



PROJECT PERFORMANCE SPECIFICATION

FOR

Redecoration and Ceiling Replacement – 2nd & 3rd Floor
AM Offices/Corridors (B&C Block).

AT

National Assembly For Wales – Ty Hywel, Cardiff Bay,
Cardiff CF99 1NA

Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales



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GENERAL REQUIREMENTS

The Contractor is referred to the Measured Term Contract Documentation for Maintenance, Refurbishment projects.

PARTICULAR REQUIREMENTS

Section 1 – Particular Preliminaries

Section 2– Description of Services required

SECTION 1 - PARTICULAR PRELIMINARIES

GENERALLY

These Particular Preliminaries are in addition and complementary to the General Preliminaries (See Section 2 of Contract Document). In the event of any inconsistency between these documents these Particular Preliminaries shall take precedence.

A10 PROJECT PARTICULARS

A10/110 THE PROJECT:

Name: **Redecorations and ceiling replacement – 2nd & 3rd floor AM offices/corridors – B&C Block.**

Location: **NAW- Ty Hywel Building, Cardiff CF99 1NA**

Description: See A13/120

A10/112

PARTIES ADMINISTERING THE PROJECT:

Project Manager: [REDACTED] Tel: [REDACTED]

A10/113 OCCUPIED PREMISES:

The offices/ancillary areas which are within the site boundary will be occupied and/or used during the Contract as follows:

Monday to Friday: 8.00am – 5.00pm

A10/114 NORMAL OFFICE HOURS:

NAW – Ty Hywel Building

Normal office hours are 0800 to 1700 Monday to Friday (excluding Bank Holidays).

A10/120 CONTRAFACTORS PERMITTED WORKING HOURS: The contractor is to note that the whole of the works shall be carried out during **out of hours**.

NAW – Ty Hywel Building

Working hours are 7.00pm to 5.00am Monday to Friday (excluding Bank Holidays).
Weekend Working also allowed.

A10/130 PROJECT PROGRAMME:

The commencement and completion dates for carrying out the Works are to be provided at the pre-start meeting.

A10/160 THE CDM REGULATIONS 2015:

The necessary RISK ASSESSMENTS & METHOD STATEMENTS are required to be submitted to the PM at least 7 days prior to the works commencing.

A11 PROJECT DOCUMENTS

A11/110 THE PERFORMANCE SPECIFICATION is comprised of the General Requirements and Particular Requirements Sections 1 to 4 as detailed on the Specification Contents Page

SECTION 1 - PARTICULAR PRELIMINARIES

A12 THE SITE/EXISTING BUILDINGS

A12/110 THE SITE:

The Contractors attention is drawn to the restricted nature of the site and the limited space available. Working space will be limited to the site boundaries.

Note: Specific compound and contractor's vehicle parking areas are limited; any areas are to be agreed with the Project Manager prior to commencement of the works.

NAW operations are to be maintained at all times and that all proposed access, deliveries, waste removal and building operations are to be undertaken in strict agreement with the Delivery Office Manager.

A12/200 ACCESS TO THE SITE:

Access to the site or use of any specific parts of the site: The Contractor is to ascertain any limitations imposed by the Police Authority, Local Authority and Facilities Manager. Vehicular access for deliveries shall be agreed with the PM.

A12/250 ACCESS AND SECURITY DURING THE PROJECT:

During the hours 0700 to 1900pm, NAW staff are present on site. When the contractor is to work outside these hours, he must agree detailed arrangements for access and maintaining the security of the building with the Facilities Manager/PM.

Note: All operatives will require full SC clearance prior to commencement of works.

A13 DESCRIPTION OF THE WORK

A13/120 THE WORK:

The work involves:

Redecoration and ceiling replacement – 2nd & 3rd Floor
AM offices/corridors – B&C Block.

SECTION 1 - PARTICULAR PRELIMINARIES

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

A31/100 SCHEDULE OF CONDITION: The Contractor shall prepare a detailed schedule and/or photographic condition survey clearly identifying existing conditions in all areas of the site where the contractor, subcontractors and their site related traffic will be present. The Contractor will be provided with a copy of this condition survey prior to commencement of work on site.

A31/250 METHOD STATEMENTS must be submitted at Pre-Measure Stage describing how and when the Contractor proposes and undertakes to carry out the works.

A32/120 PROJECT MANAGERS INSTRUCTIONS: The contractor shall only accept instructions from the Project Manager.

A33 QUALITY STANDARDS/CONTROL

MATERIALS AND WORK GENERALLY

A33/110 GOOD PRACTICE: Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be: of a standard appropriate to the Works and function stated in or reasonably to be inferred from the project documents, and in accordance with relevant good building practice.

A33/121 GENERAL QUALITY OF PRODUCTS:
Products to be new unless otherwise specified.
For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested.
Where a choice of manufacturer or source is allowed for any particular product, the whole quantity required must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested.
Ensure that the whole quantity of each product required is of consistent kind, size, quality and overall appearance.
Where consistency of appearance is desirable ensure consistency of supply from the same source. Do not use different colour batches where they can be seen together.
If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.

A33/131 PROPRIETARY PRODUCTS:
Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations. Inform PM if this conflict with any other specified requirement. Submit copies when requested.
The tender will be deemed to be based on the products specified and recommendations on their use given in the manufacturers' literature current at the date of tender.
Where British Board of Agreement certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.

SECTION 1 - PARTICULAR PRELIMINARIES

- A33/141 **CHECKING COMPLIANCE OF PRODUCTS:** Check all documentation and the products themselves to ensure compliance with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:
The sources, types, qualities, finishes and colours are correct, and match any approved samples. All accessories and fixings which should be supplied with the products have been supplied.
Sizes are correct. Where tolerances are critical, measure a sufficient quantity to ensure compliance. The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
- A33/151 **PROTECTION OF PRODUCTS:**
Prevent over-stressing, distortion and other damage.
Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
Keep dry to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement between stored products.
Prevent excessively high or low temperatures and rapid changes of temperature in the products.
Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured. Keep different types and grades of products separately and adequately identified.
Keep products in their original wrappings, packings or containers until immediately before they are used. Wherever possible retain protective wrappings after fixing and until shortly before Completion.
Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.
- A33/171 **GENERAL QUALITY OF WORKMANSHIP:**
Operatives must be appropriately skilled and experienced for the type and quality of work.
Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.
Inspect components and products carefully before fixing or using and reject any which are defective.
Fix or lay securely, accurately and in alignment.
Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with section Z20.
Provide suitable packings at screwed and bolted fixings to take up tolerances and prevent distortion. Do not overtighten.
Adjust location and fixing of components and products so that joints which are open to view are even and regular.
Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.

ACCURACY/SETTING OUT GENERALLY

- A33/341 **APPEARANCE AND FIT:**
Arrange the setting out, erection, juxtaposition of components and application of finishes to ensure satisfactory fit at junctions, no practically or visually unacceptable changes in plane, line or level and a true, regular finished appearance.
Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.

SERVICES GENERALLY

- A33/440 **MECHANICAL AND ELECTRICAL SERVICES** – Contractor to make necessary allowances and provide clear instructions with reference to M&E requirements.

SECTION 1 - PARTICULAR PRELIMINARIES

SUPERVISION/INSPECTION/DEFECTIVE WORK

- A33/550 DEFECTS IN EXISTING CONSTRUCTION to be reported to PM without delay. Obtain instructions before proceeding with work which may: cover up or otherwise hinder access to the defective construction, or be rendered abortive by the carrying out of remedial work.
- A33/570 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:
As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to PM for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. Such proposals may be unacceptable to the PM and contrary instructions may be submitted.

WORK AT OR AFTER COMPLETION

- A33/611 GENERALLY:
Make good all damage consequent upon the work.
Remove all temporary markings and protective coverings.
Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, and efflorescence, rubbish and surplus materials.
Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials.
Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
Touch up minor faults in newly painted/repainted work, carefully matching colour. Repaint badly marked areas back to suitable breaks or junctions.
Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
- A33/650 MAKING GOOD DEFECTS: Make arrangements with the Project Manager and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform PM when remedial works to the various parts of the Works are completed.
- A34 EMPLOYER'S REQUIREMENTS SECURITY/SAFETY/PROTECTION
- PROTECT AGAINST THE FOLLOWING:
- A34/261 FIRE: The Contractor, must familiarise himself with the local procedures to be followed in the event of a fire alarm, being raised before commencing on site. These procedures are available from the Facilities Manager.
- A34/263 SMOKING: Smoking will not be permitted on the site except in mess rooms designated for smoking by the MFM, which must be carefully controlled and inspected to guard against risk of fire.
- A34/265 ALCOHOL: It is a requirement of the Employer that alcohol will not be permitted to be brought onto or consumed on the site under any circumstances whatsoever.
- A34/270 ASBESTOS BASED MATERIALS: Report immediately to the PM any suspected asbestos based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the PM methods for safe removal or encapsulation. An Asbestos management plan is available on site.

SECTION 2 – SCHEDULE OF WORKS

PROTECT THE FOLLOWING:

A34/470 EXISTING FURNITURE, FITTINGS AND EQUIPMENT TO REMAIN: Prevent damage to any furniture fittings or equipment left in the existing property. Move as necessary to enable the Works to be executed, cover and protect as necessary and replace in original positions.

A36 FACILITIES/TEMPORARY WORK/SERVICES

A36/300 TOILETS: The Contractor and sub-contractors will not be permitted to use the staff toilet facilities. The contractor is to provide temporary toilet facilities location of these will be agreed at pre-commencement meeting.

A36/445 OUT OF HOURS CONTACT: Provide the PM at the Pre-Contract Meeting with the names and telephone numbers of authorized representatives of the Contractor and sub-contractors who can be contacted in the case of out of hours emergencies.

A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING OPERATING AND MAINTENANCE MANUAL

A37/200 PRESENTATION OF THE OPERATING AND MAINTENANCE MANUAL (If only CDM Regulations 7 and 13 apply): Insert details here if O & M Manual is required for small M & E project which does not fall under scope of CDM Regs.

ITEM	DESCRIPTION	QUANTITY	£
1.0	GENERAL CONDITIONS		
1.1	All materials and workmanship are to comply with current editions of all relevant British Standards and codes of practice.		
1.2	Carefully remove from site all debris, both existing and as a result of the works, and leave the property in a clean and tidy condition upon completion.		
1.3	The contractor should allow to protect all finishes, surfaces, services and the like not directly affected by the works. Any damage caused by the contractor shall be rectified at their own expense and to the satisfaction of the PM.		
1.4	The contractor should consider the health and safety of all persons likely to be affected by the works, at all times, and provide adequate protection to such persons, details of which must be agreed with the PM prior to the works commencing on site.		
1.5	The contractor must submit a full Method Statement and Risk Assessment relating to the entire works, which must be approved by the PM prior to the works commencing on site.		

SECTION 2 – SCHEDULE OF WORKS

1.6	The works are to cause as little inconvenience as possible to the tenants and the public accessing the building, and the contractor shall be held responsible for any claims, which may arise as a result of disregard from this item.		
1.7	The contractor is to allow for all warning signs in working areas to warn all persons entering the premises. All access ladders are to be secured upon all working operations.		
1.8	For the duration of the works identify and maintain all existing fire exits and dedicated means of escape routes together with the provision of adequate signage etc as required for temporary redirection of same if necessary.		
1.9	At the end of each working shift, the contractor is required to reposition all items and fixtures and fittings within the working area prior to staff/employees accessing the building upon the following morning at 8:30am. This is to ensure that no disruption is caused to staff/employees within normal hours on the following day.		
	Sub Total		

2.0	SCOPE	
2.0	<u>2nd Floor Corridor/Common Areas</u>	
2.1	Protect existing floor areas and office equipment for the duration of the works	
2.2	Remove existing fixtures and fittings and general signage where affecting works, and set aside for reuse.	
Option 2.3a	Remove all existing suspended ceiling tiles only and replace with new 600 x 600 mm x 19 mm Armstrong range Ultima dB or similar tiles. Clean existing grid prior to ceiling tiles being refitted.	
Option 2.3b	Remove all existing suspended ceiling tiles, grid, perimeter trim complete, and replace with new 24 mm white grid with new associated perimeter trim and new 600 x 600 x 19 mm Armstrong Range Ultima dB ceiling tiles or similar.	
2.4a	Prepare and Redecorate existing walls with 1 mist coat and 2 full coats of vinyl Matt Emulsion. Colour = Absolute White	
2.5	Prepare and redecorate existing previously painted woodwork and metalwork to include, prime, 1 undercoat and 1 satin coat. Colour = White.	
Option 2.4b	Strip existing wallpaper, make good surfaces, seal as required and hang new wallpaper to selected areas. Please note, All wallpaper is supplied by client free issue. Contractor is to provide their own wallpaper paste and primer/sealer as required	
3.0	<u>2nd Floor AM Offices</u>	
3.1	Protect existing floor areas and office equipment for the duration of the works	
3.2	Remove existing fixtures and fittings and general signage where affecting works, and set aside for reuse.	
Option 3.3a	Remove all existing suspended ceiling tiles only and replace with new 600 x 600 mm x 19 mm Armstrong range Ultima dB or similar tiles. Clean existing grid prior to ceiling tiles being refitted.	
Option 3.3b	Remove all existing suspended ceiling tiles, grid, perimeter trim complete, and replace with new 24 mm white grid with new associated perimeter trim and new 600 x 600 x 19 mm Armstrong Range Ultima dB ceiling tiles or similar.	
3.4	Prepare and Redecorate existing walls with 1 mist coat and 2 full coats of vinyl Matt Emulsion. Colour = Absolute White	
3.5	Prepare and redecorate existing previously painted woodwork and metalwork to include, prime, 1 undercoat and 1 satin coat. Colour = White.	
4.0	<u>3rd Floor Corridor/Common Areas</u>	
4.1	Protect exiting floor areas and office equipment for the duration of the works	
4.2	Remove existing fixtures and fittings and general signage where affecting works, and set aside for reuse.	

	Option 4.3a	Remove all existing suspended ceiling tiles only and replace with new 600 x 600 mm x 19 mm Armstrong range Ultima dB or similar tiles. Clean existing grid prior to ceiling tiles being refitted.	
	Option 4.3b	Remove all existing suspended ceiling tiles, grid, perimeter trim complete, and replace with new 24 mm white grid with new associated perimeter trim and new 600 x 600 x 19 mm Armstrong Range Ultima dB ceiling tiles or similar.	

4.4a	Prepare and Redecorate existing walls with 1 mist coat and 2 full coats of vinyl Matt Emulsion. Colour = Absolute White	
4.5	Prepare and redecorate existing previously painted woodwork and metalwork to include, prime, 1 undercoat and 1 satin coat. Colour = White.	
Option 4.4b	Strip existing wallpaper, make good surfaces, seal as required and hang new wallpaper to selected areas. Please note, All wallpaper is supplied by client free issue. Contractor is to provide their own wallpaper paste and primer/sealer as required	
5.0	<u>3rd Floor AM Offices</u>	
5.1	Protect existing floor areas and office equipment for the duration of the works	
5.2	Remove existing fixtures and fittings and general signage where affecting works, and set aside for reuse.	
Option 5.3a	Remove all existing suspended ceiling tiles only and replace with new 600 x 600 mm x 19 mm Armstrong range Ultima dB or similar tiles. Clean existing grid prior to ceiling tiles being refitted.	
Option 5.3b	Remove all existing suspended ceiling tiles, grid, perimeter trim complete, and replace with new 24 mm white grid with new associated perimeter trim and new 600 x 600 x 19 mm Armstrong Range Ultima dB ceiling tiles or similar.	
5.4	Prepare and Redecorate existing walls with 1 mist coat and 2 full coats of vinyl Matt Emulsion. Colour = Absolute White	
5.5	Prepare and redecorate existing previously painted woodwork and metalwork to include, prime, 1 undercoat and 1 satin coat. Colour = White.	
6.0	<u>2nd Floor Plaid Cymru Glazed Partitions</u>	
6.1	Remove existing solid partitioning to one side of corridor and cart away. Allow for minor electrical disconnections as required.	
6.2	Make good and patch in all floors, walls, and ceilings affecting the works.	
6.3	Supply and Install new single glazed partitioning including track, glass and joints. To include bracing where required above ceiling. Partitioning to include 50 mm opaque dots @ 900 mm and 1500 mm high.	
6.4	Supply and Install 3 nr new Oak 826 x 2040 x 44 mm FD30 flush doors in aluminium frame, including Oak overhead panels (refer to existing doors recently completed). To include black nylon ironmongery with suited locks provided by client.	
7.0	<u>Generally</u>	
7.1	General - Allow Provisional sum for isolations and reconnections for suspended ceiling devices as required.	£ 5,000.00
7.2	Allow for cleaning and clearance of site	

		SUMMARY	
		GENERAL CONDITIONS SCOPE OF WORKS PROJECT CONTINGENCY	
		TOTAL OF PROJECT COSTS:	