Coventry University **REF: AG/Q1041/13/KF**

Estates

Priory Road **Date: 28/02/2013**

Coventry

CV1 5FB **By** **E Mail and Post**

**For the attention of Gerry Ackerman Gerry.ackerman@coventry.ac.uk**

Dear Sirs

**Office Refurbishment on the 3rd Floor of the Armstrong Siddeley Building**

Thank you for your invitation to tender for the supply and installation of the Office Refurbishment at the above project and enclose our submission for your consideration.

The size, location and proposed build programme all represent an ideal fit into the forward workload planning schedules of our Company. This means we can select and commit our ideal team from our in-house resources in order to ensure that you receive a first class operational result.

Our price to carry out the works would be as follows:

**Office Refurbishment £ 66,214.76**

(Sixty Six Thousand Two Hundred and Fourteen Pounds Seventy Six Pence)

Yours faithfully

Agile Building Services Ltd



K. Flint

Operations Director

M: 07860 382254

T: 0121 454 6902

E: [kevin.flint@agilebs.co.uk](mailto:kevin.flint@agilebs.co.uk)

**Tender Breakdown**

* Preliminaries £ 10,400.00
* Painting in Rooms £ 10,231.68
* Cleaning in Rooms £ 3,279.00
* Ceiling Tile Replacements £ 1,231.20
* Filling & Preparing for Painting £ 1,113.60
* Strip out of Furniture, pin boards and removal of rubbish £ 7,197.60
* Replacing / Repairing Blinds £ 3,600.00
* Electrical Works £ 6,900.00
* Mechanical Works £ 4,200.00
* Fire Alarm Works £ 1,500.00
* Corridor Top & Middle £ 10,056.96
* Corridor Bottom & Breakout area £ 4,404.72
* Staircase Decoration & Cleanin £ 2,100.00

**TOTAL**  **£ 66,214.76**

**APPENDIX A**

**TECHNICAL NOTES RELATING TO TENDER**

**GENERAL**

1. Our offer does not include for accepting responsibility for design work carried out by others as this has not been subjected to any check by Agile Building Services; we, therefore, are not in a position to warrant its adequacy.
2. We do not accept responsibility for any defects in the existing installation, nor for any costs in rectifying them.
3. The areas to be refurbished are indicated on the attached drawing in green.

**BUILDING INFRASTRUCTURE**

* To remove all furniture and rubbish from the site area and dispose off
* To remove all items on the walls ( ie pin boards etc )
* To making good all holes in the walls in preparation for decorating
* To painting all walls white with 2 coats in all areas being refurbished
* To painting all skirting’s and doors in the corridor as per the 2nd floor
* To painting the stair core of the 3rd floor
* To rubbing down and then varnishing all doors and skirtings in the rooms being refurbished
* To carrying out a builder clean to all areas being refurbished
* To cleaning all floors in the corridors
* To deep cleaning the toilet on the 3rd floor
* To cleaning the stair core area of the 3rd floor
* Deep clean all carpets ( once furniture is removed a condition report on the carpets will be compiled before cleaning takes place )
* To repairing all damaged window blinds in the rooms being refurbished
* To replacing all missing ceiling tiles in areas being refurbished

**ELECTRICAL**

* To inspecting all existing circuits on the 3rd floor and replacing light fittings, wiring accessories as necessary in all areas being refurbished, a report will be issued when completed, if any faults are detected by the inspection, the faults will be priced before any remedial works is carried out.
* To inspecting the entire existing fire alarm system on the 3rd floor and issuing report if any faults are found, the faults will be priced before any remedial works is carried out.

**MECHANICAL**

* To inspecting all A/C and vent in the areas being refurbished, a report will be issued when completed, if any faults are detected by the inspection, the faults will be priced before any remedial works is carried out.
* To inspecting the entire heating system on the 3rd floor, a report will be issued when completed, if any faults are detected by the inspection, the faults will be priced before any remedial works is carried out.

**APPENDIX B**

**COMMERCIAL NOTES RELATING TO TENDER**

1. Our tender excludes a 2.5% Main Contractors Discount and is exclusive of VAT.
2. Our tender will remain fixed for 45 weeks and open for acceptance for 6 weeks from the date of this letter.
3. Our tender makes no allowance for any costs associated with any performance bond, guarantees or collateral warranty for the project. If there is a requirement by the Client, we reserve the right to examine and comment on any documentation, forward costing’s and wording amendments if necessary.
4. Our offer has been based on a TBC working week on site duration, with an anticipated commencement of TBC and completion by TBC, with a 12 month defects liability period thereafter.
5. We have allowed for the retention TBC and all payments to be made within 28 days from the agreed valuation dates.
6. The contract shall be the unamended JCT 2005 SBCSub/C document.
7. Our tender allows for the following normal site facilities and services being provided to ourselves at no cost during the full extent of our sub-contract works:-
   1. Internal and external fixed standing scaffolding
   2. Mobile towers with a working platform over 3.0m
   3. Welfare facilities including mess rooms, sanitary accommodation and drying rooms
   4. Space and electrical power for office accommodation and storage
   5. Provision of safety lighting, power and water for contract works
   6. Fuel for testing and commissioning
   7. Hoisting and cranage of plant and materials, including road closures
   8. Site security
   9. Primary structural supporting steelwork
   10. Plant bases, roof/wall penetrations, painting, weathering, making good, pattresses, noggins, fire stopping and chasing
   11. Rubbish removal from site. We have allowed to take to a central location
   12. Ducting and forming of holes 50mm diameter and above
   13. Diamond drilling of all sizes of hole through any structure
   14. Removal of hazardous materials

March 5, 2013 Our Ref:- AG/Q1041/13/KF

Coventry University By Email & Post

Estates

Priory Road

Coventry

CV1 5FB

Quotation Acceptance

Quotation Number: Q1041 ( 3rd Floor )

Value: £ 66,214.76

Accepted By ( Name ): ----------------------------------------

Date: -----------------------------------------

Title: -----------------------------------------

Thank you for your valued order, and we look forward to working with you on this project and others in the future