



# MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

EMAIL: MANAGEMENT@MITREHOUSE.ORG • WWW.MITREHOUSE.ORG

TELEPHONE +44 (0)20 7589 7502

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

Our Ref: Internal & External Redecorations/Section 20\_2

Date: **22nd June 2014**

Dear Lessee,

**Mitre House Management Limited**

## STATEMENT OF TENDER IN RELATION TO PROPOSED WORKS OF INTERNAL & EXTERNAL REDECORATIONS

This notice is given pursuant to the notice of intention to carry out works issued on 13th December 2013. The consultation period in respect of the notice of intention ended on 30th April 2014.

We have now obtained SIX full estimates in respect of the full external & internal redecoration works. The following estimates were all considered by Management. The amount specified in the tenders as the estimated cost of the proposed works is as follows:

All prices incl. VAT & Fees	Externals (approx.)	Internals (approx.)	TOTALS
<b>Reserves</b> on 15 October 2014: approx <b>£98,262.75</b> (incl. Jun & Sept 2014 Qtrs £5400)			
Venture Construction Southern Ltd	£84,972.12	£31,929.06	£116,901.18
Collins (Contractors) Ltd	£95,951.59	£25,316.03	£117,267.63
<b>A&amp;R Lawrence &amp; Sons Ltd</b>	<b>£81,487.62</b>	<b>£23,531.76</b>	<b>£105,019.38</b>
B&M Coatings Ltd	£105,437.52	£39,042.96	£144,480.48
Bastows Ltd	£130,121.73	£29,957.99	£160,079.72
WADE (Full specs)	£170,202.47	£48,947.84***	£219,150.31
Wade Design Pttrs	(not quoted for)	£60,000*	Internals Only
Mitre House Management Ltd	(not quoted for)	£25,000**	Internals Only

**Please note:** All quotes are considered approx. until actual works are commenced.

\* This internals (only) quote does include some far more extensive works than all others.

\*\* This internals (only) quote does not include some items of others, but is still adequately extensive.

\*\*\* Includes £14,906 Super Terrazzo floor clean All estimates obtained are online @ [www.mitrehouse.org](http://www.mitrehouse.org)

**Management are contracting with the cheapest tender, A&R Lawrence, for an estimated £105,019.38 inclusive for Internals & Externals commencing 1st September 2014 for approx 14 weeks max.**

Management will advise final additional amounts due from Lessees over and above normal quarters, which are presently approximated/estimated at around £2000 per Lessee depending on full final costs & fees.

We did receive within the consultation period ending 30th April & 21st June written observations in relation to the various tenders received (See **Note 3** below followed by a Summary of Observations).

Yours sincerely

Mitre House Management Limited



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.

### **Brief Summary Of Observations received**

**re: Section 20 Notice\_2 STATEMENT OF TENDER IN RELATION TO PROPOSED WORKS OF INTERNAL & EXTERNAL REDECORATIONS dated 25th March 2014**

#### **Flats 3, 5 and 9**

**disagreed with everything as proposed, specifically wishing to adopt what Management considered an unaffordable budget in excess of £60,000 for Internals and insisting on Management also sourcing a quote from their preferred contractor, WADE (which we did) for both the Internals & Externals based on exact same specifications as all other tenders to date. They also do not agree to progressing the works for Internals & Externals concurrently.**

**Correspondence & Content & Comment from Flats 3, 5 and 9 is almost identical in every respect.**

**No comment whatsoever from Flats 1, 4 and 8**

**Flats 2, 6 and 7 agree 100% with the proposals as outlined in the initial Section 20 (No to additional funding)**

**Consequently, Management are recommending the cheapest of all tenders received, namely A&R Lawrence without further discussion, and to commence both the internals and externals on 1st September 2014 for a period of approx. 14 weeks max.**

**It should be noted that additional funding will be required from Lessees in the region of £2000 EACH to fund A&R Lawrence's £105,019.38 budget with only £98,262.75 in Reserves on approx 15th October 2014 so long as ALL Lessees have paid their June & September Quarter's Demands by return.**

**Further comment from Flats 1, 3, 5, 8 & 9 on 19th & 20th June insisted that Management's additional tender, Benitor, was invalid due to various reasons and A&R Lawrence be adopted.**

**As such, Management happily complied and agreed to invalidate Benitor's cheapest quote in favour of A&R Lawrence as cheapest tender/quote as previously indicated to Lessees on 27th May 2014**

**ANALYSIS OF ALL INTERNAL/EXTERNAL TENDERS BY PAGE No. PARAGRAPH REFERENCES**

Refer to Full Specifications Document to ascertain comparisons

Page & Ref	A&R Lawrence	Ventures	Collins	B&M Coatings	Bastows
<b>Prelims pp1</b>					
pp7-1.17.0		1,200.00	6,340.00	13,500.00	9,529.97
pp8-1.21.0		500.00	876.00	600.00 800.00	
pp8-1.22/23.0		2,000.00	270.00		
contingency	800.00	800.00	800.00	800.00	800.00
pp9-1.24.0	18,270.00	16,717.00	20,425.92	17,738.00	32,001.00
pp10-cont		1,100.00	1,532.00		
pp10-1.25.0	600.00	750.00	961.45	1,800.00	700.00
pp10-1.27.0		600.00	incl	200.00	
pp11-1.30.0		768.00	480.00		
pp11-1.31.0			incl		1,000.00
pp12-cont	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Total	23,670.00	28,435.00	35,685.37	39,438.00	48,030.97
plus 20% VAT	4,734.00	5,687.00	7,137.07	7,887.60	9,606.19
<b>TOTAL Prelims</b>	<b>28,404.00</b>	<b>34,122.00</b>	<b>42,822.44</b>	<b>47,325.60</b>	<b>57,637.16</b>
<b>Externals pp26</b>					
pp26-10.1.1_A	3,316.00	2,380.00	3,024.00	1,158.00	3,600.00
pp26-10.1.1_B	incl	incl	incl		incl
pp26-10.1.2_A	1,527.00	887.00	787.20	1,200.00	787.20
pp26-10.1.2_B	678.00	600.00	583.20	1,080.00	583.20
pp27-10.1.2_C	522.00	490.00	300.48	300.00	362.40
pp27-10.1.2_D	339.00	247.00	135.36	300.00	248.40
pp27-10.1.2_E	327.00	110.00	216.00	1,200.00	240.00
pp27-10.1.2_F	327.00	125.00	159.60	300.00	159.60
pp27-10.1.2_G	432.00	260.00	148.68	540.00	148.68
pp27-10.1.2_H	276.00	280.00	252.00	250.00	210.00
pp27-10.1.2_I	1,104.00	1,120.00	1,000.00	1,200.00	800.00
pp27-10.1.2_J	552.00	900.00	546.00	480.00	420.00
pp28-10.1.3_A	incl	incl	150.00		120.00
pp28-10.1.3_B	683.00	290.00	288.00	80.00	240.00
pp28-10.1.3_C	750.00	750.00	750.00	750.00	750.00
pp28-10.1.4_A	3,600.00	1,617.00	2,235.00	3,412.00	3,360.00
pp28-10.1.4_B	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
pp28-10.1.5_A	546.00	534.00	375.00	760.00	1,392.00
pp28-10.1.5_B	105.00	126.00	65.00	200.00	168.00
pp28-10.1.5_C	153.00	201.00	135.00		180.00
pp29-10.1.6_A	333.00	375.00	356.20	448.00	462.00
pp29-10.1.6_B	333.00	499.00	498.32	126.00	420.00
pp29-10.1.6_C			incl		
pp29-10.1.7_A	2,250.00	1,890.00	1,099.70	1,400.00	2,772.00
pp29-10.1.7_B	100.00	370.00	262.50	60.00	288.00
pp30-10.1.7_C	100.00	315.00	275.00	103.00	140.00
pp30-10.1.8_A	468.00	incl	1,872.00	2,990.00	900.00
pp30-10.1.8_B	441.00	1,250.00	494.82	1,035.00	360.00
pp30-10.1.8_C	76.00	incl	138.00	402.00	120.00
pp30-10.1.8_D	750.00	750.00	750.00	750.00	750.00
pp30-10.1.9_A	700.00	445.00	475.00		1,920.00
pp30-10.1.10_A	incl	incl	3,738.18	6,785.00	4,524.66
pp31-10.1.10_B	1,450.00	incl	921.22	1,150.00	350.00
pp31-10.1.10_C	3,467.00	incl	456.00	690.00	630.00
pp31-10.1.10_D	5,164.00	10,990.00	2,342.56	2,817.00	8,272.60
pp31-10.1.10_E	incl	incl	215.80	150.00	630.00
pp31-10.1.10_F	incl	incl	786.00	138.00	1,107.40
pp31-10.1.10_G	incl	incl	85.60	517.00	210.00
pp31-10.1.10_H	incl	incl	285.00	460.00	490.00
pp32-10.1.10_I	incl	incl		20.00	350.00
pp32-10.1.10_J	incl	471.00			210.00
pp32-10.1.10_K	incl	incl	360.00		350.00
pp32-10.1.11_A	100.00	140.00	incl	150.00	392.00
pp32-10.1.11_B	405.00	155.00	228.80	150.00	420.00
pp32-10.1.11_C	incl	60.00	incl	50.00	560.00
pp32-10.1.11_D	250.00	120.00	348.00	75.00	300.00
pp32-10.1.11_E	15.00	60.00	54.00	30.00	60.00
pp32-10.1.11_F	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
pp33-10.1.12_A	100.00	100.00	incl	250.00	216.00
pp33-10.1.12_B	120.00	105.00	95.00	400.00	300.00
pp33-10.1.12_C	250.00	396.00	288.00		1,440.00
pp33-10.1.13_A	750.00	630.00	905.00		540.00
pp33-10.1.13_B	150.00	529.00	215.00		540.00
pp33-10.1.13_C	120.00	322.00	incl	360.00	216.00
Total Workings	35,379.00	33,139.00	30,946.22	36,966.00	46,260.14
Approx Fees	6,341.67	6,341.67	6,341.67	6,341.67	6,341.67
plus 20% VAT	8,344.13	7,896.13	7,457.58	8,661.53	10,520.36
<b>TOTAL Externals</b>	<b>50,064.80</b>	<b>47,376.80</b>	<b>44,745.47</b>	<b>51,969.20</b>	<b>63,122.17</b>
<b>TOTAL_Prelims</b>	<b>28,404.00</b>	<b>34,122.00</b>	<b>42,822.44</b>	<b>47,325.60</b>	<b>57,637.16</b>
<b>GRAND TOTAL EXT</b>	<b>78,468.80</b>	<b>81,498.80</b>	<b>87,567.91</b>	<b>99,294.80</b>	<b>120,759.34</b>
incl VAT & fees					

## Internals pp33

pp34-10.2.2_A	450.00	540.00	276.00	632.00	240.00				
pp34-10.2.2_B	50.00	45.00	76.56	138.00	96.00				
pp34-10.2.2_C	50.00	45.00	102.00	103.00	96.00				
pp34-10.2.2_D	35.00	60.00	46.80	30.00	144.00				
pp34-10.2.2_E	15.00	60.00	91.80	69.00	96.00				
pp34-10.2.2_F	incl		incl	23.00	72.00				
pp34-10.2.2_G	incl	incl	incl	23.00	144.00				
pp34-10.2.2_H	187.00	225.00	315.20	126.00	144.00				
pp34-10.2.2_I	35.00	100.00	45.80	40.00	96.00				
pp34-10.2.2_J	403.00	90.00	540.00	540.00	144.00				
pp35-10.2.2_K	incl	140.00	276.00	720.00	252.00		Wade	MH Mngt	
pp35-10.2.2_L	100.00	66.00	145.00	30.00	96.00		Internals	Internals	
pp35-10.2.2_M	922.00	1,295.00	2,568.00	772.00	450.00		<b>03-Jul-12</b>	<b>15-Aug-13</b>	
pp35-10.2.2_N	25.00	10.00	45.00	20.00	96.00				
pp35-10.2.2_O	45.00	80.00	incl		108.00				
pp35-10.2.2_P	65.00	160.00	253.00		540.00				
pp35-10.2.2_Q	163.00	122.00	173.60	120.00	120.00	<i>meter boxes</i>	1,580.00		
pp35-10.2.2_R	35.00	90.00	54.15	40.00	72.00				
pp35-10.2.2_S	170.00	397.00	500.00	250.00	300.00	<i>clean brass front door</i>	980.00	340.00	<i>new brass front door</i>
pp35-10.2.2_T	350.00	350.00	350.00	350.00	350.00	<i>lessee brass furniture lift int woodworks incl front</i>	1,980.00	zero	
pp36_10.2.2_U	477.00	420.00	665.00	368.00	360.00				
pp36_10.2.2_V	2,133.00	1,268.00	812.90	678.00	1,020.00		1,860.00	zero	
pp36_10.2.2_W	846.00	388.00	incl	310.00	420.00		7,540.00	2,025.00	<i>front door new matt new brass lighting &amp; electrics paint and crittall windows</i>
pp36_10.2.2_X	200.00	200.00	200.00	200.00	200.00				
pp36_10.2.3_A	incl	incl	2,907.60	448.00	4,134.55				
pp36_10.2.3_B	incl	incl	897.24	2,530.00	630.00	<i>electrics minimum paint and crittall windows and lift doors handrail</i>	2,377.00	7,060.00	
pp37_10.2.3_C	incl	incl	2,101.55	1,725.00	1,214.14		9,980.00	6,504.00	
pp37_10.2.3_D	7,325.00	8,596.00	1,245.00	690.00	490.00	<i>incl</i>		<i>incl</i>	
pp37_10.2.3_E	incl	incl	incl	900.00	420.00	<i>incl</i>		<i>incl</i>	
pp37_10.2.3_F	incl	300.00	413.00	720.00	392.00	<i>incl</i>		<i>incl</i>	
pp37_10.2.3_G	incl	40.00	incl	180.00	96.00	<i>incl</i>			
pp37_10.2.3_H	incl	150.00	incl		144.00	<i>incl</i>		zero	
pp37_10.2.3_I	incl	incl	incl	180.00	216.00	<i>incl</i>		zero	
pp38_10.2.3_J	incl	160.00	incl	100.00	144.00				
pp38_10.2.3_K	incl	40.00	27.50		72.00	<i>terrazzo maxclean</i>			<i>terrazzo minclean</i>
pp38_10.2.4_A	2,971.00	7,700.00	3,216.25	15,237.00	8,100.00		14,575.00	1,154.00	
Total Workings	17,052.00	23,137.00	18,344.95	28,292.00	21,708.69	-	43,558.00	17,083.00	
Approx Fees	6,341.67	6,341.67	6,341.67	6,341.67	6,341.67	<i>Fees?</i>	zero	zero	<i>Fees?</i>
plus 20% VAT	4,678.73	5,895.73	4,937.32	6,926.73	5,610.07	VAT	8,711.60	3,416.60	
<b>TOTAL Internals</b>	<b>28,072.40</b>	<b>35,374.40</b>	<b>29,623.94</b>	<b>41,560.40</b>	<b>33,660.43</b>	<b>TOTALS</b>	<b>52,269.60</b>	<b>20,499.60</b>	<b>Panics?</b>
incl. VAT & Fees						<i>Panics?</i>	zero	zero	
<b>TOTAL Externals</b>	<b>78,468.80</b>	<b>81,498.80</b>	<b>87,567.91</b>	<b>99,294.80</b>	<b>120,759.34</b>	<b>EXTRAS</b>	11,757.00	3,750.00	<b>EXTRAS</b>
incl. VAT & Fees						VAT	2,351.40	750.00	
<b>TOTAL_BOTH</b>	<b>106,541.21</b>	<b>116,873.21</b>	<b>117,191.86</b>	<b>140,855.21</b>	<b>154,419.77</b>	<b>Possible Rev Total with Extras</b>	<b>66,378.00</b>	<b>24,999.60</b>	
incl VAT & Fees									
<b>Page &amp; Ref</b>	<b>A&amp;R Lawrence</b>	<b>Ventures</b>	<b>Collins</b>	<b>B&amp;M Coatings</b>	<b>Bastows</b>		<b>Wade Internals only</b>	<b>MH Mngt Internals only</b>	