

# APPENDICES

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## **APPENDIX A FORM OF TENDER**

### **Instructions**

- a. Tenderers must complete and submit all of the forms in the formats provided in this Appendix.
- b. Additional documentation to accompany these forms are:
  - Proposed Delivery Methodology and Programme
  - Copy of Company Certificate of Incorporation
- c. Tenderers who fail to comply with the requirements in a. and b. above will be deemed non-compliant and be excluded from the evaluation process.
- d. Tenderers should note that the requirements relating to the content and lodgement of responses to this RFT as set out in clauses 7 to 15 are mandatory.

**A1 Tender Form**

**To :** The Principal  
Cook Islands Investment Corporation  
PO Box 51  
Avarua  
**RAROTONGA**

**Tender for:** C39/14 Apii Nikao Site Preparation

**Contractor:** \_\_\_\_\_

I/We, the undersigned, having examined the Request for Tender documents, hereby offer to carry out the whole of the Contract Works for a Lump Sum Price of:

Amount (A2)	\$ _____
VAT	\$ _____
Total	\$ _____

I/We will achieve practical completion in \_\_\_\_\_ weeks/working days from the date of possession of the site.

I/We acknowledge receipt of notices to Tenderers numbered \_\_\_\_\_ to \_\_\_\_\_ and have allowed for these notices in our tender submission.

I/We have assessed the site and found out about the site conditions including effects of adjoining properties, and from other site operations, and have allowed for all conditions I/we, as an experienced contractor, foresee at the time of tendering.

I/We agree to abide by this Tender for a period of sixty (60) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.

Unless and until a Contract Agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding contract between us.

I/We understand that you are not bound to accept the lowest or any Tender you may receive.

I/We understand that no contract shall come into existence, and no legal or other obligations shall arise between us and you (or between us and any other agent of the Principal) in relation to the conduct, outcome or otherwise of the Tender process, prior to and apart from your acceptance of our Tender.

I/We understand that you may contact the referees nominated by us in this offer and make whatever enquiries you deem necessary regarding our financial health and ability to deliver the Contract Works.

The following information as required by this RFT is provided with this form:

A2 Schedule of Prices

A3 Track Record

A4 Details of Project Manager, Supervisors and Asbestos-removal Personnel

A5 Proposed Subcontractors

A6 Referees

A7 Disposal Methods for Non-asbestos Materials

A8 Machinery, Plant and Equipment for the Works

Proposed Delivery Programme and Methodology

Copy of Company Certificate of Incorporation

.....  
Name of Tenderer (Print)

.....  
Signature of person duly authorized to sign tenders on behalf of the Tenderer

.....  
Position (capacity of Signatory)

.....  
Service Address of Tenderer (Physical Address, not Postal Address)

.....  
Telephone No

.....  
Facsimile No

.....  
Mobile No

.....  
Email Address

.....  
Signature of Witness of Tenderer



**A2 Schedule of Prices**

Area (refer to B4 Scope of Works)	Amount exclusive of VAT (NZD)
Section 1 - Demolition, removal and disposal	\$
Section 2 - Asbestos removal and disposal (excluding cartage to disposal site)  - Cartage (transport and operators) of asbestos soil and cement sheets to burial site.	\$  \$
Amount (A2)	\$

**A3 Track Record**

Project	
Client	
Completion date	
Project duration	
Activities performed	
Contract value	\$

Project	
Client	
Completion date	
Project duration	
Activities performed	
Contract value	\$

Project	
Client	
Completion date	
Project duration	
Activities performed	
Contract value	\$

Project	
Client	
Completion date	
Project duration	
Activities performed	
Contract value	\$

Project	
Client	
Completion date	
Project duration	
Activities performed	
Contract value	\$

**A4 Details of Project Manager, Supervisors and Asbestos-removal Personnel**

Position	<b>Project Manager</b>
Name	
Number of years employed by or attached to Tenderer	
Previous work undertaken that best illustrates capability to handle their role in this project:	Role: Year: Tasks performed:
	Role: Year: Tasks performed:
	Role: Year: Tasks performed:
	Role: Year: Tasks performed:

Position	<b>Site Supervisor</b>
Name	
Number of years employed by or attached to Tenderer	
Previous work undertaken that best illustrates capability to handle their role in this project:	Role: Year: Tasks performed:
	Role: Year: Tasks performed:
	Role: Year: Tasks performed:
	Role: Year: Tasks performed:

Position	<b>Asbestos-removal Supervisor</b>
Name	
Asbestos removal training attended	
Previous work undertaken that best illustrates capability to handle their role as Asbestos-removal Supervisor for this project:	Project and location: Year: Client:
	Project and location: Year: Client:
	Project and location: Year: Client:
	Project and location: Year: Client:

List all Asbestos-removal Personnel		
Full Name	Mask fit-tested and certified (yes or no)	Previous asbestos removal experience
		Project and location: Year: Client:
		Project and location: Year: Client:
		Project and location: Year: Client:
		Project and location: Year: Client:
		Project and location: Year: Client:
		Project and location: Year: Client:
		Project and location: Year: Client:
		Project and location: Year: Client:
		Project and location: Year: Client:

**A5 Proposed Subcontractors**

Company/Trading Name	
Activities to be undertaken	
Subcontractors past experience most similar to the proposed activities	Year: Client: Activities:
	Year: Client: Activities:
	Year: Client: Activities:

Company/Trading Name	
Activities to be undertaken	
Subcontractors past experience most similar to the proposed activities	Year: Client: Activities:
	Year: Client: Activities:
	Year: Client: Activities:

(Copy table for additional subcontractors)

**A6 Referees**

The CIIC will consider relevant references from at least two (2) sources including satisfied Clients. Please provide address and contact details of companies/individuals to be contacted.

Client	
Address	
Contact person	
Contact ph	
Email address	
Summary of Client relationship / product and services	

Client	
Address	
Contact person	
Contact ph	
Email address	
Summary of Client relationship / product and services	

Client	
Address	
Contact person	
Contact ph	
Email address	
Summary of Client relationship / product and services	

**A7 Disposal Methods for Non-asbestos Materials**

Item	Materials	Recycle	Sale	Burial	Other (provide details)
1	Roof sheeting				
2	Timber				
3	Concrete walls and slabs				
4	Windows, including glass				
5	Doors				
6	Steel posts				
7	Plumbing fixtures				
8	Electrical fixtures				

**A8 Machinery, Plant and Equipment for the Works**

List all machinery, plant and equipment proposed for implementing the Works.

Owner	Description (i.e. digger)	Capacity (tons)	Quantity



## **APPENDIX B SPECIFICATIONS OF WORKS**

### **B1 Overview of Requirements**

Through this RFT, the Cook Islands Investment Corporation (the 'Principal') intends to prepare the existing Avatea/Nikao school site for the construction of the new Apii Nikao which includes the removal and disposal of existing buildings, asbestos tainted soil, and asbestos cement sheets.

To enable the Works to be completed, Tenders must include provisions for the Tenderer, in the Tender Price to:

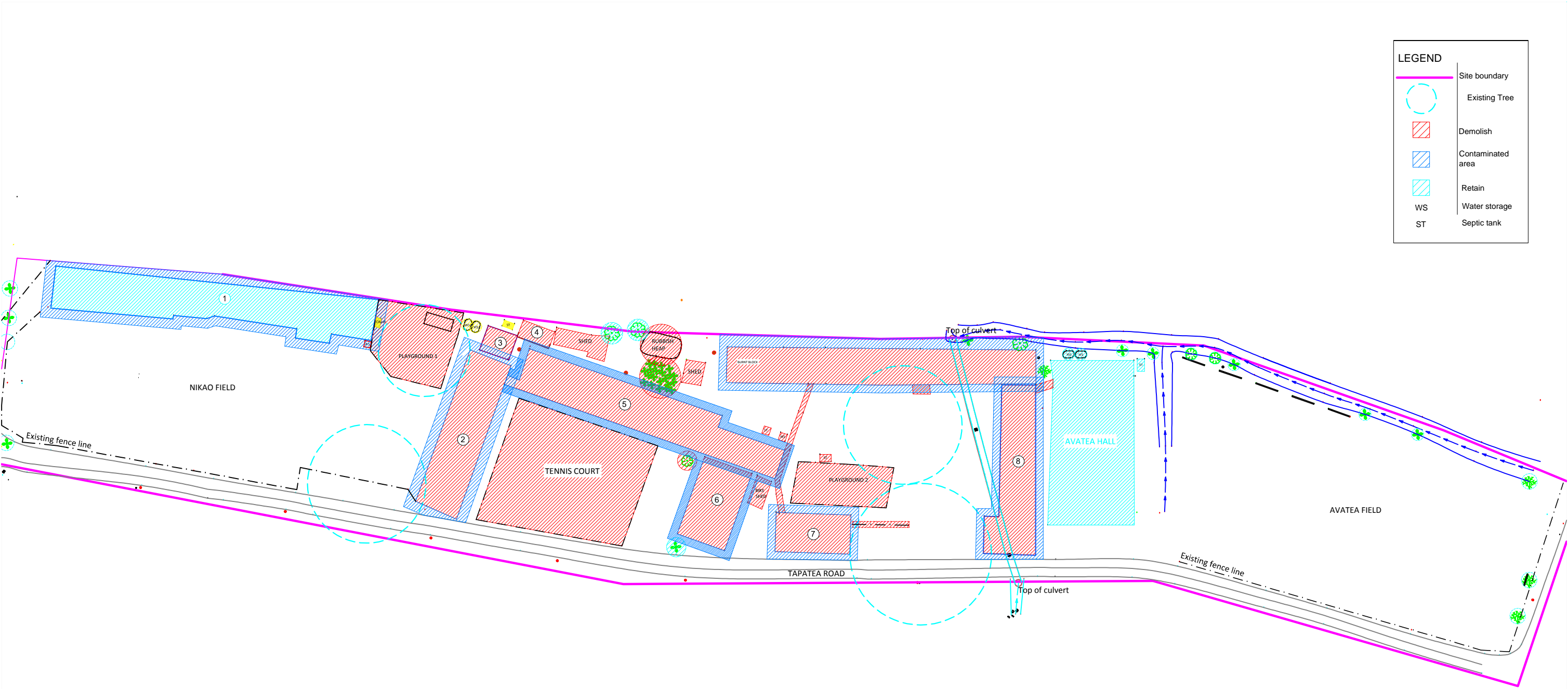
- a. Provide all technical and administrative resources and expertise required to successfully complete the Works.
- b. Assess and, if successful, acquire all necessary materials and personal protection equipment (PPE).
- c. Arrange and pay for delivery of all materials to the site.
- d. Supply all water, fuels and lubricants (if required).
- e. Provide all tools, equipment, plant, machinery and labour, including plant hire and operators.
- f. Arrange and pay all costs, whether direct or indirect, in respect of travel, accommodation, meals, daily allowances wages and/or salaries for the Tenderer and Tenderer's employees, agents and/or sub-contractors.
- g. Attend daily site meetings with the Principals representative to review progress and, if necessary, revise work methodologies and procedures to ensure all possible hazards are eliminated.
- h. Achieve practical completion on or before 19 January 2015.

## **B2 Site and Location Plan**

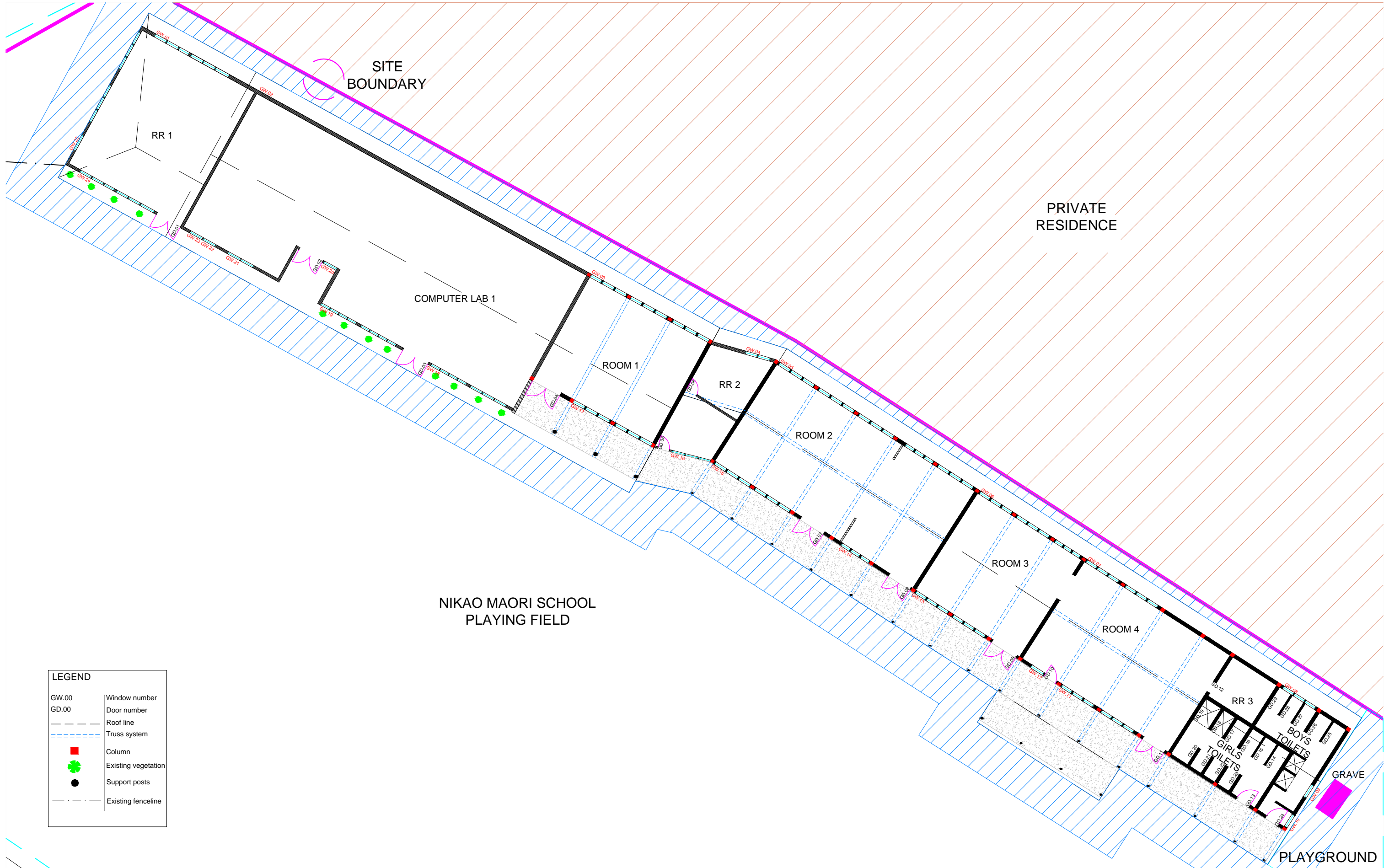
## DEMOLITION AND ASBESTOS REMOVAL

### NIKAO MAORI AND AVATEA PRIMARY SCHOOL:

BLOCK	CONTAMINATED AREA TO BE REMOVED (m <sup>2</sup> )
1	514.244
2	293.30
3	163.697
4	
5	
6	459.06
7	135.153
8	244.931
Burnt block	455.084
<b>TOTAL</b>	<b>2265.469</b>

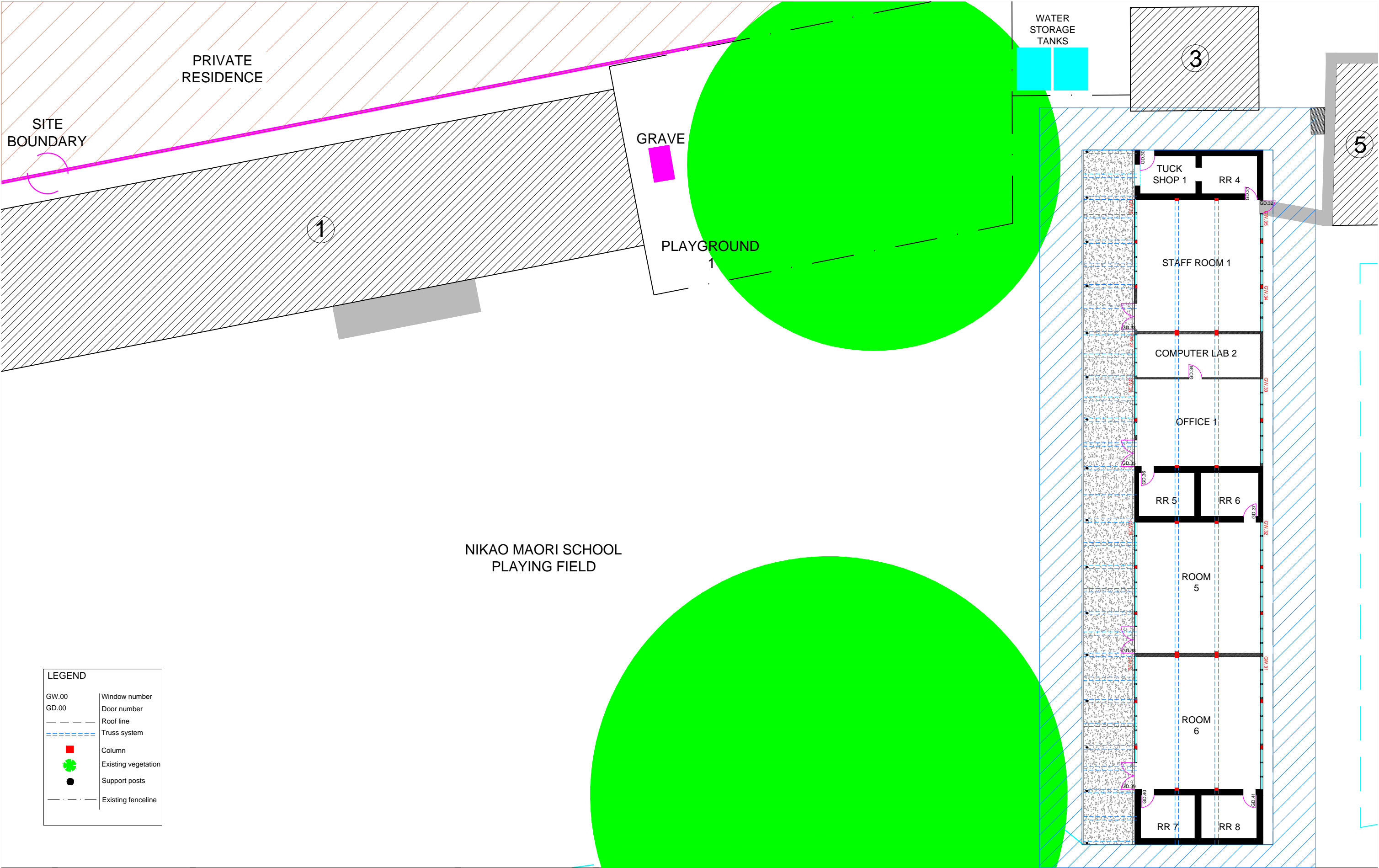


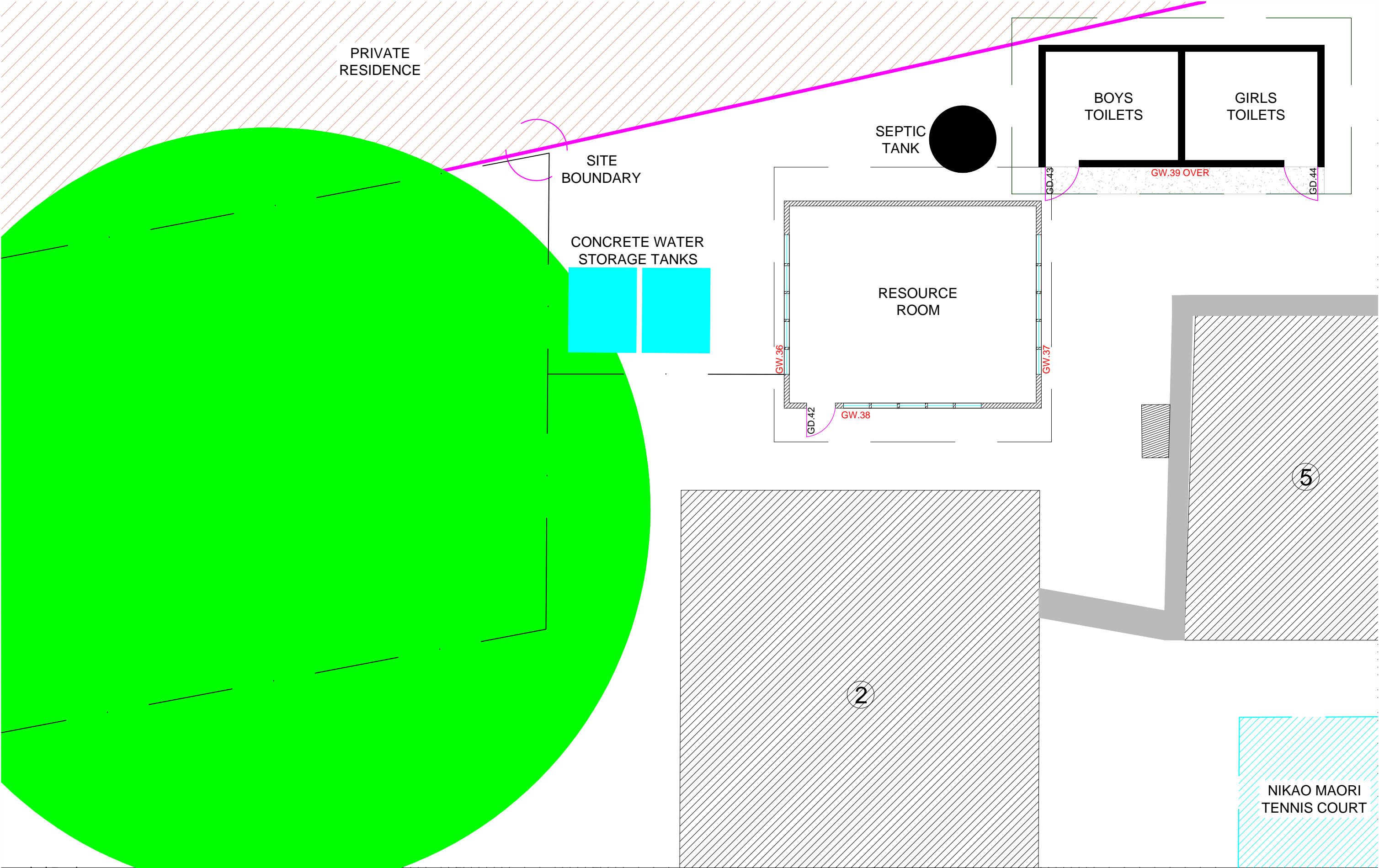
LEGEND	
	Site boundary
	Existing Tree
	Demolish
	Contaminated area
	Retain
WS	Water storage
ST	Septic tank



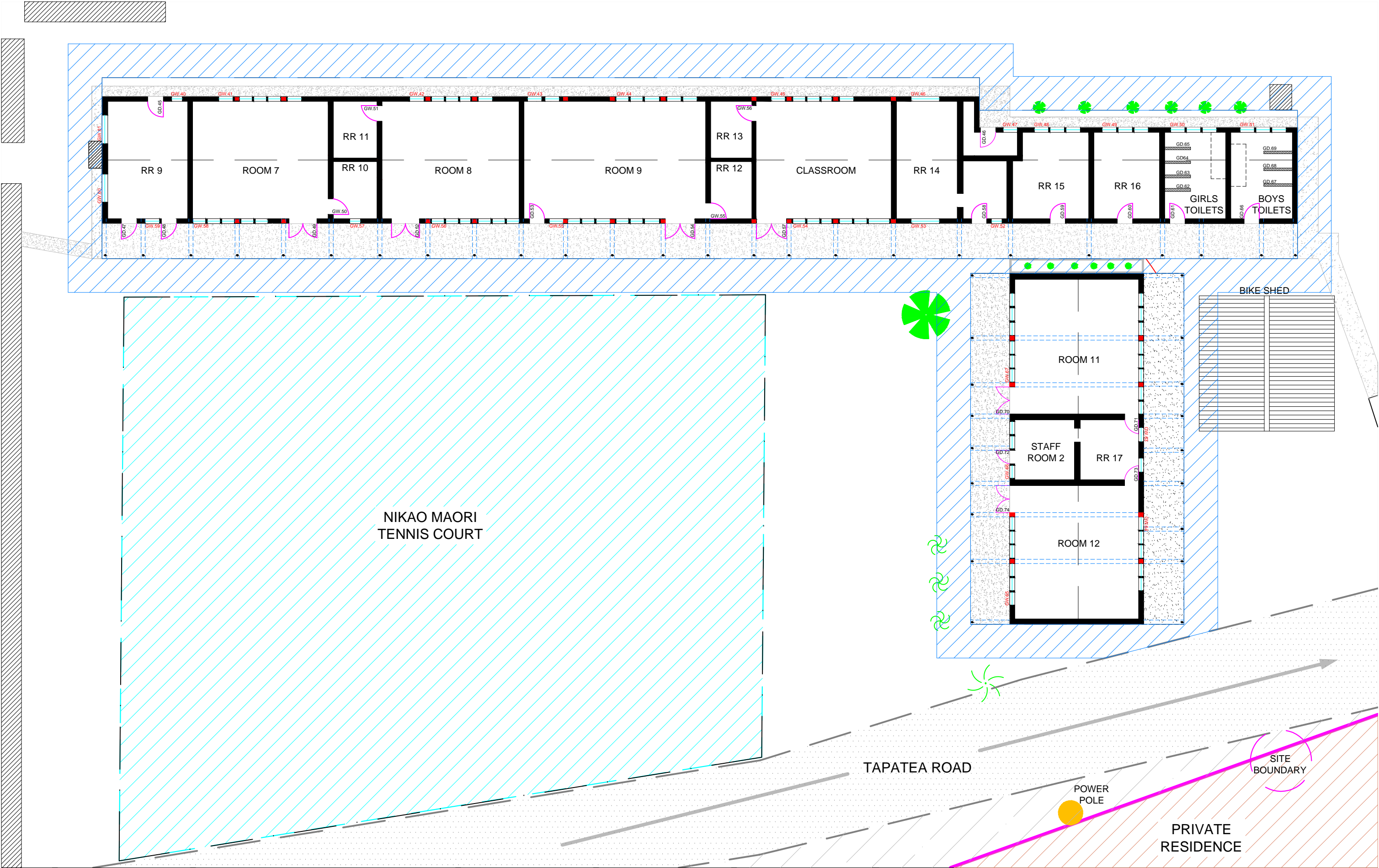
**LEGEND**

GW.00	Window number
GD.00	Door number
---	Roof line
----	Truss system
■	Column
●	Existing vegetation
●	Support posts
- - -	Existing fenceline

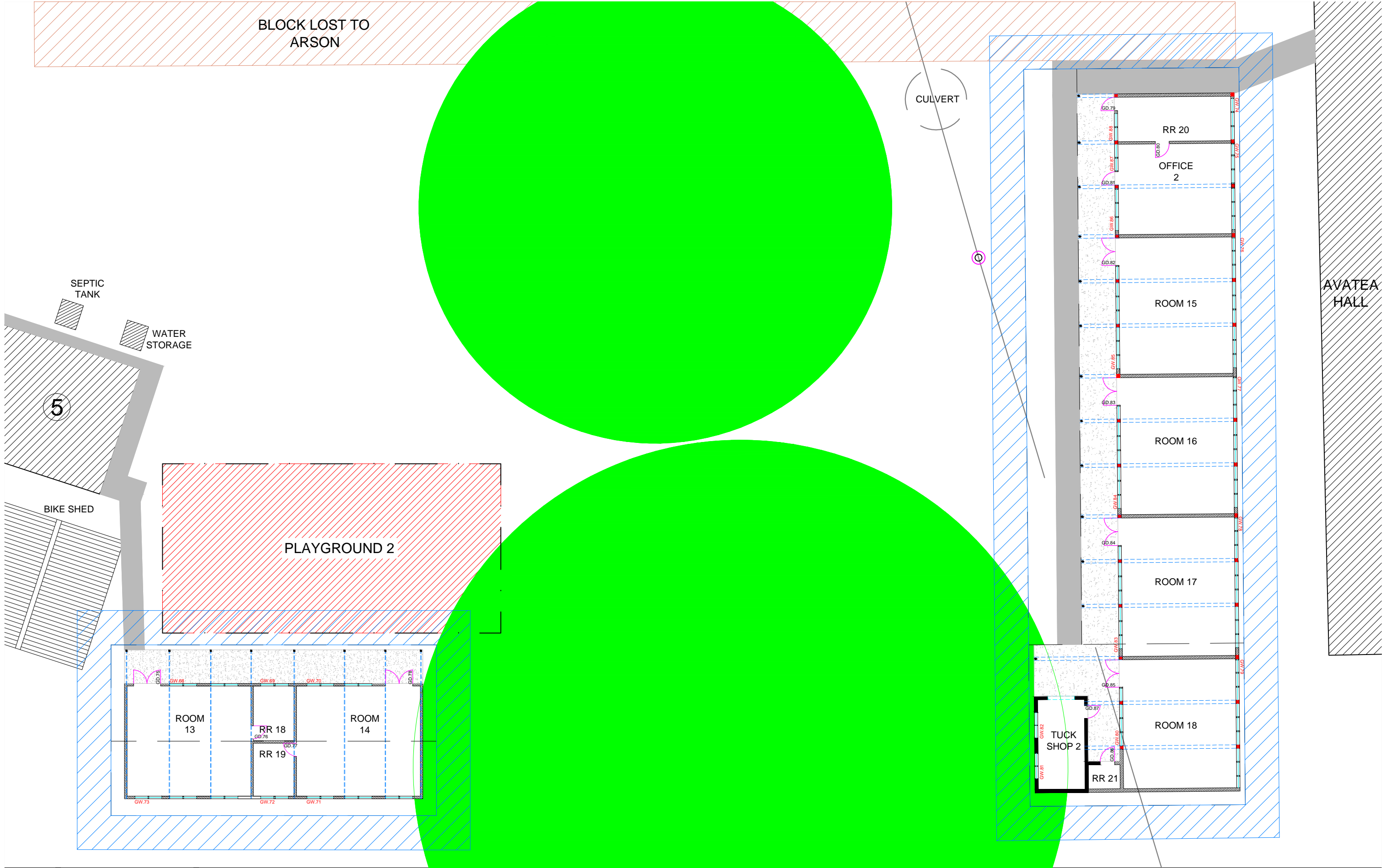
















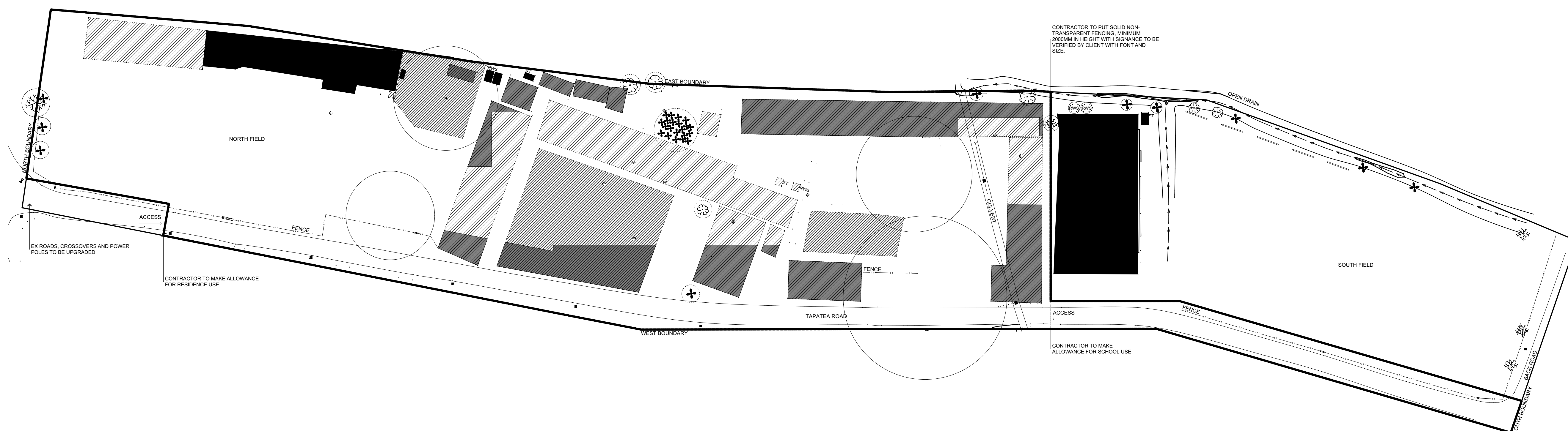


RWS	RAINWATER STORAGE
ST	SEPTIC TANK

	RETAIN EXISTING TREE
	CONTRACTORS SITE BOUNDARY
	BUILDINGS TO BE DEMOLISHED
	BUILDINGS TO BE RETAINED
	BACKFILL
	POWER POLE

NOTE:

1. ALL EXISTING DIMENSIONS TO BE VERIFIED BY BUILDER
2. PROJECT GRID TO BE VERIFIED BY BUILDER



## EXISTING SITE CONDITIONS

PRELIMINARY

C I C

Cook Islands Investment Corporation

VAT No:  
P.O. Box 51, Rarotonga, Cook Islands  
T: +682 29391  
W: [www.cic.gov.ck](http://www.cic.gov.ck)

[illegible]

Project **APII NIKAO**  
Nikao  
Rarotonga

Proprietor Cook Islands Investment Corporation

Description	EXISTING CONDITIONS - SITE PLAN
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Status	FOR INFORMATION ONLY
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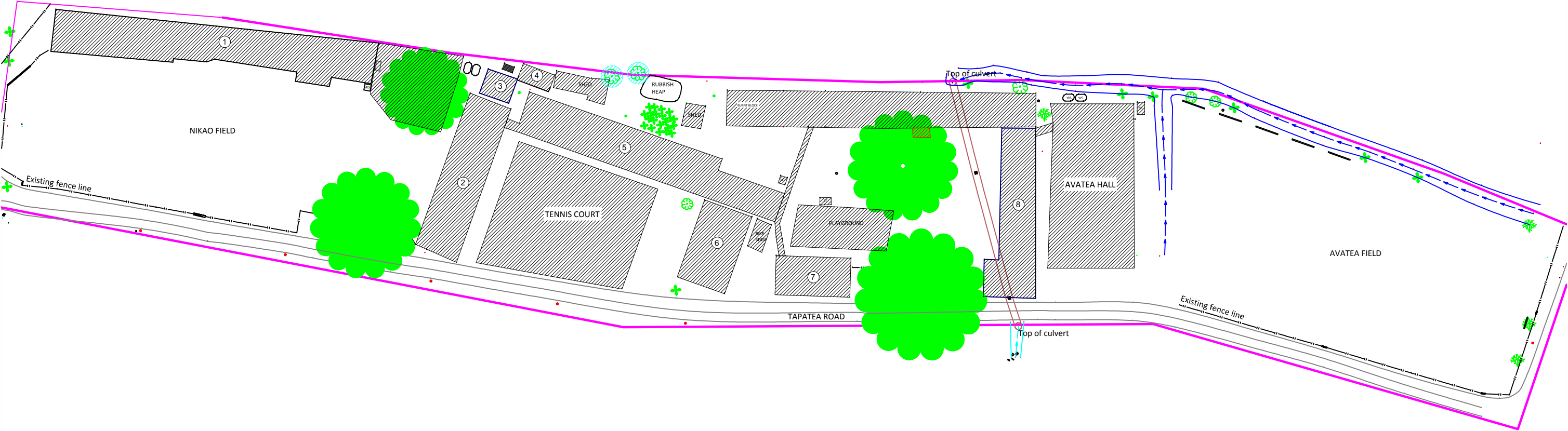
Date 10/11/2014 Scale 1:100, 1:600 @ A1

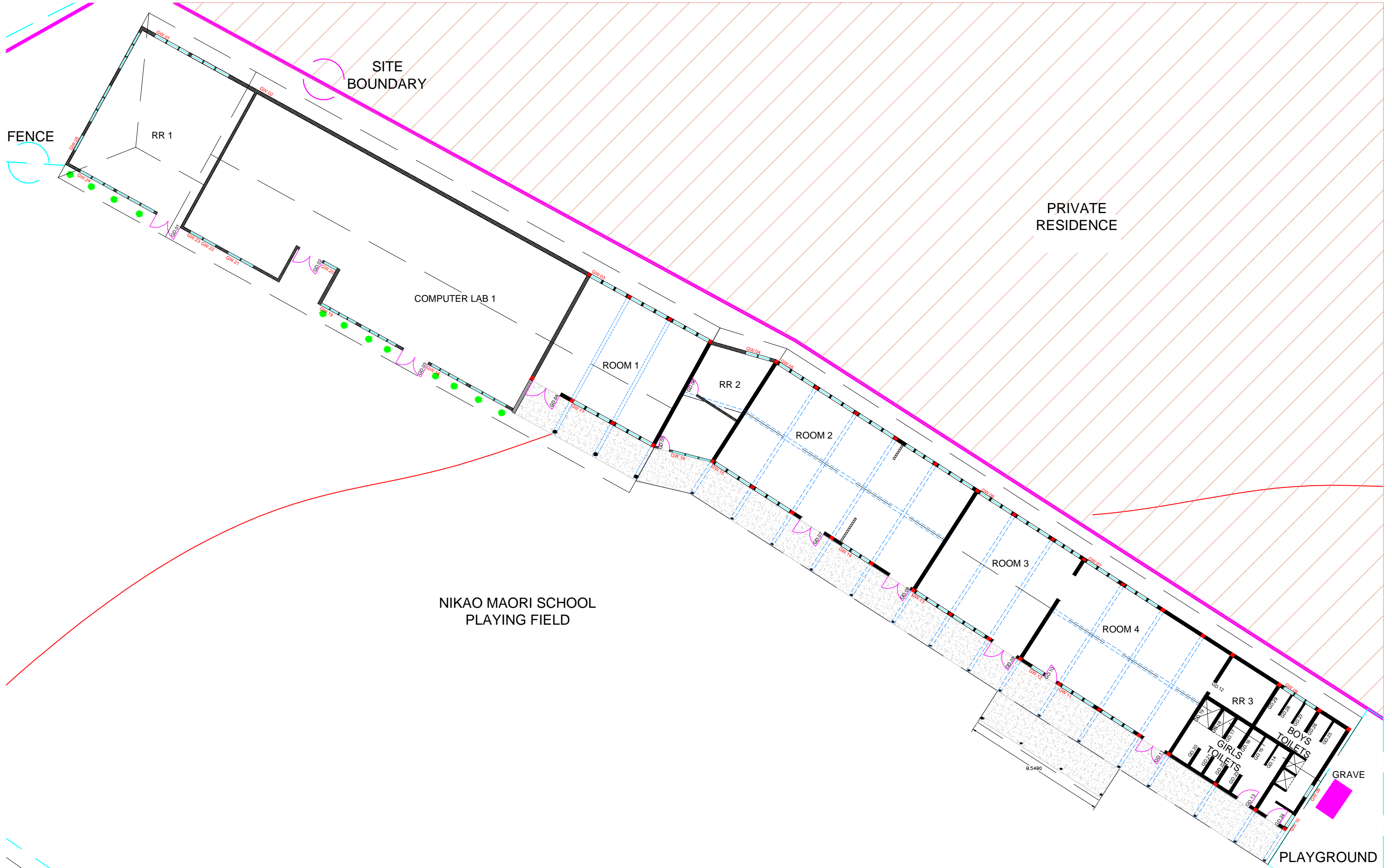
Project No. #PIn Drawing No. W1.01 Rev.

**File** [Isomark-ICXC-ICDSTeamWork - Aji Nikao](#)

**B3 Existing Materials Schedule**

LEGEND	
	Site boundary
WS	Water storage
ST	Septic tank





PROJECT TITLE:  
EXISTING

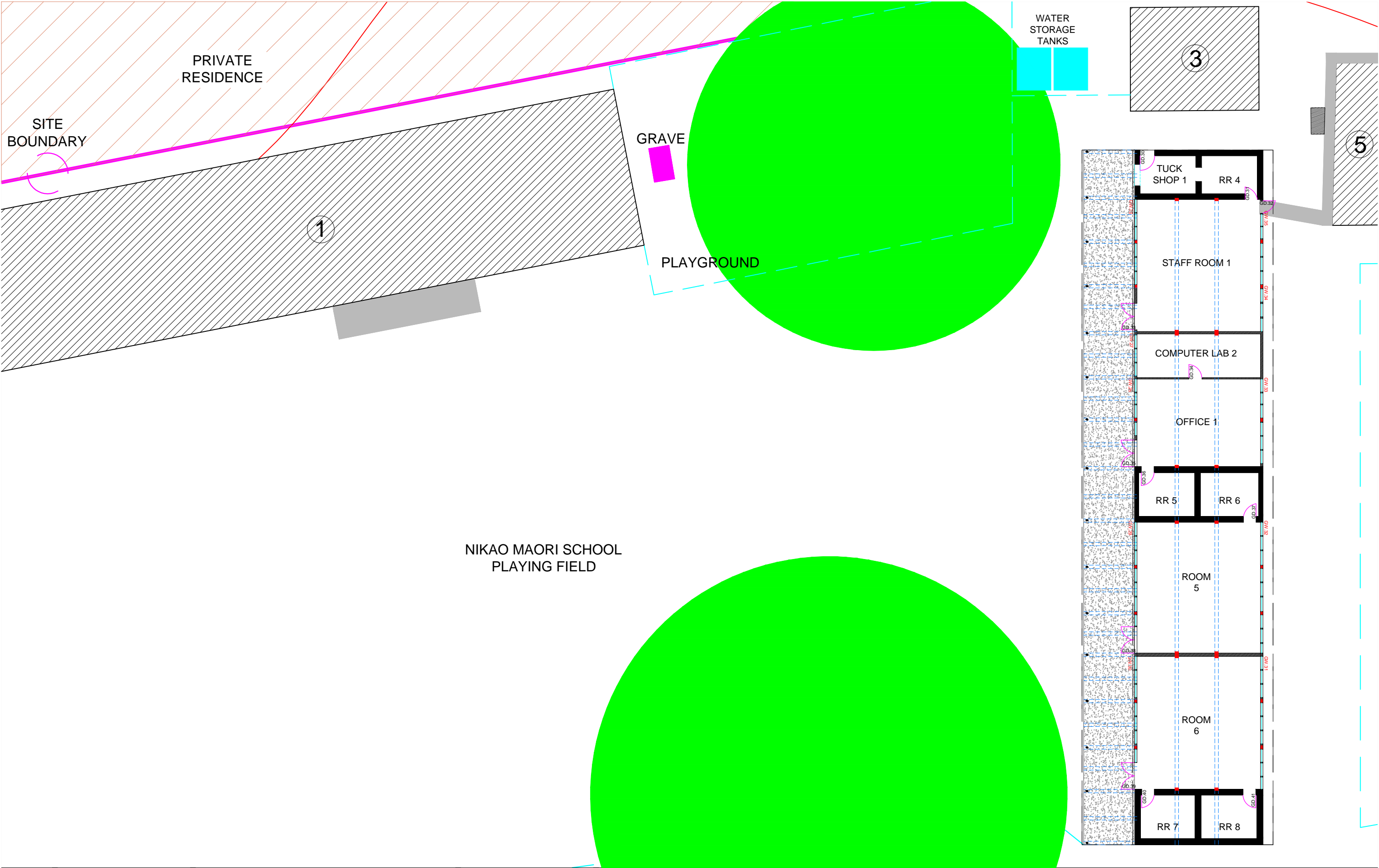
TITLE: NIKAO  
MAORI

TITLE: BLOCK 1

SCALE: 1:200 @ A3

DATE: 08.09.14





PROJECT TITLE:  
EXISTING

TITLE: NIKAO  
MAORI

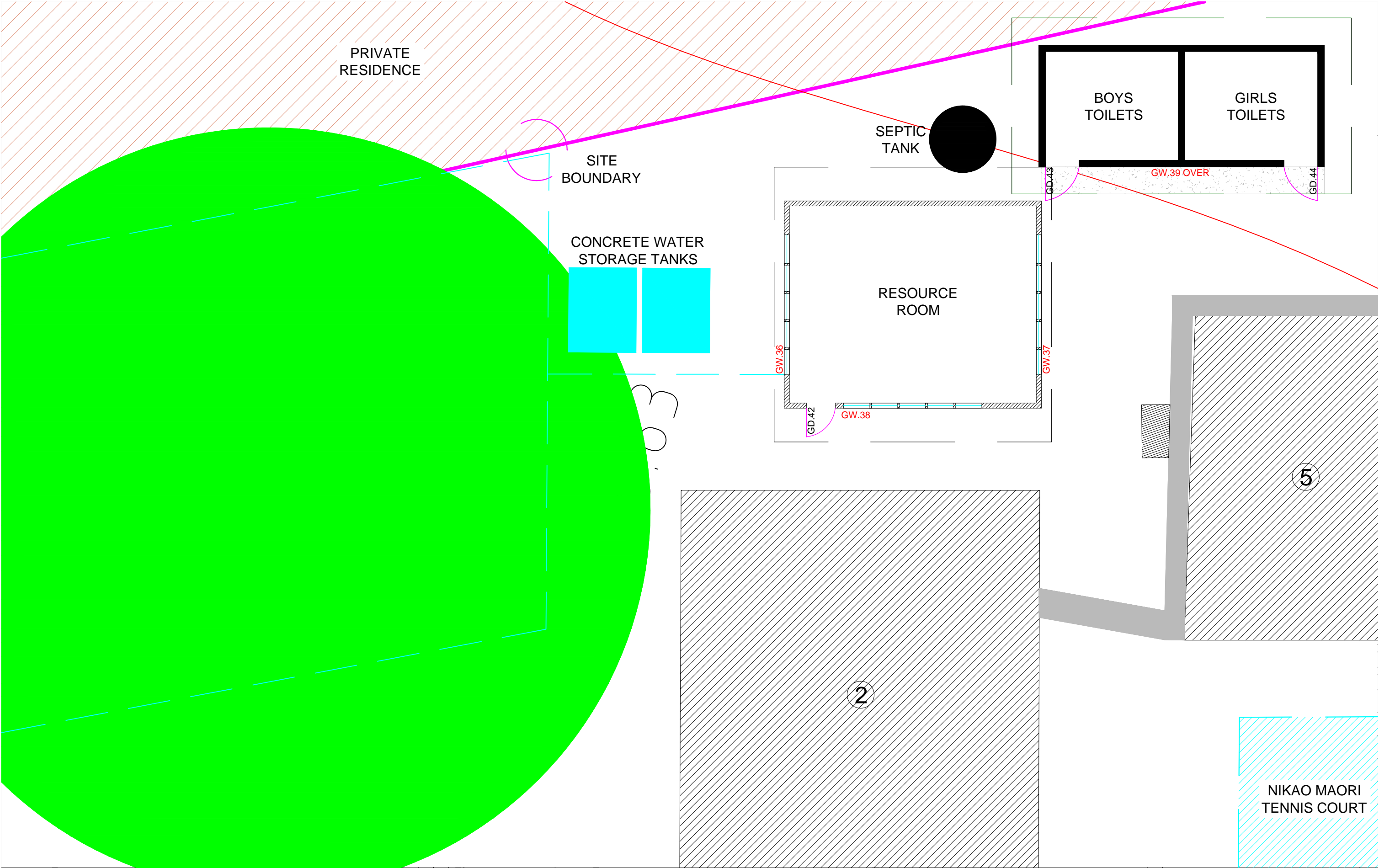
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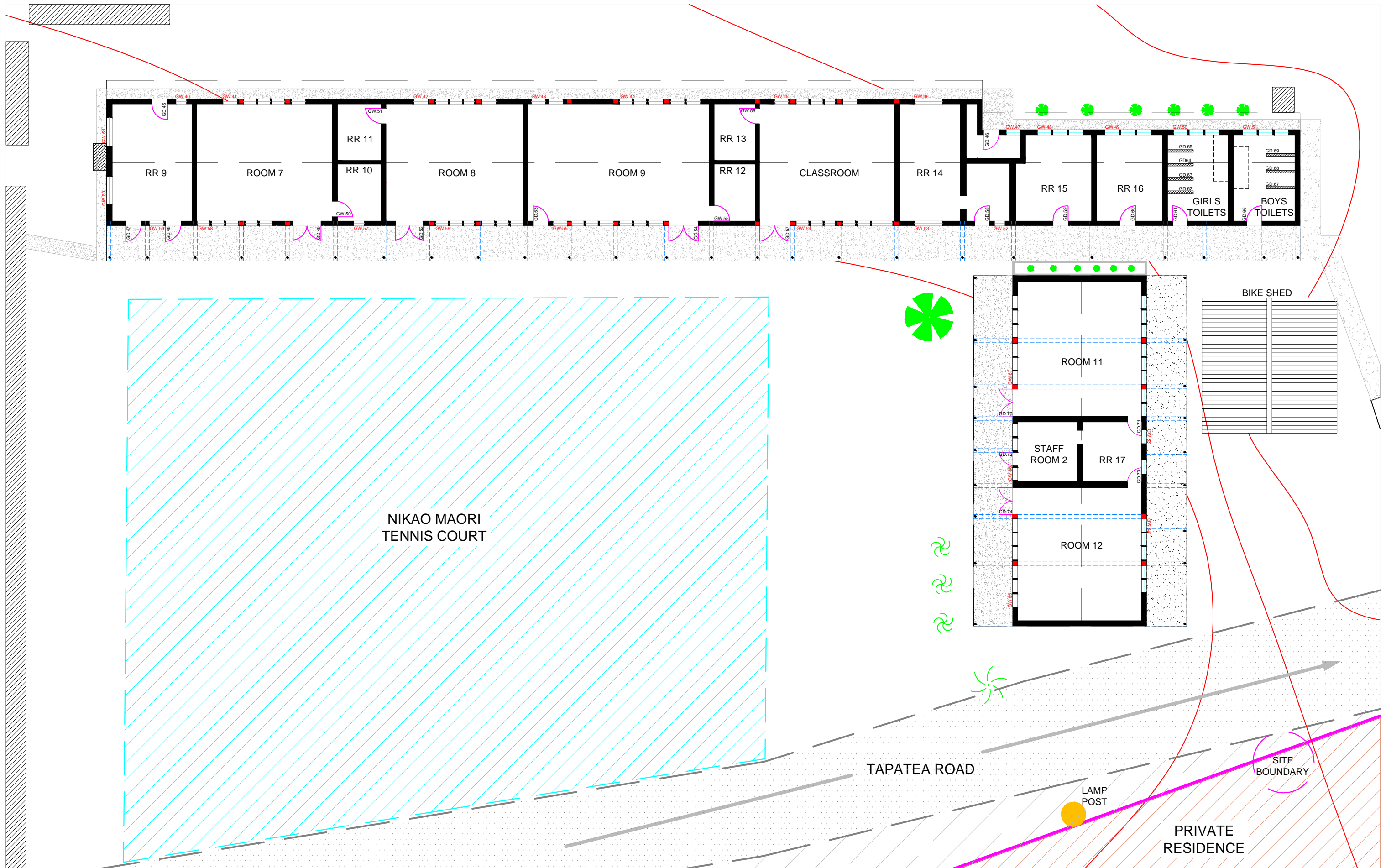
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DATE: 08.09.14



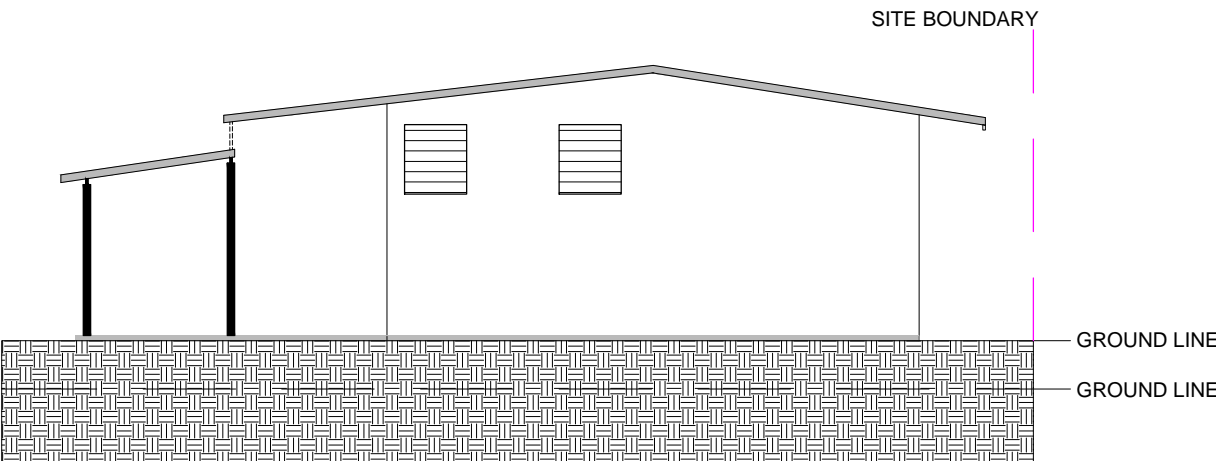






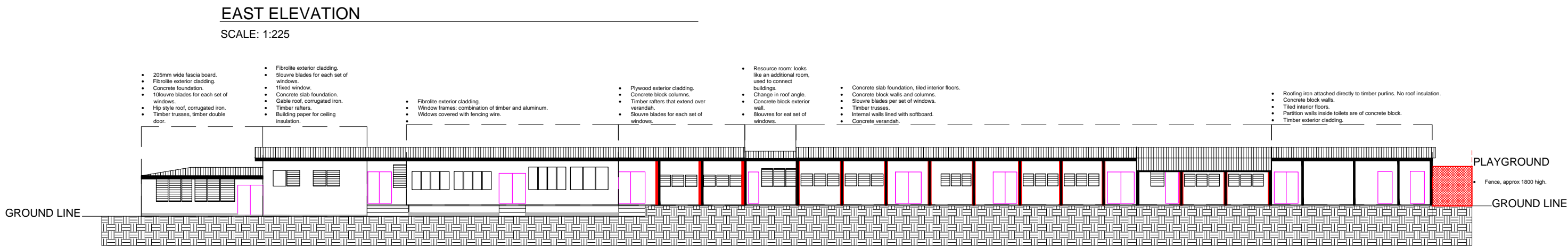






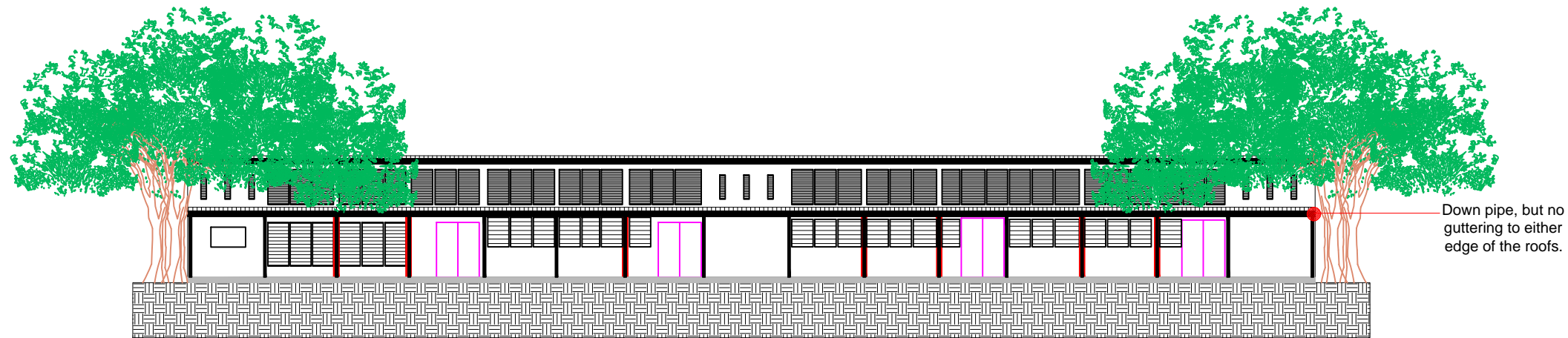
## SOUTH ELEVATION

SCALE: 1:100

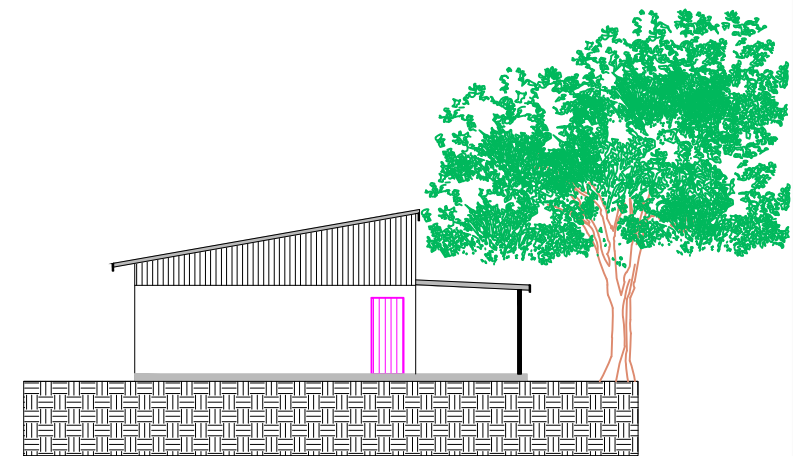


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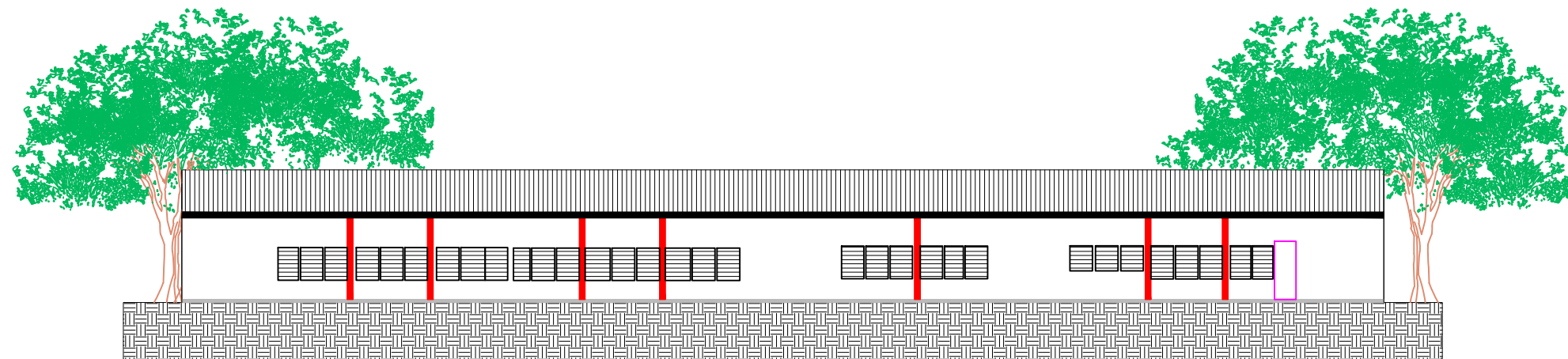
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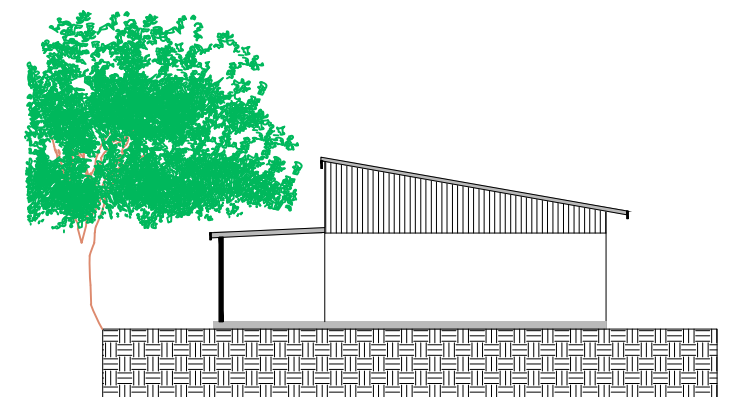
NORTH ELEVATION



EAST ELEVATION



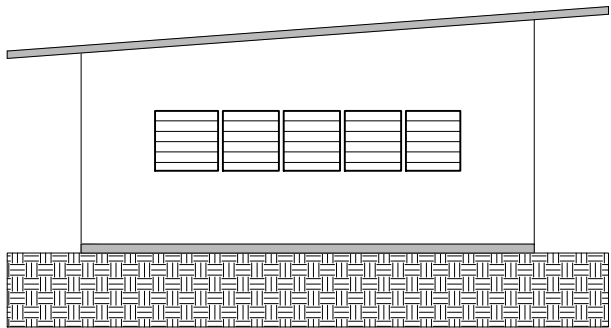
SOUTH ELEVATION



WEST ELEVATION

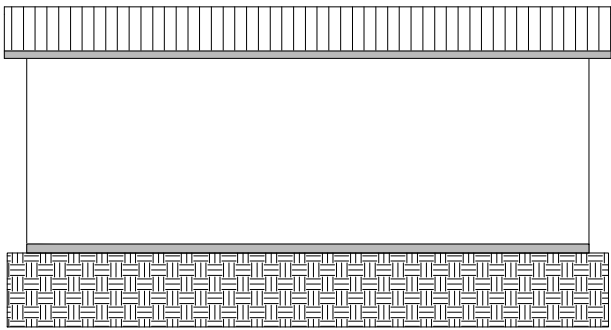
MATERIAL NOTES:

- Shed roof with lean too over verandah.
- Corrugated iron roof.
- Resource rooms - walls of limestone and concrete plaster. Walls vary between 300-350mm in thickness.
- Remaining rooms consist of timber cladding with 200 x 150 mm timber columns.
- Two timber trusses run along the length of the entire building.
- Concrete verandah and concrete floors. Staff room and Office laid with vinyl.
- Interior wall lining = soft board.
- Rafters over verandah start at the wall and extend to verandah beam.

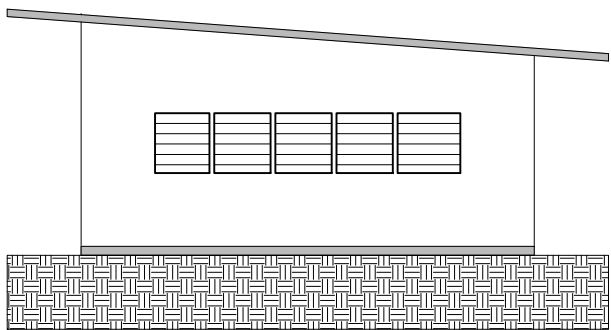


- MATERIAL NOTES:
- Timber / fibrolite exterior cladding.
  - Concrete floor and foundation.
  - Corrugated iron roof with no guttering or down pipe systems.
  - Shed style roof.

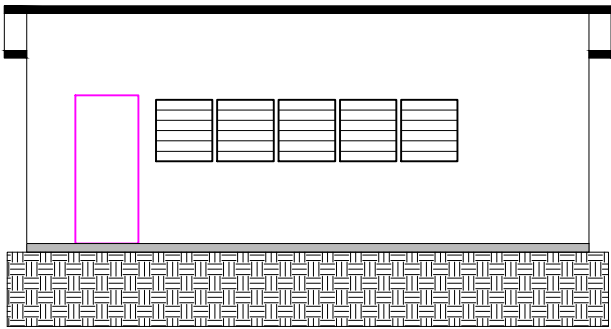
NORTH ELEVATION



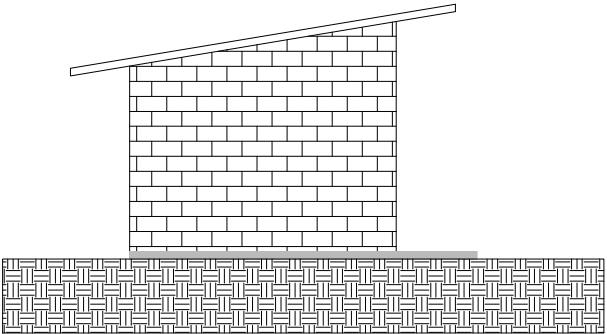
EAST ELEVATION



SOUTH ELEVATION

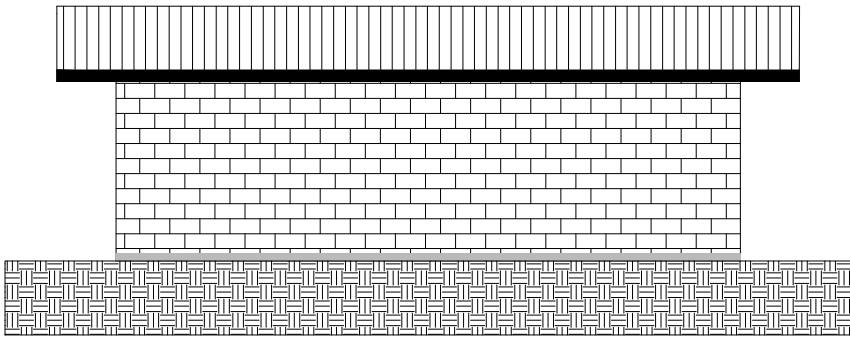


WEST ELEVATION

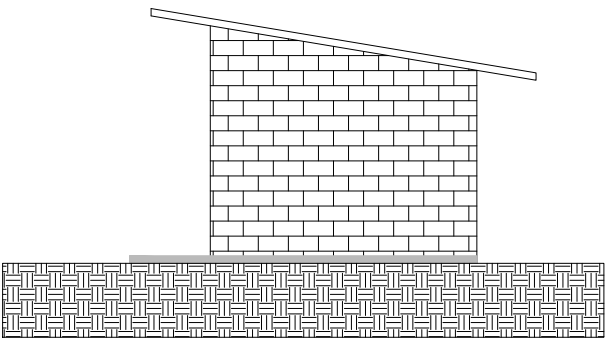


- MATERIAL NOTES:
- 190 x 190mm thick concrete block wall.
  - Shed style roof with guttering or down pipe systems.
  - Corrugated iron roof.
  - 10 sets of windows with four louvers.
  - Interior plan unknown.

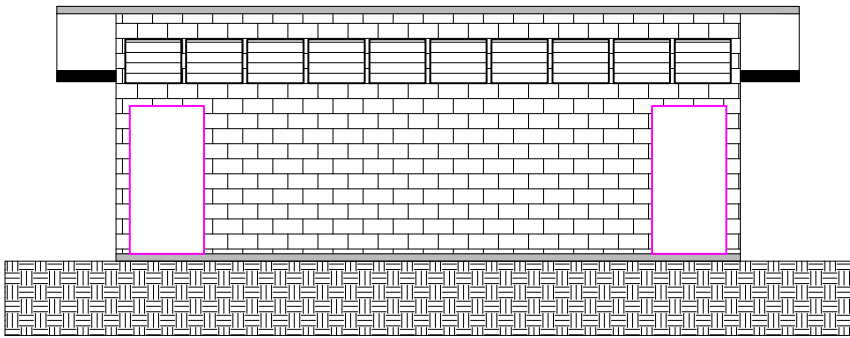
NORTH ELEVATION



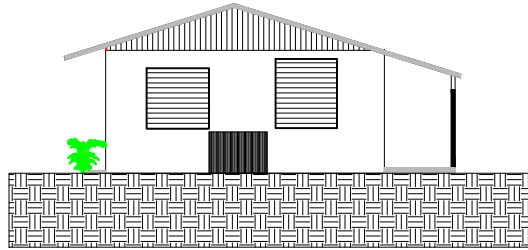
EAST ELEVATION



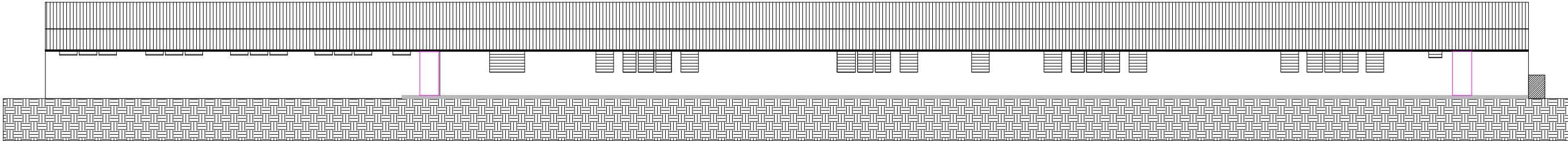
SOUTH ELEVATION



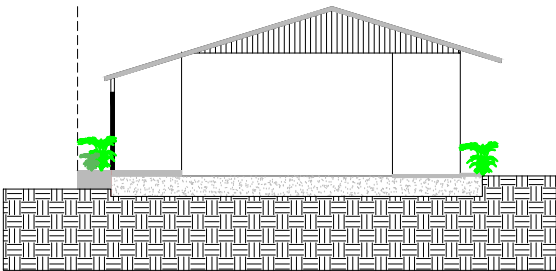
WEST ELEVATION



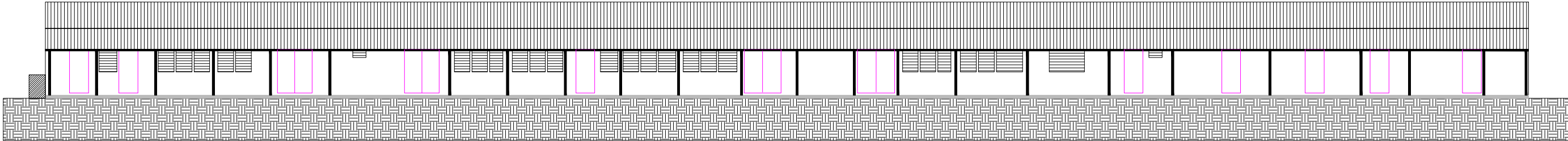
NORTH ELEVATION



EAST ELEVATION



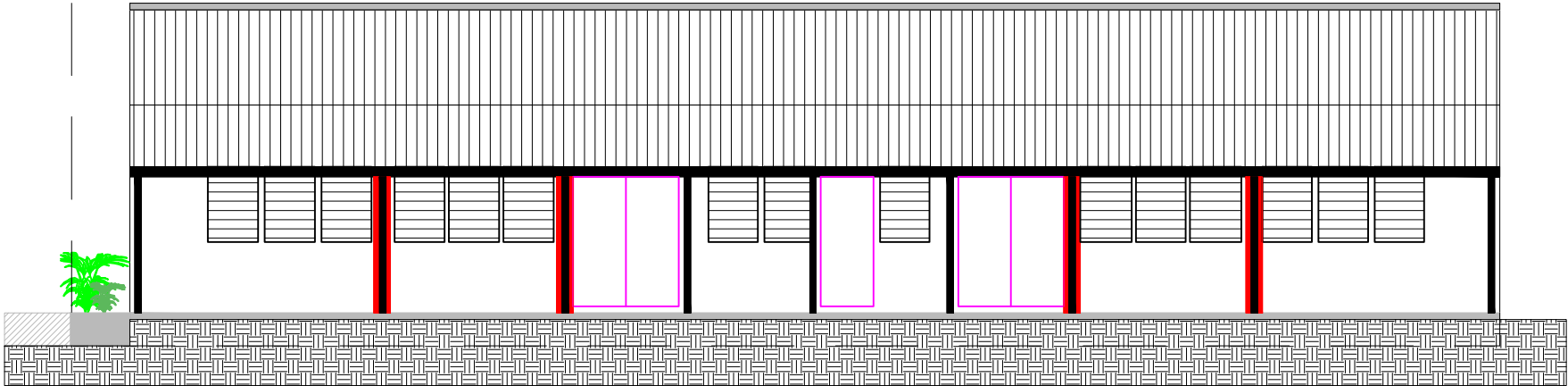
SOUTH ELEVATION



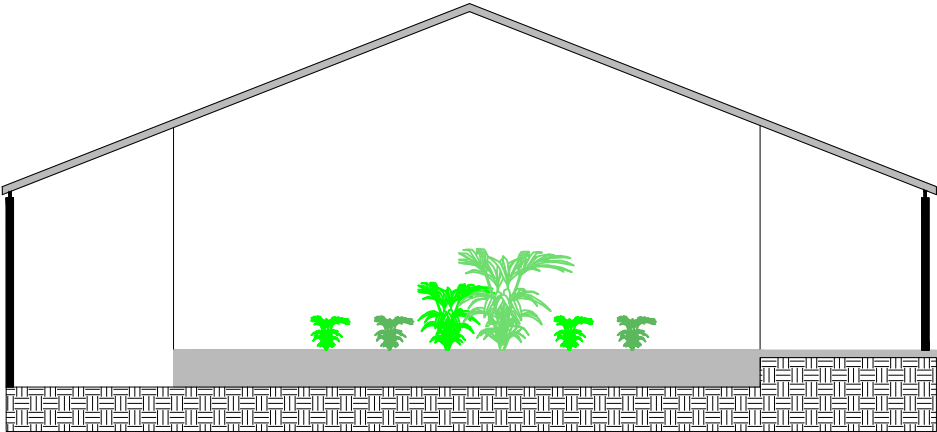
WEST ELEVATION

MATERIAL NOTES:

- Limestone walls.
- Ceiling lined with hardboard.
- Corrugated iron roof.
- Doors - aluminum frame.
- Verandah roof lined with building paper.
- Timber rafters.
- Concrete foundations.
- All classrooms are tiled, including walls in girls and boys toilets.
- No guttering or down pipe systems.
- Gable roof.



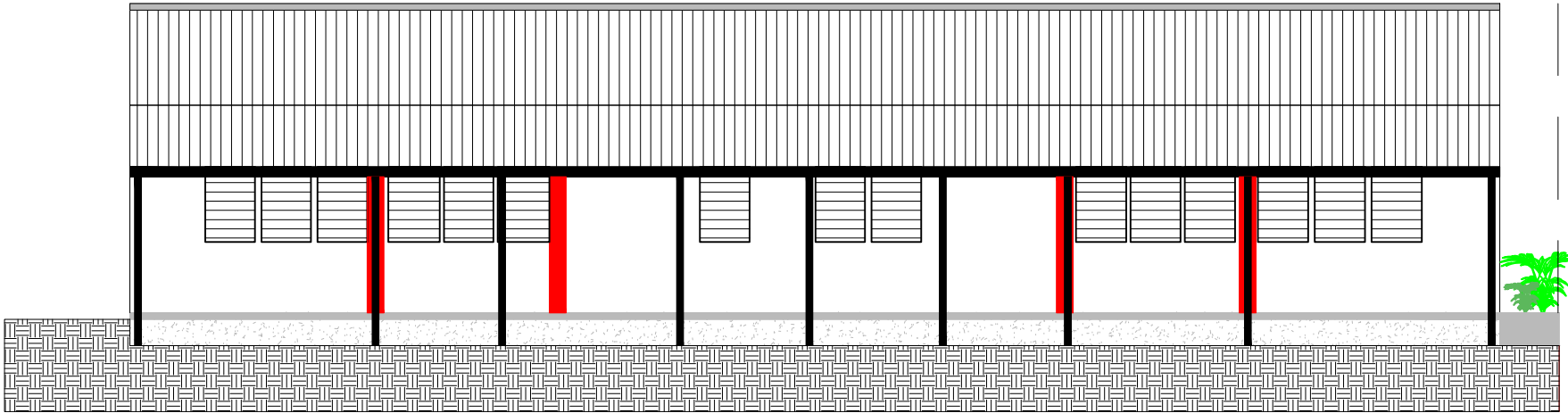
NORTH ELEVATION



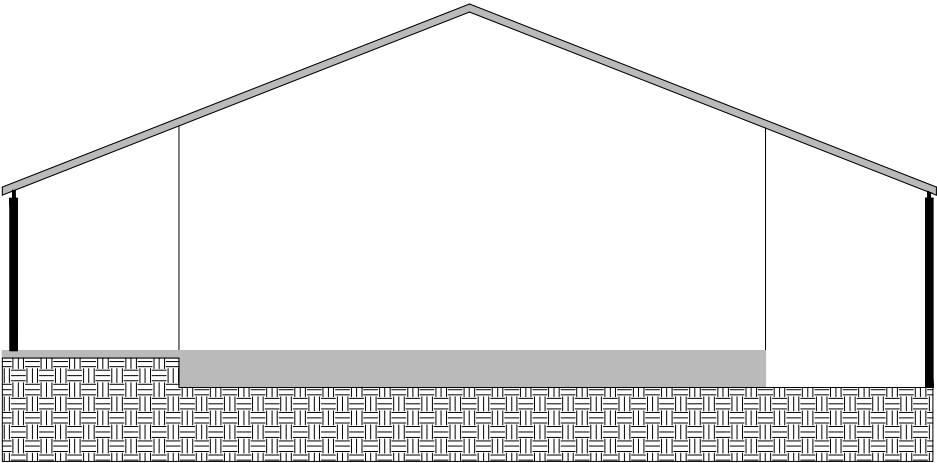
EAST ELEVATION

MATERIAL NOTES:

- Limestone walls.
- Concrete floors.
- Ceiling lined with soft board.
- Corrugated iron roof.
- Gable style roof with no guttering or down pipe systems.

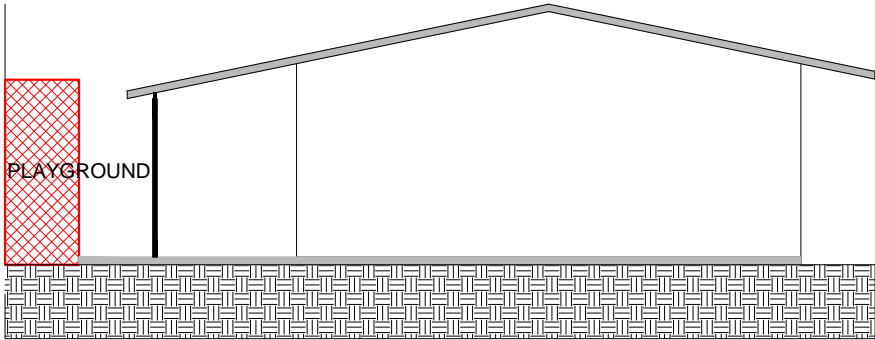


SOUTH ELEVATION

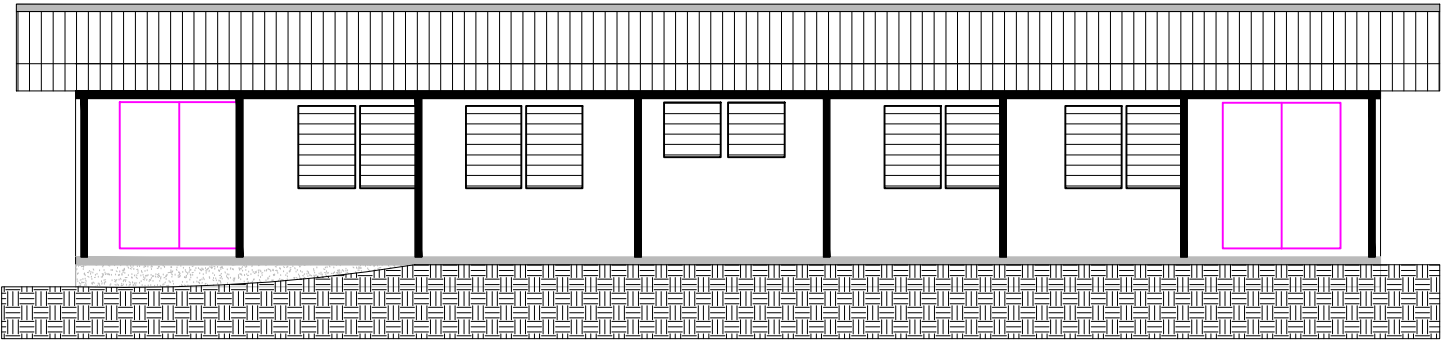


WEST ELEVATION





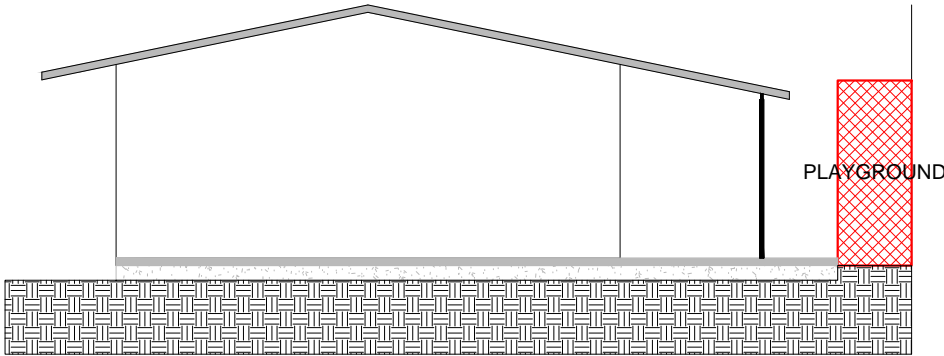
NORTH ELEVATION



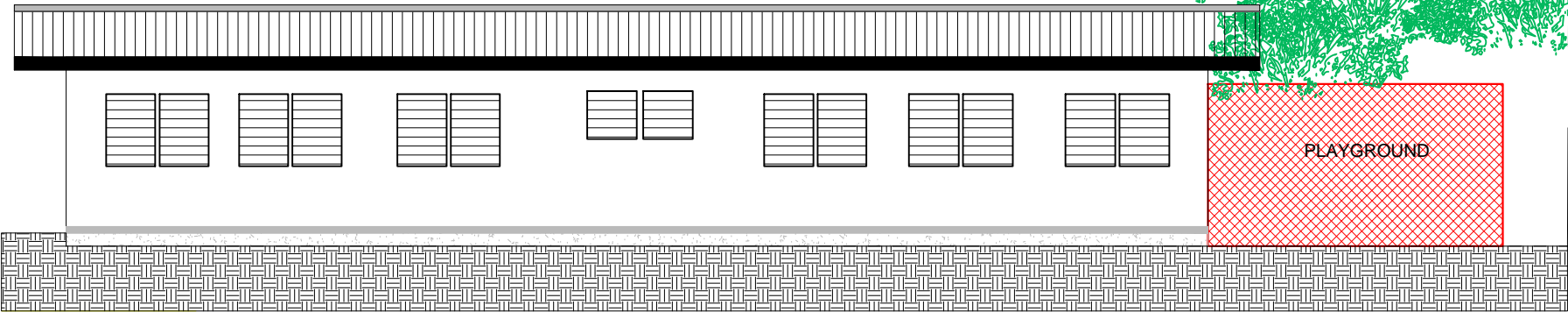
EAST ELEVATION

MATERIAL NOTES:

- Timber / fibrolite exterior cladding.
- Corrugated iron roof.
- Gable style roof with no guttering or down pipe system.
- Concrete verandah and foundations.
- Tiled interior floors.
- 90 x 90mm timber posts.
- Louvre windows.
- Playground fence approximately 1800mm high.
- Ceiling lined with hard board.

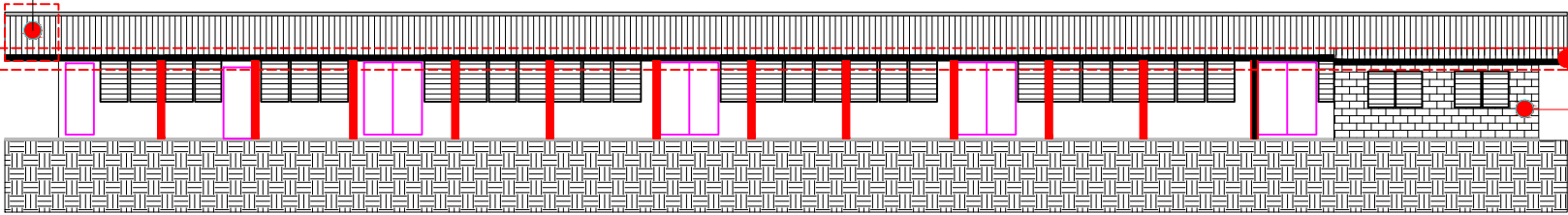


SOUTH ELEVATION



WEST ELEVATION

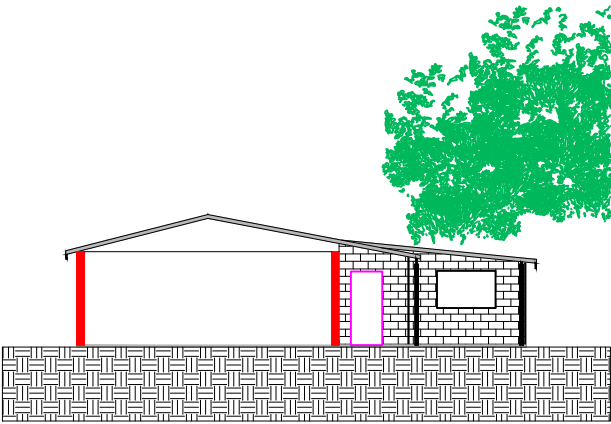
Roofing iron attached  
directly to timber perlin.



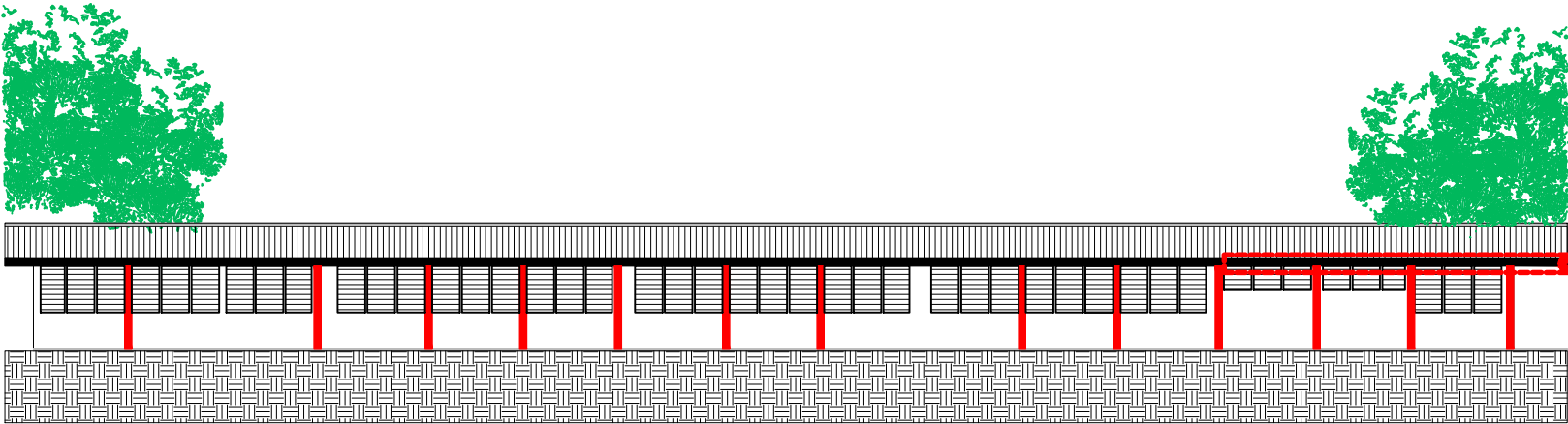
NORTH ELEVATION

Guttering to fascia boards, but no down pipe.

- TUCK SHOP:
- 200 X 200mm thick concrete block wall.
  - Louver windows.

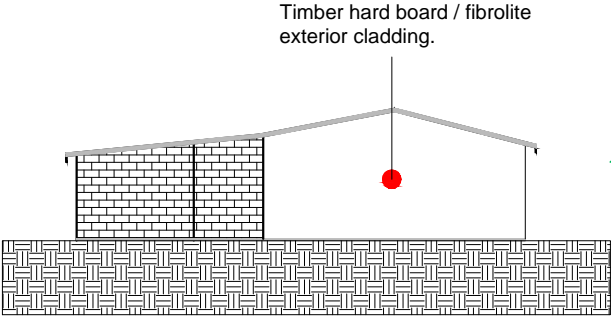


EAST ELEVATION



SOUTH ELEVATION

Guttering to fascia boards, but no down pipe.



WEST ELEVATION

Timber hard board / fibrolite  
exterior cladding.

MATERIAL NOTES:

- Gable style roof.
- Corrugated iron roof.
- Concrete floors and foundation.
- Timber / fibrolite exterior cladding with 200 x 200mm concrete block columns.
- Vinyl over office floor.
- Classrooms and tuck shop have tiled floor.
- Timber trusses and rafters.
- All floors (except that in Office and Tuck Shop) is raised 100mm from verandah.
- Windows at eastern resource room covered with reinforcing bars from the interior.



## EXISTING FLOOR AREAS

### NIKAO MAORI AND AVATEA PRIMARY SCHOOL:

#### Notes:

- Total floor areas include covered walkways.

BLOCK	TOTAL FLOOR AREA (m <sup>2</sup> )
1	659.147
2	435.437
3	46.550
4	30.392
5	689.596
6	261.854
7	154.575
8	408.132
Playground 1 (Nikao Maori)	395.543
Playground 2 (Avatea Primary)	266.623
Tennis court	1164.832
Avatea hall	929.342
Burnt block	744.165
<b>TOTAL</b>	<b>6186.832</b>

## ROOF AND PURLIN SCHEDULE

### Notes:

- Standard dimension for aluminium roofing iron used: 8500mm x 760mm (L x W).
- E – East.
- L – Length of roof line.
- N – North.
- W – West.
- S – South.
- \* - Estimated values.

ROOF								PURLINS		
LOCATION		STYLE	SIZE		MATERIAL	QUANTITY	TOTAL			
Block	Room		Length (m)	Width (m)			(Sheets)	Dimension (mm)	Total	Center (m)
1 <i>L: 83.0592m</i>	Resource Room 1	Hip	E: 7.37 W: 3.84	0.76	Aluminium	E: 10 W: 10	219	100 x 50 100 x 50	9 4	0.8 0.8
	Computer Lab 1	Gable	E: 5.58 W: 5.58	0.76	Aluminium	E: 30 W: 30		100 x 50 100 x 50	6 6	0.8 0.8
	Room 1	Gable				E: 11 W: 11		100 x 50 100 x 50		
	Resource Room 2	Gable				E: 4 W: 4		100 x 50 100 x 50		
	Room 2 – Toilet Block	Gable	E: 4.55 W: 5.84	0.76	Aluminium	E: 54.5 W: 54.5		100 x 50 100 x 50	5 7	0.8 0.8
1 <i>L: 8.5480m</i>	Extended Verandah	Lean-to	2.37	0.76	Aluminium	11	11	70 x 30	4	0.5
2 <i>L: 41.0639m</i>	-	Lean-to	S: 8.43 N: 3.00	0.76	Aluminium	S: 54 N: 54	108	70 x 30 70 x 30	10 3	0.8 0.8
3 <i>L: 8.1990m</i>	-	Lean-to	8.15	0.76	Aluminium	11	11	70 x 30*	10	0.8
4 <i>L: 10.0372m</i>	-	Lean-to	5.27	0.76	Aluminium	13	13	70 x 30*	6	0.8

ROOF AND PURLIN SCHEDULE

5 <i>L: 70.5763m</i>	-	Gable	E: 4.78 W: 6.41	0.76	Aluminium	E: 93 W: 93	186	100 x 50* 100 x 50*	7 10	0.6 0.6
6 <i>L: 20.7442m</i>	-	Gable	S: 6.78 N: 6.78	0.76	Aluminium	S: 27 W: 27	54	70 x 30* 70 x 30*	15 15	0.4 0.4
7 <i>L: 19.2361m</i>	-	Gable	E: 5.81 W: 4.50	0.76	Aluminium	E: 25 W: 25	50	70 x 30 70 x 30	6 4	0.9 1.0
8 <i>L: 43.5812m</i>	Resource Room 18 – Room 18.	Gable	S: 3.96 N: 5.84	0.76	Aluminium	S: 57 N: 57	114	100 x 50 100 x 50	7 9	0.6 0.6
8 <i>L: 6.5070m</i>	Tuck Shop	Lean-to	5.36	0.76	Aluminium	9	9	100 x 50	5	0.6
TOTAL NUMBER OF SHEETS							755		148	

AMOUNT OF TIMBER USED FOR PURLINS	
Block	Total
1	173
2	89
3	14
4	6
5	247
6	104
7	32
8	121
TOTAL	786

Note: Standard length of timber used = 6m.

## TRUSS SYSTEM SCHEDULE

### Notes:

- Truss systems, rafters, and fascia boards throughout the existing schools are of timber.
- All truss systems (except that of Block 2) extended across the width of the building. Truss system at Block 2 extends through length of building.
- Fascia boards extend along L (length of roof line).
- Verandah rafter dimensions = 30mm (width), 70mm (height), 3000mm (length).
- Tri-bearing\* - Assume that tri-bearing truss system is used at Blocks 5 and 6.

1

LOCATION		TRUSS SYSTEM			VERANDAH RAFTER		FASCIA	SUPPORT POSTS		
Block	Type	Ceiling	Amount	Timber size (mm)	Amount	Timber size (mm)	Timber size (mm)	Amount	Material	Size (mm)
1 <i>L: 83.0592m</i>	Tri-bearing (Fig.1)	No	19	100 x 50	-	-	190 x 45	19	Steel	80 dia.
2 <i>L: 8.5480m</i>	Warren truss (Fig.2)	Yes	2	100 x 50	31	30 x 70 x 3000	190 X 45	16	Steel	80 dia.
3 <i>L: 8.1990m</i>	-	No	-	-	-	-	190 X 30	-	-	-
4 <i>L: 10.0372</i>	-	No	-	-	-	-	190 X 30	-	-	-
5 <i>L: 70.5763</i>	Tri-bearing*	Yes	25	100 x 50	-	-	190 x 30	25	Steel	80 dia.
6 <i>L: 20.7442</i>	Tri-bearing*	Yes	9	70 x 30	-	-	100 x 50	18	Steel	80 dia.
7 <i>L: 19.2361</i>	Tri-bearing	No	8	70 x 30	-	-	100 x 50	8	Timber	90 x 90
8 <i>L: 43.5812</i>	Tri-bearing	No	14	100 x 50		-	100 x 50	12 1	Steel Timber	80 dia. 90 x 90
Tri-bearing			75					90	Steel	
Warren truss			2					9	Timber	



Figure 1 – Tri-bearing truss system



Figure 2 - Warren truss system

## WALL, COLUMN AND FLOOR SCHEDULE

### Notes:

- CB – Concrete block.
- CB / TS – Concrete block from floor to window sill, timber stud from window head to truss/ceiling.
- Limestone / C – Limestone and cement wall.
- RR – Resource Room.
- SB – Soft board.
- T – Timber.
- TS / Fibrolite – Timber stud with fibrolite sheet cladding.
- TS / SB – Timber stud with soft board lining.
- Standard concrete block dimension used = 200mm width, 200mm height, 200mm length, unless stated otherwise.

LOCATION		WALL		COLUMN		FLOOR	
Block	Room	Interior	Exterior	Amount	Material	Interior finish	Interior floor area (m²)
1	RR1	TS / SB	TS / Fibrolite	-	-	Exposed concrete	68.50
	Computer Lab 1	TS / SB	TS / Fibrolite	-	-	Exposed concrete	193.28
	Room 1	TS / SB	Plywood sheet	8	Concrete block	Vinyl	54.02
	RR 2	TS / SB	Timber stud	-	-	Vinyl	24.02
	Room 2	SB	CB / TS	12	Concrete block	Exposed concrete	94.44
	Room 3	SB	CB / TS	6	Concrete block	Ceramic tile	49.58
	Room 4	SB	CB / TS	8	Concrete block	Ceramic tile	69.49
	RR 3	Concrete block	Concrete block	-	-	Ceramic tile	8.39
	Girls Toilets	Concrete block	Concrete block	2	Concrete block	Ceramic tile	22.75
2	Boys Toilets	Concrete block	Concrete block	3	Concrete block	Ceramic tile	20.27
	Tuck Shop 1	Limestone / C	Limestone / C	-	-	Exposed concrete	7.47
	RR 4	Limestone / C	Limestone / C	-	-	Exposed concrete	7.42
	Staff Room 1	TS / SB	Timber stud	8	T – 200x150	Vinyl	56.95
	Computer Lab 2	TS / SB	Timber stud	-	-	Vinyl	18.84
	Office 1	TS / SB	Timber stud	4	T – 200x150	Vinyl	38.53
	RR 5	Limestone / C	Limestone / C	-	-	Exposed concrete	8.51
	RR 6	Limestone / C	Limestone / C	-	-	Exposed concrete	8.85
	Room 5	TS / SB	TS / Fibrolite	8	T – 200x150	Exposed concrete	56.47
	Room 6	TS / SB	TS / Fibrolite	8	T – 200x150	Exposed concrete	57.27

## WALL, COLUMN AND FLOOR SCHEDULE

LOCATION		WALL		COLUMN		FLOOR	
Block	Room	Interior	Exterior	Amount	Material	Interior finish	Interior floor area (m²)
	RR 7	Limestone	Limestone	-	-	Exposed concrete	8.26
	RR 8	Limestone	Limestone	-	-	Exposed concrete	8.47
3	Resource Room	TS / SB	TS / Fibrolite	-	-	Exposed concrete	42.52
4	Boys Toilets	CB – 190x200x400	CB – 190x200x400	-	-	Ceramic tile	12.68
	Girls Toilets	CB – 190x200x400	CB – 190x200x400	-	-	Ceramic tile	12.68
5	RR 9	Limestone	Limestone	-	-	Exposed concrete*	32.68
	Room 7	SB	CB / TS	4	Concrete block	Ceramic tile	55.57
	RR 10	Limestone / C	Limestone / C	-	-	Exposed concrete*	8.97
	RR 11	Limestone / C	Limestone / C	-	-	Exposed concrete*	8.97
	Room 8	SB	CB / TS	4	Concrete block	Ceramic tile	56.15
	Room 9	SB	CB / TS	6	Concrete block	Ceramic tile	74.42
	RR 12	Limestone / C	Limestone / C	-	-	Exposed concrete*	8.97
	RR 13	Limestone / C	Limestone / C	-	-	Exposed concrete*	8.97
	Room 10	SB	CB / TS	6	Concrete block	Ceramic tile	55.44
	RR 14	Limestone / C	Limestone / C	-	-	Ceramic tile	34.07
	Teacher's Room	Limestone / C	Limestone / C	-	-	Ceramic tile	5.69
	RR 15	Limestone / C	Limestone / C	-	-	Exposed concrete*	21.99
	RR 16	Limestone / C	Limestone / C	-	-	Exposed concrete*	19.85
	Girls Toilets	Limestone / C	Limestone / C	-	-	Ceramic tile	18.44
	Boys Toilets	Limestone / C	Limestone / C	-	-	Ceramic tile	18.58
6	Room 11	SB	Limestone / C	4	Concrete block	Exposed concrete	58.33
	Staff Room 2	Limestone / C	Limestone / C	-	-	Ceramic tile	12.48
	RR 17	Limestone / C	Limestone / C	-	-	Exposed concrete	12.17
	Room 12	SB	Limestone / C	4	Concrete block	Exposed concrete	57.83
7	Room 13	TS / SB	TS / Fibrolite	-	-	Ceramic tile	47.66
	RR 18	TS / SB	TS / Fibrolite	-	-	Exposed concrete	7.75
	RR 19	TS / SB	TS / Fibrolite	-	-	Exposed concrete	7.52
	Room 14	TS / SB	TS / Fibrolite	-	-	Ceramic tile	47.70
8	RR 20	TS / SB	TS / Fibrolite	4	CB-200x200x200	Vinyl	17.57
	Office 2	TS / SB	TS / Fibrolite	4	CB-200x200x200	Vinyl	35.83
	Room 15	TS / SB	TS / Fibrolite	6	CB-200x200x200	Ceramic tile	53.94
	Room 16	TS / SB	TS / Fibrolite	6	CB-200x200x200	Ceramic tile	54.12

## WALL, COLUMN AND FLOOR SCHEDULE

LOCATION		WALL		COLUMN		FLOOR	
Block	Room	Interior	Exterior	Amount		Interior finish	Interior floor area (m²)
	Room 17	TS / SB	TS / Fibrolite	6	CB-200x200x200	Ceramic tile	54.73
	Room 18	TS / SB	TS / Fibrolite	4	CB-200x200x200	Ceramic tile	50.99
	RR 21	TS / SB	TS / Fibrolite	-	-	Ceramic tile*	2.68
	Tuck Shop 2	Concrete block	Concrete block	-	-	Ceramic tile	14.66



# WINDOW SCHEDULE

## Notes:

- L – Louvre window.
- F – Fixed window.
- S – Sliding window.
- \* - Estimated values

LOCATION		WINDOW	TYPE	SIZE		QUANTITY		TOTAL
Block	Room	NUMBER		Height (mm)	Width (mm)	Sets	Blades per set	Number of blades
1	RR 1	GW.01	L	1500	765	6	10	60
		GW.24	L	1500	765	6	10	60
		GW.25	L	1500	765	7	10	70
	Computer Lab 1	GW.02*	L	1600*	765*	15*	12*	60*
		GW.18	L	1600	750	7	12	84
		GW.19	S	1540	2170	2	-	-
		GW.20	L	1500	830	1	10	10
		GW.21	L	1000	810	2	7	14
		GW.22	L	1000	810	1	7	7
		GW.23	F	944	730	1	-	-
	Room 1	GW.03	L	730	740	8	5	40
		GW.17	L	730	740	6	5	30
	RR 2	GW.04	L	1140	670	2	8	16
		GW.16	L	1000	740	3	7	21
	Room 2	GW.05	L	730	740	15	5	75
		GW.14	L	730	740	3	5	15
		GW.15	L	730	740	6	5	30
	Room 3	GW.06	L	730	670	9	5	45
		GW.13	L	730	670	6	5	30
	Room 4	GW.07	L	730	670	6	5	30
		GW.11	L	730	670	6	5	30
		GW.12	L	1500	840	1	10	10
	RR 3	-	-	-	-	-	-	-
	Girls Toilets	-	-	-	-	-	-	-
	Boys Toilets	GW.08	L	940	700	3	6	18

## WINDOW SCHEDULE

LOCATION		WINDOW	TYPE	SIZE		QUANTITY		TOTAL
Block	Room	NUMBER		Height (mm)	Width (mm)	Sets	Blades per set	Number of blades
2		GW.09	L	940	700	1	6	6
		GW.10	L	940	700	1	6	6
	Tuck Shop 1	-	-	-	-	-	-	-
	RR 4	-	-	-	-	-	-	-
	Staff Room 1	GW.26	L	1600	765	6	12	72
		GW.35	L	1000	700	5	7	35
		GW.34	L	730	770	3	5	15
	Computer Lab 2	GW.27	L	1000	770	3	7	21
	Office 1	GW.28	L	1000	770	4	7	28
		GW.33	L	1000	770	6	7	42
	RR 5	-	-	-	-	-	-	-
	RR 6	-	-	-	-	-	-	-
	Room 5	GW.29	L	1140	850	7	8	56
		GW.32	L	1140	850	9	8	72
	Room 6	GW.30	L	1140	770	7	8	56
		GW.31	L	1140	770	9	8	72
	RR 7	-	-	-	-	-	-	-
	RR 8	-	-	-	-	-	-	-
3	Resource Room	GW.36	L	940	760	4	6	24
		GW.37	L	940	760	4	6	24
		GW.38	L	940	760	5	6	30
4	Toilet Block	GW.39 Over	L	600	760	10	4	40
5	RR 9	GW. 40	L			1	4	4
		GW.59	L	1500	845	1	10	10
		GW.60	L	1860	1660	1	14	14
		GW.61	L	1600	1690	1	12	12
	Room 7	GW.41	L	1140	750	5	8	40
		GW.58	L	1140	750	5	8	40
	RR 10	GW.57	L	600	630	1	4	4
	RR 11	-	-	-	-	-	-	-
	Room 8	GW.42	L	1140	740	5	8	40
		GW.56	L	1140	740	6	8	48
	Room 9	GW.43	L	730	740	2	5	10

# WINDOW SCHEDULE

LOCATION		WINDOW	TYPE	SIZE		QUANTITY	TOTAL	
Block	Room	NUMBER		Height (mm)	Width (mm)	Sets	Blades per set	Number of blades
		GW.44	L	730	740	5	5	25
		GW.55	L	730	740	7	8	56
	RR 12	-	-	-	-	-	-	-
	RR 13	-	-	-	-	-	-	-
	Room 10	GW.45	L	1140	740	5	8	40
		GW.54	L	1140	740	6	8	48
	RR 14	GW.46	S	1540	1570	1	-	-
		GW.52	L	600	630	1	4	4
		GW.53	S	1540	1570	1	-	-
	Teacher's Room	GW.47	L	940	700	1	6	6
	RR 15	GW.48	L	940	700	3	6	18
	RR 16	GW.49	L	940	700	3	6	18
	Girls Toilets	GW.50	L	940	700	3	6	18
	Boys Toilets	GW.51	L	940	700	3	6	18
6	Room 11	GW.67	L	1600	760	6	12	72
		GW.62	L	1600	760	8	12	96
	Staff Room 2	GW.66	L	1600	750	3	12	36
	RR 17	GW.63	L	1200	830	Opening	Opening	Opening
	Room 12	GW.65	L	1600	780	6	12	72
		GW.64	L	1600	780	5	12	60
7	Room 13	GW.68	L	1140	760	4	8	32
		GW.73	L	1140	760	6	8	48
	RR 18	GW.69	L	730	765	2	5	10
	RR 19	GW. 72	L	730	765	2	5	10
	Room 14	GW.70	L	1140	760	4	8	32
		GW.71	L	1140	760	6	8	48
8	RR 20	GW.88	L	1500	765	2	10	20
		GW.74	L	1500	765	3	10	30
	Office 2	GW.87	L	1500	730	2	10	20
		GW.86	L	1500	730	3	10	30
		GW.75	L	730	765	6	5	30
	Room 15	GW.85	L	1500	780	7	10	70
		GW.76	L	1500	760	9	10	90

## WINDOW SCHEDULE

LOCATION		WINDOW	TYPE	SIZE		QUANTITY		TOTAL
Block	Room	NUMBER		Height (mm)	Width (mm)	Sets	Blades per set	Number of blades
	Room 16	GW.84	L	1500	770	7	10	70
		GW.77	L	1500	770	9	10	90
	Room 17	GW.83	L	1500	770	7	10	70
		GW.78	L	1500	770	9	10	90
	Room 18	GW.80	L	1500	765	4	10	40
		GW.79	L	1500	765	9	10	90
	RR 21	-	-	-	-	-	-	-
	Tuck Shop 2	GW.81	L	1000	720	2	7	14
		GW.82	L	1000	730	2	7	14
TOTAL						406		3111

4

SUMMARY	
Window type	Total number of window sets
Louver	401
Sliding	4
Fixed	1

## DOOR SCHEDULE

### Notes:

- FA (W) – Standard 2 panel, French aluminium (White)
- A (W) – Aluminium (White)
- RR – Resource Room

LOCATION		DOOR	TYPE	SIZE		MATERIAL
Block	Room	NUMBER		Height (mm)	Width (mm)	
1	RR 1	GD.01	Double	1900	1600	Wood
	Computer Lab 1	GD.02	Double	2100	1500	FA (W)
		GD.03	Double	2100	1500	FA (W)
	Room 1	GD.04	Double	2100	1800	FA (W)
	RR 2	GD.05	Single	2000	690	Wood
		GD.06	Single	2000	690	Wood
	Room 2	GD.07	Double	2100	1500	FA (W)
		GD.08	Double	2100	1500	FA (W)
	Room 3	GD.09	Double	2100	1500	FA (W)
	Room 4	GD.10	Single	2090	810	A (W)
		GD.11	Double	2100	1500	FA (W)
	RR 3	GD.12	Single	2090	900	A (W)
	Girls Toilets	GD.13	Single	2090	900	A (W)
		GD.14 – GD.23	Single	1600	800	Wood
	Boys Toilets	GD. 24	Single	2090	900	A (W)
		GD.25 – GD.29	Single	1600	800	Wood
2	Tuck Shop 1	GD.30	Single	2000	860	Wood
	RR 4	GD.31	Single	1900	720	Wood
	Staff Room 1	GD.32	Single	2090	735	A (W)
		GD.33	Double	2100	1500	FA (W)
	Computer Lab 2	GD.34	Single	1900	770	Wood
	Office 1	GD.35	Double	2100	1500	FA (W)
	RR 5	GD.36	Single	1900	760	Wood
	RR 6	GD.37	Single	1900	740	Wood
	Room 5	GD.38	Double	2100	1500	FA (W)
	Room 6	GD.39	Double	2100	1500	FA (W)

## DOOR SCHEDULE

		DOOR	TYPE	SIZE		MATERIAL
	Room	NUMBER		Height (mm)	Width (mm)	
	RR 7	GD.40	Single	2000	750	Wood
	RR 8	GD.41	Single	2000	750	Wood
3	RR	GD.42	Single	2000	850	A (W)
4	Boys Toilets	GD.43	Single	2000	1000	Wood
	Girls Toilets	GD.44	Single	2000	1000	Wood
5	RR 9	GD.45	Single	1900	920	Wood
		GD.47	Single	2090	900	A (W)
		GD.48	Single	2090	900	A (W)
	Room 7	GD.49	Double	2100	1500	FA (W)
	RR 10	GD.50	Single	1900	920	Wood
	RR 11	GD.51	Single	1900	920	Wood
	Room 8	GD.52	Double	2100	1500	FA (W)
	Room 9	GD.53	Single	2090	900	A (W)
		GD.54	Double	2100	1800	FA (W)
	RR 12	GD.55	Single	1900	920	Wood
	RR 13	GD.56	Single	1900	920	Wood
	Room 10	GD.57	Double	2100	1800	FA (W)
	RR 14	GD.58	Single	2090	900	A (W)
	Teacher's Room	GD.46	Single	1900	920	Wood
	RR 15	GD.59	Single	2090	900	A (W)
	RR 16	GD.60	Single	2090	900	A (W)
	Girls Toilets	GD.61	Single	2090	900	A (W)
		GD.62 – GD.65	Single	1600	670	Wood
	Boys Toilets	GD.66	Single	2090	900	A (W)
		GD.67 – GD.69	Single	1600	670	Wood
6	Room 11	GD.70	Double	2100	1500	FA (W)
	RR 17	GD.71	Single	1900	850	Wood
		GD.73	Single	1900	820	Wood
	Staff Room 2	GD.72	Single	2090	800	A (W)
	Room 12	GD.74	Double	2100	1500	FA (W)
7	Room 13	GD.75	Double	2100	1500	FA (W)
	RR 18	GD.76	Single	1900	790	Wood
	RR 19	GD.77	Single	1900	790	Wood

## DOOR SCHEDULE

3

		DOOR	TYPE	SIZE		MATERIAL
	Room	NUMBER		Height (mm)	Width (mm)	
8	Room 14	GD.78	Double	2100	1500	FA (W)
	RR 20	GD.79	Single	2090	780	A (W)
		GD.80	Single	2000	860	Wood
	Office 2	GD.81	Single	2090	720	A (W)
	Room 15	GD.82	Double	2100	1500	FA (W)
	Room 16	GD.83	Double	2100	1500	FA (W)
	Room 17	GD.84	Double	2100	1500	FA (W)
	Room 18	GD.85	Double	2100	1500	FA (W)
	RR 21	GD.86	Single	1900	850	A (W)
	Tuck Shop 2	GD.87	Single	1900	750	Wood

SUMMARY	
Door type	Total
Double – Wood	1
Single – Wood	45
Double – AF (W)	23
Single – A (W)	18
TOTAL NUMBER OF DOORS	87

## B4 Scope of Works

Tenderers must allow for all of the following work.

### **SECTION 1: DEMOLITION**

#### **1. GENERAL**

This section relates to the demolition of existing buildings and structures shaded RED in B2 Site Plan.

All items listed in 'Selection D Elements for salvage to be retained by the Principal' is to be removed with due care and set aside in an area identified in the immediate site.

All items listed as 'Selection D Elements for demolition and disposal by Contractor' is to be disposed of in accordance with the contractors proposed 'Disposal Methods for Non-asbestos Materials' (A7) unless otherwise agreed.

#### **A. RELATED WORK**

Refer to Section 2 Asbestos Removal and Disposal.

#### **B. DOCUMENTS**

The following documents are specifically referred to in this section:

NBCFCI/ B2	Demolition
<a href="#">NZBC F5</a> /AS1	Construction and demolition hazards
<a href="#">NZS 6803</a>	Acoustics - Construction noise
NZDAA	Best practice guidelines for demolition in New Zealand <a href="http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-demolition-in-new-zealand">http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-demolition-in-new-zealand</a>

#### **C. QUALIFICATIONS**

Carry out demolition only under the supervision of a suitably trained and experienced person, using only plant operators and drivers trained for this work.

#### **D. NOTIFIABLE WORK**

Notify the appropriate government regulatory bodies of work that is notifiable under their respective legislations, and in the required manner and times.

#### **E. NOISE**

Refer to [NZS 6803](#) tables 2 and 3 for the upper limits of construction work noise in residential areas over the various time periods, particularly 0730 to 1800 hours, and plan the work using silenced and noise insulated plant to comply with those requirements. Do not exceed these limits, or any more stringent limits imposed by the local authority.

#### **F. HEALTH AND SAFETY**

Comply with the Health and Safety best practices in general, NBCFCI/ B2, [NZBC F5](#)/AS1 and NZDAA Best practice guidelines for demolition in New Zealand, in particular section 4.8 Site-specific health, safety and environmental (HSE) plan and 4.9 Hazard management and recording.

#### **G. BUILDING CONSENT REQUIREMENTS**

Demolition work to be carried out to the requirements set out in the Demolition permit issued by the Building Controller.



**H. INSPECTIONS**

Inspection of the demolition work to take place at each of the stages as scheduled in the Building Controllers permit. Confirm a written programme to facilitate these inspections, including notification when each stage of the work is ready for inspection.

Obtain and pay for any required inspections which are additional to the demolition permit.

**I. DEMOLITION PLAN (METHOD STATEMENT)**

Prepare a written demolition plan including sketches as described in the NZDAA Best practice guidelines for demolition in New Zealand, section 4.7 Demolition plan (method statement) and covering:

- the extent of the work
- the plant being used
- the proposed method for each roof, wall and floor
- hazard identification
- hazard assessment and control
- precautions for safety of employees on site
- precautions for persons in the vicinity
- emergency procedures
- proposed dust controls
- proposed noise controls
- proposed vibration control
- precautions for safety of the public.

**J. PLAN APPROVAL**

Provide copies of the demolition drawings and/or plan for review by the Principals representative before proceeding.

**2. PRODUCTS****A. ELEMENTS FOR DEMOLITION AND DISPOSAL**

Demolish, remove from site and dispose of elements and components to be demolished which are not otherwise to be salvaged or re-used.

**B. ELEMENTS FOR SALVAGE**

Carefully dismantle, remove and store on site where directed. Protect from damage and weather. Dispose of salvaged elements and components.

**C. ELEMENTS FOR RE-USE**

Carefully dismantle, remove and store on site where directed. Protect from damage and weather until required.

**D. REMAINING ELEMENTS**

Store all elements not scheduled for salvage or re-use on site until convenient for removal.

**E. DEMOLITION RUBBLE**

Do not contaminate with other materials and stockpile separately on site, remove demolition rubble continually from the site through the period of demolition.

**F. REMOVAL OF DEMOLITION MATERIAL FROM SITE**

Remove demolished material and elements continually from the site through the period of the demolition.

**3. EXECUTION****A. EXISTING SERVICES**

Notify the network utility operators and arrange for them to locate the position of all services adjacent to and entering the site. Disconnect and seal off services before work commences. Protect services adjacent to the site.

**B. USE THE CHECK LISTS**

Use the checklists included in the NZDAA Best practice guidelines for demolition in New Zealand,

- Appendix A: Demolition hazards
- Appendix B: Excavator checklist
- Appendix C: Pre-demolition checklist
- Appendix D: Demolition safety checklist

to ensure that all major points in this contract are covered.

**C. SITE INSPECTION**

Visit and check the site, the building or structural work being demolished and any contents for likely hazards.

**D. ADJOINING BUILDINGS**

Check the relationship and condition, including the contents of adjoining buildings to ensure they will not be adversely affected by the demolition work.

**E. PLANS AND DESCRIPTIONS**

Carefully examine all available plans of the building, including those of the local authority and the network utility operators, all descriptions and past uses, and become totally familiar with the past and present condition and use of the building and its services.

**F. EXAMINE STRUCTURE**

Examine roofs, walls, cantilevered structures and basements as required by the Approved code of practice for demolition and follow their requirements.

**G. WELLS AND UNDERGROUND STORAGE TANKS**

Refer to NZDAA Best practice guidelines for demolition in New Zealand, section 5.22 Storage tanks. Test for flammable vapours or any other hazardous gases and follow established procedures to manage any hazards.

**H. DO NOT DISTURB SUPPORT**

Do not disturb support to foundations of buildings on adjoining property, or the ground of adjoining property.

**I. ADJOINING BUILDINGS**

Refer to NZDAA Best practice guidelines for demolition in New Zealand, section 5.28 Protection of properties. Where demolition exposes the walls of buildings on adjoining property, ensure they are self-supporting. If not, make provision for and provide the necessary support, stability and protection until the permanent construction work making them self-supporting is carried out.

**J. SAFETY DURING DEMOLITION**

Refer to NBCFCI/ B2, [NZBC F5](#)/AS1 and the NZDAA Best practice guidelines for demolition in New Zealand. Carry out the requirements laid down in section 5 Demolition safety in respect of:

- instability
- supervision
- plant, tools and equipment
- personal protective equipment
- protection of the public
- unauthorised access to site.

**K. DEMOLITION PROCEDURES**

Refer to NZDAA Best practice guidelines for demolition in New Zealand. Carry out demolition to the requirements laid down in section 6 methods of demolition including:

- scaffolding
- health
- disposal of debris and waste material
- fire protection.

**L. BUILDINGS**

Refer to NZDAA Best practice guidelines for demolition in New Zealand. Carry out the requirements in respect of:

- buildings
- prestressed concrete structures
- storage tanks
- fire-damaged buildings.

**M. HAND TOOL AND PERSONAL PROTECTIVE EQUIPMENT**

Refer to the NZDAA Best practice guidelines for demolition in New Zealand. Carry out the requirements laid down in section 5.14 Plant, tools and equipment and section 5.32 Personal protective equipment (PPE) and clothing (PPC), for:

- hand tools
- power tools
- personal protective equipment
- cutting and welding.

**N. CARRY OUT DEMOLITION**

Carry out all demolition to the requirements of the NBCFCI B2 and best practice for demolition.

**O. METHOD OF DEMOLITION**

Refer to NZDAA Best practice guidelines for demolition in New Zealand, Section 6 Methods of demolition. Carry out the selected methods in the demolition plan for this work, to the requirements under the following methods of demolition:

- by hand
- by deliberate collapse
- by wire rope pulling

- using power grapples and shears
- by other methods.

**P. DIG OUT**

Dig out foundations, footings, basement, floor slabs, paths, drains, cesspits and manholes that are part of or service the demolished building. Leave the voids that result. Do not backfill blocks 5. Back fill selected areas highlighted in site plan.

**Q. MAKE GOOD**

Make good damage to adjoining buildings or property caused by demolition work.

**R. REINSTATE**

Reinstate where any damage is caused by this demolition to those parts of the existing building, other buildings and the remainder of the site being retained.

**S. LEAVE**

Leave work to the standard required by following procedures.

**T. TAKE AWAY**

Take away from the site all plant, tools and equipment, temporary access works, and demolished materials and elements, to leave the site completely clean and tidy.

**4. SELECTIONS****A. DEMOLITION TIME RESTRICTIONS**

Demolition work is restricted to:

- Weekdays: 0630 to 1800
- Saturdays: 0630 to 1800

**B. ELEMENTS FOR SPECIAL PROTECTION**

Element/ component	Location	Special protection required
Existing Patai Trees	Apia Avatea next to block 7 and block 8 and Apia Nikao next to block 1 and block 2 on Site plan	Special protection is required for the Patai tree roots
Avatea Hall	Apia Avatea next to block 8 and Avatea Field	Avoid damage to Hall during the construction works
Underground Culvert Drain	Refer to Demolition Site Plan	Avoid damage to underground Culvert drain
Grave	Apia Nikao	Avoid damage to grave site
Septic Tanks	Block 4 septic tank	Avoid damage to existing septic
Concrete Water tanks	Block 3 and Avatea Hall	Avoid damage to existing concrete water tanks
Bench Marks	Unrecorded bench marks and other survey information	Do not remove or destroy
All other areas Shaded LIGHT BLUE	Refer to Demolition Site Plan	

**C. ELEMENTS FOR DEMOLITION AND DISPOSAL BY CONTRACTOR**

<b>Element/component</b>	<b>Location</b>
Disconnect and remove all servicing lines, fixtures and fittings (electrical, water, sewer, telephones)	Refer to Demolition Site Plan
Carefully dismantle all guttering (if any)	Refer to Demolition Site Plan
Remove all roofing materials and associated roofing materials	Refer to Demolition Site Plan
Remove all Asbestos Cement (A.C) sheeting	Refer to Demolition Site Plan- Block 1, 2, 3, 7, 8 and caretaker sheds
Remove all interior and exterior wall panels and framing	Refer to Demolition Site Plan
Remove all ceiling boards and framing	Refer to Demolition Site Plan
Remove all doors and windows, including security	Refer to Demolition Site Plan
Carefully dismantle all timber Tri-bearing and Warren truss systems	Refer to Demolition Site Plan
Remove all existing building foundations	Refer to Demolition Site Plan
Removal of identified septic tanks	Refer to Demolition Site Plan
Removal of Tennis Courts	Refer to Demolition Site Plan
Removal of playground fences and structures (Note: Playground equipments to be salvage for reuse for Apii Nikao)	Refer to Demolition Site Plan
Partial demolition of Building 1. Resource Room 1 (RR1) and Computer Lab Lab to be demolished. The remainder of building 1 will be used during construction and removed once Apii Nikao construction is completed.	Refer to Demolition Site Plan
All other areas shaded in RED	Refer to Demolition Site Plan

**D. ELEMENTS FOR SALVAGE TO BE RETAINED BY THE PRINCIPAL**

<b>Element/component</b>	<b>Location</b>
Playground Equipment	Apaii Avatea and Apaii Nikao
Selected Roofing iron	Apaii Avatea and Apaii Nikao
Selected Timber purlins > than 4.8m	Apaii Avatea and Apaii Nikao
Selected Windows and Doors	Apaii Avatea and Apaii Nikao

**SECTION 2: ASBESTOS REMOVAL AND DISPOSAL****1. GENERAL**

This section relates to the removal and disposal of asbestos tainted soil and asbestos cement sheets.

**A. DOCUMENTS**

The following documents are specifically referred to in this section:

<a href="#">NZBC F5/AS1</a>	Construction and demolition hazards
<a href="#">NZS 6803</a>	Acoustics - Construction noise

NZDAA

Best practice guidelines for asbestos removal in New Zealand

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/new-zealand-guidelines-for-the-management-and-removal-of-asbestos-3rd-edition>**B. QUALIFICATIONS**

Carry out asbestos removal only under the supervision of a suitably trained and experienced person, using only workers trained for this work.

**C. NOTIFIABLE WORK**

Notify the appropriate government regulatory bodies of work that is notifiable under their respective legislations, and in the required manner and times.

**D. HEALTH AND SAFETY**

Comply with the Health and Safety best practices in general, NBCFCI/ B2, [NZBC F5](#)/AS1 and NZDAA New Zealand guidelines for the management and removal of asbestos.

**2. PRODUCTS****A. EQUIPMENT**

Protective clothing, respirators, vacuum cleaners, decontamination facilities, isolation facilities, etc as appropriate and as required by the NZDAA. Equipment shall be cleaned or disposed of as directed by the NZDAA New Zealand guidelines for the management and removal of asbestos.

**B. ELEMENTS FOR RE-USE**

Building elements that need to be temporarily removed to allow the removal of asbestos, dismantle carefully, remove, clean and store on site where directed. Protect from damage and weather until required.

**3. EXECUTION****A. SAFETY DURING ASBESTOS REMOVAL**

Refer to [NZBC F5](#)/AS1 and the NZDAA New Zealand guidelines for the management and removal of asbestos and carry out the requirements laid down in section 7: Safe Removal of Friable Asbestos in respect of:

- instability
- supervision
- plant, tools and equipment
- personal protective equipment
- protection of the public
- unauthorised access to site.

**B. PREPARATION OF BURIAL SITE**

Excavate disposal burial site ready for delivery and burial of asbestos tainted soil and asbestos cement sheets. The area to be excavated will measure approximately 20 metres wide, 10 metres long and 4 metres deep. Estimated total burial volume is 600 cubic metres, with a 1 metre top cover. The disposal burial site will be confirmed during the contract negotiation phase. Tenderers are to allow for preparation of a disposal burial site located within a ten (10) kilometre radius of the school.

**C. CARRY OUT ASBESTOS REMOVAL**

Carry out asbestos removal to the requirements of the NZDAA New Zealand guidelines for the management and removal of asbestos.

Refer to NZDAA section 7.26.2 Excavation and Removal Offsite, for the removal of asbestos tainted soil.

In addition to the requirements set out above, the soil is to be kept wet during removal, storage and cartage to the disposal site.

**D. DISPOSAL OF ASBESTOS**

Store and label asbestos cement sheets to the requirements of NZDAA section 11 Storage, labelling and Disposal of Asbestos.

Cart asbestos tainted soil and asbestos cement sheets to the disposal burial site. Tenderers are to allow for cartage to a site within a ten (10) kilometre radius of the school.

Lower all asbestos carefully into the designated burial site. Before covering with 1 metre soil, cover asbestos with orange plastic provided by the principal. Cover hole with soil and even out surface.

**E. MAKE GOOD**

Make good damage caused by asbestos removal work.

**F. REINSTATE**

Reinstate where any damage is caused by this asbestos removal to those parts of the site being retained.

Fill areas where asbestos tainted soil has been removed with a mixture of top soil and sand.

**G. LEAVE**

Leave work to the standard required by following procedures.

**H. TAKE AWAY**

Take away from the site all plant, tools and equipment, temporary access works, and demolished materials and elements, to leave the site completely clean and tidy.

**4. SELECTIONS**

**A. FRIABLE ASBESTOS FOR REMOVAL**

Type: Asbestos tainted soil (Chrysotile and Amosite)

Location:

- 2m perimeter at a depth of 0.1m around Apii Avatea blocks as per Demolition & Asbestos Site Plan;
- 2.5m perimeter at a depth of 0.3m around Apii Nikao blocks as per Demolition & Asbestos Site Plan.

**B. ASBESTOS CEMENT PRODUCTS FOR REMOVAL**

Type: Asbestos cement sheets (Chrysotile)

Location:

- Apii Avatea blocks 7,8 and caretakers sheds;
- Apii Nikao blocks 1, 2 and 3.

**APPENDIX C DRAFT CONTRACT****C1 Contract Agreement and Contract Documents**

This Contract is for the **Aprii Nikao Site Preparation C39/14**.

Physical address of Site of the Contract Works

Nikao, Rarotonga, Cook Islands

BETWEEN COOK ISLANDS INVESTMENT CORPORATION a Statutory Corporation incorporate pursuant to the Cook Island Investment Corporation Act 1998 ("the Principal")

Street address Main Road, Takuvaine, Avarua

Postal address P. O. Box 51, Avarua

Telephone (+682) 29 391

Email eusenio.fatialofa@cookislands.gov.ck

AND

("the Contractor")

Street address

Postal address

Telephone

Mobile

Email

Contract Price

Contract Price: \$.....

*Excluding VAT*

Contract Price: .....

*(in words) Excluding VAT*

**IT IS AGREED** as follows :

**THE CONTRACTOR** shall deliver, execute, complete and remedy defects in the works and things described in the Contract Documents.



**THE PRINCIPAL** shall pay the Contractor the Contract Price, or such greater or lesser sum as shall become payable under the Contract Documents at the times and on the manner provided in the contract Documents.

**EACH PART** shall carry out and fulfil all other obligations imposed on that party by the Contract Documents.

**THE CONTRACT DOCUMENTS** are this Contract Agreement (C1) and the following which form part of this agreement:

The Specific, Special and General Conditions of Contract (C2, C3 and C4);

The Tender Document (Appendix 1);

Contractors Tender Documents (Appendix 2); and

Notification of Acceptance of Tender (Appendix 3)

**This Contract Agreement was signed by the Principal**

By affixing its common seal hereto in the presence of:

\_\_\_\_\_

Director

\_\_\_\_\_

Date

\_\_\_\_\_

Director

\_\_\_\_\_

Date

**This Contract was signed by the Contractor**

By affixing its common seal hereto in the presence of:

\_\_\_\_\_

Director

\_\_\_\_\_

Date

\_\_\_\_\_

Director

\_\_\_\_\_

Date

**C2 Specific Conditions of Contract****Principal administers the Contract *Refer Rule 5 (C4)***

Principal's Representative

Person Eusenio Fatialofa

Street address Main Road, Takuvaine, Avarua

Postal address P. O. Box 51, Avarua

Telephone (+682) 29 391

Email eusenio.fatialofa@cookislands.gov.ck

**Insurance of the Contract Works *Refer Rules 7 to 10 (C4)***

The Contract Works is to be insured by the Principal

Public Liability is to be insured by the Contractor

**Time for Starting and Completing the Contract Works****Commencement of the Contract Works *Refer Rules 30 and 31 (C4)***

(Date Principal is to give possession of the Site to the Contractor)

.....

**Time for Practical Completion *Refer Rules 32 to 35 (C4)***

(Date Contractor must achieve Practical Completion of the Contract Works)

.....

**Warranties and guarantees required from the Contractor for Practical Completion**

Nil

**Defects Liability Period *Refer Rule 39 (C4)***

Nil

**Payment****Contractor may apply for progress payment certificate *Refer Rules 40 to 44 (C4)***

Once a month

**Principal may retain certain amounts *Refer Rules 45 to 47 (C4)***

10%

**Submission of Final Account *Refer Rule 49 and 50 (C4)***

Time for the Contractor to apply for approval of final account is four (4) weeks.

Time for the Principal to check Final Account is two (2) weeks.

**C3 Special Conditions of Contract**

The following Special Conditions apply to this Contract:

**Documents**

1. The Principal shall provide the contractor with a copy of the contract document signed by both Principal and Contractor.

**Possession of Site**

2. The Contractor has possession of the site for the sole purpose of carrying out the contract works.
3. The Contractor shall plan and execute the Works such that interference with the Principal's activities on and adjacent to the Site is kept to a minimum and all reasonable requests by the Principal or the Principal's Representative are met.
4. The Contractor is required to cooperate with, but except as specified elsewhere in the Contract, shall not be required to attend upon, and shall not interfere with or utilise any employees or contractors engaged by the Principal. The Contractor should note that at no time will it have exclusive possession of the Site and references in the general conditions of contract shall be deemed to be references to shared possession. The Contractor warrants that it has made full allowance in the price for cooperation.

**Access to Site**

5. Access to the site is restricted to the contractor and sub-contractors, all other visitors require permission of the Principal prior to entry to the site.

**Existing Features**

6. The Contractor shall make good loss or damage resulting from failure to adequately protect those existing buildings, roads, footpaths, grounds, sewers or other services, or existing landscaping, the Principal has identified as those that are to remain intact after contract works completion, at no cost to the Principal.

**Alcohol free Work Area**

7. The site is an alcohol-free area. Contractors, sub-contractors and all other visitors to the site will maintain the alcohol free policy. Any persons violating this policy will be removed from the site.

**Language**

8. Language that is offensive, loud, or discriminatory is not permitted on the site. Any persons violating this policy will be removed from the site.

**Noise**

9. Noise devices such as radios and music players are not to be switched on while on the site. Any devices violating this policy will be confiscated.

**Cost Fluctuation Adjustments**

10. Cost fluctuation adjustments shall not be paid.

**Monetary Allowances**

11. There are no prime cost sums. There are no provisional allowances.

**Public Awareness**

12. The Contractor is to liaise with the Principal with regards to notifying the public of the work where necessary to restrict access to the site for that duration.

**Contractors Warranties**

13. The Contractor represents and warrants to the Principal that it:-

- a. is satisfied as to the completeness and accuracy of any information provided to the Contractor by the Principal;
- b. is satisfied that the rates and any lump sums stated in the Contract Documents cover the cost of any risk or matter expressed in or reasonably to be inferred from the Contract Documents as forming part of the Contract Works ;
- c. is satisfied that the Works can be completed in accordance with the Schedules; and
- d. has based any tender in response to this tender document and Schedules, relying solely on its own investigations, determinations, skill and judgment.

**Principal's Warranties**

14. The Principal has endeavoured to ensure that all information given to the Contractor is complete and accurate but:

- a. shall not be liable in any way for any inaccuracy in any such information; and
- b. the Contractor shall not be entitled to rely on any information provided by the Principal or its nominees, except to the extent that it has independently confirmed for itself by its own enquiry as to all matters included in such information.

**Compliance with Contract**

15. The Contractor must perform the Works strictly and with due diligence in accordance with the terms and conditions of these contract documents.

**Indemnity**

16. The Contractor shall indemnify the Principal and keep the Principal indemnified and hold the Principal harmless against all claims and liens in regard to wages from time to time due and payable to the Contractor's employees and the employees of any Sub-Contractors and all claims and liens of Sub-Contractors, suppliers and manufacturers for goods, labour or services provided in connection with the performance of the Works.

**Inspections**

17. The Principal may undertake inspections of the work in progress at the Site and at the Contractor's premises without prior notice. The Contractor shall provide safe access to the Principal to carry out such inspections.

## **C4 General Conditions of Contract**

### **Main Obligations**

#### **Contractor's main obligations**

1. The Contractor must:
  - a. start the Contract Works as set out in rule 30;
  - b. diligently and in a proper and workmanlike manner carry out the Contract Works required by this Contract;
  - c. obtain all necessary consents required by authorities and pay all required consent fees.
  - d. achieve Practical Completion of the Contract Works within the time required by this Contract or within the extended time as per rule 34;
  - e. carry out and complete the Contract Works to the reasonable satisfaction of the Principal;
  - f. comply with the Principal's proper written Directions.

#### **Principal's main obligations**

2. The Principal must:
  - a. make the Site available to the Contractor by the agreed date;
  - b. pay to the Contractor the Contract Price, on time and adjusted as stated in this Contract;

### **Documents**

#### **Inconsistencies in Contract Documents**

3. If there is an inconsistency, error or omission either in a Contract Document or between Contract Documents the Principal must give a written Direction to the Contractor resolving the inconsistency, error or omission. In doing this:
  - a. figured dimensions on drawings take precedence over scaled dimensions;
  - b. drawings to a larger scale take precedence over drawings to a smaller scale;
  - c. drawings take precedence over the specifications;
  - d. drawings and specifications take precedence over this Contract ;
  - e. no inconsistency, error or omission invalidates this Contract.

#### **Copyright and ownership of Contract Documents**

4. The Principal retains ownership in all documents the Principal supplies to the Contractor. The Contractor does not have copyright in the Contract Documents. The Principal owns all documents the Contractor supplies to the Principal.

### **Administration**

#### **Principal administers the Contract**

5. The Principal may appoint an individual to represent the Principal in all matters arising under the Contract. The Principal will notify the Contractor of the individual who is the Principal's representative.

### **Indemnity**

#### **Indemnity by Contractor**

6. The Contractor must indemnify the Principal against any loss or liability arising from damage to any property, or personal injury to anyone or illness or death of anyone that arises from the Contractor carrying out the Contract Works. However, the Contractor's liability to indemnify the Principal is reduced proportionally to the extent that the Principal, or anyone for whom the Principal is responsible, contributed to the loss or liability.

**Insurance****Insurance of the Contract Works**

7. Where the Contract Works involve physical change or alteration to existing structures, the Principal must arrange insurance of the Contract Works including existing structures and contents.
8. In other circumstances the Contract Works are to be insured by the person named in the Specific Conditions. The insurance must be sufficient to cover the original Contract Price plus an allowance for :
  - a. items supplied by the Principal that are not included in the Contract Price;
  - b. Variations that the Principal might direct during the Contract period;
  - c. professional fees and similar costs;
  - d. demolition, disposal and preparation for making good following a loss;
  - e. increased construction costs incurred as a result of loss or damage.

**Contractor to arrange public liability insurance**

9. The Contractor must arrange and maintain insurance against liability for loss or damage to any property, injury or death or illness to any person that arises from:
  - a. performance of the Contract Works; and
  - b. the use of any motor vehicle that the Contractor owns or has direct control over for the period that it is directly or indirectly involved with the performance of the Contract.

**Insurance requirements**

10. Insurances arranged under this contract must meet the following requirements:
  - a. they must be in the joint names of the Contractor and the Principal.
  - b. public liability insurance must be for at least \$1,000,000.00.
  - c. the party responsible for arranging the insurance covers under the Contract must provide evidence at any time that insurances required under the Contract are in effect.

**The Site**

11. Principal is to establish site boundaries.
12. The Contractor must set out the Contract Works as required by this Contract.

**Principal's right of access to the Contract Works**

13. The Principal and separate contractors are entitled to go onto the Site and inspect the Contract Works at reasonable times.

**Contractor to keep Site clean and tidy**

14. The Contractor must keep the Site and the Contract Works clean and tidy. The Contractor must remove all the Contractor's rubbish and surplus material and temporary works before the Contractor can achieve Practical Completion of the Contract Works.

**The Contract Works****Contractor must supply all requirements**

15. The Contractor must supply all technical and administrative resources, labour, materials, services, temporary works, plant and equipment that are necessary to complete the Contract Works.

**Contractor can appoint subcontractors**

16. The Contractor is entitled to appoint subcontractors to do any parts, but not all, of the Contract Works. However, the Contractor is responsible for their actions or omissions. The Contractor's obligations and liability are not affected by the Contractor subcontracting any part of the Contract Works.

**Contractor must care for the Contract Works**

17. The Contractor must care for the Contract Works from the date of possession of the Site until Practical Completion of the Contract Works. The Contractor is also responsible for the care of any work to be completed after Practical Completion. Separate contractors are responsible for the care of their work.

**Contractor must make good loss or damage to the Contract Works**

18. The Contractor must make good, at its cost, any loss or damage to the Contract Works:
- to the extent that the Contractor is responsible for the Contract Works; or
  - which is caused by the Contractor.
19. The Contractor is not responsible for any loss or damage to the Contract Works due to riot, war, revolution, terrorism, radioactivity and design other than by the Contractor.

**Contractor must correct defective Contract Works**

20. The Contractor must promptly correct all defective work, defective materials and defective fittings in the Contract Works.

**Contractor responsible for safety of people**

21. The Contractor must take all practicable steps to make sure the Site and Contract Works are safe for all people on, or in the general vicinity of the Site and the Contract Works.

**Emergency action**

22. The Contractor must take all emergency action necessary to protect the Contract Works, any other property or Persons affected by the carrying out of the Contract Works. If the Contractor is unavailable or unable to take such action, it may be initiated by the Principal.

**Principal can engage other people**

23. The Principal is entitled to enter into separate contracts for any work to be carried out on the Site but not included in this Contract. The Principal must make sure each separate contractor complies with the Contractor's reasonable requirements.

**Expenditure of Monetary Allowances**

24. The Principal will direct how Prime Cost Sums and Provisional Allowances must be expended. The Contract may provide that any part of the Contract Works be carried out under one of the following types of monetary allowances:
- Prime Cost Sum** means a materials related monetary allowance. This provides solely for the purchase and supply to the Site of specified materials which are to be included in the Contract Works. Freedom of selection of these materials is reserved for the Principal. It does not include the costs associated with the installation of the materials and the Contractor's margins, overhead and profit. The Contract Price includes provision for these costs, margins, overhead and profit.
  - Provisional Allowance** means a work related monetary allowance. This provides for the carrying out of a specified part of the Contract Works. It includes all the Contractor's costs, margins, overhead and profit. The Contractor must not include provision for this work elsewhere in the Contract Price.

**Variations****Administration of Variations to the Contract Works**

25. The Principal is entitled to direct the Contractor to carry out Variations.
26. **Variation** means any change to the Contract Works including:
- an increase or decrease to, or omission of, any part of the Contract Works;
  - a change to the character or quality of any material or work;



- c. a change to the level, line, position or dimension of any part of the Contract Works;
- d. additional work to be carried out by the Contractor;
- e. additional demolition or removal of any material or work;
- f. a change to the order in which the Contract Works are to be carried out.

However a Variation does not include any change to the Contract Works which is so peculiar, so unexpected and so different from that which the Contract required to be done when it was awarded to the Contractor.

27. The Contractor must carry out Variations to the Contract Works Directed in writing by the Principal. The Contractor must not carry out any Variations to the Contract Works which have not been directed in writing by the Principal. No Variation invalidates the Contract.

#### **Claiming and valuing Variations**

28. Unless the Principal Directs otherwise in writing, the value of a Variation must be agreed before the Contractor can start work on it. If the value of a Variation is not agreed, then the Principal will fix the value by referring to the Contract Price, the value of similar work, if any, in the Contract Works and what is fair in the circumstances. The Contract Price is to be adjusted by the value if any, of the Variation.

#### **Change in circumstances**

29. The Contract Price may be adjusted if there is a change in the circumstances under which the Contract Works are being carried out. The Contractor must apply to the Principal for an adjustment to the Contract Price if the Contractor believes that it is justified by a change in the circumstances under which the Contract Works are being carried out.

#### **Times for Starting and Completing the Contract Works**

##### **Commencement of the Contract Works**

30. The Contractor must start work either within 5 Working Days of being given possession of the Site or when Directed to by the Principal.
31. The Contractor must notify the Principal when the Contractor intends to start work provided the insurance covers to be arranged by the Principal are in place.

##### **Time for Practical Completion**

32. The Contractor must notify the Principal in writing when it considers that Practical Completion of the Contract Works has been achieved. The Contractor's notice must detail any items that the Principal has agreed to the Contractor deferring and the period of deferral.
33. The Principal must inspect the Contract Works within 5 Working Days of receiving the Contractor's notice that Practical Completion has been achieved. If the Principal decides the Contract Works are practically complete the Principal must certify that in writing to the Contractor. The certificate must state when Practical Completion was achieved. It must list all items the Principal has authorised to be completed after Practical Completion and the date when the Contractor must complete those items.
34. The Contractor must achieve Practical Completion of the Contract Works within the time stated in the specific conditions as adjusted for all extensions of time.
35. Practical Completion of the Contract Works occurs when everything has been done except for minor omissions and minor defects the Principal and the Contractor agree which:
- a. the Contractor has reasonable grounds for not promptly correcting; and
  - b. do not prevent the Contract Works from being used for their intended purpose; and
  - c. can be corrected without prejudicing the convenient use of the Contract Works; and
  - d. everything has been done except the work which the Principal and the Contractor agree to defer.

**Time for Completion**

36. Completion is achieved when the Defects Liability Period has ended and all accounts and defects have been settled.

**Claim for extension of time**

37. The Contractor is entitled to apply in writing to the Principal to extend the time for Practical Completion of the Contract Works due to delays caused by anything beyond the Contractor's control, including delays due to Variations to the Contract Works. The Principal must extend the time for Practical Completion for the period of the actual delay. The Principal is entitled to grant an extension of time to the Contractor for a delay even if the Contractor has not applied for one.

**Liquidated Damages for Delay**

38. If the Contractor fails to achieve Practical Completion in accordance with the contract agreement within the time fixed or any agreed or permitted extension of time, then without prejudice to and notwithstanding the exercise of any right of the Principal to terminate the Contractor's employment under this Contract, liquidated damages shall be payable at the rate of (1.8% of contract value) for each week of the delay.

**Defects Liability Period**

39. The Defects Liability Period, also referred to as the maintenance period, is the period stated in the Specific Conditions, commencing on Practical Completion of the Contract Works. The Contractor must correct all defects in the Contract Works and all deferred work during the Defects Liability Period.

**Payment****Contractor may apply for progress payment certificate**

40. The Contractor is entitled to apply to the Principal for a progress payment certificate at the times stated in the Specific Conditions. The claim must state the value of work done including Variations carried out.
41. The information provided by the Contractor must be sufficient for the Principal to assess the validity of the claim.

**Principal's assessment of the claim**

42. The Principal must assess the Contractor's claim within 5 Working Days of receipt. In assessing the claim the Principal must allow a reasonable assessment for any item that cannot be properly verified in the required time.
43. Any amount claimed in relation to materials and fittings not yet delivered to the Site must be accompanied by adequate evidence of insurance and security.
44. The Principal may by any payment certificate amend any previous payment.

**Principal may retain certain amounts**

45. The Principal is entitled to retain from progress payments an amount to ensure performance and to cover liability for defects. The amount is the amount stated in the Specific Conditions.
46. The Principal must pay the Contractor the amount retained, within 10 working days of certifying that the Contract Works are practically complete.

**Principal must pay**

47. The Principal must pay the amount certified within 7 Working Days of the date of the payment certificate. If the Principal fails to pay on time, the Principal must pay interest at 1.25 times the

Contractor's overdraft rate, compounding monthly, on the certified amount from the due date to the date of the payment.

**Submission of final account**

48. The Contractor must apply to the Principal for approval of the Contractor's final account within the time stated in the Specific Conditions.
49. The Principal must check the final account within the time stated in the Specific Conditions and must notify the Contractor if they object to anything in the final account and provide the reasons for it. The Principal must certify the final amount payable to the Contractor within 10 working days of the final account being agreed.

**Ending the Contract****Contractor or Principal may end Contract**

50. If either the Principal or the Contractor fails to fulfil their respective obligations under this Contract, the other is entitled to notify the defaulting party of the default in writing by hand or receipted delivery, giving that party 10 Working Days to remedy the default or this Contract will come to an end.

**Disputes****Resolution of disputes**

51. If a dispute arises relating to this Contract:
  - a. Both parties must first in good faith try to resolve the dispute.
  - b. Either party may give notice requiring that the dispute be referred to mediation.
52. If mediation is not commenced or settlement is not achieved within 30 Working Days of the notice requiring mediation, the Principal and the Contractor must refer the dispute to arbitration under the Arbitration Act 1908 or any Act passed in its place.
53. If the Principal and the Contractor cannot agree on an arbitrator within the 15 Working Day period of the notice referring the dispute to arbitration, either party may request the president of the Cook Islands Law Society to appoint an arbitrator.
54. The award of the arbitrator is final and binding on the Principal and the Contractor.

**Miscellaneous****Restriction on assignment**

55. The Contract can only be assigned if both parties agree in writing.

**Limitations on liability**

56. Any limitations on liability in this Contract do not apply to the extent only that any legislation prevents the parties from limiting their liability.

**Complying with statutory requirements**

57. In carrying out the Contract, the Principal and the Contractor must comply with all statutes, regulations, and by-laws of public authorities having jurisdiction over the Contract Works.

**Privacy of personal information**

58. Any personal information given by one party to the other must be kept private, unless expressly agreed otherwise in writing. The personal information must only be used for the purpose for which it was given.

**Value Added Tax**

59. All sums are shall be paid inclusive of Value Added Tax unless stated otherwise.

**Finding valuables and items of interest**

60. The Contractor does not own any valuables, or items of scientific or other interest, which the Contractor discovers on the Site. The Principal owns all those things unless somebody else does.

**Interpretation****Words importing plural and singular**

61. Where the context requires, words importing the singular also include the plural and vice versa.

**Meaning of words**

62. Words have the following meanings in the contract unless inconsistent with the context.

**Contract** refers to the contract between the Principal and the Contractor. It is made up of the Contract Documents.

**Contract Documents** are the documents listed in the Contract Agreement, (C1) which together make up the Contract.

**Contract Price** is the amount set out in C1 adjusted as set out in this Contract.

**Contract Works** means everything to be carried out by the Contractor as set out in the Contract documents including temporary works.

**Contractor** means the person named as the Contractor in the Contract Agreement, (C1).

**Directions** must be in writing and include approvals, assessments, authorisations, certificates, decisions, demands, determinations, instructions, notices, orders, permissions, rejections and requirements. "Direct" has a similar meaning.

**Principal** means the person named as the Principal in the Contract Agreement (C1).

**Person** means any individual, partnership, body of persons, firm, company, or organisation whether corporate or not.

**Site** refers to the land, buildings and other places made available by the Principal where the Contract Works are to be carried out as identified in the Contract Agreement (C1).

**Working Day** refers to any day other than Saturday, Sunday, or a statutory or public holiday or any day falling within the period from 24 December to 2 January.

## APPENDIX D Evaluation Criteria

The Evaluation Criteria has been drawn from the Statement of Requirements, Standard Conditions and Special Conditions as articulated in the RFT. In accordance with clause 4.7.5 of the Manual, Tenders that do not meet the Standard Conditions are deemed non-compliant.

### D1 Standard Conditions

Criteria	Compliant (yes or no)
1. Tender was deposited in the Tender Box by the closing time specified in the RFT	
2. Tender is complete: contents and format contained in Appendix A of the RFT has been followed.	
3. Proposal and related documentation was submitted in the English language	
4. Tenderer has tendered to complete the whole of the works specified in the RFT.	
5. Locally established company	

### D2 Special Conditions

A weighted criteria methodology will be applied to this RFT to identify the Tenderer who is offering the greatest value for money.

Only fully compliant Tenders will be evaluated. An Evaluation Committee will be established to evaluate the Tenders. Expert advisors may be used to support and advise the Committee during the evaluation. Tenderers may be required to provide additional information during this time.

The Evaluation Committee will make recommendations to the CI Government Tender Committee (consisting of the MFEM Financial Secretary and the Solicitor General) for approval. Evaluations will be conducted against the attributes outlined in the table below.

Attribute	Weight (%)
<u>Methodology and health &amp; safety plans</u> Tenderer demonstrates full understanding of the specifications of works and required quality of work. All risks foreseeable at the time of tendering has been identified and strategies proposed to manage those risks are adequate. Health and safety measures will be implemented according to the standards imposed to protect personnel, neighbouring properties, road users and the general public.	25
<u>Expertise &amp; personnel</u> Proposed Project Manager and supervisors are fully competent with the necessary training and experience in undertaking demolition and asbestos removal work to high standards. All staff are aware of the safety hazards of such work and past experience.	20
<u>Price</u> Competitive price offered.	20

Attribute	Weight (%)
<u>Track record</u> The Tenderer is well established with proven financial and resource capacity necessary to complete this project.	15
<u>Timelines</u> The Tenderer has allowed for all conditions foreseeable at the time of tendering and understands the time implications and principals expectations for completing work at the earliest time possible.	15
<u>Disposal method</u> The Tenderer proposes methods with minimal impact on the environment and landfill by maximising recycling and reuse opportunities.	5
<b>Total</b>	<b>100</b>

### D3 Risk Evaluation

The Tender Evaluation Committee will conduct a Risk Assessment for each Tender submitted. This will identify the most significant risks presented by the Tender and consider the Likelihood of the risk occurring; the consequence of that risk; and a risk mitigation strategy. In conclusion, the mitigated risk will be determined to form an overall measure of the risk represented by each Tender.

The Risk Mitigation Strategy may include the inclusion of specific clauses in the executed contract. Therefore, a Tender considered to be High Risk might still be selected subject to the Tenderer's willingness to accept the proposed contract amendments.