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# NAENAE COLLEGE

## Courts Upgrade

***Prepared for:***  
Naenae College  
910 High Street  
Lower Hutt

P O Box 40-651 Upper Hutt 5140  
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## **Tender Form**

**Tender for :**

**Naenae College**

**Courts Upgrade**

I / we the undersigned do hereby tender and offer to construct, finish and maintain the above mentioned works in accordance with the Drawings, Specifications, and Conditions of Contract relating thereto for the sum of:

Tender price	\$.....
Contingency	\$25,000.00...
Monetary Allowances: Goal Systems & Sockets	\$15,000.00...
Total Tender Sum	\$.....
GST	\$.....
Total Contract Price	\$.....

=====

### **Tender Information**

**Tenderer:**

**Address:**

**Phone:**

**Mobile:**

**Fax:**

**Date:**

**Signature:**

**Tenderers Remarks:**

## **Naenae College**

### **COURTS UPGRADE**

#### **Scope of Work**

This contract is for the provision of new paved courts & markings, artificial turff courts & markings, concrete dish channels & kerb and channel. pipe and mesh fencing, timber fencing, storm water drainage and all associated works at Naenae College, 910 High Street, Lower Hutt, as described below.

Construction to be as detailed in the attached drawings.

All work is to be carried out to the best of trade practise and in accordance with all relevant standards and manufacturers instructions.

Please check all dimensions on site. All prices should be based on measurements made on site.

Allow to complete the following items of work:

#### **Demolition:**

- Remove planter boxes and existing basket ball hoops from court yard area.
- Remove section of existing dish channels in court yard area and at area adjacent to Block T as indicated in drawings.
- Remove timber bollards & chain at drive way as indicated in drawings.
- Remove existing concrete kerb & channel at drive way as indicated in drawings.
- Remove existing pipe & chain mesh fencing at main court area & paved area adjacent to Block T.
- Remove concrete paving behind garage as indicated in drawings.
- Uplift existing asphalt paving and at locations shown in drawings.

#### **New Work:**

- Install new 19mm sand base artificial turf, over existing surface, at locations shown in drawings; artificial turf to have an approximate weight 1450-1500g/sqm 3/8 gauge.
- Provide 6 x netball court makings to new artificial turf area, including 3 x tennis courts and a hockey D marking at locations indicated in drawings; (new artificial turf area in court-yard will not require any markings).
- Provide new base ball court markings & net ball court markings in court yard area and new net ball court markings to paved area adjacent to Block T as shown in drawings.
- Excavate areas as shown in drawings and lay new 25mm M10 asphalt over 100mm min. compacted base course hardfill as per attached specification.
  - allow for a 1:100 cross fall as indicated in drawings.
- Supply & install new 3.0m high galvanised pipe and chain mesh fence, including gates at existing locations and goal areas, at locations shown and as detailed in drawings

- Construct new timber fencing using 90x90 H5 posts with 140x45 H3.2 rails at drive way as shown and as detailed in drawings.
- provide new concrete dish channels at locations shown in drawings; allow to infill areas where existing dish channels have been removed with compacted base course with 25mm M10 asphalt over to make a level finish.
- Provide new concrete kerb & channel at drive way as shown and as detailed in drawings.
- Provide new storm water sump at drive way, as shown in drawings; supply & install new 110mm uPVC storm water pipe from new sump and connect to existing storm water drainage as indicated in drawings.
- Supply & install new 110mm uPVC storm water pipe from existing down pipes at garage and connect to storm water drainage as indicated in drawings.
- Construct new bin bay at location shown in drawings, using 125x125 timber posts with 190x45 H3.2 T&G wallings between, as detailed in drawings.
- Construct new garden planter using 190x45 H3.2 T&G wallings & 90x90 H5 posts as detailed i drawings.
- Allow to provide new top soil and grass to area behind garage where concrete path has been removed.

Remove all debris and rubbish from site on a regular basis. Leave site in a clean and tidy condition at the completion of the project.

#### Monetary Allowances:

Allow for a provisional sum of \$15,000.00 for goal systems and sockets.

## **Preliminary and General**

### **1) Extent of Work**

Refer to the attached page(s).

### **2) General**

The following documents shall form part of the Contract:

- a) The attached Ministry of Education Conditions of Contract.
- b) The accompanying Tender Forms.
- c) The accompanying Specification.
- d) The accompanying Drawings with any subsequent Drawings.
- e) Any written correspondence, instructions and variations issued subsequent to the signing of the contract.
- f) The letter of acceptance.
- g) Any written notice to tenderers recording adjustments to drawings and or specification prior to the signing of the contract.

### **3) Examine the Site**

Tenderers shall examine the site and building before tendering. The submitting of a tender will be taken as an indication that the tenderer has visited the site and made himself familiar with any matters that might affect the fulfilment of his part of the contract and has made due allowance in his tender for these. No consideration shall be granted for any misunderstandings as to the work to be performed or the materials used.

### **4) Temporary Services**

#### **Water**

The contractor may draw water from the employers existing reticulation.

#### **Latrine**

The contractor may use an existing toilet at the discretion of the employer, and must keep it in a clean and tidy condition.

#### **Electric Power**

The contractor may use the existing power supply during the course of the contract, unless special loadings are required, in which case the contractor shall make the necessary arrangements and pay all costs.

### **5) Work Programme**

The successful contractor is to arrange with the school and supervisor, approved dates and times within the specified time when work can be actioned.

### **6) Insurances**

As per the conditions of contract, the Contractor is to carry a General Public Liability Insurance policy with a minimum cover of \$2,000,000.00.

The contractor shall insure separately the Contractors Plant and Equipment.

**7) Noise**

No radio or other noise not strictly associated with the works shall be audible in any room outside the contractors working and storage area.

**8) Scaffolding and Hoarding**

The contractor shall provide for the erection of all necessary gantries, cranes, staging, ladders, moving sections, chutes and any other scaffolding to permit the proper and efficient erection of the work.

**9) Dimensions and Setting Out**

Check and confirm all building dimensions on site. The contractor shall accept full responsibility for the final dimensions. All work shall be set out accurately and in accordance with the plans. Any errors shall be made good at the contractors expense.

**10) Existing Services**

Any damage incurred to existing services shall be made good to the supervisors approval and at no cost to the employer.

**11) Care of the Site**

The contractor shall regularly remove all debris, rubbish, and surplus materials, including that of subcontractors as they accumulate. The site shall be as tidy as possible at all times.

Upon completion of the contract works, the contractor shall take down and remove all plant, gear, temporary work, rubbish, debris and surplus materials from the site, and make good.

At the conclusion of the contract, the contractor shall leave the site in such a condition, as new, and to the supervisors approval.

**12) Workmanship**

Workmanship shall be consistent with good trade practice to produce sound and well finished work, and to the requirements and standards demanded by the supervisor.

**13) New Zealand Standards**

It is the sole responsibility of the main contractor to ensure that the complete contract works are executed according to the relevant New Zealand standards, and local and national regulations.

**14) Protection**

The contractor shall be held responsible for the protection of persons or property in the immediate vicinity of, or liable to be affected by his operations. To that end, he shall provide a suitable temporary fence around the entire construction zone, at a minimum orange plastic safety mesh supported on tensioned wire over waratah stays and all necessary coverings, guards and the like, and display suitable and sufficient warning notices. The fences and signs shall be maintained throughout the contract.

**15) Bylaws and Regulations**

The whole of the operations shall be carried out in compliance with regulations of all public bodies having jurisdiction in the matter, and the contractor shall pay all and any fees which may be payable in respect thereof.

**16) Labour and Materials**

The contractor is to supply all labour, plant and sundry items as later detailed which are the best of their respective kinds.

Only first class tradesman are to be employed on this contract and any defective or improper workmanship shall be reinstated by the contractor in an approved manner at the contractors expense.

**17) Damage**

The Contractor shall be responsible for the loss or damage which may be caused to the property of the employer in his carrying out of this contract and the contractor shall make good such loss or damage at his own expense, to the satisfaction of the employer.

**18) Behaviour Generally**

Any behaviour by workers on the site that could be considered sexist, racist, obscene or beyond the limits of normal, acceptable behaviour will not be tolerated.

The supervisor reserves the right to exclude any such offending persons from the site area.

Wherever possible, contact between workers and school children should be kept to an absolute minimum. If the contractor finds that the school children are being a nuisance within the building site area, he is to notify the supervisor and the principal immediately in order that steps be taken to remedy the situation.

Under no circumstances whatsoever is the contractor and or employees thereof, permitted to have physical contact with, admonish or discipline any children that may from time to time enter the site area and or act in a manner that is a nuisance to the contractor and his staff. Report any such incidence to the principal immediately.

**19) Smoking**

Smoking is not permitted on any school site unless in a designated area as indicated by each individual school.

**20) Foreman**

The contractor shall provide at all times an efficient foreman who shall have the power to receive and carry out the instructions of the supervisor or his agent.

**21) Compliance Certificate**

The contractor shall complete the enclosed compliance certificate, stating that the all work carried out in the execution of the contract works by all contractors involved in such work, has been carried out in accordance with the contract documentation. This certificate shall be delivered to the employer or his agent before the issuing of the completion certificate.

**22) Health & Safety In Employment Act**

The contractor shall confirm in writing to the employer or his agent that all practical steps have been taken to ensure the requirements of the Health & Safety in Employment Act are complied with, in particular the contractor is required to:

- a) Provide and maintain a safe working environment.
- b) Provide and maintain facilities for the safety and health of employees at work.
- c) Ensure that machinery and equipment in the work place is designed, made, set up, and maintained to be safe.
- d) Ensure that employees are not exposed to hazards in the course of performing their work.
- e) Develop procedures for dealing with emergencies that may arise while employees are at work.

**A copy of the Contractors Health and Safety Policy shall be kept on site in a prominent position at all times.**

The Contractor is required to seek a copy of the owners health and safety policy and make himself aware of any hazards that may be present on the site.

**23) Defects Liability Period**

The defects liability period is 12 months.

Complete all defects liability and remedial work identified by the supervisor within the time period stated.

A Maintenance retention of 5% of the contract sum may be held by the employer to cover the work required over this period. The retention will be released upon final completion at the end of the maintenance period.

**24) Building Consent Fees**

The building consent shall be uplifted and paid for by the employer prior to the awarding of this contract. **Tenderers do not need to allow for building consent fees in their tender price.**

**25) Liaison with the Territorial Authority During the Contract**

It shall be the responsibility of the main contractor to liaise fully with the local Territorial Authority (TA) on all matters that require the involvement of the TA during the execution of this contract. This shall include for example, notifying the TA when the following work is ready for inspection:

- Foundations
- Pre-lining
- Plumbing and drainage
- Completions.

The main contractor is also to inform the TA any variations that may have arisen during the contract. The main contractor is to inform the supervisor when the TA inspections are to be carried out.

It shall be the responsibility of the main contractor to secure a Code Compliance Certificate from the TA upon completion of the work.

**26) Asbestos**

The contractor is required to immediately notify the supervisor, if the presence of asbestos is suspected or detected during construction.

**27) Contractors Animals**

Due to a number of problems having been experienced in the past in relation to contractors pets, particularly dogs, on site during the course of the project, The Ministry of Education Central South Office requests that all contractors and related persons refrain from bringing animals on to the school site at all times during the contract.

**28) Police Vetting**

As a result of an amendment to The Education Act 1989, Boards of Trustees are now required to obtain a police vet from the NZ Teachers Council on all persons working on a school site that are not registered teachers.

This requirement applies to all contractors and their employees who will be on site regularly, as well as your subcontractors and their employees.

You will be required to furnish a list of all workers that will be on site throughout the execution of the work, and distribute Police vet forms to these persons and return the forms to the school to enable the vetting process to be completed.

Any person who turns up on site to work and is not on the list will not be allowed on site.

All information received by the school will be treated in the strictest confidence and will be held in a secure file by the school.

## **Asphalt Paving**

### **1) References**

Refer to the general conditions of contract and the preliminary and general sections of the contract documents which are equally binding on this trade section.

Read this trade section of the specification with all other contract documents.

### **2) Scope of Work**

Refer to the extent of work section of this specification.

### **3) General**

- 1) Supply all gear and materials necessary to carry out the Works.
- 2) Use all new materials the best of their respective kinds. Make no substitutions for materials specified with out the supervisors approval.

### **4) Existing Services**

The existing services are poorly recorded. Exercise extreme care during excavations. Any underground services broken or damaged during excavation shall be rectified at this subcontractors expense.

### **5) Standards**

Work to comply with the relevant provisions and recommendations of NRB B/2, M/1, M/3, M/4, M10, and P/9 plus current additions, amendments and alterations current at the date of construction.

### **6) Scope of Work**

The work includes - preparation, and basecourse under sealed areas, weed killer, sealing and maintenance.

### **7) Materials**

*Basecourse* - Grading shall be to NRB M/4 1965 laid to 100mm thickness.

*Weedkiller* - "Hyvar X" or approved soil sterilant.

*Asphaltic Concrete Paving* - To comply with NRB M/10 min thickness 25mm.

## 8) Workmanship

### a) *Preparation*

Excavate area to be sealed to approximately 500mm below finished seal level. Cut to suit falls as shown in drawings.

Allow to remove excavated soil from site unless direct otherwise.

Minimum NRB value of exposed subgrade shall be 4. Where subgrade values lower than four are encountered additional excavation will be carried out under the authority of the supervisor at an agreed rate.

The contractor shall be responsible for the stability of the excavations.

Grade initial cuts to provide collection and disposal of water into adjacent stormwater drains or approved pits. Take all necessary measures to prevent ponding. Compact top surface of excavated subgrade before application of backfilling courses.

### b) *Basecourse*

Placing, preparation and construction shall be in accordance with NRB B/2, 1983.

Roll with multiple passes of "Vibroll 32 W" to achieve 95% relative compaction as laid down in NZS 4402:1988

The basecourse layer shall be spread in layers not exceeding 150mm in thickness, to a compacted depth of 150mm. Water may be added as a fine mist as required to assist compaction. Excess water is not permitted. Fine aggregate if required for blinding basecourse shall be crushed fines as specified in NRB B/2 1983. Remove surplus fine material by sweeping, in preparation for sealing coat.

Completed surface is to conform to grades and cross sections shown. The completed surface shall be free from depressions capable of holding water. No point of surface is to vary more than 10mm from a 3 m straight edge.

### c) *Priming Coat*

The priming coat shall be an amnionic emulsion type AQ complying with the requirements of NRB M/1 1976 applied at a rate of 0.5 litres per square metre.

d) *Seal Coat*

Asphaltic concrete will be laid in accordance with NRB M/10.

Asphaltic binder shall be 180/200 penetration grade bitumen complying with the requirements of NRB Specification M/1.

Mix design shall be carried out by the Contractor using the 'Marshall' method. Samples, details of mix design and test results shall be made available to the supervisor on request. The mix design shall comply with the limits on stability, air voids and flow criteria set out in NRB M/10.

No paving or associated work on any surface shall be commenced until the surface has been approved by the supervisor. After approval, the Contractor shall take care to ensure that the surface on which asphaltic concrete pavement is to be laid shall be dry and free from loose material, clay or foreign matter before any area is paved.

e) *Programming*

The Contractor shall programme paving work to suit forecasted weather conditions. Paving shall only be carried out at a time when at least two days of fine warm weather following paving can be expected.

The supervisor shall be advised at least one day in advance of any proposed paving, and may require to inspect the work as it is being carried out.

f) *Paving*

The paving shall be carried out in accordance with the requirements of NRB specification P/9.

The surface is to be well rolled to produce an even finish to correct grades. Edges will be finished straight and clean. Finish sealed surfaces neatly around sumps, manholes etc. Local ponding areas will not be permitted and the finished surface shall present a dense even textured surface true to within 6mm over the length of a 3 metre straight - edge. joints shall be barely discernible.

Form even transitions to adjacent surfaces eg pavements, crossings etc. Sufficient material shall be on site to complete each lane continuously and shall be laid at right angles to the contours. The paver must be operated at a constant speed

relative to the supply of material and frequent starting and stopping will not be allowed. The finished surface shall present a dense even textured surface true to within 6mm over the length of 3m straight edge and shall not hold surface water at any point.

The work is to be inspected by the supervisor before any progress payments are approved.

g) *Maintenance*

The contractor shall maintain, at his own cost and to the entire satisfaction of the supervisor, the paved areas . The surface is to be maintained for the maintenance period

**9) Completion**

All surplus materials shall be cleaned up and removed from site following the completion of paving. The paving surfaces shall be maintained free of defects for the duration of the Maintenance Period.

Any areas of defective pavement constructed under the contract shall be paved by the contractor without further payment.

## **Drainage**

### **1) References**

Refer to the general conditions of contract and the preliminary and general sections of the contract documents which are equally binding on this trade section.

Read this trade section of the specification with all other contract documents.

### **2) Scope of Work**

Refer to the extent of work section of this specification.

### **3) General**

- 1) Supply all gear and materials necessary to carry out the Works.
- 2) Use all new materials the best of their respective kinds. Make no substitutions for materials specified with out the supervisors approval.

### **4) Workmanship**

Use workmanship and materials in accordance with the best trade practice by competent tradesman conforming with the relevant New Zealand Standards. Carry out all work in accordance with The New Zealand Building Code, Acceptable Solution G13/AS1 & G13/AS2, any relevant manufacturers instructions, and local and national authority requirements.

### **5) Existing Services**

The existing services are poorly recorded. Exercise extreme care during excavations. Any underground services broken or damaged during excavation shall be rectified at this subcontractors expense.

### **6) As Laid Plan**

A completion certificate for this contract cannot be issued until a scaled services 'As - Laid' plan has been deposited with the supervisor.

Drainage Sub-Contractor is to accurately record a drainage 'As - Laid' plan and hand to the supervisor at the time of back filling.

### **7) Materials**

Shall be UPVC 'Terrain' , 'Garnite', or equal approved complying with NZS 1260:1996 and 7649:1988. Joints shall be made with solvent welded joints or rubber ring joints complying with BS 2494. Jointing to be in accordance with manufactures instructions. Associated fittings shall match the material of the main pipe used.

#### **8) Drains**

It is the Drain layers responsibility to accurately and correctly size the pipes as required by the regulations. All fittings shall be inspection fittings, at not more than 9 metre intervals for sanitary pipes and not more than 15 metre intervals for storm water pipes.

Run all new drainage lines as shown and / or as required by the regulations.

#### **9) Gully Traps**

Shall be proprietary uPVC units complying with NZS 7649:1988. The tops of gully traps shall finish 75mm above finished ground level. Protect all gully traps with concrete D -type surrounds or neatly haunched. Set gullies in 75mm of concrete and provide removable metal or uPVC gratings as applicable.

Wastes shall discharge below the gratings in all cases.

#### **10) Inspection Eyes**

Construct and provide all inspection eyes in positions as required by the regulations and / or by-laws.

#### **11) Jointing**

Jointing to be in accordance with manufactures instructions.

Cutting of uPVC pipe shall be at right angles, with a fine toothed saw. The end shall be chamfered at 15 degrees for half the wall thickness. All burrs shall be removed.

Mark the pipe end with a pencil, to the depth of the socket joint, then clean the end of the pipe and rubber ring seal, check the seal is properly seated, apply lubricant and insert the pipe.

#### **12) Excavation**

All excavation work shall be carried out in accordance with the construction regulations and under direct control of a person familiar

with the health and safety act and the contractors health and safety policy.

Excavation for trenches shall be taken out in accordance with the longitudinal section, and by open cut. Trenches shall be of sufficient width and depth to permit de-watering, bedding and pipe jointing.

Trenches in stable country may be opened a maximum of 60m in advance of pipe laying, but this allowable advance distance may be reduced at the discretion of the supervisor. Excavation for all manholes and other structures shall be such as to leave adequate space for toms, bracing and extraction of timbers.

The side of the excavation shall be kept below the metal foundation by using pumps or similar appliance designed for this purpose. Under no circumstances shall the water be allowed to enter the sewer drain.

### **13) Bedding**

Unless otherwise instructed, all bedding shall be type D shown in NZS 4452:1986 appendix c. Granular bedding shall be between 5 to 10 mm in size, placed and compacted as detailed in NZS 4452:1986. The pipe shall be laid on the bedding material such that it is straight, laid to grade and free from distortion. Bedding material shall then be used and compacted up each side of the pipe and covering the pipe. Care shall be taken when placing and compacting back fill to prevent distortion of the pipe.

If pipe bedding stated is concrete then refer to the supervisor for instructions.

### **14) Pipe laying**

All pipe shall be laid in accordance with manufacturers instructions. Pipe laying shall begin at the lower end of the pipeline and shall be constructed with sockets pointing up hill. The pipe may be assembled outside the trench and carefully placed into position. In the case of solvent cement joints leave for thirty minutes to dry before moving.

Each pipe shall be accurately set to line and grade and in straight lines between changes of line and grade.

### **15) Extra Fittings**

Any fittings that are not shown on the drawings or mentioned in the Specification and which are required to complete the drainage system in accordance with the regulations, shall be provided by the drainage contractor as part of his contract. No extras will be allowed under this heading.

#### **16) Completion**

On completion leave the whole of the drainage system in perfect working order.

Reinstate any damage cause by the execution of the work.

All trenches in grass areas shall be top soiled 10mm and grassed.

All trenches in hard surface areas shall be neatly saw cut against existing paving and re surfaced to match.

Remove all excess materials and sweep the entire area to leave the site in a neat tidy condition.