



November 2021

**NOTES TO CONTRACTORS FOR ESTIMATING PURPOSES RELATING TO
PROPOSED REPLACEMENT PAVILION, MELTON PLAYING FIELD, MELTON ROAD, MELTON. IP12 1NH
FOR MELTON PARISH COUNCIL**

1. Client will make available water and electric for reasonable usage by the contractor free of charge throughout the course of construction.
2. Contractor is to provide their own secure storage buildings as required at their own expense which are to be removed from site on completion.
3. Contractor is to provide their own portaloo facility.
4. The successful contractor is to agree with the clients areas for storage of materials and compounding of agreed areas etc and make good as necessary on completion again all at contractors expense.
5. The successful contractor is to protect the access to the site and is to reinstate any surfacing, hedging etc which is damaged during the construction period. Temporary protection is to be provided to any area as required throughout the construction period. Equally the contractor shall ensure the parking area and the main road are kept clear of any debris and dirt etc to ensure highway safety is maintained.
Note :- Temporary full protection is to made to the newly surfaced and line painted car parking area, the selected protection measures are to be capable of withstanding vehicular movement. Equally protection to the grassed access route to the proposed building is to provided with the affected area made good on completion of the project.
6. Temporary protection is to be provided to any trees and hedges as required throughout the contract period. Equally attention is drawn to an imposed condition which states that no activity including storage of materials and machinery is to be made within 1m distance beyond the crown spread of any tree, this is to be strictly adhered to.
7. The contractor will be responsible for any Health and Safety documents required under the CDM Regulations including preparation of their own Health And Safety file. The Architect will issue their Design And Risk Assessment for contractors use.
8. The contractor will enter into a JCT Contract and will submit monthly valuations with a 5% retention on all monies paid until practical completion when the retention is reduced to 2.5% for the duration of a six month maintenance period. Site meetings will be arranged as and when any party feels it appropriate.
9. Prior to commencement of works, contractor is to prepare and issue a programme of work for approval.
10. The Clients will be responsible for the payment of East Suffolk Building Regulation Application and Inspection fees.
11. Contractor is to include all costs relating to any required tests, i.e. air test etc including any certificates such as the as built SBEM certificate.
12. Contractor is to have all necessary valid insurances in place including Public Liability and insurance to the building during demolition etc.

- 13.** Allow the contingency sum of £10,000.
- 14.** Attention is drawn to the demolition requirements, contractor is to allow for the breaking up and removal of the existing concrete floor slab, the removal any existing concrete foundations and redundant drains including manholes.
- 15.** Attention is also drawn for the requirement of all materials to be carted away from site as soon as possible following their removal. Contractor is to ensure skips and other storage facilities are removed as soon as they become full. Storage of materials removed from the site is discouraged due the sensitive use of the site and it being a public playing field.
- 16.** Under no circumstances are bonfires to be allowed.
- 17.** Contractor to ensure dust is kept to minimum by damping down as necessary.
- 18.** Allow the provisional sum of £15,000 for plumbing and heating work include for the provision of a tap within each of the Stores.
- 19.** Allow the provisional sum of £18,000 for all electrical works to an extent as required by clients, figure also to include for the provision and installation of a security alarm system.
- 20.** Allow the provisional sum of £2,000 for the adaption and extension of the existing CCTV system.
- 21.** Allow the provisional sum of £2,500 for wall tiling. External Disabled WC is have all walls fully tiled with white tiles and grey grout. Elsewhere tiling is to be as splash backs above the wash hand basins and between the worktop and high level cupboards to the Kitchen, tiles and grout colour to be clients choice.
- 22.** Allow the provisional sum of £3,000 for the supply and fixing of sanitaryware, associated taps and fittings.
- 23.** Allow the provisional sum of £5,000 for the supply and fitting of selected Altro Non Slip Flooring to Kitchen and all WC's and for the supply and fixing of selected Karndean or equal hard wearing flooring to the Flexible Community Space. Figure also to include for coir matting to the 2 matwells.
- 24.** Allow the provisional sum of £5,000 for supply and fitting of sink unit, worktop, and associated cabinets to Kitchen. Contractor in addition is to include for ordering, taking delivery of and installing of all associated taps, fittings etc. Note drinking water tap is to be provided.
- 25.** Note the provisional sums quoted do not include main contractors overheads, attendance and profit, please adjust these when providing your figures.
- 26.** Contractor is to include for extending the existing UK Power Networks supply to serve the new building including trenching and all associated enabling works and associated making good of trenches etc.
- 27.** Contractor is to include for extending the existing Anglian Water supply to serve the new building including trenching and all associated enabling works and associated making good of trenches etc.
- 28.** Contractor is to include for all internal doors being Jeld-Wen White Oak Panel doors with lever handles on circular rose brushed satin finish lever door handles. Ironmongery to include 1 1/2 pair of hinges, latch and strikeplates, also include for doorstops. Door to Kitchen to have glazed vision panel.
- 29.** Contractor is to include for light oak door linings, 19mm thick x 65mm bullnose architraves, 19mm thick x 150mm bullnose skirting boards (to Flexible Meeting Space only), 32mm thick window boards etc throughout with exception of Kitchen window which is to be tiled.
- 30.** Contractor is to include for undertaking all external and internal decorations, final colours to be agreed.

- 31.** Contractor is to include for thoroughly cleaning the completed building throughout including removal of all labels etc.
- 32.** Contractor is to include for the supplying and laying of brindle block pavers to an extent as shown on drawing number 6261/2A including provision of yard gully.
- 33.** Contractor is requested **not** to include for the widening of the existing footpath as shown on drawing number 6261/2A.
- 34.** Contractor is requested to confirm in writing their fixed price estimate no later than **12 noon on Friday** and send to Melton Parish Council c/o Mullins Dowse Architects Ltd, 10A Quay Street, Woodbridge IP12 1BX or by email to andrew@mullinsdowse.co.uk
- 35.** Viewing of the site is to be made via contacting Mr Andrew Watkins on 01394 382544 or by Email andrew@mullinsdowse.co.uk.
- 36.** The contractors tender figure will remain open for acceptance for a period of 4 weeks after which the contractor will be requested to review their figure and advise accordingly.