

Appendix 6: Scope of Work - Kitchen, Bathroom & WC Replacement Project

Contract Overview

Bron Afon Community Housing (Bron Afon) is looking to appoint a suitably qualified principal contractor (PC) to undertake the kitchen, bathroom & WC replacement project to their properties. Please note the project will predominantly focus on kitchen replacements. The properties consist only of Bron Afon customers so there is no need for any leasehold consultation.

Contract Type & Length

The contract will be based on a Joint Contracts Tribunal (JCT) Measured Term Contract (MTC). The contract period will be for 2 years with the option to extend for a further 1 year.

The period for each year is:

- Year 1 – 8th June 2026 – 31st March 2027
- Year 2 – 1st April 2027 – 31st March 2028
- Year 3 – 1st April 2028 – 31st March 2029

Work Area

The properties are located within the county borough of Torfaen, South-East Wales. They are classified predominantly as general needs housing and will usually be occupied during the work. The properties vary in age and archetype and were originally built as social housing for the local authority, Torfaen County Borough Council. There will be private homeowners living in neighboring properties, but the Party Wall Act 1996 does not apply to these works.

The areas in which the properties are located are predominantly residential with local shops, public houses, schools, parks and playing fields near to many. However, it is not possible to describe the location and logistics behind every property at tender stage because the property lists are formulated on a yearly basis as the planned programs are created. Some properties may also arise on an ad-hoc basis as Bron Afon's surveyors locate repair issues and request the kitchen, bathroom or WC replacement is pulled forward. Typically, however, the delivery team will issue batches of properties each year to enable the contractor to plan.

The properties in year one have been highlighted as requiring new kitchens, either from a recent stock condition survey or from historical data highlighting the components age as due renewal.

Principal Contractor and Subcontractor Requirements

All contractors are expected to abide by Bron Afon's Contractor Management Policy contained in Contractor Management **Appendix 9 – Policies & Procedures**.

The PC may subcontract by one level only. In the event of any requirements to subcontract further, permission must be granted by the Contract Administrator (CA).

Please note further requirements in relation to contractor behaviour and expectations are stipulated in the General Requirements section below.

Description of Works

The project will predominantly focus on kitchen replacements. However, on occasion, bathroom or WC replacements may be required. Typically, the bathroom and WC works will be in the same properties as the kitchen replacements but on occasion there might be ad-hoc replacement required somewhere else in the brough of Torfaen.

The precise works are to be undertaken in accordance with the technical specifications contained in **Appendix 6** and the pricing schedule located in **Appendix 3** of the tender documentation. These should also be read in conjunction and in accordance with the Pre-construction Health & Safety information contained in **Appendix 4**.

This project comprises several work streams as follows:

Full Kitchen Replacement

To remove and appropriately dispose of the existing kitchen and all fixtures including all cupboards, wall cupboards, plinths, worktops, tiles, flooring applicable to the property, sink, taps, trims etc.

To disconnect and reconnect kitchen appliances.

To supply and install the new kitchen in accordance with Benchmarx's property specific kitchen plan.

Where required, to rewire the electrical circuits to the kitchen area including new electrical components, to meet the current 18th edition of the electrical regulations. Further details below.

To include alterations to the water supplies and pipe work including alterations to the waste pipes as required, gas supply as required, which may involve relocating the cooker to a different position.

To include tiling, new flooring, making good and decoration to the associated area.

A property specific SOW will be provided for each individual property. The first 50 property specific plans for year 1 are available in this tender (**Appendix 8 – Plans & Drawings**). The remaining property specific plans for the rest of year 1 will be issued throughout the year. Enough time for ordering and delivery will be provided.

Requirements from the PC and CA can be discussed during the pre-start meeting. A similar pattern will be followed for subsequent years of the contract.

Bathroom Replacement

To remove and appropriately dispose of the existing bathroom and all fixtures including all wall cupboards, tiles and flooring.

To supply and install a full bathroom including, bath, shower, wash hand basin, toilet, boxing, tiling, associated electrical and plumbing works, new flooring and decoration.

A property specific SOW will be provided for each individual property.

Water Closet Replacement (WC)

To remove and appropriately dispose of the existing WC and associated components. To supply and install toilet, wash hand basin, boxing, tiling, associated electrical and plumbing works, new flooring and decoration.

A property specific SOW will be provided for each individual property.

Electrical Works

The removal and replacement of the existing electrical installation to the associated areas in accordance with the specifications & standards contained in Appendix 6 of the tender documentation.

Isolation of the existing electrical installation, removal of old electrical accessories, fixtures & fittings, cable containment and where possible cabling.

All electrical works are to be undertaken in accordance with British Standard, BS 7671:2018 including any amendments, Approved Documents Part P & M and British Standard BS 5839 Part 6, Fire Detection and Fire Alarm Systems in domestic premises.

All electrical works are to be completed by a suitably qualified electrical contractor who has the relevant qualifications for the type of works being undertaken and registered to an associated electrical governing body - NICEIC or equivalent and associated certification to be provided on completion.

The works will include:

Full electrical rewire of the ring main power and cooker circuits to associated areas. Renewal of electrical outlets, designated positions to be confirmed via kitchen survey in conjunction with kitchen layout plan, quantities as stated in conjunction with WHQS23 electrical outlets for the kitchen area and additional if property layout requires. This includes double and single power sockets, switch fused spurs, cooker switches and outlets, light switches, extract fans, smoke & multi sensor heat/CO alarms and light fittings, a full works breakdown can be found in **Appendix 3 – Pricing Schedule (Schedule of Works – SOW) and Appendix 6 – Specifications**. Bathrooms and WC, a full works breakdown can be found in **Appendix 3 – Pricing Schedule and Appendix 6 – Specifications**, quantities as stated by WHQS23 electrical outlets for the associated area.

Electrical cabling to be contained within walls partitions, voids or chased into existing plasterwork.

Where cabling is not contained as previously mentioned, cables should be run in suitably sized plastic trunking. Self-adhesive trunking will not be permitted. Where trunking abuts with other trunking, moulded bends, elbows, tees and stop ends should be used in lieu of mitring. Horizontal and vertical trunking runs should incorporate suitable non-combustible fire clips within the trunking to support the cabling in the event of a fire.

Where isolation of circuits is to be utilised an Electrical Isolation Permit of Work is to be in place.

Plumbing and Gas Alterations

The removal of the existing plumbing and gas pipes and the installation of new should be undertaken in accordance with the **specifications** contained in **Appendix 6** and the **Pricing Schedule (SOW) in Appendix 3** of the tender documentation.

All gas works to be completed by a suitably qualified Gas Safe registered engineer who has the relevant qualifications for the type of works being undertaken and relevant certification provided.

A Hot Works Permit will be implemented and all gas checks required following removal and re-instatement of appliances will be required.

Tiling, Renew Floor Coverings, Plastering & Decoration Works

These works are to be completed to the areas highlighted on the initial property survey. Quantities and works required are detailed in **Appendix 3 – Pricing Schedule (SOW)**.

Certification

All documents need to be sent electronically. Bron Afon will share a H&S File folder via SharePoint during the mobilisation phase.

All documents must be named by the first line of the address, document type and year e.g., 1 Church Close – EICR 2026.

Plans of Work for asbestos removal must be sent to the CA 7 days prior to works beginning.

All other gas, electrical and asbestos certification must be sent to the H&S File within 7 days of completion.

All other certification e.g., guarantees and commissioning paperwork must be sent to the H&S File within 30 days of installation.

Certification is to be provided by the appropriate Governing Body registered to carry out that particular type of work.

All accreditations will need to be provided as part of the tender documentation. Further details are included in the **Invitation To Tender (ITT), Appendix 1 – Foundation Questions, Appendix 4 – PCI and Appendix 6 – Specifications**. All tendering companies are expected to confirm whether they are in possession of these as part of their tender submission. If the requirements are not met this will result in the exclusion of your tender submission.

Property Lists

The property list for year 1 of the contract can be found in **Appendix 6 – Property Location & Maps** of the tender documentation. Additional properties not included on the original list may be added on an ad-hoc basis. Please note Bron Afon reserves the right to remove properties from the list during the year if deemed appropriate. The contractor cannot apply a charge for this removal. The property list for subsequent contract years will be issued in circa February of each year.

A budget will be set for each year of the contract by Bron Afon. **This is why the contract is based on a JCT Measured Term Contract which has an estimated budget for each year. Bron Afon reserves the right to amend this budget, and the sum set each year is not guaranteed to the Principal Contractor but is intended as a guide.**

Signage and Barriers

Signage is to be placed at all entrance doors to the properties to highlight to all customers and visitors that works are taking place and to stop unauthorised access.

All site offices must have adequate signage. At a minimum the PC must have their name and emergency contact number displayed on site cabin/its boundary fencing.

The F10, Site Managers SMSTS certification, sign-in book, first aid certificate, PC's insurance certificate and waste carrier license, emergency evacuation plan must be clearly displayed inside the site cabin or designated space agreed with the CA during the mobilisation phase.

Scaffolding/Access Arrangements if applicable

The PC must ensure that all scaffolding required to carry out this work meets all the necessary health and safety requirements and is properly designed for the properties affected.

Scaffolding must be designed and installed in accordance with TG 20:21, NASC good practice guidelines and BS EN 12811 – 1: 2003 safe standards for erecting scaffold.

TG20:21 certificates of compliance and signed (by scaffold supervisor and the PC's site

manager) must be available prior to use. Copies must always be available for inspection.

Weekly inspections must be undertaken to check the scaffold structure. These must also be undertaken after adverse weather. The inspection schedule must always be available for inspection.

The site file must contain user guides, equipment inspection schedules, and operative competency certification.

A scaffold register is to be kept in the site office. This must be available to view at any point during the working day. Signed handover certificates are expected for scaffold erection and dismantling. These must be signed by a representative from the scaffolding company and PC.

Access ladders are to be removed and securely locked away when scaffolding is not in use.

The use of Ladder Guards will not be permitted on site.

All access hatches and gates must be locked off when not in use.

Ladders must also be inspected by competent persons and inspection schedules must be available for inspection.

The area around the buildings and subsequent scaffolding should be fenced off with suitable Heras fencing prior to commencing the erection of any scaffolding. HERAS fencing must be double clipped, in feet and clearly signposted with warning and emergency contact information.

Brick guards and debris netting should be utilised to prevent the fall of materials. Debris netting should also be used as a deterrent to unauthorised access.

Scaffolding permits will need to be obtained from the local authority where encroachment on to public highways and footpaths occurs. The provision and costs associated with these permits will be the responsibility of the PC.

Scaff tags are to be utilised on the scaffolding.

Bron Afon would like the PC to ensure every scaffold has a suitable temporary name board which displays:

- Name of Client
- Names of Principle Contractor and scaffolding sub-contractor
- Emergency Contact Number

- H&S and warning signage e.g., no unauthorised access

Advertisements will not be permitted.

All written elements must be in English and Welsh.

No scaffolding is to be in place during the Christmas period. This is usually a two-week period each year. The precise dates will be discussed each year.

TV Signal & Lighting

The erection of scaffolding may affect TV signal reception and therefore the relocation of satellite dishes, television aerials, telecommunication or electrical cabling should be allowed for as part of this tender. The continuity of television and satellite signal reception is to be maintained for the duration of the works and will be the PC's responsibility.

Where any lighting is removed to facilitate this work, temporary lighting is to be provided to ensure that the same level of lighting is always achieved.

Asbestos

Prior to commencement of works, external refurbishment and demolition asbestos surveys will be completed. For each year of the contract the asbestos surveys will be made available to the successful contractor before commencement of the construction phase. Access will be provided to a joint SharePoint folder to be utilised by both Bron Afon and the successful contractor where the asbestos survey will be stored. The PC is responsible for ensuring that no work commences before the results of any asbestos surveys/samples have been obtained. Enough time for appropriate planning of work will be granted, timescales can be agreed during the mobilisation phase between the PC and CA.

The PC is responsible for ensuring that no work commences before adequate asbestos reports are in place.

It is important to note that even after an asbestos survey has been conducted it is still possible to find asbestos containing materials that haven't been previously identified. As a result, all operatives must hold asbestos awareness certification so they can recognise suspect materials and know what to do in the event of finding them. It is the contractor's duty to cease works immediately if any suspect materials are found, make the area safe and inform the client.

The removal of any non-licensable or notifiable non-licensable materials must be undertaken by suitably trained and accredited operatives as part of the works. Plans of work must be sent to the CA prior to asbestos removal works starting. The waste resulting from this removal must be disposed of as hazardous waste and treated accordingly with suitable consignment notes provided for its disposal. Copies of these consignment notes along with statements of cleanliness/re-occupation certificates are to be provided electronically to Bron Afon within 7 days of the works being undertaken.

The commissioning and subsequent management of any additional asbestos surveys of any of the properties, post tender, is the responsibility of the PC and should be undertaken using one of Bron Afon's framework asbestos contractors prior to the commencement of any work. In some circumstances an agreement may be reached between the PC and Bron Afon for the PC to appoint their nominated contractor to carry out the associated survey or removal works. A copy of the surveys should be sent to the CA and be included in the Health & Safety File for the project.

Any licensable asbestos works required should be undertaken by Bron Afon's approved asbestos removal contractors. In some circumstances an agreement may be reached between the PC and Bron Afon for the PC to appoint their nominated contractor to carry out the associated survey or removal works. Regardless of which contractor is utilised it is the responsibility of the PC to commission and manage the asbestos works.

Contractors are encouraged to review the asbestos surveys when provided and are responsible for taking the appropriate action if asbestos is encountered. Surveys will be provided to the successful contractor, and any outstanding surveys will be provided prior to starting on site.

Generally asbestos may be present in textured coatings to walls and ceilings, soffits, ceilings to service cupboards and vinyl floor tiles. Although, asbestos may be present elsewhere in the building and the asbestos surveys, when provided, should be reviewed prior to commencing any works on site.

Bron Afon's framework asbestos contractors for sampling are:
Life Environmental Services

Bron Afon's framework asbestos contractors for removal works are:
Shield Environmental Services Severn Insulation

Gas Works

Isolation of gas or solid fuel boilers, flues or fires must be undertaken by a suitably qualified Gas Safe registered engineer who has the relevant qualifications for the type of works being undertaken.

The PC will be responsible for the supervision and management of any gas engineers employed on site.

All gas work must be undertaken in accordance with Bron Afon's Gas Safety Management Procedure contained in **Appendix 9**.

Relevant certification such as CP12's must be issued on completion of the work and returned to Bron Afon within seven days.

Where any work is to be undertaken near to any gas or solid fuel appliances and their

respective flues, the appliance connected to the flue must be isolated prior to commencement of any work. Consideration must be given to provide temporary heating to residents during the winter months, i.e. October to April where isolations are necessary.

The contractor should undertake an internal survey of the property to fully ascertain the appliances that may be affected by these works.

To ensure safe working on gas appliances and flues, it is desirable to adopt a permit-to-work system, countersigned by the site manager for the correct isolation and reinstatement of the flues prior to any work starting.

General Requirements

The work should be priced in accordance with all of the tender documents but most notably Appendix 3 (Pricing Schedule), Appendix 6 (Specifications) and Appendix 4 (Pre-construction Information).

BA requires the PC to provide an out of hours (OOH) number (preferably 0800) for emergencies. This number must be displayed on the site compound/any scaffolding and within the introductory letter.

The PC and any subcontractor (by one level only) must ensure their vehicles are parked considerately as not to cause any obstructions to emergency vehicles or to cause any inconvenience to residents or members of the public where the work is being undertaken. Vehicles should not cause any danger to pedestrians, children or other road users. Specific requirements are listed in the Pre-Construction Information, Appendix 4.

At the end of each working day and particularly at the completion of the project, all work areas are to be left clean and tidy and all rubbish and waste materials disposed of in accordance with the PC's waste management policy and procedure.

The Contractor(s) must provide COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

All contractors and sub-contractors are expected to abide by BA's Contractor Management Policy.

Any work carried out to, or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.

All mechanical and electrical services worked on during the project must have final tests and commissioning carried out so that they are in full working order at The Completion Date.

The PC is to have overall responsibility to ensure all temporary markings, coverings and protective wrappings unless otherwise instructed are removed.

The PC must ensure all are types of work and all parts of the Works are adequately protected, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur. Failure to observe this practice will result in the contractor appointed replacing any damaged items at their own expense.

All contractors will be responsible when carrying out the work program, to be considerate of all tenants and private homeowners' belongings which may be present within the internal and external garden areas of the properties. Where any damage is caused as a result of the works, the PC will be ultimately responsible to repair or replace at no cost to Bron Afon.

BA requires the PC to notify all service authorities not less than two weeks before commencing site operations.

Following the introductory letter BA expect the PC to give specific dates to the affected properties, adjacent owners included 7 days' notice of work starting on/adjacent to their home. Specific requirements i.e., boiler isolations, clearing cupboards etc. should be given out by the PC at this stage.

BA Housing requires the PC to make good all damage caused as a consequent of carrying out the work at no extra cost to BA. If any damage to existing services results from the execution of the Works, the PC shall notify the appropriate service authority e.g. water electricity, gas, BT, Sky, Cable without delay by means of telephone call or email. The PC shall make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by BA to deal with an emergency will not affect the extent of the PC's liability and may be liable for payment by the PC.

Inspection

Pre-Tender: If you require a joint site visit prior to submitting your tender, please contact our procurement department via Sell2Wales.

Construction Phase: During this period Bron Afon's Contract Surveyor will visit site daily to inspect, monitor and assist the PC. Prior to handover the PC is expected to undertake their own final work inspection and ensure they are happy with the standards of workmanship and clean up prior to client sign off.

The PC should invite the Contract Surveyor to undertake a joint post inspection of the work. Where applicable these post inspections should be completed for any high-level work prior to any scaffold drops and again following scaffold drop.

The contractor must allow for liaison with Building Control or Approved Inspectors. Bron Afon will submit the relevant applications, but the contractor must notify the inspector at relevant stages.

The PC must also allow for the updating of an electric diary system e.g., Site Diary or

a suitable equivalent. The app is free to install on any device with an iOS or Android operating system. Alternatively, you can log in (free of charge) using a desktop system via a web browser. The main aim is for the Contract Surveyor to assign tasks to the PC to ensure there is a 'to do' list/record of snags/defects/outstanding issues etc. The PC would be expected to update the system i.e., upload photos and add any relevant notes. Bron Afon will aid the PC with the installation/user guides prior to contract start. Alternatively, the Contractor Surveyor may issue these lists in other formats such as email, WhatsApp message or text message. However, regardless of how these lists are communicated timely updates are expected from the PC.

The Contract Surveyor will undertake a monthly H&S Audit of all works, associated properties the confirmed site set up and location, including the site office, welfare, containers, secured area and the adjacent surrounding area.

Landlord & Tenant Act 1985

This contract is not subject to the Section 20 process covered in the Landlord and Tenant Act 1985.

Pricing

The PC must populate and complete the pricing schedule found in **Appendix 3**. The pricing that bidding contractors provide will be used to evaluate the responses, as such a price for all elements is required and failure to do so could result tender exclusion.

Pricing submitted by contractors will be fixed throughout the duration of the project and Bron Afon will not accept any price increases post tender award.

Defect Liability Period

Once practical completion is served the defect period will begin and will last for 12 months.

Key Performance Indicators

Tenderers are to be aware that the following key performance indicators will be monitored during this contract:

<u>KPI</u>	<u>How its Measured</u>	<u>Target</u>
Customer Satisfaction	Electronic survey sent to all contract holders receiving the works and neighbouring properties	No less than 4/5 scored

	living in close proximity to the works	
H&S Incidents	Communication received by BA staff to be recorded on live spreadsheet which is accessible to both BA and PC.	All incidents to be reported to BA including near misses. 0 RIDDOR reports.
No. of minor complaints	Communication received by BA staff to be recorded on live spreadsheet which is accessible to both BA and PC.	0 reports of uncleanliness. 0 reports of not keeping customer informed. No more than 5 per month. All resolved before they progress to formal complaints.
No. of formal complaints	Communication received by BA staff to be recorded on live spreadsheet which is accessible to both BA and PC.	0 All to be resolved at minor stage before issue progresses.
Property Specific Documents and Certification (Work Permits / Variation Applications / Completion Certification)	PC to provide all property specific documents and certification uploaded to property specific shared folder within the confirmed timeframe.	Requested Asbestos Surveys / certification within 7 days of works commencing. Hot Work Permits – on completion of the permit and within 24hrs of sign off. Electrical Safe Isolation Permit - on completion of permit and within 24hrs of sign off. Variation Applications – to be confirmed with the PS in week 1 of works commencing, application to be received by PM

		<p>within the time frame below of works commencing –</p> <p>Kitchens – 7 working days, Bathrooms & WC's 5 working days.</p> <p>Gas, electrical and asbestos certification within 7 days of property completion.</p> <p>All other guarantees within 30 days of property completion.</p>
Programme	PC to produce programme of works and update weekly. Contract Surveyor to validate.	Programme to remain on target monthly.

Contractor Meetings

The successful Principal Contractor will be required to attend an initial pre-start meeting either at Bron Afon's Llantarnam office or by means of a virtual meeting using Microsoft Teams. The date and time will be confirmed by the Project Manager shortly after award.

During the contract, Bron Afon will require the successful PC and relevant subcontractor(s) if applicable to attend regular review meetings and update Bron Afon on the progress of the project. This may be either on site, at Bron Afon's Llantarnam, office or via an online platform such as Microsoft Teams. The frequency of these meeting is usually monthly, but this may change if the contract requires.