



STANDARD DOCUMENTS

To be used by Commissioned Consultants
Or within Property Services on
Building Projects

West Sussex County Council
Capital & Asset Management

Note:- The documents listed relate to Building Contract Directives or Procedures and are to be used In-house and by Consultants on all schemes as required.

JULY 2008

The documents listed below are the forms and standard letters to be used in the management of development, maintenance and other projects; and are referred to in the Building Contract Directives as instructions to consultants or in internal procedures. They are classified in the order of the RIBA PLAN OF WORK in the sequence most likely needed.

Supplies of some forms are held in store by Office Services. As forms are amended they will now become available on the shared "I" drive in "read only" format.

Type of document:

- E series are letters and forms which are to be used or completed by consultants or otherwise issued externally
- D series are mainly forms to aid communication internally

How to obtain a document:

Make a note of the reference number on this chart and take the necessary copies from the "I" drive/forms or Office Services in the case of multi-part NCR forms - don't build up your own stocks - they could be out-of-date.

Electronic Reproduction

If documents or letters are being reproduced electronically, it is important to ensure that the text remains accurate. This is vital in respect of those documents that relate to tenders or contracts. Errors have been found on electronically reproduced contractual documents that could have serious implications.

IMPORTANT : **ALWAYS READ THE TEXT CAREFULLY AND UNDERSTAND THE IMPLICATION WHEN DELETING OPTIONS AND ADDING INFORMATION, ESPECIALLY TO TENDER OR CONTRACT RELATED DOCUMENTS. IF IN DOUBT, ASK.**

This list has been compiled by the Business Strategy Group. If you have any queries, please contact Tony Hudson 52223

GENERAL

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
D399	Services checklist for WSCC Projects		✓	Checklist for work carried out by M&E engineering consultants.	
D201	Emergency Report to Senior Management		✓	Use for reporting EMERGENCIES to Senior Management e.g. fire, accident, structural danger, etc.	

A) APPRAISAL**B) STRATEGIC BRIEF**

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
E417	Health & Safety Client Information		✓	To be completed within Capital & Asset Management and passed to Planning Supervisor (if commissioned for stages A & B)	BCD29
E555	Health & Safety File – Format	✓		Format showing minimum requirements.	BCD29
E560	Health & Safety File		✓	Health & Safety file front insert sheet.	BCD29

C) OUTLINE PROPOSALS

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
E404	Project Programme and Quality Plan	✓		Circulated to Chief Monitoring Officer and Client.	
E565	Project Programme and Quality Plan	✓		For use by Engineering Consultants commissioned by Maintenance Services	BCD37/38
E417	Health & Safety Client Information		✓	To be completed within Capital & Asset Management Services and passed to Planning Supervisor	BCD29
E555	Health & Safety File – Format	✓		Format showing minimum requirements.	BCD29
E560	Health & Safety File		✓	Health & Safety file front insert sheet.	BCD29
E002	Project Cost Check (Minor Works)	✓		For minor schemes (updated for cost check meetings)	
E100	Project Cost Check	✓		For major projects (updated for cost check meetings)	BCD28
E414	Project Cost Profile	✓		Used to set project cost parameters	
E443	Drawing Appraisal Form		✓	For commenting on design proposals.	BCD37/38

D) DETAILED PROPOSALS
E) FINAL PROPOSALS

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
E011	To Chief Monitoring Officer : Planning & Building Regulation Approval		✓	Cover letter when sending documents	
E440	Energy/Water Supply Change	✓		To be completed for a new installation or increase in consumption	BCD24
E561	Fixtures and Fittings Schedule	✓			BCD20

F) PRODUCTION INFORMATION
G) TENDER DOCUMENTATION

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
D135	Selected List of Tenderers		✓	Use to compile and approve a list of tenderers for ALL types of work (now in electronic form only)	BCD25/39
E139	Reply to tender request		✓	Use to reply when firms write in seeking work.	
E595	Details for Preliminary Invitation to Tender & D135 (FAX)	✓		To PS from Consultant with details for Preliminary Invitation to Tender & D135	BCD25/39
E183	Prelim. invitation to tender MBW		✓	Use with MBW only. (Form E566 – fax version)	BCD39
E285	Prelim. invitation to tender JCT		✓	Use with either of the main JCT forms (Form E566 – fax version)	BCD39
D340	Assessment of Liquidated Damages		✓	Use as the basis for calculating the amount of Liquidated Damages to be inserted on building contracts.	BCD2/39

H) TENDER ACTION

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
E289	Standard invitation to tender	✓		Use with all forms of contract.	BCD25/39
E607	Standard Invitation to Tender Minor Works	✓		Use with minor works contracts	BCD25/39
E185 *	FORM OF TENDER: Agreement for MBW	✓		Use with MBW only.	BCD44
E281 *	FORM OF TENDER: with BQ JCT	✓		Use with main form JCT WITH quantities.	BCD25/39
E288 *	FORM OF TENDER: with Sch of Works JCT	✓		Use with main form JCT WITHOUT quantities.	BCD25/39
E576 *	FORM OF TENDER: with Sch of Work IFC	✓		Use with main form IFC WITHOUT quantities	BCD25/39
E577*	FORM OF TENDER: with BQ IFC	✓		Use with main form IFC WITH quantities	BCD25/39
E578*	FORM OF TENDER: Employers Reqs WCD	✓		Use with main form WCD	BCD25/39
E339	Specimen Form of Performance Bond	✓		Enclosed with tender documentation where the provision of a Bond is to be included.	BCD3/39
E155	Tender Envelope (Small): Dir. of Property Services	✓		Use when tenders are to be returned to Dir. of Capital & Asset Management	
E156	Tender Envelope (Large): Dir. of Property Services	✓		Use when tenders are to be returned to Dir. of Capital & Asset Management	
E366	Request to contractor for a quotation.		✓	Use for very small works only. Refer to Standing Orders.	BCD25
D371	Record of Quotations requested		✓	To be completed by the recipient of quotations – an audit requirement.	BCD25
E016	Formal invitation : Direct supply of goods and materials	✓		For use when no labour is involved – the conditions of contract are embodied in the Form of Tender.	
E028	FORM OF TENDER: Direct supply of goods and materials	✓		For use when no labour is involved – the conditions of contract are embodied in the Form of Tender.	

* Appendix to Forms of Tender E185, E288, E281. Use with forms of tender when the names of proposed M&E SubContractors are to be stated at tender stage.

J) MOBILISATION

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
D184	Tenders: Report to Senior Management		✓	Use for reporting tenders.	
E572	Tender/Quotation Report (Maintenance Services)	✓	✓	Ditto	BCD25
E186	Request for Priced specification : Agreement for MBW	✓		For use with MBW only.	
E009	Notice of late tender		✓	Late tenders are opened in consultation with Senior Management, and returned.	
E328	Notification of Tenderer's details		✓	Send to Management Audit for two lowest tenderers for Projects with a performance bond.	BCD39
E120	To lowest tenderer		✓	Send to lowest tenderer on all sizes of job.	BCD39
E006	To second lowest tenderer		✓	Send to second lowest tenderer on all sizes of job.	BCD39
E007	To third lowest and other tenderers		✓	Send to third lowest and other tenders on all sizes of job.	
E189	Evidence of Insurance : MBW		✓	Use when Chief Monitoring Officer. is not involved.	
E008	Tenders : Notice of result		✓	Send to all tenderers where more than one received, but <u>not</u> until a contract has been placed.	
D159	Cost Analysis	✓		Prepared by QS following acceptance of major works tender.	
D410	Contract Notification to Legal Services		✓	Checklist of documentation sent by Project Officer to Chief Monitoring Officer.	BCD39

K) CONSTRUCTION TO PRACTICAL COMPLETION

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
E118	Consultant Instruction	✓			
E163	Payment Certificate Interim / Final	✓		To be used on all contracts with main JCT forms and MBW.	BCD33/44
E415	Certificate of Indemnity for Materials stored off site.	✓			BCD42
E449	Notice of Intention to Withhold or Refuse Payment		✓	A requirement under the Construction Act	BCD44
E101	Monthly Project Report	✓		Prepared by Consultant on major contracts.	BCD12
E562	Works Inspection Sheet		✓	For comments or observations on site	
D290	Passenger/Goods lift. Information sheet	✓		Completed when lifts are commissioned.	
D400	Handover checklist		✓	Checklist for tasks at Practical Completion	
D401	Defects Action Form	✓		List of defects for action by contractor	
E188	Extension of Contract Period : MBW and JCT				
E356	To Contractor : Certificate of Non-Completion : JCT, MBW.				
E296	Certificate of Practical Completion; Sectional Completion or Partial Possession : JCT				
E133	Certificate of Practical Completion : MBW				
E441	Energy/Water Usage Record	✓		Water/gas/electric meter readings – Appendix to Practical Completion Certificate.	BCD24/32
E358	Employer's Notification to Contractor : Damages for Non-Completion, JCT, MBW		✓	Send to Contractor on all projects where a Certificate of Non-Completion has been issued in consultation with Senior Management.	BCD33/44
E431	Building Services Installation Training for Premises Staff.	✓		To be completed by Consultant at Practical Completion stage.	BCD32
E557	Contractor's Insolvency Questionnaire		✓	To be completed by Project Officer	BCD50

L) AFTER PRACTICAL COMPLETION

FORM	DESCRIPTION	COMPLETED BY		COMMENTS	BCD REF.
		Consultant	WSCC		
D291	Certificate of Transfer to Maintenance Division		✓	Completed and signed by the Maintenance Consultancy Representative.	
D292	Building Information Schedule	✓		Completed by Consultant on new works at practical completion.	BCD32
E106	Temporary Buildings : Completion of transfer or installation.		✓	Memorandum to Education Dept	
E430	Modular Units Relocats: Programme Information.	✓		Completed by the Consultant following the installation of Modular Units.	
D241	Major Capital Works : Statement of Final Position		✓	Sent to Client and Financial Services as basis for financial reports.	BCD13
D353	Major Capital Works : Scheme Financial Details Sheet		✓	Used to record financial information for reports.	
E573	Final Account Statement and Updated Notification to Claim Project Costs (Maintenance Services)	✓	✓	Final account and financial adjustments information	
E297	Certificate of Making Good Defects : JCT				
E134	Certificate of Making Good Defects : MBW				
E621	Project Record Information Handover Form	✓	✓	Completed by Consultant and signed by WSCC	BCD55
E555	Health & Safety File – Format	✓		Format showing minimum requirements.	BCD29/ BCD55
E626	Electrical O&M Manual Template	✓		Format showing requirements	BCD56
E627	Mechanical O&M Manual Template	✓		Format showing requirements	BCD56
E628	Building Manual Template	✓		Format showing requirements	BCD56