



**CHICHESTER HARBOUR CONSERVANCY TENDER**

**ITCHENOR TOILET AND SHOWER SUBMISSION DOCUMENT**

<b>Organisation details</b>	
Name of company	
Full name of individual submitting tender	
Job title of individual submitting tender	
Contact phone number	
Contact email address	
Registered address (if applicable)	
Registered website (if applicable)	
Ownership (sole trader or private limited company)	
Number of years established	
Total number of staff employed	
Will you be using sub-contractors to fulfil the tender requirements? If so, please specify.	
Available start date	
Proposed length of works and completion date	



## 1355\_T\_SCHEDULE OF WORKS

CHICHESTER HARBOUR CONSERVANCY, THE HARBOUR OFFICE, ITCHENOR, CHICHESTER, PO20 7AW

Internal refurbishment works to provide 8no. shower rooms, 1no. staff wc and ancillary accommodation, alterations to external fenestration and new decking and ramps.

### **The Harbour Office, Itchenor, Chichester, PO20 7AW**

The works below are not necessarily scheduled in chronological order. Schedule of works to be read in conjunction with and referenced to all SSP and Pope Consulting drawings. Please raise any discrepancies between the schedule and other tender documentation at tender stage.

CA = Contract Administrator/Architect.

BCO = Building Control Officer.

SE = Structural Engineer.

	GENERAL	£
01	<p><b>Prelims:</b></p> <ul style="list-style-type: none"><li>• Refer to separate document – include allowances for appointment and coordination of building control inspector to carry out plan check and on site inspections, appointment and coordination of structural engineer, temporary support, skips, insurance, supervision, CDM documentation, preparation of programme and cash flow forecast.</li><li>• Works to not commence on site until structural design is received and building control plan check is completed.</li><li>• Ensure surrounding roads and verges are kept clean and tidy. Parking is restricted on surrounding roads. Parking on neighbours verges to be strictly avoided at all times. Works to be sequenced to ensure parking of site vehicles and deliveries can be minimised.</li><li>• The offices and workshop will be occupied for the duration of the works</li></ul>	£

02	<p><b>Enabling Works and Site Setup:</b></p> <ul style="list-style-type: none"> <li>• Agree with Client site access route to works area. The main access road is to remain clear through and to surrounding areas adjacent to works.</li> <li>• Agree with Client location of site compound and its fencing if required.</li> <li>• Agree with Client location of parking for contractors and delivery vehicles.</li> <li>• Client will allow free parking in the pay and display car park of site vehicles.</li> <li>• Agree with Client location for storing all contractor's waste.</li> <li>• Use of existing services for duration of works (existing electric supply, water supply) is to be available at no cost.</li> <li>• Main contractor to provide own site WC and welfare facilities for duration of the works.</li> <li>• Asbestos survey report to be issued to client and Architect before any works and demolition commences.</li> <li>• Check works areas for concealed and buried existing services.</li> <li>• Isolate services to works areas. Ensure services are maintained and fully functioning to remainder of property.</li> <li>• Client to clear out all furniture from rooms affected by works.</li> <li>• Client to provide a list of items for salvage prior to start on site. The Contractor to carefully store items on site for salvage/relocating. Items to include Workshop basin and taps, Kit Room Lockers, Kit Room Drying Cabinet, Store Room Racking and storage.</li> <li>• Temporarily weatherproof and cover external openings where left exposed to the elements.</li> <li>• Temporarily support existing structure to form new openings</li> <li>• In the event that a bat or evidence of bats is discovered during the course of the works all work must stop and a bat licensed ecologist contacted for further advice.</li> <li>• Allow to replace existing cupboard doors to WC RG-03 to be water resistant, anti-tamper and lockable.</li> </ul>	£
03	<p><b>Removal/Demolition Works:</b></p> <ul style="list-style-type: none"> <li>• Main contractor carefully to remove affected existing building elements - including, floor finishes to room affected by works, windows, joinery, walls, external doors, internal partitions, doors and door linings, all ceilings in affected rooms as part of demolition works. See SS-P relevant drawings 1355_T series.</li> <li>• Main contractor to carefully remove existing - including redundant internal services affected by the works including fixtures and fittings throughout - heaters, towel rails, hot water and heating piping, sanitaryware, wiring, light fittings, vents, louvres, flues, redundant services, etc as part of demolition works. See SS-P relevant drawings 1355_T series.</li> <li>• Allow to remove 2no. existing external doors to west elevation, 1 no. existing windows to north elevation and 1 no. existing window to west elevation. See SS-P relevant drawings 1355_T</li> <li>• Existing Timber screen to North to be removed and make good.</li> <li>• Existing underground oil tank to be drained, decommissioned and infilled as per structural engineers details and specification. Allow prov sum of £4000</li> <li>• Existing underground oil tank vent to be removed and floor and roof penetrations made good.</li> </ul>	£
04	<p><b>All Steelwork:</b></p> <ul style="list-style-type: none"> <li>• See SS-P relevant drawings 1355_T series for indicative steel beams and posts. Allow for supply, installation including all associated items.</li> <li>• Allow a provision sum of £3000</li> </ul>	£

05	<p><b>All Structural timber:</b></p> <ul style="list-style-type: none"> <li>See SS-P relevant drawings 1355_T series. Allow for supply and installation including all associated items.</li> </ul>	£
06	<p><b>All Structural openings/lintels:</b></p> <ul style="list-style-type: none"> <li>See SS-P relevant drawings 1355_T series. Allow for supply and installation including all associated items.</li> <li>Allow a provision sum of £3000</li> </ul>	£
07	<p><b>New Lobby Steps Excavations/Foundations:</b></p> <ul style="list-style-type: none"> <li>Main contractor to excavate for new steps to Lobby RG-13 - see SS-P 1355_T series relevant drawings for details.</li> </ul>	£
08	<p><b>New Lobby Steps Sub-Structure</b></p> <ul style="list-style-type: none"> <li>Main contractor to supply and install new sub-structure required for new steps to Lobby RG-13- see Structural Engineer's drawings and documents, and relevant SS-P 1355_T series drawings for details.</li> <li>Ensure any existing sub floor ventilation air flow is maintained by forming openings in existing sub floor walls.</li> </ul>	£
09	<p><b>New Lobby Steps</b></p> <ul style="list-style-type: none"> <li>Main contractor to supply and install new steps to Lobby - see relevant SS-P 1355_T series drawings for details.</li> <li>Screed to abut and match existing floor level (top of screed or floor boards below existing finishes), forming continuation of level floor surface.</li> <li>Prepare existing floor construction for connection/abutment with new steps construction to provide moisture proof seal.</li> <li>Ensure existing DPMs and DPCs are lapped and sealed to new DPMs / DPCs</li> <li>Allow to supply and install new PPC aluminium balustrading and handrails as shown on SS-P 1355_T series relevant drawings for details.</li> </ul>	£
10	<p><b>Alterations to existing openings</b></p> <ul style="list-style-type: none"> <li>Main contractor to supply and install new external walls to partially or fully block up openings - including, brickwork outer leaf, blockwork inner leaf, insulation, wall ties, vertical DPCs, clay air vents, periscope ventilators, cavity trays, weep holes, insulated cavity closers, dry-lining - see relevant 1355_T series drawings for details.</li> </ul>	£

11	<p><b>Alterations to existing flooring to RG-02, RG-05, RG-06</b></p> <ul style="list-style-type: none"> <li>Main contractor to adapt / raise existing floor levels where required new external walls to partially or fully block up openings – including insulation, joists, dpms, chipboard where required – see relevant 1355_T series drawings for details.</li> </ul>	£
12	<p><b>Alterations to existing flooring to RG13, RG-09, RG-10, RG-11 and RG-12</b></p> <ul style="list-style-type: none"> <li>Main contractor to allow for levelling screed to ensure floor level is adequate and sound – see relevant 1355_T series drawings for details.</li> </ul>	£
13	<p><b>New External Doors and Windows</b></p> <ul style="list-style-type: none"> <li>Main contractor to supply and install new timber external doors and timber windows to match existing including trickle vents, access controls, cills and ironmongery, fixings, weather seals, backing rods, sealant, beads and other associated items and all weather detailing to form complete installation, in accordance with Manufacturer's recommendations – see SS-P 1355_T series and Pope Consulting Drawings and Documents for details.</li> <li>Allow for installing all timber windows and doors.</li> </ul>	£
14	<p><b>New Kit Room Rg-16 'Lid'</b></p> <ul style="list-style-type: none"> <li>Main contractor to allow for construction of Lid as specified by Structural Engineers drawing and spec and relevant 1355_T series drawings.</li> </ul>	£
15	<p><b>New internal Doors:</b></p> <ul style="list-style-type: none"> <li>Main contractor to supply and install internal doors to match existing – sw internal door frames, door linings, door stops, ironmongery, kick plates, push plates, door closers, pre-primed mdf architraves (see internal joinery point), fixings, beads and other associated items to form complete installation – see SS-P 1355_T series for details</li> <li>Allow £300 per door leaf to supply of door and ironmongery. Allow to fit.</li> <li>Allow to adapt existing openings where indicated on the SS-P 1355_T series drawings</li> <li>Allow to adapt doors to suite floor finish and threshold strips.</li> </ul>	£
16	<p><b>New internal Partitions and stud infills:</b></p> <ul style="list-style-type: none"> <li>Main contractor to supply and install new non-load bearing internal partitions and partitions for fitted cupboards and opening infills– see SS-P 1355_T series for details - including timber stud, full height mineral wool insulation to all partitions, sole plates, head plates, studs, trimmers, cripple studs, head plates, fixings, strapping, notching, ply sheeting for additional support, dry-linings</li> <li>Main contractor to supply and install boxing to all SVPs and stub stacks with full height mineral wool insulation and ducting to extract system.</li> </ul>	£

17	<p><b>New dry-lining:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and install new wall and ceiling dry-linings – see SS-P 1355_T series for details - including fixings, taped and filled joints plaster beads, reinforcement mesh, plaster stops, beads and associated items abutting surfaces. Assume all new ceiling to affected areas.</li> <li>• Supply and fit moisture resistant plasterboard to new ceilings and partitions in Shower rooms.</li> <li>• Supply and fit wediboard to shower areas only.</li> <li>• Supply and fit 30min. F.R. 'Fireline' plasterboard to encase structural steelwork supporting first floor</li> <li>• Make good all areas affected by works.</li> <li>• Note: Kit Room RG-16 , SHOWER 07 RG-17, Workshop RG-18 and Store RG-14 to be left with walls unplastered</li> </ul>	£
18	<p><b>New plastering:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and apply plaster system to full surface of new masonry walls and additionally to existing walls as required if effected by the works – see SS-P 1355_T series drawings and room data sheets for details.</li> <li>• Main contractor to supply and apply plaster skim system to full surface of new walls and ceilings internal faces and additionally to existing walls and ceilings as required if effected by the works – see SS-P 1355_T series for details.</li> <li>• Clean, key and prepare substrates to walls and ceilings</li> <li>• Make good all areas affected by works.</li> <li>• Note: plasterboarded walls clad in ALTRO WHITEROCK do not require plaster skim</li> <li>• Note: Kit Room RG-16 , SHOWER 07 RG-17, Workshop RG-18 and Store RG-14 to be left with walls unplastered</li> </ul>	£
19	<p><b>New Floor Finishes</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and fit ALTRO AQUARIUS and ALTRO CLASSIC 25 flooring, including welded seams, ALTRO ALTROPROOF SOLO UNIVERSAL damp proof membrane, ALTRO FIX 19+ adhesive and other associated items to form complete installation. See room spec sheets for further details. Colours TBC. All in accordance with manufacturers instructions.</li> <li>• Existing timber floors to be stripped back to floorboards or chipboard and overlaid with 6mm ply prior to laying of ALTRO flooring</li> <li>• Existing concrete floors to be scabbled, cleaned and contaminants removed before covering with ARDEX UK ARDITEX NA or similar approved levelling screed prior to laying of ALTRO flooring</li> <li>• Allow for ALTRO 38mm coved skirting to all areas.</li> <li>• See SS-P Room Spec Sheets and ALTRO spec for further details.</li> </ul>	£
20	<p><b>New Internal joinery:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and install moisture resistant MDF window boards to all new and existing windows in room affected by works.</li> <li>• Note all skirting details to be coved skirting see floor finishes section for details.</li> </ul>	£

21	<p><b>Sanitaryware</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and fit sanitaryware fixtures and fittings - as noted on SS-P 1355_T series drawings, Pope Consultant drawings and Room Spec sheets - include pipework, beads, electrical and mechanical associated works to form complete installation.</li> <li>• Main contractor to allow to install accessories as noted on room spec sheets: mirrors, towel hooks, grab handles soap dispensers and toilet paper holder to bathroom.</li> <li>• Main contractor to allow to wire hand dryers, hair dryers, mirror lights / electric shaver points.</li> </ul>	£
22	<p><b>New wall finishes to Wet Areas</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and install ALTRO WHITEROCK SATINS wall panels to all wet areas and WC. Full height - including seam welds, ALTRO ALTROFIX W139 adhesive and other associated items to form complete installation. For purposes of tender please assume standard layout. Colour TBC</li> <li>• Main contractor to supply and install ALTRO WHITEROCK SATINS wall panel to Shower Room 07 RG17 basin and Workshop RG-18 basin splashbacks. Including seam welds, ALTRO ALTROFIX W139 adhesive and other associated items to form complete installation. For purposes of tender please assume standard layout. Colour TBC</li> <li>• Existing and new masonry walls to be over laid with 9mm resin bonded WBP plywood prior to fitting of ALTRO WHITEROCK</li> <li>• Refer to SSP Specification sheets and ALTRO specifications for further details.</li> </ul>	£
23	<p><b>New Cubicles and Vanity Units</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and install BUSHBOARD solid grade laminate vanity unit including front, side panels, top and upstand. For purposes of tender please assume standard system. Colour TBC. See SS-P Room Spec Sheets for details.</li> <li>• Main contractor to supply and install BUSHBOARD PROFILES solid grade laminate cubicle panels, doors and hardware including front, side panels, top and upstand. For purposes of tender please assume standard system. Colour TBC. See SS-P Room Spec Sheets for details.</li> </ul>	£
24	<p><b>New internal decoration works</b></p> <ul style="list-style-type: none"> <li>• Main contractor to prepare surfaces ready to decorate all new ceilings. Main contractor to supply paint, prepare surfaces and decorate all new and existing ceilings. For ceilings final 2x coats allow for Dulux Trade Mouldshield Fungicidal Matt Pure Brilliant White standard colour range. All in accordance with Manufacturer's recommendations.</li> <li>• Main contractor to prepare surfaces ready to decorate new internal joinery including skirtings, architraves, door linings. Main contractor to supply paint, prepare surfaces and decorate new internal joinery including skirtings, architraves, door linings. For joinery final 2x coats allow for Dulux Trade Satinwood (Farrow and Ball colour match) – all in accordance with Manufacturer's recommendations.</li> <li>• Main contractor to prepare surfaces ready to decorate all new masonry walls. Main contractor to supply paint, prepare surfaces and decorate all new and existing walls as per SS-P Spec Sheets. All in accordance with Manufacturer's recommendations.</li> </ul>	

25	<p><b>New external decoration works</b></p> <ul style="list-style-type: none"> <li>Main contractor to prepare new masonry surfaces ready to decorate all blocked up masonry openings. Main contractor to supply paint, prepare surfaces and decorate all new blocked up masonry openings. For purposes of this tender allow to redecorate whole façade. Colour and finish to match existing. Allow for masonry paint system suited to marine environments. All in accordance with Manufacturer's recommendations. See SS-P 1355 drawings for details</li> </ul>	£
<b>SERVICES</b>		
26	<p><b>Builders work in connection:</b></p> <ul style="list-style-type: none"> <li>Main contractor to allow for general builders work in connection with other trades, including fit out, plumbing, electrical, heating.</li> <li>All services to be chased into walls</li> <li>Ensure holes left by existing lighting or electrics are made good prior to decoration.</li> </ul>	£
27	<p><b>Water Drainage:</b></p> <ul style="list-style-type: none"> <li>Locate existing buried surface water (SW) and foul water (FW) drainage pipework and soakaways if present and mark on site and on drawings.</li> <li>Main contractor to supply and install the new system including altering, extending and connecting to existing drainage system. Refer to SS-P 1355_T series drawings for details.</li> <li>Existing drainage systems disturbed by works to be made good or where broken to be replaced with new.</li> <li>Test to satisfaction of BCO. Works by registered competent person and certification to satisfaction of BCO be provided on completion.</li> <li>Make good all areas affected by works.</li> </ul>	£



28	<p><b>Electrical installation:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to design, supply and install the complete system including – internal/external lighting and internal/external power - including chasing, drilling, notching, fixings, conduit, wiring, fixtures, fittings, electrical items, testing, calibrating all as detailed and noted on Pope Consulting Drawings and documentation.</li> <li>• Allow to isolate and remove existing consumer unit in Shower Block cupboard as noted on Pope Consulting Drawings and documentation.</li> <li>• New consumer into to be located in Store RG-14 and as noted on Pope Consulting Drawings and documentation.</li> <li>• Test to satisfaction of BCO. Works by registered competent person and certification to satisfaction of BCO be provided on completion.</li> <li>• Make good all areas affected by works.</li> <li>• Fire Alarm and access control install to be by electrical contractor.</li> <li>• CCTV install by others</li> <li>• See Pope consulting drawings and specification 5453_E series drawings for details.</li> </ul> <p><b>Lighting:</b></p> <ul style="list-style-type: none"> <li>• Main contractor design, supply and install lighting to all affected rooms and external lighting. Location and type all as per Pope Consulting Drawings and Documentation.</li> <li>• All Wet areas to be installed with appropriate grade of luminaires.</li> </ul> <p><b>Fire and smoke safety:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and install mains interlinked smoke/heat detectors in accordance with Pope Consulting Drawings and Documentation</li> </ul> <p><b>Ventilation System:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to supply and install MVHR extract ventilation system – all as per Pope Consulting Drawings and Documentation and relevant SS-P drawings – including BWIC, supply and exhaust duct runs, mechanical ventilation testing, commissioning and certification confirming flow rates.</li> <li>• Test to satisfaction of BCO. Works by registered competent person and certification to satisfaction of BCO be provided on completion.</li> <li>• Make good all areas affected by works.</li> </ul> <p><b>Sockets and switches:</b></p> <ul style="list-style-type: none"> <li>• Main contractor supply and install sockets and switches to affected rooms. Location and type all as per Pope Consulting Drawings and Documentation.</li> <li>• Faceplates and switches to be white plastic</li> </ul>	£
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29	<p><b>Plumbing:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to design, supply and install the complete system including altering, extending and connecting to existing plumbing system - hot/cold water, heating and above ground drainage - including chasing, drilling, notching, fixings, concealed and surface mounted drainage, water and heating pipework, wiring, fixtures, fittings. All as per Pope Consulting drawings and documentation.</li> <li>• Main contractor to install wet underfloor heating plumbed system as per Pope Consulting Drawings and Documentation. Connect, finish, test and commission all items, including fitted and fixed items. Allow for multiple zones. Manifold to be located in Store-RG14</li> <li>• Works by registered competent person and certification to satisfaction of BCO be provided on completion.</li> <li>• Check water pressure prior to start on site and advise. For tender purposes assume pressure adequate.</li> <li>• Make good all areas affected by works.</li> </ul>	£
30	<p><b>Air Source Heat Pump:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to, supply and install air source heat pumps and ancillary items. - including chasing, drilling, notching, fixings, concealed and surface mounted feeds, water and heating pipework, wiring, fixtures, fittings and any other builders work and wiring. All as per Pope Consulting drawings and documentation.</li> <li>• Works by registered competent person and certification to satisfaction of BCO be provided on completion.</li> <li>• Make good all areas affected by works.</li> </ul>	£
31	<p><b>Wet Underfloor Heating System</b></p> <ul style="list-style-type: none"> <li>• Main contractor to install low profile wet underfloor heating plumbed system as per Pope Consulting Drawings and Documentation. Connect, finish, test and commission all items, including fitted and fixed items. Allow for multiple zones. Manifold to be located in Store-RG14</li> <li>• Make good all areas affected by works.</li> </ul>	
<b>EXTERNAL WORKS</b>		
32	<p><b>Decking and Ramps:</b></p> <ul style="list-style-type: none"> <li>• Main contractor to allow for supply and install of new composite decking, ramps, composite supports, joints and pedestal to form complete installation. Ensure neighbouring building air bricks are kept clear to maintain ventilation. Ensure access to existing and proposed inspection chambers and rodding points are maintained. Refer to SS-P 1355_T series drawings for details.</li> <li>• Main contractor to allow external works to enable new foul water and surface water drainage system as per relevant SS-P 1355_T series drawings and details.</li> <li>• Make good all areas affected by works including existing paving – adjust existing and reuse for salvage where possible.</li> <li>• Leave the site in a tidy and level condition.</li> </ul>	£
<b>TOTAL (EX VAT)</b>		

<b>Checklist For Other Documents</b>	<input type="checkbox"/>
Method Statement	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>
Health and Safety Policy	<input type="checkbox"/>
Environmental and Sustainability Policy	<input type="checkbox"/>
Insurance Documents	<input type="checkbox"/>
Evidence of 2 Similar Pieces of Work	<input type="checkbox"/>

8.1 This submission document saved as a PDF and all other necessary documents must be submitted by 12pm on 24<sup>TH</sup> February 2025 in electronic format. Please send to [tenders@conservancy.co.uk](mailto:tenders@conservancy.co.uk) with the subject **“Private and Confidential – Itchenor Shower and toilet facilities tender submission”**. Do not copy to any other Conservancy staff. Submissions remain confidential until after the closing date when they will be opened, and redacted prior to scoring, by an appointed member of staff.

An automatic acknowledgement email will be sent upon receipt. Please contact the Harbour Office if this is not forthcoming within a reasonable time.

### Declaration and Signature

I declare that, to the best of my knowledge, the answers submitted and information contained in this document and my supporting documents are correct and accurate.

I understand that the Conservancy may reject this submission in its entirety if there is failure to answer all the relevant questions and/or attach all the relevant documents, or if false/misleading information or content is provided in any section.

<b>Name:</b>	
<b>Role in Organisation:</b>	
<b>Organisation:</b>	
<b>Signature:</b>	
<b>Date:</b>	