



# MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

NOT YET IN OPERATION - EMAIL: ENQUIRY@MITREHOUSE.ORG • WWW.MITREHOUSE.ORG - NOT YET IN OPERATION

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To all Leaseholders **Mitre House**  
124 Kings Road  
Chelsea, London  
SW3 4TP

Our Ref: **Internal Redecorations/MH\_Section 20\_2**

Date: **21 June 2013**

Dear Lessee

## **Mitre House Management Limited**

### *STATEMENT OF TENDER IN RELATION TO PROPOSED WORKS OF INTERNAL REDECORATIONS*

This notice is given pursuant to the Notice Of Intention to carry out works issued on 7th January 2013. The consultation period in respect of the Notice Of Intention ended on 10th February 2012.

We have received/obtained estimates in respect of the internal redecoration works. We have selected two estimates from which to make the final choice of contractor.

The amount specified in the selected tenders as the estimated cost of the proposed works is as follows:

Mitre House Management Ltd	£15,000 min to £35,000 max incl. VAT and fees
Wade Design	£56,500 min to £67,098 max incl. VAT and fees - we hope.

Both estimates received/obtained are attached in a Spreadsheet for close comparison or viewed at Mitre House Management Limited, Mon to Fri 3.00pm - 6.00pm at 7 Mitre House, London SW3 4TP

We did receive within the consultation period various and varied emailed observations in relation to the notice of proposals given on 7th January 2012 and we are of the understanding that all comments made in those emails were notified/copied directly by all respondents to all Lessees. A brief summary and our response to those emailed observations is as follows: The proposals made by some Lessees is inappropriate, not a required necessity nor affordable given the present reserves to hand. (See Note 3 below)

Subject to those observations received, it is our recommendation to appoint Management's individual set of contractors to undertake this contract as outlined in the 7th January 2013 Intention Of Works notice.

Observations must be made within the consultation period of 30 days from the date of this Notice. The consultation period will end on 24th July 2013.

Yours sincerely,

*MITRE HOUSE MANAGEMENT LTD.*

Mitre House Management Limited  
7 Mitre House, 124 Kings Road,  
Chelsea, London SW3 4TP



**MAINTAINING MITRE HOUSE**

DIRECTORS • PAUL BROWN-CONSTABLE • SEGAR KARUPIAH • DIMA INTERNATIONAL LIMITED • MICHELE SIGG HILLGARTH  
REG. OFFICE • PETERDEN HOUSE • 1A LEIGHTON ROAD • LONDON W13 9EL • REGISTERED NO. 7731341 • ENGLAND

### **Notes For Statement Of Estimates In Relation To Proposed Works**

1. The landlord is required to select at least two estimates in respect of the matters described in a notice of intention. At least one of the estimates must be from a person wholly unconnected with the landlord. Where an estimate has been obtained from a person nominated by leaseholders, that estimate must be among those set out in the statement of estimates.
2. Where a notice specifies a place and hours for inspection:
  - a) The place and hours so specified must be reasonable; and
  - b) Copies of the estimates must be available for inspection, free of charge, at that place and during those hours. If facilities to enable copies to be taken are not made available at the times at which the estimates may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the estimates.
3. Where a landlord has received written observations within a consultation period in relation to a notice of intention of proposed works, he is required to summarise the observations and respond to them in a notice of his reasons for making the agreement, or specify the place and hours at which that summary and response may be inspected.

WORKS' DESCRIPTION	WADE DESIGN	MANAGEMENT	Comment & Management/Wade Differences indicated in <span style="color: green;">GREEN</span>
	<small>Including 20% VAT</small>	<small>Including 20% VAT</small>	
<b>TERRAZZO FLOORING ALL</b>			
External Marble Step & Threshold	529	378	
Wall Lining To Inner Stairwell	4,716	3,622	
Windowsills to 3rd, 2nd & 1st Floors	1,133	831	
Treads, Risers & Stringer Course	5,264	3,861	
Landings & Entrance Hallways incl. grout	6,760	4,290	save
<b>FLOORING TOTAL incl. 20% VAT</b>	<b>18,402</b>	<b>12,982</b>	<b>Management recommends a wash &amp; clean for £888 incl. VAT</b>
			<b>Please Note: ALL QUOTES LISTED make No guarantee of removal of all scratches and stains_all Quotes</b>
<b>GENERAL ITEMS</b>			
Electricity Meter Cupboards & Fit (3)	1,896	2,075	<b>Mngt: Includes BASEMENT ELECTRICS BOXED AS REQUIRED</b>
Clean & Varnish All Communal Brass	1,176	324	
Replace All Tenant's Door Furniture	2,376	1,862	? Fit
Replace Handrail With New Brass One	3,223	475	<b>Mngt: Remove &amp; Re-brass Only</b>
Lift Car Interior Makeover	1,920	3,573	<b>Management's Incl. Painting Lift Doors/Architraves</b>
<b>GENERAL TOTAL incl. 20% VAT</b>	<b>10,591</b>	<b>8,309</b>	
<b>ELECTRICS &amp; LIGHTING</b>			
PIR 5 yearly Test	648	475	
Install TWO additional Hall Lights	1,458	747	<b>Management incl. FOUR fittings &amp; re-positioning &amp; auto-sensors</b>
Replace all 9 Timer Light Switches	979	225	? why <b>Remove Only - No Longer required With Auto Sensor Lighting</b>
Install 2 more on 1st & 2nd Floor	501	572	<b>Management incl. SIX fittings &amp; re-positioning &amp; auto-sensors</b>
Replace Lift Bell Push Unit In Brass	250	208	<b>To maintain quote Totals the same - approx cost £280</b>
Replace Front Door Bell Unit In Brass	250	208	
<b>ELECTRICS TOTAL incl. 20% VAT</b>	<b>3,836</b>	<b>2,227</b>	
<b>HARDWOOD WOODWORK</b>			
Strip, Repair & Polish ALL Woodwork including Main Entrance Front Door	6,456	1,075	diff <b>Mngt: Quote ONLY Front Door &amp; Surround, both sides</b>
<b>WOODWORK TOTAL incl. 20% VAT</b>	<b>6,456</b>	<b>1,075</b>	
<b>PAINTWORK</b>			
Paint Throughout in THREE Colours	11,976	5,750	diff <b>Management's Budget was always for TWO Colours only</b>
Gloss White On Painted Woodwork	<i>inclusive</i>	<i>inclusive</i>	
Clean & Roller Paint Lift Doors (4)	<i>inclusive</i>	<i>in LIFT quote</i>	
Clean & Steam Lift Mesh Cage	<i>inclusive</i>	<i>in LIFT quote</i>	
Strip, Repair & Paint Crittall Windows (5)	<i>inclusive</i>	1,230	
<b>PAINTWORK TOTAL incl. 20% VAT</b>	<b>11,976</b>	<b>6,980</b>	<b>See Management's LIFT quote in GENERAL ITEMS ABOVE</b>
			<b>See Management's LIFT quote in GENERAL ITEMS ABOVE</b>
			<b>Mngt: incl. new brass fitments and full stripping down pt/work</b>
<b>TOTAL TO HERE INCL. 20% VAT</b>	<b>51,261</b>	<b>31,573</b>	<b>TOTAL TO HERE INCL. 20% VAT</b>
<b>OPTIONAL EXTRAS</b>			
LetterBox Pigeon Hole (Painted)	384	208	
LetterBox Pigeon Hole (Oak Veneer)	1,440	455	<b>HIGH COSTS IF ADOPTED</b>
Emergency Lighting Throughout	4,800	2,833	<b>All Quotes Include Emergency Light fitments</b>
Fire Detection System	4,560	3,850	
Cable TV Installation	2,588	1,049	
<b>OPTIONS TOTAL incl. VAT (LOW)</b>	<b>12,332</b>	<b>7,940</b>	<b>Only Incl. WADE Painted Pigeon Box</b>
<b>OPTIONS TOTAL incl. VAT (HIGH)</b>	<b>13,388</b>	<b>8,395</b>	<b>Incl. WADE Oak Veneer Pigeon Box</b>
<b>IF BOTH QUOTES WERE USED IN FULL</b>			<b>IF BOTH QUOTES WERE USED IN FULL INCL. OPTIONAL EXTRAS</b>
<b>THEY WOULD TOTAL incl. VAT (LOW)</b>	<b>64,938</b>	<b>39,513</b>	<b>Incl. WADE Painted Pigeon Box but not Front Door Bell Cost</b>
<b>THEY WOULD TOTAL incl. VAT (HIGH)</b>	<b>65,658</b>	<b>39,968</b>	<b>Incl. WADE Oak Veneer Pigeon Box but not Front Door Bell Cost</b>
<b>NOT OPTIONAL BUT ALL REQUIRED</b>			
<b>PLUS items originally required and specified from MANAGEMENT</b>			
Front Entrance Brass Mail Box	<i>not quoted</i>	75	<b>Necessary but seemingly neglected in WADE quote</b>
Install Double Elec Plugs on Each Floor	<i>not quoted</i>	744	<b>Mngt Incl. fitting</b>
NEW Light Fitments Budget	<i>not quoted</i>	1,275	<b>Required to facilitate electrical cleaning equipment each floor</b>
NEW Main Entrance Door Mat	<i>not quoted</i>	135	<b>Mngt.(4 Hallway); (6 Landings); (6 Exterior); all +autosensors</b>
MITRE HOUSE SIGNAGE - Cleaned	<i>not quoted</i>	105	<b>Mngt Incl. fitting</b>
Misc Plants/Mail Table/Mirror etc	<i>not quoted</i>	450	<b>Mngt Possible brassing/Gold etc</b>
<b>ADDITIONS TOTAL incl. VAT</b>	<i>not quoted</i>	<b>2,784</b>	<b>Mngt Contingency for expenditure items</b>
			<b>ADDITIONS TOTAL incl. VAT</b>
<b>NO OPTIONALS c/f from B39 &amp; C39 TOTALS</b>	<b>51,261</b>	<b>31,573</b>	<b>c/f from B39 &amp; C39 TOTALS (NO OPTIONAL EXTRAS)</b>
ADD <b>ORANGE</b> ITEMS ONLY	1,440	3,239	ADD <b>ORANGE</b> ITEMS ONLY
<b>FINAL TOTAL incl. VAT + ORANGE</b>	<b>52,701</b>	<b>34,812</b>	<b>THIS IS EXACTLY THE £35,000 INCL. VAT AS OUTLINED AND ADVISED IN ALL RECENT (SINCE JUNE 2012) CORRESPONDENCE</b>
	<i>incl. VAT</i>	<i>incl. VAT</i>	
<b>ADD WADE missing quotes, possibly plus 2784...?</b>	<b>56,494</b>	<b>34,812</b>	<b>A DIFFERENCE OF £21,682 (62%)</b>
<b>the SAME £2784 as Management...?</b>	<b>56,494</b>	<b>34,812</b>	<b>PLUS OPTIONAL EXTRAS TOTAL =</b>
<b>PLUS OPTIONAL EXTRAS TOTAL =</b>	<b>67,098</b>	<b>42,752</b>	
<b>MANAGEMENT CONTINGENCY</b>			
CDM Co-Ordinator @ 1% Budget?	<i>not required</i>	350	<b>Mngt Contingency for H&amp;S Legal Requirement</b>
Misc Contingency Funds Set Aside	<i>not required</i>	750	<b>Mngt Contingency for Oversights/extras/additional costs etc</b>
<b>MANAGEMENT OPTIONAL EXTRAS</b>	<i>not required</i>	<i>not required</i>	<b>not required for information only</b>
Runners & Carpeting All Surfaces	<i>not required</i>	3,532	<b>Fully carpeted (runners) from Ground to 3rd Floor stairs</b>
Mirrors On All Panel Surfaces	<i>not required</i>	5,400	<b>32 Mirrors, polished edged, radius corners, 6mm Pilkington/glued</b>
Solar Panels	<i>not required</i>	11,000	<b>Free Communal Electricity + healthy profit within 7 years</b>