



Invitation to Tender (ITT)

Maintenance Works: Internal Re-
Configuration

at

Lime Academy – Forest Approach

Document Control

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Open competition via MyTenders.

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1.0 INTRODUCTION AND GUIDANCE TENDER CONDITIONS

1.1 Definitions

The following definitions apply to this Invitation to Tender (ITT) and its supporting attachments:

- 1.1.1 Business Day is Monday to Friday excluding public holidays.
- 1.1.2 Bidder is any economic operator, regardless of their structure or organisation that submits or intends to submit a bid in response to this ITT.
- 1.1.3 Bidder Party is any third party that the Bidder includes in the process of preparing a bid in response to this ITT.
- 1.1.4 Bid Response Deadline is the date specified in the timetable for the delivery of a final response to this ITT.
- 1.1.5 Contracting Authority is the Lime Trust which is a charitable company limited by guarantee.
- 1.1.6 Lime Trust, herein known as the Trust is the Head Office responsible for the management of the sites within its Trust – Full details available on our website.
- 1.1.7 Procurement Lead is the member of staff at the Lime Trust to whom queries should be addressed and from whom all instructions relating to this ITT will be received.

1.2 Invitation to Tender/Scope

- 1.2.1 This ITT is being issued as an open competition via My Tender.
- 1.2.2 The Trust wishes to engage a contractor to undertake the following maintenance works: roofing works (flat roofs, fascia, soffits, and guttering), external windows as required, and drainage works.
- 1.2.3 The project will be overseen by RAM Building Consultancy who will act as the Trust's Technical Advisor.
- 1.2.4 The requirement is fully detailed in tender documents.
- 1.2.5 The purpose of this ITT is to:
 - Elicit competitive tenders for evaluation;
 - Enable Bidders to demonstrate their experience and expertise and their suitability for our requirement and to provide a schedule of costs; and
 - Enable the Trust to select a provider offering the most economically advantageous tender.
- 1.2.6 The Contracting Authority is using an electronic tendering portal, MyTenders, to manage this procurement process.

1.3 Confidentiality

- 1.3.1 The information contained within this ITT is made available by the Trust on condition that bidders shall not use the information for any purpose other than when preparing a bid or deciding whether to bid.
- 1.3.2 Bidders shall ensure that any Bidder Party who receives any of the information is made aware of, and complies with, the provisions herein as if they were a Bidder.
- 1.3.3 The Trust may disclose detailed information relating to bids to the Trust directors, officers, employees, agents or advisers and they may make the bid available for inspection by the Trust directors, officers, employees, agents or advisers.
- 1.3.4 The Trust also reserves the right to disseminate information that is materially relevant to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its bid. The provisions for sharing information and for managing confidentiality are set out in sections 2.4 of this ITT.
- 1.3.5 The Trust will act reasonably in regards to the protection of commercially sensitive information relating to the Bidder, subject to the Trust's duties under the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

1.4 Accuracy of the information and Liability of the Trust and their Advisers

- 1.4.1 Information provided to Bidders has been prepared by the Trust in good faith but does not purport to be comprehensive or to have been independently verified. Bidders should not rely on the detailed information contained in this ITT and should carry out their own due diligence checks and verify the accuracy of the detailed information contained in this ITT. Nothing in this ITT is, or should be construed as, a promise or representation as to the future.
- 1.4.2 Bidders considering whether to enter into a contractual relationship with the Trust should make their own enquiries and investigations of the Trust's requirements beforehand. The subject matter of this ITT shall only have contractual effect when and to the extent it is contained in the express terms of an executed contract.
- 1.4.3 None of the Trust's directors, officers, employees, agents or advisers make any representation or warranty as to (save in the case of fraudulent misrepresentation) accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of this information or any part of it (including but not limited to loss or damage arising as a result of reliance by the Bidder on this information or any part of it).

1.5 Conflicts of Interest

- 1.5.1 The Trust requires all actual or potential conflicts of interest (including in particular those arising where a member of its supply chain or any adviser put forward by one Bidder is the same firm or company or is a member of the same group of companies as that put forward by another Bidder or is working for the Trust on this or similar schemes) to be resolved to the Trust's satisfaction prior to the delivery of the Bidders' bid in response to this ITT. Failure to declare such conflicts and / or failure to address such conflicts to the reasonable satisfaction of the Trust could result in a Bidder being disqualified from the tender process.

- 1.5.2 In accordance with the rules of the Education Funding Agency, the Trust have adopted a policy of not procuring goods or services from any organisation which is itself a related party or wherein any person considered to be a Person of Significant Control is connected with the Trust or any officer or employee thereof.
- 1.5.3 Any Bidder which is concerned that it is or may be a related party should contact the Procurement Lead by posing the query as a question through myTenders and inform them of the nature of the relationship prior to submitting a bid. **This information will remain confidential and not shared with other bidders.**
- 1.5.4 Any Bidder that fails to disclose a relationship will be disqualified from the tender process.

1.6 Canvassing

- 1.6.1 The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder or a member of its supply chain may attract) any Bidder or a member of its supply chain who, in connection with this ITT:
- Offers any inducement, fee or reward to any member or officer of the Trust or any person acting as an adviser for the Trust in connection with this ITT;
 - Does anything which would constitute a breach of the Prevention of Corruption Acts 1889 to 1916 or of the Bribery Act 2010;
 - Canvasses any of the persons referred to above in connection with this ITT; or
 - Contacts any member or officer of the Trust prior to the notification of a decision about any aspect of this ITT in a manner not permitted by this ITT (including without limitation contact for the purposes of discussing the possibility of their future employment or engagement by the Bidder).

1.7 Non-Collusion

- 1.7.1 The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder may attract) any Bidder who, in connection with this procurement:
- Fixes or adjusts the amount of their bid by or in accordance with any agreement or arrangement with any other Bidder (other than a member of its own consortium or own supply chain members);
 - Enters into any agreement or arrangement with any other Bidder or that Bidder's supply chain members to the effect that they shall refrain from making a bid, or they agree the amount of any bid to be submitted;
 - Causes or induces any person to enter such agreement as is mentioned or to inform the Bidder or any member of that Bidder's supply chain of the amount or approximate amount of any rival bid;
 - Offers or agrees to pay or give, or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done, any act or omission in relation to any other bid or proposed bid for this procurement; or
 - Communicates to any person other than the Trust the amount or approximate amount of their proposed bid (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of a bid).

1.8 Intellectual Property

1.8.1 The copyright in this and all other issued documents is vested in the Trust and may not be reproduced, copied or stored in any medium without the prior written consent of the Trust except in relation to the preparation of a bid. All documentation supplied by the Trust in relation to this procurement is and shall remain the property of the Trust and must be returned on demand, without any copies being retained.

1.8.2 The Trust reserve the right to require the assignment or grant of a royalty free non-exclusive licence of all intellectual property relating to or in connection with any bid resulting in the award of contract to the relevant Bidder.

1.9 Publicity

1.9.1 Bidders and all members of the Bidder's supply chain shall not undertake (or permit to be undertaken) at any time, whether at this stage or after finalisation of the tender process, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of the Trust. Such agreement shall extend to the content of any publicity. In this paragraph, the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large, and the representatives of such media.

1.10 The Trust's Right to Reject Bids

1.10.1 The Trust reserves the right to reject or disqualify a Bidder and / or a member of its supply chain where:

- A bid is completed incorrectly, is materially incomplete or fails to meet the Trust's submission requirements which have been notified to Bidders;
- The Bidder contravenes any of the terms and conditions of this procurement.

1.10.2 The disqualification of a Bidder will not prejudice any other civil remedy available to the Trust and will not prejudice any criminal liability that such conduct by a bidder may attract.

1.11 Right to Cancel or Vary the Process

1.11.1 The Trust reserves the right:

- To cancel or withdraw from the tender process at any stage;
- To alter the timetable to contract award;
- Not to award a contract;
- To require a Bidder and / or a member(s) of its supply chain to clarify their submission in writing and / or provide additional information (failure to respond adequately may result in a Bidder not being successful); and / or
- Amend the terms and conditions of the tender process.

1.12 Provision of Further Information by Bidders Prior to Submitting a Bid

1.12.1 The Trust may rely on the information provided by Bidders during their appointment (including but not limited to information concerning the members and structure of any consortium). If, at any time during this tender process there are any material changes to

the same, the Bidder must advise the Trust in writing as soon as practicable providing full details of the change (even if this is prior to the submission of a bid).

1.12.2 The Trust reserves the right to request further information about the Bidder and / or its supply chain at any time during the procurement.

1.12.3 Upon receipt of such information, the Trust shall be entitled to revisit the selection and / or evaluation of the Bidder and exclude the Bidder, if necessary, as a result of that process.

1.13 Freedom of Information

1.13.1 The Freedom of Information Act (2000) and the Environmental Information Regulations (2004) impose duties of openness on the Trust that will have an effect upon how they treat procurement information.

1.13.2 Further information on this and on how the Trust will deal with these issues is available from the trust.

1.13.3 Bidders should satisfy themselves as to the implications of the Freedom of Information Act (2000) and the Environmental Information Regulations (2004) and seek legal advice as necessary.

1.14 Governing Law

1.14.1 All communications will be conducted, and all documents will be prepared, in the English language. The communications and all subsequent contracts executed will be subject to English law and the exclusive jurisdiction of the English courts.

1.15 Contact Information

Point of contact for this procurement process

1.15.1 All contact regarding this procurement shall be carried out via the myTenders portal.

Complaints regarding the procurement process

1.15.2 Any complaints regarding the procurement process should be made in writing and directed as follows:

Laura Fisher, Head of Business Support, laura.fisher@limetrust.org

2.0 INSTRUCTIONS TO BIDDERS

Bidders are deemed to understand the processes that the Trust is required to follow under the Public Contracts Regulations (2015) and all applicable European and domestic legislation so far as they relate to this ITT.

2.1 Scope

2.1.1 Hornbeam Academy for the Lime Trust is split across two sites, which require urgent re-roofing works as described in the tender documents.

All works are to be carried out during the dates stated.

The bidders are invited to submit an offer for one or two of the projects at Lime Academy – Forest Approach. The Trust reserves the right to procure the lots to one main contractor, or separately to two contractors,

Due to budget constraints it is possible that not all the work items within each lot will be progressed.

- 2.1.2 Bidders must demonstrate that they have public liability insurance cover of at least £10 million (ten million pounds sterling), professional indemnity insurance cover of at least £5 million (five million pounds sterling), and, employer's liability insurance cover of at least £5 million (five million pounds sterling) or would commit to obtain this if awarded a contract.
- 2.1.3 Bidders are able to attend the academy for a site visit at **7am on 23rd March 2021** in order to fully appreciate the extent of the works required. It is not a requirement to attend this site visit but you may be at a disadvantage if you do not attend. Bidders can ask clarification questions at the site visit and also have the facility to ask them via the myTenders eTendering portal. Bidders should notify the Technical Advisor, Sonia Lane (sonialane@ramconsultancy.co.uk) of their intention to attend the site visit (providing the names of a maximum of two personnel per bidder) by **midday on Friday 19th March**.
- 2.1.4 The Provider's site supervisor will need to comply with the academy's safeguarding procedures and policies as detailed in Annex C - Safeguarding Checklist. Enhanced DBS clearance will be required for that person only.
- 2.1.5 The intention is to contract the works under the JCT Contract as described in the tender documents
- 2.1.6 Bid submissions should be made using the documentation and directions given in this ITT and associated documents and the supplier response document

2.2 Procedure and Dates for Submission of Bids

- 2.2.1 Bidders are invited to submit their bids to the Trust by the Bid Response Deadline stated in section 3.3 – Bid Timetable.
- 2.2.2 The Trust reserves the right to extend the Bid Response Deadline at any time.
- 2.2.3 The Trust will evaluate the bids by applying the evaluation criteria, which is set out in section 4 of this ITT.
- 2.2.4 Following receipt of bids, the Trust may request clarification of those bids in order to enable the evaluation to be completed. Bidders will not have the opportunity to revise their bids after the Bid Response Deadline.
- 2.2.5 Following receipt of bids and after any clarification, the Trust will evaluate the bids received by applying the evaluation criteria and may select a successful Bidder to be appointed.
- 2.2.6 All bids must be uploaded to the myTenders portal.

2.3 Liaison

2.3.1 All contact regarding the tender should be carried out via the myTenders questions/clarification facility. Responses to any such contact will be distributed to all prospective bidders who have shown an interest in the opportunity unless the information is in relation to sections 1.5.3 & 2.4.3 - the rules in section 2.4 will apply accordingly. Any attempt to liaise via any other party, or use a communication method other than the electronic tendering portal, may result in the Bidder being disqualified from the tender process.

2.4 Information Available to Bidders

2.4.1 All information initially available to Bidders is contained within this ITT.

2.4.2 Bidders may submit questions and requests for clarification or further information up until the final date for clarifications as detailed in section 3.3 - Bid Timetable.

2.4.3 The Trust's policy in respect of sharing information is that all questions and requests for clarification or further information, and the corresponding responses, will be circulated to all Bidders on an anonymous basis. Therefore, should Bidders wish to avoid such disclosure the request must be clearly marked "In confidence - not to be circulated to other Bidders" and the Bidder must set out the reason(s) for the request for non-disclosure to other Bidders.

2.4.4 If the Trust considers that, in the interests of open and fair competition, it is unable to respond to the question or request for clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter respond in writing requesting that either the query be withdrawn or be treated as not confidential. The Trust will deem that the question or request for clarification or further information has been withdrawn if the Trust are not contacted in writing within 3 Business Days following the Bidder being so informed.

2.5 Costs and Expenses

2.5.1 Any costs or expenses incurred by any Bidder, or other person throughout the process, will not be reimbursed by the Trust and neither the Trust nor any of their representatives will be liable in any way to any Bidder or other person for any costs, expenses or losses incurred by any Bidder or other person in connection with this tender process including the possibility of being required to formally present their bid.

3.0 EXPLANATION OF BIDS REQUIRED

3.1 General

3.1.1 This section provides Bidders with details of the form and content of bids that are invited.

3.1.2 If a Bidder does not comply with any of these requirements, the Trust may, in its sole discretion, disqualify the bid of that Bidder.

3.1.3 Bidders should ensure that bids are submitted in good time to prevent delays caused by technology failures.

3.2 Number, Type, Format and Content of Bids

- 3.2.1 Each Bidder shall be invited to submit a bid in accordance with the process described in this ITT
- 3.2.2 Each bid shall be submitted electronically in either a Microsoft Word or Adobe PDF format using the template provided. If submitted in pdf format, a Word version must be made available upon request.
- 3.2.3 All pages of the submission must be sequentially numbered.
- 3.2.4 Bids should be as concise as possible, whilst providing sufficient information to enable the Trust to evaluate.
- 3.2.5 Bid wording should be unambiguous, and directly address the requirement stated.
- 3.2.6 All bids, correspondence and documents must be submitted in English.
- 3.2.7 All references to costs/rates must be submitted in pounds sterling with the rates firm for the duration of the contract and not be subject to any variation unless provided for in the conditions of contract.
- 3.2.8 For a bid to be considered by the Trust, the Bidder should ensure that it is compliant with all the requirements and assumptions set out in this ITT, even where Bidders disagree with any such requirements and assumptions. The only exception is if the Trust specifically amends any point during the tender process.
- 3.2.9 All supporting documentation should be provided separately and be given an appropriate filename and document title to make it clear what it is.
- 3.2.10 If Bidders submit a generic policy or similar document, they must indicate clearly the page and paragraph reference that is relevant to a particular part of the bid.
- 3.2.11 Any deliberate alteration of the Trust's requirement within the bid will result in it being rejected unless such amendment has been previously agreed in writing following the liaison procedures set out in section 2.3 of this ITT.
- 3.2.12 Should any part of the bid be ambiguous or open to interpretation, the evaluation panel will seek clarification in writing from the Bidder via e-mail before completing the evaluation of the bid.

3.3 Bid Timetable for the tender process

Milestone Description	Date
ITT published	6 th June 2022
Notify TA of the intention to attend site visit	10 th June 2022
Site visit	To be agreed with RAM
Final date for submission of clarifications	17th June 2021
Deadline for the Trust to respond to clarification questions to be sent to all bidders	22 nd June 2021
Bid Response Deadline	30th June 2021
All Bidders notified of decision & contract award	July 2022

Contractor's mobilisation, Design period, Early orders	July 2022
Contract commencement on site	July 2022
Contract completion by	October 2022

3.3.1 The Trust reserves the right to amend the timetable set out above or extend any time period.

3.3.2 Bids must remain open for acceptance for a period of forty-five days from the Bid Response Deadline. A bid not valid for this period may be rejected by the Trust.

4.0 BID EVALUATION AND CONTRACT AWARD

4.1 All bids will be opened / downloaded at the same time. Each bid will be scored in accordance with the formula and protocol set out/referred in this section 4 and the results summarised by the Trust's Technical Advisor. The results will then be presented to the Trust's Projects Team and Head of Procurement to confirm the appointment of the most economically advantageous bid based on the scores awarded during the evaluation.

4.2 Evaluation Methodology

The requirements set out/referred to in the Supplier Response Document and associated documents are deemed essential and must be provided to ensure your bid is considered. Bidders must demonstrate their ability to meet all of these requirements. If a Bidder fails to do so, they will be deemed non-compliant and will be excluded from the procurement process.

EVALUATION CRITERIA:

See Annex A

Annex A- Evaluation Criteria

A1.1 Lime Trust is not bound to accept the lowest or any Tender Submission and reserves to itself the right at its absolute discretion to accept or not accept any Tender Submission.

A1.2 Lime Trust will evaluate Tender Submissions on the basis of the most economically advantageous tender, which will be assessed on the following weighted criteria:

Cost 70% : Quality 30%

A1.2.1 The quality criteria of 30% will be evaluated through an assessment of your written responses to the quality questions you submit via the myTenders Portal.

A1.2.2 The 30% Quality weighting will be scored as follows and as detailed within the following Table A.

Table A

Weighting	Criteria
Question 2 (10)	<p>Experience & Qualification Please provide 2 examples of relevant experiences completed in the past 3 years. Relevant experience may include: work for a secondary school / Academy; delivery of similar works. Please also provide the CV of the Project Manager / Lead person who will be responsible for the delivery of the design and construction phases.</p>
Question 1 (10)	<p>Outline Programme Please provide a draft programme of work / list of dates showing your proposed phasing of the works and key milestones to ensure the works are delivered within the defined dates. You can attach a Gantt chart programme or provide a table of dates, and use the below response box for any supporting comments.</p>
Question 3 (5)	<p>Method Statement Provide a method statement explaining your quality control systems, including management of sub-contractors' work, to ensure all materials and workmanship meet the standards required by the Employer and your system to respond to any defects arising after practical completion</p>
Question 4 (5)	<p>Health & Safety Please provide examples of successful H&S measures you put in place on similar projects to ensure the safety of all those on site (students, staff, visitors and operatives). Explain which measures you foresee for this project.</p>

A1.3 The scoring for quality questions will be in accordance with the methodology illustrated in Table B below:

Table B –Scoring Methodology - (Qualitative Questions)

Rating	Score	Level	Comment	Summary
FAIL	0	Non-existent	Insufficient information provided or does not meet the Lime Trust’s requirements	Not acceptable
	1	Extremely poor	An extremely poor, well below expectation response: there is a lack of content / explanation in addressing each of the requirements; AND/OR most proposals are unrealistic / unjustified / unsupported or lack significant content / explanation; AND/OR a very significant proportion of proposals are unacceptable from a risk perspective; AND/OR a significant degree of failure to demonstrate technical and commercial aspects.	Much less than acceptable, major areas of weakness
	2	Very poor	A very poor, below expectation response: there is a lack of content / explanation in addressing each of the requirements; AND/OR some proposals are unjustified / unsupported or lack significant content / explanation; AND/OR a significant proportion of proposals are unacceptable from a risk perspective; AND/OR a degree of failure to demonstrate technical and commercial aspects.	
	3	Poor	A poor, below expectation response: Not many requirements are addressed; AND/OR proposals lack significant content / explanation; AND/OR many proposals are unacceptable from a risk perspective; AND/OR many proposals lack an acceptable approach to technical and commercial aspects.	Less than acceptable, more weaknesses than strengths
	4	Weak	A weak, below expectation response: Very few requirements are addressed; AND/OR proposals lack significant content / explanation; AND/OR some proposals are unacceptable from a risk perspective; AND/OR some proposals lack an acceptable approach to technical and commercial aspects	

Rating	Score	Level	Comment	Summary
PASS	5	Adequate	An adequate response that barely meets expectation: A few requirements are addressed; proposals have a reasonable level of content / justification and explanation; proposals should be acceptable from a risk perspective; an acceptable approach to technical and commercial aspects.	Acceptable, but with some minor areas of weakness
	6	Quite good	Quite a good response that meets expectation: Some requirements are addressed; proposals have a reasonable level of content / justification and explanation; proposals should be acceptable from a risk perspective; an acceptable approach to technical and commercial aspects.	
	7	Good	A good, above expectation response: Many requirements are addressed; proposals have a good level of content / justification, explanation and risk perspective; a good / sound approach to technical and commercial aspects.	Highly acceptable, strong with few weaker areas
	8	Very good	A very good, above expectation response: Most requirements are addressed; proposals have a very good level of content / justification, explanation and risk perspective; a good / sound approach to technical and commercial aspects.	
	9	Excellent	An excellent response: Vast majority of requirements are addressed and most of the bidder's proposals include sound, innovative suggestions; proposals are quite detailed in content / justification and explanation; proposals are highly acceptable from a risk perspective; an outstanding approach to technical and commercial aspects which delivers more than expectations supported by evidence.	Extremely acceptable, many strengths, no weaknesses
	10	Exceptional	An exceptional response: All requirements are addressed and all of the bidder's proposals include sound, innovative suggestions; proposals are very detailed in content / justification and explanation; proposals are highly acceptable from a risk perspective; an outstanding approach to technical and commercial aspects which delivers more than expectations supported by evidence.	

- A1.4 Lime Trust reserves the right to enter into discussions with Tenderers concerning any aspects arising from this invitation to tender after the submission of the Tenders. Such discussions may include, (but are not limited to), the level and application of the rates, prices and financial arrangements contained within any Tender.
- A1.5 Lime Trust reserve the right to negotiate with contractors on the basis of award one or more projects.
- A1.5 You will be required to give a demonstration of your competence to carry out the specified Works at a time and venue to be agreed with the Technical Advisor and Lime Trust Project Team. Such a demonstration shall be conducted by the person you propose to nominate as the Contractor's Representative if your Tender is successful.
- A1.6 You should include within your rates all appropriate costs, expense and disbursements (exclusive of VAT); the cost for complying with the Conditions of Contract, general obligations to the requirements of the Specifications and all other items of work necessary to provide the Service to the reasonable satisfaction of the Authorised Officer, together with all liabilities and obligations, whether expressed or implied, incurred by or incumbent upon you pursuant to the Contract; and to any works required being undertaken safely, and in compliance with all Statutory provisions and other rules or regulations relating to the Contract, including the Health and Safety at Work etc. Act 1974 and any subsequent safety legislation.
- A1.7 You should be aware of all relevant legislation, Home Office and other guidance circulars. In particular, you may be required to ensure that the staff appointed are suitable with due regard to the Rehabilitation of Offenders Act 1974, from which staff would be exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. The Lime Trust may require all employees so engaged to accept vetting by the Lime Trust before any Contract can be awarded.
- A1.8 The score for Quality questions will be calculated as follows:
- A1.8.1 Scores out of 10 will be given in accordance with Table B for the qualitative questions.
- A1.8.2 The weightings listed in Table A will then be applied to these scores to give an overall score for Quality.
- NB All bids will be scored using the same methodology.
- A1.9 The score for Price will be calculated as follows:
- A1.9.1 The Lime Trust will evaluate the tender price submission using the following relative formula, acknowledging the price has a weighting of 60%:

For each lot, the Bidders' prices will be evaluated as follows:

The supplier offering the lowest overall lump sum price, will be awarded a maximum score of 60; and other Bidders' prices will be scored using the following relative formula:

$$\frac{\text{Lowest price tendered}}{\text{Price tendered}} \times 60 = \text{Score}$$

In addition to the scoring an affordability test will be undertaken and together with the scores a judgement will be made which provider offers the most economically advantageous tender.

- A1.10 The scores for Quality and Price will be added together to give a total score out of 100 for each lot.
- A1.11 Once added together the expectation is that the bidder with the highest overall score for a lot is selected as the preferred bidder (for this lot) as they would have demonstrated the most economically advantageous tender.
- A1.12 Lime Trust may exclude bids which are priced too low to be credible, i.e. abnormally low bids.

Supplier Response Document

Tender for Lime Academy –Forest Approach – Internal Works

Section 1: Bidder Information

Company Name	
Company web address	
Company registration	
Contact name	
Contact email address	
Contact telephone number	
Contact address	

Section 2: Previous Experience and References

	<p>Previous Experience and Referees</p> <p>Please provide details of two references which are relevant to our requirement which highlights the depth of your experience and expertise.</p> <p>PLEASE NOTE:</p> <ul style="list-style-type: none">● For contracts in place or recently completed during the past three years.● The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided and by providing their contact details you have gained their approval to act as a referee.● The information supplied will be treated in the strictest confidence and only used for the purpose of evaluating bids● It is preferable to have projects based in the education sector if possible.
	Reference 1
Name of customer organisation	
Point of contact in the organisation	

Position in the organisation	
E-mail address of contact	
Telephone contact	
Type of organisation	
Nature of service provided – these should be relevant to our requirements	
Completion date	
Budget	

	Reference 2
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address of contact	
Telephone contact	
Type of organisation	

Nature of service provided – these should be relevant to our requirements	
Completion date	
Budget	

Section 3: Mandatory Requirements (Pass/Fail Criteria)

For pass/fail criteria, if your answer is no, your bid will not be considered.

3.1 – Constructionline Membership	Pass/Fail
Does your company hold current Constructionline membership? Or equivalent If yes, please ensure your bid includes evidence of this	Yes/No

3.2 – Insurance Cover	Pass/Fail
We've provided a copy of our certificate to evidence public liability insurance cover of at least £10M or have provided a statement of commitment to obtain?	Yes / No
We've provided a copy of our certificate to evidence employer's liability insurance cover of at least £5M or have provided a statement of commitment to obtain?	Yes / No
We've provided a copy of our certificate to evidence professional indemnity insurance cover of at least £5M or have provided a statement of commitment to obtain?	Yes / No

3.3 – Safeguarding and DBS	Pass/Fail
We confirm that the proposed site supervisor will comply with the academy's safeguarding procedures and policies and a safeguarding checklist with enhanced DBS clearance will be in place.	Yes/No

3.4 – Form of Contract	Pass/Fail
We confirm a willingness to contract under JCT Minor Works Contract 2016 with Contractor's Design (MWD)	Yes/No

Section 4: Qualitative Criteria:

4.1 – Previous Experience	Weighting – 10%
Please provide 2 examples of relevant experiences completed in the past 3 years. Relevant experience may include: work for a secondary school / Academy; delivery of similar works. Please also provide the CV of the Project Manager / Lead person who will be responsible for the delivery of the design and construction phases.	

4.2 - Programme	Weighting – 10%
Please provide a draft programme of work / list of dates showing your proposed phasing of the works and key milestones to ensure the works are delivered within the defined dates. You can attach a Gantt chart programme or provide a table of dates, and use the below response box for any supporting comments.	
Response:	

4.3 – Method Statement	Weighting – 5%
Provide a method statement explaining your quality control systems, including management of sub-contractors' work, to ensure all materials and workmanship meet the standards required by the Employer and your system to respond to any defects arising after practical completion	
Response:	

4.4 – Health and Safety	Weighting – 5%
Please provide examples of successful H&S measures you put in place on similar projects to ensure the safety of all those on site (students, staff, visitors and operatives). Explain which measures you foresee for this project.	
Response:	

Annex C – Safeguarding Checklist

On Your Company Headed Paper

Dear [Academy Contact],

I confirm that all (your Company name) staff are recruited in line with DfE guidance:

'Keeping Children Safe in Education' (September 2019):

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This includes the following vetting procedures:

- A face to face interview, assessing candidate's suitability to work with children and young people;
- Identity checks in-line with the DBS regulations;
- Proof of Address;
- Proof of National Insurance Number;
- Proof of Qualifications (where these are a requirement of the job);
- Enhanced DBS Check;
- Overseas Police check (if applicable);
- Barred List check (formerly List 99);
- Confirmation of eligibility to work in the UK (Right to Work Check);
- A minimum of 2 references;
- Medical Check – confirmation that each candidate is medically fit to work in an Education setting;
- Full employment history check – including covering any gaps or discrepancies;
- Disqualification Declaration (for certain categories of staff working with children aged 8 years and under) -
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>;
- Read and understand, 'KCSiE – Information for all school and college staff (Part 1) –
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Attended Safeguarding Training within the last 12 months

Yours sincerely

SIGNATURE

(Company representative)

Company Logo



Name: _____



SCHEDULE OF WORKS

PROJECT NO:
22412

DATE:
27/05/2022

AUTHOR:
DSP

PROJECT: Corridor Refurbishment

Forest Approach Academy, Settle Road, Romford, Essex. RM3 9YA

CLIENT: Lime Trust

**LEAK INVESTIGATION
SERVICES**

**EXPERT CONSULTANCY
SERVICES**

**BUILDING SURVEYING
SERVICES**

Document Control Sheet

Project Title: Corridor Refurbishment
Forest Approach Academy, Settle Road, Romford, Essex. RM3 9YA

Report Title: Schedule of Works

Revision: 01

Status: Tender Issue

Control Date: 27 May 2022

Record of Issue

Issue	Status	Author	Date	Authorised	Date
01	Tender	DSP	27/05/22	JD	27/05/22

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Organisation	Contact	Copies
Lime Trust	Laura Fisher	Electronic
Contractor – Tender Issue		Electronic

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Appendix A Pre-Construction Information Including Designer’s Risk Assessment (to follow)
Appendix B Contract Drawings



Form of Tender



Form of Tender

To: RAM Building Consultancy
PO Box 1567
Bedford
MK41 5BH

Job Ref.: 22412

For the attention of: Mrs Debs Scott-Potter

To Whom It May Concern,

We hereby offer and undertake to provide all labour, materials, plant, machinery and implements necessary for the proper execution and completion, to the reasonable satisfaction of the surveyor, of the whole of the works described and, on the condition, referred to or implied in the Specification for the proposed Corridor Refurbishment, Forest Approach Academy, Settle Road, Romford, Essex. RM3 9YA, which have been examined by us, and we are prepared to enter into a fixed price contract for the sum shown below.

(Insert amount in words)

(£_____), plus, VAT for the whole of the works included in the aforementioned Specification including all provisional, prime and contingency sums.

We understand that our price is to be held for a period of *four* months from the date of tender. If awarded the contract, we would be prepared to commence work within ____ weeks of instruction and will complete the work within ____ from possession of the site.

We understand that you are not bound to accept the lowest or any tender that you may receive.

Yours faithfully

Signature

Contractor

Address

Date of Tender

Contractor to note that this form of tender is to be completed, signed, and emailed along with the priced schedule of works to DebbieScott-Potter@ramconsultancy.co.uk by no later than 12.00 noon on Friday 17 June 2022.



Schedule of Works



Item	Description	Qty	Unit	Rate	£
1	<p>SECTION 1 - GENERAL PROVISIONS AND CONTRACT DETAILS</p> <p>Project Particulars</p> <p><u>The Project</u></p> <p>A Undertake corridor refurbishment at Forest Approach Academy, Settle Road, Romford, Essex. RM3 9YA.</p> <p>B The Works</p> <ul style="list-style-type: none"> •Remove skirtings and architraves; •Remove and installation of new sockets, switches, lighting and emergency lighting; •Disconnect cables and conduit; •Replacement of flooring in Corridors 2 and 3; •Remove covering from walls and ceilings back to studwork; •Remal and replacement of fire doors; •Reinstall cabling behind new plasterboard; •Install new plasterboard walls; •Install new suspended ceiling system with acoustic ceiling tiles; •Install new ceiling in Admin and Finance Office; •Install new sockets, and switches, lighting and emergency lighting; •Installation and removal of fire detection equipment; •All other associated works. <p>C The site can be accessed by prior appointment by contacting Laura Fisher, Head of Business Support . Tel : 020 4548 1738 Email : laura.fisher@limetrust.org or Mike Coade Tel : 01708 343649 Email:Michael.coade@limetrust.org</p>		<p>Note</p> <p>Note</p> <p>Note</p>		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	Form of Contract				
A	The form of contract will be the JCT Minor Works Building Contract with Contractor's Design 2016.		Note		
B	Allow for the obligations, liabilities and services described therein against the heading below: The Recitals First Recital:		Note		
C	Undertake corridor refurbishment and associated works to Forest Approach Academy, Settle Road, Romford, Essex. RM3 9YA,. Second Recital:		Note		
D	The works are described in the Specification. Third Recital:		Note		
E	The contractor will provide a priced Specification.		Note		
F	Fourth Recital: The Construction (Design & Management) Regulations 2015 (CDM 2015) apply. A construction phase plan for this project is required and shall be sent to the Contract Administrator/ Administrator/ Principal Designer. This project is not notifiable to the HSE. Notifiable projects will be longer than 500 person days or 30 working days with more than 20 people working at the same time).		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<u>The Articles</u>				
A	Article 3: The Contract Administrator is: RAM Building Consultancy Ltd PO Box 1567 Bedford MK41 1822 Tel: 0844 355 1822.		Note		
B	Article 4 The Principal Designer is: RAM Building Consultancy Ltd PO Box 1567 Bedford MK41 1822 Tel: 0844 355 1822.		Note		
C	Article 7: Article 7 and Schedule 1 apply. The Contract Particulars		Note		
D	Clause 2.2: Date for Commencement of the Works. Provisionally, for the purpose of tendering assume the date of commencement to be Monday 25th July 2022. Commencement: .Monday 25th July 2022 Completion of the Works: No Later than Friday 26th August 2022		Note		
E	Clause 2.8: Liquidated damages are at a rate of £250 per week or part thereof.		Note		
F	Clause 2.10: The Rectification Period is 6 (six) months from the date of Practical Completion.		Note		
G	Clause 4.3: Interim certificates: 95%.		Note		
H	Clause 4.5: Payment certificates after practical completion: 97.5%.		Note		
I	Clause 4.8.1: Supply of documentation – Two weeks.		Note		
J	Clause 4.11 and Schedule 2: Schedule 2 (Fluctuations Option) does not apply.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	Clause 5.3.2: Contractor's insurance – injury to persons or property (for any one occurrence or series of occurrences arising out of one event): £10,000,000.00 (ten million pounds).		Note		
B	Insurance of the Works: Works insurance by Contractor in joint names.		Note		
C	Clause 5.4A and 5.4B: Percentage to cover professional fees: 15 %.		Note		
D	Clause 7.2: Dispute or difference referred to arbitration – Appointer: The President/Vice President of the RICS.		Note		
E	Schedule 1 (paragraph 1): Base Date - 20/05/2022.		Note		
F	Schedule 1 (paragraph 2.1): Dispute or difference referred to adjudication – Nominator: The President/Vice President of the RICS.		Note		
G	Attestation: Agreement to be executed under hand.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
2	<u>SECTION 2 - CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS</u>				
	<u>Health and Safety - Outline</u>				
A	This Schedule of Works must be read in conjunction all Pre-Construction Information including Designer's Risk Assessments (Appendix A).		Note		
B	A Construction Phase Plan (CDM 2015) including Risk Assessments and Method Statements (RAM's) are to be submitted 2 (two) weeks prior to the commencement of the works.		Note		
	<u>Tendering</u>				
C	Each item within this Schedule must be fully quantified and priced. Bracketing of items will not be accepted.		Note		
D	Tenders must include for all works shown or described in the tender documents or clearly apparent as being necessary for the complete and proper execution of the works.		Note		
E	Tenders must include for all necessary equipment including appliances, vehicles, scissor lifts, consumables, tools, temporary works/screens, scaffolding, safety netting etc. required complete the works.		Note		
F	The Contractor shall be deemed to have visited the site to ascertain the nature and extent of the work.		Note		
G	Quantities and dimensions given in descriptions of work are nominal and are intended as a guide only. The contractor is to undertake all necessary measurements on-site.		Note		
H	Prior to commencement of the works, the Contractor is to provide a master programme identifying the timing and duration of each element. The master programme is to be updated as necessary throughout the project.		Note		
I	Named Sub-Contractors: Contractor's choice.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<u>Works</u>				
A	The Contractor shall adequately protect the designated working areas for the duration of the works and rectify any accidental damage caused to the satisfaction of the CA.		Note		
B	The Contractor must keep all public highways and footpaths clear of rubbish and building debris at all times.		Note		
C	The Contractor is deemed to include for securing all goods and belongings in relation to the works. Therefore, any loss will not be the subject of an additional claim.		Note		
D	The Contractor is to make due allowance and be diligent in executing the works, in order to maintain site security (including the neighbouring properties).		Note		
E	All works are to be executed in strict accordance with the schedule of works, Manufacturer's Instructions, British Standards, Codes of Practice and other relevant legislative/ regulatory standards.		Note		
F	Stripping out and alterations work described in this section shall be deemed to include protecting retained structures and making good elements of structure and fabric disturbed by the works.		Note		
G	Stripping out and alteration works shall be deemed to include all disposal, temporary propping, etc, to maintain the structural stability of the building.		Note		
H	Products, materials and fittings of an equal technical specification and performance to these specified may be accepted subject to the review and prior written approval of the CA.		Note		
	<u>Welfare and Temporary Facilities</u>				
I	The contractor may use the Employer's mains supplies of electric and water throughout the duration of the works.		Note		
J	Contractor to ensure provision of welfare for all operatives and the project team (for the purposes of site visits/inspections, meetings and the like) are provided in accordance with the Construction (Design and Management) Regulations 2015 and HSE's Construction Information Sheet No. 59.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<u>Safe Working Platform</u>				
A	The contractor is to submit proposals, including supporting risk assessments and method statements, which identify the measures employed to protect persons from falling in accordance with the Working at Height Regulations 2005 and to HSE guidance (if required). All safety measures shall be allowed for within this tender.		Note		
	<u>Terms Used in Specification</u>				
B	Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fastenings, supports, linings and bedding materials. Dispose of unwanted materials.		Note		
C	Fix: Unload, handle, store, place and fasten in position including all labour and use of site equipment.		Note		
D	Supply and fix: Include all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.		Note		
E	Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.		Note		
F	Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.		Note		
G	Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/or replacement.		Note		
H	Re-fix: Fix removed products.				
I	Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.		Note		
J	Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.		Note		
K	System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<u>Supervision</u>				
A	General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts. Allow for a full-time working foreman with a minimum of CITB SSSTS (Site Supervisor's Training Scheme' qualification).		Note		
B	Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker. Obtain and supply information as necessary for coordination of the work.		Note		
C	All contractor's personnel to wear identification at all times and T-shirts, sweatshirts etc. bearing the name of the contracting company. No shorts to be worn.		Note		
D	The Contractor will ensure that all site operatives, either directly employed or sub-contracted, observe an acceptable behaviour code, and that profanities, shouting, non-courteous behaviour, smoking within the building, playing of radios or recording machines and non-compliance with agreed site rules/codes of conduct will not be permitted.		Note		
	<u>Insurance</u>				
E	Documentary evidence: Before starting work on site submit details, and/or policies and receipts for the insurances required by the Conditions of Contract.		Note		
F	Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, Contract Administrator and the Insurers.		Note		
G	Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<u>Proposed Contract Instructions</u>				
A	Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. Include: · A detailed breakdown of the cost, including any allowance for direct loss and expense. · Details of any additional resources required. · Details of any adjustments to be made to the programme for the Works. · Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.		Note		
B	Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.		Note		
	<u>Work Before Completion</u>				
C	General: Make good all damage consequent upon the Works. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.		Note		
D	Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.		Note		
E	Cleaning materials and methods: As recommended by manufacturers of products being cleaned and must not damage or disfigure other materials or construction.		Note		
F	COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.		Note		
G	Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.		Note		
H	Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.		Note		
	<u>Security at Completion</u>				
I	General: Leave the works secure with, where appropriate, all accesses closed and locked.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<u>Making Good Defects</u>				
A	Remedial work: Arrange access with Contract Administrator.		Note		
B	Rectification: Give reasonable notice for access to the various parts of the Works.		Note		
C	Remedial work/Rectification: Complete within a reasonable time period as stipulated by the CA.		Note		
D	Completion: Notify when remedial works have been completed.		Note		
	<u>Work Permits</u>				
E	Obtain and submit to the CA copies of all licence or permits and other statutory approvals in respect of all hot works.		Note		
F	All hot works are to be carried out in accordance with relevant British Standards, CDM and Health & Safety at Work Regulations, Codes of practice, Industry standards and requirements of the certifying Local Authority.		Note		
G	Liaise with the building management and obtain and submit to the CA copies of permits for live electrical works and hot works as required by the building management.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<u>Working Restrictions</u>				
A	All work to be undertaken during normal working hours which, for the purpose of the specification, is defined as 7.30am to 5.30pm Monday to Friday. No time restriction at weekends.		Note		
B	Any stripping out and noisy works can be undertaken during normal working hours subject to Client agreement.		Note		
C	The contractor must ensure that all fire exits, stairs etc. are kept clear at all times.		Note		
D	The contractor is to ensure that the minimum disruption is caused to the premises, who shall continue to operate during normal business hours. The contractor must allow for liaising with the site staff. The contractor must include for all necessary security and protection to the neighbouring areas during the works.		Note		
E	The Contractor will be expected to maintain a clean, safe and tidy working environment at all times. Respective waste material should be deposited in suitable containers, which should be emptied on a regular basis. Packaging/pallets must not be allowed to accumulate and should be taken away promptly. 1no. skip will be permitted.		Note		
F	The Contractor is to ensure all members of his workforce, including Sub-Contractors, are suitably inducted and made aware of all site regulations, evacuation procedures, building constraints, welfare provision, etc. contained within this document and any other arrangements made by the Contractor generally.		Note		
G	The Contractor should ensure that all such deliveries are immediately taken to the Contractor's designated storage area(s) and that under no circumstances should site materials be allowed to accumulate in main entrance/reception areas, lift lobbies or staircases where they could pose a hazard to staff, or visitors to the building.		Note		
H	The Contractor must develop an efficient method for the receipt and storage of site materials and should ensure that site staff are available as necessary to accept deliveries. Requests for building reception/security staff to accept deliveries will not be allowed under any circumstances.		Note		
I	The Contractor must ensure all site personnel hold a current and valid CSCS safety card. All site personnel are to hold current DBS approved certificates. DBS numbers will be required prior to the commencement of the works.		Note		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
3	SECTION 3 - SCHEDULE OF WORKS				
	GENERAL NOTES				
A	The works described within this section are to be undertaken to the extent shown on the contract drawings. The works are to be undertaken in three phases as indicated on drawing no.002.		Item		
B	This section is to be read in conjunction with all other sections forming the 'Schedule of Works', including all Appendices.		Item		
C	Works are to be co-ordinated on-site with all other projects.		Item		
D	All works to be undertaken during normal working hours.		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	<p>C10: SITE SURVEY</p> <p>Allow to instruct a specialist to undertake a full Refurbishment & Demolition Asbestos Survey (R&D) of the site and all adjacent areas, prior to commencement of the works. A full copy of the survey is to be submitted to the C.A. together with costs for any asbestos removal.</p>		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	C20: DEMOLITION				
	<i>Refer to drawing no's 002 to 006 for the extent of the work areas. All works to be undertaken in three phases as indicated on drawing no. 002.</i>				
A	Allow to set aside all school furniture, fixtures and fittings and any other item necessary to carry out the work, and reinstall/put back on completion of the works.		Item		
	<u>Ceilings</u>				
B	Electrical: Allow to instruct a qualified electrician to isolate, disconnect and dispose from site, all existing lights and other electrical items, including any surface fixed wiring fixed to the ceiling, as indicated in areas shown on drawing no. 003. Allow to provide temporary 110v lighting to allow for safe working.		Item		
C	Fire Detection System: Allow to instruct a specialist to isolate and disconnect the existing fire detectors and other fire alarm items from the ceiling, as indicated in areas shown on drawing no. 003. Install temporary fire detectors off of the ceiling during the		Item		
D	Mechanical: Allow to instruct a mechanical contractor to isolate, disconnect and remove any surface fixed pipework from the existing ceiling, as indicated in areas shown on drawing no. 003. Allow to re-route all pipework.		Item		
E	Ceiling Finishes: Allow to carefully take down in its entirety all existing plasterboard/suspended ceilings tiles and grids/ceiling boarding including fixings, insulation and any other items, and dispose from site, as indicated in areas shown on drawing no. 003.. Leaving the existing roof structure exposed, ready to receive new ceiling finishes.		Item		
	<u>Walls</u>				
F	Electrical: Allow to instruct a qualified electrician to isolate, disconnect and dispose from site, all existing lights, power sockets, light switches, back boxes, surface mounted wiring and conduit, and any other electrical item to enable the existing plasterboard wall surface to be removed, as indicated in areas shown on drawing no. 004.		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	<p>Fire Detection system: Allow to instruct a specialist to isolate and disconnect the existing fire detectors and other fire alarm item such as sounders, to the wall, as indicated in areas shown on drawing no. 004.</p>		Item		
B	<p>Mechanical: Allow to instruct a mechanical contractor to isolate, disconnect and set aside all wall mounted radiators, brackets and fixings, including any wall mounted pipework, to enable the existing plasterboard wall surface to be removed, as indicated in areas shown on drawing no. 004.</p>		Item		
C	<p>Plasterboard: Allow to carefully remove all existing plasterboard wall finishes including fixings, insulation and any other items, and dispose from site. Leaving the existing wall structure exposed, ready to receive new ceiling finishes, as indicated in areas shown on drawing no. 004.</p>		Item		
D	<p>Skirting Boards & Architraves: Allow to carefully remove and dispose from site all existing skirting boards and architraves, including all fixings, as indicated in areas shown on drawing no. 004.</p>		Item		
E	<p>Doors: Allow to carefully remove in their entirety each doorset as indicated on drawing no. 005 (to be replaced with new) and dispose from site. Include for removing all existing doors leaves, linings, door stops and ironmongery. Allow to isolate, disconnect and dispose of any automatic door closures or electro magnetic door hold open devices.</p>		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<p><u>Shower Room</u></p> <p><i>Refer to drawing no. 007 for the extent of the work areas. All works to be undertaken in three phases as indicated on drawing no. 002.</i></p>				
A	<p>Allow to isolate, disconnect and remove all existing H&C water and drainage pipework serving the existing shower and dispose from site. Allow to dispose of existing shower tray, screen and all tiles. Allow to take back H&C water pipework back to distribution pipework to prevent deadlegs. Allow to remove the existing floor gully/trap to expose underground drainage pipework. Seal pipework with drain plug and then solvent weld a drainage end cap, ensuring all capping off is done below screed level. Allow to repair and make good screed over, ready to receive new floor finishes.</p>		Item		
B	<p>Allow to carefully remove all wall tiles including the plasterboard wall finishes (likely to be damaged by tile removal) and dispose from site. Allow to supply and install new Duraline plasterboard to replace all removed. Apply 3mm Duraline plaster skim, dubbed in with existing walls, meshed between new and existing surfaces to prevent cracking.</p>		Item		
	<p><u>Yellow Class</u></p> <p><i>Refer to drawing no. 007 for the extent of the work areas. All works to be undertaken in three phases as indicated on drawing no. 002.</i></p>				
C	<p>Allow to isolate and remove any services within the walls of the store room within the classroom. Allow to remove the existing stud walls and door to be in its entirety and dispose from site. Allow to make good all ceiling, wall and floor surfaces ready to receive decorations.</p>		Item		
D	<p>Existing door to be removed between Yellow Class and Turquoise Class in its entirety and disposed from site. Allow to infill opening, with metal studs, lined both sides with 1no. layer of 18mm plyboard and 1no. layer of duraline plasterboard, insulated with rockwool sound insulation slab (100mm). Apply 3mm plasterskim to both sides, dubbed in with existing walls, meshed between new and existing surfaces to prevent cracking</p>		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	<p>G20: CARPENTRY</p> <p><u>Skirting Boards</u></p> <p>PROVISIONAL WORK ITEM: Allow to provide the additional cost or cost saving, for installing new waterproof MDF 120mm high pre-primed pencil round skirting boards to all areas where the previous skirting boards have been removed (indicated on drawing no. 004), in replacement of the specified vinyl covered skirting. Allow to decorate with 3no. coats of Dulux Trade 'Water Based Undercoat and Gloss' Colours: (TBC). Allow to mechanically and adhesively fix with appropriate fixings. Fully prepare all fixing holes and leave ready for decorations.</p> <p>Note: Indicate the cost but do not carry this cost to collection.</p>		PWI		
B	<p><u>Architraves</u></p> <p>Allow to supply and install new waterproof MDF 69mm pencil round MDF architrave around each new doorset, to both sides. Allow to mechanically and adhesively fix with appropriate fixings. Fully prepare all fixing holes and leave ready for decorations.</p>		Item		
C	<p><u>Boxing-in of Services</u></p> <p>PROVISIONAL SUM: Allow a provisional sum of £2,500 for the boxing in of exposed pipework and/or cables.</p> <p>Note: Indicate the cost but do not carry this cost to collection.</p>		PS		£2,500.00

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<p>K10: PLASTERBOARD DRY LININGS/PARTITIONS/CEILINGS</p> <p><i>Refer to drawing no. 004 AND 007 for the extent of the work areas. All works to be undertaken in three phases as indicated on drawing no. 002.</i></p> <p><u>Ceiling Surfaces</u></p> <p>A Following the removal of the existing ceiling surfaces, allow to supply and install 1no. Layer of British Gypsum Gyproc FireLine Duplex 12.5mm (foil backed) to the underside of the timber roof joists. Allow to install as per strict manufacturer's instructions. Allow to finish with 3mm plaster skim.</p> <p>B PROVISIONAL WORK ITEM: Allow to provide the additional extra over cost to supply and install an metal framed ceiling (MF Ceiling) to provide a void above for existing surfaces. Provide 8no. 600x600 30 minute fire resistant access hatches at locations agreed with the C.A.</p> <p>Note: Indicate the cost but do not carry this cost to collection.</p> <p><u>Wall Surfaces</u></p> <p>C Following removal of the existing wall surfaces, allow to supply and install 1no. layer of 18mm WBP plywood and 1no. layer of 15mm layer of Gyproc 'Duraline' wall board. Stagger joints in layers of boards and fix with 60 mm drywall screws at 225mm centres, reduced to 125mm centres at perimeters and cut ends. Fix additional noggins in place to support any fixtures and fittings. Allow to apply a 'Duraline' 3mm plaster skim over to finish.</p> <p>Infill studs with 100mm thick Rockwool 'Acoustic Partition Slab' 1200mm insulation. Ensure minimum thickness is provided throughout and insulation fits tightly between studs and leaving no air paths for the transmission of sound.</p> <p>Seal all voids and abutments with intumescent and acoustic mastic sealant. Cable tray and mini trunking penetrations through stud partitions to be sealed with intumescent expanding foam so that 30 minutes fire resistance is maintained</p>		<p>Item</p> <p>PWI</p> <p>Item</p>		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	<p>Wall Surrounds to Door D06 & D05</p> <p>Allow to supply and install new metal stud wall from floor to structural soffit, allow to form new door openings to take 926mm door. New stud wall to be lined both sides with 1no. layer of 18mm plyboard and 1no. layer of duraline plasterboard, insulated with rockwool sound insulation slab (100mm). Apply 3mm plasterskim to both sides, meshed between new and existing surfaces to prevent cracking.</p>		Item		
B	<p>PROVISIONAL WORK ITEM:</p> <p>Allow to provide the additional extra over cost to increase the fire rating of all new walls to 60 minutes fire resisting by supplying and install 1no. Additional layer of 15mm Duraline plasterboard.</p> <p><i>Note: Indicate the cost but do not carry this cost to collection.</i></p>		PWI		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
K11: RIGID SHEET FLOORING					
<i>Refer to drawing no's 006 for the extent of the work areas. All works to be undertaken in three phases as indicated on drawing no. 002.</i>					
<u>Preparation</u>					
A	Allow to fully prepare all existing floor areas and ensure it is free from any existing latex screed and adhesive, and ensure the floor is fully prepared to receive latex screed over. Allow to supply and install a latex self-levelling screed over the existing floor ready to receive new floor finish.		Item		
<u>Forbo Sarlon 19db</u>					
B	Allow to supply and install new Forbo 'Sarlon 19db' acoustic safety vinyl floor, colour: (Colour Range - Silver Stardust (TBC)), in areas indicated on drawing no. 006. Allow to provide coved skirting. Allow to supply and install new rubber transition strips and trims. Ensure all joins are welded and laid to minimise joints.		Item		
<u>Forbo Surestep Safety Vinyl</u>					
C	Allow to supply and install new Forbo 'Surestep' safety vinyl floor, colour: (TBC), in areas indicated on drawing no. 006. Allow to provide coved skirting. Allow to supply and install new rubber transition strips and trims		Item		
<u>Forbo Carpet Tiles</u>					
D	Allow to supply and install new Forbo 'Flotex' 500x500mm carpet tiles, colour: (TBC), in areas indicated on drawing no. 006. Allow to supply and install rubber new transition strips and trims. Existing skirting boards to be retained.		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	<p><i>Note: Contractor to undertake site survey and measure prior to ordering. Contractor to provide detailed door schedule complete with ironmongery list for approval by the C.A. prior to ordering.</i></p> <p>PROVISIONAL WORK ITEM: Allow to indicate the cost to upgrade all the proposed new doorsets to FD60 rating, from the specified FD30 rating.</p> <p><i>Note: Indicate the cost but do not carry this cost to collection.</i></p> <p><u>Turquoise Class External Door</u></p> <p>Allow to remove section of existing curtain walling/windows. Allow to design, supply and install new exterior aluminium low threshold door with heavy duty emergency exit push bar. Door to be on pivot hinge to prevent finger trapping.</p>		PWI		
A	<p>PROVISIONAL SUM: Allow a provisional sum of £1,000 for the installation of 30 minute fire rated wall access panels.</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		PS		£1,000.00

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
	<p>M60: PAINTING/CLEAR FINISHING</p> <p><i>Refer to drawing no's 007 for the extent of the work areas. All works to be undertaken in three phases as indicated on drawing no. 002.</i></p> <p><u>Surface Protection, Relocation of Fixtures, Fittings & Furniture</u></p>				
A	<p>Allow for protective sheeting to all floor surfaces. Allow to include the cost to temporally remove all client's fixtures and fittings, rubbish, notice boards, window blinds, etc. for each room prior to decorating, together with any associated fixtures to facilitate to the work and to reinstate on completion. Allow to price for undertaking the work on a room by room completion basis.</p> <p><u>Preparation</u></p>		Item		
B	<p>Prepare all new and existing plaster, timber and metal surfaces for re-decoration. Allow for carrying out minor pre-paint repairs. Seal all voids between differing surfaces with appropriate materials.</p> <p><u>Painting</u></p>		Item		
C	<p><u>Ceilings:</u> Allow to fully prepare all newly plastered ceiling surfaces with 1no. mist coat of matt emulsion. Allow to paint all new and existing ceilings, including any boxing in and apply 3no. coats of Dulux Trade 'Sterishield Diamond Matt', Colour: (TBC).</p>		Item		
D	<p><u>Walls:</u> Allow to fully prepare all newly plastered walls with 1no. mist coat of matt emulsion. Allow to paint all new and existing walls, including any boxing in and apply 3no. coats of Dulux Trade 'Sterishield Diamond Matt', Colour: (TBC).</p>		Item		
E	<p><u>Timber:</u> Allow to fully prepare all previously decorated and new timber surfaces, including but not limited to, window boards, existing timber doors (where doors haven't been replaced), linings, skirting boards, architraves and doorstops and apply 3no. coats of Dulux Trade 'Water Based Undercoat and Gloss' Colours: (TBC). Doors and linings to be colour contrasting. All colours are to be agreed prior to commencement of the works.</p>		Item		
F	<p><u>Metalwork:</u> Allow to fully prepare all previously decorated metal surfaces (exposed lintels, steels, pipework etc.) and apply 2no. Coats of similar decorated finish (Hammerite/gloss paint etc.). Colour: (TBC).</p>		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	<p>N14: GENERAL SIGNAGE SYSTEMS</p> <p>PROVISIONAL SUM: Allow a provisional sum of £500.00 for the supply and installation of new signage.</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		PS		£500.00

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	<p>N15: FIRE AND SAFETY SIGNAGE SYSTEMS</p> <p>PROVISIONAL SUM: Allow a provisional sum of £500.00 for the supply and installation of new photoluminescent fire safety signage to all areas in accordance with BS5499: Part 1, in order to comply with current regulations and guidance.</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		PS		£500.00

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
P10: SUNDRY INSULATIONS/PROOFING WORKS/SUNDRY ITEMS					
A	<p>PROVISIONAL SUM: Allow a provisional sum of £5,000.00 for the supply and installation of additional Rockwool insulation as required.</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		PS		£10,000.00
B	<p>PROVISIONAL SUM: Allow a provisional sum of £5,000.00 for the supply and installation of new fire stopping, to include for forming all chases, holes and recesses as necessary to facilitate the re/installation of the new/existing services. Allow for fire stopping penetrations less than 40mm in diameter with intumescent expanding foam or sealant. Penetrations over 40mm to be stopped with Nullifire proprietary fire rated pipe collars (120 mins. fire resistance).</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		PS		£5,000.00

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
A	<p>P31: HOLES/CHASES & SUPPORT FOR SERVICES</p> <p>Allow to undertake all builders' work in connection with the electrical and mechanical specifications.</p>		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
T90: HEATING SYSTEMS					
A	Allow to instruct a mechanical contractor to re-install all previously set aside wall mounted radiators, brackets and fixings, including any wall mounted pipework, following the installation of the new plasterboard wall surfaces. Allow to include for the installation of all timber noggins and/or 18mm plyboard between the studs to enable secure fixing of radiators.		Item		
B	<p>PROVISIONAL SUM: Allow a provisional sum of £10,000.00 for the supply and installation of Pendock LST radiator covers and pipework casings.</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		PS		£10,000.00

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
V90: ELECTRICAL SYSTEMS					
	<u>Lighting</u>				
A	<p>Allow to instruct a specialist lighting contractor to design, supply and install new surface fixed LED lighting including integral emergency lighting system to all areas where the existing ceiling are to be replaced, as indicated on drawing no. 003. To be designed to achieve the required</p> <ul style="list-style-type: none"> •CIBSE Lighting Guide LG5; •Free from glare; •Design to meet SLL Lighting Guide 2, BS EN12464-1, BS EN12464-2, BS 5266-1, Building Regulations Part B & L, and good practice; •Products to meet BS EN 60598-1, 62034, 50171. <p>Contractor to submit design proposals for comment prior to commencement. Allow for all cables to be run above new plasterboard ceiling with cables taken through the joists, with new holes drilled at appropriate position and diameter not to affect the structural strength of the timber. Allow to disconnect existing light switches and blank off with a blanking plate or plasterboard over, and supply and install new sensor operated switches mounted to new ceiling surface.</p>		Item		
B	<p>Illuminated Fire Exit Signage: Allow to instruct a specialist to design, supply, install, connect and commission new Emergi-Lite (Tel: 0113 281 0600) Serenga SER FS4D emergency exit signs at all exit points and change of directions.</p>		Item		
	<u>Small Power</u>				
C	<p>Allow to supply and install new 47mm deep galvanised steel back boxes to replace all existing back boxes, set within the new plasterboard wall surface. Allow to re-install all wiring. Allow to supply and install new MK faceplates (white) to replace previously removed.</p>		Item		
	<u>Testing and Commissioning</u>				
D	<p>Allow to test, commission and provide test certificates on completion of the works.</p>		Item		
E	<p>PROVISIONAL SUM: Allow a provisional sum of £3,000.00 for the alteration/removal/relocation of electrical cabling.</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		PS		£3,000.00

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
W90: COMMUNICATION & SECURITY SYSTEMS					
A	PROVISIONAL SUM: Allow a provisional sum of £3,000.00 for the alteration of any communication or security system. <i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i>		PS		£3,000.00
B	PROVISIONAL SUM: Allow a provisional sum of £3,000.00 for the replacement/installation of hold open door closures linked to the fire alarm system. <i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i>		PS		£3,000.00

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
COMPLETION					
A	Leave the site in a clean and tidy condition and make good surfaces disturbed by the works. Clean all surfaces internally and externally to the satisfaction of the CA.		Item		
B	Relocate in their original positions any temporarily relocated items moved to facilitate the works.		Item		

To Collection £ _____

Item	Description	Qty	Unit	Rate	£
CONTINGENCY & PROVISIONAL SUMS					
A	<p>PROVISIONAL SUM: Allow a provisional sum of £5,000 for any unforeseen asbestos works as a result of the R&D survey.</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		PS		£5,000.00
B	<p>CONTINGENCY SUM: Allow a contingency sum of £15,000 for any unforeseen works or additional client instructions.</p> <p><i>NB: Works shall be actioned upon receipt of a formal contract instruction.</i></p>		CS		£15,000.00

TOTAL _____

To Collection £ _____



Appendix A

Pre-Construction H&S Plan (to follow)



Appendix B

Contract Drawings

TENDER ISSUE



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DRAWING

EXISTING INDICATIVE PLAN (PART)

PROJECT

INTERNAL REFURBISHMENT

CLIENT

LIME ACADEMY FOREST APPROACH



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SEE DRAWING NO. 007 FOR PROPOSED PLAN

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PROPOSED PHASING PLAN

PROJECT
INTERNAL REFURBISHMENT

CLIENT
LIME ACADEMY FOREST
APPROACH



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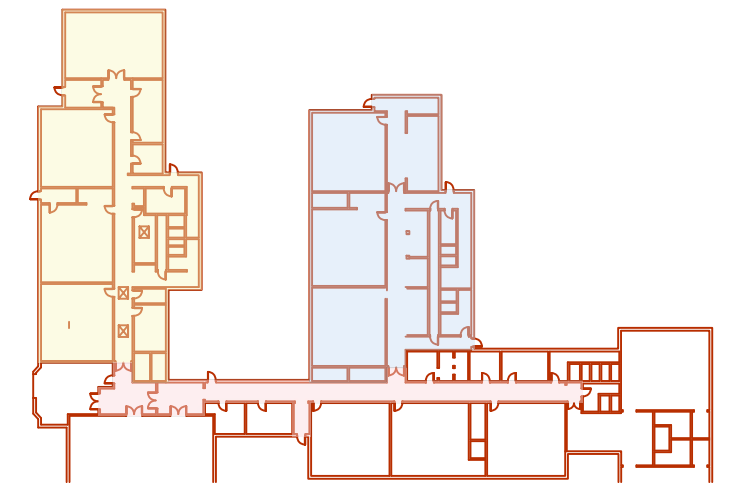
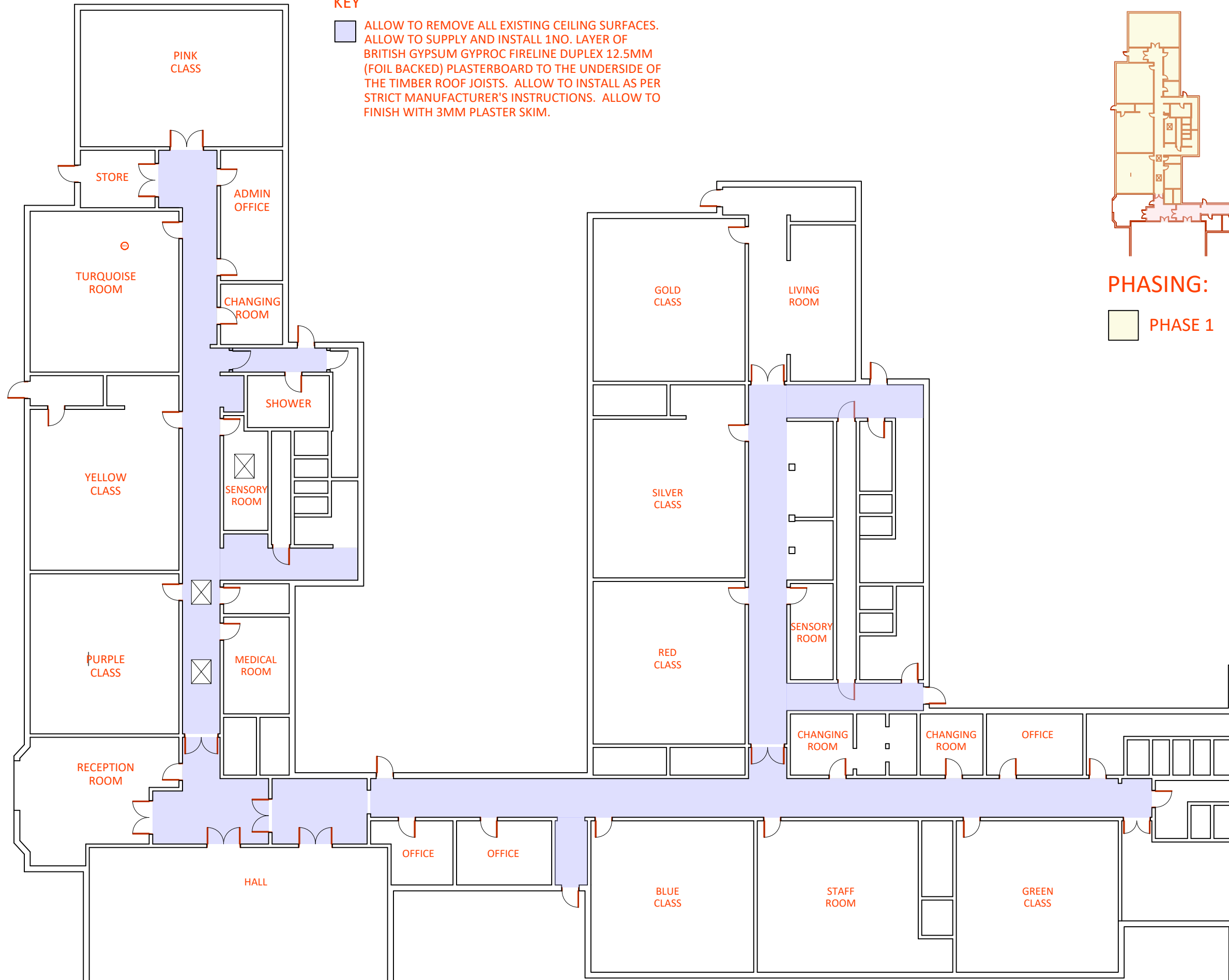
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TENDER ISSUE

NOTES:

KEY

ALLOW TO REMOVE ALL EXISTING CEILING SURFACES. ALLOW TO SUPPLY AND INSTALL 1NO. LAYER OF BRITISH GYPSUM GYPROC FIRELINE DUPLEX 12.5MM (FOIL BACKED) PLASTERBOARD TO THE UNDERSIDE OF THE TIMBER ROOF JOISTS. ALLOW TO INSTALL AS PER STRICT MANUFACTURER'S INSTRUCTIONS. ALLOW TO FINISH WITH 3MM PLASTER SKIM.



PHASING:

PHASE 1
 PHASE 2
 PHASE 3

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DRAWING

PROPOSED INDICATIVE
CEILING FINISHES PLAN

PROJECT

INTERNAL REFURBISHMENT

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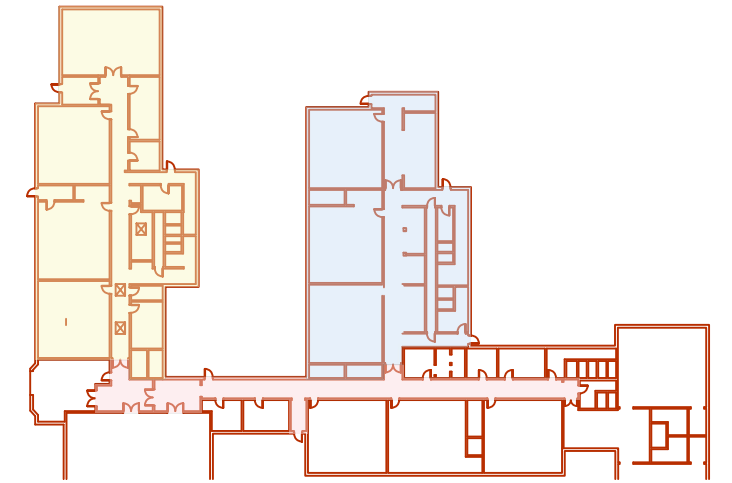
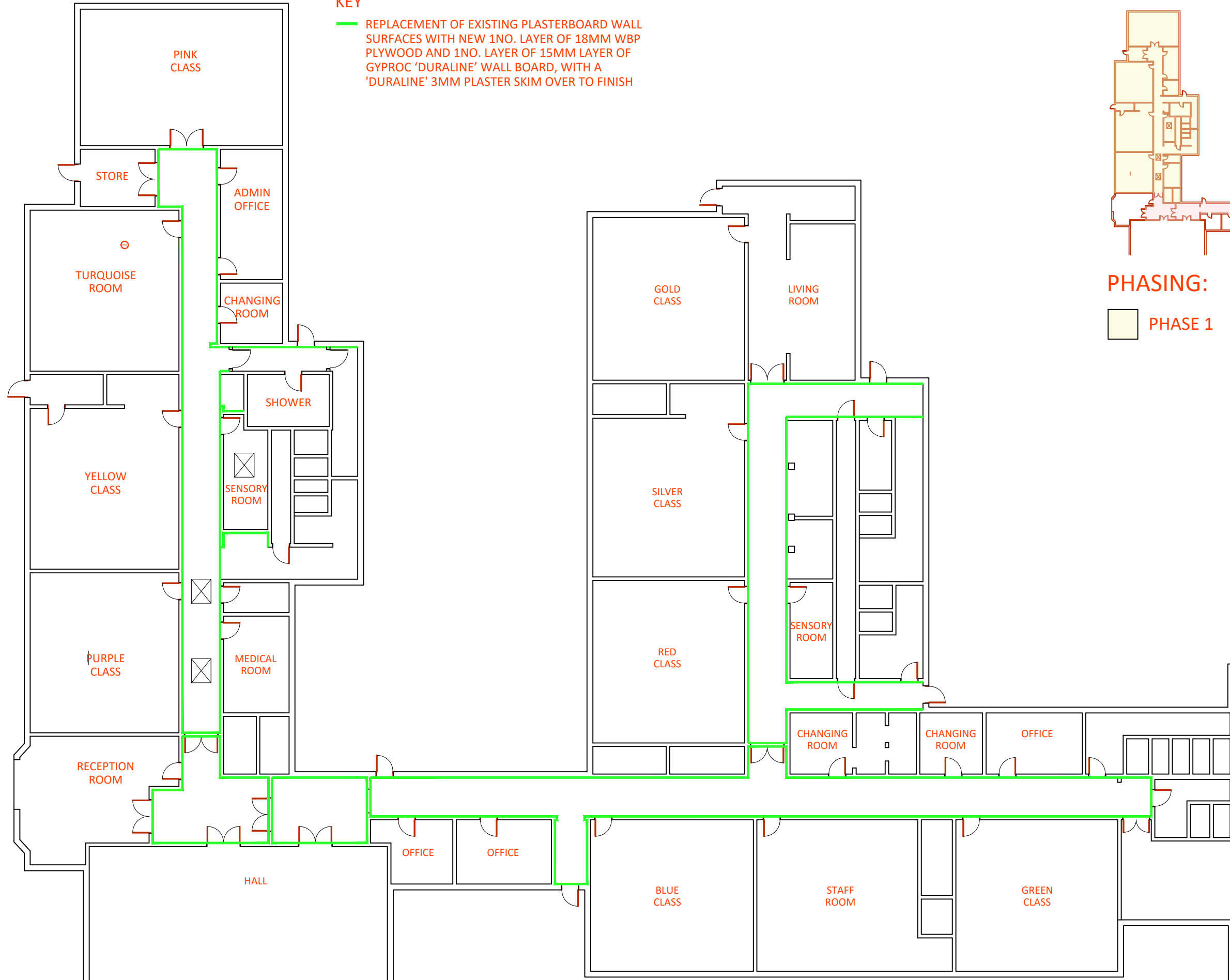
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NOTES:

KEY

— REPLACEMENT OF EXISTING PLASTERBOARD WALL SURFACES WITH NEW 1NO. LAYER OF 18MM WBP PLYWOOD AND 1NO. LAYER OF 15MM LAYER OF GYPROC 'DURALINE' WALL BOARD, WITH A 'DURALINE' 3MM PLASTER SKIM OVER TO FINISH



PHASING:

PHASE 1
 PHASE 2
 PHASE 3

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DRAWING

PROPOSED INDICATIVE WALL LINING UPGRADES

PROJECT

INTERNAL REFURBISHMENT

CLIENT

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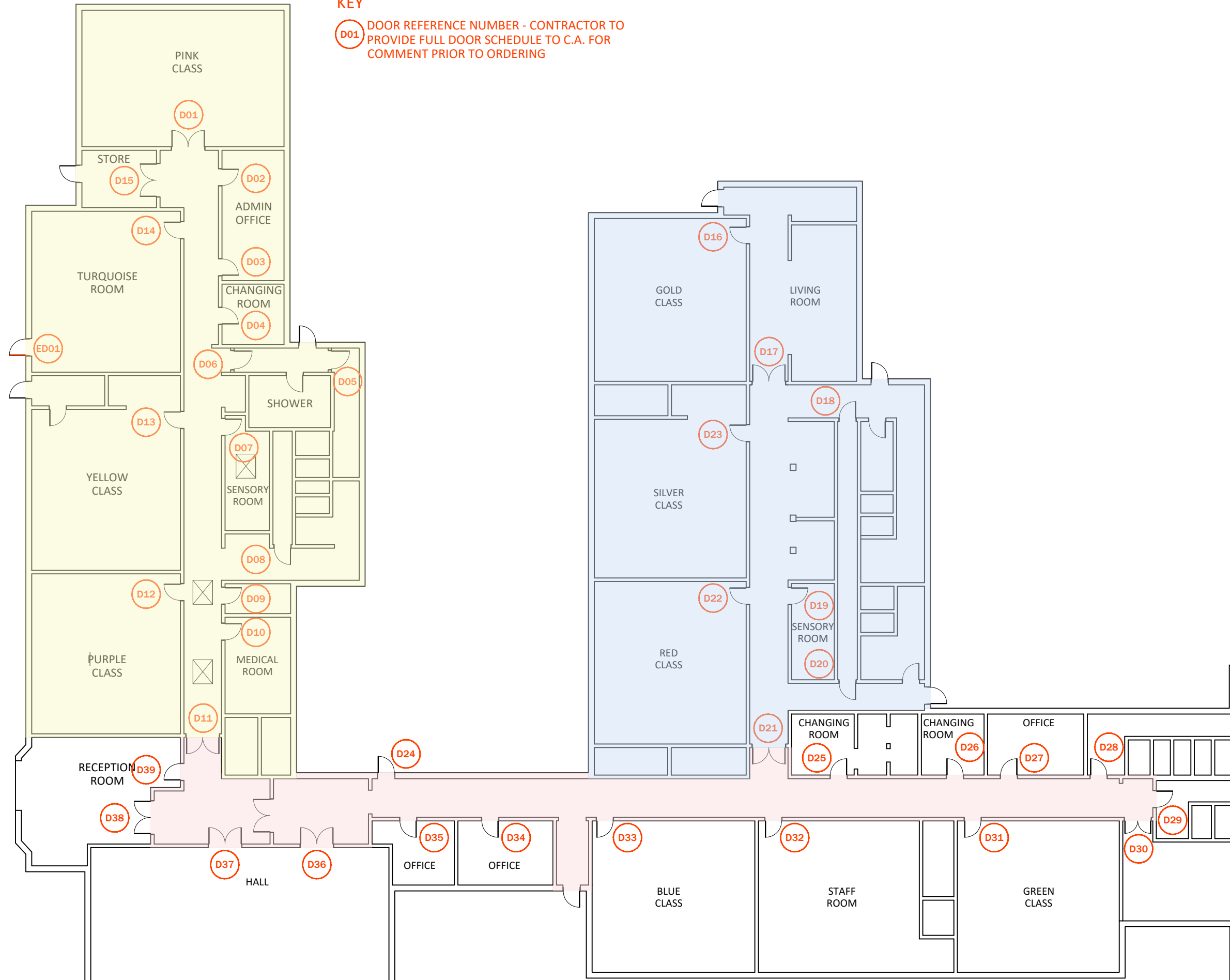
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NOTES:

KEY

D01 DOOR REFERENCE NUMBER - CONTRACTOR TO PROVIDE FULL DOOR SCHEDULE TO C.A. FOR COMMENT PRIOR TO ORDERING



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DRAWING
PROPOSED INDICATIVE
DOOR REFERENCE PLAN

PROJECT
INTERNAL REFURBISHMENT

CLIENT
LIME ACADEMY FOREST
APPROACH



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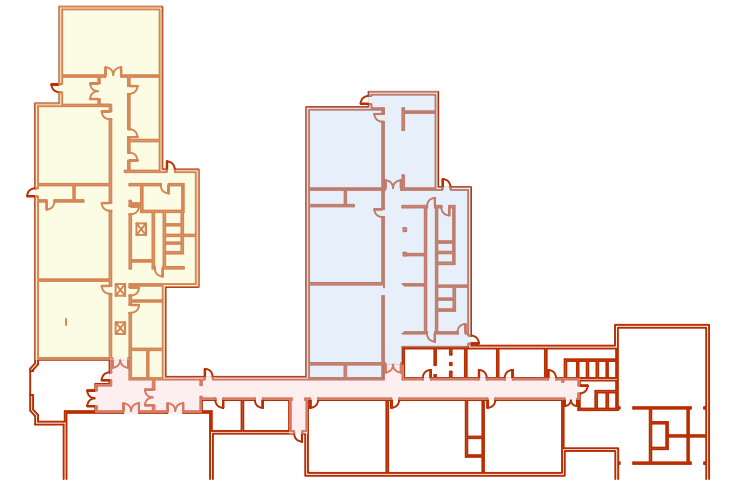
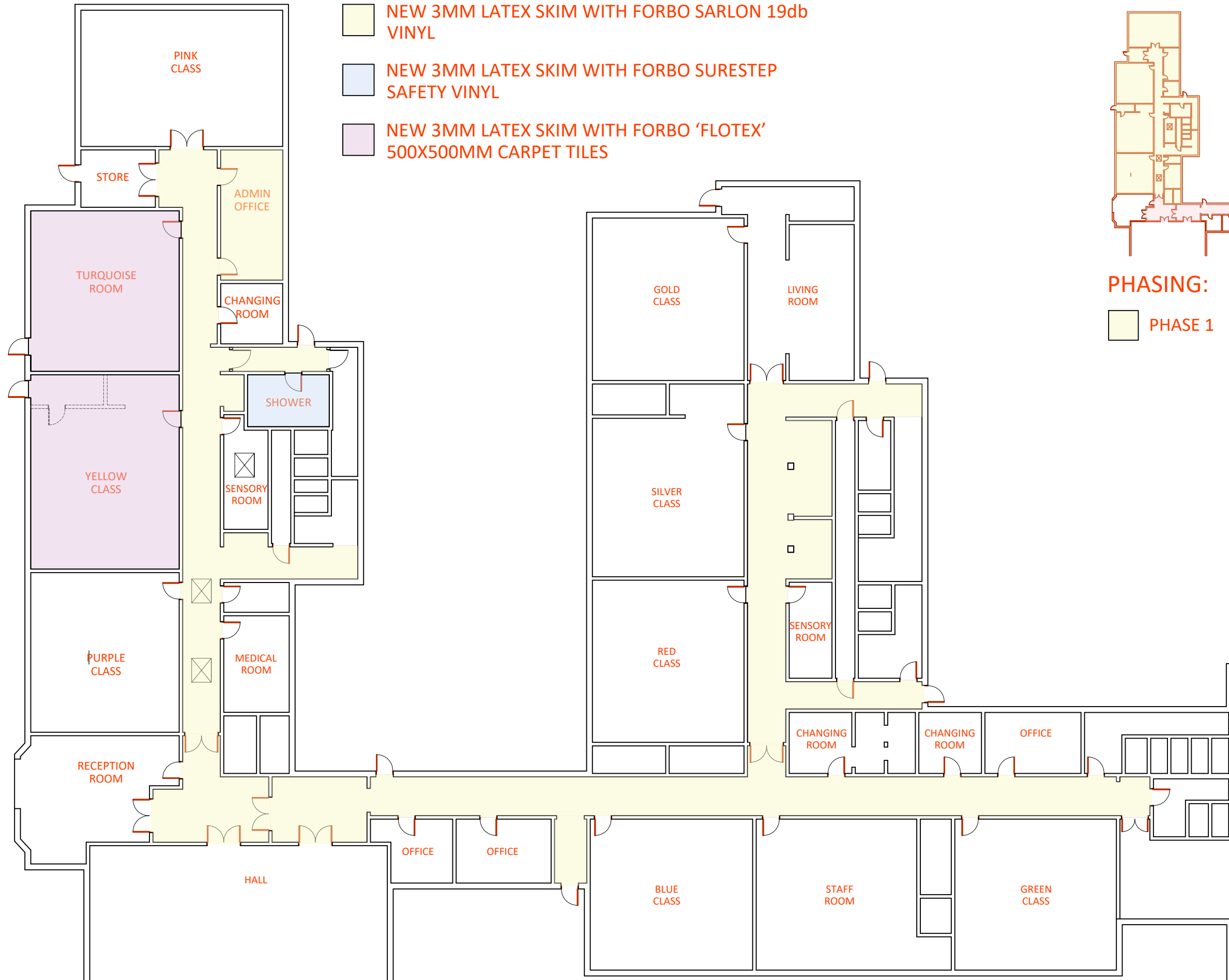
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TENDER ISSUE

KEY

- NEW 3MM LATEX SKIM WITH FORBO SARLON 19db VINYL
- NEW 3MM LATEX SKIM WITH FORBO SURESTEP SAFETY VINYL
- NEW 3MM LATEX SKIM WITH FORBO 'FLOTEX' 500X500MM CARPET TILES

NOTES:



PHASING:

- PHASE 1
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- PHASE 3

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DRAWING
 PROPOSED INDICATIVE
 FLOOR FINISHES PLAN

PROJECT
 INTERNAL REFURBISHMENT

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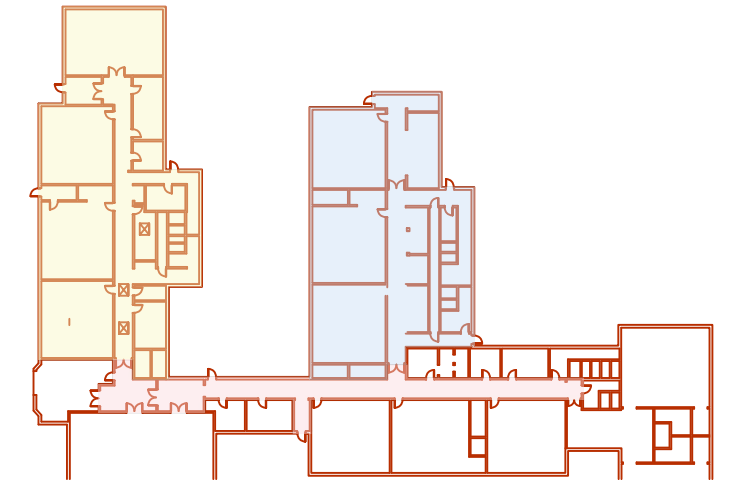
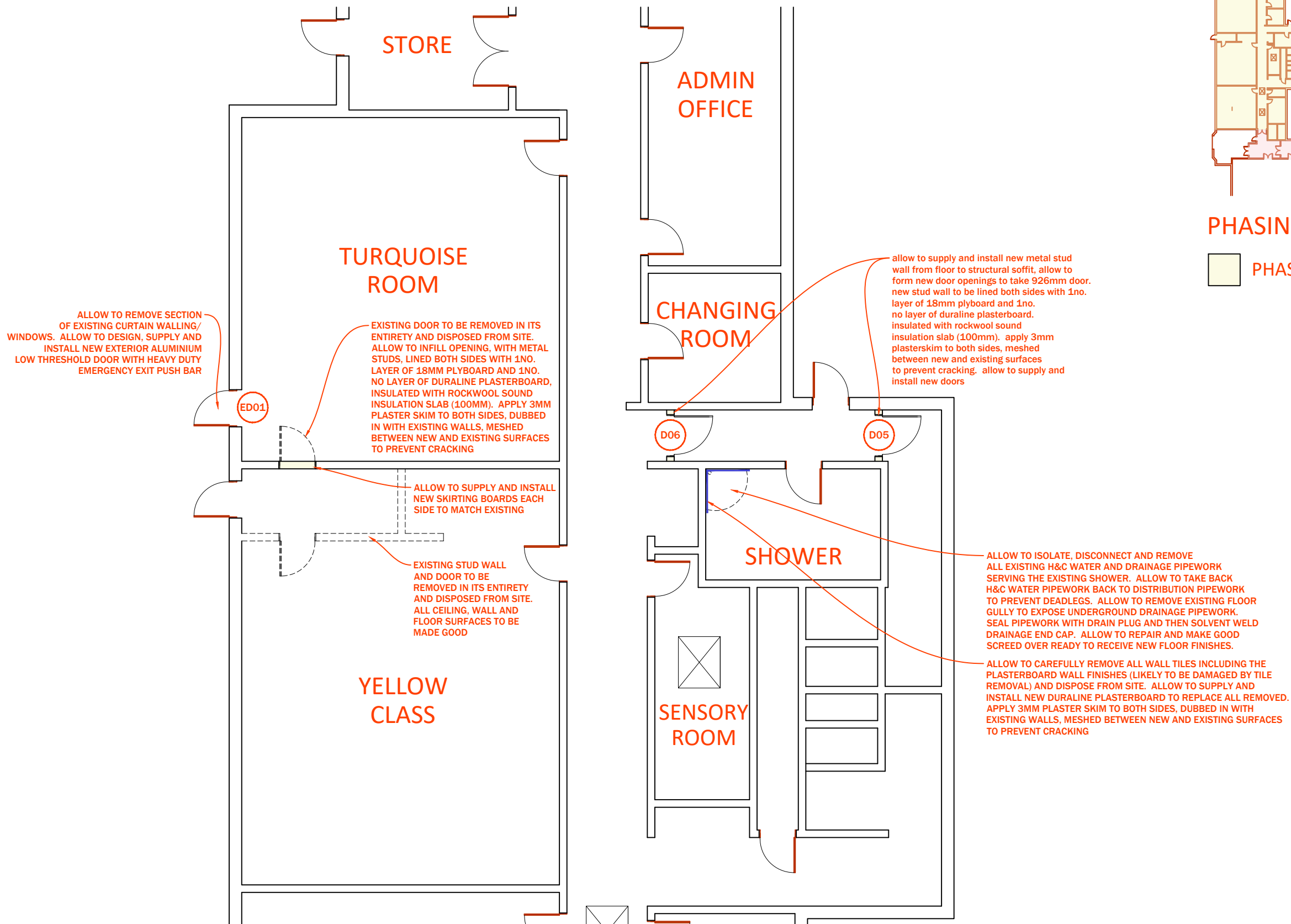
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NOTES:



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DRAWING

PROPOSED INDICATIVE PLAN (CLASSROOMS & SHOWER ROOM)

PROJECT
INTERNAL REFURBISHMENT

CLIENT
LIME ACADEMY FOREST APPROACH



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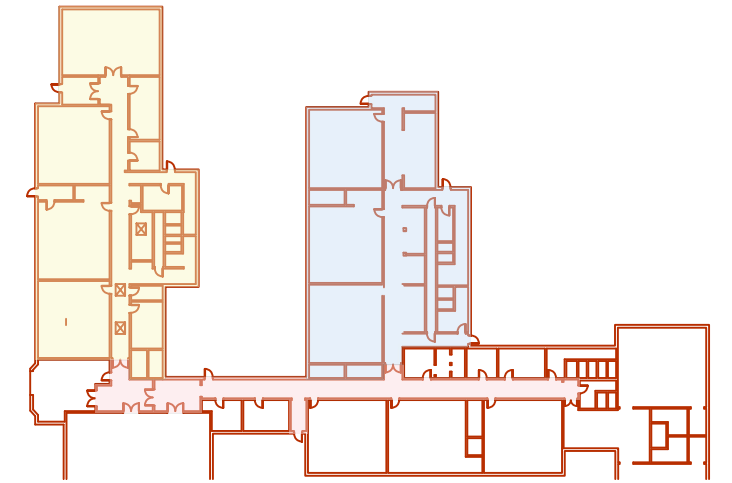
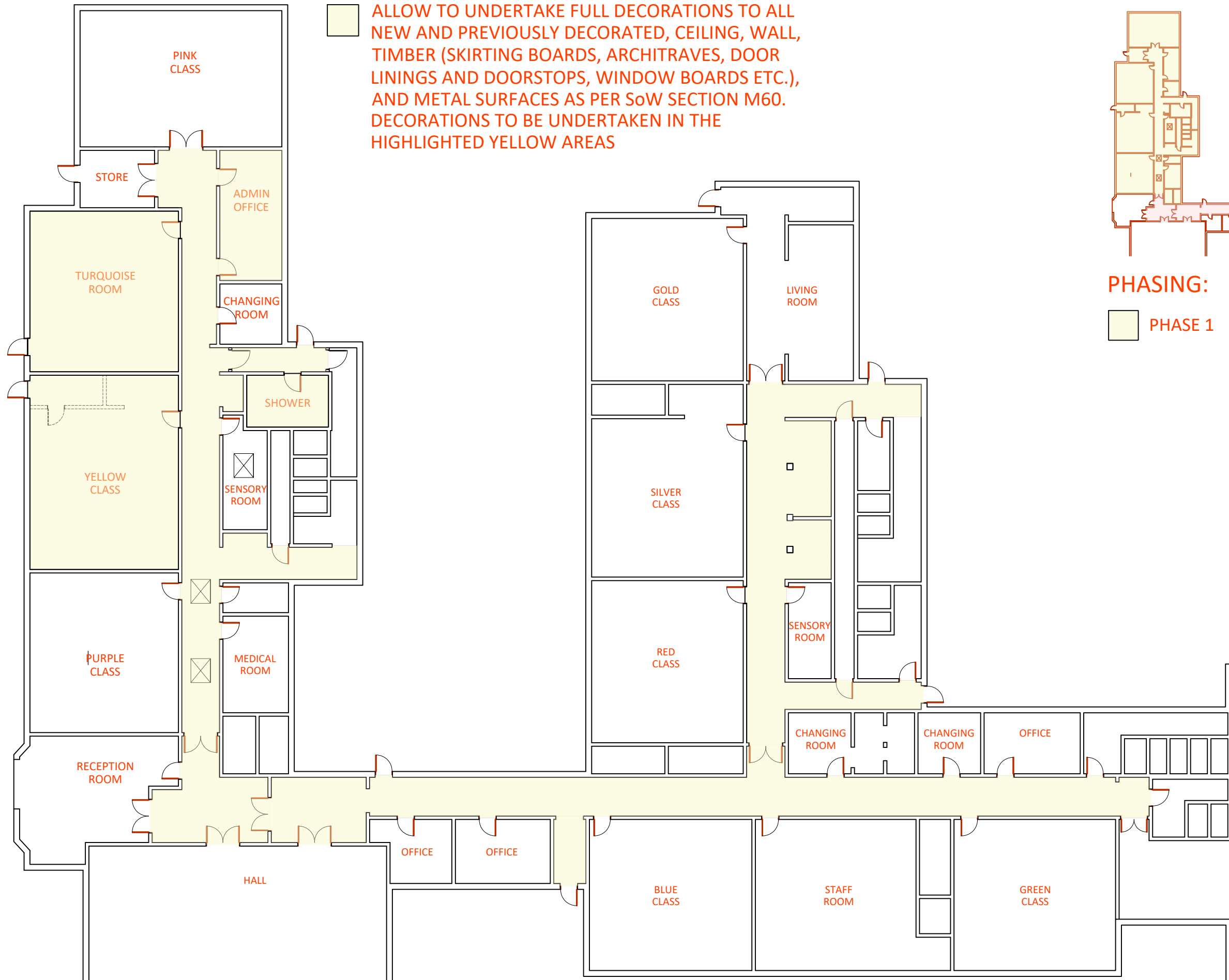
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TENDER ISSUE

KEY

ALLOW TO UNDERTAKE FULL DECORATIONS TO ALL NEW AND PREVIOUSLY DECORATED, CEILING, WALL, TIMBER (SKIRTING BOARDS, ARCHITRAVES, DOOR LININGS AND DOORSTOPS, WINDOW BOARDS ETC.), AND METAL SURFACES AS PER SoW SECTION M60. DECORATIONS TO BE UNDERTAKEN IN THE HIGHLIGHTED YELLOW AREAS

NOTES:



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 PHASE 3

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DRAWING
PROPOSED INDICATIVE
DECORATION PLAN

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