



Schedule of Services / Fee Proposal

Bell Group (Safety Services)
Offices 7 & 8
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F.A.O:	Nick Massingham C/O Cardoe Martin	From: Marcia Lake
Address:	20:20 House (Residential Management) Ltd	
	2020 Building	
	Skinner Lane	
	Leeds, LS7 1BB	Date: 10 th Sept 2020
Email:	nick@2020leeds.co.uk	No. of pages: 2
Mobile:	07808 158351	Ref: QLCDM1295@2 Leeds

ORDER CONFIRMATION

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ **PLEASE REPLY** ☐ PLEASE RECYCLE

Dear Sir

Re: Project – 20:20, Leeds

Thank you for inviting us to provide to you our proposal for the following package of support services for the project 20:20, Leeds. We now have pleasure in providing this for your attention below.

Item 1: **Appointment of Principal Designer (5 month appointment)**
Prepare Form of Appointment
Prepare Design Risk Register
Review Drawings
Take on the statutory role of Principal Designer for 5 month project duration
Attend design team meetings 3No.

Established Fee: £3960

Item 2: **Principal Contractor Support**
Assist in formulation of CDM Construction Phase Plan
Conduct H&S monitoring on site 3No

Established Fee: £2475

Item 3: **H&S File**
Liaise with Principal Contractor re H&S File
Hand over H&S File to Client

Established Fee: £1495



Fax continuation sheet

Total £7930 plus VAT and travel at 55p per mile and disbursements.
Attendance at additional meetings if required @ £550 per day plus travel.

Terms: Invoiced monthly. 30 days net.

Note 1: Cost savings may be available if design meetings and monitoring can be undertaken on the same day.

Note 2: The Principal Designer role does not include undertaking any design. Whilst the industry is considering the implications on peoples' roles from the Grenfell fire no regulations have been brought into force. As Principal Designer we will ensure that all the designers have complied with their duties under the Construction (Design and Management) Regulations 2015 but we will not assure that they are technically compliant with any particular discipline. If discipline specific advice is required, e.g. fire engineering, the client will need to appoint an organisation with requisite capability. As Principal Designer we will ensure, so far as is reasonably practicable that designers comply with their duties under regulation 9 of the Construction (Design and Management) Regulations 2015 namely that they will so far as is reasonably practicable, eliminate risk, or where this is not possible, reduce risks to those carrying out or liable to be affected by construction work; those maintaining or cleaning a structure; or those using a structure designed as a workplace, i.e. designers must ensure that occupiers can meet their obligations under the Workplace Health, Safety and Welfare Regulations. As Principal Designer we do not have any responsibilities under the Building Act as we are not undertaking design and because it is outside the statutory obligations of the Principal Designer.

For our records, may we ask that you sign and return this document please. We regularly get audited and have been instructed to have this document in place, before we can formally commence work. Thank you very much in anticipation of this.

We look forward to working with you and supporting you on this project.

Yours faithfully

M. Lake

Marcia Lake CMIOSH
Chartered Safety and Health Practitioner

Please can you sign, date and email back to: m.lake@bellgroup.co.uk

*I instruct Bell Safety Services to go ahead with our agreed Contract of Support Services as detailed above.

Signature

Date

15/9/20

Print name

N. MASSINGHAM

PLEASE FIND ATTACHED OUR TERMS AND CONDITIONS