



# INVITATION TO TENDER – ARCHIVE-IT SITE WORKS

## SCOPE OF WORKS

### **1 WORK SUPERVISION**

All work shall be carried out under the supervision of a FNPF Technical Projects Officer who shall be authorized to issue binding instructions to the contractor and the appointed supervisor on site. Any instruction issued by the FNPF Officer shall be immediately complied with.

The contractor shall maintain an experienced construction supervisor on site at all times when work is in progress.

### **2 DEMOLITION**

The demolition contractor will complete in an orderly manner and in full compliance with OHS regulations, the demolition and complete removal of all buildings and improvements on site including:

- Timber structure, including all members from the building post to roofing material.
- Concrete structure, including all members and flooring.
- Concrete slab around the site.

The extent of demolition shall include:

- Entire buildings and all internal and external improvements and all miscellaneous contents remaining in the structures or within the grounds at the time of site possession;
- Removal of all concrete footings, ground slabs, footpaths, masonry, steel reinforcement, nails, bolts, hardware, glass, bottles, cans, plastic, rubbish, roofing sheets, discarded equipment; broken furniture and general debris on site.
- Disconnection of water supply piping and capping on the consumer side of the Water Supply Department meter;
- Disconnection of sanitary sewer and capping of the outflow line within the property boundary;

- Filling of all ground voids with approved imported hardfill to ground level; compacted to 98% compaction density.

### **3 STRIPPING SITE/DRAINAGE**

- Strip top soil on site, 150mm in depth and stockpiled where directed by the Project Manager or Technical Project Officer.
- Clean out drainage blocked drainage at the rear of the property and within the site.
- Organic material to be removed from the site prior to stripping of the site.
- Trees and Plants noted by the Technical Project Officer not to be removed shall be kept and not disturbed.

### **4 SALVAGE RIGHTS**

- ***The demolition contractor shall be granted salvage rights over all building materials and fixed equipment not removed by FNPF prior to the commencement of demolition works. The value of the salvageable material shall be reflected in the tender and shall be shown as an itemized credit in the Tender price.***
- Under no circumstances shall the contractor conduct the sale of any salvage material on site nor permit any third party to enter the site and remove materials while demolition work is in progress.

### **5 DISPOSAL OF WASTE**

- The demolition contractor shall be responsible for the disposal of all waste materials in an approved landfill, recycling facility or private property in full compliance with Suva City Council by laws and Suva Rural Local Authority and Department Town and Country Planning regulations.
- The demolition contractor shall be responsible for cleaning all demolition material and soil that is dropped or tracked outside the site boundaries.
- Upon completion of the work, the site shall be left clean to ground level.

### **6 SITE SAFETY MANAGEMENT**

As the building is located in the CITY business district with high vehicle and pedestrian traffic, the demolition contractor must take all necessary precautions to ensure public safety at all times including:

- Vigilant supervision by an appointed on-site safety officer responsible for workers' safety, traffic control in and out of the site and through the pedestrian footpath crossing;
- Installation of warning signs inside and outside the work site;
- Fluorescent orange colour safety barrier where applicable on site.
- Maintenance of all storm water drains and outlets on site;
- Provision of site security for the contractor's equipment;
- Provision of an on site portable fire extinguisher suitable for all classes of fire;
- Prompt notification to FNPF of any person or entity who fails to comply with site safety instructions.
- The contractor shall submit to the Supervising Officer a OHS strategy plan for the project before the commencement of the work.

The demolition contractor shall be responsible for maintaining a safe working environment including the provision of hard hats, high-visibility vests, safety boots, eye protection, approved scaffolding and approved ladders.

## **7. SITE FACILITIES**

- The demolition contractor shall provide for all water and electrical power required on site during the course of the work.
- The demolition contractor shall provide for and maintain hygienic hand washing, temporary toilets and employee eating facilities on site as required by OHS regulations.