**Rushmoor Borough Council**

**Content of Quotation Document**

**RETURN DEADLINE 14TH MAY AT MIDDAY**

1. Preliminaries
2. Scope of Works
3. Pre-Construction CDM Health and Safety Information
4. Demolition Specification
5. Evaluation Process and Quality Questions
6. Form of Tender
7. Collusive Tendering Certificate

Appendix A – Cooper & Witheycombe Structural Demolition Report

Appendix B – Asbestos Demolition Survey

Demolition of Ellis Hall Community Centre, Farnborough Hampshire

**Preliminaries**

**CONDITIONS AND PRELIMINARIES**

**CA to receipt prior to Contract**

**Initial**

Insurance Certificate Programme

Priced Schedule Priced Preliminaries

Health & Safety Information Agreed Start Date

Agreed Completion Date

**DEMOLITION**

**at**

**ELLES HALL, MEUDON AVENUE,**

**FARNBOROUGH,**

**HAMPSHIRE,**

**GU14 7LE**

For RUSHMOOR BOROUGH COUNCIL APRIL 2020

CONTRACT ADMINISTRATOR

Graham King

Rushmoor Borough Council

Email: [graham.king@rushmoor.gov.uk](mailto:graham.king@rushmoor.gov.uk)

Tel: 01252 398 399

Documents Separately issued:

Scope of Works – To be returned

Form of Tender – To be returned

Collusive Tendering Certificate – To be returned

Quality Questions – To be returned

Demolition Specification (C&W)

Pre-Construction CDM Health and Safety Information

Asbestos Demolition Report

|  |  |  |
| --- | --- | --- |
|  | **PRELIMINARY** | £/- |
| 1. | **Scope of work**  The work described in this Specification and Scope of Works comprises:  Comprehensive demolition of Elles Hall to include protection for the adjoining and to be retained substation to the rear.  See Section 2 – Schedule and Specification of Works |  |
| 2. | **Form of Agreement**  The Form of Agreement and Conditions shall be by the NEC3 Engineering and Construction Short Contract (June 2005) and the Contractor is deemed to have acquainted himself with all the Conditions and amendments referred to therein. The arbitrator and/or adjudicator shall be as appointed by the RICS. |  |
| 3. | **Tender Documents & Drawings**  The Documents referred to in this Section are:   * Scope of Work * Pre-Construction CDM Health and Safety Information * Outline Method Statement * Demolition Specification * Form of Tender * Collusive Tendering Certificate |  |
| 4. | **Contract Documents**  Contract documents are the same as the tender documents. |  |
| 5. | **Materials and workmanship**  The Contractor shall include, in addition to the specific requirements of Section 2, for all materials and workmanship to be as far as procurable the best of their respective kinds and, where applicable, to comply with current British Standards and Codes of Practice. |  |
| 6. | **Commencement, partial possession and completion**  The date for possession shall be within 2 weeks of date of appointment unless otherwise agreed. |  |
| 7. | **Damages for non-completion**  In accordance with the contract data the contractor shall be liable to pay to the Employer incremental liquidated damages at the rate of £500 per week for every week or part thereof during which the work is uncompleted. |  |
| 8. | **Defects Liability**  The defect liability period shall for the purposes of this Contract be 3 months and shall commence from the date certified by the CA. |  |
| 9. | **Meetings**  The Contractor will be required to be present at site progress meetings with the CA, at which a progress report is to be prepared. |  |
| 10. | **Consultants**   * The Contract Administrator (hereafter CA) will be Graham King, Rushmoor Borough Council. * The Principal Designer will be Graham King, Rushmoor Borough Council. * The Structural Engineer will be Cooper & Withycombe, Guildford. * There will be no QS under the terms of the Contract. |  |
| 11. | **Planning Conditions**  Planning approval is to be sought by Rushmoor Borough Council. |  |
| 12. | **Statutory Approvals & Building Warranties**  Rushmoor Borough Council will prepare the S80 Notice. |  |
| 13. | **Neighbouring property owners & the Party Wall Act**  All party wall matters will be dealt with prior to the start of the work however, none are envisaged on this project. |  |
| 14. | **Visit the site**  The Contractor must visit the site by arrangement with the CA in order to become thoroughly acquainted with the scope of the work and site conditions prior to submitting his tender.  No claim arising from lack of knowledge of site conditions or alleged insufficiency of information in the Specification shall be considered. |  |
| 15. | **Access to the site**  The Contractor shall take note that access to the site for inspection purposes is via Westmead Road.  The Farnborough Community Centre Car Park can be utilized by the successful contractor.  Any road closures or large vehicles blocking the road should be organized in advance with neighbours and the Employer. |  |
| 16. | **Variations**  In accordance with Clauses of the Conditions no variation shall invalidate the contract nor will any claim for loss of Establishment Overheads or Profit due to the reduction or omission of any works specified in the Schedule herein be allowed. |  |
| 17. | **Dayworks**  No work shall be carried out as Daywork without the prior permission of the CA. Any Dayworks shall be submitted to the CA at the end of each week for approval. |  |
| 18. | **Instructions**  No instructions shall be issued other than through the CA, unless of a minor nature and that do not cause cost or delay to the Contract. Any such instruction should be confirmed to the CA in a CVI. Instructions by the CA may be by way of AI or by way of verbal instruction, in which case the Contractor should submit to the CA any CVI’s at the end of each week along with any Dayworks sheets, for approval. |  |
| 19. | **Interim payments**  The issue of Interim Certificates shall be as Section 4 of the Conditions at four weekly intervals. The Employer shall honour Certificates within a period of fourteen days from receipt of Certificate.  Within three months from the date of Practical Completion the Contractor shall supply all documentation reasonably required for the computation of the amount to be finally certified by the CA. Within twenty-eight days of receipt of such information the CA shall issue a Final Certificate for Payment provided that a Certificate of Making Good Defects at the expiration of the defects liability period has been issued. |  |
| 20. | **Insurance cover for injury to or death of persons and injury or damage to property**    Injury to or death of persons: the amount of the Contractor's insurance cover shall be not less than £10,000,000.  Injury or damage to property: the amount of the Contractor's insurance cover shall be not less than £5,000,000.  The Employer shall maintain or extend an existing insurance policy in respect of the existing and new works as a Joint Names ‘all risks’ policy. |  |
| 21. | **Check all dimensions**  Any dimensions indicated on Drawings or Schedules are intended only as a guide to pricing and the contractor shall be held responsible for checking all dimensions on site and ensuring that components are the correct size and within the tolerances specified. |  |
| 22. | **Conditions and restrictions on working methods**  No restrictions are placed on working hours apart from the requirement not to cause unreasonable disturbance and nuisance to local residents.  Restrictions relating to dust and noise are referred to later in this section.  The safety of the public must be ensured at all times.  The Contractor shall provide all necessary protection for any hazards unavoidably presented by the works and shall take all necessary precautions to prevent debris or other materials falling from roofs and upper levels.  The Contractor shall be held responsible for any damage or loss whatsoever caused by the works. |  |
| 23. | **Water and electricity and drainage**  The Contractor should allow to provide their own electricity and water as the services are currently in the process of being disconnected. Power remains connected to the rear substation with no access being available to the contractor whatsoever. Full protection of the substation must be provided and maintained for the duration of the works and to be agreed in advance with the CA and SSE. Site access is to be given to for SSE staff should repairs to the substation be required. All drainage is to be capped following demolition as required in the building control notice. |  |
| 24. | **Telephone / Internet**  The Contractor shall allow for making his own arrangements for telephone and internet communication. |  |
| 25. | **Incoming & Outgoing Supplies**  The locations of Incoming Supplies are not known. |  |
| 26. | **Works by Statutory Undertakers or Utilities**  The disconnection for the electricity and gas to the site is currently being arranged. |  |
| 27. | **Temporary accommodation and storage of materials**  The contractor shall make his own arrangements at his own expense for the storage of all materials and plant and is to clear away same on completion.  The security of any materials and plant stored will be entirely at the Contractor's risk.  Any storage on site is to be in areas designated at commencement of work and amended as required throughout the contract in order to maintain a safe and tidy site and minimise the risk of accidents. Storage on pavements, grass verges and roadways will not be permitted, unless by agreement with the CA. |  |
| 28. | **Toilet, welfare & other accommodation**  Toilet accommodation and cold running water are not available for welfare accommodation.  Provide Port-a-loo as required. There will be no live Water Authority connections on site.  A staff room is required to meet health & safety commitments and the welfare of people on-site and is to be supplied by the contractor who is to ensure that these facilities are maintained in a clean and sanitary condition throughout the Contract. |  |
| 29. | **Plant and Protection for the Works**  The Contractor shall provide all necessary plant, hoardings, barriers, equipment, tools, etc for the efficient execution of the works, all to conform to the current statutory requirements and shall clear away on completion.  The site is secured with existing hoardings which can be utilised and amended as required but must be reinstated to existing position on completion of works. Any amendments must be approved by the CA. |  |
| 30. | **Nameboards**  Maintain an appropriate name board as required for Health & Safety. |  |
| 31. | **Scaffold**  Maintain adequate and safe temporary works, as required, including for high level access and temporary support works which should be designed, detailed and installed in accordance with BS EN 12811-1 and must be designed by a competent person taking account of the requirements of NASC TG20 and BS5975. |  |
| 32. | **Protection of the works**  The Contractor shall take all necessary precautions to protect the works, public services and installations during the course of the Contract and will be held solely responsible for any damage resulting from lack or inadequacy of such protection. |  |
| 33. | **Tree protection**  There are no TPO’s on this site and any reduction to the tress, is to be agreed with the CA beforehand. |  |
| 34. | **Protection to Employer’s Property**  N/A. |  |
| 35. | **Temporary works, enabling & site area**  The site area is to be agreed with the Employer prior to the works beginning, along with any temporary and enabling works, which may or may not be shown or scheduled in a drawing or other document.  It shall be assumed that the Contractor and Employer will liaise directly on any special arrangements that are needed. Any agreement shall be instructed through the CA, with additional costs or delay (if any) agreed prior to work being undertaken. |  |
| 36. | **Foreman on site**  The Contractor shall maintain a competent person on site at all times to receive any instructions given by the CA. |  |
| 37. | **Fire prevention and means of escape**  The Contractor shall maintain the exits free of obstruction and available for use at all times and shall provide appropriate fire extinguishers in positions to be agreed. All emergency exit routes shall be clearly signed and lit.  Arrangements, particularly in respect of hot work shall generally comply with the code of practice “Fire Prevention on Construction Sites” published by The Building Employers Federation where applicable. |  |
| 38. | **Dust and noise**  All noise and dust disturbance necessarily caused by the works shall be kept to a minimum. The use of music playing equipment will not be permitted.  The Contractor is to ensure that all operators of and other workmen within the vicinity of dust and noise creating equipment all wear appropriate personal protective equipment and that spraying is used to reduce dust levels when required. |  |
| 39. | **Fires**  Burning of rubbish or any other fires on site will not be permitted. |  |
| 40. | **Neighbouring Property, Roads & Footpaths**  Keep all roads, footpaths and neighbouring property protected, clean and tidy at all times, clearing away any debris or spoil and leave in a safe condition when not attended. |  |
| 41. | **Clear away**  The Contractor shall clear away all rubbish arising from the works as it accumulates, in order to reduce personal accident and fire risks and finally on completion of the works, leaving the site clean and tidy with a flat surface. |  |
| 42. | **Health, Safety & Pre-tender Plan**  The Contractor shall be solely responsible for compliance with the requirements of the Health and Safety at Work Act 1974.  It is considered that the project will fall under the requirements of the Construction (Design and Management) Regulations 2015.  The client will appoint the Contractor as principal contractor under CDM2015 to fulfill Regulations on their behalf.  All work is to be carried out in accordance with current CDM Regulations.  The designers have mitigated the design risks as far as possible and this is identified under the attached CDM H&S information.  The contractor must provide a H&S File. |  |
| 43. | **Hazards & Risk Assessment**  See separately attached assessment |  |
| 44. | **Tenders**  It is obligatory for the Contractor to price each item in the Schedule of Works as far as is practicable and the unit rates shall be inclusive of all charges for compliance with the Agreement Conditions and Preliminaries and all charges for Establishment Overheads and Profit. Failure to comply with this Clause may invalidate the tender.  The tender shall be on a firm price basis and shall remain open for acceptance for a period of 12 weeks from the stated return date. In this tender, the Contractor should define his costs for day-works, overheads, profit and preliminaries, such as scaffolding, plant, fencing, hard-standing, site attendance, site foreman, accommodation, insurance and other preliminary costs. The Employer shall not be bound to accept the lowest or any tender. |  |
| 45. | **Programme of works**  The Contractor shall prepare a detailed programme of works and submit it to the CA within 7 days of the date of appointment. An estimated programme should be submitted as part of the tender return. |  |
| 46. | **Electronic documents**  Rushmoor Borough Council asks that all letters, correspondence, drawings and other reports are issued by email. |  |
| 47. | **Operating and maintenance information**  Upon completion of the work the client is to be provided with a list of residual hazards and photographs of any unexpected finds or hidden services, for future reference. |  |
| 48. | **Subcontractors & Collateral Warranties**  All Subcontractors will be Domestic to the Contractor. |  |
| 49. | **Provisional Sums Summary**  N/A |  |
| 50 | **Contingency**  There will be no contingency. |  |
| 51. | **VAT**  The VAT For this work will be at the standard rate of 20%. |  |

**Schedule of Work**

**TENDER ISSUE April 2020**

Contractor:

**Demolition at Elles Hall, Meudon Avenue, Farnborough**

Client: Rushmoor Borough Council

Contract Administrator: Graham King, Rushmoor Borough Council

Telephone: 01252 398 415

Email: [graham.king@rushmoor.gov.uk](mailto:graham.king@rushmoor.gov.uk)

Project scope:

The project involves costing the comprehensive demolition of Elles Hall and retention/protection of the remaining adjoined electrical substation to the rear.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | | Description of works | | |
| General Notes  Refer to the Cooper and Withycombe Demolition Report  A site visit must be made prior to formalisation of your tender. The contractor must provide a safe inspection RAMS for this visit. The contractor should notify any abnormal costs arising from this inspection.  The work items in this document are not intended to be the order the works are to be carried out. | | | | |
|  | | Items for information, or clarification / action | **Responsibility** | |
| 1 | | Planning permission will be dealt with internally by Rushmoor Borough Council. | Rushmoor Borough Council | |
| 2 | | Section 80 Buildings Regulations Notification to be submitted by Rushmoor Borough Council. | Rushmoor Borough Council | |
| 3 | | Rushmoor Borough Council assumes the role of ‘Principal Designer’ in terms of the 2015 CDM Regulations unless otherwise notified by client. | Rushmoor Borough Council | |
| 4 | | The route of the services around the property is currently unknown and the contractor must proceed with care. Rushmoor Borough Council are currently arranging disconnection of the gas and electricity supplies. IT should be confirmed that this works has been undertaken prior to starting on site. | Rushmoor Borough Council | |
| 5 | | All work to be carried out in line with the demolition plan as provided by Cooper & Withycombe which is to be further developed by the contractor. | Contractor | |
| 6 | | The 4 Rail Services Limited Demolition Asbestos Survey dated October 2019 is attached. All and any asbestos identified is to be removed as part of the contract by the contractor | Contractor | |
| 7 | | Rodent control measures are to be put in place by the contractor for the duration of the work. | Contractor | |
| 8 | | Contractor to provide a programme / schedule prior to works commencing. | Contractor | |
|  | | | comment | cost |
|  | |  |  |  |
|  | | General Notes |  |  |
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|  | Please allow in pricing for all waste disposal, skip hire and all licences, including for the obtaining of any Waste Acceptance Certificate. | |  |  |
|  |  | |  |  |
|  | The contractor shall prepare all necessary licenses and documentation relating to the removal and transfer of materials from site. | |  |  |
|  |  | |  |  |
|  | Elements identified in the demolition survey and those that could potentially have asbestos containing materials should be assessed and tested prior to disturbance. Any asbestos found to exist should be removed in a manner relevant to the type and by a specialist where necessary. | |  |  |
|  |  | |  |  |
|  | Materials arising from demolition generally to be salvaged and removed from site for recycling (Unless otherwise stated), removed from site for licensed disposal or crushed on site with due regard to dust control. Only remove from site to send to landfill as a LAST resort. | |  |  |
|  |  | |  |  |
|  | Crushed materials to be used for hard-core should be in accordance with Highways Agency / NHBC standards. Also that the content will not contain expansive (or compressive material) and will not contain acid waste, materials that contain sulphates, organic materials or materials that may damage surrounding materials. | |  |  |
|  |  | |  |  |
|  | **SITE SET UP** | |  |  |
|  |  | |  |  |
|  | In addition to the Contractors own operational requirements the following specific set up requirements are noted: | |  |  |
|  |  | |  |  |
|  | The site area has already been hoarded and CA accepts that this may need altering throughout the works. The contractor is to ensure that all relevant site health and safety notices are in place before any work on site. Works are only to be undertaken within the designated area within the site boundary (existing hoarding) | |  |  |
|  | The work area, contractor parking and storage of plant and materials are to be agreed with the client prior to construction works commencing. | |  |  |
|  |  | |  |  |
|  | The contractor is to ensure that all services disconnections are complete prior to starting work. | |  |  |
|  |  | |  |  |
|  | All work is to be undertaken in accordance with CDM2015 and other relevant health and safety guidelines. | |  |  |

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| --- | --- | --- | --- |
|  | Demolition Option: |  | Cost |
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| **A** | Comprehensive demolition of Elles Hall Farnborough, in accordance with all documentation and legislation as set out in this document pack and as agreed with the CA    Prepare Health & safety Folder, Risk & Method Statements and undertake necessary design for the complete project which is to include encapsulating and protecting the electrical substation to the rear of the property and to liaise with SSE as directed by CA. Therefore, ensuring no damage to the supply and equipment. |  |  |
|  |  |  |  |
|  | Provide Heras fencing to the LHS of the existing hoarding to restrict public access near to the site where the distance from the building to the hoarding is reduced, resulting in risk from falling debris. To provide heavy duty scaffold protection to the substation therefore removing any chance of damage throughout the works. |  |  |
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|  |  | Option A |  |
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|  | **PRICING DOCUMENT SUMMARY** |  |  |
|  |  |  |  |
| **1** | PRELIMINARIES, OVERHEADS AND FEES FOR OPTION A |  |  |
| **2** | COST FOR OPTION A WORKS |  |  |
|  |  |  |  |
|  | **TOTAL FOR OPTION A – TAKE FORWARD TO FORM OF TENDER** |  |  |

**CDM 2015: Pre-Construction Health and Safety Plan**

### PRE-CONSTRUCTION HEALTH AND SAFETY INFORMATION

**Introduction to The Health & Safety Information**

This Pre-Construction Health and Safety Information has been prepared in accordance with the Construction (Design & Management) Regulations 2015.

The contractor for this contract will be appointed as the Principal Contractor as defined in the CDM Regulations.

The contractor must be able to satisfy the client that they have adequate resources and are in all respects competent to execute the duties of the Principal Contractor as required by The CDM Regulations.

Co-operation is an essential part of the Regulations. It is important that all persons concerned with the project co-operate with any other person concerned to enable that person to perform any duty or function under the Regulations.

1. **PROJECT DETAILS**

**1.1** **Client**

Rushmoor Borough Council  
 Council Offices  
 Farnborough Road  
 Farnborough  
 GU14 7JU  
 Telephone: 01252 398 415  
 Contact: Mr G King  
 Email: [graham.king@rushmoor.gov.uk](mailto:graham.king@rushmoor.gov.uk)

**1,2** **Principal Designer**

Rushmoor Borough Council  
 Council Offices  
 Farnborough Road  
 Farnborough  
 GU14 7JU  
 Telephone: 01252 398 415  
 Contact: Mr G King  
 Email: [graham.king@rushmoor.gov.uk](mailto:graham.king@rushmoor.gov.uk)

**1.3** **Structural Engineer**

Cooper & Withycombe Consulting Engineers  
3rd floor, Norwich House, 14-15 North Street  
Guildford, Surrey, GU1 4AF  
Louise Piper  
01483 457373

louise@cv-consult.co.uk

**1.4** **Description of the Works**

It is proposed to fully demolish the existing building (excluding the substation) on site and remove all arisings.

**1.5** **Programme of Works**

* CDM Planning Period – 2 weeks
* Construction Period – anticipated to be 8 weeks excluding mobilization
* Commencement of works – June/July 2020.

**1.6** **Project Procurement**

NEC3 Engineering and Construction Contract

**1.7** **Other Contacts**

Health and Safety Executive

London Executive

Rose Court

2 Southwark Bridge

London, SE1 9HS

2.0 **THE EXISTING ENVIRONMENT**

2.1 **The Site and Adjacent Land Use**

2,1,1 Elles Hall is set in the Civic Quarter, in Farnborough Town Centre, near to office, leisure and civic properties.

2..1.2 The area considered for demolition is the entire Elles Hall premises except for a substation contained within the site boundary.

2.1.3 Farnborough Community Centre Car Park is under the control of Rushmoor Borough Council and can be used by the contractor.

2.2 **Access**

There is pedestrian access via the main entrance through the hoarding.

The nearest vehicular access is Farnborough Community Centre Car Park.

2.3 **Working Space**

The contractor will have the opportunity for a compound within the secure hoarded area or to the front car parking zone, to be agreed with CA.

2.4 **Existing Buildings**

The detail of the different building elements and their construction is set out in the appendix Cooper & Witheycombe Demolition Survey report.

2.5 **Existing Services**

The following services are likely to be present in the vicinity of the works:

• Electricity. Rushmoor Borough Council are currently arranging disconnection of the supply.

• Gas. Rushmoor Borough Council are currently arranging disconnection of the supply.

• Foul and storm water drainage

• Telecoms

3.0 **AVAILABLE INFORMATION**

3.1 **Existing Drawings**

Are provided within the (C&W) report appendix

3.2 **Building Structure**

(C&W) report appendix

3.3 **Geotechnical and Environmental Information**

There is no geotechnical information available for this site.

3.4 **Mechanical & Electrical Services**

There are no electrical and mechanical drawings available for this property.

3.5 **Asbestos**

4 Rail Services Ltd have carried out a demolition asbestos survey, reference R664776 dated October 2019. This document is attached. The contractor is to provide a quotation for the safe removal of all identified asbestos as part of their tender submission.

It is essential that all site operatives are aware of the content of the Asbestos Survey and have been adequately trained in working with Asbestos, as it is likely the above ground asbestos will be disturbed during the work.

If unidentified, suspected asbestos containing material is encountered the contractor should stop work immediately and contact Rushmoor Borough Council for guidance.

3.6 **Project Drawings**

(C&W) report appendix

4.0 **DESIGN INFORMATION**

4.1 **Hazard identification and Risk Assessment**

Risk assessments for hazards identified, where reasonably practicable, in the development of the project to quotation stage have been reviewed by the Contract Administrator. Any particular risks for this project have been highlighted in the (C&W) report appendix.

The contractor should address any residual hazards arising from their own risk assessments or identified in their development of the working procedures and method statements, together with any other identified hazards likely to be encountered in the course of executing the works and their future maintenance.

4.2 **Significant Health & Safety Hazards**

The Principal Contractor should note the following particular hazards relating to the contract works which include but are not necessarily limited to:

*Condition of the Structure*

*Weather*

*Existing Services*

The presence of existing services within the buildings should be established

prior to demolition. These will need to be isolated or disconnected prior to

demolition. If this is not possible pipes and cables must be clearly labelled to

make sure they are not disturbed.

*Asbestos*

The asbestos demolition survey is appendix and the building is known to contain ACM which are to be removed as part of this demolition process. The removal and disposal necessary may only be undertaken

by a licensed asbestos contractor to agreed method statements and programmes. All waste

should be dealt with appropriately and, if necessary, disposed of to suitably licensed tips.

*Other Hazardous Materials*

These include dust and respirable crystalline silica. There may also be material

or contamination on site that has not been cleared, for example:

• Paints

• Flammable liquid

• Microbiological hazards

*Noise and Vibration*

Frequent exposure to loud noise can permanently damage a person’s hearing. Noise can also create a safety risk if it makes it difficult for workers to communicate effectively or stops them haring warning signals.

Vibrating hand tools used in demolition can cause hand – arm vibration syndrome. Workers exposure to vibration must be managed and reduced as far as possible.

*Fire*

Fire is a risk where hot works is being carried out. During structural alteration the fire plan must be kept up to date as the escape routes and fire points may alter. There must be an effective way to raise the alarm.

*Existing Building & Site*

The unsafe condition and nature of the existing building should be considered in

planning the works and other site operations. Particular issues identified during

the design include but are not exclusive to:

• Retail, office and residential property in the vicinity, within the town centre will remain in operation.

• Ensuring that the site is safely secured.

*Traffic Management*

Ensure effective traffic management to avoid putting workers at risk of being hit

by vehicles turning or reversing. Where possible, vision aids and zero tail swing

machines should be used.

*Falls from Height*

During demolition and dismantling, workers can be injured falling from edges, through openings, fragile surfaces and partially demolished floors. The contractor is to assess and provide a method statement to control the risks of falls from height.

*Injury from Falling Materials*

Workers and passers by can be injured by the premature and uncontrolled collapse of structures and by flying debris. The contractor will need to provide a safe system of work to mitigate the risks. This may include:

* Establishing exclusion zones and hard hat areas, clearly marked and with barriers or hoardings if necessary.
* Covered walkways
* Using high-reach machines.
* Reinforcing machine cabs so that drivers are not injured.
* Training and supervising site workers

4.3**Method Statements**

The Method Statements shall include, but not be exclusive to, the following details / information: -

* Protection to access routes together with signage details.
* Proposed demolition sequence and procedures.
* Managing the asbestos on site.
* Equipment to be used
* Preparation.
* Materials handling.
* Temporary Works.
* Dust and debris removal.
* Lifting of plant and materials
* Scaffold erection and dismantling.
* Site and working space security.
* Safety procedures.
* Procedures for working at heights.
* Monitoring procedures.
* Prevention of nuisance to adjacent buildings.
* Details of site access and storage.
* Fire control.
* Fire access and egress routes
* Emergency liaison procedures.

Reference should also be made to the items listed in the Project Preliminaries.

The Principal Contractor shall ensure that suitable Method Statements are produced well in advance of the commencement of any activity that presents a significant health and safety risk. These must be incorporated in and co- ordinated with the Construction Stage Health and Safety Plan.

5.0 **HAZARDOUS CONSTRUCTION MATERIALS**

5.1 Underno circumstances will any materials which could be harmful to the end user or hazardous to the works be allowed to be used. The Principal Contractor will not permit their use during the project. All construction materials will be used for the purpose for which they were intended and in accordance with the manufacturer’s recommendations and guidance.

5.2 Contractors shall comply with manufacturer’s Health & Safety data sheets and the Control of Substances Hazardous to Health Regulations 1988 (COSHH) regarding the transport, storage and use of substances and materials injurious to health.

The materials to be used in the works shall be identified by the contractor and appropriate Risk Assessments for their use be undertaken in accordance with the COSHH Regulations.

A list of the materials used should be collated together with reference to COSHH assessments. This information should also be included in the Health & Safety File.

5.3 **Substances Generally Known to be Deleterious at Time of Use**

Substances generally known to be deleterious at time of use, including substances referred to as being hazardous to health and safety in the current edition of “Hazardous Building Materials” - A Guide to the Selection of Alternatives edited by S R Curwell and S G March are included, as well as substances listed in the H.S.E. EH40 annual publication.

* 1. **Asbestos**: Asbestos or asbestos products as defined in the Asbestos Regulations 1969 or any statutory modification or re-enactment thereof.

* 1. **Lead**: Lead where metal or its corrosion products may be directly ingested, inhaled or absorbed.
  2. **Urea Formaldehyde**: Urea formaldehyde foam or materials which may release formaldehyde quantities which may be hazardous or an irritant. Reference will be made to the limits set from time to time by the Health & Safety Executive.

* 1. **Materials which are Generally of Mineral Fibres**: Materials which are generally of mineral fibres, either man-made or naturally occurring, which have a diameter of 3 microns or less and a length of 2 microns or less which contain any fibres not sealed, encapsulated, or otherwise established to ensure that fibre migration is prevented.

5.4 **Specified Materials**

The Principal Contractor is to be cognisant of the hazards associated with all materials that are used on the construction site that may be come across as the result of the demolition.

6.0 **SITE WIDE ELEMENTS**

6.1 **Areas Available to the Contractor**

The contractor shall use Farnborough Community Centre Car Park for the contractor’s work area and contractor’s site access.

6.2 **Welfare Facilities**

The Principal Contractor should provide adequate facilities including appropriate sanitary and washing facilities for site operatives and visitors. These should, as a minimum, comply with the Health and Safety at Work Act: Construction (Health, Safety and Welfare) Regulations 1996 and the ‘Code of Welfare Conditions for the Building Industry’.

7.0 **OVERLAP WITH CLIENT’S UNDERTAKING**

7.1 **General**

Refer to the Project Preliminaries for details.

7.2 **Working Hours**

Normal working hours will be 7:30am to 5:30pm Monday to Friday and 8.30am to 1pm on Saturday. Work outside these hours shall only be permitted with the written consent of the Employer and shall comply with local authority instructions.

7.3 **Noise Abatement**

The Principal Contractor shall ensure that sufficient and adequate measures are taken to control noise levels produced by the construction operation to prevent nuisance and comply with the requirements of the Local Authority and BS5228 “Code of Practice for Noise Control on Construction and Demolition Sites”.

All compressors and pneumatic percussive tools to be used on the site shall be fitted with silencers of a type recommended by the manufacturers.

7.4 **Interruption of Existing Services**

The Principal Contractor shall not interfere with or divert any existing services either on site or to adjacent buildings without the agreement of the Contract Administrator or employer. Any temporary disconnection associated with the works shall be done at a time agreed with the employer and Contract Administrator.

8.0 **SITE RULES**

8.1 **General**

The contractor should especially note the following rules:

8.2 **Smoking**

Smoking on site is prohibited.

8.3 **Radios**

The use of music playing devices on site is not permitted.

8.4 **Noise**

Comply with Project Preliminaries

8.5 **Flammable Materials**

The filling of fuel containers or transfer of flammable liquids within poorly contained or ventilated areas of the building is prohibited.

8.6 **Additional Rules**

The Principal Contractor shall provide rules including but not exclusive to the following:-

training; induction; equipment; personal protective equipment; permits to work; accident reporting; working at heights; moving equipment on or off site.

9.0 **PROJECT LIASON PROVISIONS**

9.1 **Contacts**

Prior to the commencement of the work, the Principal Contractor shall provide the Contract Administrator with a list of names, addresses and telephone numbers of key contact personnel, including the Director who would be responsible for and capable of organising remedial action in the event of an emergency on site outside normal working hours.

9.2 **Construction Phase Health & Safety Plan**

Prior to commencement of the works, the Principal Contractor shall develop a Construction Phase Health & Safety Plan, indicating his proposals for addressing the hazards. The Principal Contractor shall incorporate hazards arising during construction from unforeseen circumstances into the Health & Safety Plan. During the construction, liaison must be maintained by the Principal Contractor with the Contract Administrator.

9.3 **Site Meetings**

A Health & Safety item shall be included on the Agenda for each site meeting. A copy of the minutes shall be provided to the Principal Contractor and Contract Administrator. This item shall report but not be exclusive to:

* Accidents
* Incidents
* Any hazardous materials found
* Protection of public

10.0 **HEALTH AND SAFETY FILE**

10.1 The Principal Contractor is responsible for the collection and collation of construction information for inclusion in the project Health & Safety File. The information to be provided shall include but is not exclusive to:

* A brief description of the work carried out;
* any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
* key structural principles for retained areas (eg bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
* hazardous materials identified (eg lead paints and special coatings);
* the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;

Further details of the requirements are described in the Project Preliminaries.

10.2 An electronic copy of the Health & Safety File, maintained and updated by the Principal Contractor, shall be provided to the Employer as soon as practical upon completion of the works.

10.3 Relevant copies of the site photographs shall also be sent to the Employer.

**Appendix A: Pre-qualification H & S Questionnaire**

**Demolition at ELLES HALL, MEUDON AVENUE, FARNBOROUGH, HAMPSHIRE, GU14 7LE**

**PRE-QUALIFICATION QUESTIONNAIRE FOR PRINCIPAL CONTRACTORS**

**From:**

**Rushmoor Borough Council Tel:** 01252 398 399

Address:

Elles Hall, Meudon Avenue, Farnborough, Hampshire, GU14 7LE

TO BE COMPLETED BY QUOTATING CONTRACTOR

To: Tel:

Email:

Address:

Reference:

Completed by: Position: Date: Signature:

## Please answer the following questions and supply relevant information as requested, providing supporting details and documentation separately.

1 Provide examples of work carried out previously, which is comparable in size and nature to this project. Examples enclosed.

Yes ........... No .........

1. If more than five people are employed, provide a copy of your organization's safety policy, as required by s.2(3) of the Health and Safety at Work Act etc. Copy of policy supplied:

Yes .......... No ........

1. Provide details of your organisation's health and safety management procedures. How will these be used to ensure efficient management of health and safety during the construction phase of this project? Details enclosed:

Yes ........ No .......

1. Supply examples of construction risk assessments prepared in accordance with the Management of Health and Safety at Work Regulations. Examples enclosed:

Yes .......... No ........

1. Who in your organisation has day-to-day responsibility for the management of health and safety?

**Name: Position: Tel:**

**Address: Email:**

1. Provide details of the experience and qualifications of the person named at 5 above. Curriculum Vitae enclosed:

Yes .......... No ..........

1. Who will be responsible for site health and safety on this project?:

**Name: Position: Tel:**

**Address: Email:**

1. Provide details of the experience and qualifications of the person named at 7 above. Curriculum Vitae enclosed:

Yes .......... No ..........

1. How many professional staff do you employ in your head office? .............................
2. Provide details of experience, qualifications, membership of professional bodies, etc and arrangements for continuing professional development of key staff who would be employed on the project. Curriculum Vitae enclosed:

Yes .......... No ..........

Arrangements for continuing professional development enclosed:

Yes .......... No ..........

1. Have any formal notices been issued or legal proceedings been taken against your organization by the Health and Safety Executive in the last 3 years?

Yes .......... No ..........

If yes, please provide details separately

1. Provide details of any accidents/incidents reported by, or on behalf of, your organization to the Health and Safety Executive during the last 3 years (as required by the Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1985 (S1 1985/2023). Details enclosed:

Yes .......... No .........

1. Provide an example of a health and safety plan which you have previously prepared at construction stage. If you do not have one available, outline the methods you would adopt to format a reply to the pre-tender health and safety plan prepared by the Planning Supervisor. Details enclosed:

Yes ......... No .......

1. How do you intend to manage, monitor and control health and safety during the construction phase of the project? Details enclosed:

Yes .......... No ..........

1. Provide details of the safety training which you would provide to your employees and to others to ensure their competence whilst they are employed on this project. Details enclosed.

Yes .......... No ..........

1. What measures would you adopt to ensure the competence of the contractors to whom you propose to award work on this project? Details enclosed:

Yes ........ No ..........

1. What resources (including staff, equipment and technical facilities), as required by the Construction (Design and Management) Regulations 2007, does your organisation intend to allocate to this project? details enclosed:

Yes ........ No ..........

**HEALTH & SAFETY**

**CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS TENDER DECLARATION**

I declare that:

1. I have read the Health & Safety information for this Project and fully understand the Health and Safety matters set out in it in relation to this Project.
2. I have taken full account of these Health and Safety matters in the preparation and pricing of my Tender.
3. I have the experience and resources necessary to discharge the duties of the Principal Contractor for this Project as defined in the CDM Regulations.

Signed

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

for ..................................................................................................................

Address............................................................................................................

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

……………………………………………Date………………......…………

**Specification**

C10 **DEMOLISHING STRUCTURES**

To be read with Preliminaries / General conditions and Scope of Work.

**GENERAL REQUIREMENTS**

110 SURVEY: Before starting work, examine all available information, carry out a survey of the structure(s), site and surrounding area, and prepare a survey report and method statement covering all relevant matters listed below and in the Health and Safety Executive Guidance Note GS29/1 paragraph 32:

* The form, condition and demolition methods of the structural element(s).
* The form, location and removal methods of any toxic or hazardous materials.
* The type and location of adjoining or surrounding premises and other structures which may be adversely affected by noise, vibration, dust or removal of structure.
* The identification and location of services above and below ground.

120 EXTENT OF DEMOLITION: Subject to the retention of features, facades, structures, retaining walls etc. specified elsewhere, demolish structure(s) down to levels shown on Project Drawing.

121 EXTENT OF RETENTION:

**SERVICES AFFECTED BY DEMOLITION**

210 REGULATIONS: Any work carried out to or which affects new or existing services must be in accordance with the bylaws or regulations of the relevant statutory authority.

220 LOCATION OF SERVICES: Locate and mark the positions of services affected by the work.

230 DISCONNECTION OF SERVICES: Before starting demolition ensure arrangements have been made with the appropriate authorities for the disconnection of services and removal of fittings and equipment as required.

240 DISCONNECTION OF DRAINS: Locate and disconnect all disused drain connections. Seal within the site to approval.

250 DRAINS IN USE: Protect drains, manholes, gullies, vent pipes and fittings still in use and ensure that they are kept free of debris at all times. Make good any damage arising from demolition work and leave clean and in working order at completion.

270 SERVICES WHICH ARE TO REMAIN: Notify the service authority or owner of any damage. Make all arrangements for repair to the satisfaction of the CA and service authority or owner. Bear any costs arising.

DEMOLITION WORK

310 WORKMANSHIP GENERALLY:

* Demolish structure(s) in accordance with BS6187 and Health and Safety Executive Guidance Notes GS29/1, 3 and 4.
* Operatives must be appropriately skilled and experienced for the type of work and hold or be training to obtain relevant CITB Certificates of Competence.
* Site staff responsible for supervision and control of the work are to be experienced in the assessment of the risks involved and in the methods of demolition to be used.

320 GAS OR VAPOUR RISKS: Take adequate precautions to prevent fire or explosion caused by gas or vapour.

330 DUST: Reduce dust by periodically spraying demolition works with water. Protect shop and restaurant premises with adequate screening.

340 HEALTH HAZARDS: Take adequate precautions to protect site operatives and the general public from health hazards associated with dust arising during the course of the works.

360 STRUCTURE(S) TO BE RETAINED:

* Adequately protect parts of existing structure(s) which are to be kept in place.
* Cut away and strip out the minimum necessary and with care to reduce the amount of making good to a minimum.
* Prevent debris from overloading any part of the structure which is not to be demolished.

370 PARTLY DEMOLISHED STRUCTURE(S):

* Leave partly demolished structure(s) in a stable condition, with adequate temporary support at each stage to prevent risk of uncontrolled collapse.
* Prevent debris from overloading scaffolding platforms.
* Prevent access of unauthorised persons to partly demolished structure(s). Leave safe outside working hours.

380 DANGEROUS OPENINGS: Illuminate and protect as necessary.

391 ASBESTOS BASED MATERIALS: Report immediately to the client any suspected asbestos based materials discovered during demolition work. Avoid disturbing such materials. Agree with the client methods for safe removal.

410 UNKNOWN HAZARDS: Inform the client of any unrecorded voids, tanks, chemicals, etc discovered during demolition work. Agree with the client, methods for safe removal, filling, etc.

440 COMPLETION: Clear away all debris and leave the site in a tidy condition on completion.

MATERIALS ARISING

510 OWNERSHIP: Components and materials arising from the demolition work are to become the property of the Contractor except where otherwise provided. Remove from site as work proceeds.

**Evaluation Process and Quality Questions**

1. **EVALUATION PROCESS**

1.1 The evaluation will be conducted in the following stages:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Description** | **How it is assessed** | **Scoring method** |
| **First** | Confirmation that all required documents have been completed.  Initial check. | An initial check is to ensure all the documentation has been submitted and that the Tender is not qualified. | PASS / FAIL |
| **Second** | Quality questionnaire | As per section 2 | **40** |
| **Third** | Price schedule | As per section 3 | **60** |

1.2 First Stage

1.2.1 Initial Check

An initial check will be made to check that all of the required documentation has been submitted and that the tender has not been qualified. Tenders submitted in an incomplete format may be rejected. Only unqualified tenders will be considered. The Council’s decision as to whether or not a tender is in an acceptable form will be final.

1.2.2 Acceptance for the Second Stage

All tenderers who meet the minimum requirements and have submitted a complete tenderer

Accepted tenders will be evaluated in terms of both price and quality to identify the most economically advantageous tender.

1.3 Second Stage – Quality Evaluation

1.3.1 Tenderers are required to submit project specific responses, which detail how tenderers will meet each of the specified criteria, as described in section 2 – Quality Requirements.

1.3.2 Drawing upon, and with reference to, similar or equivalent projects you have, or are currently undertaking, tenderers are required to provide responses, which demonstrate how they will deliver the project.

1.3.3 Where tenderers are submitting supporting information in their method statements, the filenames must include the criterion number. Additional supporting files must be listed on the document checklist, Form A.

1.3.4 Responses should be submitted as doc, .jpeg or .pdf files.

1.3.5 The criteria have been grouped into the following areas:

* Previous Experience
* Outline Method Statement
* Programme
* Health and Safety

1.3.6 The evaluation panel will appreciate responses which are clear, concise, relevant and do not contain standard documents that have no contractual value.

1.3.7 The Council reserves the right to hold post tender interviews with tenderers for clarification purposes. However, all negotiations with Tenderers on fundamental aspects of the contract, variations which are likely to distort competition, and in particular on prices, are ruled out. In essence, tender submissions must be contractually certain and capable of acceptance by the Council.

1.4 Third Stage – Price Evaluation

1.4.1 Tenderers are required to state the tender sum required to deliver works & services, for both options, as described in the tender document.

1.4.2 Tenderers should ensure that they include all costs that are required to deliver this contract.

1.5 Fourth Stage

1.5.1 Following the Quality and Price evaluations, the scores will be added together and the tenderer with the highest combined score will be the preferred bidder.

1.5.2 The Council will then contact the Preferred Bidder to seek documentary evidence to confirm that the information provided is correct. Any bidder found not to meet the minimum criteria at this stage will be rejected.

1.5.3 If the Preferred Bidder is rejected, the tenderer with the next highest score will become the preferred bidder. The new preferred bidder will then be subject to the verification process, as per 1.5.2.

1.5.4 This process, 1.5.2 to 1.5.3, will continue until the highest scoring compliant bidder is identified.

1.5.5 Once the Council have their contract award decision, all bidders both successful and unsuccessful, will be notified in writing, of the outcome.

2. **QUALITY REQUIREMENTS**

2.1 Tenderers are required to submit responses to the following questions:

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Further Information** |
| **1** | **Previous Experience** | Provide information about previous work you have undertaken on unsafe  structures in a confined area. |
| **2** | **Outline Method Statement** | Provide an Outline Method Statement  setting out how you intend to carry out this work. |
| **3** | **Outline Programme** | Provide an outline programme setting  out the pre-construction and construction phase activities required, along with a realistic timescale for each action. |
| **4** | **Health and Safety** | Set out the Health and Safety measures you would put in place to keep your staff and nearby users of town centre properties safe during the demolition work, given the unsafe nature of the structure. |

3. **QUALITY EVALUATION METHEDOLOGY**

3.1 The quality evaluation will account for **40%** of the overall score.

3.2 Each of the criteria, as detailed in section 2, will be scored using the following marking scale:

|  |  |  |
| --- | --- | --- |
| **Score** | **Judgement** | **Interpretation** |
| 9 – 10 | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services. Full evidence is provided to support the response. |
| 7 – 8 | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services. Majority evidence provided to support the response. |
| 5 – 6 | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with some evidence to support the response. |
| 3 – 4 | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with little or no evidence to support the response. |
| 1 – 2 | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with little or no evidence to support the response. |
| 0 | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with little or no evidence to support the response. Or failure to submit a response. |

3.3 The sum of the scores for the three questions results in the total quality score out of **40**.

4. **PRICE REQUIREMENTS**

4.1 Fixed Price Tender

Contractors are to submit fixed price tenders for Option A. The Employer reserves the right to accept part only of any tender, subject to an appropriate adjustment to the preliminary and overhead costs included in the Tender. No adjustment to the Contract Sum will be made in respect of fluctuations.

4.2 Schedule of Works

The tenderer is required to check both the sequence of the items and page numbers in the copies of the Schedule supplied to him and notify Rushmoor Borough Council immediately if any are missing, duplicated or indistinct.

Where approximate quantities are indicated in the Schedule, these are contained for information only, and should be verified by the Contractor and should not be relied on as complying with any standard or method of measurement.

Each tenderer shall be deemed to have satisfied himself before submitting his tender as to the accuracy and sufficiency of the prices stated by him in his tender. Each tenderer shall be deemed to have obtained for himself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect his tender.

4.3 Pricing of Schedules

The Contractor shall not make alterations or qualifications of any kind to the text of this Schedule without the written authority of the Contract Administrator.

Every item in this Schedule is to be priced individually, including the Preliminaries. For all purposes in connection with this Contract, it will be considered that, unless otherwise indicated, the price against any individual item is only in respect of that specific item and all such items are inclusive of profit and overheads.

Costs relating to items in the Specification or Schedules, which are not priced will be deemed to have been included elsewhere in the tender.

5. **PRICE EVAULATION METHEDOLOGY**

5.1 The price element of the tender evaluation will be an assessment of the financial

submission contained in the Price Schedule.

5.2 The financial evaluation will account for **60%** of the overall score.

5.3 The bidder who submits the lowest overall sustainable price will receive the full

score of **60%**.

5.4 Other bids will be scored according to their relation to the lowest offer. To this

end, the following formula will be used:

Lowest Price Tendered

Tender Price

L x Price Weight = Price Score

( )

5.5 For example if the bidder being scored submits a price of £83,598.00 and the lowest bid is £72,859.90 then the calculation is as follows

£72,859.90 x 60 = 52.30

( )

£83,598.00

**Form of Tender**

**FORM OF TENDER**

**Demolition at**

**Elles Hall, Meudon Avenue, Farnborough**

To: Rushmoor Borough Council

Council Offices

Farnborough Road

Farnborough

GU14 7JU

Having examined the documents included in this tender document for the completion of the above-mentioned services, we offer to perform and complete the said services and comply with the terms of the said documents listed in the invitation to tender for the sum of:

(in words)…………………………………………………………………………………………

(figures) £ …………………………………….

We submit a tender for the described services under Conditions of Contract set out within the NEC3 Engineering and Construction Contract.

We understand that Rushmoor Borough Council are not bound to accept the lowest or any tender and that Rushmoor Borough Council will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

We confirm we:

* have undertaken our own investigations and research and satisfied ourselves in respect of all matters (whether actual or contingent) relating to our tender including the accuracy and completeness of any information that may have been provided (orally, in writing or otherwise) by or on behalf of Rushmoor Borough Council.
* Are of sound financial standing and have sufficient working capital, skilled staff, other equipment and resources available to comply with the obligations we will undertake under the contract.

Dated this …………………… day of ……………………….. 2020

Signature ..……………………………………………….

in capacity of …………………………………………………

(eg Director, Secretary etc)

Name ………………………………………………...

(in capitals)

Duly authorised to sign tenders for and on behalf of:

Company ………………………………………………...

Company number: …………………………………………..

Telephone ………………………………………………...

Address ……………………………………………………………………………………………

**Collusive Tendering Certificate**

**NON COLLUSIVE TENDER CERTIFICATE**

**Demolition at**

**Elles Hall, Meudon Avenue, Farnborough**

To: Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, GU14 7JU (“the Council”)

We certify that this is a bona fide Tender, intended to be competitive and that we have not (either personally or by anyone acting on my/our behalf):

1. Fixed the amount of my/our Tender (or the rate and prices tendered) by agreement with any person.

2. Communicated to anyone other than the Council the amount or approximate amount or terms of my/our proposed Tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the Tender).

3. Entered into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount or terms of any Tender to be submitted by him; nor have I/we caused or induced any person to enter into such an agreement or arrangement or to inform us of the amount or the approximate amount of any rival Firm.

4. Canvassed or solicited any Councillor, Officer or other employee of the Council in connection with the award of this or any other Council contract, Quotation or Tender.

5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council contract, Quotation or Tender.

We undertake not to do any of the things listed in 1-5 above.

Name: ………………………………………………………………………………….

Signature: ………………………………………………………………………………….

Job Title/Designation: …………………………………………………………………………

Company Name: …………………………………………………………………………

Date: ………………………………………………………………………………….