ashford, TN25 5DZ	2020
31 Little Chequers, Wye, Ashford, TN25 5DZ	2020
32 Little Chequers, Wye, Ashford, TN25 5DZ	2020
33 Little Chequers, Wye, Ashford, TN25 5DZ	2020
34 Little Chequers, Wye, Ashford, TN25 5DZ	2020
35 Little Chequers, Wye, Ashford, TN25 5DZ	2020
36 Little Chequers, Wye, Ashford, TN25 5DZ	2020
37 Little Chequers, Wye, Ashford, TN25 5DZ	2020
38 Little Chequers, Wye, Ashford, TN25 5DZ	2020
39 Little Chequers, Wye, Ashford, TN25 5DZ	2020
4 Little Chequers, Wye, Ashford, TN25 5DT	2020
40 Little Chequers, Wye, Ashford, TN25 5DZ	2020
41 Little Chequers, Wye, Ashford, TN25 5DZ	2020
43 Little Chequers, Wye, Ashford, TN25 5DT	2020
44 Little Chequers, Wye, Ashford, TN25 5DT	2020
45 Little Chequers, Wye, Ashford, TN25 5DT	2020
46 Little Chequers, Wye, Ashford, TN25 5DT	2020
47 Little Chequers, Wye, Ashford, TN25 5DT	2020
48 Little Chequers, Wye, Ashford, TN25 5DT	2020
49 Little Chequers, Wye, Ashford, TN25 5DT	2020
5 Little Chequers, Wye, Ashford, TN25 5DT	2020
50 Little Chequers, Wye, Ashford, TN25 5DT	2020
51 Little Chequers, Wye, Ashford, TN25 5DT	2020
52 Little Chequers, Wye, Ashford, TN25 5DT	2020
54 Little Chequers, Wye, Ashford, TN25 5DT	2020
55 Little Chequers, Wye, Ashford, TN25 5DT	2020
56 Little Chequers, Wye, Ashford, TN25 5DT	2020
57 Little Chequers, Wye, Ashford, TN25 5DT	2020
7 Little Chequers, Wye, Ashford, TN25 5DT	2020
8 Little Chequers, Wye, Ashford, TN25 5DT	2020
21 Luckley House, Wye, Ashford, TN25 5DY	2020
23 Luckley House, Wye, Ashford, TN25 5DY	2020
24 Luckley House, Wye, Ashford, TN25 5DY	2020
26 Luckley House, Wye, Ashford, TN25 5DY	2020
29 Luckley House, Wye, Ashford, TN25 5DY	2020
3 Luckley House, Wye, Ashford, TN25 5DY	2020
31 Luckley House, Wye, Ashford, TN25 5DY	2020
32 Luckley House, Wye, Ashford, TN25 5DY	2020

Address	Renewal Year
33 Luckley House, Wye, Ashford, TN25 5DY	2020
4 Luckley House, Wye, Ashford, TN25 5DY	2020
6 Luckley House, Wye, Ashford, TN25 5DY	2020
9 Luckley House, Wye, Ashford, TN25 5DY	2020
2 Monks Hill, Warehorne, Ashford, TN26 2LS	2020
28 Carters Wood, Hamstreet, Ashford, TN26 2NN	2020
5 Carters Wood, Hamstreet, Ashford, TN26 2NN	2020
10 Cotton Hill House, Hamstreet, Ashford, TN26 2HW	2020
4 Cotton Hill House, Hamstreet, Ashford, TN26 2HW	2020
58 Hunter Avenue, Willesborough, Ashford, TN24 0HF	2020
62 Hunter Avenue, Willesborough, Ashford, TN24 0HF	2020
8 Eastern Gardens, Willesborough, Ashford, TN24 0HE	2020
74 Breadlands Road, Willesborough, Ashford, TN24 0EP	2020
16 Stirling Road, Newtown, Ashford, TN24 0PG	2020
2 Stirling Road, Newtown, Ashford, TN24 0PG	2020
24 Stirling Road, Newtown, Ashford, TN24 0PG	2020
25 Stirling Road, Newtown, Ashford, TN24 0PG	2020
3 Stirling Road, Newtown, Ashford, TN24 0PG	2020
4 Stirling Road, Newtown, Ashford, TN24 0PG	2020
6 Stirling Road, Newtown, Ashford, TN24 0PG	2020
4 Moat Park, Charing, Ashford, TN27 0JL	2020
8 Moat Park, Charing, Ashford, TN27 0JL	2020
31 Station Road, Charing, Ashford, TN27 0JA	2020
32 Station Road, Charing, Ashford, TN27 0JA	2020
33 Station Road, Charing, Ashford, TN27 0JA	2020
73 Pluckley Road, Charing, Ashford, TN27 0AH	2020
75 Pluckley Road, Charing, Ashford, TN27 0AH	2020
77 Pluckley Road, Charing, Ashford, TN27 0AH	2020
10 Downs View, Westwell, Ashford, TN25 4LE	2020
2 Downs View, Westwell, Ashford, TN25 4LE	2020
5 Downs View, Westwell, Ashford, TN25 4LE	2020
4 Warren Houses, Charing Heath, Ashford, TN27 0BX	2020
5 Warren Houses, Charing Heath, Ashford, TN27 0BX	2020
6 Warren Houses, Charing Heath, Ashford, TN27 0BX	2020
8 Warren Houses, Charing Heath, Ashford, TN27 0BX	2020
21 Shipland Bungalows, Pluckley, Ashford, TN27 0PB	2020
3 Shipland Houses, Pluckley, Ashford, TN27 0PA	2020
4 Shipland Houses, Pluckley, Ashford, TN27 0PA	2020
10 Station Road, Pluckley, Ashford, TN27 0RA	2020
9 Station Road, Pluckley, Ashford, TN27 0RA	2020
2 Buffalo Cottages, Smarden, Ashford, TN27 8QX	2020
3 Buffalo Cottages, Smarden, Ashford, TN27 8QX	2020
19 The Acorns, Smarden, Ashford, TN27 8QS	2020
1 Thorne Estate, Pluckley, Ashford, TN27 0SR	2020
12 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
13 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
15 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020

Address	Renewal Year
16 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
24 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
25 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
27 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
3 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
31 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
33 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
4 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
7 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
8 Thorne Estate, Pluckley, Ashford, TN27 0RD	2020
1 Victoria Cottages, Pluckley, Ashford, TN27 0RB	2020
2 Victoria Cottages, Pluckley, Ashford, TN27 0RB	2020
9 Plum Tree Gardens, Woodchurch, Ashford, TN26 3SJ	2020
10 Lloyds Green, Wittersham, Tenterden, TN30 7NX	2020
1 Hawthorn, Appledore, Ashford, TN26 2AH	2021
2 Hawthorn, Appledore, Ashford, TN26 2AH	2021
20 Hawthorn, Appledore, Ashford, TN26 2AH	2021
2 Brookbank, Brook, Ashford, TN25 5PE	2021
5 Brookbank, Brook, Ashford, TN25 5PE	2021
1 Kingsford Close, Mersham, Ashford, TN25 6PD	2021
2 Kingsford Close, Mersham, Ashford, TN25 6PD	2021
3 Kingsford Close, Mersham, Ashford, TN25 6PD	2021
5 Kingsford Close, Mersham, Ashford, TN25 6PD	2021
6 Kingsford Close, Mersham, Ashford, TN25 6PD	2021
7 Kingsford Close, Mersham, Ashford, TN25 6PD	2021
6 Subdown Cottages, The Street, Brabourne, TN25 5LT	2021
4 Bircholt Forstal, Brabourne, Ashford, TN25 5LF	2021
12 Lees Close, Brabourne, Ashford, TN25 6RW	2021
2 Lees Close, Brabourne, Ashford, TN25 6RW	2021
3 Lees Close, Brabourne, Ashford, TN25 6RW	2021
5 Lees Close, Brabourne, Ashford, TN25 6RW	2021
9 Lees Close, Brabourne, Ashford, TN25 6RW	2021
14 The Warren, Brabourne, Ashford, TN25 6QG	2021
2 The Warren, Brabourne, Ashford, TN25 6QG	2021
6 The Warren, Brabourne, Ashford, TN25 6QG	2021
7 The Warren, Brabourne, Ashford, TN25 6QG	2021
2 Harvest Cottages, Smeeth, Ashford, TN25 6RT	2021
10 The Ridgeway, Smeeth, Ashford, TN25 6SE	2021
11 The Ridgeway, Smeeth, Ashford, TN25 6SE	2021
12 The Ridgeway, Smeeth, Ashford, TN25 6SE	2021
5 The Ridgeway, Smeeth, Ashford, TN25 6SE	2021
6 The Ridgeway, Smeeth, Ashford, TN25 6SE	2021
2 Goldwell, Aldington, Ashford, TN25 7EE	2021
5 Goldwell, Aldington, Ashford, TN25 7EE	2021
9 Goldwell, Aldington, Ashford, TN25 7EE	2021
11 Walnut Ridge, Aldington, Ashford, TN25 7DW	2021
7 Walnut Ridge, Aldington, Ashford, TN25 7DW	2021

Address	Renewal Year
9 Walnut Ridge, Aldington, Ashford, TN25 7DW	2021
4 Brinklow Terrace, Shadoxhurst, Ashford, TN26 1LF	2021
18 The Oaks, Smarden, Ashford, TN27 8QB	2021
20 The Oaks, Smarden, Ashford, TN27 8QB	2021
2 Rectory Bungalows, Shadoxhurst, Ashford, TN26 1LP	2021
7 Rectory Bungalows, Shadoxhurst, Ashford, TN26 1LP	2021
5 Mace Terrace, Shadoxhurst, Ashford, TN26 1LQ	2021
28 Southgate Road, Tenterden, Kent, TN30 7BS	2021
2 Standen Cottage, Smarden Road, Biddenden, Ashford, TN27 8JT	2021
12 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
13 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
22 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
26 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
27 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
28 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
33 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
4 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
5 Castweazle, Rolvenden Road, Tenterden, TN30 6UA	2021
1 The Meadows, Biddenden, Ashford, TN27 8AN	2021
13 The Meadows, Biddenden, Ashford, TN27 8AN	2021
16 The Meadows, Biddenden, Ashford, TN27 8AN	2021
18 The Meadows, Biddenden, Ashford, TN27 8AN	2021
19 The Meadows, Biddenden, Ashford, TN27 8AN	2021
21 The Meadows, Biddenden, Ashford, TN27 8AW	2021
23 The Meadows, Biddenden, Ashford, TN27 8AW	2021
3 The Meadows, Biddenden, Ashford, TN27 8AN	2021
30 The Meadows, Biddenden, Ashford, TN27 8AW	2021
34 The Meadows, Biddenden, Ashford, TN27 8AW	2021
39 The Meadows, Biddenden, Ashford, TN27 8AW	2021
4 The Meadows, Biddenden, Ashford, TN27 8AN	2021
40 The Meadows, Biddenden, Ashford, TN27 8AW	2021
42 The Meadows, Biddenden, Ashford, TN27 8AW	2021
44 The Meadows, Biddenden, Ashford, TN27 8AW	2021
5 The Meadows, Biddenden, Ashford, TN27 8AN	2021
42 Chulkhurst, Biddenden, Ashford, TN27 8EF	2021
45 Chulkhurst, Biddenden, Ashford, TN27 8EF	2021
47 Chulkhurst, Biddenden, Ashford, TN27 8EF	2021
48 Chulkhurst, Biddenden, Ashford, TN27 8EF	2021
10 The Wish, Kenardington, Ashford, TN26 2NB	2021
11 The Wish, Kenardington, Ashford, TN26 2NB	2021
14 The Wish, Kenardington, Ashford, TN26 2NB	2021
16 The Wish, Kenardington, Ashford, TN26 2NB	2021
2 The Wish, Kenardington, Ashford, TN26 2NB	2021
20 The Wish, Kenardington, Ashford, TN26 2NB	2021
22 The Wish, Kenardington, Ashford, TN26 2NB	2021
12 The Weavers, Biddenden, Ashford, TN27 8AP	2021
13 The Weavers, Biddenden, Ashford, TN27 8AP	2021

Address	Renewal Year
15 The Weavers, Biddenden, Ashford, TN27 8AP	2021
21 The Weavers, Biddenden, Ashford, TN27 8AP	2021
26 The Weavers, Biddenden, Ashford, TN27 8AP	2021
28 The Weavers, Biddenden, Ashford, TN27 8AP	2021
32 The Weavers, Biddenden, Ashford, TN27 8AP	2021
35 The Weavers, Biddenden, Ashford, TN27 8AP	2021
38 The Weavers, Biddenden, Ashford, TN27 8AP	2021
40 The Weavers, Biddenden, Ashford, TN27 8AP	2021
1 Bells Close, Bells Lane, Tenterden, TN30 6EU	2021
2 Bells Close, Bells Lane, Tenterden, TN30 6EU	2021
3 Bells Close, Bells Lane, Tenterden, TN30 6EU	2021
4 Bells Close, Bells Lane, Tenterden, TN30 6EU	2021
5 Bells Close, Bells Lane, Tenterden, TN30 6EU	2021
16 Hookstead, High Halden, Ashford, TN26 3NF	2021
19 Hookstead, High Halden, Ashford, TN26 3NF	2021
2 Hookstead, High Halden, Ashford, TN26 3NF	2021
20 Hookstead, High Halden, Ashford, TN26 3NF	2021
5 Hookstead, High Halden, Ashford, TN26 3NF	2021
9 Hookstead, High Halden, Ashford, TN26 3NF	2021
2 Station Road, Tenterden, Kent, TN30 6HN	2021
3 Station Road, Tenterden, Kent, TN30 6HN	2021
4 Station Road, Tenterden, Kent, TN30 6HN	2021
5 Station Road, Tenterden, Kent, TN30 6HN	2021
12 The Chennells, High Halden, Ashford, TN26 3NB	2021
16 The Chennells, High Halden, Ashford, TN26 3NB	2021
17 The Chennells, High Halden, Ashford, TN26 3NB	2021
18 The Chennells, High Halden, Ashford, TN26 3NB	2021
27 The Chennells, High Halden, Ashford, TN26 3NB	2021
29 The Chennells, High Halden, Ashford, TN26 3NB	2021
31 The Chennells, High Halden, Ashford, TN26 3NB	2021
33 The Chennells, High Halden, Ashford, TN26 3NB	2021
36 The Chennells, High Halden, Ashford, TN26 3NB	2021
38 The Chennells, High Halden, Ashford, TN26 3NB	2021
8 The Chennells, High Halden, Ashford, TN26 3NB	2021
15 Greenside, High Halden, Ashford, TN26 3LT	2021
17 Greenside, High Halden, Ashford, TN26 3LT	2021
2 Greenside, High Halden, Ashford, TN26 3LT	2021
27 Greenside, High Halden, Ashford, TN26 3LT	2021
28 Greenside, High Halden, Ashford, TN26 3LT	2021
29 Greenside, High Halden, Ashford, TN26 3LT	2021
30 Greenside, High Halden, Ashford, TN26 3LT	2021
32 Greenside, High Halden, Ashford, TN26 3LT	2021
34 Greenside, High Halden, Ashford, TN26 3LT	2021
39 Greenside, High Halden, Ashford, TN26 3LT	2021
5 Greenside, High Halden, Ashford, TN26 3LT	2021
1 Tilden Close, High Halden, Ashford, TN26 3LR	2021
10 Tilden Close, High Halden, Ashford, TN26 3LR	2021

Address	Renewal Year
11 Tilden Close, High Halden, Ashford, TN26 3LR	2021
16 Tilden Close, High Halden, Ashford, TN26 3LR	2021
18 Tilden Close, High Halden, Ashford, TN26 3LR	2021
19 Tilden Close, High Halden, Ashford, TN26 3LR	2021
2 Tilden Close, High Halden, Ashford, TN26 3LR	2021
3 Tilden Close, High Halden, Ashford, TN26 3LR	2021
5 Tilden Close, High Halden, Ashford, TN26 3LR	2021
6 Tilden Close, High Halden, Ashford, TN26 3LR	2021
7 Tilden Close, High Halden, Ashford, TN26 3LR	2021
8 Tilden Close, High Halden, Ashford, TN26 3LR	2021
2 The Poplars, Kenardington, Ashford, TN26 2LX	2021
4 Corner Cottages, Kenardington, Ashford, TN26 2NA	2021
6 Corner Cottages, Kenardington, Ashford, TN26 2NA	2021
7 Corner Cottages, Kenardington, Ashford, TN26 2NA	2021
23 Monypenny, Rolvenden, Cranbrook, TN17 4NF	2021
10 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
11 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
12 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
13 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
14 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
15 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
16 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
3 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
4 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
5 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
6 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
7 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
8 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
9 The Bungalows, Shrubcote, Tenterden, TN30 7BL	2021
14 Mill View, Woodchurch, Ashford, TN26 3QN	2021
12 Brattle, Woodchurch, Ashford, TN26 3SW	2021
6 Shuttle Close, Biddenden, Ashford, TN27 8AX	2021
16 Kingfisher House, Ford Way, Ashford, TN23 4XG	2021
5 Dudley Road, Ashford, Kent, TN24 9EA	2022
8 Nettlefields, Kennington, Ashford, TN24 9DU	2022
1 North Pends, Kennington, Ashford, TN24 9EE	2022
4 North Pends, Kennington, Ashford, TN24 9EE	2022
6 North Pends, Kennington, Ashford, TN24 9EE	2022
21 Warwick Road, Kennington, Ashford, TN24 9EH	2022
48 Warwick Road, Kennington, Ashford, TN24 9EH	2022
50 Warwick Road, Kennington, Ashford, TN24 9EH	2022
5 Great Burton House, Kennington, Ashford, TN24 9DY	2022
23 Belmont Road, Kennington, Ashford, TN24 9LS	2022
27 Belmont Road, Kennington, Ashford, TN24 9LS	2022
102 Towers View, Kennington, Ashford, TN24 9PE	2022
120 Towers View, Kennington, Ashford, TN24 9PE	2022
124 Towers View, Kennington, Ashford, TN24 9PE	2022

Address	Renewal Year
4 Glebe Villas, Warehorne, Ashford, TN26 2LH	2022
61 Towers View, Kennington, Ashford, TN24 9PD	2022
97 Towers View, Kennington, Ashford, TN24 9PD	2022
99 Towers View, Kennington, Ashford, TN24 9PD	2022
13 Glebelands, Mersham, Ashford, TN25 6PB	2022
15 Glebelands, Mersham, Ashford, TN25 6PB	2022
17 Glebelands, Mersham, Ashford, TN25 6PB	2022
19 Glebelands, Mersham, Ashford, TN25 6PB	2022
21 Glebelands, Mersham, Ashford, TN25 6PB	2022
23 Glebelands, Mersham, Ashford, TN25 6PB	2022
26 Glebelands, Mersham, Ashford, TN25 6PB	2022
21 Pound Lane, Kingsnorth, Ashford, TN23 3EJ	2022
163 Bentley Road, Willesborough, Ashford, TN24 0HS	2022
14 Kingsnorth Road, Ashford, Kent, TN23 6HS	2022
31 Kingsnorth Road, Ashford, Kent, TN23 6HT	2022
43 Kingsnorth Road, Ashford, Kent, TN23 6JB	2022
51 Kingsnorth Road, Ashford, Kent, TN23 6JB	2022
55 Kingsnorth Road, Ashford, Kent, TN23 6HZ	2022
59 Kingsnorth Road, Ashford, Kent, TN23 6HZ	2022
106 Herbert Road, South Willesborough, Ashford, TN24 0DL	2022
108 Herbert Road, South Willesborough, Ashford, TN24 0DL	2022
116 Herbert Road, South Willesborough, Ashford, TN24 0DL	2022
59 Herbert Road, South Willesborough, Ashford, TN24 0DH	2022
60 Earlsworth Road, Willesborough, Ashford, TN24 0DW	2022
71 Earlsworth Road, Willesborough, Ashford, TN24 0DW	2022
4 Hamilton Road, South Willesborough, Ashford, TN24 0DJ	2022
13 Hampden Road, Ashford, Kent, TN23 6JL	2022
25a Hampden Road, Ashford, Kent, TN23 6JL	2022
26 Hampden Road, Ashford, Kent, TN23 6JL	2022
29 Hampden Road, Ashford, Kent, TN23 6JL	2022
44 Twelve Acres, Willesborough, Ashford, TN24 0ET	2022
11 Alfred Road, Newtown, Ashford, TN24 0PH	2022
2 Alfred Road, Newtown, Ashford, TN24 0PH	2022
25 Alfred Road, Newtown, Ashford, TN24 0PH	2022
26 Alfred Road, Newtown, Ashford, TN24 0PH	2022
27 Alfred Road, Newtown, Ashford, TN24 0PH	2022
31 Alfred Road, Newtown, Ashford, TN24 0PH	2022
32 Alfred Road, Newtown, Ashford, TN24 0PH	2022
36 Alfred Road, Newtown, Ashford, TN24 0PH	2022
39 Alfred Road, Newtown, Ashford, TN24 0PH	2022
4 Alfred Road, Newtown, Ashford, TN24 0PH	2022
45 Alfred Road, Newtown, Ashford, TN24 0PH	2022
46 Alfred Road, Newtown, Ashford, TN24 0PH	2022
49 Alfred Road, Newtown, Ashford, TN24 0PH	2022
53 Alfred Road, Newtown, Ashford, TN24 0PH	2022
56 Alfred Road, Newtown, Ashford, TN24 0PH	2022
58 Alfred Road, Newtown, Ashford, TN24 0PH	2022

Address	Renewal Year
6 Alfred Road, Newtown, Ashford, TN24 0PH	2022
61 Alfred Road, Newtown, Ashford, TN24 0PH	2022
63 Alfred Road, Newtown, Ashford, TN24 0PH	2022
7 Alfred Road, Newtown, Ashford, TN24 0PH	2022
9 Alfred Road, Newtown, Ashford, TN24 0PH	2022
103 St Stephens Walk, Ashford, Kent, TN23 5BE	2022
105 St Stephens Walk, Ashford, Kent, TN23 5BE	2022
107 St Stephens Walk, Ashford, Kent, TN23 5BE	2022
107a St Stephens Walk, Ashford, Kent, TN23 5BE	2022
117 St Stephens Walk, Ashford, Kent, TN23 5BA	2022
119 St Stephens Walk, Ashford, Kent, TN23 5BA	2022
129 St Stephens Walk, Ashford, Kent, TN23 5BA	2022
23 St Stephens Walk, Ashford, Kent, TN23 5AD	2022
26 St Stephens Walk, Ashford, Kent, TN23 5AF	2022
3 St Stephens Walk, Ashford, Kent, TN23 5AD	2022
34 St Stephens Walk, Ashford, Kent, TN23 5BE	2022
39 St Stephens Walk, Ashford, Kent, TN23 5AD	2022
45 St Stephens Walk, Ashford, Kent, TN23 5AD	2022
51 St Stephens Walk, Ashford, Kent, TN23 5AD	2022
55 St Stephens Walk, Ashford, Kent, TN23 5BD	2022
65 St Stephens Walk, Ashford, Kent, TN23 5BD	2022
68 St Stephens Walk, Ashford, Kent, TN23 5BE	2022
70 St Stephens Walk, Ashford, Kent, TN23 5BE	2022
74 St Stephens Walk, Ashford, Kent, TN23 5AT	2022
75 St Stephens Walk, Ashford, Kent, TN23 5BD	2022
76 St Stephens Walk, Ashford, Kent, TN23 5AT	2022
77 St Stephens Walk, Ashford, Kent, TN23 5BD	2022
78 St Stephens Walk, Ashford, Kent, TN23 5AT	2022
79 St Stephens Walk, Ashford, Kent, TN23 5BD	2022
8 St Stephens Walk, Ashford, Kent, TN23 5AE	2022
80 St Stephens Walk, Ashford, Kent, TN23 5AT	2022
83 St Stephens Walk, Ashford, Kent, TN23 5BE	2022
85 St Stephens Walk, Ashford, Kent, TN23 5BE	2022
9 St Stephens Walk, Ashford, Kent, TN23 5AD	2022
96 St Stephens Walk, Ashford, Kent, TN23 5AT	2022
98 St Stephens Walk, Ashford, Kent, TN23 5AT	2022
98a St Stephens Walk, Ashford, Kent, TN23 5AT	2022
1 Downs Close, Charing, Ashford, TN27 0LB	2022
10 Downs Close, Charing, Ashford, TN27 0LB	2022
12 Downs Close, Charing, Ashford, TN27 0LB	2022
13 Downs Close, Charing, Ashford, TN27 0LB	2022
14 Downs Close, Charing, Ashford, TN27 0LB	2022
3 Downs Close, Charing, Ashford, TN27 0LB	2022
4 Downs Close, Charing, Ashford, TN27 0LB	2022
5 Downs Close, Charing, Ashford, TN27 0LB	2022
6 Downs Close, Charing, Ashford, TN27 0LB	2022
7 Downs Close, Charing, Ashford, TN27 0LB	2022

Address	Renewal Year
8 Downs Close, Charing, Ashford, TN27 0LB	2022
9 Downs Close, Charing, Ashford, TN27 0LB	2022
15 Bannister Bungalows, The Street, Little Chart, Ashford, TN27 0QF	2022
16 Bannister Bungalows, The Street, Little Chart, Ashford, TN27 0QF	2022
17 Bannister Bungalows, The Street, Little Chart, Ashford, TN27 0QF	2022
5 Bannister House, The Street, Little Chart, Ashford, TN27 0QF	2022
40 Chart Road, Ashford, Kent, TN23 3HY	2022
42 Chart Road, Ashford, Kent, TN23 3HY	2022
56 Chart Road, Ashford, Kent, TN23 3HY	2022
58 Chart Road, Ashford, Kent, TN23 3HY	2022
6 Littlebrook Road, Ashford, Kent, TN23 3HP	2022
1 The Poplars, Kingsnorth Road, Ashford, TN23 6HR	2022
10 The Poplars, Kingsnorth Road, Ashford, TN23 6HR	2022
11 The Poplars, Kingsnorth Road, Ashford, TN23 6HR	2022
14 The Poplars, Kingsnorth Road, Ashford, TN23 6HR	2022
2 The Poplars, Kingsnorth Road, Ashford, TN23 6HR	2022
3 The Poplars, Kingsnorth Road, Ashford, TN23 6HR	2022
9 The Poplars, Kingsnorth Road, Ashford, TN23 6HR	2022
5 Maidstone Road, Ashford, Kent, TN24 8UA	2022
15 Churchyard, Ashford, Kent, TN23 1QG	2022
10 Crockenhill, Egerton, Ashford, TN27 9EG	2022
8 Crockenhill, Egerton, Ashford, TN27 9EG	2022
9 Crockenhill, Egerton, Ashford, TN27 9EG	2022
21 The Acorns, Smarden, Ashford, TN27 8QS	2022
15 Banks Road, Ashford, Kent, TN23 4NR	2022
4 Banks Road, Ashford, Kent, TN23 4NR	2022
7 Banks Road, Ashford, Kent, TN23 4NR	2022
7 Kither Road, Ashford, Kent, TN23 4NW	2022
2 Knock Road, Ashford, Kent, TN23 6JA	2022
5 Knock Road, Ashford, Kent, TN23 6JA	2022
1 Poncia Road, Ashford, Kent, TN23 6JD	2022
5 Poncia Road, Ashford, Kent, TN23 6JD	2022
10 Bornefields, Ashford, Kent, TN23 5AH	2022
11 Bornefields, Ashford, Kent, TN23 5AH	2022
14 Bornefields, Ashford, Kent, TN23 5AH	2022
11 Clynton Way, Ashford, Kent, TN23 5BU	2022
14 Clynton Way, Ashford, Kent, TN23 5BU	2022
20 Clynton Way, Ashford, Kent, TN23 5BU	2022
22 Clynton Way, Ashford, Kent, TN23 5BU	2022
24 Clynton Way, Ashford, Kent, TN23 5BU	2022
28 Clynton Way, Ashford, Kent, TN23 5BU	2022
34 Clynton Way, Ashford, Kent, TN23 5BU	2022
4 Clynton Way, Ashford, Kent, TN23 5BU	2022
40 Clynton Way, Ashford, Kent, TN23 5BU	2022
7 Clynton Way, Ashford, Kent, TN23 5BU	2022
8 Clynton Way, Ashford, Kent, TN23 5BU	2022
11 Deans Walk, Ashford, Kent, TN23 5BL	2022

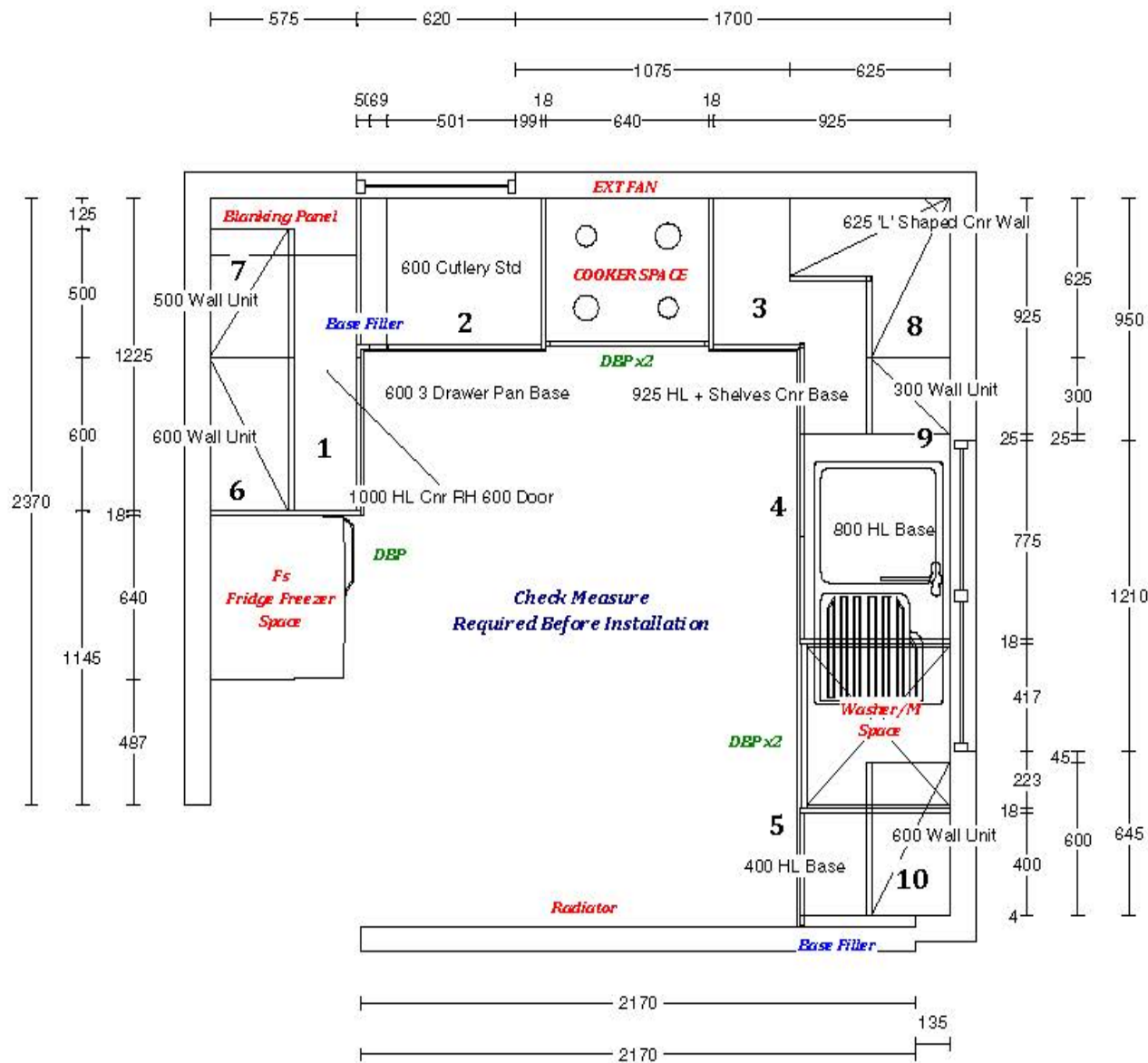
Address	Renewal Year
23 Deans Walk, Ashford, Kent, TN23 5BL	2022
29 Deans Walk, Ashford, Kent, TN23 5BL	2022
37 Deans Walk, Ashford, Kent, TN23 5BL	2022
8 Deans Walk, Ashford, Kent, TN23 5BN	2022
4 Beaver Lane, South Ashford, Kent, TN23 4NQ	2022
1 Simons Avenue, Ashford, Kent, TN23 5BH	2022
1 St Annes Road, Ashford, Kent, TN23 5AU	2022
17 St Annes Road, Ashford, Kent, TN23 5AU	2022
19 St Annes Road, Ashford, Kent, TN23 5AU	2022
21 Beaver Lane, South Ashford, Kent, TN23 4NQ	2022
23 Beaver Lane, South Ashford, Kent, TN23 4NN	2022
283 Beaver Lane, South Ashford, Kent, TN23 5PH	2022
29 Beaver Lane, South Ashford, Kent, TN23 4NP	2022
20 Watermead Close, Ashford, Kent, TN23 5AN	2022
22 Watermead Close, Ashford, Kent, TN23 5AN	2022
23 Watermead Close, Ashford, Kent, TN23 5AN	2022
25 Watermead Close, Ashford, Kent, TN23 5AN	2022
102 The Street, Appledore, Ashford, TN26 2AE	2022
104 The Street, Appledore, Ashford, TN26 2AE	2022
82 The Street, Appledore, Ashford, TN26 2AE	2022
84 The Street, Appledore, Ashford, TN26 2AE	2022
92 The Street, Appledore, Ashford, TN26 2AE	2022
10 Heathside, Appledore, Ashford, TN26 2AT	2022
13 Heathside, Appledore, Ashford, TN26 2AT	2022
14 Heathside, Appledore, Ashford, TN26 2AT	2022
15 Heathside, Appledore, Ashford, TN26 2AT	2022
16 Heathside, Appledore, Ashford, TN26 2AT	2022
17 Heathside, Appledore, Ashford, TN26 2AT	2022
19 Heathside, Appledore, Ashford, TN26 2AT	2022
2 Heathside, Appledore, Ashford, TN26 2AT	2022
20 Heathside, Appledore, Ashford, TN26 2AT	2022
27 Heathside, Appledore, Ashford, TN26 2AT	2022
32 Heathside, Appledore, Ashford, TN26 2AT	2022
33 Heathside, Appledore, Ashford, TN26 2AT	2022
4 Heathside, Appledore, Ashford, TN26 2AT	2022
5 Heathside, Appledore, Ashford, TN26 2AT	2022
6 Heathside, Appledore, Ashford, TN26 2AT	2022
7 Heathside, Appledore, Ashford, TN26 2AT	2022
1 Plum Tree Gardens, Woodchurch, Ashford, TN26 3SJ	2022
1 Welshmans Cottages, Newenden, Cranbrook, TN18 5PL	2022
8 Quarry Cottages, Stone, Tenterden, TN30 7HA	2022
9 Quarry Cottages, Stone, Tenterden, TN30 7HA	2022
3 Ebony Cottages, Stone, Tenterden, TN30 7JE	2022
2 Forge Meadow, Stone, Tenterden, TN30 7JP	2022
3 Forge Meadow, Stone, Tenterden, TN30 7JP	2022



ASHFORD
BOROUGH COUNCIL

KITCHEN REFURBISHMENT

APPENDIX C **Sample Plan**



DARREN
1 - 11 - 16
27 REPTON MANOR
WHITE
BLACKSLATE
TENANT SIGNATURE
CUBIC CAPACITY: 1.95

BENCHMARKX
Kitchens and Joinery

Benchmark Kitchens & Joinery are a specialist of quality kitchens, doors and flooring.

Client:	Range:	Options White	Scale:	Scale-to-fit
Telephone:	Drawing No:	27ReptonManor	Date:	

Please refer to a member of staff or your tenderer for more details.



BENCHMARX
Kitchens and Joinery

Benchmark Kitchens & Joinery is a supplier of quality kitchens, doors and handles.

Client:	Range:	Options White	Scale:	Scale-to-fit
Telephone:	Drawing No:	27ReptonManor	Date:	

Please ask a member of staff or visit our website for more details.



ASHFORD
BOROUGH COUNCIL

KITCHEN REFURBISHMENT

APPENDIX D **Safeguarding**

Safeguarding

Guidance note for officers



Incorporating Safeguarding Children and Adults at Risk into Contracts


Risk Assessed Approach

Ashford Borough Council has a duty to safeguard children and adults at risk. This extends to parties that carry out services on the council's behalf.

Contracts and grant award agreements give the council the opportunity to state their expectations and place obligations on the contractor about how we expect them to act.

Rather than applying a 'catch all' clause to all agreements, which in many cases would not be relevant to service being provided, it is instead recommended that the council adopts a risk assessed approach. Depending on the level of risk, the council can then include safeguarding clauses relevant to the service.

Please indicate ☒ which level you feel applies to your contract;

Safeguarding Level	Description Staff, Members, volunteers or contractors with;
Nil <input type="checkbox"/>	Contract irrelevant to safeguarding No contact with children/young people/vulnerable adults and/or parents/carers No safeguarding policy required
Category 1 <input type="checkbox"/>	Ad hoc contact in public places (e.g. Customer Services, back-office support services). Would never be left alone with a child, young person or adult at risk. Safeguarding Policy required and staff should be aware of and have access to the policy
Category 2 <input checked="" type="checkbox"/> 	The likelihood of coming into contact with 0-18 year olds, young people or adults at risk through the nature of the role and could be exposed to lone contact, but no responsibility for supervision (e.g. housing officers, home visiting, site workers). Safeguarding Policy required. Policy should name safeguarding lead and process for reporting concerns and staff should be aware of and have access to the policy
Category 3 <input type="checkbox"/>	Responsibility for the supervision of 0-18 year olds, young people or adults at risk as part of their role (e.g. youth workers, lifeguards, events staff). Safeguarding Policy present and accessible to all staff. Policy must name safeguarding lead and process for reporting concerns

Questions for Contractors

Q No.	Question	Yes	No
1(a)	Does your organisation have a Safeguarding Policy that is up-to-date with current legislation? If yes please answer parts (b) and (c)	<input type="checkbox"/>	<input type="checkbox"/>
1(b)	Does this safeguarding policy detail the process of referring any concerns for adults and children?	<input type="checkbox"/>	<input type="checkbox"/>
1(c)	Does such policy name the safeguarding lead for the organisation and a contact for this person	<input type="checkbox"/>	<input type="checkbox"/>
2(a)	Does your organisation regularly offer safeguarding training to staff ?	<input type="checkbox"/>	<input type="checkbox"/>
2(b)	If you use sub-contractors, do you have processes in place to check whether these other organisations have a safeguarding policy ?	<input type="checkbox"/>	<input type="checkbox"/>
3(a)	Please self-certify that your organisation carries out Disclosure and Barring Service checks where relevant	<input type="checkbox"/>	<input type="checkbox"/>
3(b)	Does your organisation have a process in place for managing allegations?	<input type="checkbox"/>	<input type="checkbox"/>
4	If you use sub-contractors, do you have processes in place to check whether any of these other organisations adhere to DBS procedures?	<input type="checkbox"/>	<input type="checkbox"/>

Suggested Clause in Contracts

- 1.1 The Contractor shall carry out appropriate pre-employment checks, prior to the appointment of an individual in connection with the Services, (including but not limited to references (last 3 years), medical clearance, proof of right to work in the UK, professional registration/qualifications and an appropriate Disclosure and Barring Service Check (DBS) (where relevant).

Prior to making any offer of employment, the Contractor shall carry out a risk assessment coupled with a criminal records check in relation to any non-UK citizen and any UK citizen who requires a DBS check and who has lived abroad for six (6) months or more in the five (5) year period prior to being considered for appointment in connection with the Services. As the DBS is unable to access criminal records overseas, then the employee can arrange for a 'Certificate of Good Character' to be supplied from their country of origin, or their employer applies to the relevant embassy or High Commission of the country in question in the UK, with the employee's permission. (This process varies from country to country).

Note: The DBS cannot access criminal records held overseas, a criminal record check may not provide a complete picture of an individual's criminal record (hence the requirement for a risk assessment).

- 1.2 The Contractor shall obtain consent, prior to the commencement of any work of each Staff member employed to work in connection with this Contract, to carry out all necessary checks under this Clause and shall obtain consent of the Staff member to provide evidence upon the request of the Council that such checks have been carried out.
- 1.3 Any Staff member whose conduct places any of the Council's personnel, any member of the public and/or any third party [or any Service User] at risk or which might bring the Council into disrepute when working in connection with the provision of the Services shall be the subject of immediate investigation by the Contractor and dealt with to the satisfaction of the Council which might direct that the Staff member be removed from working in connection with the Services,.
- 1.4 The Contractor through monitoring of its compliance with this Clause shall ensure that the Council is kept advised at all times of any Staff member who, subsequent to his/her commencement of and during employment as a Staff member, commits any criminal act whatsoever or whose previous convictions become known to the Contractor or commits any act which puts or could put a Service User at risk or could bring the Council into disrepute.
- 1.5 The Council reserves the right to visit the Contractor's Premises to audit and check disclosure information as specified in this Clause to ensure and confirm evidence provided by the Contractor of compliance with this Clause. The Contractor should be aware of the process detailed in the Data Protection Act in relation to handling and storage of data.



ASHFORD
BOROUGH COUNCIL

Pre-Construction Information

Pre-Construction Information

Construction (Design and Management) Regulations 2015

1.0	PROJECT DIRECTORY
1.1	Client: Ashford Borough Council, represented by Sharon Williams (Head of Community and Housing), Civic Centre, Tannery Lane, Ashford, TN23 1PL.
1.2	Principal Designer : Ashford Borough Council represented by David Green (Housing Asset Manager, Planned Maintenance)
1.3	Principal Contractor : TBA
2.0	TITLE OF PROJECT: Kitchen Refurbishment
3.0	Contract No. : KIT/20/23
4.0	SCOPE OF WORKS: Replacement of existing kitchens and associated works
5.0	LOCATION: PROPERTIES WITHIN BOROUGH OF ASHFORD: (450 units – see Appendix B in main tender document)
6.0	Key Dates
6.1	Planned Construction Phase start : 1 st April 2020
6.2	Planned Construction Phase Finish: 31 st March 2023
6.3	Duration of Works: 156 Weeks
6.4	Defects Liability Period: 12 months
7.0	Project Notification: Has this project been notified to the HSE – No
8.0	EXISTING ENVIRONMENT (<i>existing services, surrounding land use, ground conditions, etc.</i>):
8.1	Residential properties – Houses, Flats and Bungalows.
8.2	Properties will be occupied during the course of the works (possible vulnerable or disabled tenants and children present).
8.3	Working in or around common areas of blocks of flats.
8.4	Access and parking (particularly for larger delivery vehicles) problematic.

Pre-Construction Information Continued

9.0	IDENTIFIED HAZARDS OF DESIGN & CONSTRUCTION (<i>information on the significant risks which cannot be avoided</i>):
9.1	Alterations to gas supply: Gas safe Contractor to be used and certificate supplied.
9.2	Electrical Works: NICEIC Contractors to be used and Certificate supplied.
9.2	Possibility of working with or adjacent to asbestos containing materials.
9.3	Dust/fume producing activities with little natural ventilation.
10.0	RECORD INFORMATION:
10.1	Asbestos Survey Information: Asbestos Survey reports to be supplied before works commence (sample).
10.2	Health & Safety File Information provided: None.
10.3	Drawings provided: New layout plan.

Name (in BLOCK CAPITALS)

**Signed on behalf of
Ashford Borough Council**

Date

Principal Designer: DAVID GREEN

.....

...../...../.....



ASHFORD
BOROUGH COUNCIL

Contractors Performance Appraisal

CONTRACTORS PERFORMANCE APPRAISAL

Surveyor's
Initials

Contract Description and Location:

Contract Number:

Contractor:

A CONTRACT PREPARATION (Scale 0 – 5)

1. Information to allow preparation of Contract

B SIGNING OF CONTRACT

2. Signing and returning of documents

(Scale 0 – 5)

3. Agreement of start date

(Scale 0 – 6)

4. Submission and agreement of programme

(Scale 0 – 6)

C PERFORMANCE OF WORK (Scale 0 – 9)

Description

5. Compliance with C.D.M. Regulations, etc.

6. Tenant liaison

7. Response to instructions

8. Cleanliness of site

9. Standard of workmanship

10. Supervision of Contract

11. Progress in relation to programme

WEEK NO.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Average

D VALUATIONS (Scale 0 – 5)

Description

12. Accuracy of claims

13. Prompt submission of invoices

	1	2	3	4	5	6	7	8	9	Average

E FINAL ACCOUNT (Scale 0 – 5)

14. Provision of info. to allow production of F/AC

15. Value of Completed Work

 £

16. Production of Health & Safety File (if appropr)

F SUMMARY

Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8

Note: to be completed at
Practical Completion stage

Q9 Q10 Q11 Q12 Q13 Q14 TOTAL

C PERFORMANCE OF WORK (Scale 0 – 9)

PERFORMANCE OF WORK (Scale 0 – 9)

Description

[illegible]**VALUATIONS** (Scale 0 – 5)

Description

[illegible]

Date

Surveyor Signature

Contractor Signature

[illegible]



ASHFORD
BOROUGH COUNCIL

Satisfaction Note



ASHFORD
BOROUGH COUNCIL

SATISFACTION NOTE

TENANT'S NAME:

ADDRESS:

TEL. NO.

CONTRACTOR:

I confirm that the **KITCHEN REFURBISHMENT** has been completed to my satisfaction and my home has been left clean and tidy and in a satisfactory condition. I do not have any outstanding issues which the Contractor needs to resolve.

(Please do not sign this form unless you are completely happy that all works are complete)

Signature of Contractor's Representative

Date

Signature of Tenant

Date



ASHFORD
BOROUGH COUNCIL

Tender Evaluation Criteria

Tender Evaluation Criteria

The tenders will be evaluated using the following weightings;

Price: 70%

Quality: 30%

Price

70 points will be allocated to the lowest tender and then other tenders will be evaluated as a percentage of the lowest price. This is then converted to a point score to reflect that this area carried 70% of the total score. An example of this procedure is shown in the following example;

Tender	Price £	Calculation	Convert to 70%	Points
1	500	$(425 \div 500) \times 100 = 85$	$(70 \times 85) \div 100$	59.50
2	622	$(425 \div 622) \times 100 = 68.3$	$(70 \times 68.3) \div 100$	47.81
3	425			70
4	440	$(425 \div 440) \times 100 = 96.5$	$(70 \times 96.5) \div 100$	67.55
5	625	$(425 \div 625) \times 100 = 68$	$(70 \times 68) \div 100$	47.60

Quality

This section will be evaluated using the following criteria and the tenderer is required to provide a response to each of the criteria (listed 1 – 5) below and points will be allocated for each section. Responses to each question should be limited to two pages of A4, minimum size 12 font for each item. Any responses that are of a longer length will not be evaluated after the second page of A4. The tender with the highest point score will be used as the base line to calculate the relative scores for the other tenderers. This is then converted to a point score to reflect that this area carries 30% of the total score.

1. The employer wants to understand your capability to take on this long term contract. Explain with examples your capability in all respects to perform fully the contract requirements and substantiate your integrity and reliability to assure performance of the contract obligations. In particular your response should cover the following topics; 20%
 - Financial resources.
 - Organisation, plant and equipment.
 - Personnel – management and technical.
 - Experience on similar types of contracts.You should identify references that can corroborate your response.
2. The employer wants to understand what team and workforce you would commit to this long term contract and how they will be recruited. So if successful, in terms of site based workforce, how will you resource this contract and in particular how will you provide the operatives and trades people necessary to undertake the works. Your response should cover the following topics; 25%
 - Directly employed and subcontracted labour/services proposed.
 - Team size, make up and skills required.
 - To what extent teams will be dedicated to this contract only.
 - How you intend to try maintain consistency in the work force for the full contract period.In terms of site management and contract manager, how will these positions be recruited? Your response should cover the following topics;
 - Skills knowledge and experience that will be required.
 - If positions will be filled from existing staff or new recruits.
 - How you will ensure they are competent and capable of undertaking the role.

3. The employer knows that communication at all levels is vital to this type of work and wants to understand what your communication plan will be with this long term contract. Explain with details how you intend to at least comply with the specification as regards communications to ensure a successful outcome for each property and the contract as a whole. Your response should cover the following topics; 20%
- Communications with tenants of varied demographic.
 - Communications with the Contract Administrator.
 - Communications with site based operatives.
4. One of the most challenging aspects of this type of contract is working within occupied properties. The employer wants to know that you appreciate the challenges this poses. Outline in detail what you appreciate to be the challenges and how you will manage them. Your response should cover the following topics; 25%
- Access arrangements.
 - Work flow / programming.
 - Health and Safety.
5. The employer aspires to receive zero-defect, 'right first time' outcomes with high levels of satisfaction with its tenants. It makes good business sense for the contractor also. Explain how you will manage the works to deliver against these aspirations. 10%

The tenderer will be required to submit a response to the Quality section on a sheet of A4 (10 font).

Tender	Quality score	Calculation	Convert to 30%	Points
1	2	$(2 \div 20) \times 100 = 10$	$(30 \times 10) \div 100$	3
2	3	$(3 \div 20) \times 100 = 15$	$(30 \times 15) \div 100$	4.50
3	7	$(7 \div 20) \times 100 = 35$	$(30 \times 35) \div 100$	10.50
4	10	$(10 \div 20) \times 100 = 50$	$(30 \times 50) \div 100$	15
5	20			30

The winning tender is the one which scores the greatest overall mark once Price and Quality have been combined. The results from the above examples would be as follows:

Tender	Points awarded for Price	Points awarded for Quality	Points Total	
1	59.50	3	62.50	
2	47.81	4.50	52.31	
3	70	10.50	80.50	
4	67.55	15	82.55	Winning Bidder
5	47.60	30	77.30	

Score for Assessed Questions	Judgement
0	Statement is unsuitable and / or suggests unacceptable risk
2	Statement fails to meet requirements in a significant way
4	Statement fails to meet requirements in some way
6	Statement meets all the requirements ("par")
8	Statement exceeds requirements and adds some value
10	Statement exceeds requirements and adds significant value



ASHFORD
BOROUGH COUNCIL

Access to Premises Protocol

ACCESS TO PREMISES PROTOCOL

1. Access by appointment is always preferable.
2. Access by appointment is essential if it has been requested by the tenant.
3. Generally 24 hours notice is required although this may be waived by mutual agreement between contractor and tenant.
4. Works within a dwelling should preferably be undertaken with the tenant or their nominated representative present. Nominated representatives can not be persons under the age of 16 years (minors) and contractors should not undertake works inside a dwelling if a minor is present and not accompanied by an adult.
5. Works to the exterior of a dwelling or within its curtilage are only to be undertaken if an appointment has been made or someone in the property has been made aware of the contractors presence and permission to proceed is given. The only exceptions are as follows;
 - Works that are highly unlikely to cause any intrusion or are of an urgent nature,
 - Works in open plan gardens to fences, drains and the like.
6. In all circumstances the contractor should always make (or attempt to make) their presence known to any occupants.
7. Works to the building are not to be undertaken if there is 'no answer at the door' especially if the works involve the use of ladders against an elevation of the building with windows and/or noisy operations.
8. Enclosed gardens with locked or secured gates are not to be entered unless permission has been granted by the tenant (does not apply to emergencies).

Note:

- a) *Some of the reasoning behind this protocol was based on privacy and the chance of intrusion if contractors put themselves in a position where they can catch an occupant unaware should they have been unwilling or unable to answer a call at the front door.*
- b) *This protocol needs to be exercised with common sense and is not intended to prevent works being undertaken that are highly unlikely to cause any intrusion or are of an urgent nature i.e. works that need to do done to prevent obvious and imminent damage to property or injury to health.*
- c) *The protocol is intended to balance the rights of the tenants to privacy, the contractors' interests and the safety of their employees and the need to undertake repairs.*