



# MITRE HOUSE MANAGEMENT LIMITED

*(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)*

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP  
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INVITATION TO TENDER

## SPECIFICATION OF WORKS

to be carried out and materials to be used for  
**THE INTERNAL REPAIRS & REDECORATION  
PROGRAMME TO THE COMMON PARTS AT  
MITRE HOUSE, 124 KINGS ROAD, SW3 4TP**

Under the direction, supervision and  
satisfaction of the Directors of Head Lessee  
**MITRE HOUSE MANAGEMENT LIMITED**

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP  
TELEPHONE 0798 33 33 543 EMAIL: MITREHOUSE@GRAFFITI.BIZ

January 2012  
Job Ref: 2nd Draft/February 2012

WORKS' DESCRIPTION	WADE DESIGN	MANAGEMENT	Comment & Management/Wade Differences indicated in GREEN
	Including 20% VAT	Including 20% VAT	
<b>TERRAZZO FLOORING_ALL</b>			<b>OTHER TERRAZZO FLOORING QUOTES INCL. VAT</b>
External Marble Step & Threshold	529	378	£5880 Marble Master + £300 To Do Test area
Wall Lining To Inner Stairwell	4,716	3,622	£16,200 Natural Stone Renovation
Windowsills to 3rd, 2nd & 1st Floors	1,133	831	£11970 Posh Floors (no grouting) £21,900 Incl. grouting
Treads, Risers & Stringer Course	5,264	3,861	Management recommends a wash & clean for £888 incl. VAT
Landings & Entrance Hallways	5,849	4,290	Please Note: ALL QUOTES LISTED make No guarantee of removal of all scratches and stains_all Quotes
<b>FLOORING TOTAL incl. 20% VAT</b>	<b>17,491</b>	<b>12,982</b>	
<b>GENERAL ITEMS</b>			<b>Mngt: Includes BASEMENT ELECTRICS BOXED AS REQUIRED</b>
Electricity Meter Cupboards & Fit (3)	1,896	2,075	
Clean & Varnish All Communal Brass	1,176	324	
Replace All Tenant's Door Furniture	2,376	1,862	? Fit Numeral/Knob/Letterbox (+spyhole on Management's Cost)
Replace Handrail With New Brass One	3,223	475	Mngt: Remove & Re-brass Only
Lift Car Interior Makeover	2,232	3,573	Management's Incl. Painting Lift Doors/Architraves
<b>GENERAL TOTAL incl. 20% VAT</b>	<b>10,903</b>	<b>8,309</b>	
<b>ELECTRICS &amp; LIGHTING</b>			
PIR 5 yearly Test	648	475	
Install TWO additional Hall Lights	474	747	Management incl. FOUR fittings & re-positioning & auto-sensors
Replace all 9 Timer Light Switches	979	225	? why Remove Only - No Longer required With Auto Sensor Lighting
Install 2 more on 1st & 2nd Floor	501	572	Management incl. SIX fittings & re-positioning & auto-sensors
Replace Lift Bell Push Unit In Brass	250	208	To maintain quote Totals the same - approx cost £280
Replace Front Door Bell Unit In Brass	2,852	2,227	
<b>ELECTRICS TOTAL incl. 20% VAT</b>	<b>2,852</b>	<b>2,227</b>	
<b>HARDWOOD WOODWORK</b>			
Strip, Repair & Polish ALL Woodwork including Main Entrance Front Door	9,048	1,075	diff Mngt: Quote ONLY Front Door & Surround, both sides
<b>WOODWORK TOTAL incl. 20% VAT</b>	<b>9,048</b>	<b>1,075</b>	
<b>PAINTWORK</b>			
Paint Throughout in THREE Colours Gloss White On Painted Woodwork	11,976	5,750	diff Management's Budget was always for TWO Colours only
Clean & Roller Paint Lift Doors (4)	inclusive	inclusive	See Management's LIFT quote in GENERAL ITEMS ABOVE
Clean & Steam Lift Mesh Cage	inclusive	in LIFT quote	See Management's LIFT quote in GENERAL ITEMS ABOVE
Strip, Repair & Paint Crittall Windows (5)	inclusive	1,230	Mngt: incl. new brass fitments and full stripping down pt/work
<b>PAINTWORK TOTAL incl. 20% VAT</b>	<b>11,976</b>	<b>6,980</b>	
<b>TOTAL THIS PAGE INCL. 20% VAT</b>	<b>52,270</b>	<b>31,573</b>	<b>SO AS TO MAKE A FAIR COMPARISON, LIKE FOR LIKE (approx) ADD ONLY THE ORANGE VALUES TO SEE A FINAL TOTAL BUDGET</b>
<b>OPTIONAL EXTRAS</b>			
LetterBox Pigeon Hole (Painted)	720	208	
LetterBox Pigeon Hole (Oak Veneer)	1,440	455	
Emergency Lighting Throughout	4,800	2,833	All Quotes Include Emergency Light fitments
Fire Detection System	4,560	3,850	
Cable TV Installation	2,588	1,049	
<b>OPTIONS TOTAL incl. VAT (LOW)</b>	<b>12,668</b>	<b>7,940</b>	Only Incl. WADE Painted Pigeon Box
<b>OPTIONS TOTAL incl. VAT (HIGH)</b>	<b>13,388</b>	<b>8,395</b>	Incl. WADE Oak Veneer Pigeon Box
<b>IF BOTH QUOTES WERE USED IN FULL</b>			
<b>THEY WOULD TOTAL incl. VAT (LOW)</b>	<b>64,938</b>	<b>39,513</b>	Incl. WADE Painted Pigeon Box but not Front Door Bell Cost
<b>THEY WOULD TOTAL incl. VAT (HIGH)</b>	<b>65,658</b>	<b>39,968</b>	Incl. WADE Oak Veneer Pigeon Box but not Front Door Bell Cost
<b>PLUS items originally required and specified from MANAGEMENT</b>			
Front Entrance Brass Mail Box	not quoted	75	Necessary but seemingly neglected in WADE quote
Install Double Elec Plugs on Each Floor	not quoted	744	Mngt Incl. fitting
NEW Light Fitments Budget	not quoted	1,275	Required to facilitate electrical cleaning equipment each floor
NEW Main Entrance Door Mat	not quoted	135	Mngt.(4 Hallway); (6 Landings); (6 Exterior); all +autosensors
MITRE HOUSE SIGNAGE - Cleaned	not quoted	105	Mngt Incl. fitting
Misc Plants/Mail Table/Mirror etc	not quoted	450	Mngt Possible brassing/Gold etc
<b>ADDITIONS TOTAL incl. VAT</b>	<b>not quoted</b>	<b>2,784</b>	Mngt Contingency for expenditure items
<b>carried forward from PAGE 1 TOTALS</b>	<b>52,270</b>	<b>31,573</b>	
ADD ORANGE ITEMS ONLY	1,440	3,239	Managements Final Total
<b>FINAL TOTAL incl. VAT + ORANGE</b>	<b>53,710</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>
<b>incl. VAT</b>	<b>incl. VAT</b>	<b>incl. VAT</b>	
<b>ADD WADE missing quotes, possibly the SAME £2784 as Management...?</b>	<b>56,494</b>	<b>34,812</b>	<b>A DIFFERENCE OF £21,682 (62%) rising more if further Management savings are made (eg Terrazzo Cleaning!)</b>
<b>MANAGEMENT CONTINGENCY</b>			
CDM Co-Ordinator @ 1% Budget?		350	Mngt Contingency for H&S Legal Requirement
Misc Contingency Funds Set Aside		750	Mngt Contingency for Oversights/extras/additional costs etc
<b>MANAGEMENT OPTIONAL EXTRAS</b>	not required	not required	not required for information only
Runners & Carpetting All Surfaces		3,532	Fully carpeted (runners) from Ground to 3rd Floor stairs
Mirrors On All Panel Surfaces		5,400	32 Mirrors, polished edged, radius corners, 6mm Pilkington/glued
Solar Panels		11,000	Free Communal Electricity + healthy profit within 7 years

## **Brief analysis of ALL works**

- a)\_ Clean & Polish Mitre House Signage
- b)\_ New Brass Bell Push
- c)\_ Street Front Door attention
  - 1\_ Strip both sides + varnish
  - 2\_ Renovate/new door furniture
  - 3\_ Marbling/granite/steps/clea
  - 4\_ Affix door hold backs
- d)\_ Install Internal mail box
- e)\_ New Door Mat
- f)\_ Renovate inside double doors
  - 1\_ Brassware attention
  - 2\_ Affix door hold backs
- g)\_ Hall Table & Mail Pigeon boxes
- h)\_ Install (4) New Lights in Hallway
- i)\_ Mirrors on panels - TBA
- j)\_ Terrazzo Flooring attention
  - 1\_ Major attention & Repair
  - 2\_ Clean only throughout
  - 3\_ Carpeting
- k)\_ Communal Walls & Ceilings Painting
  - 1\_ Two colours
  - 2\_ Wallpapering
  - 3\_ Mirrors
- l)\_ Handrail attention & brassware
- j)\_ Lift Interior Car and External Doors
  - 1\_ Internal car decor
  - 2\_ External doors, frames, grill/cage
  - 3\_ All TBA
- k)\_ Lighting incl. plug points & Emergency
  - 1\_ Internal + auto sensors
  - 2\_ External + auto sensors
  - 3\_ New plug points each floor
  - 3\_ NICEIC tests & reports
- l)\_ Communal Crittall Windows attention
  - 1\_ Strip to bare & prime/gloss
  - 2\_ Renew furniture (brass)
- m)\_ Communal Brass Door Furniture
- n)\_ Leaseholder's Door Brass Furniture & mats
- o)\_ Various joinery & re-wiring
- p)\_ Attention to rear yard, basement etc
  - 1\_ Attention to drains
  - 2\_ Emergency Lighting
  - 3\_ Clean & renovate
  - 4\_ Stair lighting
- q)\_ Gloss to all wood surfaces
  - 1\_ All 4 Fire Exit doors
  - 2\_ Cleaners Cupboard area
  - 3\_ New joinery throughout
- r)\_ Clean all double door windows
  - 1\_ Back to bronze frames
  - 2\_ Repair as required
- s)\_ Attention to ALL Fire Assessments
  - 1\_ Signs & Notices
  - 2\_ Remove obstacles
  - 3\_ Extinguishers or not?
  - 4\_ Check all door self closers
  - 5\_ Check Fire Escape Route
- t)\_ Misc Communal Additions
  - 1\_ SKY & TV install
  - 2\_ Solar Panels
  - 3\_ Piped music in lift...!!
- t)\_ Misc as required (£2500 contingency)