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Fergusson Intermediate School

G.S.E. Modifications

Prepared for:

Board of Trustees
Fergusson Intermediate School
Hikurangi Street
Upper Hutt

Document Updated:
05-10-2016

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Tender Form

Tender for :

Fergusson intermediate School

G.S.E. Modifications

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	\$5,000.00...
Monetary Allowances: Door Hardware	\$5,000.00...
Total Tender Sum	\$.....
GST	\$.....
Total Contract Price	\$.....

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Tender Information

Tenderer:

Address:

Phone:

Mobile:

Fax:

Date:

Signature:

Tenderers Remarks:

Fergusson Intermediate School

G.S.E. Modifications

Scope of Work

This contract is for the accessibility modifications and associated work at Fergusson Intermediate School, Hikurangi Street, Upper Hut, 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, manufacturers instructions and the NZ Building Code.

Please check all dimensions on site.

All prices should be based on measurements made on site.

Allow to complete the following works to all areas indicated on the attached plans:

ITEM 1

Location: Block B

Accessible Ramp Modifications

- Remove concrete steps and section of existing planter as indicated in drawings.
- Scabble existing concrete landing area at entry door, at location shown in drawings, to allow for new work.
- Provide new concrete steps at locations shown in drawings.
- Provide a new galvanised post, to match existing, at location shown in drawings.
- Provide new concrete upstand to existing ramp, as indicated in drawings.
- Provide new 40mm diameter galvanised hand rails at location shown & as detailed in drawings.
- Make good planter to allow for new concrete step.
- Allow to plaster concrete area where steps have been removed.

ITEM 3

Location: Block B

New Counter Top & Interior Door

- Remove existing interior door and side light at location shown in drawings.
- Remove counter top as indicted in drawings.

- Remove existing glass sliding panels and section of wall beneath to allow for new work.
 - Supply & install a new 910mm aluminium interior door & side to suit existing opening, as detailed in drawings. Door must be able to swing in both directions.
 - Supply & install a new Formica counter top, to replace existing, at location shown and as detailed in drawings.
 - Supply & install new glass sliding panels, complete with tracks, to suit opening above new counter at location shown and as detailed in drawings.
 - Allow to paint area affected by demolition.
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ITEM 3

Location: Block C

New Concrete Accessible Ramp.

- Remove two planter boxes at locations shown in drawings. Planter boxes to be relocated as directed on site.
- Remove existing hand rails at steps and landing as indicated in drawings.
- Construct new concrete ramps at location shown and as detailed in drawings. Broom finish concrete at right angles to ramp.
- Provide new 40mm diameter hand rails to new ramp and existing steps and landing as detailed in drawings.

(New ramps to have a maximum gradient of 1:12)

ITEM 9

Location: Block K

New Concrete Accessible Ramp.

- Construct new concrete ramp and bottom landing at location shown and as detailed in drawings. Broom finish concrete at right angles to ramp.
- Provide new 40mm diameter hand rails to new ramp and existing deck as detailed in drawings.

(New ramp to have a maximum gradient of 1:12)

ITEM 10

Location: Block E

New Automatic Door Opener.

- Supply & install a new ASSA ABLOY Swing Door Operator Besam Powerswing door closer to new opening door at location in drawings.
-

Additional Items

Allow to supply & install 6 new rubber threshold ramps at various entry doors as directed on site.

Ramps to be Ableaccess, or similar approved, rubber threshold ramps.

All rubbish and debris to be removed from site upon completion of work

Provisional Sum

Allow for a sum of \$5,000.00 for the supply and installation of new door hardware to suit library door where a new auto door closer are to be installed.

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.