

Contractor B

REFURBISHMENT AND GENERAL WORKS – SANDGATE LIBRARY, SANDGATE

We thank you for your enquiry and further to our discussions and visit to the above property we have pleasure in submitting our quotation to carry out the works as per the following specification: -

FORMATION OF ACCESSIBLE WC

1. Provide protection to areas and access routes adjacent to existing WC including providing signage and barriers as required to provide a safe workspace.
2. Isolate water supplies, disconnect and remove cleaners sink, basin, WC and radiator.
3. Isolate electrical supplies, disconnect and remove water heater and light fitting.
4. Strip back all cabling and pipework ready for building work.
5. Carefully take out existing WC door and frame and set aside.
6. Carefully take down blockwork that form existing Cleaners Cupboard. Blockwork to be removed through ceiling line. We have assumed the internal walls are non-load bearing and extend just above the ceiling line. Because of the presence of asbestos within the textured coating we will endeavour to remove the walls without causing major disturbance to the existing ceilings. Note: we have not allowed for any work in relation to the existing gas meter which will have to be dealt with via the local gas supplier.
7. Clear all removed items to licensed waste facility.
8. Make good where walls removed ready for decorating and new flooring.
9. Refit WC door and frame to new position approximately 1m along corridor and make good any disturbed areas.
10. Overboard complete ceiling with plasterboard secured through existing ceiling to ceiling joists. Tape and joint ready for decorations.

11. Apply skim coat to newly exposed areas of rough blockwork in old Cleaners Cupboard area.
12. Prepare existing floor and install new anti-slip vinyl sheet flooring including coved skirting to wall and floor junction.
13. Supply and install new Doc M WC pack for corner layout including pan, seat, cistern, basin and accessories.
14. Run new hot, cold, waste and soil pipe work to suit new arrangement.
15. Supply and install new low surface temperature radiator connected to existing heating system including thermostatic valve.
16. Supply and fit new emergency alarm beacon and sounder with local reset button and pull cord as required by current regulations.
17. Revise cabling to lighting, switching and power to water heater to suit new layout.
18. Prepare and re-decorate newly formed WC including both sides of WC door, walls, new plastered areas, ceilings and all previously painted surfaces.
19. Test all new fittings, clear all plant and excess materials and leave all in good working order.

For the sum of **£14835.00+VAT**

NEW STORAGE CUPBOARD

1. Provide protection to areas and access routes adjacent to workspace including providing signage and barriers as required to provide a safe workspace.
2. Isolate supplies to existing light fitting, disconnect and remove.
3. Form new plasterboard stud walls approximately 3.00m x 1.30m x 2.42m high in corner of library partially situated under downstand beam.
4. Form door opening for one pair of flush doors hung on proprietary sliding door gear system. Provide architraves and trims around new opening.
5. Supply and fit timber skirtings to new walls.
6. Within new cupboard provide and install 6No. shelves 600mm deep x 1200mm wide. (This quantity, size, shape of shelving can be revised to suit as required and our account adjusted to reflect this.)
7. Revise existing light switching and provide new ceiling fitting within cupboard with new independent switch.
8. Prepare and apply emulsion paint decorations to external wall faces of cupboard.
9. Prepare and apply one undercoat and one gloss top coat to new external timberwork including both faces of new doors.
10. On completion, clear all plant and excess materials and leave all in a clean and tidy condition.

For the sum of **£4125.00+VAT**

ALTERATION TO ENTRANCE DOOR AND SCREEN

1. Provide protection to areas adjacent to entrance including providing signage and barriers as required to provide a safe workspace.

2. Isolate electrical supplies, disconnect and remove cabling and fittings as required to allow removal of door and screen.
3. Carefully remove existing door leaf and set aside.
4. Release existing screen removing glazing as required to access fixings and relocate approximately 1.50m into library and re-fix into new position.
5. Provide additional timber infill and skirting to make up for sloped flooring.
6. Re-hang original door into frame.
7. Re-fix and re-connect all electrical sensors, fittings and door closer extending circuits as required.
8. Make good where screen moved and redecorate newly enlarged lobby area.
9. Prepare and redecorate steel entrance gate.
10. Test all new fittings, clear all plant and excess materials and leave all in good working order.

For the sum of **£3625.00+VAT**

We trust we have interpreted your instructions correctly as we have only allowed for the works specifically detailed. Please check the details carefully to ensure your requirements have been met. If you wish to discuss any element of these works in more detail or to revise certain aspects of the specification, then please do not hesitate to contact this office.

The above quoted figure is subject to V.A.T at the statutory rate, please see our "Terms and Conditions" attached.

Contractor B



Registered in England No.

TERMS & CONDITIONS

1. Estimates are based on to-day's prices of labour and material, and are subject to adjustment between the date of our estimate and the completion of the works by any subsequent change in the market prices of materials, official changes in rates of pay and/or conditions as agreed by the National Joint Council for the Building Industry (or any other body authorised to negotiate and agree such changes), which increase or decrease shall be added to or deducted from the final account.
2. Except as expressly agreed, we shall provide all labour, materials and equipment necessary for the proper execution of the work. Every care will be taken in the use and fixing of materials or goods (if any) to be supplied by the customer but no responsibility for their suitability or for damage caused to them during fixing is accepted.
3. Whilst we shall exercise all reasonable skill and care in the selection of materials and execution of the works, our liability in respect thereof is limited as follows:-
 - (a) Defects existing at or appearing within three months from the date of completion of the works if proved to arise from workmanship having been carried out or materials having been supplied not in accordance with the estimate or any agreed day work will be made good by us at our own cost provided that notice in writing of such defects must be given to us within seven days of the appearance thereof or within seven days of the expiry of the said period of three months whichever shall be the earlier.
 - (b) In the event of any materials supplied proving faulty our liability shall be limited to passing on to you such benefits (if any) as we may receive under guarantee from the manufacturer or supplier.
4. The term "Prime cost" (p.c.) where used in an estimate or specification indicate the amount (before any cash discount) proposed to be paid by us to a merchant or manufacturer for the supply and/or fixing of the item concerned. The benefit of such cash discount we shall retain. Should the amounts in fact payable by us in respect of prime cost or p.c. items before such cash discounts prove to be higher or lower than the prime cost or p.c. amounts then the difference shall be added to or deducted from the quoted price.
5. The words "Provisional Sum" where used in an estimate or specification indicate the amount included therein to cover a specific item of work and the estimate is subject to adjustment by substituting for the Provisional Sum, where the item of work is carried out by a sub-contractor, the amount payable to such sub-contractor plus a supervisory charge not exceeding 10 per cent or where the item of work is carried out by us at a price to be agreed therefor or in default of agreement in accordance with the "Definition of Prime Cost of Building Works of a Jobbing or Maintenance Character" published by the Royal Institution of Chartered Surveyors and the National Federation of Building Trades Employers plus the percentage additions quoted by us.
6. If any variations to the work in the estimate are required, whether by addition, omission, or substitution of any work, the value will be ascertained by reference to the estimate or charged on a day-work basis as appropriate.
7. No Provision has been made for V.A.T. which will be added to our account at the current rate, where applicable.
8. We are insured for damage to our own works and, in the case of our own negligence, damage to third party property or persons. You should consult your own insurers, to whom we will give full particulars of our policies if required, to ensure you are covered for any other eventuality.
9. A deposit may be required before work is commenced. We shall require payments on account up to the value of the work executed including materials on site at monthly intervals, such payments to be made within 7 days of application. If any payment is not made in accordance with these requirements we reserve the right to:-
 - (a) Stop work and leave the site.
 - (b) To determine at our option whether or not we shall return to the site and recommence the works and the terms of any such recommencement.
 - (c) (If we do not return to the site) to claim payment for all work done and materials supplied or ordered for the work on or off the site, off-site overheads and loss of profit.
10. All estimates and accounts are nett and our final account will be rendered as soon as possible after completion and payment of the balance will be required not later than the end of the month following that in which the account is rendered. Interest will be payable on overdue accounts, and applications for payment on account as in Condition 9 above, at 5% above current Base Rate of the National Westminster Bank Limited.
11. Estimates not accepted within two calendar months of the date thereof will lapse unless confirmed or renewed by us in writing after that date.
12. Unless otherwise specified, credit has been allowed in our estimates for any materials necessarily removed to allow the execution of the work, which materials shall become our property.
13. Estimates are based on the assumption that premises will be available for work to be carried out during our normal working hours. Costs arising from premises not being so available, or costs of additional overtime working will be charged.
14. Any dates agreed for commencement and completion are subject to alteration in the event of delays occurring through inclement weather, strikes or lock-outs affecting the building industry, additions or variations to the works, or any causes beyond the builder's control.
15. Any dispute or difference arising out of the execution of the work is to be referred upon the application of either party to a person to be nominated by the President of the Institute of Arbitrators, whose decision shall be final and binding on the parties.