



VOLUME A

WORK REQUIREMENTS

Repointing of External Stonework on Block 8 at Haulbowline Naval Base, Cork

for

THE MINISTER FOR DEFENCE

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A: *Information to be provided to the ER and PSDP to allow compilation of the
Safety File*

Section A

General Information and Conditions

General Information and Conditions

WORK TO BE EXECUTED:

These works include the repair works of the external stonework on an existing 4 storey Detached Block, number 8.

LOCATION:

Naval Base, Haulbowline, Cork

DOCUMENTS FORMING BASIS OF TENDER:

Drg numbers: HAUL_JCA_08_ZZ_DR_A_3000 to 3002

Specification provided:

Yes ☒ **No** ☐

Contractor to be appointed as PSCS:

Yes ☒ **No** ☐

Contractor to have vacant possession of site

Yes ☐

OR

Contractor required to work around personnel in occupation of location where work carried out

Yes ☒

PSDP APPOINTED

Name Conor Butler

Address Maintenance Engineers, Logistic Unit, Naval Base, Haulbowline, Co. Cork

TIME ALLOWED FOR COMMENCEMENT AFTER CONTRACT COMES INTO EFFECT

Reference PW CF6. The Contractor will be allowed to occupy and use the site within 2 days from the date that the Contract comes into effect and, in accordance with PW CF6, shall commence work on site within 5 working days of being allowed access and complete within the time stated for Completion.

SITE VISITS

To arrange visit to inspect the site of the Works contact

Name	Phone number
1 Comdt Conor Butler	0851155102
2. Mr Jim Langford	0872877122

WORKING HOURS RESTRICTIONS

Except with prior approval, the Contractor will only be allowed to carry out work on site between the hours of:

Mon to Fri	0800hrs to 1700hrs
Sat	To be agreed with ER

Work will not be permitted on Public Holidays nor on Sundays

WATER AND ELECTRIC POWER

When available, water and electric power may be taken from:

Water: Block 8		
Electric power: Block 8		
3 Phase available	No	Yes X

1 TENDER COMPETITION

1.1 Parties referred to in the Contract

<u>Employer:</u>	Minister for Defence
<u>Employer's Representative:</u>	Director of Engineering McKee Barracks Dublin 7.
<u>Contractor:</u>	The party appointed to carry out the Works

Safety - Design and Construction

Project Supervisor – Design Process The party named on the cover sheet of the Works Requirements

Project Supervisor -Construction Stage The Contractor appointed to carry out the Works (unless section on Form of Tender relating to matter states otherwise).

1.2 Tender documents

The following shall be deemed to form the tender documents.

- (1) Form of Tender
- (2) Garda Central Vetting Unit application form.
- (3) SAFETY, HEALTH AND WELFARE AT WORK questionnaire and declaration
- (4) 'Conditions and Wages' declaration of Compliance
- (5) Information sheet showing the manner in which the Schedule to the Conditions of Contract will be completed
- (6) Specification, drawings and any other documents referred to on cover sheet.
- (7) Any tender summary provided to tenderers for completion and submission with their tender documents.

Tender documents are intended for the specific party to whom they are addressed. The Employer will only consider tenders received from parties specifically invited to submit a tender and unsolicited tenders will not be taken into consideration in the tender assessment process.

1.3 Errors in tenders

In the event of errors being found in a tender the tenderer shall be informed of the errors and asked to formally confirm or withdraw the tender. If the tender content is confirmed, a signed endorsement shall be attached to the tender stating that all rates or prices (except Preliminary Items) are to be regarded as having been reduced or increased appropriately. Where the tenderer refuses to confirm the tender content the Employer may treat the tender as being invalid.

No liability shall attach to the Employer for failing to discover errors in any tender and the tenderer shall be solely responsible for the accuracy and comprehensiveness of their tender

1.4 Lowest or any other tender

The Employer shall not be bound to accept the lowest or any other tender and reserves the right to cancel the tender competition at any time.

In the event of the Employer deciding to accept a tender, the Contract shall be awarded on the basis of the lowest priced suitable tender (suitability refers to such items as capacity, organisation, experience,

performance on previous contracts, financial standing relative to the Contract and compliance with any specifications or quality standards laid down for the Contract).

Tenderers shall not be reimbursed for the costs incurred in tendering nor, in the event of the cancellation of the competition, in preparing qualification and tender submissions.

Tenders deemed to be abnormally low may be excluded from consideration for award of the Contract.

Where a tenderer, or any member of the tendering Group or Consortium, has supplied information that is inaccurate or false in relation to their submission, their tender will not be considered.

Where a tenderer, or any member of the tendering Group or Consortium, is the subject of any of the 'insolvency events' listed below before a Contract award is made, their tender shall be deemed to have been withdrawn and will be excluded from consideration when the decision on the award of the Contract is made.

A petition being presented to wind the tenderer up and not being dismissed within 14 days after presentation.

A meeting of the tenderer's creditors or members being held for the purpose of considering a resolution to wind it up.

The tenderer entering or proposing to enter an arrangement with or for the benefit of its creditors.

A petition being presented to appoint an examiner to the tenderer.

A liquidator, examiner, supervisor, receiver, administrative receiver, trustee, encumbrancer, or similar being appointed for the tenderer or any of its assets.

The tenderer ceasing or threatening to cease its business.

The tenderer becoming insolvent or unable to pay its debts as they fall due.

The tenderer, being an individual, becoming bankrupt or dying or becoming incapable of performing this Contract.

Furthermore, tenders will not be considered where the tenderer, or any member of the tendering Group or Consortium, has been the subject of a conviction by final judgement for one of the following:

Participation in a criminal organisation, as defined in Article 2 of Council Joint Action 2008/841/JHA.

Corruption, as defined in Article 3 of the Council Act of 26 May 1997 and Article 2(1) and Article 2(1) of Council Joint Action 2008/841/JHA.

Fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities.

Money laundering, as defined in Article 1 of Council Directive 2005/60/EC of 26 October 2005 on prevention of the use of the financial system for the purpose of money laundering.

1.5 **Conditions of Contract**

The Conditions of Contract will be the SHORT FORM WORKS CONTRACT, as published by the Dept of Public Expenditure and Reform. The applicable version shall be that posted on the www.constructionprocurement.gov.ie website ten days prior to the return date for tenders. Further amendments to the published document are listed below.

1.6 **Scope of the work, adequacy of tender and conflicts between documents**

The tenderer shall be responsible for assessing the extent of the work required after visiting the site, examining the tender documents and being briefed on the extent of the Works (where such a briefing is provided). The tender sum submitted shall be deemed to cover the cost of carrying out all work either shown or described or which might a competent contractor carrying out work of the type required should reasonably be expected to infer as being intended for execution. All associated costs, including temporary works, shall be deemed to be included.

The Contractor shall be deemed to have visited and inspected the site and the buildings to be worked on and to have assessed all local circumstances likely to affect the execution of the Works before preparing his tender. The nature of the soil shall be deemed to have been taken into account.

Attention is drawn to the provision of PW CF6, dealing with discrepancies between Contract documents. Tenderers will be deemed to have fully assessed all documents provided and, in the event of there being discrepancies between them resulting in alternative specifications or requirements being called for, then **the Contract Sum will be deemed to include for the most expensive of the alternatives required.** The discrepancies will be resolved by the Employer's Representative in accordance with PW CF6. All apparent discrepancies shall be raised with the Employer's Representative before the Contractor orders materials or commences work.

1.9 **Tax clearance certification**

The award of the Contract will be conditional on the selected tenderer being in a position to produce a valid 'Subcontractor's Notification of Determination' issued by the Revenue Commissioners' eRCT system. The Notice shall be not more than 30 days old on the date that the tenderer provides it to the Employer.

Where the 'Notice' states that tax is to be deducted from the tenderer at the rate of 35% then the tenderer shall be deemed unacceptable for the award of the Contract and his tender shall be deemed invalid.

A tenderer asked to produce a 'Notice' shall be allowed ten working days to do so after which, should he have failed to do so, he may be deemed to have withdrawn his tender.

The tenderer shall be responsible for all costs incurred by him in obtaining a 'Subcontractor's Notice of Determination'.

The Employer is obliged to withhold tax from the Contractor in accordance with the instructions of the Revenue Commissioners at the rate determined by them as appropriate for the Contractor at the time any payment is due to be made.

In addition to the Notice referred to above, a copy of the tenderer's Tax Clearance Certificate will also be required.

1.10 **Pay and Conditions of Employment**

In order to be considered for the award of the Contract, a tenderer must confirm that their firm complies with its obligations under sectoral employment orders, employment regulation orders, registered employment agreements, where applicable, registered under the Industrial Relations Acts 1946 – 2015 and is also in compliance with the National Minimum Wage Act by completing the declaration included with the Tender Documents.

The tenderer must show that their firm is a fully paid-up member of the Construction Workers' Pension Scheme and Construction Industry Sick Pay schemes where employees of the firm are required to be members of them in accordance with the legal requirements covering workers employed in the relevant areas of the construction industry. A tenderer asked to do so shall promptly submit contribution receipts or other evidence of membership acceptable to the Employer. Any tenderer unable to provide evidence of being in compliance with their obligations may be deemed to have withdrawn his tender. A Contractor required to be a member of the Pension and Sick Pay Schemes shall remain in membership of them for the duration of the Contract.

A tenderer claiming exemption from the requirement to be a member of the Construction Industry schemes on the basis of not directly employing persons eligible for membership of them shall be obliged to provide a detailed proposal of how they intend to have the Works carried out, including how the required labour is to be sourced. Any tenderer proposing to subcontract the entirety of the Works shall be excluded from further consideration and their tender shall be deemed to have been withdrawn. A tenderer proposing to subcontract some elements of the work shall provide details of the planned extent of the subcontract arrangements and, where the arrangements are broadly acceptable to the Employer, commit to the intended subcontractors being in membership of the Construction Industry pension and sick pay schemes where the work to be so subcontracted falls within the scope of the sectoral employment orders, employment regulation orders, registered employment agreements, where applicable, registered under the Industrial Relations Acts 1946 – 2015.

1.11 **Evidence of insurances**

Any tenderer asked to provide evidence of having, or being able to get, the required insurances shall be required, as a minimum, to provide a statement undertaking to procure the insurances immediately upon entering into a Contract together with a further statement from a licensed insurer or bona-fide insurance broker that such insurances will be available to the Contractor. A tenderer failing to meet this requirement shall be excluded from further consideration and their tender deemed to have been withdrawn.

Tenderers shall be required to have Employer's Liability insurance cover regardless of whether they directly employ labour or not.

1.12 **Schedule of Rates / Pricing Document**

A fully priced and quantified Pricing Document shall be provided by the Tenderer. The total of the quantities shown multiplied by the rates tendered shall equal the tender sum offered. Failure to provide this information with the tender submission, or at latest within 5 working days of it being requested, may result in the tender being deemed invalid.

1.13 **Publication of tender information**

Tenderers are advised that the Employer is obliged to circulate the name and address of the Contractor awarded the work, the type of work involved and the address of the site to a nominee of the Irish Congress of Trade Unions (ICTU).

Submission of a tender shall be deemed to confirm the tenderer's acceptance that he agrees to the circulation by the Department of the above information. Any tender which is accompanied by a statement stating or implying that the tenderer does not agree to the release of the above information shall be deemed to have been qualified and may be treated as an invalid tender.

1.14 **Pricing**

Unpriced items

Any item left unpriced shall be deemed to be included for in the tender and the cost of the item shall be deemed to be spread across, and included in, the rates generally.

Currency

All prices and rates shall be deemed to be denominated in Euros.

1.15 **Value Added Tax**

The tender shall include for Value Added Tax liability at the Standard (23%) rate only.

No amount shall be included for the VAT liability at the special building rate (13.5%). Where the work is liable at various rates, the Contractor shall provide a detailed breakdown of the items of work liable at 23% and or 0% / exempt to facilitate the valuation of Change Orders. Where the cost of any items are zero rated / exempt for VAT purposes, the relevant items shall be itemised and the amount of the liability at this rate shall be clearly identified on the tender summary, with the amount carrying the zero rated / exempt liability kept separate in the compilation of the total tender price.

Adjustments to the V.A.T content of the Contract Sum will only be made in accordance with PW CF6.

1.16 **Freedom of Information Legislation**

The Department undertakes to use its best endeavours to hold confidential any information provided by the tenderer subject to the Department's obligations under law, including the Freedom of Information Act, 1997 and its amendments. If the tenderer wishes any of the information supplied by him with the tender submission not to be disclosed because of its sensitivity, he should, when providing the information, identify same and specify the reasons for its sensitivity. The Department will consult with the tenderer about this sensitive information before making a decision on any Freedom of Information request received.

2. **GENERAL INFORMATION**

2.1 **Security**

The Contractor will be required to submit completed Garda Central Vetting Unit application forms in respect of all personnel that are intended to attend site on a regular basis. The form to be used shall be the same as the one issued with the tender documents for completion by the managing director of the tendering firm or the person designated as taking responsibility for the project. Completed forms for Contractor's personnel shall be submitted to the Officer identified to the Contractor by the Employer ('designated Officer'). Clearance and issue of passes for persons resident in the State will take a minimum of six working weeks and may be considerably longer for those resident outside the State. Personnel may be allowed access to the site during the clearance process at the discretion of the military authorities responsible for the installation but will be denied access in the event of the vetting process leading to any person being deemed unsuitable to be allowed admission to Defence Forces establishments.

The application forms must be completed in full with all requested information requested, including an email address, and must be signed by the person seeking Vetting. Each application must be accompanied by photographic evidence of the identity of the applicant for whom clearance is being sought that complies with the '100 points' requirement set out in the application form guidance notes. At least two distinct types of photographic evidence identity will be needed to achieve the '100 points' requirement.

No reasons will be given in the event of refusal of clearance.

The details of the personnel required on site by the Contractor during the first six weeks of the Contract shall be submitted to the designated Officer within TEN WORKING DAYS from the date of a letter requesting the details. Details shall be submitted on the special application forms that will be issued to the Contractor and shall be fully completed and signed by the person for whom clearance is being sought.

Denial of security clearance will not form grounds for claims for a Delay Event or a Compensation Event.

Personnel and materials entering and leaving the site may be searched.

No photographs shall be taken within the confines of a military installation.

The Contractor will be deemed to have included in his tender for all costs involved in complying with security requirements as described above and for taking all steps necessary, should access to the establishment where the work is to be carried out be denied to any person or firm.

Notwithstanding the fact that the work is to be carried out in a security aware area, the Contractor will have sole responsibility for protecting plant, materials, equipment and work executed against damage and theft.

2.2 **Photographs for passes**

Three passport sized photographs (with the person's name and address on the reverse) shall be submitted to the Employer's Representative to allow for the issue of Security Passes if required. Three signed photocopies of each person's Safepass card shall also be submitted.

2.3 **Insurances**

The Contractor shall indemnify the Minister for Defence against all claims arising from the execution of the Works that are the subject of the Contract and shall maintain all necessary insurances for the duration of the Contract in accordance with the requirements of PW CF6. The Contractor shall provide evidence to the Employer that all insurances required by the Conditions of Contract are in place prior to the commencement of the Works. The insurances shall be kept in place for the periods required by the Conditions of Contract.

The Employer's Liability and Public Liability levels of cover and excess shall provide the minimum levels of cover and excesses set out in the proposed Schedule to the Contract.

The policy required by PW CF6 (hereafter referred to as the 'All – Risks' policy) shall provide insurance cover of an amount not less than the total contract amount plus a minimum of 30% to allow for Value Added Tax, fees and site clearance costs. **The 'All Risks' policy shall name the Minister for Defence as a 'co-insured'.**

Particular attention is drawn to the provisions requiring the All-Risks and the Public Liability policies to name the Employer as 'co-insured' and for the Contractor's policy providing Employer's Liability cover to indemnify the Employer against the same liability that is provided by the policy for the Contractor.

2.4 **Changes in the Contract Sum**

Contractors are advised to make themselves aware of the provisions of PW CF6 and particularly its notice requirements.

2.5 **Dayworks**

Where the Contractor proposes that work arising from an instruction should be valued on a 'Dayworks' basis he shall only be entitled to payment on this basis where:

- a) it is not possible to value the work at, or on the basis of, rates and prices in the Contract and the Employer's Representative and the Contractor agree that it is not practicable to agree a price for the work in advance of its execution
- b) the Employer's Representative's approval is obtained in advance of the carrying out of the works, arrangements agreed for its execution and its supervision by his representative and notification issued to him of the intended starting date of the work to allow him to arrange its supervision
- c) record sheets specifying the names and trades of the workers involved and their individual hours

worked per day, the materials incorporated, the plant used and the period of its use on a daily basis and details (and durations of use) of any scaffolding, hoardings or other temporary work required are submitted to the Employer's Representative for verification no later than five working days from the completion of the work where the work is completed within a five day period of time. Where the work continues for a longer period the record sheets shall be submitted for signature at weekly periods and no later than one week in arrears. All claims for materials shall be accompanied by invoices for the materials used

d) where the Employer's Representative is represented on the site by a Resident Engineer, Clerk of Works or other party, daily record sheets - listing the materials and plant used and the names of workers and the duration of their involvement - shall be submitted to the site representative for examination and signing (as a record only) no later than 48 hours in arrears of the execution of the days work

The Contractor shall at all times use every endeavour to ensure the most efficient completion of work authorised for execution on a 'Dayworks' basis. Failure to do so shall entitle the Employer's Representative to retrospectively withdraw his approval and revert to valuing the work on his assessment of the effect of the change on the Contractor's cost of constructing the Work.

2.6 **Materials, workmanship and equivalent items**

All materials used in the work shall be new and unused unless specifically required to be salvaged or re-used by the Contract documents.

Materials and workmanship shall be of the best quality and shall comply with all relevant European Community Standards or, in the absence of such a standard for a product or material, relevant Irish Standards and Codes of Practice.

Materials shall comply with the requirements of the European Communities (Construction Products) Regulations, 1992.

Only fully qualified and competent tradesmen and helpers shall be employed on the Works. Work shall not be sub-let or done by sub-contractors without the Employer's Representative's permission.

All work shall be carried out within the tolerances specified in BS 5606. No work shall be covered up prior to inspection and approval by the Employer's Representative.

Wherever a proprietary name is used to specify a material or process it shall be deemed to have the term '**or equivalent**' appended to it.

Where a material or process is described by reference to its proprietary name, the name is used to indicate the standard of construction, appearance, ease of maintenance and durability acceptable to the Employer's Representative. The Employer's Representative will approve the use of alternatives where such alternatives are shown to equal or surpass the qualities of the product or process specified. Accordingly proprietary names wherever mentioned in the Specification, Schedule of Rates or on the drawings shall be deemed to mean the provision of the named product or process or an approved alternative.

2.7 **Working hours**

The Contractor shall only carry out work within the hours stated on the cover sheet of the tender document or elsewhere in the document. Work shall only be carried on outside the stated times with the prior approval of the Employer's Representative and the personnel in charge of the military establishment. Approval to work outside the hours allowed shall be applied for in writing to the Employer's Representative at least three working days prior to the day for which additional hours are proposed.

2.8 **Water and Electric Power**

Water may be available from the location identified on the cover sheet of the Works Requirements. The Contractor shall be responsible for supplying temporary storage and distribution equipment and for removing it on completion of the Works.

Electricity may be available from the location identified on the cover sheet of the Works Requirements. The supply shall be 220 Volt single phase unless noted to the contrary. The Contractor shall be responsible for supplying all transformers and distribution equipment required and for removing them on completion. He shall ensure that the temporary installation complies with all appropriate electrical regulations and is electrically isolated from the Employer's supply in a manner that prevents any interference with the Employer's supply as a result of incidents on the site

No warranty is given about the amount of power and water available.

2.9 **Site access and parking**

Site access for the Contractor shall be by the access route shown from the main gate at the bridge on Haulbowline with an access route provided to the works area. Builder's compound set-up area and site parking shall be as agreed with the Naval Base. There will be no facility for Contractor parking elsewhere in the Base.

2.10 **Condition of site and of the Works**

All rubble and waste shall be removed as it arises. The Contractor shall at all times maintain on site a waste skip, or skips, appropriate to the work being undertaken from time to time. Skips shall be properly protected against wind dispersal of materials therein, clearly marked to avoid creation of a hazard either by day or night, removed and replaced whenever filled.

The Contractor shall be deemed to have included in his tender for thoroughly cleaning the site of the Works and any other areas affected by it on completion of the Work. All rubble, plant and materials shall be removed and any areas damaged shall be reinstated at the Contractor's expense.

Where relevant to the specific project, all mortar and paint splashes shall be carefully removed and backgrounds left perfect, glass and mirrors cleaned and polished, carpets thoroughly vacuum cleaned and vinyl and linoleum coverings washed, cleaned, polished and sealed in accordance with the manufacturer's instructions.

In the event of the Contractor failing to comply with the above requirements, the Employer shall retain a specialist company to carry out this work in accordance with the procedures set out in the Conditions of Contract. The cost shall be charged to the Contractor and shall be deducted in the calculation of the amount owed by the Employer to the Contractor.

All work completed shall be protected against damage.

2.11 **Protection**

The Contractor shall be deemed to have included in his tender for the provision of temporary coverings and weatherproofing wherever the building is opened to the weather.

All work completed shall be protected against damage.

2.12 **Pay and Conditions – Spot Checking**

Contractors may be subject to spot checking throughout the course of the Contract to ensure ongoing compliance with the requirements of the 'Pay and Conditions of Employment of Workers' for all 'Contractor's Personnel', which shall include all persons employed on the delivery of the Works by the Contractor and their

subcontractors. The Contractor shall be obliged to submit written confirmation with every payment application submitted of being in compliance with the requirements of the Contract Clause.

2.13 **Prompt Payment of Accounts Requirements**

The provisions of the European Communities (Late Payment in Commercial Transactions) Regulations 2012 concerning the prompt payment of amounts due in commercial transactions shall apply to all sums payable to or by the Contractor or any subcontractors or suppliers for work or items supplied for this project. Attention is also drawn to the requirements of the Construction Contracts Act 2013.

2.14 **Invoicing**

In the event of a Payment Certificate including work carrying a VAT liability at both 13.5% and another rate then the Contractor shall be obliged to submit two invoices – one covering the payment amount liable to VAT at 13.5% and the other for the balance of the amount certified, including VAT.

3 **SAFETY**

3.1 **Safety, Health and Welfare at Work**

The Contractor shall be deemed to have included in his tender sum for complying with the terms of all relevant legislation and regulations. The Contractor shall be deemed to have included for the preparation of Safety Statements and for taking all steps necessary to ensure the safety of all persons likely to be affected by the execution of the Works.

The Contractor shall submit Safety Statements / Health and Safety Plans at the times shown in Appendix A. They shall identify hazards and risks arising during the course of the Works and specify how it is intended to safeguard the safety, health and welfare of parties likely to be affected.

The Contractor shall incorporate in his Safety Statement / Health and Safety Plans measures to deal with any hazards identified in the Safety Statement of the Defence Forces Establishment within which the work is to be executed, a copy of which shall be made available on request.

The Safety Statement shall be updated during the course of the Works to include any further hazards that may arise and reflect changing circumstances on site.

3.2. **Safety File**

On completion of the Works, the Contractor shall hand over to the Employer's Representative, for transmission to the PSDP, three copies of all information developed or obtained by the Contractor (except for Contract documentation issued to him) that is relevant to the preparation of the Safety File for the project – refer to Appendix B for further information on required contents of the Safety File. The Contractor will be required to co-operate in the compilation of the Safety File by providing relevant information about the Works including the materials used and processes adopted as well as the requirements for the operation, maintenance and future demolition of the Works.

3.3 **Notification of the Health and Safety Authority (Commencement Notice)**

The notification of the commencement of project to the HSA shall be the responsibility of the Project Supervisor for the Construction Stage.

3.4 **Refurbishment/alterations Work - Asbestos Products**

Where asbestos is known to be present in an area on which work is to be carried out as part of this project, the procedures for dealing with it are set out in the tender documentation.

Where the tender documents do not provide for the presence of asbestos and the Contractor encounters any

material suspected of containing it - or where asbestos is found or suspected to be present in areas not identified in the tender documents - work shall be immediately suspended in its vicinity and no other work shall be carried out which might expose either the Contractor's personnel or third parties to contact with the suspect material or of releasing it into the environment. The Employer's Representative shall be informed immediately and his instructions awaited. If any of the material has been disturbed, the area possibly contaminated shall be sealed off, all personnel excluded from the area and the Employer's instructions sought.

Work on asbestos containing materials shall be carried out in accordance with the appropriate legislation and regulations and with the published guidance of the Health and Safety Authority.

3.5 **Electrical Subsystems Certification**

All electrical sub-systems shall be certified as having been carried out in compliance with the requirements of the ETCI Wiring Regulations.

Copies of the ETCI Subsystems certificates, accompanied by the relevant test results, shall be included with the ETCI Completion Certificate required for the Health and Safety File for the project, which shall be included with the project information handed over by the Contractor to the PSDP.

In the event of the Contractor failing to secure Subsystem certificates for all items of equipment then the Contractor shall be liable for the cost of having the systems tested, remedied as necessary and certified. The tender figure shall be deemed to include for all costs incurred by the Contractor in providing the appropriate documentation.

Section B

Detailed Requirements

DESCRIPTION OF THE WORKS

The project comprises the repointing, indent repairs and cleaning of the external stonework to Block 8, an existing circa 1,800m² protected building. Block 8 is an operational accommodation facility which must remain operational for the duration of the works. All works are being undertaken within Haulbowline Naval Base, a live naval barracks. In order to ensure the continued operation of the Barracks a high level of management, safety and security control procedures will be required on site.

The work will include;

- Protection of all existing surfaces (windows, doors, glazing, finishes, landscaping etc.)
- Temporary removal and reinstatement of all fixtures and fittings (lighting, lightning protection, rainwater goods, dry riser, etc.)
- Provision of access and fire access routes to building users
- Privacy screening/protection to windows/doors for protection and privacy during works
- Parapet capping repairs
- Parapet wall repairs
- Resin stone repairs
- Mortar stone repairs
- Indent repairs
- Consolident Stone Repair
- Removal of metal fixings
- Hopper Outlet remedial works
- Raking and re-pointing of external wall
- Fine Ashlar work
- Stone Cleaning
- Works to Rainwater Goods

All works shall be completed in accordance with JCA Architects Specification, Conservation Scope of Works & Photographic Record document ref. HAUL-JCA-08-ZZ-SP-AR-9000.

The overall project will be carried out by way of one contract. The contract documents, which this document will form part of, relate to this contract.

APPENDIX A

TYPICAL INFORMATION REQUIRED

TO BE HANDED OVER TO THE EMPLOYER'S REPRESENTATIVE

ON COMPLETION OF THE PROJECT AND TO BE MADE AVAILABLE TO THE PSDP TO ALLOW

COMPILATION OF THE SAFETY FILE

- a. Identification of and locations of all potentially hazardous materials (eg certain insulation materials, two pack and other special paint coatings) and installations and the procedures to be followed in order to minimise the associated risks:
 - i) in the daily use of the building or structure
 - ii) when maintenance, repair, refurbishment or replacement of the materials or installations is to be undertaken.
- b. Marked up construction drawings showing how the work was built where it differs from the requirements shown on the drawings issued to the Contractor. Information may be provided in the format of drawings marked up by hand in sufficient detail to allow the design staff to prepare the 'as built' drawings.
- c. Specifications and details of pipe and cable run layouts and fixed systems. Information may be provided in the format of drawings marked up by hand in sufficient detail to allow the design staff to prepare the 'as built' drawings.
- d. Details of fixed equipment and systems including charts and manuals specifying the operating procedures and maintenance requirements and procedures.
- e. Test and commissioning certificates for mechanical and electrical installations installed or altered as part of the Works.
- f. Design criteria, where design work formed part of the Contract, for structural elements and for electrical and mechanical systems.
- g. Details of existing services and utilities encountered - either underground or in buildings - during the course of the Works, stating their location and describing them.