

**Roof repair works to:**

**Paget Rooms, Victoria Road, Penarth, Vale of Glamorgan CF64 3EG**

- Client:** Ms Victoria Lawrence  
Principal Officer Venues and Facilities  
Penarth Town Council  
West House (first floor)  
Stanwell Road  
Penarth  
CF64 2YG
- Contract Administrator:** Lapidar Ltd  
41 High Street  
Penarth  
CF64 1EY
- Description of works:** Existing glass wired rooflights and glazed timber sliding sash panels removed, existing opening to be infilled and existing roof to be renewed. See drawings 1151/111 & 1151/120
- Property:** The Paget rooms is a Grade 2 listed building
- Location and access:** The contractor will be given access to the roof. There is direct access from the top floor room. Access to visit the site can be made with the caretaker Andy 07713 708387
- Health and Safety:** The contractor must include for scaffolding, towers and ladders and edge protection or “man-safe” systems as required to gain access to and work on the roof areas, this information must be provided before works can commence on-site.  
The contractor is to provide a copy of their company health and Safety policy. If appointed the contractor will provide copies of RA and Method Statements for work actions. These costs are to be included in the schedule.
- Services:** There is running water and electricity at the site.

- Disposal:** All waste is to be removed from site daily.
- Site compound:** All materials to be removed from site overnight.
- Contract:** The works will be administrated using a Letter of Appointment.
- Works programme:** As part of the tender, the contractor is to notify when they can commence the works and the duration of the works on site.
- Insurance:** The contractor is to supply copies of current Insurance documents with their tender.
- Profit, overheads and prelims:** The contractor is to include in their rates for all profit, overheads and prelims for carrying out the works
- Tender return:** Tenders are to be returned by email to [s.jones@lapider.co.uk](mailto:s.jones@lapider.co.uk)  
By 12.00 Friday 13<sup>th</sup> November 2020:

Ref	Description	Quantity	Rate/m	Total £
<b>1.00</b>	<b>Pitched Roof Area</b>			
1.01	Remove existing glass wired rooflights. Size tbc on-site inspections	8 No.		
1.02	Remove existing timber sliding sash glazed panels. Size tbc on-site inspection.	8 No.		
1.03	Existing roof tiles to be removed and taken off site.			
1.04	Existing roof battens to be removed and taken off site.			
1.05	Renew proposed roof area with new smooth brown Marley Wessex concrete tiles.			
1.06	Make good or replace any lead flashings that are damaged or corroded.			
1.07	Provide new 25x38mm tanalised horizontal roof battens			
1.08	Provide new 25x38mm tanalised vertical roof battens			
1.09	Provide new Tyvek breathable felt			
1.10	Provide new timber infill rafters, where existing glazed wired rooflights are to be removed. Size tbc on-site inspection.			
1.11	Provide 11mm painted marine plywood refined panels to replace existing sliding sash glazed panels. Size tbc on-site inspection	8 No.		
1.12	Allow for additional joist @ 600cts support for plywood. Size tbc on-site.	Item		

1.13	Clean out main roof void, mechanically fix all timbers and wall plates, allow for timber repairs.			
1.14	Insulation to roof void thickness (TBC)			
1.15	Allow for needed eaves ventilators, to vent main roof			
1.16	Access, scaffold, edge protection or "man-safe" system.			
	<b>Total</b>			

## 2.0 SUMMARY PAGE

Total from	Total
1.0 Pitched Roof Area	
2.0 Contingency	5,000.00
Profit and over heads	
<b>Tender Total</b>	

Tender does not include Vat (to be charged at the standard rate).