

Subcontractor Pre-Contract Interview Appendix D

Contract: Grenfell Tower

Date: 4th February 2015

Trade: Lift Adaption Package

Subcontractor: Apex Lifts

**Present:
(name & contact details)**

Ray Murray – Apex Lifts
Gary Ager – Apex Lifts
Adam Marriott – RML
Jason North – RML
Simon O'Connor - RML

Subcontractor Contacts:

Office tel no: [REDACTED]
Mobile no: [REDACTED]
E-mail: r.murray@apexlifts.com
Supervisor: Ray Murray

Chaired by: Jason North (Site Manager)

Minutes by: Adam Marriott (Surveyor)

1 Subcontractor Declaration

- 1.1 Subcontract to complete and return the subcontractor Health safety and environmental questionnaire & declaration for approval by RML - Returned
- 1.2 Should this form not be completed, the subcontractor will not be permitted to start works on site. Should this be the case, RML will not accept any liability for programme delays and or any costs incurred by the subcontractor due to this form not being completed and approved.

2 Subcontract Package

2.1 Contract

Should you be successful you will be appointed on a Pre Contract Agreement until the Main Contract is received from our Client

- 2.2 The project trade specific schedule of inclusions (Appendix E) was discussed and agreed.

3 Programme / Resource

Agreed Subcontract Programme tabled. Short term programmes will be issued to maintain this programme. You are to allow for reasonable fluctuations of required resource.

3.1 Subcontract Programme

- (i) Anticipated start date: 23rd March 2015 (GA to confirm)
- (ii) Installation sequence/visits: Please refer to programme
- (iii) Notice to commence: 2 weeks
- (iv) Notice to commence subsequent visit(s): 2 weeks

3.2 Supervision

- (i) Competent working / non-working foreman who will be capable of receiving instructions from us to be on site at all times.
- (ii) Supervisor's visits as required. Minimum of once a week.

3.3 Local Labour / Apprentices

Contract specific requirements:

4 Drawings

- 4.1 Revised / updated drawings to be issued to subcontractors offices electronically. A copy to be held by site manager. You are responsible for checking drawing revision with site manager prior to commencing work.

4.2 Subcontractor Drawings

- (i) Preparation – not applicable
 - (ii) Approval – not applicable
 - (iii) Re-submission – not applicable
 - (iv) Issued for construction – not applicable
 - (v) Manufacturing period – not applicable
- NOTE: All drawings and specifications received by us will be commented upon and approved in principle only. The subcontractor remains fully responsible for the design, including relevant compliances, design and dimensional integration.

4.3 Number of Drawings

Two paper copies and .pdf / .dwg copies required to our main offices, with a drawing issue slip. Revised drawings to be issued with revisions clouded and annotated in table. In support, a full set of material / manufacturer details and samples.

5 Conditions

5.1 Traffic Management Plan

Please ensure the attached Traffic Management Plan is handed to your driver / courier prior to each delivery, this must be complied with. Failure to comply with the above will result in the vehicle being rejected; Rydon will not be liable for any abortive / redelivery costs.

5.2 Site Restrictions

Access and egress from the site has been inspected by the subcontractors who have satisfied themselves as to the suitability. Any special access requirements are to be agreed with us.

5.3 Parking

There would be no parking on site.

5.4 Welfare Facilities / Attendances

The following facilities will be provided for your use:

- (i) Shared welfare facilities.
- (ii) Use of water from standpipes located around the site.
- (iii) Plant for materials distribution including (Crane, Hoist, Forklift), between the 23/03/2015 and 17/04/2015, which is to be operated by a competent qualified driver, provided by the subcontractor unless otherwise specified below
 - Crane Driver – Subcontractor
 - Forklift Driver – Subcontractor
 - Banksman – Subcontractor
 - Slinger – Subcontractor

Any plant supplied by Rydon and made available to the subcontractor should be booked with our site management with 3 days notice.
- (iv) Power is provided for lighting emergency routes only. All subcontractors are to allow to provide their own power and lighting to carry out their works. If a number of power points are provided then should power be lost, we will not accept any costs for lost / standing time.

5.5 Working Hours

Monday to Friday: Normal working hours to encompass completion of programmes work in Appendix P are 8 am – 5 pm
 Saturday: Can be requested by subcontractor subject to Rydon approval
 Works Holidays: None

6 Environmental

- 6.1 Does your company have an environmental policy? YES
 If yes, is it externally audited? NO

- 6.2 Should a subcontractor not have an Environmental Policy they are deemed to be working with Rydon Policy, a copy of which is available on our website www.rydon.co.uk/uploads/documents/environment-policy.pdf
- 6.3 You must provide a copy of your Waste Carriers Licence if applicable No
- 6.4 You must provide a copy of your Waste Management License if applicable No
- 6.5 Rydon are committed to minimising waste as per our commitment to reduce our carbon footprint, and control our waste using the "Smart Waste" Management tool. If applicable you will be required to supply details of all waste carriers and waste transfer stations you use on this contract and complete the attached "Smart Waste" data entry form on a monthly basis throughout the works you are involved with. This is to be issued together with copies of the waste transfer notes and hazardous waste consignment notes with your application for payment. We reserve the right to withhold payment should this information not be received.
- 6.6 Site Waste Management - See section 6 of the Appendix B (Standard Terms and Conditions)
- 6.7 As part of the commitment to reduce and restrict unnecessary packaging waste associated with goods arriving at site.
Rydon require:
- Packaging associated with goods delivered to site shall be removed or returned using an agreed 'take-back' or similar scheme by the supplier or contractor where appropriate.
 - Packaging shall be designed, produced and commercialised in such a way as to permit its reuse or recovery, including recycling, and to minimise its impact on the environment.
- The following should be discussed and agreed:
- (i) Subcontractor materials packaging – Labour only
 - (ii) Disposal of packaging by Subcontractor – N/A
 - (iii) Reducing waste on materials used – N/A
 - (iv) Disposal of waste materials by Subcontractor
 - (v) Protection to be provided by Subcontractor
 - (vi) Removal and disposal of protection by Subcontractor

7 Dayworks / Variations

- 7.1 Daywork sheets are to be submitted for consideration and validation by the Site Manager, detailing the work done and time spent, on the day the work is carried out. Otherwise hours may not be validated and valuation may be affected. Wherever possible, works are to be carried out on agreed rates. In agreeing fair and reasonable costs, the progress of the works must not be affected in any way.
- 7.2 No claim for additional payments will be entertained, unless they are the subject of a written variation order issued by the site management or this office. In the event that a variation or additional works occur, then the work is to be valued with this office prior to the works being carried out.
- 7.3 The rates below are to be utilized for a maximum of 1 day (8 hours) after which a variation instruction prior to any further works, issued by Rydon, will be required. Failure to obtain a confirmed price for legitimate time related variations being valued at £120 / day & materials and plant at cost.

SD Carpentry to provide a price within 7days of enquiry.

Rates: Labour £120 / day or part thereof
Materials & plant at cost + 10%

8 Maintenance

Defects Liability Period

During the 12 month defect liability period, or up to the date of the Certificate of Making Good Defects under the contract, whichever is later, the subcontractor is responsible for attending to any reported defects within the response times as set out below or those set out in the Employers Requirements, whichever is the shorter.

Requirements

Immediate	-	within 4 hours
Emergency	-	within 24 hours
Urgent	-	within 3 days
Essential	-	within 7 – 10 days
General	-	within 28 days
Others	-	end of Defects Period

9 Outstanding Information / Queries

9.1 Clarification required in regards to button numbering. (RML to confirm with Client)

10 Any Other Business

10.1 2.5% MCD agreed with 30day payment terms

10.2 RML to provide openings prior to Apex commencement of works

10.3 Apex to backfill architrave (face of lift)

ATTENDANCE The following is provided by (tick as appropriate):	SUPPLIED BY			COMMENTS
	RML	S/C	N/A	
<u>Accommodation and Welfare</u>				
Space only for office storage facilities			✓	
Space only for materials/plant storage	✓			
Provision/erection/dismantling/removal of offices/stores	✓			RML own welfare only
Making good areas affected after removal of offices/stores	✓			RML own welfare only
Welfare facilities	✓			In accordance with CDM regs
<u>Materials and Plant</u>				
Materials and Plant unloading		✓		Deliveries to be In accordance with TMP
Materials and plant hoisting / distribution		✓		
Forklift / driver	✓			Any forklift is for RML use
Crane mobile / tower		✓		
Hoist goods / passenger			✓	
Scissor lifts		✓		
Mixers			✓	
Concrete pumps			✓	
Mechanical plant for subcontract works		✓		
Fuel for plant hired on behalf of the Sub-Contractor			✓	
Checking of instruments & test equipment		✓		
Sub-Contract items to be lifted mechanically		✓		To highest lift of scaffold
<u>Scaffolding</u>				
Use of erected scaffolding		✓		
Special scaffold for the works		✓		
Mobile access towers		✓		
<u>Temporary Services</u>				
Temporary 110v power	✓	✓		Power is provided for lighting emergency routes only. All subcontractors are to allow to provide their own power and lighting to carry out their works. If a number of power points are provided then should power be lost, Rydon will not accept any costs for lost / standing time.
Transformers		✓		
Leads		✓		
Temporary general lighting		✓		See above
Local task lighting		✓		
Water supply from a primary supply	✓	✓		Water from standpipes located around the site.
Telephone / fax / data			✓	
<u>Setting Out of Sub-Contract Works</u>				
Gridlines and datums	✓			RML to provide line an level only
From gridlines and datums		✓		

<u>Protection / Cleaning</u>	<u>RML</u>	<u>SC</u>	<u>N/A</u>	
Clearing and sorting rubbish to skip		✓		Rubbish and / or surplus materials are to be cleared from the work area daily, to the nearest skip or a point designated by the Site Manager. Rydon will issue 24 hour notices if required. Failure to comply will result in either the works being stopped until rectified, or the work being carried out by others, and debited from the subcontractors account.
Provision of rubbish skip		✓		
Cleaning down on completion		✓		
Cleaning highway		✓		
Protection of Sub-Contract works		✓		
<u>General</u>				
Small tools and equipment		✓		
Personal protective equipment		✓		Rydon will supply no Hi vis to the subcontractor; thereafter they will be charged at market rates + 20% and deducted from the subcontractors account.
Holes, chases and builders work		✓		
<u>Other</u>				