

Mitre House

124 Kings Road

London

SW3 4TP

COMMON PARTS REFURBISHMENT

Client: Mitre House Management (2017) Limited

Date: MAY 2020



Prepared by:



J M Property Consultants
Chartered Surveyors

Mitre House, 124 Kings Road, London SW3 4TP

Common Parts Refurbishment

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1. Executive Summary

- 1.1 This report provides a financial and qualitative appraisal of the tenders submitted for the internal refurbishment of the common parts at Mitre House, 124 Kings Road, London SW3 4TP. Three contractors were invited to submit tenders for the works and tender returns were received from only two of the contractors.
- 1.2 We have now reviewed the priced tender submissions from:
- Bourne Construction & Refurbishment Ltd
 - Collins Contractors Ltd
- 1.3 It is intended that the works will be procured under the Minor Works Building Contract (2016). Amendments to the Standard Form were included within the tender documents including:
- 1.3.1 A defects liability period of 12 months.
- 1.3.2 Liquidated damages at £500.00 per week or part thereof.
- 1.4 A copy of the full tender documentation was issued to Dean Jackson of Strangford Residence Management, acting on behalf of the client.
- 1.5 Following an extensive review of the tender submissions, Bourne Construction & Refurbishment Ltd submitted the lowest cost for the work at £88,678.45, and Collins Contractors Ltd second with £95,247.00, after the clarifications were taken into consideration. The full list of costs received back following the clarifications are shown below:
- Bourne Construction & Refurbishment - £88,678.45
 - Collins Contractors Ltd - £95,678.45
- 1.6 We were provided with projected programme durations from the two contractors, which varied by 4 weeks, which is significant. The programme will need to be confirmed prior to the works commencing and following an instruction to the successful contractor, due to the ongoing COVID-19 restrictions in place, in terms of movement of staff and also obtaining materials. This may lead to slightly longer than usual lead-in times on some items, especially the refurbishment of the lift car interior.
- 1.7 Based on the costs provided by the contractors, we recommend that Bourne Construction & Refurbishment Ltd are appointed to undertake the works on the basis of their revised tender return in the sum of £88,678.45 (plus VAT) resulting in an overall project sum, based on tendered costs and fees in the sum of £100,169.51 (Excl' VAT).
- 1.8 We have included a contingency figure of 10% for budgeting purposes as part of our overall summation at the end of our report This will take into account the areas where access was not available, or further investigation is required, such as possibly in the case of the screens adjacent to the proposed new lobby doors. If the project proceeds as anticipated, the contingency will not be used.
- 1.9 As previously discussed, the site is quite restricted and therefore welfare facilities will need to be placed in the rear courtyard adjacent to the rear staircase. We will need to confirm these arrangements with the contractor prior to works commencing as a matter of urgency.
- 1.10 In order to progress this project we await the following:
- Confirmation from the client that they intend to proceed with the lowest priced contractor, as our recommendation.
 - Confirmation that the works will be commencing during summer 2020, depending on discussions with the client and Tenants on the restrictions being lifted by the government as a result of the COVID-19 pandemic.

- Confirmation that when the works are instructed, the Tenants will be informed that there will possibly be a need to provide access to their flats to paint door frames, as well as restricted access and egress perhaps to the property, as a result of the works in the common parts.
 - We require confirmation that the Approved Inspector dealing with Building Control has been instructed, as per our previous emails.
 - Financial and other references to the satisfaction of the Landlord client, in accordance with their own in-house due diligence procedures. (Please refer to items 5.6 & 5.7 of this report).
 - Confirmation on whether the client has any special requirements that need to be considered over and above those included in the Specification and this financial report.
- 1.11 It is likely that some of the items within the works package have a long “lead-in” period, meaning that they cannot be purchased off the shelf and need to be sourced or manufactured. We will need to establish with the successful contractor, which items fall into this category and the impact on the programme, if any.

2. Tender Returns

2.1 The tenders received back were as follows:

Contractor	Initial Tender Cost	Revised Cost Post Analysis	Programme
Bourne Construction & Refurbishment Ltd	£84,188.05	£88,678.45	8 weeks
Collins Contractors Ltd	£87,581.00	£95,247.00	12 weeks

2.2 All costs are shown excluding VAT.

2.3 Initially, there was not much difference between the two contractors. Following the issue of the tender clarifications, both contractors increased their overall costs, as a result of primarily the floor cleaning and also, the screens that will be required to the lobby areas from the lift to each floor.

2.4 It was found that the tender submission from Bourne Construction & Refurbishment Ltd ("Bourne Construction") had some minor numerical errors. There were also numerical errors from Collins Contractors Ltd ("Collins Contractors").

2.5 In discussions with the two contractors, each indicated that they would be keen to secure an instruction and that they could start the works in line with the clients proposed programme, subject to restrictions being eased by the government, as part of the COVID-19 pandemic, and being able to source materials. Agreement would also need to be put in place with the client in relation to the siting of welfare facilities, which it is felt will be placed within the courtyard at the rear, adjacent to the external fire escape stairs.

2.6 The client will need to inform the Tenants of the proposed start date when able to do so, duration of the programme and ask that no major furniture removals are organised during the contract.

2.7 Please be aware that despite contacting the other contractor on a number of occasions – J & A Builders Ltd, we did not receive a tender submission from this contractor, even though they were a recommendation from the client.

3. Tender summary and detailed analysis

- 3.1 An initial numerical comparative analysis was undertaken of the submissions from the two contractors as detailed in the attached Appendix A. An elemental breakdown and description of the works is provided below.
- 3.2 We can confirm that the two contractors showed a keen interest in pricing the works, with a quick turn-around from them in response to the tender clarifications that were issued post submission, as well as their initial attendance on site.
- 3.3 We have previously spoken about the restrictive nature of the site and the possible location of welfare facilities. Collins Contractors have indicated that this will need to be agreed with the client, although they were asked as part of the tender process to confirm a possible location. Bourne Construction have indicated that the facilities need to be located adjacent to the external fire escape in the courtyard, with a feed being taken from the cleaner's cupboard for their water supply and electrics.
- 3.4 We have been made aware that the doors leading to the Tenant lobbies do not comply with the spread of fire under Building Regulations and as a result, these were included to be replaced with new (The Approved Inspector will need to confirm this). It was also our understanding that the adjacent timber/glass panels were of the same composition and therefore would need to be replaced. The contractors have included budget costs for this, but we will need to agree the actual costs on site with the successful contractor.
- 3.5 There should be no need for temporary towers or scaffold on site.

Contractor's Preliminaries

- 3.6 'Preliminaries' are a cost allowance for the contractors, for setting up the site and managing the project i.e site foremen, complying with site safety and providing on-site welfare requirements etc.
- 3.7 Costs associated with this project have been priced during normal working hours. Some elements however may need to be undertaken outside of normal working hours, which will need to be further discussed with the successful contractor. This will also be dependent on the Local Authority and 'House Rules' due to the fact that the building is residential and fully occupied.
- 3.8 Based on the programmes presented by both contractors, we are only able to calculate the weekly costs from Bourne Construction. Their overall cost was £5,000.00.
- 3.9 Bourne Construction have also separated out their OH&P cost as a separate item. Collins Construction have not provided a separate cost, but this was not requested from the contractors. Bourne Construction's figure for this item is £11,475.00.
- 3.10 Contractors will expect the free use of power and water serving the site for their unfettered use during the works.

Contractor Instructions

- 3.11 Both contractors have provided a cost for a full-time foreman, with the figures from Collins Construction being substantially higher than Bourne Construction. The reason for this maybe that the full-time foreman from Bourne Construction is a working foreman, whereas Collins Construction have put forward a dedicated full-time person.
- 3.12 Due to the fact that the lift car is being refurbished internally, as well as the external mesh enclosure being sprayed, it is likely that the lift car will need to be taken out of commission at various points throughout the project.
- 3.13 The contractors were asked to provide a cost for a 'Refurbishment and Demolition' asbestos survey, which they did. Both contractors have provided a similar figure for the survey of £550.00 from Bourne Construction and £765.00 from Collins Construction.
- 3.14 It is likely that the costs include for a visual inspection only, which if Asbestos Containing Materials ("ACMs") are on site, will require a further inspection at an

additional cost. It is the responsibility of the contractors to ensure that their workforce are safe on site, so both will need to provide a report on their findings.

- 3.15 The contractors were also asked to provide a Provisional Sum (“PS”) for the removal of potential ACMs. The PS put forward by both contractors in the sum of £1,000.00 is a reasonable figure. If no ACMs are present in the areas where works will be undertaken, this cost will represent a saving on the contract sum.

General Works/Considerations

- 3.16 On completion of the works, the contractors will always be requested to undertake a full clean of the site which is sometimes called a “builder’s clean”. This is to ensure that the property is not covered in dust or residue as a result of the works. Both contractors have provided a cost for this item, but the figure from Bourne Construction of £150.00 is considerably less than from Collins Construction at £505.00.
- 3.17 Within item 2.12 & 2.14 the costs provided are for testing only, as at this stage, it is not possible to confirm what works (if any) may be required, over and above what is visibly noticeable.
- 3.18 Although a separate CDM-Advisor has been appointed by the client, the contractors will need to ensure that they liaise with him as works progress and that the necessary O&M documentation is made available at the end of the project. The figure for this aspect of the project from Collins Construction is £402.00, which is higher than the figure from Bourne Construction of £150.00.

Lift Car and Common Parts

- 3.19 Section 3 deals with the lift car refurbishment, to include the mesh enclosure. Generally, the costs presented by Bourne Construction are lower than those from Collins Construction and this is probably as a result of the preferred sub-contractor. Details of the finish to the lift car can be agreed during the pre-start meeting or sooner.
- 3.20 (Item 3.1.2) covers the redecoration of the mesh enclosure to the lift car. Both contractors have approached this in a different way. Collins Contractors have stated that they feel the desired finish can be achieved by leaving the mesh in place and masking off areas that do not need to be decorated. Bourne Construction have taken the view that the mesh enclosure needs to be removed and sprayed off site for a better finish. Both contractors were asked about this as part of the clarification process and both feel that their method of working is the more suitable.
- 3.21 Generally within section 3.2, Collins Contractors on an item-by-item basis are slightly more expensive, although there are areas where the costing is more even.
- 3.22 As discussed in point 3.4 above, although we were informed that the doors to the lift lobbies require replacing, this cannot be done without works to the adjoining glass/timber screens as well. As part of the clarification process, both contractors were asked to review their prices and both allowed for an increase to cover the additional works, with the costs from Collins Construction being higher than those from Bourne Construction. (£5,600.00 & £4,000.00) respectively.
- 3.23 (Item 3.2.15) is for works to the stone finish that can be seen throughout the common parts. These works are shown throughout the scope of works and for the purposes of comment, we have chosen this specific clause. These are specialist works and both contractors have their own preferred persons to undertake the task. As part of the clarification process, both contractors were asked to consider a quotation received from Marble Shine Ltd (via the client) and if they would be happy to use them on this project. Bourne Construction reviewed the costs and as the quotation was from a client preferred contractor, as well as the fact that they were more competitive, they have chosen to include their cost accordingly. Collins Construction indicated that they have worked with this sub-contractor previously and feel that their cost is more competitive and they can achieve the same finish.

- 3.24 It should also be noted that Bourne Construction have included a figure of £610.00 for attendance while Marble Shine Ltd undertake their specialist finishing. This is a standard consideration for main contractors applying costs to sub-contractors appointed by others, but undertaking works as part of the contract.
- 3.25 (Item 3.3.1) is for the replacing of light fittings. Again, as with the above point, these works continue throughout the common parts, so a general observation is made at this juncture. Both contractors have included a cost for replacing the light fittings and due to the fact that there are so many lighting options available, proposals can be presented as part of the pre-construction process, so that agreement can be obtained from the client.
- 3.26 Within the remainder of the items for the staircase and landings, both contractor's costs remain very similar throughout and therefore, this report will not repeat previous comments.

Ground Floor

- 3.27 Both contractors have provided costs for the installation of new CCTV to the entrance hall as requested by the client. The systems can be remote monitored by the managing agent for ease of use. The cost from Collins Construction on this item of £1,446.00 is slightly lower than the cost from Bourne Construction of £1,800.00.
- 3.28 (Item 3.11.6) covers the decorations to the entrance areas. It can usually be found that costs for decorations from differing contractors are not too dissimilar, with the differences being where the paint is purchased and in particular, the contractor's respective labour costs. In this case, Collins Construction have provided a cost of £1,410.00, whereas Bourne Construction have given a slightly lower cost of £1,215.00.
- 3.29 The contractors were asked to provide a cost for a modern letterbox enclosure within the reception area. Both contractors provided costs and as part of the clarification process, images were sent of the type of design that the client would prefer. As a result, Bourne Construction increased their Provisional Sum on this item to £1,500.00, whereas Collins Construction felt that their figure of £60.00 would be sufficient. We feel that taking into account the possible style of the new letterbox enclosure, the figure from Collins Construction is very low.
- 3.30 (Item 3.11.12) covers replacing the existing internal lobby doors to the entrance hall with new. Again, images of the types of door were issued to the contractors as part of the clarification process and a Provisional Sum of £5,000.00 from Bourne Construction and one of £3,480.00 from Collins Construction were received. The former figure is probably a more accurate reflection of the cost of the doors and quality/style required.

Cleaner's Cupboard

- 3.31 The costs shown in this section by both contractors are very similar, but as before, those from Collins Construction are on an item-by-item basis, for the most part slightly higher.

Contract Period

- 3.32 We anticipated that the project would take c 10 weeks to complete. The contractors have suggested programme durations of 8 weeks and 12 weeks from Bourne Construction and Collins Construction respectively. This will be dependant on the current easing of the lockdown conditions, as well as lead-in times on works in connection with the lift car and materials that are special order, or not off the shelf.

4. Contractor's Cost (Summary)

4.1 Collins Construction Ltd – Tender Cost

- 4.1.1 On review of the tender submissions, Collins Construction Ltd initially submitted the highest contract sum at £87,581.00. This figure was broken down as follows:

Collins Construction Ltd	Breakdown
Preliminaries/OH&P	n/a
Schedule of Works	£87,581.00
Total:	£87,581.00

Collins Construction Ltd - Tender Clarifications

- 4.1.2 Collins Construction Ltd did price all items in the tender package with actual costs. There were a few numerical errors, as well as a number of post-tender queries issued to them.
- 4.1.3 Following our tender clarification process, their tender submission was further analysed and the final costs are as follows:

Revised Tender Sum

Collins Construction Ltd	Breakdown
Original Tender Sum	£87,581.00
Arithmetical Errors/Clarifications	£ 7,666.00(+)
Revised Total:	£95,247.00

4.2 Bourne Construction & Refurbishment Ltd – Tender Cost

- 4.2.1 Bourne Construction provided the lowest initial tender submission, albeit only slightly at £84,188.05 broken down as follows:

Bourne Construction Ltd	Breakdown
Preliminaries/OH&P	£16,475.00
Schedule of Works	£67,713.05
Total:	£84,188.05

Bourne Construction Ltd - Tender Clarifications

- 4.2.2 Bourne Construction Ltd priced all items, but there were a couple of numerical discrepancies, that were corrected as part of the clarification process.
- 4.2.3 Following our tender clarification process, their tender submission was further briefly analysed and their final costs are as follows:

Revised Tender Sum

Bourne Construction Ltd	Breakdown
Original Tender Sum	£84,188.05
Arithmetical Errors/Clarifications	£ 4,490.40
Total:	£88,678.45

5. Recommendations

- 5.1 Bourne Construction & Refurbishment Ltd have issued the lowest tender submission following the clarification process with a proposed contract sum of £88,678.45, with Collins Construction Ltd second with a tender figure of £95,247.00. The other contractor who was approached, failed to respond to any of our correspondence and we therefore have no submission from them.
- 5.2 As yet a programme has not been submitted by either of the contractors, however this will be heavily dependent on the current government restrictions that are in place, as well as being able to source materials for the project, particularly for the refurbishment of the lift car. That said, initially the programme submitted by Bourne Construction is 8 weeks, although this may need to be reviewed in discussions with the client.
- 5.3 Based on the overall perceived programme and costs provided, we recommend that Bourne Construction Ltd are appointed to undertake the works on the basis of their tender return. We have worked with Bourne Construction Ltd on other projects and we would recommend them to complete these works to a satisfactory standard in line with your expectations. We have not worked with Collins Construction Ltd previously, but we are aware that they were recommended by one of the Directors. It should also be noted that their submission was to a good standard, with a lot of detail.
- 5.4 The client should note that this contract sum may fluctuate depending on the current COVID-19 restrictions in place, as well as the detailing required to the screens on each floor enclosing the lobby areas, in order to make them compliant with Building Regulations.
- 5.5 In our opinion and based on initial investigations we conclude that both contractors appear to be capable of delivering a project of this scale.
- 5.6 The anticipated start date for the project is c summer 2020 if the client decides to proceed with the costs presented in this document; discussions with the service providers for the lift car refurbishment (potentially); and the current government restrictions. In order to achieve this programme we recommend that the items shown in item 1.10 are instructed/reviewed at your earliest possible opportunity.
- 5.7 We suggest that the client's Lawyers undertake a final financial check on the successful contractor to ensure they are satisfied with the company profile, together with a review of the terms of any proposed warranty that is put forward.

6. Project Cost Summary

6.1 Based on the submitted tender from Bourne Construction Ltd the total project costs are as follows:

Description	Amount
<u>Building Works</u>	
Bourne Construction & Refurbishment Ltd (Revised Contract Sum)	£88,678.45
Recommended Project Contingency @ approx 10% of building works cost	£ 8,867.85
Works sub-total	£97,546.30
<u>Fees to oversee Works</u>	
Project Management & contract administrator based on 9% of the construction cost	£ 7,981.06
CDM Co-ordinator	£ 2,310.00
Planning (TBC)	£ n/a
Building Control (To be instructed by client)	£ 1,200.00
Fees sub-total	£11,491.06
Total Works Costs (Excl. VAT & Cont')	£ 97,546.30
Total Budget (Incl. Contingency)	£109,037.36

Appendix A

Tender Submissions Cost Comparison

TENDER ANALYSIS								
<p>Client: Mitre House Management (2017) Limited WORKS: Common Parts Refurbishment ADDRESS: Mitre House, 124 Kings Road, London SW3 4TP</p> <p>DATE: May 2020</p>								
WORKS				Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
<p>1.0 Contractor Instructions</p>								
1.1	The Contractor is responsible for all quantities contained within this tender. The quantities included in the following pricing document are for guidance purposes only and the Contractor is to visit site and take all necessary steps to ascertain the quantities required to carry out the works.			Note			£	-
1.2	This breakdown should not be deemed to be a comprehensive summary of the scope of works. The Contractor must read any drawings or other documents made available and review all of the information as a complete document. The Contractor may add, delete or amend any item which he considers necessary to fully identify his tender sum in accordance with the scope of works, specification, drawings and all other contract documents. All amended items are to be made known to the Contract Administrator ("CA") as soon as possible.			Note			£	-
1.3	The Contractor is to allow for a full-time site foreman for the duration of the works. If the contractor does not include for a full-time foreman, details must be provided of the main point of contact for the duration of the project and costs amended accordingly.			Note		£ 2,100.00	£ 5,100.00	
1.4	The Contractor is to ensure that all areas likely to be adversely affected by the works are to be fully protected. These will include vehicular access routes, pavement areas, areas of hardstanding, adjoining structures and street lighting externally.			Note		Inc	£	-
1.5	Before works commence, the Contractor is to liaise with the Employer/CA to obtain/provide all required permits to work, and provide all necessary insurances, risk assessments and method statements.			Note			£	-
1.6	All strip-out and removal work is to take into consideration waste recycling and the re-use of materials where possible, with the production of a Site Waste Management Plan as applicable.			Note			£	-
1.7	The Contractor is to provide a photographic schedule of condition of the surrounding areas of the site that may be affected by the works, to include passages, roads, pavements and all infrastructure prior to works commencing and this is to be agreed with the CA. The schedule is to be in the format of a photographic report to allow for easy reference to a particular area of the premises.			Note		£ 55.00	£ 110.00	
1.8	The Contractor is to be responsible for liaising with Building Control as the works proceed. Copies of any correspondence between the Contractor and Building Control are to be provided to the CA/Client. The Contractor will be responsible for obtaining all necessary Building Control Approvals and 'Sign-offs'.			Note		Inc	£	-



	WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
1.9	The Contractor is to be responsible for liaising with the CDM-Advisor as the works proceed in line with Construction (Design and Management) Regulations 2015. Copies of any correspondence between the Contractor and CDM-Advisor are to be provided to the CA/Client. The Contractor will be responsible for obtaining all necessary 'Sign-offs'.	Note		Inc	£ -	
1.10	Where necessary, the Contractor is to allow for all necessary tests to any components that have been subject to repairs, overhauling or replacement, to ensure compliance with British Standards and Building Regulations.	Note			£ -	
1.11	Restrictions on noisy works will be as directed by the Local Authority and the Client. The property will be fully occupied at the time of the works. Noisy works are deemed to include works which cause vibration of the structure and impact noise or disruption to neighbouring occupants.	Note			£ -	
1.12	The Contractor is to ensure that the commissioning and testing of all services (where applicable) are included within the tender, with all necessary certification provided at the end of the project.	Item			£ -	
1.13	The Contractor is to allow for the cost of an asbestos "Refurbishment and Demolition" survey pursuant to HSG 264; 'Control of Asbestos Regulations 2012' and Health & Safety Executive paper on 'Managing My Asbestos' to be incorporated as part of the tender submission. The Contractor is to also request a copy of the on-site asbestos register in addition to the Health & Safety File (if available) from the Client. The contractor is to liaise with the Client on this item and use the Client's preferred service provider. A copy of the "Re-inspection Asbestos Survey" is included as part of this Tender Document.	Item		£ 550.00	£ 765.00	
1.14	The Contractor is to show a Provisional Sum for the removal, encapsulation and/or demarcation of all asbestos containing materials to the demise that may be required.	PS		£ 1,000.00	£ 1,000.00	
1.15	The Contractor is responsible for the security of their site and to ensure that no unauthorised persons enter the site and/or adjoining properties or Tenant flats during the course of the works.	Item			£ -	
1.16	The Contractor is to ensure that as necessary measures have been allowed for, in relation to all materials being removed from site. Where stored, these are to be in the prescribed areas as agreed with the CA.	Note			£ -	
1.17	The Contractor is to confirm that all operatives engaged with the works are qualified and site inducted to do so. Details are to be submitted as part of the tender submission of the proposed operatives working on site and their qualifications.	Note			£ -	
1.18	All materials delivered to site are to be stored as directed by the manufacturers to prevent damage.	Note			£ -	
1.19	The Contractor is to liaise with the CA in relation to the provision of welfare facilities on site in line with the Construction (Design and Management) Regulations 2015. The Contractor is to provide a cost for this item.	Item	Collins - Location required Bourne - Locate in the back courtyard	£ 980.00	inc 1.22	
1.20	The Contractor is to bring to the client's attention any items that should be discussed prior to works commencing on site, where not otherwise included in this document. No additional costs will be considered unless the client has been informed, nor poor workmanship or non-completion of works, as a result of the Contractor not making the client aware of the issue on site.	Item			£ -	
1.21	All decorative works are to be completed in line with industry standards and the Dulux data-sheets included within the Appendix Document. This is not a definitive list, but shows some of the main products that will be used during this project.	Note			£ -	
1.22	The contractor is to provide a cost for 'prelims' on this project to include: - Waste Removal/skips	Item		£ 440.00	£ 605.00	

	WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
	- Welfare/potable WC - General Items/considerations	Item Item		inc 1.19	£ 1,320.00 £ 350.00	
1.23	<u>Any item not priced in the Scope of Works will be deemed to have been included unless otherwise stated at the time of the tender submission.</u>	Note			£ -	
1.24	All prices will be deemed to be fixed for the maximum duration of the contract.	Note			£ -	
1.25	The Contractor is to include for the design of all temporary and permanent works necessary for completing the project. This is to include all access, lifts, protective sheeting and lighting as required.	Note			£ 510.00	
1.26	The Contractor is to ensure that their programme takes into account noisy working restrictions and early discussions with the Local Authority and client will be required.	Item			£ -	
2.0	<u>General Works/Considerations</u>					
2.1	The contractor is to ensure that any works over and above those shown in this document to comply with statute and Building Regulations, are shown as an addendum as part of the cost submission.	Item			£ -	
2.2	All new internal doors being installed are to have self-closing mechanisms and comply with fire ratings as shown in the Building Regulations. All glass to doors and side panels is to be in accordance with current regulations.	Item		Noted	£0.00	
2.3	Where being decorated, all doors are to have ironmongery removed prior to the preparation and paint application and reinstated on completion.	Item		Noted	£0.00	
2.4	The contractor is to ensure that all ironmongery to each window (where being retained), is cleaned, removing all paint residue, with all locks and handles left secure and in good working order.	Item		Noted	£ -	
2.5	All new windows and doors (where being installed) are to comply with PAS 24 (2012) and Part Q of the Approved Document B.	Item		Noted	£0.00	
2.6	The mastic seal between the window and reveals is to be inspected to each window and replaced if required. Where windows are being replaced, a new seal is to be installed to the internal and external joints.	Item		Noted	£ -	
2.7	Carry out a full clean of all areas outside the 'site' that may have been affected by the works on completion of this contract including, but not exclusive to pedestrian walkways, adjoining properties and all other areas likely to be affected by the works to the satisfaction of the CA. If on completion of the works these areas are deemed to have not been cleaned sufficiently, the contractor will be asked to undertake the necessary remedial works required to satisfy the CA at the contractor's own cost.	Note		£ 100.00	£ -	
2.8	On completion of the works, thoroughly clean all surfaces within the 'property', to include but not exclusive to ledges, small power, switches, handrails, skirting, string courses, cills, carpets etc.	Item		£ 150.00	£ 505.00	
2.9	The contractor is to ensure that a full set of keys for the various new locks are made available on completion of the project, to include all doors, windows and cupboards.	Item		Noted	£ -	
2.10	Emergency lighting is to be to BS 5266: Pt 1 and is to be provided in all common parts to include stairways, lobbies, halls, landings and external escape routes.	Item	Bourne - Emergency lighting as existing		£0.00	

	WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
2.11	The lighting scheme is to comply fully with Approved Document L and to have fixed energy efficient light fittings which are to be a minimum of 75% of the total.	Item			£0.00	
2.12	As part of the contractor's works, all electrical installations are to be checked, repairs or replacement undertaken as required and a report provided to the client on issues noted and remedial works required. On completion, a Certificate is to be provided to the client for the electrical installations to each lobby and common parts area.	Item	Collins/Bourne - Test only. No repairs included Collins - No cost shown	£ 450.00	£ -	
2.13	All works to the fire alarm system must comply with BS 5839 Part 1 & 6:1995.	1no		Noted	£ -	
2.14	All general electrical work is to meet the requirements of Approved Document P and (Electrical Safety) 2005. An Electrical Certificate will be required that meets BS 7671.	Item	Bourne - Report from testing - No allowance for upgrade		£0.00	
2.15	All new smoke detectors will need to be wired to a separate fuse at the distribution board with battery back-up. All detectors that are to be installed are to be a minimum of 300mm from a light fitting.	Note			£0.00	
	<u>Decorations</u>					
2.16	To all ceilings and internal walls, the contractor is to prepare the surfaces and make ready for new decorations, to include undercoat and top coats as recommended by the manufacturers and in accordance with the attached technical data sheets. Colours to be from the diamond matt emulsion paint range.	Item			£ 770.00	
2.17	To all internal and external woodwork (existing and newly installed), the contractor is to prepare the surfaces and make ready for new decorations, to include knotting, stopping and primer/undercoats and top coats as recommended by the manufacturers and in accordance with the attached technical data sheets. Colours to be as agreed with the client.	Item		Noted	£ 810.00	
2.18	To all other previously varnished internal and external surfaces, or other surfaces that have been previously decorated, the contractor is to prepare them and decorate as directed by the manufacturer and in accordance with the Dulux technical data-sheets.	Item		Noted	£ 488.00	
	<u>Fire Safety/Signage</u>					
2.19	The contractor is to allow for the supply and installation of statutory signage to all fire doors; 'Running Man' fire exit signs at the front and rear doors to the entrances, as well as the common parts in line with Part B of the Building Regulations. To include the removal of the existing items in place.	Item		£ 168.00	£ 488.00	
2.20	All fire doors must also include for cold smoke seals along with intumescent strips to all internal fire doors.	Item		£ 800.00	£ 179.00	
	<u>Documentation</u>					
2.21	The contractor is to include for 1no sets of O&Ms/H&S files, at the end of the project. These are to be agreed with the CDM Advisor as required and should include for 1no electronic copy. The contractor should ensure that these are made available to the Client no later than 2 weeks after Practical Completion.	1no		£ 150.00	£402.00	
3.1	Lift Car					

		WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
3.1.1		The lift car is to be fully refurbished, to include the internal surfaces, flooring, ceiling, new lighting, lift car doors and possibly lift car controller. The contractor is to liaise with the client in relation to the incumbent lift maintenance specialist, as well as obtaining a copy of the latest insurance inspection for the lift.	1no	Collins - Budget for new lighting, new wall panels, ceiling, mirrors etc (PS)	£ 4,500.00	£ 6,400.00	
3.1.2		The external mesh covering to the lift shaft is to be carefully removed for refurbishment. The contractor is to remove the fixings, prepare and spray/paint the mesh in a colour to be agreed with the client. Where any coverings are removed from the lift shaft, the contractor is to ensure that a suitable form of protection is placed over the opening for the duration that the cover has been removed.	Item	Collins - it is best to be masked and sprayed insitu with electrostatic spray (PS)	£ 3,160.00	£ 5,106.00	
		3.2 3rd Floor (Lobby to Tenant Flats)					
3.2.1		The contractor is to ascertain what the gold painted pipe serves and report back to the C.A. If gas, the pipe will either need to be painted in the appropriate colour or/and labelled accordingly.	1no	Bourne - report only	Inc	£ 110.00	
3.2.2		The existing light fittings are to be carefully removed and disposed of. New light fittings are to be installed and as part of the installation, the contractor is to review the location of the fittings and allow for new fittings to be spaced out in positions to meet with the Building Regulations.	Item	Bourne - £500.00 per fitting	£ 600.00	£ 1,074.00	
3.2.3		The existing PIRs are to be re-positioned outside the Tenant flats so that they are located centrally and not above a single door.	3no	Collins - New lights to have built in PIR's	£ 100.00	£ -	
3.2.4		The boxing to the electrical equipment adjacent to the fire escape door is to be removed and disposed of. A fireproof enclosure is to be installed around the electrical equipment. The contractor is to include some form of protection on the corners of the enclosure to prevent injury to Tenants and visitors.	1no		£ 430.00	£ 910.00	
3.2.5		The fire door and frame leading out onto the fire escape is to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations.	1no		£ 140.00	£ 122.00	
3.2.6		All glazing to the fire door and fanlight is to be thoroughly cleaned to remove all stains and marks.	5no		£ 15.00	£ 45.00	
3.2.7		The blanking plate adjacent to the fire door is to be removed and disposed of. A new brass blanking plate is to be installed in its place.	1no		£ 15.00	£ 72.00	
3.2.8		The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item		£ 86.40	£ 187.00	
3.2.9		The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item		£ 430.50	£ 492.00	
3.2.10		The upstand at the base of the wall is to be professionally cleaned to remove all stains and marks. The colour is to be revitalised and left in good order.	Item		£ 174.00	£ 181.00	
3.2.11		All cabling is to be tested and redundant cabling removed. The remainder of cabling is to be boxed in, unless it can be neatly clipped in place.	Item		£ 156.00	£ 458.00	
3.2.12		The entrance doors, frames and adjacent panelling currently finished with a varnish coating are to be rubbed down, prepared and re-varnished. Colour of varnish to be agreed with the client.	3no		£ 503.25	£ 378.00	

		WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
3.2.13		The areas of previous water ingress are to be have all damaged plaster removed back to a sound key. New plaster is to be installed and feathered back to the adjacent edges, prior to redecoration.	1m ²		£ 40.00	£ 85.00	
3.2.14		The contractor is to present options to the C.A. for either replacing the existing lobby doors with new items to ensure they are FD30 or better, so as to comply with Building Regulations, or confirm if the existing can be made to perform as FD30 or better fire doors. The contractor will also need to confirm if the half glazed panels to the lift lobby also need to be replaced.	1no	Collins - This is a budget as we also need to take into account the side screens, not just the doors.	£ 4,000.00	£ 2,800.00	
3.2.15		The floor surface in the lift lobby and also adjacent to the Tenant flats is to be thoroughly cleaned. This may include honing, sealing and polishing the floor to revitalise the finish.	Item	Bourne - See Summary	£ -	£ 396.00	
		3.3 3rd Floor (Lift Lobby Area)					
3.3.1		The contractor is to rub down, prepare and decorate the 2no sections of timber panelling to either side of the lobby doors in colours to be agreed with the client.	2no		£ 70.00	£ 189.00	
3.3.2		The plant pots and stands located on the staircase are to be carefully removed and disposed of if not claimed by one of the Tenants.	2no		£ 35.00	£ 44.00	
3.3.3		The sign located adjacent to the loft hatch in relation to the lift machinery is to be carefully removed.	1no		£ 10.00	£ 22.00	
3.3.4		The loft hatch and frame are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	1no		£ 45.00	£ 68.00	
3.3.5		The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item		£ 250.00	£ 214.00	
3.3.6		All paintings attached to the walls are to be carefully removed and stored safely for the owner/Tenant to claim.	Item		£ 15.00	£ 29.00	
3.3.7		The cupboard located outside the lift car to the lobby is to be removed and disposed of. All contents within the cupboard are to be stored for the owner to reclaim.	1no		£ 35.00	£ 68.00	
3.3.8		All mats in front of the lift car doors to each floor are to be removed and disposed of as they are a trip hazard.	Item		£ 15.00	£ 48.00	
3.3.9		The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item		£ 585.00	£ 543.00	
3.3.10		New PIRs are to be installed outside the lift car doors on each floor.	3no	Collins - Included in new lights	£ 330.00	£ -	
3.3.11		The existing light fittings are to be carefully removed and disposed of. The cabling is to be buried in the ceilings and if not possible, carefully boxed in around the lift shaft. New light fittings are to be installed and as part of the installation, the contractor is to review the location of the fittings and allow for new fittings to be spaced out in positions to meet with the Building Regulations.	Item	Bourne - £250/fitting allowed	£ 600.00	£ 1,610.00	
3.3.12		The boxing/beam at ceiling level are to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations.	Item		Inc	£ 175.00	
3.3.13		The mirror hung on the wall is to be carefully taken down, the fixing removed and placed safely for the owner to retrieve.	1no		£ 20.00	£ 32.00	

		WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
	3.3.14	The sticky pads and fire extinguisher hangers are to be removed from the walls. Fixing holes are to be filled ready for redecoration.	Item		£ 15.00	£ 26.00	
	3.4	Staircase (3rd Flr - 2nd Flr)					
	3.4.1	The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item	Bourne - in 3.3.5	Inc	£ 189.00	
	3.4.2	The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item	Bourne - in 3.3.9	Inc	£ 302.00	
	3.4.3	The windows are to be eased and adjusted and left operational.	Item		£ 90.00	£ 46.00	
	3.4.4	The mechanisms to the windows are to be thoroughly cleaned to removed all paint residue and staining.	Item		£ 45.00	£ 28.00	
	3.4.5	The terrazzo finish to the cill is to be thoroughly cleaned. This may include honing, sealing and polishing the cill to revitalise the finish.	1no	Bourne - notes in summary	£ -	£ 33.00	
	3.4.6	The window surrounds are to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations.	1no	Bourne - in 3.3.9	Inc	£ 66.00	
	3.4.7	The terrazzo finish to the treads and risers is to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 480.00	
	3.4.8	Rub down, prepare and varnish the timber handrails with 2no coats of good quality polyurethane varnish.	3no		£ 140.00	£ 96.00	
	3.4.9	The terrazzo finish to the surrounds up to the handrail is to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 144.00	
	3.5	2nd Floor (Lobby Area outside Flats)					
	3.5.1	The existing light fittings are to be carefully removed and disposed of. New light fittings are to be installed and as part of the installation, the contractor is to review the location of the fittings and allow for new fittings to be spaced out in positions to meet with the Building Regulations.	Item	Bourne - £500.00 per fitting	£ 600.00	£ 1,074.00	
	3.5.2	The existing PIRs are to be re-positioned outside the Tenant flats so that they are located centrally and not above a single door.	3no	Collins - Included in new lights	£ 100.00	£ -	
	3.5.3	The boxing to the electrical equipment adjacent to the fire escape door is to be removed and disposed of. A fireproof enclosure is to be installed around the electrical equipment. The contractor is to include some form of protection on the corners of the enclosure to prevent injury to Tenants and visitors.	1no		£ 430.00	£ 910.00	
	3.5.4	The fire door and frame leading out onto the fire escape is to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations.	1no	Bourne - notes in summary	£ 140.00	£ 122.00	

	WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
3.5.5	All glazing to the fire door and fanlight is to be thoroughly cleaned to remove all stains and marks.	5no		£ 15.00	£ 45.00	
3.5.6	The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item		£ 86.40	£ 187.00	
3.5.7	The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item		£ 430.50	£ 492.00	
3.5.8	The upstand at the base of the wall is to be professionally cleaned to remove all stains and marks. The colour is to be revitalised and left in good order.	Item	Bourne - notes in summary	£ -	£ 181.00	
3.5.9	All cabling is to be tested and redundant cabling removed. The remainder of cabling is to be boxed in, unless it can be neatly clipped in place.	Item		£ 156.00	£ 458.00	
3.5.10	The entrance doors, frames and adjacent panelling currently finished with a varnish coating are to be rubbed down, prepared and re-varnished. Colour of varnish to be agreed with the client.	3no		£ 503.25	£ 378.00	
3.5.11	The contractor is to present options to the C.A. for either replacing the existing lobby doors with new items to ensure they are FD30 or better, so as to comply with Building Regulations, or confirm if the existing can be made to perform as FD30 or better fire doors. The contractor will also need to confirm if the half glazed panels to the lift lobby also need to be replaced.	1no	Collins - See previous note re: side screens Bourne - (PS) as 3rd Flr - 3.2.14	£ 4,000.00	£ 2,800.00	
3.5.12	The floor surface adjacent to the Tenant flats is to be thoroughly cleaned. This may include honing, sealing and polishing the floor to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 396.00	
3.6	2nd Floor (Lift Lobby)					
3.6.1	The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item		£ 250.00	£ 214.00	
3.6.2	The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item		£ 585.00	£ 543.00	
3.6.3	The terrazzo upstands are to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item		£ 400.00	£ 175.00	
3.6.4	The contractor is to present options to the C.A. for either replacing the existing lobby doors with new items to ensure they are FD30 or better, so as to comply with Building Regulations, or confirm if the existing can be made to perform as FD30 or better fire doors. The contractor will also need to confirm if the half glazed panels to the lift lobby also need to be replaced.	1no	Collins - See previous note re: side screens Bourne - notes in summary	£ -	£ 2,800.00	
3.6.5	The floor surface in the lift lobby is to be thoroughly cleaned. This may include honing, sealing and polishing the floor to revitalise the finish.	Item		£ 400.00	£ 204.00	
3.6.6	The existing light fitting is to be carefully removed and disposed of. A new light fitting is to be installed and as part of the installation, the contractor is to review the location of the fitting and allow for the new fitting to be located in a position to meet with the Building Regulations.	1no	Bourne - PC - £250 each supply	£ 300.00	£ 534.00	

		WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
3.6.7		The contractor is to rub down, prepare and decorate the 2no sections of timber panelling to either side of the lobby doors in colours to be agreed with the client.	2no		£ 70.00	£ 225.00	
3.6.8		The sticky pads and fire extinguisher hangers are to be removed from the walls. Fixing holes are to be filled ready for redecoration.	Item		£ 15.00	£ 62.00	
3.6.9		All cabling is to be tested and redundant cabling removed. The remainder of cabling is to be boxed in, unless it can be neatly clipped in place.	Item		£ 150.00	£ 458.00	
3.6.10		All previously varnished timber panelling is to be rubbed down, prepared and re-varnished using a good quality polyurethane varnish in accordance with the manufacturer's instructions.	Item	Bourne - in 3.5.10	Inc	£ 360.00	
		3.7 Staircase (2nd Flr - 1st Flr)					
3.7.1		The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item	Bourne - in 3.6.1	Inc	£ 189.00	
3.7.2		The light fitting is to be removed and the new light fitting installed in a new position to fall in line with the Building Regulations.	1no	Bourne - PC £500 for supply	£ 600.00	£ 1,074.00	
3.7.3		The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item	Bourne - in 3.6.2	Inc	£ 302.00	
3.7.4		The windows are to be eased and adjusted and left operational.	Item		£ 90.00	£ 46.00	
3.7.5		The mechanisms to the windows are to be thoroughly cleaned to removed all paint residue and staining.	Item		£ 45.00	£ 28.00	
3.7.6		The windows are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality gloss paint. Colour to be agreed with the client.	2no		£ 60.00	£ 208.00	
3.7.7		The cracked window pane is to be carefully removed and replaced with new to match the existing.	1no		£ 130.00	£ 107.00	
3.7.8		The terrazzo finish to the cills are to be thoroughly cleaned. This may include honing, sealing and polishing the cills to revitalise the finish.	2no		£ 80.00	£ 66.00	
3.7.9		The window surrounds are to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations.	2no	Bourne - in 3.6.2	Inc	£ 132.00	
3.7.10		The terrazzo finish to the treads, risers and upstands are to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 480.00	
3.7.11		The terrazzo finish to the surrounds up to the handrail is to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 144.00	
3.7.12		The timber handrails are to be removed, the fixing points made good and the handrails reinstated on completion.	Item		£ 140.00	£ 274.00	
3.7.13		Rub down, prepare and varnish the timber handrails with 2no coats of good quality polyurethane varnish.	3no		Inc above	£ 96.00	

		WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
3.7.14		The previously varnished timber panelling surrounding the windows are to be rubbed down, prepared and re-varnished using a good quality polyurethane varnish in accordance with the manufacturer's instructions.	2no		£ 40.00	£ 162.00	
3.7.15		The terrazzo finish to the treads and risers is to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	13no	Collins - See 3.7.10 Bourne - in 3.7.1	Inc	£ -	
3.7.16		The terrazzo finish to the landings is to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	2no	Bourne - notes in summary	£ -	£ 310.00	
3.8		1st Floor (Lobby Area outside Flats)					
3.8.1		The existing light fittings are to be carefully removed and disposed of. New light fittings are to be installed and as part of the installation, the contractor is to review the location of the fittings and allow for new fittings to be spaced out in positions to meet with the Building Regulations.	Item	Bourne - PC £500 for supply	£ 600.00	£ 1,074.00	
3.8.2		The existing PIRs are to be re-positioned outside the Tenant flats so that they are located centrally and not above a single door.	3no	Collins - incl in new lights	£ 100.00	£ -	
3.8.3		The boxing to the electrical equipment adjacent to the fire escape door is to be removed and disposed of. A fireproof enclosure is to be installed around the electrical equipment. The contractor is to include some form of protection on the corners of the enclosure to prevent injury to Tenants and visitors.	1no		£ 430.00	£ 910.00	
3.8.4		The fire door and frame leading out onto the fire escape is to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations.	1no		£ 140.00	£ 122.00	
3.8.5		All glazing to the fire door and fanlight is to be thoroughly cleaned to remove all stains and marks.	5no		£ 15.00	£ 45.00	
3.8.6		The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item		£ 86.40	£ 187.00	
3.8.7		The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item		£ 430.50	£ 492.00	
3.8.8		The upstand at the base of the wall is to be professionally cleaned to remove all stains and marks. The colour is to be revitalised and left in good order.	Item		£ 174.00	£ 181.00	
3.8.9		All cabling is to be tested and redundant cabling removed. The remainder of cabling is to be boxed in, unless it can be neatly clipped in place.	Item		£ 156.00	£ 458.00	
3.8.10		The entrance doors, frames and adjacent panelling currently finished with a varnish coating are to be rubbed down, prepared and re-varnished. Colour of varnish to be agreed with the client.	3no		£ 503.25	£ 378.00	
3.8.11		The contractor is to present options to the C.A. for either replacing the existing lobby doors with new items to ensure they are FD30 or better, so as to comply with Building Regulations, or confirm if the existing can be made to perform as FD30 or better fire doors. The contractor will also need to confirm if the half glazed panels to the lift lobby also need to be replaced.	1no	Collins - See previous note re: side screens Bourne - PS as per 3.2.14	£ 4,000.00	£ 2,800.00	

		WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
3.8.12		The floor surface adjacent to the Tenant flats is to be thoroughly cleaned. This may include honing, sealing and polishing the floor to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 396.00	
		3.9 1st Floor (Lift Lobby)					
3.9.1		The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item	Bourne - notes in summary	£ 250.00	£ 214.00	
3.9.2		The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item		£ 585.00	£ 543.00	
3.9.3		The terrazzo upstands are to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 175.00	
3.9.4		The contractor is to present options to the C.A. for either replacing the existing lobby doors with new items to ensure they are FD30 or better, so as to comply with Building Regulations, or confirm if the existing can be made to perform as FD30 or better fire doors. The contractor will also need to confirm if the half glazed panels to the lift lobby also need to be replaced.	1no	Collins - See previous note re: side screens Bourne - refer to 3.8.11 (duplication)		£ 2,800.00	
3.9.5		The floor surface in the lift lobby is to be thoroughly cleaned. This may include honing, sealing and polishing the floor to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 204.00	
3.9.6		The existing light fitting is to be carefully removed and disposed of. A new light fitting is to be installed and as part of the installation, the contractor is to review the location of the fitting and allow for the new fitting to be located in a position to meet with the Building Regulations.	1no	Bourne - PC £500 for supply	£ 600.00	£ 522.00	
3.9.7		The contractor is to rub down, prepare and decorate the 2no sections of timber panelling to either side of the lobby doors in colours to be agreed with the client.	2no		£ 70.00	£ 225.00	
3.9.8		All cabling is to be tested and redundant cabling removed. The remainder of cabling is to be boxed in, unless it can be neatly clipped in place.	Item		£ 150.00	£ 458.00	
3.9.9		All previously varnished timber panelling is to be rubbed down, prepared and re-varnished using a good quality polyurethane varnish in accordance with the manufacturer's instructions.	Item		Inc	£ 360.00	
		3.10 Staircase (1st Flr - Ground Flr)					
3.10.1		The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item	Bourne - Inc 3.9.1	Inc	£ 189.00	
3.10.2		The light fitting is to be removed and the new light fitting installed in a new position to fall in line with the Building Regulations.	1no	Bourne - PC £500 for supply	£ 600.00	£ 1,074.00	
3.10.3		The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item	Bourne - in 3.9.2	Inc	£ 302.00	

	WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
3.10.4	The windows are to be eased and adjusted and left operational.	Item		£ 90.00	£ 46.00	
3.10.5	The mechanisms to the windows are to be thoroughly cleaned to removed all paint residue and staining.	Item		£ 45.00	£ 28.00	
3.10.6	The windows are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality gloss paint. Colour to be agreed with the client.	2no		£ 60.00	£ 208.00	
3.10.7	The cracked window pane is to be carefully removed and replaced with new to match the existing.	1no		£ 130.00	£ 107.00	
3.10.8	The terrazzo finish to the cills are to be thoroughly cleaned. This may include honing, sealing and polishing the cills to revitalise the finish.	2no		£ 80.00	£ 66.00	
3.10.9	The window surrounds are to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations.	2no	Bourne - in 3.9.2	Inc	£ 132.00	
3.10.10	The terrazzo finish to the treads, risers and upstands are to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 480.00	
3.10.11	The terrazzo finish to the surrounds up to the handrail is to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 144.00	
3.10.12	The timber handrails are to be removed, the fixing points made good and the handrails reinstated on completion.	Item		£ 140.00	£ 274.00	
3.10.13	Rub down, prepare and varnish the timber handrails with 2no coats of good quality polyurethane varnish.	3no		inc above	£ 96.00	
3.10.14	The previously varnished timber panelling surrounding the windows are to be rubbed down, prepared and re-varnished using a good quality polyurethane varnish in accordance with the manufacturer's instructions.	2no		£ 40.00	£ 162.00	
3.10.15	The terrazzo finish to the treads and risers is to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	13no	Collins - see 3.10.10 Bourne - inc in 3.10.10	Inc	£ -	
3.10.16	The terrazzo finish to the landings is to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	2no	Bourne - notes in summary	£ -	£ 310.00	
3.11	Ground Floor					
3.11.1	A CCTV spyball camera is to be installed to monitor the front and rear doors. This needs to cover all cabling, monitoring services, and recording measures. The hardware equipment can be installed within the area to the rear of the cleaner's cupboard. The contractor is to try and hide cabling as part of this installation. Remote access monitoring is also required as part of the installation.	1no	Collins - Can be remotely monitored	£ 1,800.00	£ 1,446.00	
3.11.2	The contractor is to hack off the damaged plaster to the top RHS of the entrance doors back to a sound key. The contractor is to then replace the plaster with new, feathered in to the adjoining surfaces, ready for redecoration.	0.5m ²		£ 45.00	£ 75.00	
3.11.3	The brass hooks located on the walls between the entrance doors and internal lobby doors are to be removed and replaced with new, to match the existing.	2no		£ 38.00	£ 36.00	

	WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
3.11.4	The existing notice board is to be taken down and disposed of. A new modern notice board is to be installed in the same location.	1no		£ 60.00	£ 220.00	
3.11.5	The ceiling is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. These decorations are to include the area within the entrance lobby.	Item		£ 235.00	£ 298.00	
3.11.6	The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item		£ 1,215.00	£ 1,410.00	
3.11.7	The terrazzo upstands are to be thoroughly cleaned. This may include honing, sealing and polishing the steps to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 296.00	
3.11.8	The handrails to the entrance hall are to be carefully removed and disposed of. All metal supports are also to be removed and the fixing holes filled, ready for decoration.	Item		£ 90.00	£ 188.00	
3.11.9	The existing letterbox equipment is to be removed and disposed of. A new letterbox system is to be installed, similar to the images shown within the attached example.	1no	Collins - Appears v light Bourne - PS	£ 1,500.00	£ 185.00	
3.11.10	The contractor is to ascertain what the gold painted pipe serves and report back to the C.A. If gas, the pipe will either need to be painted in the appropriate colour or/and labelled accordingly.	1no		£ 180.00	£ 110.00	
3.11.11	The sticky pads and fire extinguisher hangers are to be removed from the walls. Fixing holes are to be filled ready for redecoration.	Item		£ 40.00	£ 28.00	
3.11.12	The internal lobby doors adjacent to the entrance doors are to be carefully removed and disposed of. New internal doors, together with the fanlight above are to be replaced with new. The contractor is to review the attached image of proposed doors and provide options to be presented to the C.A. and client.	2no	Bourne - PS	£ 5,000.00	£ 3,480.00	
3.11.13	The brass fittings to the entrance doors are to be carefully removed and replaced with new.	Item		£ 250.00	£ 370.00	
3.11.14	The entrance doors are to be French polished to include repairs where required. Colour of the finish to be agreed with the client. The fanlight above the entrance doors is to be thoroughly cleaned removing all stains and marks.	2no	Bourne - £500 each	£ 540.00	£ 1,560.00	
3.11.15	The light fittings are to be removed and the new light fittings installed in a new position to fall in line with the Building Regulations.	4no	Bourne - PC £500 each for supply	£ 2,800.00	£ 2,880.00	
3.11.16	The rear fire door and frame leading out onto the fire escape is to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations.	1no		£ 140.00	£ 122.00	
3.11.17	All glazing to the fire door and fanlight is to be thoroughly cleaned to remove all stains and marks.	Item		£ 15.00	£ 45.00	
3.11.18	The coir entrance mat adjacent to the front doors is to be taken up and replaced with new, to fitting the opening within the floor.	1no		£ 180.00	£ 289.00	
3.11.19	The terrazzo finish to the floor, to include the upstands is to be thoroughly cleaned. This may include honing, sealing and polishing these items to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 492.00	
3.11.20	All previously painted pipework is to be rubbed down, prepared and decorated in accordance with manufacturer's recommendations. Colour to be agreed with the client.	Item	Bourne - in 3.11.10	Inc	£ 189.00	

		WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
	3.11.21	The terrazzo surrounds to the lift shaft at ground floor level are to be thoroughly cleaned. This may include honing, sealing and polishing the surface to revitalise the finish.	Item	Bourne - notes in summary	£ -	£ 178.00	
	3.12	Cleaner's Cupboard					
	3.12.1	The ceiling/soffit is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint.	Item		£ 40.00	£ 106.00	
	3.12.2	The walls are to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality paint. Colours to be agreed with the client.	Item		£ 70.00	£ 205.00	
	3.12.3	The switches and wall sockets within the cleaner's cupboard are to be replaced with new white items from the MK range or other, to be agreed.	Item		£ 90.00	£ 135.00	
	3.12.4	The terrazzo window cill is to be thoroughly cleaned. This may include honing, sealing and polishing the surface to revitalise the finish.	1no		£ 40.00	£ 62.00	
	3.12.5	The sink is to be acid cleaned to remove all stains and marks.	1no		£ 45.00	£ 32.00	
	3.12.6	A new lock, together with handle is to be placed on the folding doors to the cleaner's cupboard. To include 1no lock and 2no handles.	Item		£ 38.00	£ 84.00	
	3.12.7	OPTION: The contractor is to provide a cost for replacing the existing folding doors, timber frame and glazing with new to meet with the Building Regulations for the spread of fire.	Item	Collins - Cost included (£1,165) Bourne - £1,600 (Not carried forward)	n/a	£ -	
	3.12.8	The internal timber window is to be rubbed down, prepared and decorated with 1no undercoat and 2no top coats of good quality gloss paint.	1no		£ 60.00	£ 103.00	
	3.12.9	The terrazzo finish to the floor is to be thoroughly cleaned. This may include honing, sealing and polishing the floor to revitalise the finish.	Item		£ 90.00	£ 96.00	
	4.0	General					
	4.1	All brass floor spring covers are to be carefully removed and replaced with new.	Item	Bourne - PS subject to availability	£ 400.00	£ 695.00	
	4.2	All redundant brass supports to the timber handrails are to be removed. Where supports to the handrails are in place, but not accurately supporting the handrail, these are to be altered if possible. The contractor is to liaise with the C.A. on this item.	Item		£ 100.00	£ 205.00	
	4.3	All light switches, plug sockets and blanking plates are to be replaced with new to match the colour scheme of the common parts. Colour to be agreed with the client - stainless steel or brass.	Item	Bourne - PS subject to client choice	£ 500.00	£ 372.00	

	WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
4.4	All holes or areas of damaged/missing plaster are to be filled using an appropriate compound and prepared, left ready with a smooth finish ready for redecoration. Where holes compromise the spread of fire, the contractor is to employ suitable methods to fill the holes using appropriate materials to comply with current legislation.	Item		Inc	£ 340.00	
4.5	All redundant fixings are to be carefully removed and all resulting holes filled with an appropriate compound.	Item		Inc	£ 220.00	
4.6	Where not installed, new restrictors are to be installed to the sash windows to the half landings in brass to match the new window furniture. Allow for the installation of 2no 'Roller Sash Stops' to each window where not already installed.	Item		£ 500.00	£ 196.00	
4.7	As described elsewhere in this document, the contractor is to allow for all BWIC with electrical installations as part of their Tender Submission.	Item		£ 300.00	£ 440.00	
4.8	The following specific signage is to be installed: All "Fire Doors" are to be appropriately labelled. New Signage is to be placed on the lift motor room hatch stating that "Keep Locked Shut". New signage is to be displayed throughout the common parts stating that "Do Not Use Lift in the Event of Fire".	Item		£ 140.00	£ 160.00	
4.9	All 'information' signage is to be taken down and new common parts signage installed that has continuity in size, colour, font and style. To be agreed with the C.A. and client.	Item		Noted	£ 135.00	
4.10	Where door frames have been damaged from ill-fitted locks or door-closers, the contractor is to confirm the number and undertake repairs as required.	Item		£ 100.00	£ 296.00	
Collection Page Costs						
(i)	Prelims		Collins - costs included within 1.1 - 1.26	£ 5,000.00	£ -	
(ii)	OH&P		Collins - costs included within 1.1 - 1.26	£ 11,475.00	£ -	
CONTRACTOR ACTUAL COSTS (Total)				£ 76,000.45	£ 86,847.00	£ -
Submitted Contract Total				£ 84,188.05	£ 87,581.00	£ -
Initial Difference				-£ 8,187.60	£ 734.00	£ -
Amendments following Clarifications						
(i)	Costs for light fittings to entrance hall		Collins have allowed £500 per fitting in the entrance hall			
(ii)	Programme		Collins feel that 12 weeks is adequate with the current social distancing measures in place.			
(iii)	Lobby doors/glass/screens - items 3.2.14, 3.5.11 & 3.8.11		Collins - increase each item by 100%		£8,400.00	
(iv)	Marble Shine Cost			£12,068.00		

		WORKS	Item	Comments	Bourne Construction & Refurbishment	Collins Contractors Ltd	J & A Builders
	(v)	Contractor attendance for marble specialists			£610.00		
		CONTRACTOR COSTS AFTER CLARIFICATIONS			£88,678.45	£95,247.00	
		CONTRACT PERIOD			8 weeks	12 weeks	