

SCHEDULE OF WORKS - FIXED PRICE QUOTATION

	<p>NAME: Pamela Collins</p> <p>CLIENT N°: -</p> <p>ADDRESS: 2 Saxby Crescent Wellingborough NN8 1NN</p> <p>Telephone contact N°: 07944 645866 or 07944 645866(Linda - Daughter)</p>	Value
	<p><u>DESCRIPTION OF WORK</u></p> <p>The contractor will be deemed to have visited the site before submitting his tender and gained access to the dwelling to enable them to fully understand and investigate the proposed works, the construction, present condition of the dwelling and the nature of the site generally.</p> <p>No claim in respect of insufficient information will be allowed for the: - Ramp and Low threshold front door installation.</p> <p>See also the following drawings enclosed:</p> <ul style="list-style-type: none">• OS map – 1 of 5• Existing plan – 2 of 5• Proposed plan – 3 of 5• Existing exterior elevation – 4 of 5• Proposed exterior elevation - 4 of 5 <p>NOTE: All works should be covered by a 12-months defects liability period, subject to terms & conditions / contract between the client and the contractor (document to be provided by the contractor).</p> <p>ESSENTIAL REQUIREMENTS</p> <p>NOTE 1: IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT THE EXTERNAL WORKS COMPLIES WITH ALL BUILDING REGULATIONS APPLICABLE.</p> <p>NOTE 2: EXISTING DWELLING TO BE PROTECTED DURING THE WORKS. CONTRACTOR TO ENSURE THAT ALL NECESSARY MEASURES ARE TAKEN TO AVOID AFFECTING THE EXISTING PROPERTY.</p>	

1.	<p><u>PREPARATION</u></p> <p>Client to have all contents removed from all areas affected by the works (front driveway/path and internal space) prior to commencement of works to enable proposed construction process.</p> <p>Contractor to clear any other areas necessary to enable construction.</p> <p>Note: Should the client wish to protect any planting from any damage during the works, it is their responsibility to remove the planting prior to works starting on site.</p>	
2.	<p><u>REMOVE EXISTING FRONT DOOR ED02</u></p> <p>Carefully remove existing UPVC front door, frame and cladding from above door and cart away. Make good any damage.</p> <p><u>REMOVE EXISTING WALL CLADDING TO PORCH AREA</u></p> <p>Remove T&G wall cladding from 2 No walls to porch area, as it is not exterior grade, and cart away. Make good walls.</p> <p><u>REMOVE EXISTING FRONT DOOR ED01</u></p> <p>Carefully remove existing exterior door (original front door) and cart away. Prepare opening to receive a new level threshold door.</p> <p><u>SUPPLY AND FIT NEW EXTERNAL LOW THRESHOLD DOOR NED01</u></p> <p>Supply and fit new low threshold UPVC external door and frame (NED01) to existing opening (approx. 910w). Contractor to measure on site prior to placing order. Slim door frame profile to be selected to increase clear door opening.</p> <p>New white uPVC external door and frame NED01 - to be installed with a low level threshold and sealing strip with falls away to ensure no water ingress. Flush to floor finish or no higher than 15mm with chamfered edge. Fully glazed / clear. Brochures to be shown and design to be agreed by client. Slim door frame profile to be selected to increase clear door opening.</p> <p>NOTE: New door to open inwards as existing. <u>Contractor to ensure there is clearance for the inward opening door over the existing floor finish and notify at tender.</u></p>	

to include the following:

- multi-point locking system
- lever handles (easy to operate) to be installed to both sides of the door at 1000mm high. To comply with building regulations approved Doc M
- Letterplate.
- Trickle vent.
- Integral weather seals
- Frame sealants.
- UPVC cover strips internally and externally.
- To be wheelchair accessible & comply with DDA and approved Doc M.

Threshold to be flush with finished floor level (FFL) inside property with an upstand of no more than 15mm high with a rounded edge for easy wheelchair access. Supply and fit an internal wooden fillet ramp to suit width of doorway.

Design to be agreed with client, including glass pattern and ironmongery finish prior to order being placed.

Fix door/frame into prepared opening. Seal around externally with flexible foam strip/silicone sealant and finish with UPVC cover strips. Test and leave in working order.

Note 1: Make good / plaster all internal and external reveal finishes and any decoration (internal and/or external) disturbed during works / door removal, as necessary.

Note 2: Existing carpet to entrance hall to be protected during works.

Note 3: 10 year insurance-backed warranty and FENSA certificate to be supplied for new door. Final payment will be conditional on proof of registration.

3.

NEW ACCESS RAMP

Contractor to remove the following structures – for further details please see areas denoted by hatch on Existing Plan illustrating approximate areas to be removed:

- Projection / bullnose of front step to be removed.
- Break-out existing area of concrete (as indicated by hatching on plan) and excavate to reduce levels as required.

Platform to porch area

Build up porch floor to ensure porch area is level with internal floor and top platform of ramp.

Note: the damp proof course is currently level with the porch floor, so the new raised porch must be constructed with air space around and below the new

platform and a slight run-off for surface water.

50mm thick concrete paving to be cut to fit porch area (approx 910 x 1030mm) and be installed on pedestal supports providing air flow around paving edges and below paving to prevent any damp issues. Paved area to have slight run off to Ako drain. Ensure all areas are free draining.

Pedestal for suspended paving: Wallbarn Megapad Adjustable Pedestal (SP-MEG-035-Z) - 35mm to 50mm high or similar.

Construct new ramp 1:13 gradient to new front door NED01, as shown on plan, with a non-slip surface. Top section to be level with internal floor finish and level with porch.

Ramp constructed as follows:

- Insitu concrete minimum thickness 100mm, including 100mm high by 50mm wide kerb / up-stand to both sides (when not bounded by a wall) and a drainage channel where the ramp butts up against the existing structure.
- Ramp to have minimum width of 900mm between handrails and upstands and is 3860mm long.
- Ramp to be laid over 150mm minimum thickness consolidated hardcore.
- Kee Klamp Handrails with middle rail, fixed 900mm above concrete up-stand. Handrails to extend 300mm from the bottom of the ramp / step.
- Install aco drainage channel to top landing.
- Top landing to be 1500mm wide x 1500mm deep – clear width between kerbs / up-stands and face of property.
- Bottom landing area to be approx. 1500mm x 1500mm - clear width.
- Allow making good between new concrete ramp and existing concrete footpath / driveway.
- One step (280mm deep) and 2 risers of approx. 148mm high to be provided to right side of ramp.
- Contractor to ensure DPC is not breached.
- Supply and fit new timber wedge internally to allow wheelchair access, if necessary.
- Ramp flight (incl upstand) to be constructed 500mm off face of house.

Note 1: All lawn areas, planting and concrete drive / footpath not affected by the ramp construction to remain as existing and to be protected during the works.

Note 2: All dimensions to be checked by contractor on site prior to commencement of works.

4.

EXTERNAL LIGHTING

Remove existing wall light and supply and install 1no. PIR operated exterior waterproof wall light and associated cabling –to existing wall light position to left of porch.

Note: to be switched as existing.

5.	<p><u>DECORATION</u></p> <p>Allowance to be made for decoration of all areas affected by the works ie: paint finish to porch area, internal walls, internal flooring etc.</p>											
6.	<p><u>GENERAL</u></p> <p>Clear site on completion of works and clean down surfaces.</p>											
7.	<p><u>ASBESTOS - SEPARATE ITEM NOT FOR INCLUSION IN COST COLUMN</u></p> <p>North Northamptonshire Council will no longer carry out an Asbestos survey of the areas affected by the proposed works.</p> <p>The contractor is deemed responsible to visit the site at tender stage and inspect all areas affected by the works. The contractor is asked to note under this section all areas presumed to be asbestos including existing asbestos containing materials which are in good condition and are not likely to be damaged during the construction works.</p> <p>The contractor is asked to clearly identify and mark all licensed and non licensed asbestos containing materials, if applicable, confirm requirement of removal and price for above works and all necessary equipment / protective suits required to enable removal and transport.</p> <p>The contractor should also include in this section the price for an appropriate survey to be carried out at the property prior to work commencing.</p> <table border="0" data-bbox="231 1122 1085 1388"> <thead> <tr> <th data-bbox="231 1122 686 1155">Description of works (If any)</th> <th data-bbox="686 1122 1085 1155">Associated cost (If applicable)</th> </tr> </thead> <tbody> <tr> <td data-bbox="231 1182 686 1216">1.</td> <td data-bbox="686 1182 1085 1216">£ _____</td> </tr> <tr> <td data-bbox="231 1243 686 1276">2.</td> <td data-bbox="686 1243 1085 1276">£ _____</td> </tr> <tr> <td data-bbox="231 1303 686 1337">3.</td> <td data-bbox="686 1303 1085 1337">£ _____</td> </tr> <tr> <td data-bbox="231 1364 686 1397">4.</td> <td data-bbox="686 1364 1085 1397">£ _____</td> </tr> </tbody> </table> <p>If the removal of asbestos materials is deemed necessary by the contractor, all works are to be carried out by a licensed contractor and the waste is to be disposed as required by the Regulations at a licensed disposal centre. The Regulations specify the work methods and controls that should be used to prevent exposure and spread.</p> <p>The contractor should be aware that all personnel involved with the removal of licensed asbestos materials have an obligation to notify the Health and Safety Executive, within 14 days via an ASB1 notice and the contractors removing it must be licensed. All licensed products are detailed in The Control of Asbestos Regulations 2006. Please note that from April 2012, some types of non-licensed asbestos work also have additional requirements and has been classed as notifiable non-licensed work.</p> <p>For further information please see “Working with Asbestos” within the Preliminaries Section below.</p> <p>Note: Please identify all asbestos related items / works, together with a price,</p>	Description of works (If any)	Associated cost (If applicable)	1.	£ _____	2.	£ _____	3.	£ _____	4.	£ _____	
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1.	£ _____											
2.	£ _____											
3.	£ _____											
4.	£ _____											

that you deem necessary to be included in the total grant fund in order to complete the proposed works before grant approval is sought. Please NOTE any additional funding required in relation to asbestos works after the contract has been awarded will only be granted for if it needs to meet current legislation and / or deemed not possible to identify at the initial visit

GENERAL PRELIMINARIES

Working with Asbestos

North Northamptonshire Council issues the following warning to contractors in relation to their health and safety when working with asbestos materials.

Attention should be paid to the following:

- The Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2012
- Approved Code of Practice L28; (Fourth Edition – Revised 2002)
- “Work with asbestos insulation, coating and asbestos insulating board”
- Approved Code of Practice L27; (Fourth Edition – Revised 2002)
- “Work with asbestos that does not normally require a licence”
- Approved Code of Practice L127, “The Management of Asbestos in Non-domestic Premises”.
- The Special Waste Regulations 1996

Before commencement of any work which will expose, or is likely to expose, any person to asbestos, the person responsible shall ensure a suitable and **sufficient assessment** has been undertaken of the potential risk created by any exposure. This will be based on the site conditions and results of an appropriate asbestos survey.

North Northamptonshire Council will no longer carry out an Asbestos survey of the areas affected by the works.

At tender stage, all tendering contractors will be deemed to have visited the site before submitting their tender and gained access to the dwelling to enable investigating the proposed works and identifying any areas presumed to be asbestos. All tendering contractors will be asked to clearly mark - under a separate item within the Schedule of Works - the area assumed to be asbestos and price accordingly for the associated cost of removal works, if applicable, including all necessary equipment / protective suits required to enable removal and transport. At approval stage, the contractor awarded the carrying out of the works will be deemed responsible for obtaining the required level of asbestos survey carried out at the property prior to commencement of works and prior to allowing access of the employees in the property.

The contractor should be aware that all personnel involved with the **removal of licensed asbestos** materials have an obligation to notify the Health and Safety Executive, within 14 days via an ASB1 notice and the contractors

removing it must be licensed. All licensed products are detailed in The Control of Asbestos Regulations 2006.

The contractor must forward the Consignment Notice and / or the Asbestos Refurbishment Survey to the Private Sector Housing Surveyor – NNC Environmental Services with the final invoice before payment can be made.

The Transport of Asbestos Waste

1. The transport of waste, where **asbestos is greater than 0.1%** (by volume), is regulated and therefore not permissible to those who are not licensed waste carriers
2. Generally, the removal and transport of small quantities of waste (between site and disposal point) arising from work on bonded, non licencable, asbestos products (for example artex and floor tiles) will not require a licence. There is, however, a requirement that waste in this category will be transported in the following manner:
 - The waste will be double bagged in bags produced for the purpose of containing asbestos waste. The waste is contained within a **red bag marked 'Asbestos'**, which itself is contained within a clear bag, which displays an asbestos warning sign; both will be sealed. The bags will be transported within a vehicle which has a segregated container / compartment which is easily cleanable and lockable.
 - Asbestos waste may only be disposed of at a **licensed asbestos disposal centre**.

For non licensed materials, contractors must have received awareness and other training associated with working with non licensed asbestos products, under Section 10 of The Control of Asbestos Regulations 2006, and all relevant certification of this training needs to be provided prior to commencement of works – please forward to the Private Sector Housing Surveyor – NNC Environmental Services.

Risk Assessment, CDM Legislation

The CDM Regulations 2015 require that a Designers Risk Assessment must be **carried out for all works**, which shall remain our file. Only “exceptional risks” are required to be highlighted and communicated to Contractors.

“Exceptional risks” that were apparent at the time of inspection have been highlighted within these general preliminaries or within the specific and related schedule items.

The works covered by this schedule are for a domestic customer and are **not notifiable** under the regulations.

The Contractor is responsible for carrying out a Health and Safety Risk Assessment to cover all operations involved under the works specified and prior to the works commencing on site.

The Contractor **may be required to produce this** should the need arise.

EXCEPTIONAL RISKS notifiable to Contractor under Designer Risk Assessment.

None noted at time of survey

Electrical Works

All electrical works should **comply with the latest** Part P (Electrical Safety) Building Regulations, British Standard requirements for electrical installations and the current IEE Regulations published by the Institution of Electrical Engineers, relevant Code of Practice, British Standards and manufacturer's instructions and recommendations.

The works are to be carried out by a 'Competent Electrician' registered with a Government Approved Competent Person Scheme and / or one of the following self-certifying bodies: -

- BRE Certification Ltd.
- British Standards Institute
- ELECSA Ltd.
- NICEIC Certification Services Ltd.
- NAPIT.

The electrical contractor must be able to supply an Electrical Installation Certificate on completion. **The appropriate Electrical Installation Certificate covering the work carried out must be forwarded to NNC – Environmental Services with the final invoice before payment can be made.**

Should the **Electrician not be registered**, they must submit a Building Notice to the NNC Building Control Department, with the appropriate fee (currently no fee required in respect of disability adaptation work) and provide evidence to the **Private Sector Housing Surveyor – NNC Environmental Services** that this has been done before commencing the work. The NNC Building Control will issue a Completion Notice and Electrical Installation Certificate on completion.

This must be forwarded the Private Sector Housing Surveyor – NNC Environmental Services with the final invoice before payment can be made.

Test installation in accordance with BS7671 (Part 7) and 'Part P' of the Building Regulations. Give at least 24 hours notice before starting tests. Ensure that labels and signs required by Regulations are securely fixed in correct locations.

General Notes

All work and access necessary to carry out the work, **must comply with current** construction legislation, CDM Regulations, Building Regulations, Health and Safety Regulations.

The contractor is to provide all necessary **protection** to the existing structure, finishing's, fittings, furniture, services etc., including for the making good of all

areas disturbed to the satisfaction of the client and;

No **trenches** should be left open overnight and at weekends or kept open for longer than is necessary.

All **services** are to be ideally maintained throughout the duration of the works. Any interruption to mains services must be notified and agreed with client. Temporary services must be provided for the client to have adequate heating, lighting and cooking facilities, should the mains services be unable to be fully reinstated at the end of each days working.

At the end of the contract site must be **clear** of all materials and equipment used to carry out the works.

Contractor to provide **instructions** and give clear instruction to client in the use of any equipment and appliances installed.

The employer is not bound to accept the lowest **tender** or any tender.

Building Regulations

All drainage work will require a **Building Notice** to be submitted to the NNC Building Control Department, with the appropriate fee (currently no fee required in respect of disability adaptation work).

This submission will be carried out by the Private Sector Housing Surveyor – NNC Environmental Services prior to work commencing. The contractor will be provided with a copy of the acknowledgement letter during the pre-start meeting.

It will be the **contractor's responsibility** to inform Building Control when the required inspections are due giving **48 hours notice**, i.e.

- Drainage
- Waste pipes
- Completion.

The contractor should contact Building Control on the first day of works. Additionally, it is requested that the contractor contacts Building Control the day before works are due for completion so that an appointment is scheduled for the following day on site between the builder and the Building Control officer to carry out the final inspection. It will not be acceptable for the contractor to arrange an appointment between Building Control officer and client after completion of works when the builder is no longer on site. NNC Building Control will issue a Completion Notice Certificate on completion **which must be forwarded to the Private Sector Housing Surveyor – NNC Environmental Services with the final invoice before payment can be made.**

Planning Permission

Planning permission is required and it will be obtained by the North Northants Private Sector Housing Surveyor prior to commencement of construction works.

UPVC Windows and Doors

All windows must have an insurance backed guarantee of ten years on labour and materials.

All work to be carried out **in accordance with Building Regulations Part L.**, which came into effect on April 2002, and all appropriate British Standard specifications and Codes of Practice.

The Contractor **if registered** as a member of FENSA shall be responsible for the submission of all notices to the Local Authority Building Control if required and to ensure that the **relevant FENSA Certificates and Insurance documents are forwarded to the Private Sector Housing Surveyor – with the final invoice before payment can be made.**

Contractors who **are not members** of FENSA shall be responsible for submitting the required Building Notice and fee to the Local Authority Building Control Department. It is the contractor's responsibility to notify the Private Sector Housing Surveyor – CBC Environmental Services of the above requirement so that approval of the fee can be granted prior to submission of the relevant notice. The contractor is to ensure that a Building Notice Completion Certificate and Insurance documents are forwarded **to the Private Sector Housing Surveyor – with the final invoice before payment can be made.**

Plumbing

All plumbing and drainage work shall be carried out in accordance with **relevant regulations** and good practice. Exposed pipework shall be concealed wherever possible, either by timber, patent upvc or similar duct cladding.

Damp proofing and Damp-proof Courses

All damp-proofing and DPC insertion shall be carried out by a specialist sub contractor. A minimum **25-year guarantee** shall be provided to the client. The contractor shall allow for attendance as required and for removal and reinstatement of kitchen fittings/ bathroom fittings/ fitted furniture/ loose furniture and floor coverings etc.

Central Heating Installations

Extensions to central heating systems shall require the checking of the existing installation by a suitably qualified sub-contractor, to assess the suitability for additional radiators etc. Should there be **insufficient boiler capacity** available or should the extension to the installation affect the efficiency of the existing installation, the contractor must notify the **Private Sector Housing Surveyor – NNC Environmental Services** and price accordingly.

8.

PROCEDURE

North Northamptonshire Council will provide the client with a set of terms and conditions relating to the payment of the grant. According to this document, **North Northamptonshire Council will not be party to any contractual arrangements** – this will be between the client and the contractor. Within this document, all parties’ roles and involvement will be clearly stated. The client will be asked to accept these conditions by signing and returning the document to NNC otherwise we will not be able to proceed with the application.

Once all approvals are in place and the order to the contractor has been placed, the Private Sector Housing Surveyor – NNC Environmental Services will liaise with the contractor with regards to start on site and arranging a pre-start meeting. During this meeting, the client, the contractor and the surveyor will go through the proposed works and make sure that every party is happy with the proposal and possibly identify any potential additional works / costs prior to commencement of works. During this meeting, we will not sign a contract. It will be each contractor’s responsibility to issue contract / terms & conditions directly to the client.

After completion of works and once the grant has been paid, NNC will no longer be involved with any potential future issues. The works will not be covered by a 12-months guarantee, unless offered to the client by the contractor through their standard terms and conditions with the exception of roofs (10 years guarantee), windows (FENSA certificate) and stair-lift (12 months guarantee).

9.

FIXED PRICE QUOTATION

Each item is to be priced individually **without vat** and the totals shown at the end of the Schedules. The VAT (if applicable) should then be added to arrive at the fixed price total and transferred to the Form of Tender

TOTAL =

VAT =

GRAND TOTAL =

Prepared by: -
Nicola Sanders, Private Sector Housing Surveyor – NNC

Date: **14th August 2023** **General arrangement agreed by: -**

Client:

Print Name:

Signed:.....

Date: ____/____/2023