

Page & Ref	A&R Lawrence	Ventures	Collins	B&M Coatinas	Bastows
Prelims pp1					
pp7-1.17.0		1,200.00	6,340.00	13,500.00	9,529.97
pp8-1.21.0		500.00	876.00	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
TOTAL Prelims	28,404.00	34,122.00	42,822.44	47,325.60	57,637.16

Wade Internals 60k
03-Jul-12

MH Mngr Internals 25k
15-Aug-13

Externals pp26					
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	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	135.26	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	65.60	547.00	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	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	incl	150.00	420.00
pp32-10.1.11_C	incl	incl	60.00	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	incl	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
TOTAL Externals	50,064.80	47,376.80	44,745.47	51,969.20	63,122.17
TOTAL Prelims	28,404.00	34,122.00	42,822.44	47,325.60	57,637.16
GRAND TOTAL EXT	78,468.80	81,498.80	87,567.91	99,294.80	120,759.34
incl VAT & fees					

meter boxes	1,580.00		
clean brass front door	980.00	340.00	new brass front door
lessee brass furniture	1,980.00	zero	
lift int woodworks	1,860.00	zero	front door new matt new brass lighting & electricals
incl front	7,540.00	2,025.00	
electric minimum	2,377.00	7,060.00	paint and crittall windows
paint	9,980.00	incl	6,504.00
and crittall windows	incl	incl	incl
and lift doors	incl	incl	incl
handrail	incl	incl	incl
terrazzo maxclean	2,686.00	zero	
terrazzo minclean	14,575.00	1,154.00	
Fees?	43,558.00	17,083.00	Fees?
TOTALS	52,269.60	20,499.60	Panics?
EXTRAS	11,757.00	3,750.00	EXTRAS
Rev Total with Extras	2,351.40	750.00	

Wade Internals only
66,378.00

MH Mngr Internals only
24,999.60

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	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
pp35-10.2.2_L	100.00	66.00	145.00	30.00	96.00
pp35-10.2.2_M	922.00	1,295.00	2,568.00	772.00	450.00
pp35-10.2.2_N	25.00	10.00	45.00	20.00	96.00
pp35-10.2.2_O	45.00	80.00			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
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
pp35-10.2.2_T	350.00	350.00	350.00	350.00	350.00
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
pp36_10.2.2_W	846.00	388.00	incl	310.00	420.00
pp36_10.2.2_X	200.00	200.00	200.00	200.00	200.00
pp36_10.2.2_Y	incl	incl	2,907.60	448.00	4,134.55
pp36_10.2.2_Z	incl	incl	897.24	2,530.00	630.00
pp37_10.2.3_A	incl	incl	2,101.55	1,725.00	1,214.14
pp37_10.2.3_B	7,325.00	8,596.00	1,245.00	690.00	490.00
pp37_10.2.3_C	incl	incl	incl	900.00	420.00
pp37_10.2.3_D	incl	incl	413.00	720.00	392.00
pp37_10.2.3_E	incl	incl	40.00	180.00	96.00
pp37_10.2.3_F	incl	incl	150.00	incl	144.00
pp37_10.2.3_G	incl	incl	incl	180.00	216.00
pp38_10.2.3_H	incl	incl	160.00	100.00	144.00
pp38_10.2.3_I	incl	incl	40.00		72.00
pp38_10.2.3_J	2,971.00	7,700.00	3,216.25	15,237.00	8,100.00
Total Workings	17,052.00	23,137.00	18,344.95	28,292.00	21,708.69
Approx Fees	6,341.67	6,341.67	6,341.67	6,341.67	6,341.67
plus 20% VAT	4,678.73	5,895.73	4,937.32	6,926.73	5,610.07
TOTAL Internals	28,072.40	35,374.40	29,623.94	41,560.40	33,660.43
incl. VAT & Fees					
TOTAL Internals	78,468.80	81,498.80	87,567.91	99,294.80	120,759.34
incl. VAT & Fees					
TOTAL_BOTH	106,541.21	116,873.21	117,191.86	140,855.21	154,419.77
incl. VAT & Fees					
Page & Ref	A&R Lawrence	Ventures	Collins	B&M Coatinas	Bastows

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

Kevin J. Savage BSc MRICS
Derek M. Isaacs MRICS MBEng

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

Your Ref:

Our Ref: D3827

Date: 13th June 2013

P. Brown-Constable Esq.,
Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON, SW3 4TP

BY E-MAIL & POST

Dear Paul,

Mitre House, 124 Kings Road, London SW3 - External Repairs & Redecoration

Further to our meeting on 7th June 2013, I confirm that we would be pleased to organise and administer the proposed external repair and redecoration at the above, which I understand is planned for next year.

I confirm that our fees for preparing a specification, obtaining tenders and administering the works through to completion would be charged on a percentage scale basis in the usual way, at 10% of the net final cost of the works, plus disbursements (which would be charged at cost) and VAT.

The likely duration of the project is such that you will also need to appoint a CDM Co-ordinator under the Construction (Design & Management) Regulations 2007, to oversee/manage health and safety matters relating to the proposed works. I confirm that we would also be able to undertake the CDM Co-ordinator role, for which fees would be charged at an additional 1% of the net final cost of the works, again plus disbursements and VAT.

Fee accounts for our professional services would be submitted at the following intervals and our payment terms are 28 days from the date of each fee account:-

Submission of draft Specification for comment/approval – 30% of total scale fee, calculated against anticipated net budget cost of the works.

Receipt of tenders – 50% of total scale fee, calculated against lowest tender received.

Contract period – equal monthly fee accounts up to 97½% of total scale fee at practical completion stage.

Expiry of 6 month Rectification Period – 100% of total scale fee, calculated against net final cost of the works.

I trust that the above fee proposal is acceptable to you and now look forward to receiving your further instructions.

If you are happy for us to proceed on the aforementioned basis, I shall also be grateful if you could provide me with copies of the following (if available):-

1. The CDM Regulations Health & Safety File for the building.
2. The Asbestos Register for the building.
3. Details of any known problems relating to the outside of the building, particularly any ongoing instances of water ingress.

Additionally, could you please confirm the position regarding responsibility for window repairs to the individual flats. In most blocks of this type, the individual flat lesses are responsible for the cost of any essential repairs to the window joinery, glazing and so forth under the terms of their leases, although this is not always the case. If lessees are individually responsible for the cost of their window repairs, I will adopt the procedure which we normally use in such circumstances, requiring the contractor to accept instructions from lessees for this work outside of the main contract, but with due allowance for the window repairs to be made in the contractors programme. I would inspect and prepare/issue individual window repair schedules for each flat once scaffolding has been erected, asking lessees to provide payment cheques for the cost of the repairs and associated professional fees.

I look forward to hearing from you.

Kind regards.

Yours sincerely,

Derek Isaacs,
Chartered Building Surveyor

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

Kevin J. Savage BSc MRICS
Derek M. Isaacs MRICS MCABE

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

Your Ref:

Our Ref: D3827

Date: 13th December 2013

P. Brown-Constable Esq.,
Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON, SW3 4TP

Dear Paul,

Mitre House, 124 Kings Road, London SW3 - External Repairs/Redecoration & Redecoration of Internal Common Parts

In accordance with your e-mailed instructions on 14th November 2013 and my subsequent inspections of the property, I have now finished preparing a draft Specification setting out my proposals for the above works. I have pleasure in enclosing three copies of the Specification, including appended sketch plan/elevation Nos. D3827/SK01, SK02 & SK03, for your comment/approval.

In preparing the Specification, I would particularly draw your attention to the following matters:-

1. I have included for cleaning the artificial stone surfaces to the front elevation which, as you are aware, have become dirty/stained during the period since the previous external repair/redecoration programme was carried out. However, whilst clearly desirable, I have made this a provisional item at this stage in the event that you should subsequently decide to omit this item of work following receipt of tenders.
2. Until scaffolding is in position and a close up inspection can be carried out, there are certain aspects of the external repair work where the extent of repairs required cannot be determined with complete accuracy. As is usual in these instances, I have therefore included certain Provisional Sums or Provisional Quantities in the Specification and, whilst these are based on my best judgement, I cannot discount the possibility that costs against these items may vary once works commence on site. To allow for this and any further unforeseen items of work which might arise during the course of the project, I have also included a £4,000.00 general contingency sum. Expenditure against the contingency sum will be subject to me

issuing formal written instructions to the contractor and, clearly, if there are any significant issues in this regard, I will liaise with you as necessary.

3. The brickwork joints to the West flank elevation above the level of the lower roof over the adjoining property are generally weak and eroded and, in my opinion, the brickwork requires full repointing. Clearly, this will require access/scaffolding above the roof over the adjoining property and it will be necessary to obtain formal consent for this from the adjoining owner. To avoid any delays, I would recommend that you make contact with the adjoining owner at an early stage to seek their consent and discuss any particular concerns or requirements that they may have regarding the proposed works. I will, of course, be happy to provide the necessary technical input in this regard.
4. Regarding the built-up felt coverings to the main roof, whilst these generally appear in reasonable condition, there are one or two localised places where blistering is apparent and I have therefore included a Provisional Sum for minor repairs. I have also allowed for re-coating the roof coverings with solar reflective paint as a normal maintenance item.
5. Having previously reviewed a copy of one of the flat Leases with you, I confirm that the Specification has been drafted on the basis that lessees are individually responsible for the costs of window repairs to their own flats under the terms of their Leases. Once scaffolding is in position, I will inspect all of the windows in detail and then prepare a priced Schedule of Window Repairs for each flat, with the costs based on a Schedule of Rates which the contractor will be required to complete at tender stage. Each lessee would then be required to provide a cheque for the cost of the repairs, together with a cheque for my associated fees which would be charged on the same percentage scale basis as for the main contract works. The cheques would be held by this office and released to the contractor once the works are satisfactorily completed.
6. Regarding the internal works, as discussed during our brief meeting on Friday of last week, I have omitted the re-spraying of the liftwell cage and lift doors and have limited works to the cleaning of the exterior surfaces only. I have also omitted any decoration of the flat entrance doors. I have, however, retained an item for upgrading the door to the cleaners cupboard on the ground storey to a proper fire door, as was included in the previous Specification prepared by Kevin Savage in 2008. This item, together with upgrading of some of the fire notices and so forth, arose from the Fire Risk Assessment & Compliance Audit produced by Tetra Consulting Limited in 2007.
7. The Specification does not include any allowance for works to the lighting/emergency lighting in the internal common parts or on the external rear fire escape staircase. I understand that you are dealing with these matters separately.
8. Regarding the terrazzo finishes to the floor and staircase flights in the internal common parts, I have now limited works to specialist cleaning only and have not allowed for any repairs.

9. Immediately following erection of scaffolding and prior to any other works commencing, it will be necessary for a Demolition & Refurbishment survey to be carried out in accordance with the Control of Asbestos Regulations 2012. The purpose of the survey is to establish whether or not there are any asbestos containing materials in the vicinity of or likely to be affected by the proposed works and, unlike the normal management type survey, the Demolition/ Refurbishment survey will entail some opening up of concealed areas. I will obtain a quotation for the survey from a specialist asbestos consultant in due course.

Regarding the likely cost of the proposed work, you advised during one of our previous meetings that you had funds available in respect of the external works in the order of £55,000.00 plus fees and VAT and further funds available for the internal works in the order of £15,000.00 plus fees and VAT. In my opinion, this is unlikely to be sufficient to cover all of the specified works, particularly the works to the internal common parts. However, rather than omit items from the Specification at this stage, it would obviously be easier to assess/review the project with regard to costs once tenders have been obtained and the actual costs are known.

I now look forward to receiving your comments on the draft Specification and confirmation that I can invite tenders for the works from suitable building contractors. In the meantime, I enclose a note of my fees for professional services to draft Specification stage, which I trust you will find in order.

Kind regards.

Yours sincerely,



pp. Derek Isaacs,
Chartered Building Surveyor

Boyce, Evens & Carpenter

Chartered Surveyors
Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7787

Date: 13th January 2014

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

Mitre House, 124 Kings Road, London SW3

To receiving your instructions to prepare a scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Attending a preliminary meeting with you to discuss the proposed scope of works, carrying out further detailed inspections, taking details and photographs, preparing a draft Specification and submitting this to you, for comment/approval.

First interim fee for professional services to draft Specification stage, say;

VAT @ 20%

Travelling, copying, binding and other disbursements to date.

VAT @ 20%

Sub Totals

Total VAT

TOTAL

£2,250.00

£450.00

£70.40

£14.08

£2,320.40

£464.08

£464.08

£2,784.48

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

Kevin J. Savage BSc MRICS
Derek M. Isaacs MRICS MCABE

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

Your Ref:

Our Ref: D3827

Date: 24th January 2014

P. Brown-Constable Esq.,
Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON, SW3 4TP

Dear Paul,

Mitre House, 124 Kings Road, London SW3 - External Repairs/Redecoration & Redecoration of Internal Common Parts

Further to your text message and e-mail on 21st January I confirm that tender documents have now been issued to the following four contractors:-

1. Venture Construction Southern Ltd.
2. Collins (Contractors) Ltd.
3. A. R. Lawrence & Sons Ltd.
4. B & M Coatings Ltd.

I have asked for the tenders to be returned to this office by Thursday 20th February 2014 and I will let you have my tender report as soon as possible thereafter.

In order for contractors to visit the property for tendering purposes, I have asked them to make prior arrangements directly with you and I trust that this is in order. No doubt representatives from each company will; be in touch over the next two or three weeks.

Regarding our fee account submitted on 13th January, I confirm that this was calculated on the basis of the fee proposal set out in my letter of 13th June 2013, i.e at 30% of the quoted 11% (10% + 1%CDM) scale fee and based on a net cost of works just short of the £70,000.00 budget figure which you have previously indicated, although I have advised that, in my opinion, this may be insufficient to cover all of the works in the Specification, particularly the internal works. Whilst I have no objection to you settling this fee account on the basis set out in your e-mail, please be aware that a further fee account will be issued on receipt of tenders as set out in my fee proposal last year.

Kind regards.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Derek Isaacs', written in a cursive style.

Derek Isaacs,
Chartered Building Surveyor

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

Kevin J. Savage BSc MRICS
Derek M. Isaacs MRICS MCABE

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

Your Ref:

Our Ref: D3827

Date: 27th February 2014

P. Brown-Constable Esq.,
Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON, SW3 4TP

Dear Paul,

Mitre House, 124 Kings Road, London SW3 - External Repairs/Redecoration & Redecoration of Internal Common Parts

Following receipt of tenders for the above works on 20th February 2014, I now have pleasure in providing my tender report, as follows.

Firstly, I confirm that the tenders received (excluding VAT) are as follows:-

1. A.R. Lawrence & Sons Ltd - £76,101.00 – 12 weeks plus 2 weeks lead-in.
2. Venture Construction Southern Ltd - £84,711.00 – 12 weeks plus 3 weeks lead-in.
3. Collins (Contractors) Ltd - £85,950.42 – 14 weeks plus 2/3 weeks lead-in.
4. B&M Coatings Ltd - £105,596.00 – 20 weeks plus 4 weeks lead-in.
5. Bastows Ltd - £116,000.00 - 14 weeks plus 3 weeks lead-in.

I enclose the original copy of each of the submitted tender forms, together with covering correspondence where applicable and a copy of the priced Specification submitted by each contractor in support of their tender.

I have checked all of the priced Specifications and confirm that those submitted by A.R. Lawrence, Venture Construction and Bastows are all arithmetically correct. The priced Specification from Collins has totalling errors on pages 9, 28, 29 & 38 and the overall total of their priced Specification comes to £84,977.12, an amount of £973.30 less than their net tender figure. The priced Specification from B&M Coatings contains a totalling error on page 38 and the overall total of their priced Specification is £104,696.00, £900.00 less than their net tender figure.

Clearly, there is a considerable spread in the tenders received, although the tenders from both B&M and Bastows both appear excessive for a project of this size and type, with B&M very expensive on their supervision costs and on the cleaning of the terrazzo flooring and with Bastows being very expensive on the scaffolding and external painting work. The tenders from A.R. Lawrence, Venture Construction and Collins are obviously more competitive and, having reviewed their supporting priced Specifications in detail, each of these contractors pricing of the individual work items generally appears realistic for the nature and extent of the work involved in most respects, but with some anomalies.

A.R. Lawrence are cheaper than the other contractors in respect of their preliminaries costs and, in particular, their priced Specification shows no figure against supervision, temporary accommodation and other general preliminaries. Having queried this with them, they advise that they have indeed allowed for providing a full time working foreman as the specification requires and have also allowed for providing all necessary temporary accommodation and so forth; they advise that they have spread these costs through the rates shown against the various work items rather than showing them separately. The price allowed by A.R. Lawrence against the provisional item in the specification for replacing defective treads to the external fire escape staircase also appears unrealistically low. A.R. Lawrence advise that they have indeed made an error in their pricing of this item but, given that this is not a major cost item, they are able to accommodate the error and stand by their tender figure in this regard.

Both A.R. Lawrence & Collins are also significantly cheaper than the other three contractors in respect of the specialist cleaning of the terrazzo flooring. Having queried this, they advise that they have only allowed for undertaking chemical cleaning of the terrazzo surfaces rather than the specified wet abrasive clean, on the basis that a full wet abrasive clean would be very time consuming and expensive. The finished results of a chemical clean would obviously be less impressive than a full wet abrasive clean and this obviously accounts for the cost difference between them and the other three contractors in respect of this element of the work.. However, even if the other three contractors were to provide alternative prices for chemical cleaning, it is clear that this would not affect the overall tender results and that A.R. Lawrence's tender would remain the lowest.

I confirm that the most recent project undertaken by A.R. Lawrence under the direction of this firm was an external repair and redecoration project to Court Lodge, a block of flats in Sloane Square immediately adjacent to the Royal Court Theatre. I confirm that they performed reasonably well on that project and that they also have reasonably well formulated health and safety procedures.

Accordingly, on the basis of the above, I see no reason to advise against acceptance of the tender from A.R. Lawrence & Sons Ltd, in the sum of £76,101.00 plus VAT and with a contract period of 12 working weeks.

I now look forward to receiving your further instructions and, in the meantime, I enclose a note of my fees to receipt of tender stage, which I trust you will find in order.

Kind regards.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Derek Isaacs', with a stylized, cursive script.

Derek Isaacs,
Chartered Building Surveyor

Boyce, Evens & Carpenter

Chartered Surveyors

Established 1847

10 Genotin Terrace,
Enfield,
Middlesex, EN1 2AF

Tel: 020 8367 5100

Fax: 020 8366 3056

VAT Reg No 467 6205 30

Your Ref:

Our Ref: D3827

Account No. 7810

Date: 24th March 2014

Mitre House Management Limited,
7 Mitre House,
124 Kings Road,
LONDON,
SW3 4TP.

Mitre House, 124 Kings Road, London SW3

To continuing professional services in connection with the scheme for external repair/redecoration and redecoration of the internal common parts at the above property, including provision of CDM Co-ordinator services under the CDM Regulations 2007.

Receiving your instructions to invite tenders for the work following receipt of the draft Specification, preparing and issuing tender documents to five building contractors, checking/reviewing the tenders on receipt and preparing and issuing our tender report.

Second interim fee for professional services to receipt of tender stage, based on agreed scale and calculated against lowest tender received;

50% of 11% (10% + 1% CDM) of £76,101.00

Less: Previous account dated 13/02/14

£4,185.56

£2,250.00

£1,935.56

VAT @ 20%

£387.11

Further copying, binding and other disbursements to date.

£108.50

VAT @ 20%

£21.70

Sub Totals

£2,044.06

£408.81

Total VAT

£408.81

TOTAL

£2,452.87