

Tender
Documentation

Proposed Site Redevelopment
Works
at
The Boulevard Allotments, Sutton
Coldfield, B73 5JE



December 2025

Royal Sutton Coldfield Town Council
AFE Business Centre,
62 Anchorage Road,
Sutton Coldfield,
B74 2PG

Email:
enquiries@suttoncoldfieldtowncouncil.gov.uk
Tel: 0121 663 1765

1.0 Project Executive Summary

2.0 Outline Specification

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- D) Outline Programme
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Tender
Documentation

Section 1 Project Executive Summary

December 2025

Section 1 Tender Executive Summary

1.0 PROJECT SUMMARY

1.1 The Project

- 1.1.1 The works comprise the site redevelopment of The Boulevard Allotments including the following works
- Site establishment and enabling works
 - Ground and civil works
 - Heavy Duty Car Park
 - Passing Area
 - Car Park including turning head
 - CCTV of existing drainage
- 1.1.2 Tenders are to be returned in accordance with Section 1.8 on or before **13th February 2026 12:00pm** via email addressed to tender@suttoncoldfieldtowncouncil.gov.uk.
- 1.1.3 Temporary electric and water are not available, and the Contractor will have to make their own arrangements for providing these for the Works.
- 1.1.4 The works have been determined by a boundary line on the proposed plan.
- 1.1.5 The works are to be carried out in a single phase and the working area will be entirely the responsibility of the Contractor.
- 1.1.6 The works are within a populated public open space and must ensure that the works are securely segregated at all times. The Contractor will be responsible for ensuring that the works remain safe and secure during the whole of the contract period.
- 1.1.7 Areas where no works are to be carried out will remain outside the Contractors remit (unless for access).
- 1.1.8 The Contractor is to prevent any impediment to the local residents or businesses. Do not block or hinder service roads or emergency routes outside of the works boundary.
- 1.1.9 The Contractor shall retain and provide safe pedestrian access for plot holders during the contract works.
- 1.1.10 It is the intention to carry out the works awarded under **JCT Minor Works Form of Building Contract without Quantities** in a single phase with no sectional completion or partial possession.
- 1.1.11 The Contractor Designed Portion is as stated with the contract particulars.
- 1.1.12 The Works are to take no longer than 2 weeks between the dates of Monday 13th April to Friday 24th April 2026.
- 1.1.13 For the avoidance of doubt the project does not fall within the provisions set out under the Construction (Design and Management) Regulations 2015 (CDM 2015).
- 1.1.14 A full underground services including topographical survey is required to be carried out as part of the contractors tendered scope.
- 1.1.15 Soils analysis reports have not been provided.
- 1.1.16 A Party Wall Award is not applicable on this project.

Section 1 Tender Executive Summary

1.2 Purpose of Tender

- 1.2.1 The purpose of this Tender is to establish a lump sum fixed price for the works on behalf of the Client and provide the tendering contractor with:
- a clear statement of tender and contract requirements.
 - a statement of performance requirements.
 - sufficient information to enable the production of tender documentation.
 - a document that will be incorporated into the Contract Documentation
 - information on restrictions and limitations which may affect productivity and sequence of working
- 1.2.2 The Tender will be a Works Contract tendered on an **Open Basis issued via the Crown Commercial Service – Contract Finder**.
- 1.2.3 If the Contractor cannot tender for any part(s) of the work as defined in the Tender Document they must inform the Quantity Surveyor immediately in writing, defining the relevant part(s) and stating the reason(s) for their inability to tender.
- 1.2.4 The Employer and the Employer's representatives offer no guarantee that the most technically / commercially advantageous tender will be recommended for acceptance or accepted and will not be responsible for any cost incurred in the preparation of any tender.
- 1.2.5 Tenders must remain open for consideration (unless previously withdrawn) for not less than **13 weeks** from the date fixed for the submission or lodgement of tenders.
- 1.2.6 **"The Employer"** shall mean **Royal Sutton Coldfield Town Council of AFE Business Centre, 62 Anchorage Road, Sutton Coldfield B74 2PG** – referred to in this document as The Employer.
- 1.2.7 **"The Contract Administrator"** shall mean **Felton Consult of 4 Church Court, Cox Street, Birmingham, B3 1RD**, referred to as **CA**.
- 1.2.8 **"The Designer"** will reference pre tender **Design** as included in Appendix C and referred to as **Francis Mahfooz Ltd of 261-271 Stratford Road, Sparkhill, Birmingham, B11 1QS**, referred to as **Designer (Pre Tender)**.
- 1.2.9 **"The Principal Designer"** will be referred to as **Francis Mahfooz Ltd of 261-271 Stratford Road, Sparkhill, Birmingham, B11 1QS**.
- 1.2.10 It is the intention of the Employer to enter into a contract with a Contractor to carry out the works as described in this document in accordance with the conditions of the Contract. There are elements which the Contractor will be responsible for design and these have been clearly stated within the tender documents.
- 1.2.11 The information, terms, conditions and requirements set out in this document are to be taken into account, but any item, condition or requirement not stated, but necessary for the proper completion of the intended works, shall be allowed for in the lump sum price.

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1.3 Project Particulars

1.3.1 The Works

Nature	Site Redevelopment Works
Location	The Boulevard Allotments, Sutton Coldfield, B73 5JE
Sections	Single Phase Only

1.3.2 Employer Details

Name	Royal Sutton Coldfield Town Council
Address	AFE Business Centre, 62 Anchorage Road, Sutton Coldfield, B74 2PG
Contact	See Felton Consult

1.3.3 The Contract Administrator / Quantity Surveyor

Name	Felton Consult
Address	4 Church Court, Cox Street, Birmingham, B3 1RD
Contact	John Beggan Brad Hosker
Tel	0121 647 6989 07802 815 705
E-mail	johnb@feltonconsult.co.uk bradh@feltonconsult.co.uk

The Project Manager will also act as Contract Administrator under the JCT Contract

1.3.4 Principal Designer

Name	As 1.3.5
Address	
Contact	
Tel	
E-mail	

1.3.5 Pre-Tender Design

Name	Francis Mahfooz Ltd
Address	261-271 Stratford Road, Sparkhill, Birmingham, B11 1QS
Contact	Tariq Mahfooz
Tel	07888 737 326
E-mail	TARIQ.MAHFOOZ@FRANCISMAHFOOZ.CO.UK

1.3.6 Structural Engineer / Civil Engineer

Not applicable

1.3.7 Services Engineer

Not applicable

1.3.9 Building / Approved Inspector (if applicable)

Birmingham City Council

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1.4 Tender Documents

- 1.4.1 All tender documents, drawings, etc. shall be read in conjunction with each other and the Contractor is to take into account all the contents therein. Various requirements of the scheme are identified in different documents and the Contractor is to allow for all of these. Any discrepancies should be raised with the Contract Administrator on receipt of tender.
- 1.4.2 The Tender will be a Works Contract tendered on an Open Basis issued via the Crown Commercial Service – Contract Finder.
- 1.4.3 No guarantee is offered that any Tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given. No liability is accepted for any cost incurred in the preparation of any Tender.
- 1.4.4 Following submission keep Tender open for consideration (unless previously withdrawn) for not less than **13 weeks**.
- 1.4.5 The drawings from which the quantities included in the specification have been prepared using the tender drawings. **However these are for guidance only as it will be the responsibility of the Contractor to check and confirm the accuracy.** The contract entered will be deemed a lump sum fixed cost – varied only in accordance with the contract.
- 1.4.6 The Contractor must bear in full all costs incurred in connection with the preparation of this tender and all such further input as may be required to enable an appointment to be made.
- 1.4.7 Tendering should be carried out in accordance with the principles of the JCT Tendering Practice Note 2012 (which replaces Practice Note 6). Errors will be dealt with in accordance with Alternative 2.
- 1.4.8 Qualified tenders will not be accepted unless alterations and qualifications are confirmed in writing to the Quantity Surveyor. You are to seek written confirmation prior to tender submission. Tenders containing unauthorised alterations or qualifications may be rejected.
- 1.4.9 The Contractor is to examine and review the tender enquiry document upon receipt and bring to the Contract Administrator's or Project Manager's attention. The final date for all tender queries will be **one week** prior to tender return.
- 1.4.10 Do not amend the documents without written authorisation. No amendments shall be made to the text, wording or figures in any of the tender documents unless specifically ordered by the Contract Administrator. If any unauthorised qualification or amendment is made it shall not be recognised and the document shall be construed as if unamended.
- 1.4.11 The Contractor shall be deemed to have carefully examined all the drawings referred to in this Tender document and to have ascertained from them the extent and character of the work and, insofar as this may reasonably be inferred from these drawings and inspection of the site, what restrictions are imposed upon the means of carrying out the works.
- 1.4.12 Any such items not identified, where a discrepancy occurs during the scheme, will be ruled on by the Contract Administrator. These cases will be strictly measured under the terms of the Contract for Variations. Thus the Contract Administrator may select as he considers appropriate at nil cost to the Employer if they feel the works could have been accounted for as part of the drawings and specification. In all such cases the decision of the Contract Administrator is final.

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1.5 Pricing Instructions

- 1.5.1 A fully priced tender will need to be submitted using Section 3.0 Pricing Document. The total entered in the schedule must equate to that inserted within the Form of Tender.
- 1.5.2 If applicable, the Contractor shall **exclude** Value Added Tax within their final costs.
- 1.5.3 The tender will be assessed using the Appraisal Matrix outlined under **clause 1.9**. Therefore, the Employer and the Employer's representatives offer no guarantee that the most technically / commercially advantageous tender will be recommended for acceptance or accepted and will not be responsible for any cost incurred in the preparation of any tender.
- 1.5.4 The descriptions and quantities included within the Pricing Document in Section 3.0 are not measured in accordance with a Standard Method of Measurement or New Rules of Measurement and are deemed to be all inclusive. If quantities are shown these are indicative only and it is the tenderers responsibility for ensuring that their tender sum is fully inclusive of all works required to carry out and complete the works shown and described on the tender drawings and specifications.
- 1.5.5 Notwithstanding the information provided at tender stage to assist the Contractor in pricing – the contract will be awarded on a lump sum basis under a without quantities contract. However, the Quantity Surveyor will permit the use of the "Quantified" schedule to assess post contract valuations, variation and measurements.
- 1.5.6 The Contractor is advised that all information provided in completing this document will be treated in the strictest confidence and will not be disclosed to any other party.
- 1.5.7 An Excel priceable version of the Schedule of Works document will be offered to the Tendering Contractor to enable them to submit a fully priced and compliant pricing document. This is provided with the understanding that no alterations are permitted to the descriptions, quantities or formulas other than scheduling out in the relevant section any items the contractor wishes to bring to the attention of the Quantity Surveyor which they believe is not specifically included in the schedule.
- 1.5.8 It will be the full responsibility of the Tendering Contractor to arithmetically check the document prior to submission as the functionality of the Excel document including the formulas includes are provided without warrant. Should it be determined that the document contains any calculation errors, you are to inform the Quantity Surveyor immediately for review.
- 1.5.9 Rates are to be inserted in column F to two in Sterling Pounds and Pence. Rates are to be included excluding VAT. The Form of Tender must be a **VAT exclusive sum**.
- 1.5.10 No pricing will be accepted completed by hand. Pricing of the schedule must be completed electronically.
- 1.5.11 A section has been included should there be a need to issue Tender Addendums. This section is to be completed only if instructed to do so and may remain unamended at submission.

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1.6 Site Inspection

- 1.6.1 It is a condition of contract that the Contractor is required to visit site to ascertain fully the works. Dates will have been determined as part of the tender documents. However site visits outside the prescribed dates are to be arranged by appointment only via the Councils' Agents below.
- Primary contact – Steve Hollingworth Head of Open Spaces and Environment 0121 663 1765 or Steve.Hollingworth@suttoncoldfieldtowncouncil.gov.uk
- 1.6.2 The Contractor is expected to visit the site during the tender period to ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. It is a condition of tender that the Contractor visits site and a date will be arranged and advised accordingly. Any further visits will need to be arranged by prior appointment only.
- 1.6.3 No claim for lack of knowledge of such matters will be entertained. The work is to be carried out and completed in accordance with the Tender Documents.

1.7 Programme

- 1.7.1 The Contractor is to advise within their submission the following subject to receipt of order:
- Earliest start date
 - Construction Period
 - Anticipated Completion Date
 - Simple programme showing the key sequence and timing of the principal parts of the works and periods for planning and design
 - Any long lead in periods for elements of works
- 1.7.2 Programme is to accommodate for any national and statutory holidays.
- 1.7.3 The programme of works are to be based on standard working hours of:
- Monday to Friday 8 am to 4 pm
 - Saturday : No works
 - Sunday – No works

1.8 Information to be Submitted with Tender

- 1.8.1 Tenders are to be returned electronically to **Royal Sutton Coldfield Town Council** cleared marked for the attention of the **Town Clerk and Chief Executive Officer** on or before **13th February 2026 12:00 noon** via email addressed to tender@suttoncoldfieldtowncouncil.gov.uk
- 1.8.2 Should you be selected you may be required to attend a tender interview at
Royal Sutton Coldfield Town Council, AFE Business Centre, 62 Anchorage Road,
Sutton Coldfield, B74 2PG
- 1.8.3 The Contractor shall submit as a minimum with their Tender the following information and failure to do so may invalidate the tender submission and / or restrict a due and diligent detail review :
- a. Form of Tender – fully completed and signed
 - b. Fully Priced – Section 3 Priced Document. This shall be in at least the level of detail indicated in the pricing document included within this Tender Documentation
 - c. Outline Works Programme
 - d. Contractors All Risk Insurances including Public Liability

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- e. Three references including contact details and previous project experience
- 1.8.4 It is the duty of the Contractor to ensure prior to submission of the Form of Tender that all provisional sums and contingency have been accounted for with their final submission. Failure to do so may render the tender non-compliant.
- 1.8.5 Should your tender be of interest, the Contractor is to provide within **72 hours** the following information:
- a. Fully priced breakdown of the Tenderer's Preliminaries costs showing both fixed and time related costs
 - b. Construction programme for identifying each major element / works item. The programme should identify typical release dates for outstanding information and early order dates for materials/elements on long lead-in
 - c. The names of proposed Sub-Contractors for principal elements of the work
 - d. Details of the structure of the team proposed for this project together with CV's for all relevant team members, identifying the following: -
 - Relevant experience and availability
 - Duration and experience with the contractor
 - Previous employment record together with experience
 - e. A statement describing the organisation and resources which the Contractor proposes to undertake the health and safety of operatives, including those of sub-contractors and of any person who may be affected by the works, including:
 - A copy of the Contractors Health and Safety policy document
 - Accident and illness records for the past five years.
 - Records of previous Health & Safety Executive enforcement action.
 - Records of training and training policy.
 - f. Method statements with particular emphasis on management and policies related to operating within the residential areas including methods and sequences adopted to maintain and satisfy health and safety requirements for both CDM and The Employer and uninterrupted access to retail, business and residential premises local to the project
 - g. Details of the Contractor's Environmental and Waste Management Policies together with how this may impact upon the project. Specifically, the Contractor shall submit a draft Site Waste Management Plan together with his proposals for complying with the Site Waste Management Regulations
- 1.8.6 Following receipt, all tenders will be subjected to a detailed and thorough review which may require additional information requested and provided by the contractor – see **Section 1.9**.
- 1.8.7 The Contractor – on request - is to provide additional information which the Quantity Surveyor believes is necessary in order to complete the final analysis and tender report. Prior to the acceptance of a tender and the appointment of a Contractor by the Employer, rectification of any arithmetical errors in the priced analysis, build ups or method of calculations together with any error in interpretation of descriptions of items, will be made.
- 1.8.8 Such rectification will be taken into account in the selection of the successful tenderer. Following the appointment of the selected tenderer, no further corrections will be made. If the tendering contractor fails to comply with these request, then the tender will not be considered.

1.9 Tender Scoring Matrix

- 1.9.1 The tender return will be scored on the following scoring matrix:

Technical Section	40%
Tender Pricing	60% (following compliance and equalisation checking)

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1.9.2 The Technical Scoring of **40%** will be further divided as follows

Programme Submission **10%**

The Contractor is to submit with his tender a detailed procurement and construction programme for the works. The programme is to detail out the sequence of the works including the critical path activities, design periods of any CDP packages and material lead in times. The completion, commissioning and hand over should also be suitably detailed. Sufficient allocation to be allowed for the procurement of any Client supplied or specified works. Clearly identify any named suppliers and subcontractors.

Contractors Method Statement and understanding of the project **10%**

The Contractor is to provide a project specific method statement for the works. The method statement should explain the contractors approach to the sequence of the work, specifically identifying (but not limited):

- a. working environment specifically related to location and proximity to residential and public areas
- b. any other site specific works which the contractor believes a tender method statement would be needed
- c. the contractors quality control proposals for the work
- d. site management

Contractor Construction Team and Management proposals **5%**

The Contractor is to provide an organogram chart and accompanying CV's of their proposed project team and director responsible for the successful delivery of the project. The contractor to identify whether the team member is full time on site and for how long, or if not the % time allowed to the project and period of time involved.

Agreement to Contract and Procurement Strategy **5%**

An agreement without amendments will score 5%, any amendment clarifications will scored based on their implications to the client.

Tender Commercial Submission **10%**

Compliance measured in accordance with the requirements set out in Section 1 Tender Executive Summary section 1.7 to 1.8

1.9.3 Tender Price **60%**

All tenders will only be judged following full equalisation and compliance checks

Tender Price following equalisation - Total of 60% of scoring based on the following formulae:
 $60\% - 60\%(((\text{equalised tender price} - \text{lowest equalised price})/\text{lowest equalised price})/2)$

1.10 Contract

1.10.1 The Works will be awarded as a single phase under a **JCT Minor Works Building Contract**. A copy of the draft Contract together with a completed particulars is included in **Appendix A**.

1.10.2 The document has been prepared using the outline scheme drawings. However these are for guidance only as it will be the responsibility of the Contractor to check and confirm the accuracy. The contract entered will be deemed a lump sum fixed cost – varied only in

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accordance with the contract.

- 1.10.3 Execution of Contract: The Contract will be executed as a Deed. The Contractor will be required to execute Articles of Agreement in the form contained in **Appendix A**
- 1.10.4 **Custody of Contract Documents:** Two sets of contract documents will be required for completion and retention by the Employer and Contractor. The contract documents (other than the Articles of Agreement) shall be held on secure electronic media and attached to each set of Articles of Agreement as the Appendix.
- 1.10.5 **Contract Documents:** The Contract documents will be formed using the following information as a minimum :
- JCT Minor Works Contract 2024
 - Fully Priced Document – see Section 3.0
 - Document schedule of information used for contract
 - Compliance and Equalisation Tracker (following tender analysis)
 - Contractor Proposals for any Contractor Designed Elements (if applicable)
 - Key Programme
 - Full set of Drawings
 - Contract Preliminaries as issued at tender (save for agreed amendments)
 - Tender Appendices
 - Pre Construction Information (if available)
 - Insurance Documents
 - Key Significant documents determined through compliance and equalisation stage
 - Any other document agreed between the parties

1.11 Existing Site (s) / Building (s)

- 1.11.1 Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Damage caused by site traffic or otherwise consequent upon the Works is to be made good to the satisfaction of the Client or and Birmingham City Council or other owner.
- 1.11.2 Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work. Prevent damage to existing and new work, structures or other property during the course of the work.
- 1.11.3 Prevent damage or move as necessary all existing fittings/furniture which will not remain in the proposed design. Furniture to be re-located off site as directed by the Contract Administrator.
- 1.11.4 No access to neighbouring properties will be permitted. Should the Contractor need to access other properties they are to seek instruction from the Contract Administrator provided a minimum 72 hours' notice.
- 1.11.5 No smoking or radios will be permitted at all within the works.

1.12 Standards

- 1.12.1 The Contractor is to ensure that workmanship and materials are to be specified to be of the standard commensurate with and be in accordance as a minimum with the following regulations and all other regulations and best practice current at the time of design:-
- The relevant British/European Standards and Codes of Practice
 - Statutory and Local Authority Regulations
 - Building Regulations

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- Health and Safety Regulations.
- CIBSE guides
- NEC IEE or NAPIT regulations

1.12.2 Materials for the building are to be selected for their durability and minimum maintenance requirements. All guarantees are to be passed to the Client.

1.12.3 The design works are included in the Specification and are designated as a minimum. It is assumed when reviewing these that maintenance will be undertaken as recommended by the manufacturers, suppliers, the Contractor and the specialist sub-Contractors. Any maintenance must be clearly set out in the Operating and Maintenance manuals for the building. The building and its constituent parts will be used in a normal manner likely to cause only predictable wear and tear.

1.13 Substitutions

1.13.1 No substitution of any specified materials will be allowed unless raised with the Contract Administrator and Approved in writing. If materials are substituted, they will be required to be replaced with those specified unless agreed otherwise with the CA.

1.14 Works carried out by Employer

1.14.1 The following works have been undertaken by others prior to works commencing

- Not applicable

1.15 Contractor Responsibility

1.15.1 The Contractor shall be deemed to have carefully examined all the drawings referred to in this Tender document and to have ascertained from them the extent and character of the work and, insofar as this may reasonably be inferred from these drawings and inspection of the site, what restrictions are imposed upon the means of carrying out the works.

1.15.2 In addition to the duties and obligations under the Conditions of Contract, the Contractor will be required to accept full responsibility for the construction of the whole of the Works and obtain all Statutory Approvals and give all necessary Notices and is deemed to have included all costs and charges in connection therewith in the tender offer.

1.15.3 The Contractor to assist in the selection of all hard pavings and to warranty their suitability and fitness for purpose.

1.15.4 The Contractor shall be responsible for design, co-ordination and development of any electrical design undertaken by specialist subcontractors. This includes accepting responsibility for the current design as contained in the tender documents.

1.15.5 Should an award of contract be successful it will be assumed that the Contractor accepts responsibility for coordination, supervision and administration of the Works, including subcontracts. Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

1.15.6 Establish and maintain a consistent presence on site throughout the construction period and ensure sufficient work force to complete the works no later than the agreed completion date included in the contract.

1.15.7 Prepare and maintain an overall master programme for the design (where applicable), procurement and construction of the project including procurement, site logistics, phasing and sequencing.

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- 1.15.8 Organise and arrange for Building Inspections by relevant Local Authority representatives. Advise the Contract Administrator with a minimum 72 hours prior notice of all visit
- 1.15.9 Be responsible for liaison with all local and statutory authorities, public utilities and the like.
- 1.15.10 Allow all attendances required to enable the subcontractor to complete their works.
- 1.15.11 Act as Principal Contractor and fulfil duties under the CDM 2015 Regulations, Building Regulations 2010, part 2A and any other requirements set out in Statute for Health and Safety.
- 1.15.12 Complete the project on or before the Agreed Contract Completion date for the Agreed Contract Sum adjusted for any authorised and predetermined variation confirmed by the Contract Administrator. Provide a Final Account for agreement four weeks prior to completion.
- 1.15.13 Following Practical Completion leave site and return all areas to their original condition, making good any damage to structure and finishes.
- 1.15.14 Attend to and discharge in a timely manner all requirements set out in the Agreed Contract for Making Good Defects.

1.16 Contractor Design Responsibilities

- 1.16.1 Not Applicable

1.17 Insurances

- 1.17.1 The Contractor is to arrange and remain in place All Risk Insurance policy to cover themselves and the customer for the full cost of damage of the works and to unfixed materials which are on the premises before being used for the works. The Contractor will also have in place an up to date and current public Liability Policy for death or injury to people and damage to property and indemnify the Client. The requirements will be set out within the Contractor Particular included in Appendix A.
- 1.17.2 The Contractor to provide a copy of all current insurances with the Tender submission.
- 1.17.3 Minimum requirements for any one claim

All Risk :	£1,000,000
Public Liability :	£1,000,000
Professional Indemnity Insurance* :	£250,000

** Only required for Contractor designed works if specifically stated in the Contract*

- 1.17.4 The Employer will also be required to notify their own insurance that construction works are to be carried out at the property and on request be able to provide the Contractor with a copy of their own current insurance.

1.18 Professional Indemnity Insurance: Contractor Designed Works

- 1.18.1 Not Applicable

1.19 Performance Bond

- 1.19.1 A Performance Bond is **not required** on this project.

1.20 Parent Company Guarantee

- 1.20.1 A Parent Company Guarantee is not required on this project.

1.21 Retention

- 1.21.1 Not Applicable

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1.22 Party Wall Etc Act 1996

1.22.1 Not Applicable.

1.23 Security

1.23.1 The Contractor is to ensure that the works remain secure at all times outside normal working hours. The Contractor is also required to ensure that the existing smoke and fire detection is not impeded at any time during the works and additional precautions adopted for any high risk or hot works.

1.23.2 Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

1.23.3 Provide an out of hours emergency contact number.

1.24 Use of Site

1.24.1 The Contractor will use the site only for the construction of the Works. Other purposes will be strictly prohibited.

1.24.2 Smoking and radios will not be permitted

1.25 Site Possession

1.25.1 Immediate possession of the whole site will be offered upon signing of the Contract unless otherwise stated, subject to any Date of Possession included in the Appendix to the Contract Particulars.

1.26 Contractors Compound and Site

1.26.1 The Contractor will be restricted to a small compound which will need to be hoarded off using secured Herras fencing. The compound will need to allow for Contractors welfare facilities. The Contractor is not permitted to leave on site any expensive plant or machinery or materials for the works outside normal working hours or on show during the day. Should they wish to and with prior agreement by the Client – then the Contractor does so with full responsibility and provides their own insurances.

1.26.2 The Contractor will be permitted to store materials and equipment within the areas they are working in during the works – however no other areas will be designated for storage outside the works.

1.26.3 The Client provides no insurance for Contractors own plant, equipment or materials.

1.26.4 There is limited parking available and the Contractor will have to make their own arrangements for parking off site without nuisance to other residence. The works are located within a residential area and at no point is the Contractor to impede the local residents or businesses. Do not block or hinder the access road as this is used as emergency routes.

1.27 Temporary Services

1.27.1 Contractor to arrange for identifying, procuring, maintaining and removing on completion for all temporary power, lighting, water, drainage and the like throughout the duration of the project at their own costs. Contractor to pay for all any installation costs, running costs and removal on completion.

1.27.2 Electric and water are not available and the Contractor will have to make their own arrangements for providing water for the Works.

1.28 Parking

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- 1.28.1 The Contractor is not permitted to park outside and should not contravene any planning, highways or local authority regulations. Should this be insufficient then the Contractor is to make their own arrangements for parking off site. The works are located within a built up residential area and at no point is the contractor to impede the highway, local residents and / or businesses. Do not block or hinder emergency routes both internally and externally.

1.29 Signboard

- 1.29.1 The Contractor will provide and erect a temporary site signboard. The Contractor will maintain the signboard in good condition for the duration of the Contract and will take down and clear away on completion. Allowance should be made for fixing the Contract Administrator's and Designer's name boards.
- 1.29.2 The sole right of advertising upon or adjacent to this property or any poles, hoarding or apparatus whatsoever forming part of or incidental to the Works is reserved by the Employer.

1.30 Access

- 1.30.1 The Employer and his representatives shall at all reasonable times have access to the Works or other places of the Contractor where work is being prepared for this Contract and when work is to be so prepared in workshops or other places of a Domestic Sub-Contractor the Contractor shall by a term in the Sub-Contract, so far as reasonably possible, secure a similar right of access to those workshops or places for the Employer and his representatives and shall do all things reasonably necessary to make such right effective.

1.31 Wayleaves, Easements, Rights of Way etc:

- 1.31.1 The Contractor will be responsible for liaising with Statutory authorities, local authorities and all other statutory and non-statutory bodies, as required, to obtain all necessary wayleaves, easements, rights of way etc., to allow for drainage, service connections, vehicular and pedestrian access etc. Such requirements are to be reported to the Employer.

1.32 Other Statutory Consents and Requirements

- 1.32.1 The Contractor shall be responsible for obtaining and complying with the requirements of the City Council, Public Health Inspector, Utility Companies and / or any other competent body authorized to give instructions in design matters in so far as their regulations affect the contract works. The Contractor shall obtain all consents required with regard to unloading of materials, scaffolding, hoardings or other constructions to roads, pavements, walkways or adjacent property, etc and comply with the Local and relevant Authority or private owners requirements and pay all charges and clear away and make good on completion or when directed.

1.33 Local and Statutory Authorities Fees and Charges

- 1.33.1 The Contractor shall give all notices to Local, Statutory or other relevant Authorities and pay all fees or charges legally demandable including rates and taxes in respect of any temporary huts or buildings erected on site, advertising, hoardings, temporary access provisions, applications and the like.

1.34 Waste Disposal

- 1.34.1 The Contractor shall comply fully with all regulations associated with waste management. Rubbish, debris, spoil, surplus material, containers and packaging all to be removed off site to approved and licenced disposal facilities. Rubbish to be disposed of on a regular basis and must not be allowed to build up in areas of the site. No burning of rubbish on site will be permitted. Keep all entrances and exits clear of debris at all times.

1.35 Fire and Police Regulations

Section 1 Tender Executive Summary

- 1.35.1 The Works shall meet with and comply with the recommendations and requirements of the Fire Officer in respect of all regulations affecting these Works. No adjustment to the contract sum will be allowed for costs arising from satisfying such requirements or recommendations
- 1.35.2 The Contractor will be responsible for establishing whether any restrictions will be placed by the Police, or any other Statutory Authority, upon the access, movement or parking of the types of plant and delivery vehicles likely to be used and make allowances and pay all associated costs and charges
- 1.35.3 The Contractor shall include provision for complying with all Police and Highway regulations. Consideration must be made in relation to all large and complex deliveries and obtain all licences, permit and authorisation from the relevant authorities.
- 1.35.4 The Contractor shall comply with any traffic and police regulations in force at the time of carrying out the Contract.

1.36 Noise and Pollution

- 1.36.1 The Contractor shall keep noise on the site to as low a level as can be practicably attained. Use mufflers and acoustic enclosures if necessary. Use electric powered tools and plant wherever possible. Prevent nuisance by radio receivers and similar devices. Comply with BS 5228 'Code of Practice for Noise Control on demolition and construction sites' and ascertain the Local Authority's requirements in this respect.
- 1.36.2 The Contractor shall prevent smoke, dust, fumes, spillage, pollution of waterways and any other form of nuisance. Do not dump any waste other than in authorised tipping areas. The burning of waste building materials or any other materials will not be permitted on the site. Comply with all reasonable requests from the public and adjoining occupants.
- 1.36.3 The Contractor shall keep the Works clean and tidy at all times. Remove rubbish and debris and do not permit it to accumulate, cause obstructions or become a fire risk.

1.37 Services

- 1.37.1 Not Applicable.

1.38 Temporary Works including Scaffolding

- 1.38.1 Not Applicable.

1.39 Deliveries

- 1.39.1 Restrictions on deliveries: Deliveries are to be offloaded on site and should not need to impede upon public highways outside the works site.
- 1.39.2 Large scale and / or disruptive deliveries will need a minimum **72 hours' notice** to enable the CA to liaise with neighbouring properties. The Contractor will be responsible for payment of all charges, costs and the like associated with deliveries including Local Authority permits and costs.

1.40 Materials offsite and onsite

- 1.40.1 Material off site: The Employer will not be liable or pay for materials offsite unless the Contractor can full prove retention of title vested in the Employer.
- 1.40.2 Material on Site: Any material on the site is the property of the Employer and shall not be used and/or removed without the authority of the EA. However, if required to be removed the material will be removed at the Contractor's expense.

Section 1 Tender Executive Summary

1.41 Work prior to Completion

- 1.41.1 Make good all damage consequent upon the Works. Temporary markings, coverings and protective wrappings are to be removed unless otherwise instructed.
- 1.41.2 Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials as recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- 1.41.3 Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- 1.41.4 Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
- 1.41.5 Leave the Works secure with, where appropriate, all accesses closed and locked. Account for and adequately label all keys and hand over to Client with itemized schedule, retaining duplicate schedule signed by Client as a receipt.
- 1.41.6 Arrange access with Contract Administrator. Maintain a defects tracking schedule and report two weekly on the progress of defects rectification to the CA. All defects are to be completed within 4 weeks of Practical Completion, unless agreed otherwise with the CA. Notify when remedial works have been completed.
- 1.41.7 Provide a full set of labelled keys.
- 1.41.8 Provide a demonstration of all installed equipment.
- 1.41.9 Provide contract details for any call out or emergency numbers for equipment failures.

1.42 Rectification Period - Making Good Defects

- 1.42.1 For the avoidance of doubt, the terms of the JCT Contract 2024 shall be administered based on the duties and obligations as set out under Rectification – and this will be administered as a **6 months rectification period**.
- 1.42.2 The Contractor will be required to liaise with the Employer and arrange, with reasonable notice, the precise dates for access to the various parts of the Works for purpose of making good defects. The Contractor should note that they may be required to carry out remedial works at any time during the Rectification Period as instructed by the Employer.
- 1.42.3 The Schedule of Specified Categories of Defects and time periods for response will be in accordance with Client requirements. The Contractor is to provide emergency out of hours contact details to ensure that the response times are met.
- 1.42.4 Within fourteen days of the expiry date of the Rectification Period the Employer and Contract Administrator will arrange final inspections of the works with a representative of the Contractor. A list of any identified defects will be produced by the Contract Administrator and distributed to the Employer and Contractor. If, for any reason, access to the site is not possible, then one further attempt is to be made to carry out an inspection.
- 1.42.5 Upon receipt of the list of identified defects, the Contractor is required to undertake these works in accordance with the Response Times given. All defects, including those not covered in Categories One or Two, are to be made good within twenty days of receipt of the notification list.
- 1.42.6 On completion of the notified defects during the Rectification Period and after the end of Rectification Period Inspections the Contractor will be required to obtain formal sign off by the

Section 1 Tender Executive Summary

client using the forms provided. A copy of the signed form is then to be e-mailed to the Employer and the Contract Administrator.

1.42.7 The requirements under “Rectification Period – Making Good Defects” will apply to all works and tenures.

1.42.8 The Rectification Period shall be **6 months** from the date of Practical Completion. The period is consistent with the terms of Recommended Buildmark Warranty provisions.

1.42.9 Notwithstanding the requirements set out in the contract retention will be held in trust as follows

Retention during construction works	5.00%
Practical Completion – 0 to 6 months	2.50%
End of Rectification Period	0.00%

1.42.10 The Contractor is required to adopt a robust process which responds to reports of building defects.

1.42.11 Inspections of the completed works for the purposes of identification and rectification of defects will take place as soon as is practicable after the 12 months period after Practical Completion has elapsed.

1.43 Building Manual

1.43.1 Not Applicable.

Section 2 Specification

Section 2 Outline Specification

Outline Scope of Works:

The works comprise the following

Workmanship:

All construction work is to be executed in accordance with the Building Regulations, the relevant British Standards & Code of Practice requirements.

All materials to be installed in accordance with manufacturer's written recommendations.

Preparation Works

- Safely disconnect all redundant services, capping off
- Remove all site fittings and furniture, store, and reinstate on completion
- Remove all site vegetation except for the existing trees noted to be retained and dispose offsite..
- Lift existing turf and topsoil as shown and dispose offsite.
- Plane off existing surface course as detailed and dispose offsite. Sweep and apply track coat in preparation for overlay.
- Regulate existing potholes to design instructions.
- Break out existing kerbs as shown and dispose offsite.
- Excavate site area to designed formations and compact; remove bulk materials off site
- Preparation for new surface sub-bases.
- Note the restrictions on delivery and removals of any bulk materials.
- Road cleaning as required.

External Works

External Hardstanding's

- Lay geogrid subbase treatment system to the base of Gridforce paving system.
- Lay new Gridforce paving system to car park areas. To be laid on type 3 hardcore subbase and geotextile membrane as per manufacturers instructions.
- Full depth carriageway construction to comprise compacted 40mm HRA 55/10F SURF; including all binder, road and subbase layers as necessary.
- Carriageway resurfacing to comprise compacted 40mm HRA 55/10F SURF; including binder course.
- Jointing works as per Engineers details.
- HB2, transition and BN kerbing as detailed to all hardstanding perimeters. To be cast in concrete footings.

Soft Landscaping

- Lay new imported topsoil to all planting areas
- Lay new turf to landscape areas as per plan
- Carry out all planting scheme including trees, hedging and low-level shrubbery as per proposed plans
- Contractor to provide proposals including specification together with age and species.

Section 2 Outline Specification

Electrical Works

- Disconnect and make safe any existing services prior to the commencement of any works.
- Reinstall connection on completion of the works, making good as necessary.

Drainage Works

- Provide CCTV survey of existing drainage runs to determine current state.
- Install new storm water drainage and perforated filter drainage
- Install oriflow chambers
- Install new road gullies
- All new and existing drainage connections as necessary
- Excavations, bed and surround and backfilling as per Engineers details
- Testing on completion

Section 3 Pricing Document

Tender
Documentation

Royal Sutton
Coldfield Town
Council

The Boulevard
Allotments, B73 5JE

December 2025

Section 3.0 - Schedule of Works

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	<u>PRICING NOTES</u>				
5	The Works are to be carried out in strict accordance with the relevant specifications and all as detailed on the tender drawings, schedules and specification	1	Item		
10	The Schedule of Works relates to significant and principle items of work and the Contractor will be deemed to have allowed for all sundry and associated works, labour, temporary work, interfacing, making good, etc to carry out and complete the works shown on the drawings and specifications	1	Item		
15	Where the extent of the work cannot be reasonably ascertained, the Contractor shall state what has been allowed for in the tender No subsequent details or drawing revisions will be deemed to be a variation if in the opinion of the CA, it could have been reasonably foreseen or required in the integrity of the works	1	Item		
20	Where key significant scope or quantities have been provided, these are for scoping and identification purposes only and are provided for pricing and guidance only - without warranty The Contractor will be deemed to have checked and clarified the extent of works as shown on the drawings and priced accordingly The final contract will be awarded based on a standard form without quantities	1	Item		
25	The Client retains the right to omit works from the Contract and instruct these to be carried out by others. No claims for additional costs will be accepted if this arises and the Contractor is to price the Schedules accordingly and include in individual items of work all associated costs, overheads profit and the like	1	Item		
30	The Contractor should note that the Work Schedules descriptions are for information and are, in some instances, all encompassing. It is the Contractor's responsibility to ensure that all items required for items indicated on the drawings/included in the Schedule of Works are included in the pricing of the appropriate item or separately included No claims for any additional costs will be accepted following contract award should the Contractor not have priced items properly	1	Item		
35	All rates against hardstandings are deemed to include for laying to completion. Sub-bases are included elsewhere.	1	Item		

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	TEMPORARY WORKS				
	Welfare and storage				
5	Establish a secure and safe compound	1	Item		
10	Provide full welfare, secure stores and any other facilities deemed necessary	1	Item		
15	Provide all temporary fencing and hoardings	1	Item		
20	Provide separate secure storage for client for full duration of the project	1	item		
25	Allow for all skips and ensure works are disposed to official and licenced tips	1	item		
30	Provide all temporary access provisions if deemed necessary	1	Item		
35	Provide all management for the works including labour	1	Item		
40	Plant and equipment	1	Item		
45	Cleaning including road sweeping - weekly	1	Item		
50	Any other works deemed necessary to complete	1	Item		
55	Remove off site all temporary works on completion and make good any structure and finishes disturbed	1	item		
Temporary Works - Sub Total					£ -

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	PREPARATORY WORKS				
	Preparation works				
5	Carry out survey of existing services to determine location	1	item		
10	Safely disconnect all existing power; reinstate on completion	1	item		
15	Clearing site of all vegetation including lifting up turf, planting, shrubs, hedges and the like complete as drawing DR-D-004 P2	1	item		
20	Removing existing trees as indicated on drawings including tree roots to proposed layby; disposal off-site; as drawing DR-D-004 P2	1	item		
25	Any others works necessary to commence and complete the permanent installations	1	item		
	Preparation Works - Sub Total				£ -

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	HEAVY DUTY CAR PARK				
	Preparation Works				
5	Remove and setting aside grass and turfed areas	1	item		
10	Breaking out existing kerbing and associated foundations; disposal off-site	1	item		
	Excavation and filling works; as DR-D-001 P2				
15	Excavate to all designed formation levels; compacting sub base; providing supports to excavations as required; disposal of all material offsite to licenced tip	1	item		
20	Allow for road cleaning as frequently as required during excavation and preparation stages	1	item		
25	Treatment and proof rolling of all sub bases	1	item		
	Sub base				
30	Prepare and lay all imported sub base in Type 3; compacted in layers; sand blinding; prepare base for pavings	1	item		
35	Geogrid including geotextile membrane	1	item		
40	Non-woven geotextile separation membrane	1	item		
	Gridforce Reinforcement System; as drawing DR-D-005 P2				
45	Gridforce paver HL40; cells filled with hard angular stone; on and including 30 thick bedding course	1	item		
	Kerbing and the like; as drawing DR-D-005 P2				
50	Kerbing and edging; including excavation, disposal, concrete foundations	1	item		
55	Transition kerbing; including concrete foundations	1	item		
60	Inverted BN kerbing; including concrete foundations	1	item		
65	Forming crossover to existing community building	1	item		
	General				
70	Making good to all areas disturbed by the works	1	item		
	Heavy Duty Car Park 1 - Sub Total				-

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	PASSING AREA				
	Preparation Works				
5	Remove and setting aside grass and turfed areas	1	item		
10	Breaking out existing kerbing and associated foundations; disposal off-site	1	item		
	Excavation and filling works; as DR-D-001 P2				
15	Excavate to all designed formation levels; compacting sub base; providing supports to excavations as required; disposal of all material offsite to licenced tip	1	item		
20	Allow for road cleaning as frequently as required during excavation and preparation stages	1	item		
25	Treatment and proof rolling of all sub bases	1	item		
	Sub base				
30	Prepare and lay all imported sub base in Type 3; compacted in layers; sand blinding; prepare base for pavings	1	item		
35	Geogrid including geotextile membrane	1	item		
40	Non-woven geotextile separation membrane	1	item		
	Gridforce Reinforcement System; as drawing DR-D-005 P2				
45	Gridforce paver GF40; cells filled with hard angular stone; on and including 30 thick bedding course	1	item		
	Kerbing and the like; as drawing DR-D-005 P2				
50	Kerbing and edging; including excavation, disposal, concrete foundations	1	item		
55	Transition kerbing; including concrete foundations	1	item		
60	Inverted BN kerbing; including concrete foundations	1	item		
65	Forming crossover to existing community building	1	item		
	General				
70	Making good to all areas disturbed by the works	1	item		
	Passing Area 1 - Sub Total				-

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	CAR PARKING INCLUDING TURNING HEAD				
	Preparation Works				
5	Remove and setting aside grass and turfed areas	1	item		
10	Breaking out existing kerbing and associated foundations; disposal off-site	1	item		
	Excavation and filling works; as DR-D-001 P2				
15	Excavate to all designed formation levels; compacting sub base; providing supports to excavations as required; disposal of all material offsite to licenced tip	1	item		
20	Allow for road cleaning as frequently as required during excavation and preparation stages	1	item		
25	Treatment and proof rolling of all sub bases	1	item		
	Sub base				
30	Prepare and lay all imported sub base in Type 3; compacted in layers; sand blinding; prepare base for pavings	1	item		
35	Geogrid including geotextile membrane	1	item		
40	Non-woven geotextile separation membrane	1	item		
	Gridforce Reinforcement System; as drawing DR-D-005 P2				
45	Gridforce paver GF40; cells filled with hard angular stone; on and including 30 thick bedding course	1	item		
	Kerbing and the like; as drawing DR-D-005 P2				
50	Kerbing and edging; including excavation, disposal, concrete foundations	1	item		
55	Transition kerbing; including concrete foundations	1	item		
60	Inverted BN kerbing; including concrete foundations	1	item		
	General				
65	Making good to all areas disturbed by the works	1	item		
	Car Park including turning head - Sub Total				-

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	DRAINAGE INSTALLATIONS; AS DRAWINGS D-002 & D-005				
	Existing installation				
5	Carry out CCTV drainage survey of below ground drainage directly under the areas of works; jetting clean	1	item		
10	Allow a Provisional Sum for repairs of £5,000 to existing drainage following survey completion	1	PS	5,000.00	5,000.00
	Drainage Works - Sub Total				5,000.00

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	WORKS IDENTIFIED BY CONTRACTOR				
	Allow for works identified by Contractor to comply fully with the drawings, specification and schedules not specifically included in priced schedule				
5		1	item		
10		1	item		
15		1	item		
20		1	item		
25		1	item		
30		1	item		
35		1	item		
40		1	item		
45		1	item		
Works Identified by Contractor - Sub Total					-

Section 3 Pricing Document

Ref	Description	Qty	Unit	Rate	£
	PROVISIONAL SUMS				
	Allow for the following provisional sums to be expended under the direction of the CA				
5	Contingency	1	PS	10,000.00	10,000.00
	Provisional Sums - Sub Total				10,000.00
	MAIN SUMMARY				
	Temporary works				-
	Preparatory Works				-
	Heavy Duty Car Park				-
	Passing Area				-
	Car parking including turning head				-
	Drainage Installations				5,000.00
	Works identified by Contractor				-
	Provisional Sums				10,000.00
	TOTAL COST CARRIED TO FORM OF TENDER - EXCLUDING VAT				15,000.00

Appendices

APPENDIX A

Contract Particulars

Due to copyright restrictions
the JCT Minor Works
Contract is a separate
issued document and must
be read in accordance with
this tender document

APPENDIX B

Form of Tender

Royal Sutton Coldfield Town Council
Site Redevelopment Works
The Boulevard Allotments, Sutton Coldfield, B73 5JE

Section 1 Tender Executive Summary

FORM OF TENDER

TO: Town Clerk and Chief Executive Officer
Royal Sutton Coldfield Town Council
AFE Business Centre, 62 Anchorage Road, Sutton Coldfield, B74 2PG

RETURN DATE : 13th February 2026 12:00 noon

Site Development Works at The Boulevard Allotments, Sutton Coldfield, B73 5JE

In respect of the Works - we having read the Tender Documents delivered to us and having examined the Drawings, Specifications, Schedule of Works and Contract Conditions referred to therein, do hereby offer to execute and complete the whole of the Works for the fixed price sum of:

Insert in words	Lump Sum Tender	OHP Incl	Programme	Lead In
	£	%	2 weeks	3 weeks

We undertake to complete the works within the time(s) stated in the Tender Documents. In the event of your acceptance we undertake to execute with you a Form of Contract embodying all the conditions and terms contained in this offer. All periods of time stated are inclusive of public and building industry holidays.

We understand that the Employer does not bind himself to accept the lowest or any tender and that neither he, nor his professional advisors are responsible for paying the tendering costs incurred by the lowest or any other tenderer.

This tender remains open for consideration for a period of **13 weeks** from the date fixed for the submission of tenders.

The works are to be carried out strictly between the dates of **13th April to 24th April 2026**.

Royal Sutton Coldfield Town Council
Site Redevelopment Works
The Boulevard Allotments, Sutton Coldfield, B73 5JE

Section 1 Tender Executive Summary

Tender Compliance

Having reviewed the tender documents, we confirm by way of the following statement that the Form of Tender together with the submission complies with the following statements :

We have visited site prior to the submission of the tender	Yes / No
Contractor accepts full responsibility for all quantities and scope used in the preparation of the tender and pricing document provided	Yes / No
Unpriced items within the schedule of works will be deemed as included elsewhere in the tender sum	Yes / No
The tender sum is fully inclusive of all provisional sums and contingencies included by the client	Yes / No
The tender sum is fully exclusive of VAT	Yes / No
If instructed to do so we have included for all tender addendums issued during the tender period	Yes / No
If applicable - a full list of clarifications or exclusions have been provided separately on the form of tender. Exclusion contained in the pricing document will not be permitted	Yes / No
You can carry out the works in accordance with the dates provided	Yes / No
You are able to maintain and provide clear access for pedestrian access throughout the works	Yes / No
No amendments have been made to the Pricing Document	Yes / No
Where specifications have been provided, no substitutions have been made	Yes / No
Confirmation that an outline Programme has been submitted	Yes / No
There are no specific issues with the procurement and ordering materials to comply with the project programme	Yes / No
Contractor has All Risk Insurance to the value of £1,000,000 minimum	Yes / No
Contractor has PII Insurance to the value of £250,000 minimum	Yes / No
Contractor has Public Liability Insurance to the value of £1,000,000 minimum	Yes / No
We accept and intend to offer a form of surety either using a Parent Company Guarantee (PCG) or Performance Bond (PB)	PCG / PB / None
We will comply fully with CDM Regulation 2015 and fulfil the role of Principal Contractor	Yes / No
We confirm and accept that the LAD damages included are a predetermined LAD level for each section.	Yes / No

**Royal Sutton Coldfield Town Council
Site Redevelopment Works
The Boulevard Allotments, Sutton Coldfield, B73 5JE**

Section 1 Tender Executive Summary

Certificate of Bona Fide Tender

The essence of selective tendering is that the Employer shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and undertake that we will not do, at any time before the returnable date for this Tender, any of the following acts:

- (a) Communicating to a person other than the person calling for these Tenders, the amount or approximate amount of the Tender hereby submitted, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
- (b) Entering into any agreement or arrangement with any other person, that he/she shall refrain from tendering or as to the amount of any Tender to be submitted;
- (c) Offering or paying or giving or agreeing to pay or give any sum of money or consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said Works, any act or thing of the sort described above.

In this Certificate the word "person" includes any persons and anybody or association corporate or incorporate; and "any agreement" includes any such transaction, formal or informal, whether legally binding or not.

We understand that tenders will be scrutinised for suspicious bidding patterns and if the Employer or any of his consultants suspect collusion, cover pricing or similar anti-competition activity, this may be reported to the Office of Fair Trading.

Company	
Company Nr	
Trading Address	
Printed	
Signature	
Position	
Date	

This Certificate must be signed by a Director of the Contractor and completed by the Tenderer and returned with the Tender.

APPENDIX C

Design Information and Drawings



- GENERAL NOTES
1. THIS DRAWING IS COPYRIGHT AND SHOULD NOT BE REPRODUCED IN WHOLE OR PART WITHOUT THE WRITTEN CONSENT OF FRANCIS MAHFOOZ LTD.
 2. DO NOT SCALE FROM THIS DRAWING.
 3. LOCATIONS OF ALL EXISTING SERVICES ON-SITE TO BE CONFIRMED & PROVIDED TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORKS.
 4. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT FRANCIS MAHFOOZ LTD DRAWINGS & SPECIFICATIONS.

5. ANY EXISTING DETAILS WHICH ARE SHOWN ON THIS DRAWING ARE FOR GUIDANCE ONLY AND ARE TO BE CHECKED ON SITE BY THE CONTRACTOR. ANY VARIATIONS ARE TO BE RECORDED AND REPORTED TO THE ENGINEER IMMEDIATELY.
6. DESIGN IS SUBJECT TO BUILDING REGULATION, SEWAGE UNDERTAKER AND HIGHWAYS DEPARTMENT APPROVAL.
7. BEFORE WORK COMMENCES CONTRACTOR SHOULD CONSULT THE ENGINEER AND THE SI REPORT REGARDING ANY CONTAMINATION ISSUES. ALL NECESSARY HEALTH AND SAFETY MEASURES TO BE TAKEN.
8. ALL SUBSTRATA STRUCTURES AND UNCONSOLIDATED MATERIAL, WITHIN THE CONSTRUCTION WIDTH OF THE HIGHWAY, ARE TO BE REMOVED.
9. COVER LEVELS FOR MANHOLES ARE APPROXIMATE ONLY AND SHOULD BE ADJUSTED TO MATCH SURROUNDING LEVELS.
10. THE DEVELOPER SHALL TAKE CBR TEST OF ROAD FORMATION LEVELS AND RESULTS TO BE MADE AVAILABLE TO THE ENGINEER FOR APPROVAL.
11. APPROVED WEEDKILLER TO BE APPLIED AS RECOMMENDED TO FOOTWAY FORMATION AND SUB-BASE. APPLICATION BY TRAINED OPERATIVE WEARING PPE AND COMPLYING WITH COSHH REQUIREMENTS.
12. ANY SOFT SPOTS DISCOVERED AFTER PROOF ROLLING SHALL BE REMOVED AND REPLACED WITH SUITABLE ENGINEERING FILL.
13. THE SURFACE TOLERANCES TO THE SUB BASE LAYER THICKNESS SHOULD BE NO MORE THAN + 5MM OR -30MM.
14. NEW ROAD LEVELS TO TIE IN SMOOTHLY WITH EXISTING ROAD. LEVELS TO BE CONFIRMED PRIOR TO CONSTRUCTION AND REPORTED TO THE ENGINEER.
15. TARMAC ROAD CONSTRUCTION TO COMPLY WITH BS EN 130108.
16. THRESHOLD DRAINAGE IS REQUIRED WHERE LEVELS FALL TOWARDS A BUILDING ENTRANCE. ARCHITECT TO CONFIRM IF NOT REQUIRED.
17. YARD GULLY POSITIONS ARE INDICATIVE AND SHOULD BE ADJUSTED ON SITE TO SUIT PROPOSED LEVELS.
18. ALL GULLY POSITIONS TO SUIT LOW POINTS AND TO BE TRAPPED.
19. DRAINAGE CHANNEL DETAILED DESIGN TO BE UNDERTAKEN BY MANUFACTURERS. ALTERNATIVE CHANNELS MAY BE USED, SUBJECT TO ENGINEERS APPROVAL.

KEY

- PROPOSED MAJOR CONTOUR ———
- PROPOSED MINOR CONTOUR ———

P2	EXTENTS OF WORKS UPDATED	27.10.25	TM
P1	FIRST ISSUE	03.02.25	TM
REV	DETAIL OF ISSUE	DATE	DRW

ISSUES & REVISIONS



T: 07888 737326
E: TARIQ.MAHFOOZ@FRANCISMAHFOOZ.CO.UK

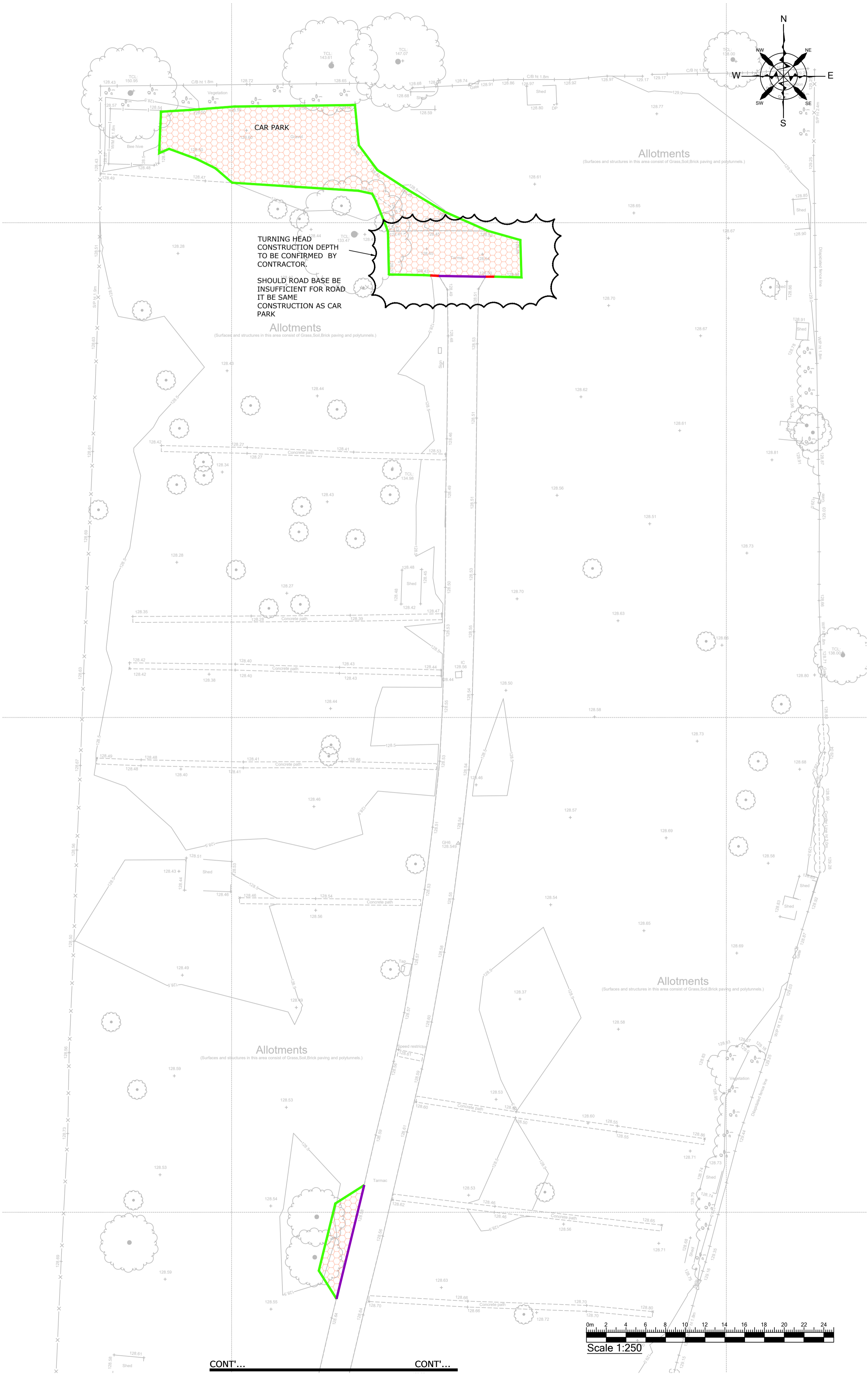
PROJECT TITLE
**THE BOULEVARD
ALLOTMENTS
SUTTON COLDFIELD**

DRAWING TITLE
**PROPOSED GENERAL
ARRANGEMENT AND LEVELS
STRATEGY**

SIZE	A1	DATE	20.01.2025
SCALE	1:250	DRAWN	T MAHFOOZ

DRAWING STATUS
INFORMATION

DRAWING No.	REV
FM081-XX-XX-DR-D-001	P2




- GENERAL NOTES
1. THIS DRAWING IS COPYRIGHT AND SHOULD NOT BE REPRODUCED IN WHOLE OR PART WITHOUT THE WRITTEN CONSENT OF FRANCIS MAHFOOZ LTD.
 2. DO NOT SCALE FROM THIS DRAWING.
 3. LOCATIONS OF ALL EXISTING SERVICES ON-SITE TO BE CONFIRMED & PROVIDED TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORKS.
 4. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT FRANCIS MAHFOOZ LTD DRAWINGS & SPECIFICATIONS.
 5. IF SUB-GRADE MATERIAL IS FROST SUSCEPTIBLE THE FULL CARRIAGEWAY CONSTRUCTION THICKNESS IS TO BE NO LESS THAN 450 mm.
 6. IF CBR VALUES ARE LESS THAN 2% THEN THE ADVICE OF THE ENGINEER MUST BE SOUGHT.
 7. THE DEVELOPER SHALL TAKE CBR TEST OF ROAD FORMATION LEVELS AND RESULTS TO BE MADE AVAILABLE TO THE ENGINEER FOR APPROVAL.
 8. THIS DRAWING IS SUBJECT TO APPROVAL BY THE ADOPTING LOCAL AUTHORITY, ANY WORKS UNDERTAKEN PRIOR TO GRANTING OF APPROVAL IS CARRIED OUT AT RISK TO OTHERS.
 9. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER ENGINEERS DRAWINGS AND ALL OTHER PROJECT INFORMATION. ANY DISCREPANCIES TO BE REPORTED TO THE ENGINEER IMMEDIATELY.
 10. BEFORE WORK COMMENCES THE CONTRACTOR SHOULD LIAISE WITH ALL STATUTORY UNDERTAKERS TO DETERMINE THE EXACT LOCATIONS OF ALL APPARATUS AND TAKE ALL PRECAUTIONS DEEMED NECESSARY TO LOCATE, PROTECT AND WHERE NECESSARY DIVERT SUCH EQUIPMENT.
 11. ALL HIGHWAY WORKS ARE TO BE CARRIED OUT TO THE REQUIREMENTS AND FULL SATISFACTION OF THE ADOPTING LOCAL AUTHORITY.
 12. TARMAC ROAD CONSTRUCTION TO COMPLY WITH BS EN 13108.
 13. SAFE PASSAGE FOR PEDESTRIANS SHALL BE MAINTAINED AT ALL TIMES DURING THE CONSTRUCTION PERIOD.
 14. ALL CROSSING POINTS TO BE IN ACCORDANCE WITH DFT GUIDANCE ON THE USE OF TACTILE PAVING SURFACES.
 15. APPROVED WEEDKILLER TO BE APPLIED AS RECOMMENDED TO FOOTWAY FORMATION AND SUB-BASE APPLICATION BY TRAINED OPERATIVE WEARING PPE AND COMPLYING WITH COSHH REQUIREMENTS.
 16. ANY SOFT SPOTS DISCOVERED AFTER PROOF ROLLING SHALL BE REMOVED AND REPLACED WITH SUITABLE ENGINEERING FILL.
 17. NEW ROAD LEVELS TO TIE IN SMOOTHLY WITH EXISTING ROAD LEVELS TO BE CONFIRMED PRIOR TO CONSTRUCTION AND REPORTED TO THE ENGINEER.

- KEY
- HB2 KERB 125mm UPSTAND
 - TRANSITION KERB
 - DROPPED BULLNOSE KERB UPSTAND 25mm VEHICULAR UPSTAND 0-6mm PEDESTRIAN
 - INVERTED BULLNOSE KERB LAID FLUSH
 - CAR PARK CONSTRUCTION GRIDFORCE PERMEABLE
 - CAR PARK (HEAVY DUTY) CONSTRUCTION GRIDFORCE PERMEABLE

P2	EXTENTS OF WORKS UPDATED	27.10.25	TM
P1	FIRST ISSUE	02.02.25	TM
REV	DETAIL OF ISSUE	DATE	DRW

ISSUES & REVISIONS



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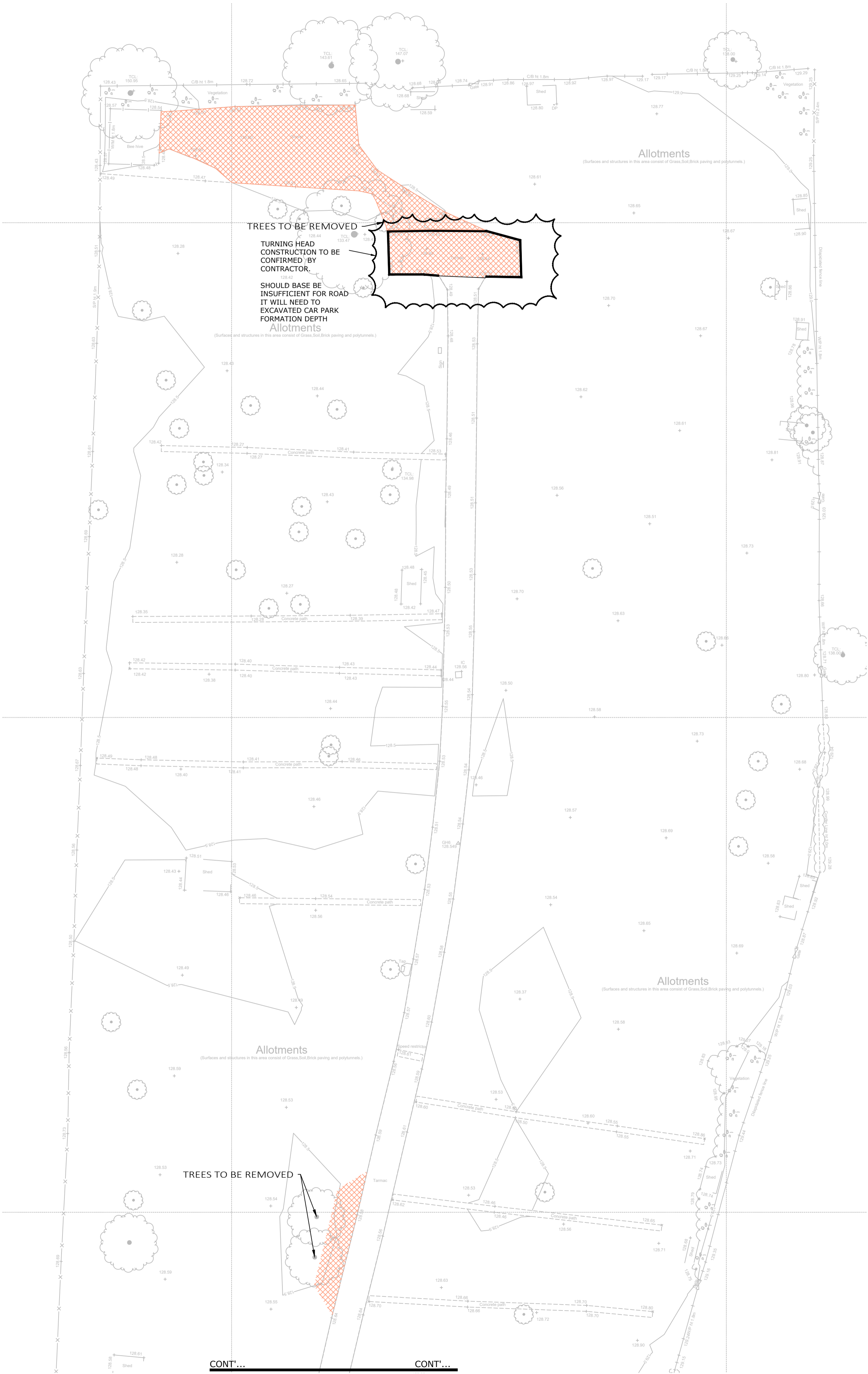
PROJECT TITLE
**THE BOULEVARD
ALLOTMENTS
SUTTON COLDFIELD**

DRAWING TITLE
EXTERNAL WORKS

SIZE	A1	DATE	20.01.2025
SCALE	1:250	DRAWN	T MAHFOOZ

DRAWING STATUS
INFORMATION

DRAWING No.	FM081-XX-XX-DR-D-003	REV	P2
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KEY

EXISTING KERB AND FOUNDATION TO BE REMOVED

EXISTING GRAVEL TO BE REMOVED AND EXCAVATED TO CONSTRUCTION FORMATION LEVELS

P2	EXTENTS OF WORKS UPDATED	27.10.25	TM
P1	FIRST ISSUE	02.02.25	TM
REV	DETAIL OF ISSUE	DATE	DRW

ISSUES & REVISIONS



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PROJECT TITLE
**THE BOULEVARD
ALLOTMENTS
SUTTON COLDFIELD**

DRAWING TITLE
SITE CLEARANCE LAYOUT

SIZE	A1	DATE	20.01.2025
SCALE	1:250	DRAWN	T MAHFOOZ

DRAWING STATUS
INFORMATION

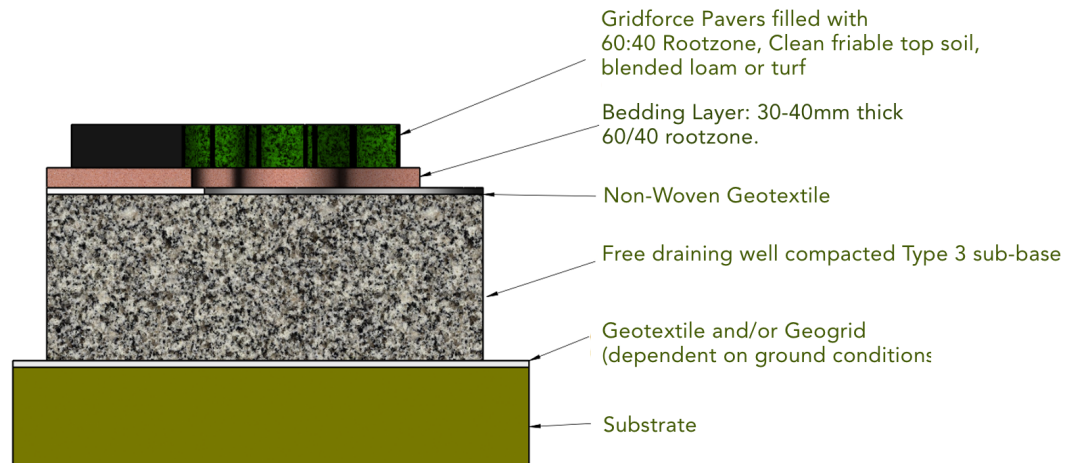
DRAWING No.	REV
FM081-XX-XX-DR-D-004	P2



APPLICATION/ LOAD	CBR% STRENGTH OF SUBGRADE SOIL	MOT TYPE 3 SUB-BASE THICKNESS (mm)
FIRE TRUCK AND OCCASIONAL HGV ACCESS	≥ 6%	100
	4% < 6%	120
	2% < 4%	190
	1% < 2%	380
LIGHT VEHICLE ACCESS AND OVERSPILL PARKING	≥ 6%	100
	4% < 6%	100
	2% < 4%	135
	1% < 2%	260
TABLE EXTRACT FROM GRIDFORCE DESIGN GUIDANCE		

DRAWING No.	REV
FM081-XX-XX-DR-D-005	P2

GRASS FINISH CONSTRUCTION



Construction Details:

1. Excavate existing ground to a level to allow for the following construction.
2. Install a Geotextile membrane onto the prepared substrate formation. A Geogrid may be required under certain applications to improve ground stability, dependant on existing ground conditions.
3. Install a free draining well compacted Type 3 sub-base layer (Refer to Table 1 below for sub-base advice). A permeable open-graded (reduced-fines) Sustainable Drainage System (SuDS) sub-base layer such as Type 3 is recommended to meet the drainage requirements.
4. Install a non-woven geotextile (NW8) on top of the sub-base layer.
5. Install a 30mm thick bedding layer of 60/40 rootzone and screed to uniform thickness.
6. Lay the pavers starting in one corner of the project area. Begin installing the pre-assembled Gridforce pavers by placing them with the lugs/receivers facing forward, in the direction of laying. Pavers can be cut to fit around kerbing or curves using a handsaw or stihl saw.
7. Installation of car parking marker inserts is best carried out prior to filling the cells.
8. Fill the cells with either 60/40 Rootzone, clean friable topsoil, blended loam or turf. If using turf, it is recommended the cells are partly filled with topsoil prior to laying the turf.
9. Seed area with a grass seed that is appropriate to the geographical location.
10. For all installations, It is recommended that a minimum gap of 5cm is left between the edge of the grid and any firm perimeter on all applications to allow for expansion. Please enquire for advice if further expansion joints may be necessary on certain large application projects.

Table 1: CBR Table -CBR% = California Bearing Ratio: an indicative measurement of substrate soil strength.

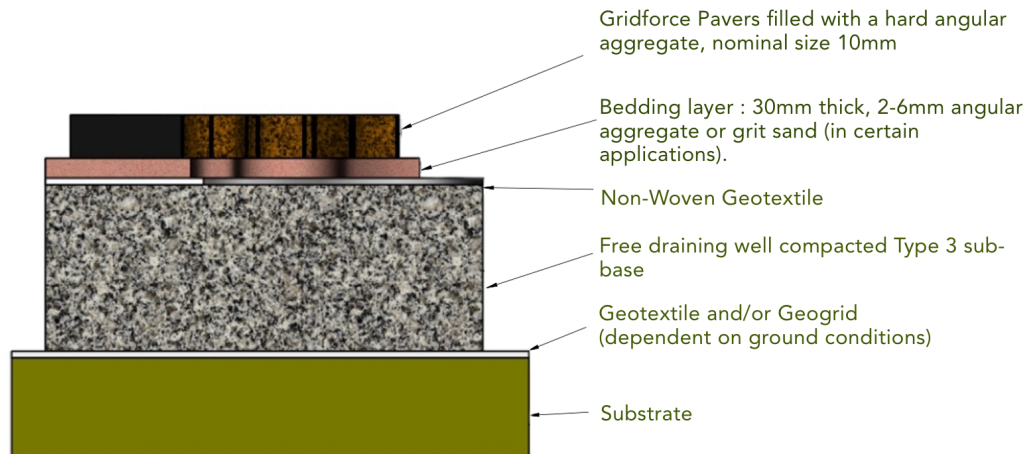
The table below indicates typical sub-base thickness required dependant on the substrate CBR value and traffic loadings.

Application / Load	CBR % Strength of Substrate Soil	Type 3 Sub-base Thickness (mm)
Fire Truck and Occasional HGV Access	> 6 $= 4 < 6$ $= 2 < 4$ $= 1 < 2$	150 175 250 380
Light Vehicle Access and Car Parking	> 6 $= 4 < 6$ $= 2 < 4$ $= 1 < 2$	100 150 200 300

The calculations above are for guidance only and consideration must be given to the volume of traffic and loadings imposed on the system

When designed in accordance with the recommendations, Gridforce pavers comply with DIN 4102- Approval emergency access routes, DIN 1072 – Approval for 20 tonne axle load, driveways, road extensions and BS8300:2009 – “Design of buildings and their approaches to meet the needs of disabled people” – Code of Practice (ISBN 9780 580 57419) & Building Regulations Document ‘M’ Section 6.

GRAVEL FINISH CONSTRUCTION



Construction details:

1. Excavate existing ground to a level to allow for the following construction.
2. Install a Geotextile membrane onto the prepared substrate formation. A Geogrid may be required under certain applications to improve ground stability, dependent on existing ground conditions.
3. Install a free draining well compacted Type 3 sub-base layer (Refer to Table 1 below for sub-base advice). A permeable open-graded (reduced-fines) Sustainable Drainage System (SuDS) sub-base layer such as Type 3 is recommended to meet the drainage requirements.
4. Install a non-woven geotextile (NW8) on top of the sub-base layer.
5. Install a 30mm thick bedding layer of 2-6mm angular aggregate or grit sand (in certain applications) and screed to uniform thickness.
6. Lay the pavers starting in one corner of the project area. Begin installing the pre-assembled Gridforce pavers by placing them with the lugs/receivers facing forward, in the direction of laying. Pavers can be cut to fit around kerbing or curves using a handsaw or stihl saw.
7. Installation of car parking marker inserts is best carried out prior to filling the cells.
8. Fill the cells with hard angular aggregate, nominal size 10mm. Aggregate up to 20mm could be used in certain circumstances, but the use of rounded pea gravel or low permeable aggregates such as standard limestone or sandstone is not recommended. The cells can either be filled to level or overfilled, dependant on the application.
9. For all installations, It is recommended that a minimum gap of 5cm is left between the edge of the grid and any firm perimeter on all applications to allow for expansion. Please enquire for advice if further expansion joints may be necessary on certain large application projects.

Table 1: CBR Table -CBR% = California Bearing Ratio: an indicative measurement of substrate soil strength.

The table below indicates typical sub-base thickness required dependant on the substrate CBR value and traffic loadings.

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The calculations above are for guidance only and consideration must be given to the volume of traffic and loadings imposed on the system

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APPENDIX D

Outline Programme

Appendix D Outline Programme

Activity	Outline Programme
Advertise Tender	Mon 12 January 2026
Closing Date	Fri 13 February 2026
Award Report to Amenities, Leisure and Community Services Committee	Tue 10 March 2026
Full Council consideration	Tue 24 March 2026
Work starts	Mon 13 April 2026
Work completed	Fri 24 April 2026
Contract Period (maximum)	2 weeks

* Minimum periods subject to change

** Period include non working days

w/c - week commencing

Working Days	Permitted Hours
Monday	8 am to 4 pm
Tuesday	8 am to 4 pm
Wednesday	8 am to 4 pm
Thursday	8 am to 4 pm
Friday	8 am to 4 pm
Saturday	Not permitted
Sunday	Not permitted
Bank Holiday	Not permitted

APPENDIX E

Schedule of Tender Documents

<u>Document</u>	<u>Originator</u>	<u>Date</u>
<u>0 Tender Letter</u>		
0 The Boulevard Invitation to Tender Letter	Felton Consult	Dec-25
<u>1 Project Executive Summary</u>		
1 Tender Executive Summary	Felton Consult	Dec-25
<u>2 Specification</u>		
2 Outline Specification	Felton Consult	Dec-25
<u>3 Schedule of Works</u>		
3 Pricing Document	Felton Consult	Dec-25
<u>Appendices</u>		
<u>Appendix A - JCT Minor Works</u>		
JCT-Public-Sector-Supplement-Dec20111 Minor_Works_Building_Contract_2024_Edition Notes on Execution as a Deed		
<u>Appendix B - Form of Tender</u>		
Appendix B Form of Tender	Felton Consult	Dec-25
<u>Appendix C - Design Information</u>		
FM081-XX-XX-DR-D-001 PROPOSED GENERAL ARRANGEMENT AND LEVELS STRATEGY P2	Frances Mahfooz Ltd	Oct-25
FM081-XX-XX-DR-D-003 EXTERNAL WORKS P2 Measurements Niall	Frances Mahfooz Ltd	Oct-25
FM081-XX-XX-DR-D-003 EXTERNAL WORKS P2	Frances Mahfooz Ltd	Oct-25
FM081-XX-XX-DR-D-004 SITE CLEARANCE P2	Frances Mahfooz Ltd	Oct-25
FM085-XX-XX-DR-D-005 CONSTRUCTION DETAILS P2	Frances Mahfooz Ltd	Oct-25
Grass-Installation-Update-22.09.2022	Gridforce	Sep-22
Grass-Installation-Update-22.09.2022	Gridforce	Sep-22
<u>Appendix D - Programme</u>		
Programme Overview	Felton Consult	Dec-25
<u>Appendix E - Schedule of Tender Documents</u>		
Schedule of Tender Documents	Felton Consult	Dec-25