



Government of the Republic of Trinidad and Tobago
Ministry of Sport and Youth Affairs

TENDER DOCUMENT

FOR THE

PROPOSED UPGRADES TO YOUTH BUILDING,

**AT THE WOODBROOK YOUTH FACILITY, HAMILTON HOLDER STREET,
WOODBROOK**

FOR

THE GOVERNMENT OF THE REPUBLIC OF

TRINIDAD AND TOBAGO

PUBLIC PROCUREMENT ADVERTISEMENT

The Ministry of Sport and Youth Affairs invites tenders for the following Project:

#	Project Facility	Name of Tender	Mandatory Pre-Submission Briefing/Site Visit	Closing Date/Time
1	Woodbrook Youth Facility	Upgrades to Youth Building	Monday 6th May, 2019 3:00 p.m.	Thursday 16 th May, 2019 3:00 p.m.

ELIGIBILITY

Submission of tenders is open to all contractors registered in Trinidad and Tobago who possess the expertise, experience and financial resources to undertake selected project(s).

Only Proponents signing the Attendance Register at the respective Mandatory Pre-Submission Briefing/Site Visit and submitting valid Mandatory Statutory Certificates (Income Tax Certificate, VAT Certificate and National Insurance Board Compliance Certificate) will qualify to be evaluated.

EVALUATION CRITERIA (TECHNICAL/FINANCIAL)

Tender submissions will be evaluated according to the following basic criteria:

- i. Proposed Implementation Time (10 pts. Max)
- ii. General Background of the Firm (5 pts. Max)
- iii. Performance History (10 pts. Max)
- iv. Work Experience of the Firm in performing services for projects of similar nature (10 pts. Max)
- v. Methodology and Work Plan (10 pts. Max)
- vi. Curricula Vitae of Proposed Key Professional Staff (5 pts. Max)
- vii. Fee (30 pts. Max)
- viii. Financial Capability of the Firm (20 pts. Max.)

Proponents are advised that Tender Documents will be available from Friday 26th April, 2019:

- From the Ministry of Sport and Youth Affairs' website at www.sport.gov.tt

Contractors are required to submit One (1) printed Original of the Proposal comprising a Technical Proposal and a Financial Proposal, in a sealed envelope properly labelled with the Name of Tender.

Complete Proposals must be addressed to:

Permanent Secretary
Ministry of Sport and Youth Affairs
#2 Elizabeth Street, St. Clair, Port-of-Spain

Sealed packages must be placed in the appropriately marked tender box, located in the Procurement Unit, 3rd Floor of the Ministry of Sport and Youth Affairs, #2 Elizabeth Street, St. Clair, Port-of-Spain. Late submissions will not be considered. Tender submissions will not be accepted electronically.

It shall be noted that:

- i. The Ministry of Sport and Youth Affairs reserves the right to cancel the present tender process in its entirety or partially, without defraying all costs associated with the preparation and submission of the Proposal;
- ii. The Ministry of Sport and Youth Affairs does not bind itself to accept the lowest price of any Proposal submitted.

Further information or clarification can be obtained from the Procurement Unit, at the Ministry of Sport and Youth Affairs Telephone 1 868 – 628 - MSYA (6792) Extensions 5101, 5102 or 5103.

Permanent Secretary
Ministry of Sport and Youth Affairs
26th April, 2019

PROPOSED UPGRADES TO YOUTH BUILDING – WOODBROOK YOUTH FACILITY

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6.0 DRAWINGS

***ALL FORMS ARE TO BE FILLED OUT AND RETURNED IN THE PROPOSAL**

1.0 PRELIMINARIES AND GENERAL CONDITIONS



Government of the Republic of Trinidad and Tobago
Ministry of Sport and Youth Affairs

NAME OF PROJECT: PROPOSED UPGRADES TO YOUTH BUILDING – WOODBROOK
YOUTH FACILITY

EMPLOYER: Permanent Secretary
Ministry of Sport and Youth Affairs
#2 Elizabeth Street
St Clair

PROJECT MANAGER: Project Management Unit
Ministry of Sport and Youth Affairs
#2 Elizabeth Street, St Clair
Port-of-Spain

Or any other person/s authorized to
act on their behalf

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

Description of Works

- A. The project entails builder's works to upgrade the offices and washrooms in the Youth Building at the Woodbrook Youth Facility.

Scope of Works

- B. The works comprise the following:
1. Installation of drywall partitions
 2. Installation of new ceilings
 3. Replacement of non-functioning plumbing installations
 4. New plumbing installations
 5. Installation of ceiling lighting
 6. Electrical installations
 7. Installation of new air conditioning units
 8. Painting part building interior and exterior
 9. Minor repairs to building walls (metal)

Location of Site

- C. The site of the proposed works is located at Hamilton Holder Street, Woodbrook

Possession of site

- D. To be agreed on Award of Contract. The works shall be executed in a manner to cause the least disturbance to the other operations on the site. An area for the storage of materials must be located in consultation with the Camp Director or his Representative.

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PRELIMINARIES AND GENERAL CONDITIONS

INSTRUCTIONS TO TENDERERS

- A. **(Tenderers are advised to read all instructions carefully. Failure to follow these instructions may result in rejection of your offer).**
1. Prospective Tenderers who are not already registered with the Ministerial Tenders Committee may do so by completing the application Forms, obtainable at the Project Unit, Ministry of Sports and Youth affairs.
 2. Tenders **must** be accompanied by a valid up-to-date Income Tax Certificate, issued by the Board of Inland Revenue.
 3. Tenderers who are registered for Value Added Tax **must**:
 - a. Provide a valid up-to-date Value Added Tax Certificate.
 - b. Show the tax separately below the tender price.
- i. Tenderers are advised to note:
- a. Where a person or firm imports goods that are exempt from payment of Customs Duty, Under Item 20 of the 2nd Schedule of the Customs Ordinance, Value Added Tax shall not be charged upon the entry of the goods so imported or taken out of bond, by or on behalf of the Central Government for its own use;
 - b. The treatment of Value Added Tax on the supply of goods ex-stock and, as well services in Trinidad and Tobago to the Central Government will remain the same, subject to the rate of tax appropriate to such supplies.
- ii. Tenderers must provide the following in their tender:
- a. Duty-free and duty paid prices in Trinidad and Tobago dollars (\$TT).
 - b. Prices based on foreign exchange rates must be specified at the rates by the Central Bank of Trinidad and Tobago, which is seven (7) days before the actual closing date of the tender.
 - c. An assurance that prices would remain valid for an initial minimum period of ninety (90) days from the closing date of tender.
 - d. A firm delivery period.
 - e. Guaranteed offer.

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PRELIMINARIES AND GENERAL CONDITIONS

INSTRUCTIONS TO TENDERERS (Cont'd.)

Text to be definitive

- A. Do not alter, add to or modify the text of the specifications as this will not be recognized or taken into account and could lead to a disqualification of the tender. If the Tenderer wishes to make an observation as to the printed text in connection with the rates or prices he had inserted, such observation shall form the subject of a separate letter to accompany his tender.

Pricing

- B. Price in ink each item in the specification which is considered to have a money value. If the Tenderer omits to price any item, it will be deemed that either he will perform the services described free of charge or that the cost of such services has been included against items appearing elsewhere in the specification.
- C. Prices inserted unless otherwise stated, shall be deemed to include for all duties, taxes, materials, plant and tools, transportation, labour and supervision and all other costs necessary for the timely execution of the works.
- D. Prices are to be submitted in Trinidad and Tobago Dollars (TT\$) and exclusive of Value Added Tax. This is to be stated along with tender submission to ensure clarity in interpretation of prices.

Fluctuations

- E. No adjustment will be made for cost increases/decreases which take place during the period stipulated for carrying out the works except the same are as a consequence of the introduction of or changes to statutory regulations.

Queries

- F. The Tenderer shall refer all queries arising out of this tender to the Ministry's representative whose decision for the purpose of tendering shall be final.
- G. Queries shall be raised not later than five (5) days before the closing date of tenders, so as to permit the circularizing of the replies to all tenderers, if this is considered necessary.

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PRELIMINARIES AND GENERAL CONDITIONS

INSTRUCTIONS TO TENDERERS (Cont'd.)

Time

- A. Time is of the essence in this contract so that the agreed date of completion must be adhered to.

Submission

- B. Tenderers must submit the Tender Documents duly priced with the completed Form of Tender in a sealed envelope all in accordance with the instructions as outlined in the invitation to tender and including the following
- C. The full name, signature, office and business address of the Tenderer. Signature of the person making the offer, or in the case of a Company, partnership or business firm, by a duly authorized officer or employee of such company, partnership or the business firm.
- D. The initials of the person making any offer, must be inserted next to any alterations or erasures made or in the case of a company, discount offered (if any).

Errors

- E. The Tender will be checked for arithmetical errors and corrected and the Tender sum adjusted accordingly and with the concurrence of the Tenderer shall be considered to be binding on the tenderer.
- F. Where significant arithmetical errors or obvious errors in pricing are discovered in the Tenderer's priced Bills of Quantities, the tenderer will be informed of the amount and nature of the errors and asked if he wishes to stand by his tender or to amend it to correct the errors.
- G. If the Tenderer elects to stand by his tender, for the purposes of administering the contract and for interim payments and settlement of accounts, an endorsement, signed by both parties to the contract, will be added to the priced Bills of Quantities indicating that all rates or prices(excluding preliminary items, prime cost and provisional sums) inserted therein by the Tenderer are to be considered as reduced or increased in the same proportion as the corrected total of priced items exceeds or falls short of the original total of such items.

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PRELIMINARIES AND GENERAL CONDITIONS

INSTRUCTIONS TO TENDERERS (Cont'd.)

Errors (Cont'd.)

- A. Alternatively, by agreement with the Tenderer, the total net error shall be added to or deducted from the total shown against Preliminaries, so that the tendered signed sum remains the same, and an endorsement signed by both parties to the contract will be added to the priced Bills of Quantities.
- B. Where errors are discovered after acceptance of the tender, the errors will be adjusted by either of the foregoing methods as the Tenderer would be deemed to have stood by his tender.
- C. If the Tenderer amends his tender to correct the errors, the corrected details shall either be initialed by the Tenderer in his priced Bills of Quantities or confirmed by him in a letter which shall be conjoined with the acceptance and the amended figures and rates in it shall be substituted for those in the original tender.

Agreement

- D. The successful Tenderer will be required to enter into a formal agreement with the Ministry of Sport and Youth Affairs.

Collusion

- E. Each Tenderer shall submit only one Tender. A Tenderer who submits or participates in more than one Tender shall cause all Tenders with their participation to be disqualified.

Acceptance/Rejection of Tenders

- F. The Employer reserves the right to reject any Tender which does not provide satisfactory evidence that the Tenderers has the technical, physical and financial resources to complete the works within the specified contract period.
- G. The Employer may declare the Tendering void when none of the Tenderers meet the intent of the specification or when it is evident that there has been collusion. In addition, all Tenderers may be rejected if they are substantially higher than the official budget approved by the Employer.

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PRELIMINARIES AND GENERAL CONDITIONS

CONTRACT PARTICULARS

Cost of Bidding

- A. The Tenderer shall bear all costs associated with the preparation and submission of his bid and the Employer will in no case be responsible or liable for these costs of the conduct or outcome of the tendering.

Work Programme

- B. The Tenderer shall:
- (i) Prepare and submit with his tender a Draft Programme of the works for approval by the Project Coordinator.
 - (ii) Execute the works in a manner to cause the least disturbance to users of the facilities.
 - (iii) The tenderer must submit a Method Statement for the Works.

Contents of the Tender Documents

- C. The set of tender documents issued for the purpose of soliciting tenders includes:
- a. Scope of Works
 - b. Instructions to Tenderers
 - c. Conditions of Contract
 - d. Specifications
 - e. Form of Tender
- D. The Tenderer is expected to examine carefully all instructions, conditions, forms and terms. Failure to comply with the requirements of the bid submission will be at the Tenderer's own risk.

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PRELIMINARIES AND GENERAL CONDITIONS

CONTRACT PARTICULARS

Form of Agreement and Conditions of Contract

- A. The Articles of Agreement and General Conditions of Contract will be the FIDIC Short Form of Contract, a copy of which is available at the Project Management Unit, Ministry of Sport and Youth Affairs.
- B. A copy of the Form of Contract may be inspected at the Project Coordinator's office by appointment during normal working hours.

Terms and Conditions for Labour and Materials

- C. The Ministry of Sport and Youth Affairs also means any Officer assigned by the Ministry.
- D. Tenders are expected to give a positive date of commencement and completion.
- E. Works are to be executed between the hours of 7.00 a.m. and 4.00 p.m. unless further agreed to with the Ministry of Sport and Youth Affairs and in a manner not to hinder the movement of local pedestrian and vehicular traffic. That the Ministry of Sport and Youth Affairs will in no way be liable for any damages which may be caused to utility lines, premises etc, and it will be your responsibility to repair/replace same without any inconvenience to the person/persons concerned.
- F. The price quoted shall be deemed to be in Trinidad and Tobago currency. Prices quoted shall be deemed to include for the provision of all labour, plant for transport for deliveries to site, for temporary storage of materials and plant for transport, for the erection, maintenance and removal of scaffolding, temporary stagings, protection etc. and for all things necessary for the completion of the works in accordance to the reasonable satisfaction of the Employer.
- G. That you adhere to the minimum wages bill and fair wage clause.

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PRELIMINARIES AND GENERAL CONDITIONS

CONTRACT PARTICULARS (Cont'd.)

Contingency Sum

- A. Any contingency items to be agreed with the Ministry of Sport and Youth Affairs before implementation.
- B. Contingency items are to be agreed with the Employer before Implementation.

Insurance

- C. The Contractor shall provide all necessary insurances or indemnify against:-
 - 1. Injury to persons and property
 - 2. Workmen compensation
 - 3. Fire
 - 4. Theft

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PRELIMINARIES AND GENERAL CONDITIONS

SITE PARTICULARS

Site Visit

- A. The Contractor is advised to visit the site and ascertain the nature of work to be done, means of access and egress, the availability and positions of essentials services, viz, electricity, water etc., condition of the site, working space and storage of materials and allowance is to be made in the tender for all such factors which may affect execution of the works.
- B. The Contractor is also advised to arrange a site visit with the Ministry of Sport and Youth Affairs. The Contractor is to note that electricity and water is available for use during construction.

Protection of Public and Private Services

- C. The Contractor is to protect, uphold, temporarily divert and maintain all pipes, ducts, drains sewer, service mains, overhead cables and the like during the execution of the works. The Contractor is to make good any damage due to any cause within his control at his own expense or pay any costs and charges in connection therewith. Approval shall be obtained at least at two weeks in advance if any services have to be interrupted.

Siting of Temporary Works and of Permanent Spoil Disposal

- D. Obtain the approval of the employer to the siting of permanent spoil disposal and of the proposed siting of materials, of temporary spoil and rubbish deposits and of temporary buildings, temporary roads and the like.

Temporary Roads

- E. The Contractor shall provide, maintain and alter as necessary all temporary roads, tracks, paths, hard standings, pavement crossings, temporary works and the like. Reinststate the ground and all the work disturbed.

Temporary Water Disposal

- F. Provide and maintain temporary gutters, channels, drains and the like for the disposal of surface and other water. Alter, shift and adapt from time to time as necessary.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP

Best Quality

- A. Materials and workmanship are to be of the best quality of their respective kinds, for which there is a British Standard or Code of Practice are to conform thereto unless otherwise stated. Workmanship is to conform to sound building practice unless otherwise described or shown.

Defective Work

- B. Any defective materials or substandard workmanship not in accordance with this contract shall be removed and replaced at the Contractor's own expense.

Apply Throughout

- C. Descriptions of materials and workmanship given in any one Section are to apply throughout the Specification unless otherwise described.

Brand Names

- D. Where materials are described by brand or trade names, such names are given as indication of type, quality etc., allow in tendering for these particular materials but alternative may be used with the Employer's approval. If approval is not given the materials described herein must be provided.
- E. All branded materials shall be used strictly in accordance with the respective manufacturer's recommendations and instructions. The Contractor shall be responsible for obtaining from manufacturers all relevant details regarding the use of their products. The Contractor shall bring immediately to the attention of the Employer any difference between the manufacturer's recommendation and the Specification given herein for a decision on which is to take precedence.

Provide as Necessary

- F. Provide as necessary all materials required for the proper execution and completion of the works.
- G. Ensure that all materials will be available from stock and if this is not the case, make arrangements for deliveries so that no delay is occasioned due to the non-availability of materials.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP (Cont'd)

Samples

- A. Samples of materials, colours, panels or sections of finished work, etc., shall be provided without charge, to the Employer for approval, if required. Keep approved samples on site in an approved position for use as a reference by craftsmen. No material or workmanship which in the opinion of the employer is of a lower quality than the approved sample will be accepted by the Employer.

Tests

- B. The Contractor's attention is drawn particularly to the requirements described in the Materials and Workmanship Section of the Bills of Quantities. Provide materials for and carry out tests as and when directed by the Employer. If the results of any tests are unsatisfactory bear the cost of any resulting reconstruction which may be ordered by the Employer.

Rejected Material

- C. Materials required to be incorporated into the permanent and finished construction works shall on no account be used for temporary works.
- D. Materials or goods rejected by the Ministry's Representative as unsuitable for incorporation into the works shall immediately be removed from the site.

LABOUR

Provide as Necessary

- E. Provide as necessary, all skilled, semi-skilled and unskilled labour required for the execution and completion of the works. Workmanship is to be of the best quality throughout, to the reasonable satisfaction of the Employer.

Availability

- F. Ensure that all labour will be available for the works and allow in tender for the additional cost of any importation of labour from other districts that may be deemed necessary.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP (Cont'd)

Fringe Benefits

- A. Allow for all costs in respect of National Insurance, Vacation and Public Holiday Leave, Sick Leave, Cost of Living Allowance, Subsistence Allowances, traveling time and expenses and all other emoluments and expenses payable to or in connection with the employment of persons for the works.
- B. Comply with local regulations in force relating to the welfare of work-people on the site or in places where work is being prepared for incorporation into the works and keep and maintain, at all times, an adequate First Aid Kit on the site.

Overtime

- C. No work is to be executed outside normal working hours without the prior consent of the Employer. Include in the tender for any overtime work which may be considered necessary in order to complete the Works by the agreed date.

Supervision

- D. Provide a competent foreman-in-charge and all other site staff, necessary of the proper supervision of the works. Any instructions given by the Ministry's Representative to the foremen-in-charge shall be deemed to be given to the Contractor.

TRANSPORT

- E. Provide all necessary transport for labour and plant.

PLANT, TOOLS AND VEHICLE

- F. Provide all mechanical and non-mechanical plant necessary for the proper execution of the works.
- G. Provide and install all necessary hoists, ladders, tools and other plant and vehicle and allow for altering, adapting and maintaining them as necessary and remove when no longer required.
- H. Provide all surveying instruments, temporary benchmarks and labour for setting-out and leveling.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP (Cont'd)

General scaffolding

- A. Provide all necessary temporary scaffolding for the proper execution and completion of the contract and alter, shift and adapt from time to time as necessary. Re-erect, at own expense, if so required, any scaffolding which has been struck before ascertaining whether it is required by any sub-contractor nominated or otherwise.

Watching and Protection

- B. The site of the proposed Works, except for areas within the existing building, shall be under the Contractor's sole charge from the date of possession to the date of completion of the Contract.
- C. Provide all necessary day and night watching (including Security Guards, if necessary) to effectually protect the Works and materials stored on site, including those of sub-contractors and workpeople and visitors and accept all risks for damage or loss.
- D. Provide all necessary temporary hoarding, fencing, gates, barricades, fans, planked footways, gantries, screens, etc. in accordance with the Employer's details for the protection of the work people, occupants, access roadways, adjoining property and the public and alter, adapt and maintain them as necessary and clear away on completion and reinstate all work disturbed to the satisfaction of the competent authorities. Gantries shall be construed with ramps to allow unimpeded passage to physically handicapped persons and children.

Trespass

- E. Prevent any trespass by unauthorised persons on the site of the Works and any trespass on the adjoining property by own employees or those of sub-contractors and indemnify the Employer against any claims, costs or proceedings whatsoever arising out of any trespass or alleged trespass.

Attendance

- F. Provide attendance upon, cut away for and make good after all trades and in all trades performed by own workmen and own sub-contractors and leave perfect on completion.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

MATERIALS AND WORKMANSHIP (Cont'd)

Protection of Works

- A. Case up and protect all work from any kind of injury and damage. Provide all necessary temporary roofs, tarpaulins, screens, plankings and general protection that may be required and clear away when no longer needed and reinstate any work which has become damaged or stained.

Clear Away and Clean Down

- B. Clear away all plant and temporary work unless otherwise described or directed and make good. Clear away all existing rubbish, debris and surplus materials as they accumulate and at completion. Clean floors, pavings, glass both sides and all external surfaces and leave the Works clean and perfect at completion.

Laws, Bye Laws, Etc.

- C. Allow for compliance with all Laws, Bye laws, orders, rules and regulations otherwise passed by the Government of The Republic of Trinidad and Tobago, or any department thereof, insofar as is not provided for elsewhere in the Specification.
- D. Allow for compliance with any regulation made by the police for the temporary parking of vehicles and the loading and unloading of persons or goods.

To Collection \$

PRELIMINARIES AND GENERAL CONDITIONS

GENERAL MATTERS

TEMPORARY SITE ACCOMMODATIONS

Generally

- A. The Contractor in concurrence with the Project Engineering Technician, shall select areas for all temporary buildings, office accommodations and mess rooms for staff and workmen and remove on completion as may be necessary. The ground on which temporary buildings are sited shall be made good after removal of these buildings.

Toilets

- B. The Contractor may use the toilet facilities available on site free of charge for the use of the workmen, provided that he takes care to cause the least disturbance to the operations of the facilities and make good any damages arising out of his use of the facility. However, this concession in no way releases the contractor of his obligation to provide temporary lighting and electric power for the works.

Water for the Works

- C. The Contractor may use the water supply on the site free of charge, provided that he takes care to cause the least disturbance to the operations of the facilities and make good any damages arising out of his use of the electric supply. However, this concession in no way releases the contractor of his obligation to provide clean water for the works.

Lighting and Power for the Works

- D. The Contractor may use the electric power supply on the site free of charge, provided that he takes care to cause the least disturbance to the operations of the facilities and make good any damages arising out of his use of the electric supply. However, this concession in no way releases the contractor of his obligation to provide temporary lighting and electric power for the works.

Inclement Weather

- E. During inclement weather the Contractor shall suspend all operations which may be adversely affected for such time as the Project Engineering Technician may direct, and effectually cover up and protect the works from injury by weather.

Making Good

- F. The Contractor is to make good at his own expense all damage to the structure, fittings and decorations resulting from the operations.

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PRELIMINARIES AND GENERAL CONDITIONS

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PRELIMINARIES

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TO SUMMARY

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2.0 MATERIALS AND WORKMANSHIP

MATERIAL AND WORKMANSHIP

EXCAVATIONS AND EARTHWORKS

Generally

- A. The contractor shall examine and judge for himself the nature of the ground to be excavated. Excavation shall include for excavating in and handling whatever soil may be met with, including loose or compacted hardcore and for grubbing up any disused drains, pipes etc. grubbing up roots and any other obstruction met with except rock, concrete and blockwork which are measured separately.

Levels

- B. The contractor shall be responsible for setting up and maintaining a site datum level accurately ascertained for this work, and checking that this level corresponds with the levels shown on the drawings.
- C. Immediately on the issue of the order to commence, the contractor shall carry out and record a check level grid of the site which shall be agreed between and the contractor within one week of the above order being given; no alteration of levels shall be undertaken until agreement has been reached and the Superintending Officer's instructions have been received

Spoil Heaps

- D. Spoil heaps for top soil shall be permitted on the site. The locations must be approved by the Superintending Officer. Temporary spoil heaps shall not exceed 1.25m in height and should be well graded or sloped and prices for all excavation and disposal must include for any multiple handling.

Starting Level

- E. Unless otherwise stated in the description of the items of excavation and planking and strutting, the starting level is the formation level after excavation to reduce levels or where no excavation to reduce levels is required, the stripped ground level

Materials

Sand

- F. Sand for blinding and pits shall be clean, soft sand free from clay, loam or other matter.

Hardcore

- G. Hardcore shall be approved, good, clean, hard blocks, cement, concrete, stone-or gravel, hard tiles broken up before placing to pass 75mm diameter ring, and must be free from rubbish, clay, loam or vegetable matter.

MATERIALS AND WORKMANSHIP (Cont'd)

EXCAVATIONS AND EARTHWORKS (Cont'd)

Soil for Filling

- A. Soil for filling to make up levels under floors, pavings and for backfilling around foundations, shall be dry, clean sub-soil free from clay, vegetable soil, roots and rubbish.

Workmanship

Excavations

- B. Excavations shall be taken to and maintained at the sizes and levels required on the drawings. Any excavations carried out wider or deeper than authorized by the Engineer shall be made up with weak concrete at the contractor's own expense. No payment will be made to the contractor for such excavation nor for the disposal of the excavated materials.
- C. Excavation for drain trenches shall be cut accurately to line and level and the contractor shall maintain the trench width to no more than the minimum specified. If the contractor excavates to a width greater than that specified, he shall seek the Superintending Officer's approval and the cost of any increase in the class of pipe or bedding necessitated by this increase in the width shall be borne by the contractor.

Bottoms of Excavations to be Approved

- D. The contractor shall give the Engineer at least 24 hours notice, that excavations will be ready for inspection. The bottom of every excavation will be inspected by the Superintending Officer, and the levels agreed between the Engineer and the contractor. If a good bearing bottom is obtained at a lesser depth than that shown on the drawings or is not obtained at the level shown, the Engineer is to be informed. No concrete is to be laid until the bottom has been approved and the level thereof taken.
- E. Notwithstanding such approval, the bottom which becomes water-logged or otherwise spoilt after approval shall be cleaned out to the Superintending Officer's satisfaction before any concrete is placed.
- F. Bottom of excavations damaged by weather, cut up or damaged by contractor's plant or negligence, such damaged portions shall be removed and the space made up with weak concrete (1:12 all-in aggregate) at the contractor's own expense.

Excavation Below required levels

- G. Should any excavation be taken below the required levels, or the depths necessary to obtain a suitable bottom, the contractor will be required to fill in the excavation to the proper level with weak concrete as before, at his own expense.

MATERIALS AND WORKMANSHIP (Cont'd)

EXCAVATIONS AND EARTHWORKS (Cont'd)

Workmanship (Cont'd)

Upholding Sides of Excavation

- A. The contractor shall be responsible for upholding the sides of all excavations and for providing and maintaining all necessary timber and other supports for their safety and for prevention of movement of the surrounding ground. The means of upholding the sides shall be at all times subject to the Superintending Officer's approval but such approval shall not absolve the contractor from his responsibility for the safety of all excavation and for making good at his own expense all damages caused by the inadequacy of the means employed.
- B. The Contractor shall so arrange the supports for the excavations that none are left in after the construction of the permanent work and he shall bear the cost of any that he fails to withdraw other than those left in at the expressed wish of the Superintending Officer. He shall further seek the approval of the Engineer for all supports which he does not intend to withdraw.
- C. Filling around foundations or to make up levels under floors and pavings shall be executed in layers not exceeding 225mm in thickness well watered and consolidated to ensure proper compaction. Materials containing clay, vegetable matter and rubbish shall not be used

Consolidation of Formation for Paths, Courts, Etc. (Cont'd)

- D. Formations for pavings subject to vehicular traffic (concrete, tar macadam, bitumen macadam) shall be similarly consolidated to a compaction equivalent to that obtained with 6 to 10 tonne roller.

Consolidation of Hardcore, Granular Materials Etc.

- E. Hardcore and granular material shall be consolidated to the required levels and contours with a roller, vibrating roller or mechanical punner to a compaction equivalent to that obtained with 2 1/2 to 3 tonne roller, care being taken that no damage is done to the foundations, walls or adjoining works.

MATERIALS AND WORKMANSHIP (Cont'd)

EXCAVATIONS AND EARTHWORKS (Cont'd)

Subterranean Termites

Preconstruction Treatment

- A. Termiticides must be applied in a manner that minimizes human exposure and avoids contamination of the environment.
- B. Accidental spillage of termiticide must be contained and promptly removed by the contractor. No chemicals should be left exposed or spilled.
- C. Before leaving the job in the contractor must ensure that all pesticide containers and materials used for cleaning up spills are removed and disposed of in an appropriate manner.

Horizontal Barriers

- D. Apply 4.5 litres of dilution per 1 square metre to the soil, after grading is completed and prior to the pouring of the slab or footing, so as to form a continuous barrier over the area being treated. Applications shall be made using low pressure spray (50 p.s.i. or less) at the nozzle.
- E. If the fill is wash gravel or other coarse material the diluent should be increased to reach the soil substrate beneath the fill.

Vertical Barriers

- F. Apply twenty litres of dilution per 3 linear metres of depth. Vertical barriers should be established in areas around the base of foundations, plumbing, back-filled soil against foundation walls, and other critical areas.
- G. Applications should be made by rodding and/or trenching, as in post construction treatment.

DILUTION TABLE

Termite	<u>Percentage of A.I.</u>	Application
Dursban TC	1.0%	8 litres to 140 litres <u>water</u>
Demon TC	<u>0.25%</u>	<u>4.5 litres</u> to 445 litres.

Warranty

- H. Contractors must provide a written warranty for five (5) years against the re-infestation of Subterranean Termites. Warranty should indicate the amount of technical termiticide and finished product used, the total linear measure per 300mm grade of depth and the total square metres covered.

MATERIALS AND WORKMANSHIP (Cont'd)

EXCAVATIONS AND EARTHWORKS (Cont'd)

Protection of Service Ducts, Etc.

- A. The contractor will be responsible for the protection of public and private service ducts, pipes, drains etc. Obstacles encountered during excavations must be reported to the Employer or Engineer and shall be dealt with as instructed on site. (By the Employer or Engineer).

Pricing

Prices are to include for:

- B. All considerations arising from the specification.
- C. Hand and/or mechanical excavation and disposal in whatever types of soil are encountered excluding concrete and rock but including roots, drain pipes and other obstructions and the contractor shall judge for himself the nature of the conditions.
- D. Extra difficulties of getting out, disposal and the extra bulking of concrete and rock.
- E. Earthwork support left in at the contractor's volition.
- F. Temporary retention of fillings.
- G. Disposal of trees and other vegetation cut down and grubbed up.
- H. Excavation in gravel and hardcore.
- J. Allow for excavation on items measured as 'extra over excavation' for any additional cost of disposal.
- K. The description 'get out' shall include for all wheeling, basketing out, double handling or re-excavation from temporary spoil heaps of surplus material as may be necessary preparatory to removing from site.

MATERIALS AND WORKMANSHIP (Cont'd)

CONCRETEWORK

Scope of Work

- A. This work includes the supply of all labour, materials, equipment and services necessary to complete all concrete work as shown or implied on the Bills of Quantities and shall include the following:
- i. Plain or mass concrete
 - ii. Reinforced concrete

Responsibility

- B. No approval or acceptance by the Engineer or his representative shall in any way relieve the Contractor of his responsibility for the quality of materials and the standard of workmanship in the finished works, and for the strength, durability and appearance of the finished concrete works.

Supervision

- C. All work is to be supervised by a foreman experienced in concrete construction.

Cement

- D. Cement used in the work is to be normal setting Portland Cement complying with British Standard No. 12 Part 2 or ASTM C 150.
- E. All cement shall be delivered in the original sealed containers of the manufacturer. No re bagged cement will be permitted to be brought on to the site.
- F. On no account shall a change in the type or source of supply be permitted during the course of construction and every endeavour shall be made to ensure that the colour of the cement is constant throughout the contract.

Aggregate

- G. All aggregate shall be in accordance with B.S. 882. Coarse aggregate shall be of the minimum size specified in the drawings graded down to 5mm. Fine aggregate shall be coarse, sharp, well graded sand. All aggregate shall be clean and free from impurities. If and when considered necessary, all aggregates shall be site washed to the Engineer's satisfaction without extra charge.
- H. Samples of aggregate are to be submitted to the Engineer for approval at the commencement of the work.
- J. Once the site sample has been approved, the Contractor shall make arrangements with his aggregate supplier to establish that ample supplies of both coarse and fine aggregate of the quality and colour selected are available to complete the contract.

MATERIAL AND WORKMANSHIP Cont'd.

CONCRETEWORK Cont'd.

Aggregate cont'd.

- A. If the Engineer considers it necessary to carry out grading tests on the aggregate, the contractor shall be responsible for the cost of such tests.

Water

- B. The water used in the concrete is to be clean, drinkable, free from impurities and from a source approved by the Engineer.

Storage

- C. On arrival on the site, cement is at once to be stored in a dry shed with a raised floor and water-proof walls and roof, the cement is to be stored so that consignments are used in the order in which they are received.
- D. Cement which has become damp or which has deteriorated is not to be used and must be removed from the site.
- E. The fine and coarse aggregates shall be stored at the site on a hard impervious surface such as a bed of weak concrete or a timber or sheet metal platform laid to a fall and in such a manner as to ensure protection from all extraneous matter.

Batching

- F. Aggregates shall be measured by WEIGHT. Cement shall be measured by weight using one or more complete bags to a batch.
- G. The quantity of water used in mixing the concrete shall be the minimum necessary to produce a workable mix. Due account shall be taken of the water content of the aggregates, especially following heavy rain.

Pouring

- H. Mixing of the concrete shall be done until there is a uniform distribution of materials and the mass is uniform in colour and consistency.
- J. Concrete shall be handled so as to avoid segregation, pollution, or loss of the ingredient and shall be place in less than 30 minutes from the time of adding the water to the mix, and not subsequently disturbed.
- K. Concrete shall not be deposited through a chute, dropped through a height greater than 2 metres or deposited through water, without special permission of the Engineer.

MATERIAL AND WORKMANSHIP Cont'd.

CONCRETEWORK Cont'd.

Wet weather concreting

- A. Concreting during periods of constant rain shall not be permitted unless aggregate stockpiles, mixers and transporting equipment and the areas to be concreted are adequately covered.
- B. During showery weather, the Contractor shall ensure that work can be concluded at short notice by the provision of stop ends. On no account shall work be terminated before each section between one stop end and another is complete.
- C. Adequate covering shall be provided to protect newly placed concrete from the rain.

Compaction

- D. All concrete shall be compacted with heavy duty high frequency poker vibrators and be additionally tamped and rammed so as to thoroughly fill the shuttering and form a dense homogeneous mass.

Curing

- E. Concrete, after being placed, shall be protected from the effect of sunshine and rain. Concrete is to be kept moist by well watering for at least 3 days after placing and exposed surface are to be covered with hessian or other approved material to effectively retain the water.
- F. Proprietary curing compounds may be used with the permission of the Engineer.

Blinding

- G. A 50mm layer of blinding concrete (1:4:8) mix shall be placed under all reinforced concrete foundations and ground beams.

Finishes

- H. The surface of all concrete slabs is to be floated to a uniform smooth surface unless otherwise specified.
- J. Unless otherwise specified all concrete faces to be exposed in the finished works shall be left as struck with a fair face, true to line, and level within the specified tolerances for the works. Use properly braced plywood shuttering on all surfaces described as "fair faced" which will remain exposed in the finished works.
- K. After inspection all superfluous fins and similar projections shall be carefully removed.
- L. No render or other applied finish shall be used to obtain a fair face to the concrete.
- M. Any finished works which the Engineer shall judge inferior in any respect to the standard of the relevant approved sample or which is subjected to subsequent damage or surface staining shall be rejected and treated as defective work.

MATERIAL AND WORKMANSHIP Cont'd.

CONCRETEWORK Cont'd.

Reinforcement

- A. The steel reinforcement shall be grade 410 high yield steel bars to TTS 16 35 500 or TTS 16 35 501.
- B. Reinforcement described as "mesh" reinforcement is welded steel fabric complying with B.S. 4483. Attention is to be paid, in the placing of such mesh reinforcement, to the direction of the main bars as shown on the drawings. All mesh shall be purchased from the manufacturers as flat sheets.
- C. All reinforcement shall be thoroughly cleaned and free from scale. Reinforcement shall be wire brushed if required by the Engineer.
- D. All reinforcing steel is to be bent cold to the dimensions given on the bar schedules. Bar dimensions are given according to B.S. 4466, i.e., the dimensions of links are inside dimensions, otherwise dimensions given are outside dimensions.
- E. Reinforcement is to be fixed firmly in position before concreting and the Contractor is to allow in his rates for all additional reinforcement, chairs, spacers or other items necessary to achieve this.
 - i. Binding wire is to be arranged with the ends bent away from the shuttering so that the concrete cover is not reduced by more than the diameter of the wire.
 - ii. A lap of not less than forty-four diameters of the smaller bar shall be provided at the junction of two bars for which the lap is not specifically detailed on the drawings.
- F. All reinforcement shall be accurately placed, securely fixed and adequately maintained in the positions shown on the drawings and the Contractor shall allow in his price for all additional reinforcement, spacer bars and other items necessary to achieve this.
- G. The concrete cover to the reinforcement detailed on the drawings shall be maintained by use of approved methods.
- H. Welding of steel reinforcement is not required. No welding of reinforcement shall be put in hand without the written permission of the Engineer.
- J. No metal part of any device used for connection bars or for maintaining reinforcement in the correct position shall remain permanently within the specified minimum concrete cover to the reinforcement.

MATERIAL AND WORKMANSHIP Cont'd.

CONCRETEWORK Cont'd.

Formwork

- A. Formwork and its supporting members shall be sufficiently strong to carry the works and all incidentals loading. The props and lateral supports shall be sufficiently closely spaced to prevent displacement or visible deflection of the shutters under the weight or hydraulic pressure of the wet concrete. All joints in the formwork and joints between the formwork and previous work shall be sufficiently tight to prevent loss of liquid from the concrete through these joints.
- B. Fixing blocks, ends of brackets, bars, bolts etc., shall be cast in the concrete at the time of placing and all mortices, holes, apertures, chases, grooves, etc., shall be accurately set out in the formwork as the concrete is placed. No part of the concrete works shall be cut away for any such item, or for any other reason, without the Engineer's and/or Engineer's permission.
- C. The internal faces of the formwork may be coated with an approved preparation to prevent adhesion of the concrete to the forms, provided that this preparation shall not be allowed to touch the reinforcement.
- D. Immediately before the concrete is placed in any section of the formwork, the interior of that section shall be completely cleared of all extraneous materials.
- E. Each section of the formwork to structural members shall be inspected and passed by the Engineer's representative immediately before the concrete is placed in that section.
- F. The structure shall not be distorted, damaged or overloaded in any way by the removal of the formwork from concrete members.
- G. The responsibility for the safe removal of any part of the formwork or strutting shall rest with the Contractor.
- H. Before the formwork is removed from any structural member, the Contractor shall ensure that the concrete in the member has attained sufficient strength for striking to proceed.

Cleaning

- J. All exposed facing shall be cleaned as necessary to remove dirt and stains which may be on the panels after striking formwork. The exposed facings shall be washed and rinsed in accordance with the trade practices.
- K. Care shall be taken that no part of the fence or surrounding site work be damaged, or that the character of the described finishes be changed by the cleaning material or process.
- L. Surface sealants when required shall be applied after the construction has been caulked and all repairs and cleaning have been completed.

MATERIAL AND WORKMANSHIP Cont'd.

BLOCKWORK

Cement and Water

- A. Cement and water shall be as described under "CONCRETE WORK".

Sand

- B. Sand shall be clean fine plastering sand, free from salt, organic matter, clay, loam, dirt or other deleterious matter.

Plasticiser

- C. Plasticiser shall be "Rendaplas" or other equal and approved and used in accordance with the manufacturer's instructions.

Mortar

- D. Mix mortar for blockwork of cement and sand (1:3) mixed on site in a similar manner to concrete including a plasticiser additive at the rate of quarter pint of plasticiser to every bag of cement and use within one hour of mixing. Mortar which has commenced to set is not to be knocked up again for re-use.
- E. Mortar for load bearing masonry shall have a minimum compressive strength of 14N/mm^2 @ 28 days

Concrete Blocks

- F. Concrete blocks shall conform to B.S. 2028, 1364:1968 of first quality, sound hard well cured and true to shape and size of the types described. Where plaster finish is required on concrete blocks, rough textured type blocks shall be supplied; where "fair face" finish is required all blocks shall be smooth textured with clean unbroken edges.
- G. Load bearing blocks shall have an average crushing strength (average of 5 units) of not less than 7N/mm^2 measured over the gross area. Concrete masonry units shall be tested in accordance with ASTM C-140. The Contractor shall allow for testing 5 random units, prior to commencement of the job.
- H. No dimension shall differ by more than 3mm from the specified standard dimension "Standard Dimensions" refer to the manufacturer's designated dimensions and are not to be confused with "nominal dimensions" or modular size units which are equal to the standard dimensions plus 10mm the thickness of one standard mortar joint.

MATERIAL AND WORKMANSHIP Cont'd.

BLOCKWORK Cont'd.

Laying Blocks

- A. At the time of laying all masonry units shall be free of excessive dirt and dust. Proper masonry units shall be used to provide a minimum of cutting. Where cutting is necessary, cuts shall be neat and true. Where masonry is to be bonded to a concrete beam or footing, the concrete surface shall be clean with laitance removed. Unless shown otherwise, blocks are to be laid in uniform courses with regular running bond.
- B. Units shall be laid to preserve the un-obstructed vertical continuity of the cells to be filled.
- C. Such cells shall be not less than 50mm x 75mm clear.
- D. Grouted cells are to be kept clear of all overhangs, mortar droppings and other material.
- E. Clean out holes shall be provided for each pour by leaving out every other unit in the bottom course of this section being poured. These cleanouts shall be sealed after inspection.
- F. Mortar joints shall be straight, clean and uniform in thickness and shall be tooled as shown on the plans. Joints shall be tooled in a manner which compacts the mortar, pressuring the excess mortar out of the joint rather than dragging it out. The mortar shall be well bonded to the block at the edges.
- G. Tooling shall be done when the mortar is partially set but still sufficiently plastic to bond. Where walls are to receive plaster, the joints shall be struck flush. Joints which are not tight at the time of tooling shall be raked out, pointed and then tooled. If it is necessary to move a unit after it has once been set in place, the unit shall be removed from the wall, cleaned and set in fresh mortar. Joints shall be 10mm thick unless specified otherwise and shall have full coverage on face shells, webs and vertical ends.
- H. Where reinforcement is used in horizontal mortar joints, the thickness of the joint shall be at least twice the thickness of the diameter of the reinforcement.
- J. When hot, dry weather exists, units shall be wetted with a light fog spray, but not immersed into any vessel. The work shall be carried up course by course and no one portion shall be raised more than four courses at any time. All perpend and quoins shall be kept strictly true and square and carefully levelled through every second course.

MATERIAL AND WORKMANSHIP Cont'd.

BLOCKWORK Cont'd.

Grouting

- A. Where vertical reinforcement is specified or described, the reinforced cells are to be grouted for the full height of wall.
- B. Grout shall consist of one part of Portland cement to three parts of concrete quality sand to 1.5 parts pea gravel having a maximum size of 10mm. The grout mix shall contain not less than 450kg of cement per cubic metre. Sufficient water shall be added to make a workable mix that will flow into all the parts of the masonry cell without separation or segregation. The slump of the grout should be in the region of 75mm to 100mm. Grout shall be placed before any initial set occurs and in no case more than 1 1/2 hours after water had been first added. Admixtures may be used subject to prior approval by the Engineer.
- C. Grout shall develop a minimum compressive strength of 20N/mm² at 28 days when tested as follows:
 - i. Grout shall be placed in a cell of a hollow concrete block of the type being grouted. The prism of grout so formed shall be separated and tested in compression in the same way as concrete test cubes except that any rough surface may require to be capped. For ease in separating the prism, the cell may be lined with porous paper. A minimum of ten preliminary tests will be required plus at least two tests for each day on which grouting is undertaken.
 - ii. Grout shall not be placed to a height of more than 1 metre at one time and there shall be a minimum interval of 60 minutes between pours. When work is stopped for one hour or longer, the horizontal construction joints shall be formed by stopping all tries at the same elevation with the grout 40mm below the top. Grout shall be compacted with a suitable pencil vibrator.
 - iii. The final pour where a block wall is constructed to abut a fixed soffit shall be carried out through a chute fixed to the side of the wall so that grout may be poured up to soffit level. The resultant surplus may be removed and cleaned off as soon as the grout has reached an initial set. After grouting, walls shall be hosed down to clean off scum and stains. No grout shall be placed until such time as the masonry mortar has sufficiently hardened to prevent "blow outs"
 - iv. Where the top of the grouted wall is exposed, it shall be kept moist for curing purposes for at least three days after pouring.

MATERIAL AND WORKMANSHIP Cont'd.

PLASTER WORK

General

- A. Cement and water shall be as described under “ CONCRETE WORK”
- B. Sand and plasticizer shall be as described under “BLOCKWORK”

Rendering

- C. Mix rendering of cement and sand, in proportion of one part cement and three parts sand and lay to the thicknesses as described with a plasticizer added in strict accordance with the manufacturer’s instructions.
- D. Proportion materials by measure and not by estimation and proper approved measuring boxes must be provided for this purpose. Make up mix on site in a closeboard wooden platform with upstand edges and thrice turn over mix while water is being added through a rose director and use immediately thereafter.
- E. Thoroughly wash out all platforms and mixers at the cessation of work each day and as necessary during the working hours.
- F. Mix only quantities which can be used at once and reject rendering which has begun to set before being required.
- G. Carefully float all work and finish to the stated thicknesses with surfaces perfectly flat to stand the straight edge every way, free from all cracks, blisters, or after effects and leave perfectly clean.
- H. “Throw” all rendering and plaster on to the wall and give the minimum of “working” to ensure a plumb and even finish. Use only wood floating unless otherwise described.
- J. Where possible complete each section of walling in one operation, but where this is not possible the existing edge shall be well hacked and wetted before recommencing operations. Throughout the whole of the Works order sufficient sand to prevent any variation between the quality and colour of different renderings.
- K. Allow for preparing and wetting all surfaces prior to commencement of any additional thickness required in dubbing out and for working round and behind pipes with their connections and fixtures.

Beds

- L. Thoroughly brush clean surfaces to receive beds of all foreign matter. Provide an adequate bond between beds and concrete either by using an approved concrete bonding agent or by well hacking wetting and applying cement grout immediately prior to laying beds.
- M. Lay beds to thicknesses and with surface finish as described.
- N. Fill joints or cracks with an approved plastic material and finish with surface.

MATERIAL AND WORKMANSHIP Cont'd.

METALWORK

General

- A. Mild Steel plates, bars, sections, tubes, etc., shall conform to B.S. 4360: 1979.
- B. The surfaces of steel shall be smooth, clean and free from rust. Loose rust and scale shall be removed from the steel prior to dispatch for the Works and any subsequent accumulation of dirt, oil or grease shall be cleaned off immediately prior to erection.

Welding

- C. Weld by an approved method giving ductility and tensile strength comparable with that of the metal joined. Fillet welds only shall be used.
- D. Grind all soldered or welded joints, seams, etc., to a smooth finish, remove all rough edges and leave the whole perfect to the satisfaction of the Employer.

Forged Work

- E. Clean all forged work and put together in the best and most workmanlike manner, drill all holes and clean off blurs and ensure that all countersinking are concentric and treads and tappings are accurately fitted.

Bolts

- F. All bolts unless otherwise described shall be British Standard Withworth black bolts with hexagonal heads and nuts and round washers. Use splay washers where necessary to effect tight joints.

Fixing

- G. Form all mortices, chases, etc., and securely anchor to the structure all metalwork and make good the surfaces to which they are fixed.

Leave Clean

- H. Clean all exposed metal surfaces on completion with water or an approved petroleum product such as Methylated Spirit or Kerosene. Make good and damage caused by the use of improper cleaning material.

Inspection

- J. Examine areas and conditions under which work is to be executed and make corrections as necessary to ensure its proper and timely completion.
- K. Provide samples of all ironmongery for selection by the Employer without charge.

MATERIAL AND WORKMANSHIP Cont'd.

METALWORK Cont'd.

Ironmongery

- A. Carefully wrap and protect all ironmongery until completion of the work and replace any defaced or damaged without charge as the Employer shall direct. Oil all locks and adjust and leave in perfect working order on completion and properly label all keys and deliver up in accordance with the Employer's instructions.
- B. Fix all ironmongery with welding and finish as described above. Remove and replace with new ones any fittings damaged during fixing of from any other cause.
- C. Remove all ironmongery when painting or carrying out other works likely to damage the fittings and replace on completion.

MATERIALS AND WORKMANSHIP

CARPENTRY AND JOINERY

Timber Generally

- A. Timber shall be sound with reasonably straight grain and at least 85% heartwood free from warp waney edges, splits, fringes, decay, infestation or other deformation and from sign of rot, worm and beetle and shall not contain large, loose or dead knots, sapwood, shakes or other defects to such an extent or so situated in the piece as to render it insufficient in strength or stiffness for the work to be done.
- B. Timber, which is in the opinion of the Employer, inferior in quality or condition, or is not suitable for requirements of his work shall not be used. No piece of exceptionally light wood shall be permitted. Samples of materials shall be submitted to the Employer for his approval before the start of the operations.
- C. Unwrought timber shall be sawn full to the dimensions stated, except that occasional variations in sawing are permitted. No variations in sawing shall be more than 5mm under the stated dimension when this is more than 200mm.
- D. Timber specified as wrought on one, or both opposite sides, shall not be more than 12mm less than the nominal dimension, unless stated to be "actual dimension". Timber shall be machine finish unless otherwise stated.

Pitch Pine

- E. Pitch Pine shall be best imported quality of mature growth, free from gross defects, air seasoned and having a minimum density of 0.5778kg.cubic metre (0.036 Lb/ft³) at 25% moisture content.

Plywood

- F. All plywood shall be of prime quality.

Hardwood

- G. All hardwood shall be of prime quality.

Treated Timber

- H. All softwood timber including plywood is to be vacuum/pressure impregnated with an approved preservative. The preservative used must be able to destroy the wood-boring beetles. Where timber is cross cut or bored after treatment all surfaces exposed should be liberal treated with same preservative.

Exposed Face

- J. Timber which is to be exposed in the finish work shall be "dressed" unless otherwise described.

MATERIALS AND WORKMANSHIP (cont'd.)

CARPENTRY AND JOINERY (cont'd.)

Standards

- A. The following British Standards shall apply in so far as they refer:-

Isometric black hexagon bolts and nuts	BS 4190
Nails	BS 1202
Wood Screws	BS 1210
Workmanship and Maintenance	BS 5268: Part 2:1984
Preservative Treatment for structural timber	BS 5268: Part 5:1989

Natural Finish

- B. When natural finish or finish or staining, clear polish or vanishing is specified, the timber in adjacent pieces shall be matched, or uniform or symmetrical in colour and grain.

Shrinkage

- C. Arrange joint and fix joinery work in such a manner that shrinkage in any part and in any direction shall not impair the strength and appearance of the finished work and shall not cause damage to adjoining materials or structure.

Moisture Content

- D. The moisture content of timber as delivered for the work shall not be more than 15 percent for joiner's work, nor shall this content be allowed to increase whilst work is in process.

Joints

- E. The Contractor shall perform all necessary tenoning, grooving, matching, tonguing, housing, rebating and all other works necessary for correct jointing. He shall provide all metal plates, screws, nails and other fixings that may be ordered by the Employer or that may be necessary for the proper execution of the works, unless stated on the drawings.
- F. All joints are to be the type specified or as is appropriate in the circumstances. The joints shall be designed and secured so that the stress to which they are subjected may be either resisted or compensated. Loose joints are to be made where provision must be made for shrinkage or other movements acting other than in the direction of the stresses of fixing or loading.
- G. Glued joints are to be used where provision need not be for shrinkage or other movement in the connections and where sealed joints are required. All glued joints shall be cross-tongued or otherwise reinforced.
- H. All nails, sprigs, etc. and other joinery works shall be accurately scribed to fit the contours or any irregular surface against which they may be required to form a close butt connection.

MATERIALS AND WORKMANSHIP (cont'd.)

CARPENTRY AND JOINERY (cont'd.)

Nails

- A. All nails used shall be galvanized wire nails driven into pre-bore holes not exceeding 4/5 of the nail diameter.

Bolt Holes

- B. Bolt holes should be large enough to permit easy access for the bolt but may not exceed 2.5mm (1/16") - 4mm (1/8").

Tolerance

- C. All structural timber shall be sawn timbers to the section given on the drawings. Permissible tolerance on cross section dimension will be +6mm (1/4") and 3mm (1/8") with no allowance for wane.
- D. Provide reasonable tolerance at all connections between joinery work and the building carcass so that any irregularities, settlements or other movements shall be adequately compensated for.

Fabrication

- E. The joiner is to take all measurements for joinery work at the building and not from the Employer's drawings except where the work is specified "built-in".
- F. Put in hand all joinery work immediately on commencement of the Works and store in a dry place and put together without wedging up for the inspection and approval of the Employer. Care should be taken in fabrication to avoid excessive wetting or drying of the timber.
- G. Where joinery works are shown built-in or erected in position before the surrounding or enclosing works of the main building carcass have been carried out, it shall be the responsibility of the joiner to ensure that works are set plumb and true and shall not be damaged or be displaced by subsequent operations.
- H. Where necessary, the joinery shall be temporarily braced and encased. Provide and secure suitable anchors or other fixings so that these may be "built-in" to the carcass while it is being constructed. The anchorage connections shall be constructed so that they shall permit settlements in the building carcass without stressing or otherwise loading the joinery works.
- J. Joinery works shall not be fixed in position until after all floors, walls and ceiling surfaces have been formed and constructed, unless otherwise specified.

MATERIALS AND WORKMANSHIP (cont'd.)

CARPENTRY AND JOINERY (cont'd.)

Fixing

- A. All fixings, plates, shoes or straps shown on the drawings shall be neatly formed of mild steel plate drilled and welded as necessary. Prior to erection, all mild steel components shall be wire brushed and primed with one coat of Red Lead Zinc Chromate Primer. All surfaces in contact with the wood shall be painted with a further two coats of bituminous paint.

Ironmongery

- B. Provide samples of all ironmongery for selection by the Employer without charge.
- C. Carefully wrap and protect all ironmongery until completion of the work and replace any which may be defaced or damaged without charge as the Employer shall direct. Oil all locks and adjust and leave in perfect working order on completion and properly label all keys and deliver up in accordance with the Employer's instructions.
- D. Fix all ironmongery with screws of the same metal and finish as the fittings themselves. Remove and replace with new ones all screws damaged by the turnscrew or from any other cause.
- E. Remove all ironmongery when painting or carrying out other works likely to damage the fittings and replace on completion.

Shrinkage

- F. Arrange joint and fix joinery work in such a manner that shrinkage in any part and in any direction shall not impair the strength and appearance of the finished work and shall not cause damage to adjoining materials or structure.

Moisture Content

- G. The moisture content of timber as delivered for the work shall not be more than 15 percent for joiner's work, nor shall this content be allowed to increase whilst work is in process.

Joints

- H. The Contractor shall perform all necessary tenoning, grooving, matching, tonguing, housing, rebating and all other works necessary for correct jointing. He shall provide all metal plates, screws, nails and other fixings that may be ordered by the Employer or that may be necessary for the proper execution of the works, unless stated on the drawings.
- I. All joints are to be the type specified or as is appropriate in the circumstances. The joints shall be designed and secured so that the stress to which they are subjected may be either resisted or compensated. Loose joints are to be made where provision must be made for shrinkage or other movements acting other than in the direction of the stresses of fixing or loading.

MATERIALS AND WORKMANSHIP (cont'd.)

CARPENTRY AND JOINERY (cont'd.)

Joins Cont'd.

- A. All fixings, plates, shoes or straps shown on the drawings shall be neatly formed of mild steel plate drilled and welded as necessary. Prior to erection, all mild steel components shall be wire brushed and primed with one coat of Red Lead Zinc Chromate Primer. All surfaces in contact with the wood shall be painted with a further two coats of bituminous paint.
- B. All nails, sprigs, etc. and other joinery works shall be accurately scribed to fit the contours or any irregular surface against which they may be required to form a close butt connection.

MATERIALS AND WORKMANSHIP (cont'd.)

PAINTING AND DECORATING

General

- A. All materials used, unless otherwise stated shall be anti-fungus.
- B. Supply paints on site in sealed cans and all thinning, mixing, etc., shall be with the manufacturer's instructions.
- C. Produce vouchers as and when required by the Employer to prove to his satisfaction that all materials supplied are genuine and as specified herein.

Preparation and Application

- D. Thoroughly dust and clean down all surfaces to be painted, cut out cracks, stop holes and clean steelwork rust in accordance with approved practice.
- E. Allow to dry and well rub down each coat of paint before the next is applied and no two successive coats shall be to the same tint.
- F. No paint shall be applied to a damp surface and no external painting shall be carried out during wet weather.
- G. Remove metal furniture and fittings before painting to general surfaces and afterwards re-fix.
- H. On no account allow employees to empty washings or painting materials into sanitary fittings or drainage systems, so provide a suitable receptacle outside the building to receive same.

Brand Names

- J. The paints which the Employer will accept in these Works are those which are locally manufactured except where otherwise specifically described. Prepare surfaces and apply paints in strict accordance with the specification of the manufacturer of the brand chosen.

Masonry and Fibreboard Surfaces

- K. Prepare masonry surfaces for painting by allowing to dry for as long as possible and removing all mortar splashes by rubbing with a pumice or flat stone and thoroughly brushing to remove dust.
- L. Prime surfaces with one coat of emulsion and allow to dry. Fill all cracks, holes, etc., with patent filler which shall be allowed to set before sanding to a smooth finish before the application of subsequent coats of emulsion paint.
- M. Surfaces which are selected for a textured finish shall, after preparation as described for general masonry surfaces be treated with an etching solution in accordance with the manufacturer's recommendation and finished with a single coat of textured emulsion paint.

MATERIALS AND WORKMANSHIP cont'd.

PAINTING AND DECORATING

Woodwork

- A. Prepare surfaces of woodwork for painting by sanding smooth and cleaning free of dust. Treat knots and resin pockets with one coat of knotting varnish to prevent bleeding and allow to dry. Apply one coat of wood primer and one coat of oil paint after which all cracks, holes, etc., shall be filled with anti-fungus putty, which shall be allowed to set before sanding to a smooth finish before the application of subsequent coats of oil paint.

Metalwork

- B. Prepare surface of metalwork for painting by removing dirt, grease, etc., with an approved solvent and rust and scale by wire-brushing, chipping, etc., allowing to dry.
- C. Paint metal surfaces with one coat of primer and two coats of oil paint allowing at least one hour drying between coats.

3.0 WORKS TO BE DONE

WORKS TO BE DONE

NOTES:

- (i) Dimensions and quantities stated are approximate. Tenderers are to visit the site and verify all dimensions and quantities, existing conditions and prices should include for these.
- (ii) The descriptions below are to be read in conjunction with the relevant specifications in the materials and workmanship section
- (iii) The contractor may include in the price of the measured work Nr. any considerations arising from said specifications

WORK TO BE DONE

Item	Description	Qty.	Unit	Rate	Cost
	DEMOLITION				
A.	Demolish timber partition and dispose of rubble offsite.		Item		
B.	Take down timber ceiling and dispose of rubble offsite.		Item		
C.	Carefully remove ceiling tiles and dispose offsite.		Item		
D.	Carefully remove metal doors and dispose offsite.		Item		
E.	Take out plumbing fixtures and fittings and dispose offsite.		Item		
F.	Take down damaged rainwater guttering and down-pipes and dispose offsite.		Item		
G.	Take out split-type air conditioning units and store on site.		Item		
	WALLS AND PARTITIONS				
H.	Construct 4" thk. drywall gypsum partition, 6'-0" high, comprising ½" thk. internal quality gypsum board in aluminum frame both sides and fixed to concrete floor and metal walls.	96	S.F.		
J.	Construct 4" thk. drywall gypsum partition, 10'-0" high, comprising ½" thk. internal quality gypsum board in aluminum frame on one (1) side and fixed to metal walls.	225	S.F.		
K.	Protection of all works in this section		Item		
	To Summary				

WORK TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
A.	<p>CARPENTRY/JOINERY</p> <p>Floor mounted cupboard unit, size 24" deep x 3' - 0" high x 7' - 0" wide, comprising drawers and cupboards, constructed of pressure treated softwood framing fixed to base, plywood shelves, divisions, sides, bottom, with hardwood lipping and panel doors, and acrylic resin countertop, all framed up, glued and screwed together, laminated on all exposed areas, complete with sliding draw tracks, door handles, door catches with nylon rollers and spring butts.</p>		Item		
B.	<p>DOORS</p> <p>Supply and install 2" thk. x 32" x 80" high, solid core flush door, with vision panel and complete with frame, including ironmongery.</p>	3	Nr.		
C.	Supply and install heavy duty/commercial grade dead bolt lock, keyed both sides.	5	Nr.		
D.	Supply and install barrel lock set, keyed both sides.	3	Nr.		
E.	<p>WINDOWS</p> <p>Cut to size and install ¼" thk. Plexi-glass sheet skin over louvre windows, screwed to frame and sealed-off with non-shrink silicone based caulk.</p>	384	S.F.		
F.	<p>CEILING</p> <p>Supply and install mineral board ceiling tiles 24" x 24" tiles with foiled based backing, in suspended exposed T-grid metal suspension system, suspended from roof framing members, including all fixings and fittings, in 24" x 24" drop-in panels, hangers metal support.</p>	120	S.F.		
G.	Supply and install mineral board ceiling tiles 24" x 24" tiles with foiled based backing, in suspended exposed T-grid metal suspension system.	231	S.F.		
H.	Protection for all works in this section.		Item		
To Summary					

WORK TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
	METALWORK				
A.	Modify existing steel door to include, fixed glazed panel and burglar proofing, and hang in existing metal frame, including ironmongery and door closer.	2	Nr.		
B.	Cut and get out, existing steel door and make good opening.	2	Nr.		
	RAINWATER INSTALLATIONS				
C.	Supply and install half round PVC guttering, including all necessary support brackets, joint brackets, stop ends, and clips and fixed to metal fascia.		Item		
D.	Supply and install 6" dia. round down pipes, including all necessary pipe connectors, running outlets, bends, support brackets, shoes, and clips.		Item		
	SANITARY INSTALLATIONS				
E.	Supply and install white vitreous china close-coupled W C, complete with seat, flushing mechanism, supports, screws and W C connector and all necessary fittings.	4	Nr.		
F.	Supply and install white vitreous china urinal, complete with flushing mechanism, fittings valves, supports, screws and accessories.	1	Nr.		
G.	Supply and install single bowl, single drain board, stainless steel kitchen sink, complete with waste tail piece, trap and cold water gooseneck tap, and all necessary fittings.	1	Nr.		
H.	Allow a Provisional Sum of \$15,000.00 for all plumbing installations executed complete.		Item		15,000.00
J.	Protection of all works in this section.		Item		
	To Summary				

WORK TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
A.	<p>ELECTRICAL INSTALLATIONS Allow for relocating fluorescent lighting in suspended ceiling, electrical outlets in partitioning and other related electrical works (4Nr.).</p>		Item		
B.	Supply and install 2'-0" x 4'-0" recessed electronic type fluorescent light fixtures complete, including all necessary wirings, conduits, cabling, fittings and the like.	2	Nr.		
C.	Supply and install 2'-0" x 4'-0" recessed electronic type fluorescent light fixtures complete, including all necessary wirings, conduits, cabling, fittings and the like.	4	Item		
D.	Supply and install vapour-proof 8'-0" double fluorescent light fixtures complete, including all necessary wirings, conduits, cabling, fittings and the like and fluorescent tubes. (surface or stem mount)	2	Nr.		
E.	Supply and install vapour-proof 4'-0" double fluorescent light fixtures complete, including all necessary wirings, conduits, cabling, fittings and the like and fluorescent tubes. (surface or stem mount)	2	Nr.		
F.	Supply and install vapour-proof 2'-0" double fluorescent light fixtures complete, including all necessary wirings, conduits, cabling, fittings and the like and fluorescent tubes. (surface or stem mount)	5	Nr.		
G.	Allow a Provisional Sum of \$25,000.00 for all electrical installations executed complete, including lighting, switches, outlets, fitting/equipment outlet points.		Item		25,000.00
H.	Protection of all works in this section.		Item		
	To Summary				

WORK TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
	PAINTING AND DECORATION				
A.	Prepare and apply two (2) coats gloss oil paint to metal cladding internally and externally.	224	S.Y.		
B.	Prepare and apply two (2) coats gloss paint to metal doors internally and externally.	13	S.Y.		
C.	Prepare and apply two (2) coats emulsion to masonry surfaces internally.	253	S.Y.		
D.	Prepare and apply two (2) coats emulsion to gypsum surfaces internally.	108	S.Y.		
E.	Prepare and apply two (2) coats emulsion to ceilings.	155	S.Y.		
F.	Prepare, prime, knot and stop, apply two (2) coats oil paint on timber doors.	43	S.Y.		
G.	Protection of all works.		Item		
	EXTERNAL WORKS				
H.	Construct wheelchair access ramp, 40" wide x 16'-0" length, (3000psi concrete) reinforced with 610 BRC fabric, poured into formwork and compacted around reinforcement.	3	C.Y.		
J.	Fabrication and installation of galvanized iron handrail 3'-0" high, comprising 2" dia. posts at 7'-0" centres, top and middle rails at 14" centres, the whole welded together ground to a smooth finish and		Item		
K.	Allow a Provisional Sum of \$15,000.00 for repairs to metal building framing and cladding		Item		15,000.00
L.	Remove existing dusk to dawn lights and supply and new dusk to dawn lights (3Nr.)		Item		
M.	Protection of all works in this section		Item		
	To Summary				

WORK TO BE DONE Cont'd

Item	Description	Qty.	Unit	Rate	Cost
	<p>AIR CONDITIONING</p>				
A.	Supply and install split type 12,000 BTU/hr. air conditioning unit complete.	2	Nr.		
B.	Supply and install split type 36,000 BTU/hr. air conditioning unit complete.	2	Nr.		
C.	Allow a provisional Sum of \$12,000.00 for all electrical, plumbing and builder's works in connection with air conditioning installations.		Item		
D.	Protection of all works in this section.		Item		
	To Summary				

WORK TO BE DONE Cont'd.

Item	Description	
	<p>SUMMARY</p> <p style="text-align: right;">Page 3/2</p> <p style="text-align: right;">Page 3/3</p> <p style="text-align: right;">Page 3/4</p> <p style="text-align: right;">Page 3/5</p> <p style="text-align: right;">Page 3/6</p> <p style="text-align: right;">Page 3/7</p>	\$
	<p>WORK TO BE DONE CARRIED TO GENERAL SUMMARY</p>	

4.0 GENERAL SUMMARY

5.0 TECHNICAL AND FINANCIAL SPECIMEN FORMS*

Form 1: Appendix to Tender

Form 2: Form of Tender

Form 3: Applicant Information Sheet

Form 4: Work Experience of Firm

Form 5: Similar Type of Works

Form 6: General Background and Organization

Form 7: Methodology and Work Plan

Form 8: Curricula Vitae for Proposed Key Professional Staff

***ALL FORMS ARE TO BE FILLED OUT AND RETURNED IN THE PROPOSAL**

FORM 1: APPENDIX TO TENDER

This Appendix forms part of the Agreement.

[Note: with the exception of the Items for which the Employers requirements have been inserted, the Contractor shall complete the following information before submitting his offer]

Nr.	Sub-Clause	Data
Documents forming the Contract listed in the order of priority	1.1.1	
Document		Document Identification
(a) Letter of Invitation		_____
(b) The Agreement		_____
(c) Particular Conditions		_____
(d) General Conditions		_____
(e) The Specification		_____
(f) The Bill of Quantities		_____
(g) Form of Tender		_____
(h) Performance Bond		_____
Time for Completion	1.1.9	_____ weeks
Law of the Contract	1.4	Laws of the Republic of Trinidad and Tobago
Language	1.5	English
Provision of Site	2.1	To be Agreed
Authorised Person	3.1	The Ministry of Sport and Youth Affairs or its Nominated Representative
Name and Address of Employer's Representative (if known)	3.2	#2 Elizabeth St., St. Clair
Performance Security (if any)	4.4	N/A

FORM 1 (Continued)

Nr.	Sub-Clause	Data
Requirements for Contractor's Design (if any)	5.1	NA
<i>Programme</i>		
Time for Submission	7.2	Within Five (5) working days of Commencement Date
Form of Programme	7.2	Bar Chart
Late Completion	7.4	\$300.00 per day up to a maximum of 20% of Sum stated in Agreement
Remedying Defects	9.1 & 11.5	Six (6) months calculated from The date stated in the Notice under Sub-Clause 8.2
Variation and Claims		
Valuation of Variations	10.2	(a) to (d)
Contract Price at Payment		_____ _____ (details)
<i>Valuation of the Works</i>		
Lump Sum Price	11.2	N/A
Lump Sum Price with Schedules of Rates	11.3	N/A
Lump Sum Price with Bill of Quantities	11.1	As per tender
Measurement with Tender Bills of Quantities	11.1	N/A

FORM 1 (Continued)

Nr.	Sub-Clause	Data
<i>Valuation of the Works (Continued)</i>		
Cost Reimbursable	11.1	N/A
Percentage of Value of Materials and Plant	11.2	Materials - 80% Plant - N/A
Percentage of Retention	11.3	10% with 5% after Practical Completion
Currency of Payment	11.7	T&T Currency
Rate of Interest	11.8	N/A
Insurances	14.1	
Type of Cover	Amount of Cover	Exclusions
The Works, Materials, and Plant	The Sum stated in the Agreement plus 15%	_____
Contractor's Equipment	Full Replacement Cost	N/A
Third Party Injury to Persons and Damage to Property	1,000,000.00	_____
Workmen's Compensation	500,000.00	_____
Fire/Theft	500,000.00	_____
Arbitration Rules	15.3	Arbitration Rules of T&T
Appointing Authority	15.3	President of the Board of Engineering of Trinidad and Tobago
Place of Arbitration	15.3	Trinidad

FORM 2: FORM OF TENDER

Date:

Permanent Secretary
Ministry of Sport
#2 Elizabeth Street
Port of Spain

Dear Sir/Madam,

Re: PROPOSED UPGRADES TO YOUTH BUILDING – WOODBROOK YOUTH FACILITY

I/We having visited the site and taken note of the services issued in connection with these Works and having made due allowance for Addenda Nos. , do hereby offer to furnish all labor, equipment and materials in providing the proposed works at the Woodbrook Youth Facility, for the fixed price ofpayable in Trinidad and Tobago Currency or such other sum as may be determinable by the Conditions of Contract VAT Inclusive.

I/We agree to hand over the work duly completed to your entire satisfaction within (inclusive of Sundays and Public Holidays) calculated from the date on which contract is signed.

This Tender is submitted without any collusion, conflict of interest, corrupt and fraudulent practice with any other officer, employee or person acting for the Proponent.

It is understood that this offer shall remain open for acceptance for a period of Ninety (90) days and that you do not bind yourself to accept any tender nor to be responsible for any expenses incurred in estimating any tender received.

Signature in the capacity of

..... duly authorized

to sign tenders for and on behalf of

.....

(IN BLOCK LETTERS)

Address

Date

Company Stamp.....

FORM 4: WORK EXPERIENCE OF THE FIRM
(To be filled out and returned in the Proposal)

Name of Proponent: _____ Date: _____

Page _____ of _____ pages

Contract Identification	Starting Month / Year	Ending Month / Year	Planned Construction Duration	Actual Construction Duration	Role of Applicant	Original Contract Value \$	Final Contract Value \$
Contract name: Brief Description of the Works performed by the Applicant: Name of Contracting Entity: Address: Contact Person Contact Number							
Contract name: Brief Description of the Works performed by the Applicant: Name of Contracting Entity: Address: Contact Person Contact Number							

FORM 5: SIMILAR TYPE OF WORKS
(To be filled out and returned in the Proposal)

Name of Proponent: _____ Date: _____

Page 1 of 2 pages

Project Name: ____ of ____ required.	Information
Description of the similarity in accordance with the Scope of Services	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	

FORM 5: SIMILAR TYPE OF WORKS CONTINUED

(To be filled out and returned in the Proposal)

Name of Proponent: _____ Date: _____

Page 2 of 2 pages

Project Name: _____ of _____ required.	Information		
Contract Identification	_____		
Award date	_____		
Initial Completion date	_____		
Actual Completion date	_____		
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Original contract amount	_____		TT\$ _____
Final contract amount	_____		_____
Variance	_____		_____
If party in a JVCA or subcontractor, specify participation of total contract amount	_____ %	_____	TT\$ _____
Contracting Entity's Name: Contact Person	_____		
Address:	_____		
Telephone/fax number:	_____		
E-mail:	_____		

FORM 6: GENERAL BACKGROUND AND ORGANIZATION

(To be filled out and returned in the Proposal)

Name of Proponent: _____

Date: _____

Page _____ of _____ pages

Contract Fulfillment History - Non-Performing Contracts			
Has the Firm (or any constituent part) been liable for failing to comply with the fulfillment of a contract at any time during the last five years?			
<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, give below, or if necessary on a separate attachment details regarding any contract non-performance issues current or during the last five (5) years.</i>			
Pending Litigation			
Has the firm (or any constituent part) been named party to any litigation proceedings during the last five (5) years? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, give below, or if necessary on a separate attachment details regarding any litigation current or during the last five (5) years in which you were a named party.</i>			
Year	Outcome as percent of total assets	Contract Identification	Total Contract Amount (current value, TT\$ equivalent)
_____	_____	Contract Identification: Name of Contracting Entity: Address of Contracting Entity: Matter in dispute:	_____

OSHA violations, Workers Compensation claims or Safety claims

Has the firm (or any constituent part) been named party to any OSHA violations, workers' claims or safety claims during the last five (5) years?

- No**
 Yes

If yes, give below, or if necessary on a separate attachment details regarding any OSHA violations, Workers Compensation claims or Safety claims current or during the last five (5) years in which you were a named party.

Year	Outcome as percent of total assets	Contract Identification	Total Contract Amount (current value, TT\$ equivalent)
_____	_____	Contract Identification: Name of Contracting Entity: Address of Contracting Entity: Matter in dispute:	_____

Statutory Approval Violations

Has the firm (or any constituent part) been named party to any Statutory Approval violations during the last five (5) years?

- No**
 Yes

If yes, give below, or if necessary on a separate attachment details regarding any Statutory Violations current or during the last five (5) years in which you were a named party.

Year	Outcome	Contract Identification	Total Contract Amount (current value, TT\$ equivalent)
_____	_____	Contract Identification: Name of Contracting Entity: Address of Contracting Entity: Matter in dispute:	_____

FORM 7: METHODOLOGY AND WORK PLAN

(To be filled out and returned in the Proposal)

[Technical approach, methodology and work plan are key components of the Technical Proposal. It is recommended that you present your Technical Proposal divided into the following two chapters:

- a) Technical Approach and Methodology*
- b) Work Plan*

*a) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) **Work Plan.** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery date. Detailed Gantt chart indicating key tasks and time frame.*

**FORM 8: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED
KEY PROFESSIONAL STAFF**

(To be filled out and returned in the Proposal)

Page 1 of 2

Name of Proponent: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/entity: _____ National: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and location. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of school, dates attended and degrees obtained. Use about half a page.]

FORM 8: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

(To be filled out and returned in the Proposal)

Page 2 of 2

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of position held, and locations of assignments. For experience in the last ten years, also give types of activities performed and client references, where appropriate. Use about three-quarters of a page.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

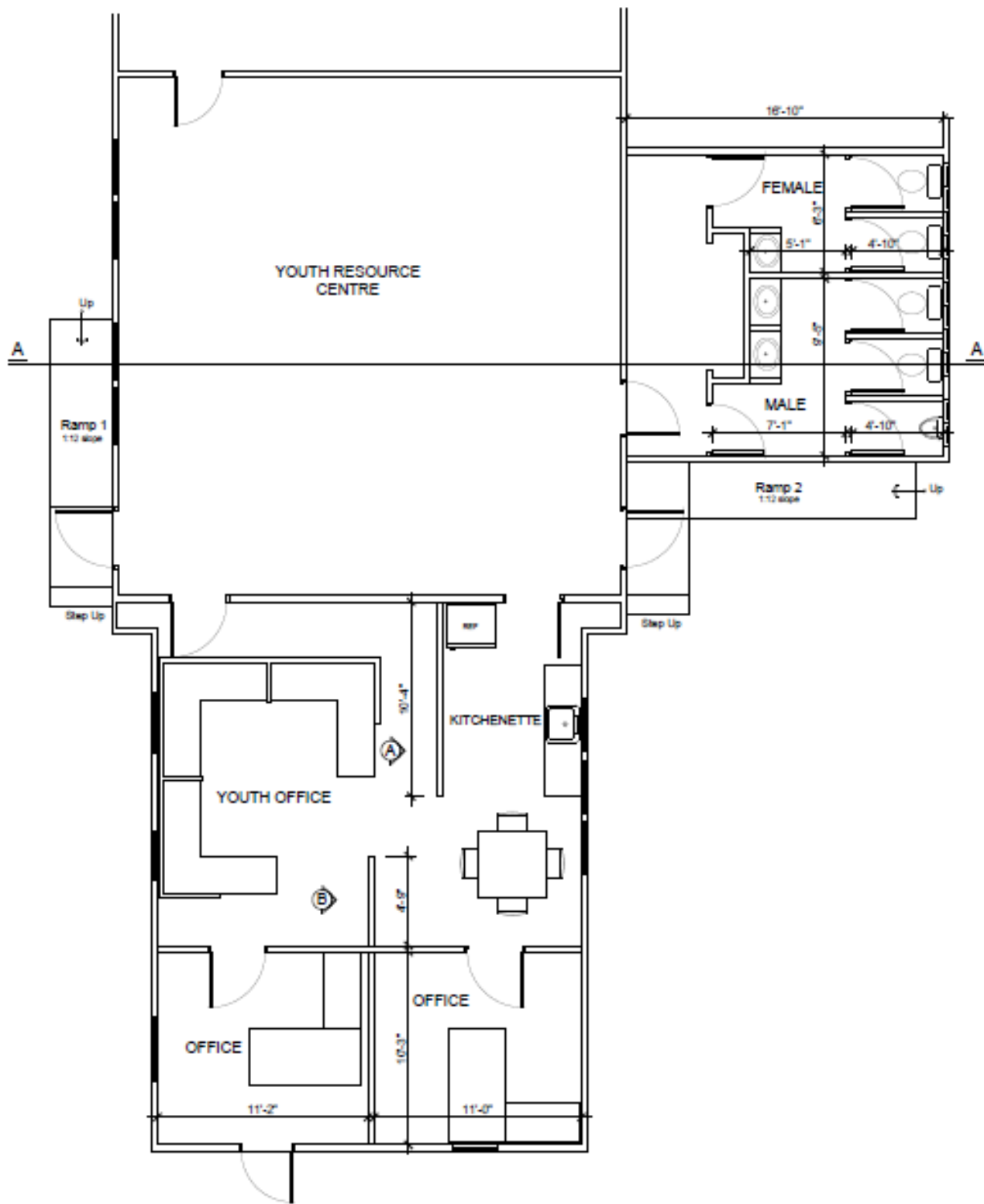
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ *Date:* _____
[Signature of staff member and authorized representative of the Firm]

Full Name of staff member: _____

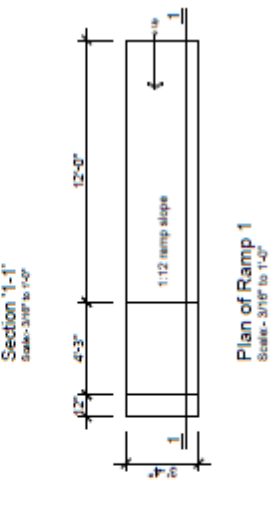
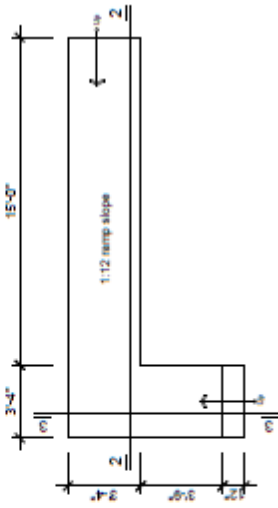
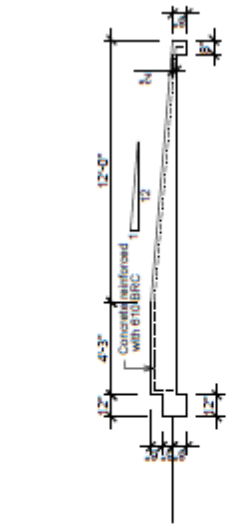
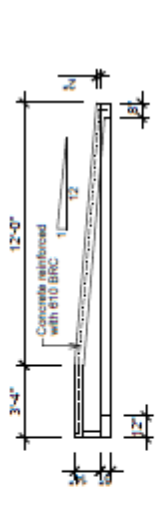
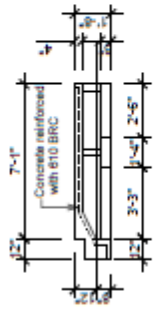
Full Name of authorized representative: _____

6.0 DRAWINGS

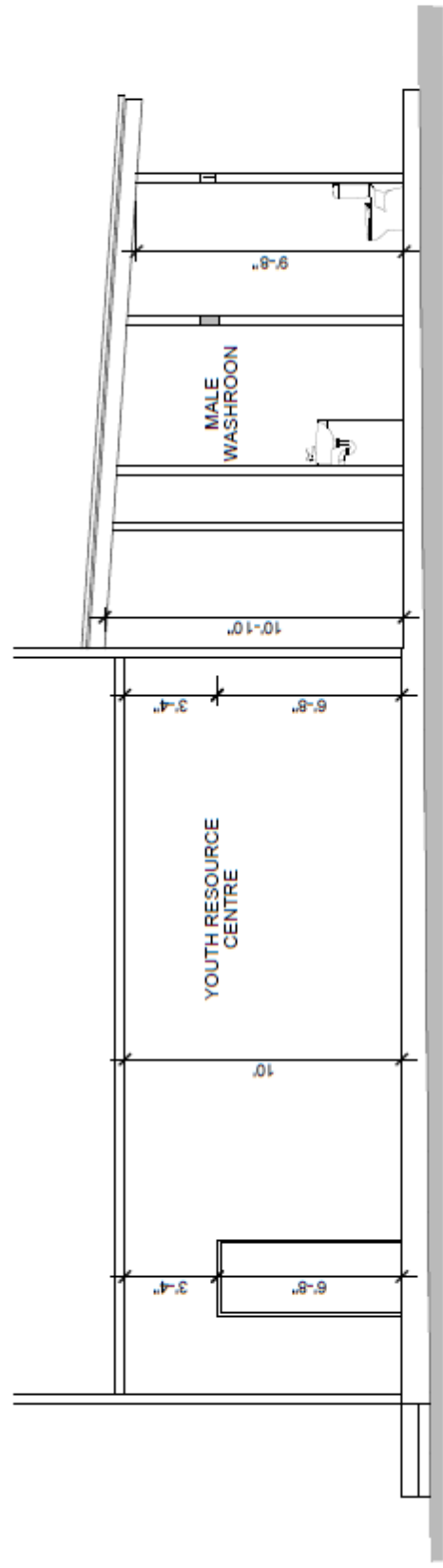


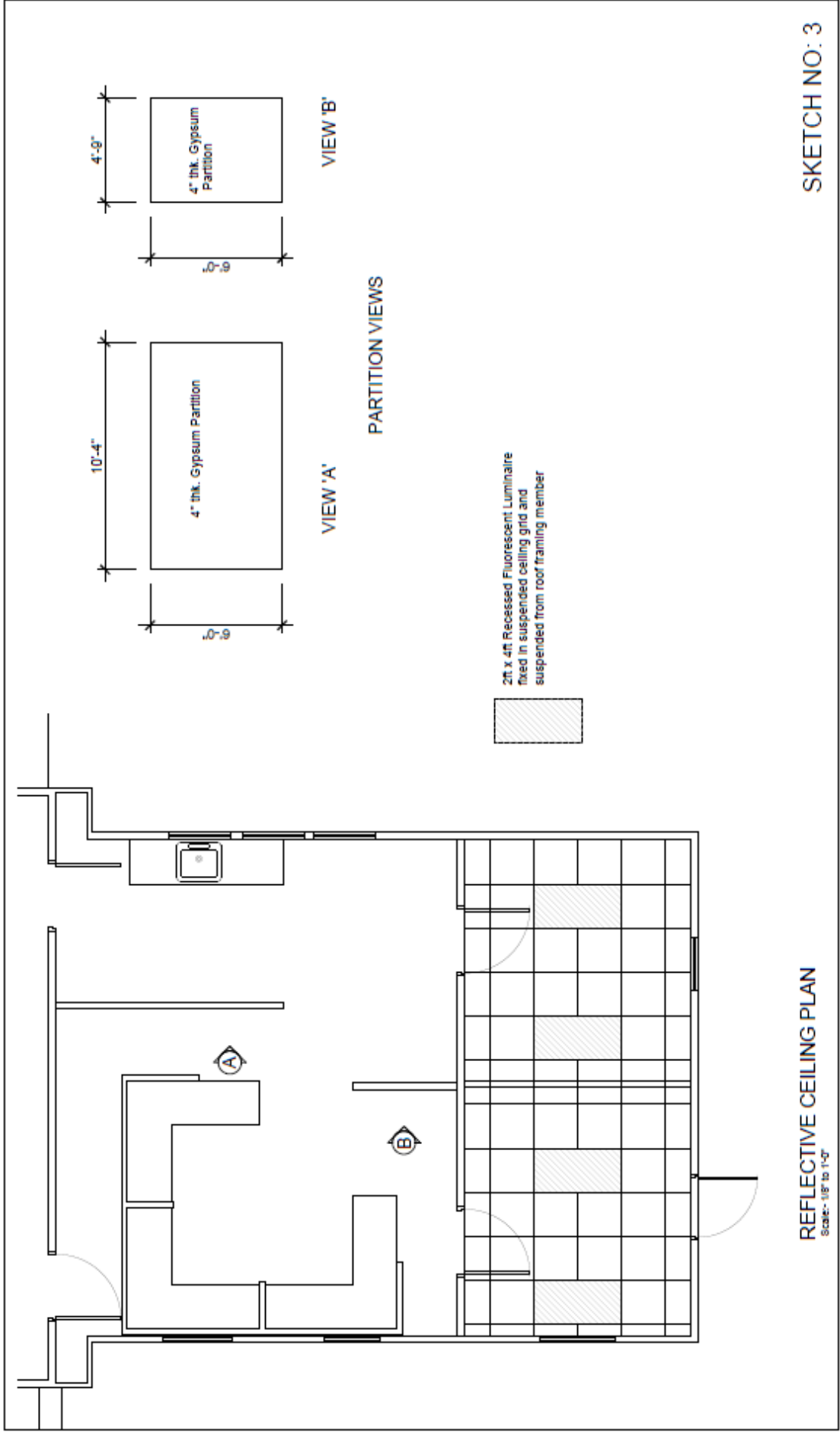
PART FLOOR PLAN
 YOUTH BUILDING
 Scale: 1/4" = 1'-0"

SKETCH NO: 1



RAMP DETAILS





REFLECTIVE CEILING PLAN
 Scale: 1/8" to 1'-0"

SKETCH NO: 3