

Employers Requirements
For Repairs At
60 BLOOMSBURY STREET, LONDON WC12 3QT

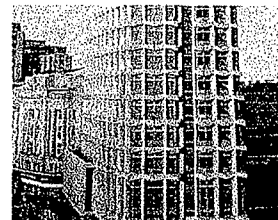
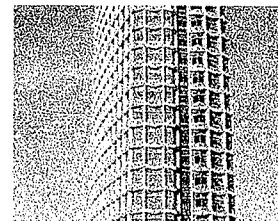
For
Shardell Ltd

Prepared by:

AJM Surveyors
450 Bath Road
Heathrow, London UB7 0EB
January 2015
AJM/3888/01/2015



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RICS



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1.0

PRELIMINARIES

£

1.1

Scope of Works

The works comprise the External Dilapidation Repairs at 60 Bloomsbury Street, London WC12 3QT

1.2

Visit Site

The Contractor is required to visit the site to fully ascertain the conditions under which the work is required to be carried out as no claims will be allowed on the grounds of ignorance of such conditions.

Access for inspection can be gained by contacting: Tony Martin - tony@ajmsurveyors.com. It would be helpful if all your sub-contractors could be co-ordinated to visit on the same date.

1.3

Employer and Consultants

The names of the employer and consultants are to be as follows:-

Employer

Shardell Limited
C/o AJM Surveyors, 450 Bath Road, Heathrow, London UB7 0EB

Employers Agent

AJM Surveyors
450 Bath Road
Heathrow
London
UB7 0EB
Attn: Mr Tony Martin

Planning Co-ordinator

To be appointed

1.4

Contract Documents

The contract documents shall comprise:-

This specification and the form of tender document.

1.5

Specification Generally

The Specification is to be priced and extended in black ink or ballpoint pen to facilitate copying.

No addition, deletion or alteration is to be made to this Specification without the written instruction of the Supervising Officer.

When requested the contractor should provide the Supervising Officer with a copy of the detailed estimate upon which the tender is based.

The various items of the Specification are to be individually priced and the total of each page carried on and brought forward to a collective total at the end. The cost of any time not individually priced will be deemed to have been incorporated elsewhere in the Specification.

The examination and correction of the priced Specification will be in accordance with the principles of "Code of Procedure for Single Stage Selective Tendering 1996. So far as that code may be reasonably applied to Specifications i.e. the tenderers will be advised of any errors and be given the opportunity to confirm or withdraw his tender.

1.6 **Acceptance of Tenders**

Tenders for this project will remain open for acceptance for a period of thirteen weeks from the date on which tenders are due.

1.7 **Form Type and Conditions of Contract**

The Conditions of Contract will be The JCT 11 Minor Works Building Contract. The Contractor whose tender is accepted will be required to enter into a formal contract executed under hand.

The completed Appendix to the contract is contained within this specification.

1.8 **Working Hours and Site Conditions**

Monday to Friday 09.00 to 17.00. No noisy works to take place outside these hours. The premises is vacant and the contractor will have full access.

1.9 **Out of Hours Working**

The hours of working are as instructed in Clause 1.8. No additional costs for out of hours working will be paid unless previously instructed by the Supervising Officer. The contractor should inform the Supervising Officer, at tender stage, if any specified works cannot be completed in the hours instructed.

1.10 **Protection & Waste Disposal**

The surrounding offices and warehouse premises will remain occupied through the duration of the works, therefore the contractor will be required to ensure that common roadways are kept clear at all times. There is adequate parking and hard standings on site.

The contractor is to indemnify the employer against any claim for loss or damage directly or indirectly arising from the ingress of water or whatever reason during the progress of the works bearing in mind the nature of the tenancies and the equipment installed within.

The contractor shall provide and use all such tarpaulins, dust sheets, catch sheets, fans, covered screens, hoardings, fences and other plant and materials as necessary, or which in the opinion of the Supervising Officer should be necessary for the protection of the occupants of the adjacent premises.

The contractor shall at all time preserve safe access for the occupants and the public, keeping all means of escape free of obstructions and protected.

1.11 **Security**

All tradesmen are to be easily identifiable by either wearing corporate clothing or name badges and signing-in on a daily register with the ground level receptionist.

1.12 **Programming of Works**

Before the commencements of the works, the contractor shall prepare and submit to the Supervising Officer a detailed programme for the execution of the works within the time period given for completion. The works are proposed to commence in on Monday 19th January 2015 and be completed within 4 calendar weeks from commencement (by no later than 13th February 2015).

1.13 **Site, Signboards and Publicity**

The contractor will not be permitted to erect site signboards.

No confirmation either written or verbal (including photographs and drawings) concerning this contract shall be supplied by the contractor to any persons without the written approval of AJM Surveyors

1.14 **Maintenance of Existing Services**

The contractor is to take all necessary precautions to support, maintain and protect all existing pipes, ducts, services, overhead and buried cables etc., during the execution of the works, to the satisfaction of the authorities and the Supervising Officer and make good any damage and pay costs and charges in connection therewith.

The contractor shall not interfere with the operations of existing services such as electricity, gas, water, telephone, buried cables or drains both on site or adjoining premises, without the agreement of the Supervising Officer.

1.15

Access

General: The contractor shall provide all necessary ladders, staging, or other plant for the safe and proper execution of the works as described. It may be necessary to erect a hoist to the elevations to allow for materials to be taken over the roof for re-building the rear staircase.

1.16

Water for the Works

The contractor will be allowed all reasonable use of water for the works.

1.17

Lighting and Power for the Works

The contractor will be allowed all reasonable use of electricity for lighting and power from the common areas power supply but any additional temporary supplies must be agreed with the appropriate electricity authority and their charges paid accordingly.

1.18

Safety, Health and Welfare

The Construction (Design & Management) Regulations 2007.

This project is covered by the above regulations.

1.19 **Notices and Fees**

We consider that the project requires both Planning (Listed Building Consent) and Building Regulation approval. The client will be responsible for planning applications and the contractor will be responsible for submitting a Building Notice.

1.20 **Fire Precautions and Asbestos Manual**

The contractor shall strictly observe all fire precautions and their arrangements within the premises. A copy of the Fire Risk Assessment and Asbestos Management Manual are kept on site and the contractor should familiarise themselves with the same.

1.21 **Structural Alterations**

Will be under the direct control of the clients structural engineer - Chris Kendall Associates.

1.22 **Temporary Works**

The contractor shall provide all necessary temporary works to shore, support or strut the structure as necessary and remove it when no longer required without damaging surfaces.

1.23 **Internal Staircases**

The contractor will not have use of the internal staircases.

1.24 **Contractor's Representative**

The contractor shall provide a full time site agent for the duration of the work.

1.25 **Variations**

No extra works is to be executed, or variations made without written consent of the Employer's representative. Extras and omissions will be either measured at rates based upon relevant priced items in the specification or by another approved method directed by the Supervising Officer.

Failure to obtain written consent before carrying out variations may result in such work being excluded from the final amounts calculated.

1.26 **Contingency Sums**

The client has been advised to allow a contingency sum for these works.

Total Carried to Summary £

2.0	<u>THE CONTRACT</u>	
2.1	<u>APPENDIX TO THE CONTRACT</u>	
	Form of Contract is to be JCT - Minor Works Building Contract 2011	
2.2	<u>CONTRACT PARTICULARS</u>	
Note: An asterisk * indicates text that is to be deleted as appropriate.		
	<i>Clause etc.</i>	
Fourth Recital and Schedule 2 (paragraphs 11, 1-2, 1-5, 1-6,2-1 and 2-2)	<i>Subject</i>	
	Base Date	Jan-15
Fourth Recital and clause 4-2	Construction Industry Scheme (CIS)	Employer at the Base Date *is a 'contractor'/is not a 'contractor' for the purposes of the CIS
Fifth Recital	CDM Regulations ¹¹	the project *is /is not notifiable
Sixth Recital	Framework Agreement (if applicable) (State date, title and parties.)	Not applicable
Seventh Recital and Schedule 3	Supplemental Provisions (Where neither entry against an item below is deleted, the relevant paragraph applies.)	

	Collaborative working	Paragraph 1
		*applies/does not apply
	Health and safety	Paragraph 2
		* applies/does not apply
	Cost savings and value improvements	Paragraph 3
		*applies/does not apply
	Sustainable development and environmental considerations	Paragraph 4
		* applies/does not apply
	Performance Indicators and monitoring	Paragraph 5
		*applies/does not apply
	Notification and negotiation of disputes	Paragraph 6
		*applies/does not apply
	Where paragraph 6 applies, the respective nominees of the Parties are:	
		Employer's nominee'
		Shardell Limited
		Contractor's nominee
		To be advised

		or such replacement as each Party may notify to the other from time to time
Article 7	Arbitration	Article 7 and Schedule 1 <i>(Arbitration)</i>
	<i>(If neither entry is deleted, Article 7 and Schedule 1 do not apply. If disputes and differences are to be determined by arbitration and not by legal proceedings, it must be stated that Article 7 and Schedule 1 apply.) [12]</i>	* apply /do not apply
1.1	CDM Planning Period ^[13]	shall mean the period of Ten days/weeks
		*ending on the Date for Commencement of the Works/
		*beginning/ending on
2.2	Date for Commencement of the Works	Within 8 weeks of a written instruction
2.2	Date for Completion	4 weeks later
2.8	Liquidated damages	at the rate of £1,000.00 per week or part thereof [14]
2.10	Rectification Period	Three months [15] from the date of practical completion
	<i>(The period is 3 months unless a different period is stated.)</i>	

4.3	Percentage of the total value of work etc.	95 per cent [15]
	(The percentage is 95 per cent unless a different rate is stated.)	
4.4	Percentage of the total amount to be paid to the Contractor	97.5 per cent [15]
	(The percentage is 97½ percent unless a different rate is stated.)	
4.8.1	Supply of documentation for computation of amount to be finally certified (The period is 3 months unless a different period is stated.)	Three months [15] from the date of practical completion
4.11 and Schedule 2	Contribution, levy and tax changes	NOT APPLICABLE Schedule 2 (Fluctuations Option) applies [16]
4.11 and Schedule 2 (paragraph 13)	Percentage addition for Fluctuations Option	NOT APPLICABLE per cent
5.3.2	Contractor's insurance: injury to persons or property - insurance cover (for any one occurrence or series of occurrences arising out of one event)	£ 2 Million
5.4A, 5.4B and 5.4C	Insurance of the Works etc. - alternative provisions [17]	<i>*Clause 5-4A (Works insurance by Contractor in Joint Names) applies/</i>

		*Clause 5-4B (Works and existing structures insurance by Employer in Joint Names) applies/
		*Clause 5-4C (Existing structures insurance by Employer in own name) applies
5.4A.1 and 5.4B.1.2	Percentage to cover professional fees (If no other percentage is stated, it shall be 15 per cent.)	15 per cent
	Adjudication[18]	The Adjudicator is
	Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established)[19]	Royal Institute of British Architects The Royal Institution of Chartered Surveyors constructionadjudicators.com[20] Association of Independent Construction Adjudicators [21] Chartered Institute of Arbitrators
	(Where an Adjudicator is not named and a nominating body has not been selected, the nominating body shall be one of the bodies listed opposite selected by the Party requiring the reference to adjudication.)	
Schedule 1	Arbitration [22]- appointor of Arbitrator (and of any replacement) [23]	
(paragraph 2-1)	(If no appointor is selected, the appointor shall be the President or a Vice-President of the Royal Institute of British Architects.)	President or a Vice-President: Royal Institute of British Architects The Royal Institution of Chartered Surveyors Chartered Institute of Arbitrators

Employer's Requirements

3.0 Preambles & Temporary Works

£

A. For sake of clarity the contractor's responsibilities are as follows:

- To design those elements of temporary works to gain access safely for works and materials to all areas.
- To submit and ascertain Building Regulation Approval for alterations if/as required.
- To submit and ascertain Fire Authority Approval for alterations as required.
- To comply with all regulations.
- A full Health & Safety method statement will be required before any works can commence.
- To instruct and meet the cost of an asbestos survey suitable for construction and demolition works.

Total Carried to Summary of Tender £

ITEM	LOCATION		Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
3.1	External Dilapidation Works					
3.1.1	Front Elevation	A	Perimeter gutter at third floor mansard area.	Remove debris and leave free flowing (scaffold access 3.1.1C below).		
		B	High level to second floor brickwork pointing, left-hand side of elevation and there are 2 No. vertical cracks to parapet walling above the right and left hand window extending from the window head to the coping level.	Rake-out and re-point approx. 3m ² of decayed pointing and re-stitch two vertical cracks at high level above second floor windows. All new pointing is to match existing.		
		C	Temporary access all elevations and roof.	Allow for the erection of scaffolding, edge protection and hoists as required for carrying-out all the works required in this specification.		
		D	12 No. windows to front elevation.	Thoroughly prepare and apply 2 No. undercoats and 1 No. top coat of white gloss paint.		
		E	Front elevation glazing.	Thoroughly clean.		

Specification proposals for External Repairs at 60 Bloomsbury Street, London WC12 3QT

ITEM	LOCATION	Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
		F Rendered reveals and heads to 10 No. windows, window cills to same and horizontal rendered band at head of first floor level and rendered detailing around main entrance doors and upstand to area railing plinth and horizontal band at ground floor level.	Prepare and apply 2 No. coats of masonry paint - colour white to all previously painted masonry as detailed.		
		G Elevation generally.	Water wash complete brickwork to elevation to remove all staining and vegetation growth.		
		H Rainwater down-pipe from head of second floor level to right-hand side of elevation.	Thoroughly prepare and apply 2 No. coats of black gloss paint.		
		I Perimeter railings to area and either side of main entrance door including the steps down to the basement area.	Thoroughly prepare and apply 2 No. coats of black gloss paint to same.		

Specification proposals for External Repairs at 60 Bloomsbury Street, London WC12 3QT

ITEM	LOCATION	Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
		J Main entrance door, timber arch over, lining and architrave.	Prepare and apply 2 No. undercoats and 1 No. black top coat to main entrance doors and 1 No. white gloss paint to surround and hood.		
		K Tenant's sign fixed to main entrance door.	Remove and cart-away and make-good to fixing holes.		
		L Tenant's timber blocking to possible previous central letter box present.	Remove and piece-in door, prime new timber and leave ready to receive redecorations.		
		M Door knocker, door knob and letter box.	Thoroughly polish and restore same.		
		N Wiring hanging down from roof and extending across second floor left-hand window.	Isolate and cut-back.		
		O Burglar alarm box adjacent to ground floor entrance door.	Isolate and remove, making good to redundant fixing holes.		

Specification proposals for External Repairs at 60 Bloomsbury Street, London WC12 3QT

ITEM	LOCATION	Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
		P Portland stone entrance steps have moved and are dislodged. The second step on the left hand side has shattered.	Replace shattered stone step and re-bed other loose steps and leave in good order.		
		Q Concrete stone faced tiles to entrance threshold.	Rake-out and replace all eroded pointing.		
		R 3 No. spearheads to railings are either broken or missing to railings around area.	Replace with new to match existing.		
		S Assorted bike chains fitted to railings.	Remove and cut-off.		
		T Gateway to area.	Straighten railings, straighten gate, replace lock and make sure gate closes properly.		
		U Metal bars to basement level front elevation windows.	Weld in new metal to fix decayed railings, treat any corrosion and prepare and apply 2 No. coats of white gloss metal paint to railings.		

Specification proposals for External Repairs at 60 Bloomsbury Street, London WC12 3QT

ITEM	LOCATION		Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
		V	Pavement slabs at base of area.	Water wash clean and remove all debris.		
		W	Timber vertical panelling to exit door from basement below entrance.	Prepare timber and apply 2 No. undercoats and 1 No. top coat of black gloss paint.		
		X	Under pavement.	Allow the provisional sum of £600 for defect found when vault opened.	£600.00	Provisional Sum
		Y	Buddleia growth at junction of railing plinth and retaining wall to pavement.	Remove buddleia growth.		
		Z	Retaining wall to pavement and railing plinth.	Repair bulged wall with 'Helifix' or equivalent stainless steel brickwork reinforcement. Re-build all decayed and distorted brickwork. Remove all existing paint and render over new and existing brickwork. Raise and re-align plinth and bed in new mortar.		
		AA	Exit door from basement.	Cut-out decayed timber and piece-in with new timber.		

ITEM	LOCATION		Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
		AB	Tuck-pointing particularly beneath ground floor front elevation window and beneath the horizontal rendered detailing at head of ground floor.	Allow for approx. 25m ² of replacement tuck-pointing to whole elevation following cleaning of brickwork.		
3.1.2	Main Roof (above third floor)	A	Valley gutter outlet.	Clear and leave free flowing.		
		B	Timber hatch to roof.	Replace hinge and replace decayed timber.		
		C	Timber hatch.	Prepare and apply 2 No. coats of wood stain.		
		D	Rear parapet gutter.	Remove debris, clear and leave free flowing.		
		E	Lead to top of hatch.	Lift slates and dress lead under; re-fit slates and leave in repair.		
3.1.3	Rear Elevation	A	Brickwork to complete elevation.	Professionally water wash-down all brickwork		

ITEM	LOCATION	Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
		B Water staining to left-hand side hopper and down-pipe for complete height of elevation (left-hand side as facing elevation).	Overhaul and service rainwater goods and downpipes to ensure that there is no further leakage and remove all algae and moss growth and staining from brickwork.		
		C Failed pointing to rear elevation including: 2 high level parapet coping above third floor right-hand window head, above second floor central window and at basement level below painted horizontal band at ground floor level and mis-matched pointing to new plastic pipe extending from basement rear elevation.	Rake-out all failed and eroded pointing and replace with new pointing to match existing. Provisional quantity of 15m ² .		
		D Window lintels to 3 No. window heads (to the ground floor left hand window, to the first floor left-hand window and to the second floor right-hand window head).	Break-out failed brickwork - investigate cause of failure of lintel and repair/replace as required. Replace brickwork to match existing.		
		E 12 No. sash windows and 3 No. doors to rear elevation.	Thoroughly prepare and apply 2 No. undercoats and 1 No. top coat of white gloss paint.		

Specification proposals for External Repairs at 60 Bloomsbury Street, London WC12 3QT

ITEM	LOCATION	Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
		K 2 No tenant's security alarm boxes present to rear elevation.	Isolate, remove and cart-away and make-good to fixing holes.		
		L Access stairs from ground floor to basement rear yard have metal railings.	Remove all corrosion and treat, thoroughly prepare and apply 2 No. coats of black gloss paint to same.		
		M Concrete steps from right-hand side ground floor of elevation to rear basement yard.	General surface repair and cleaning allowed here but structural repair included in later item ref: 3.1.5 (S).		
		N Waste pipe to base of elevation.	Replace pipe with new to match existing which is heavily corroded.		

ITEM	LOCATION		Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
3.1.4	Rear Yard - broadly square rear yard of approx. 6m ² with 3 levels extending down to the rear basement elevation and steps up to the ground floor right-hand door. There are 3 structures built upon the rear yard which are separately covered in item 3.1.5 and there is a large Sycamore tree to the rear part of the stone finished paving	A	Stone paving to yard.	Remove all paving and re-bed and re lay and make good to concrete retaining walls and return to a safe level cutting back all unwanted vegetation and returning to repair.		
		B	Mid level paving surface water outlet grating.	Bring back into use; clear all debris and ensure pipe is connected to outlet.		
		C	Large Sycamore tree to rear part of yard.	This tree has a Tree Protection Order (TPO) and removal of branches etc. needs to be carried out in conjunction with the planning office. Following receipt of approval trim the tree back to the plan area of the rear yard and remove all branches within 2m of proximity of the rear elevation. Allow the Provisional sum of £1,500.00 for carrying out these works.	£1,500.00	Provisional Sum
		D	The left-hand party fence wall and rear elevation wall.	Prepare and redecorate all previously painted yard walls with 2 No. coats of white masonry paint. Approx. area 13.6m ² + 25m ² .		

ITEM	LOCATION		Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
		E	Tenant's debris located to rear yard area..	Remove and cart-away entirely (2 No. chairs, assorted bricks, resuscitating kit, desk and fridge).		
3.1.5	Rear Yard Structures - there are 3 No. rear yard structures: the first to the left-hand side of the yard has a lead flat roof and appears to have previously comprised a store room and WC; the second structure is at the base of the stairs extending from the ground floor and has an asphalt flat roof and contains 1 No. WC cubicle (now disused); the third structure is beneath the stairs from the rear elevation and is accessed from basement level - there is a general store room with the main water stop valve present and the next room has the water heater cylinder which appears to be gas fired.					
	Structure 1 - Left-hand side of yard	A	External painted brickwork elevation.	Prepare and apply 2 No. coats of white masonry paint.		

ITEM	LOCATION		Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
	Redundant WC Cubicle at base of stairs to right-hand side of yard	M	Vinyl sheet to floor.	Remove entirely and replace with new vinyl sheet to landlord's colour choice and specifications.		
	Under stairs cupboard accessed from basement level patio	N	Doors to under stairs cupboard.	Thoroughly prepare and apply 2 No. coats of black gloss paint to doors linings and architraves of both areas.	+	
	Under stairs cupboard accessed from basement level patio	O	The right-hand door to the boiler room.	Re-fix broken hinge to boiler room door and re-hang door.		
	Under stairs cupboard accessed from basement level patio	P	Internals of both rooms.	Remove and leave both rooms clean and tidy.		
	Under stairs cupboard accessed from basement level patio	Q	Internal walls to both rooms.	Thoroughly prepare all walls and apply white coloured masonry paint to same.		
	Under stairs cupboard accessed from basement level patio	R	Part-glazed timber window dividing between both rooms.	Remove decayed window entirely and block brick/block-in opening and leave both room properly separated.	>0	

ITEM	LOCATION		Description	Repair Work Required	TENDER COST £	FURTHER COMMENTS
	Under stairs cupboard accessed from basement level patio	S	Decay to structure.	Remove slab and replace with an insitu reinforced concrete slab. Take down and re-build front wall of under stair cupboard. Build off a pre-cast concrete lintel. Render and decorate on completion.		
				TOTAL TO SUMMARY OF TENDER		

4.0	SUMMARY OF TENDER	£
	Preliminaries	211,155.00
	Appendix to the Contract	
	Preambles	
	Employer's Requirements	1,100,000.00
	TOTAL TO FORM OF TENDER	1,311,155.00