



Epsom and Ewell Borough Council

Proposal: Public Toilet Block (By Racecourse)

To: Dmitrijs Isnijazovs

Issued By: Kyle Doouss

Issue Date: 08.09.2021

Furniture and interiors division
of the HBS Group of Companies.



8th September 2021

Dmitrijs Isnijazovs
Epsom and Ewell Borough Council
Town Hall
The Parade
Epsom
Surrey
KT18 5BY.

Dear Dmitrijs

Thank you for the opportunity to provide you with our proposal and solution for your public toilet refurbishment requirements and for providing the information to make this possible.

We believe that Epsom and Ewell Borough Council not only needs a supplier who can effectively and competitively supply their requirements, but also the assurance of a family run business, dedicated to keeping their promises and exceeding your expectations.

Our friendly and helpful staff will always ensure that only the very highest level of customer service is given, to ensure you enjoy total peace of mind.

We trust that the following proposal meets with your approval and we look forward to being of service to you.

Thanking you in anticipation.

Yours sincerely

Kyle Doouss
Director
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Project Manager
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Introduction

Brookhouse is the furniture and interiors division of the HBS/Half Moon Group; a family owned and run business, established in 1973, specializing in commercial interior designs and fit-outs.

At Brookhouse the customer is central to the whole process of ensuring they receive value throughout the whole process resulting in an outcome that enhances the working environment.

The whole Brookhouse team is committed to delivering on our promise to provide you with a streamlined and hassle free experience.

With Group sales approaching £10 million, Brookhouse forms part of a large global buying group. This gives you the benefit of local service combined with global buying power.

Brookhouse is based in Colchester and is supported by our Head Office located in Hemel Hempstead and distribution facility in Essex. Brookhouse provides furniture and fit-out to both the private and public sector throughout London and the Home Counties.

Our company mission statement is as follows:

"We aim to provide the right solution with the right design at the right price in the right time scale with 100% customer satisfaction, efficiently and sustainably"

The Directors are also proactively engaged within the business including personal contact with key accounts.

We look forward to Epsom and Ewell Borough Council joining our client base of satisfied customers.

Benefits to the Epsom and Ewell Borough Council

Below are just some of the benefits we can offer:

- Honesty, integrity and quality from a family company
- 100% commitment to fulfil all your requirements
- Single source for all your supplies and services
- Dedicated office based contact
- Provide specialist solutions, knowledge and advice
- Many years' experience in office furniture and refurbishment
- Free site survey and measure up for scale drawings
- Free space planning including 3D CAD drawings if required
- Complete stress-free project management including working to building notice and satisfying H&S.E.

Brookhouse guarantees the Epsom and Ewell Borough Council a completely hassle-free service

Brookhouse Credentials

Bona Fide

Brookhouse only work with CSCS registered and DBS approved sub-contractors for work that we may need to subcontract. In these circumstances we will act as the Main Contractor and ensure that our sub-contractors have the necessary cover and we guarantee their work.

Insured

Brookhouse has the following insurance cover;

Public Liability cover to £5,000,000

Product Liability covers to £5,000,000

Employee Liability covers to £10,000,000

Qualified

In the case of any work being undertaken involving electrics we will only use NIC EIC approved contractors or a similar certified standard and a copy of all reports on completion will be enclosed in the sign-off booklet at the end of the project.

All work involving gas will only be undertaken by qualified CORGI registered plumbers a copy of their certificate will be available on request.

Health and Safety

Hot works are avoided wherever possible but should there be a requirement involving hot works this will only be undertaken with a hot works certificate and will be done in compliance with those conditions. This will need signing off by a member of the staff or - in the case of us key-holding the project – the site foreman. This will mean no hot works after half an hour before leaving the site and a fire extinguisher or suitable extinguishing equipment will be on hand. If smoke detectors are in the area these may need covering up and will be reinstated on completion.

All site workers will sign in using a Contractors Register on entering and leaving the site and an accident book will be made available at that point for the unlikely event of an accident.

The Environment

Brookhouse support the environment wherever possible and use only timber from SSF approved suppliers wherever possible.

The company has various recycling programmes and is always taking steps to ensure reduction of our carbon footprint.

Human Resources

The Directors of Brookhouse have been DBS checked due to working in close conjunction with children. We ensure all our tradesmen are of a quality that we can trust in accordance with our company ethos; a copy of which is available on request.

All tradesmen are taken on for their ability to work well and safely to a recognised quality and no discrimination is allowed in our recruitment process in accordance with our anti-discrimination policy.

Risks Assessed

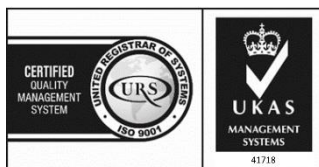
All tradesmen will be instructed in general site safety prior to commencement of work and will have undertaken training on any equipment that they use. All projects are assessed for risks prior to commencement and this will be monitored throughout a project by the site foreman.

Tradesmen will wear safety footwear with toe protection at all times and have access to all applicable PPE.

Waste Removal

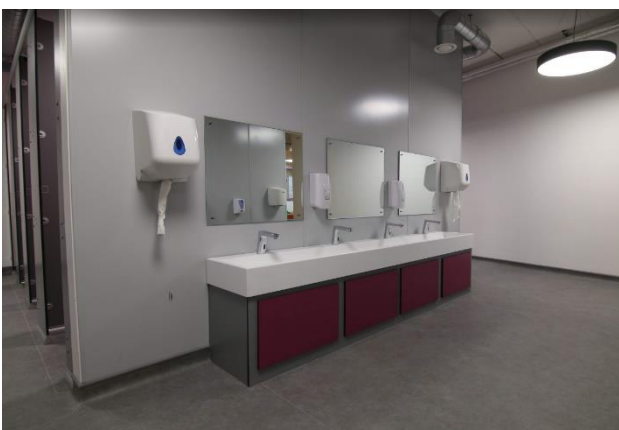
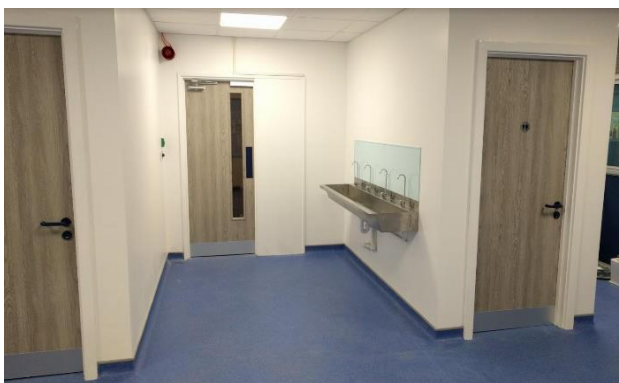
Brookhouse will take responsibility for the removal of waste from site if necessary.

In the case of Epsom and Ewell Borough Council having any queries or concerns about the project workers or methods at any time, please speak to either; myself or the site foreman at that time.



Photos of Recently Completed Projects





Epsom and Ewell Borough Council Project Mission

Epsom and Ewell Borough Council requires the complete refurbishment of the public toilet block next to the racecourse. There is currently an issue with serious vandalism.

- They require one company to manage the entire project
- The new specification must meet current legislation and general standards and materials in use

Please see separate design proposal



Specification of Works/Project Brief

Project Details

	Description	Quantity	Unit
1.0	Demolition and Strip Out		
	To allow to remove existing vinyl flooring	1	Sum
	To allow to remove existing timber ceilings	1	Sum
	To allow to remove toilet partitions	1	Sum
	To allow to remove existing washroom Inc. sanitaryware and fittings	1	Sum
	To allow to pressure wash external walls and clean up vegetation	1	Sum
	To allow to remove and dispose of waste off site	1	Sum
	Demolition and Strip Out Total		£5,769.23
2.0	Building works		
	To allow to remove and replace all external windows and doors	1	Sum
	To allow to strip off existing roof tiles and re-roof	1	Sum
	To allow to replace all soffits and fascia's with PVC	1	Sum
	To allow to replace existing centre box guttering	1	Sum
	Provisional sum to allow to replace any rafters or structural timberwork to be replaced	1	Sum
	To allow to patch up render to front of building and recoat front and back with coloured polymer render	20	Sum
	To allow to patch up tarmac outside Gent's entrance	1	Sum
	To allow to supply and install solid studwork partitions to Gent's cubicles	1	Sum
	Building works Total		£40,669.23
2.0	Ceilings		
	To allow supply and install plaster board ceilings	70	Sqm
	To allow dryline ceilings and make ready for decoration	1	Sum
	Ceilings Total		£6,346.15
3.0	Joinery		
	To allow to supply and install paint grade solid doors to Gent's cubicles	4	Sum
	Joinery Total		£2,769.23
	Power		
	Make necessary adjustments to make safe for works	1	Sum
	To supply and install fused spurs for hand wash dryers	9	Sum
	To supply and install fused spurs for push button flush system	4	Sum
	To supply and install new distribution board	1	Sum
	Carry out required test, commission and provide certificate	1	Sum
	Power Total		£3,885.71
5.0	Lighting		
	To allow to supply and install LED lighting batons to ceiling	10	Sum
	To allow to supply and install downlights to cubicles	9	Sum
	To allow to supply and install all new switching	3	Sum
	To allow to supply and install emergency lighting	6	Sum
	To allow to supply and install external lights	3	Sum
	Carry out required test, commission and provide certificate	1	Sum
	Lighting Total		£5,171.43

6.0	Fire Alarm & Smoke Detection		
	No works allowed for within this quote		
7.0	Data Cabling		
	No works allowed for within this quote		
8.0	Security & Access Installation		
	No works allowed for within this quote		
9.0	HVAC (Heating, Ventilation and Air Conditioning)		
	To allow to supply and install extraction to all washrooms and cubicles	1	Sum
		HVAC Total	£2,425.00
10.0	Plumbing		
	To allow to isolate connections and strip out	1	Sum
	To allow for all associated plumbing works including first and second fix and hot and cold water supply	1	Sum
		Plumbing Total	£5,000.00
11.0	Toilets/Washrooms		
	To allow to supply and install full height (2200mm) Solid Grade Laminate (SGL) WC cubicles with aluminium non-corrosive fittings to Ladies washroom	5	Sum
	To allow to supply stainless steel back to wall toilets	9	Sum
	To allow to supply stainless steel DDA toilet and cistern	1	Sum
	To allow to supply infra-red flush activation	1	Sum
	To allow to supply stainless steel wall hung urinal troughs with stainless cistern and mains powered water watch	3	Sum
	To allow to supply concealed cisterns	9	Sum
	To allow to supply recessed stainless steel hand wash dryers	9	Sum
	To allow to supply new metal jumbo loo roll holders	10	Sum
	To allow to supply safety backed mirror	3	Sum
		Toilets/Washrooms Total	£51,090.04
12.0	Hygiene cladding		
	To allow to supply and install stainless steel cladding to all walls and doors	1	Sum
		Hygiene cladding Total	£35,538.46
12.0	Decoration		
	To allow to prepare all surfaces for decoration	1	Sum
	To allow to decorate walls and ceilings with 2 coats of emulsion	200	Sqm
	To allow to decorate door frames with undercoat and satin/gloss	4	Sum
		Decoration Total	£3,392.31
13.0	Flooring		
	Provisional sum to allow to prepare floor ready for epoxy resin flooring	1	Sum
	To allow to supply and install safety epoxy resin flooring to washrooms	70	Sqm
		Flooring Total	£21,538.46
14.0	Blinds		
	No works allowed for within this quote		
14.0	Audio Visual & Acoustic Works		
	No works allowed for within this quote		
15.0	Signage		
	No works allowed for within this quote		

16.0 Health and Safety

To allow for the production of site-specific RA/MS, Site Health and Safety File and other statutory documentation as required	1	Sum
To allow for the provision of health and safety signage for the duration of the project	1	Sum
Health and Safety Total		£307.69

17.0 Professional Fees

Building Control		
Professional Fees Total		£1,000.00

18.0 Project Management

To allow for full management of the project including site supervision, inductions and administration of all works during period of the project	1	Sum
Professional Fees Total		£5,384.62

Total Project Investment (ex VAT) £190,287.56

19.0 Contingency

Contingency @ 5 % (to be agreed)		
Contingency Total		£9,514.38

Total Project Investment including contingency (ex VAT) £199,801.94

Assumptions

On the presence of asbestos within the areas being worked: A copy of the asbestos report must be shown to us by law before acceptance of the order.

In the event of asbestos being discovered then the work may have to be aborted until a specialist survey has been undertaken and any required works completed to the accepted standard. This will incur extra costs which will be charged accordingly; any time related agreements will be suspended until it is deemed safe to recommence operations.

That the site will be clear and access available from the agreed date. Due to the requirement to allocate labour and appropriate resource any change to the agreed date can affect the commencement of the project and the final completion date. This could result in additional costs being incurred and charged accordingly.

Project delays due to incomplete or delayed third party works are the responsibility of the client and any additional costs incurred as a result will be chargeable.

The building is structurally sound.

The wiring complies with the latest NIC EIC regulations in order for us to sign off any alterations to the circuits. The consumer unit from which power is drawn will take any extra load for any new power or lighting.

The discovery of unknown and unreported services could result in extra costs and time delays.

That our fitters may use your washroom facilities.

That the existing plumbing is suitable to connect to and does not require upgrading.

That you accept our terms and conditions.

Specific Exclusions

Just so that there is no doubt about any elements of this quotation we will outline below items that are not included within this quotation, unless stated within the specification, and this is not exhaustive.

- *Any alarm wiring*
- *Any additional smoke sensors*
- *Any asbestos related remedial work*
- *Any additional works required by building regulations but we do not want this to be the case*
- *Any emergency light fittings*
- *Latex to sub floor*
- *Any up grading to the consumer board as a result of over loading the circuits.*
- *Blinds*
- *Extractor fans*
- *Gas work*

Proposal

This proposal includes full supervision and management of works. All waste arising will be removed from site unless stated otherwise and the workplace will be kept in a tidy condition to minimise disruption to the workplace activities. On completion we will clean all areas ready for occupation.

Total prices for the complete refurbishment as outlined in the preceding pages are as follows;

Headings for Proposal Details

Product Title	Product/Works Summary	Price
Refurbishment	Refurbishment as specified above	£190,287.56
Contingency	Contingency @ 5 % (to be agreed)	£9,514.38
Total Contract Value		£199,801.94

All prices exclude VAT and are subject to a final detailed survey and acceptance of our terms and conditions. This quotation is valid for 30 days.

A pre works invoice for 40% will be required up front to cover materials needing purchasing on commencement of the project. On completion of project the final invoice will be raised on the payment terms of 7 days from invoice date.

This is to confirm that we would like to accept this proposal:

Name:

Position:

Signed:

Date Signed:

Start Date:

Project Contact Sheet

Eddie Goody

Project Manager:

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Customer Care:

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Caleb Horner

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Email:

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Kyle Doouss

Director:

DDI:

0845 383 0056

Email:

kyle.doouss@brookhouseuk.com



Colchester Office:

Aspen House, Stephenson Road, Colchester, Essex CO4 9QR

Thank you for the opportunity to present this proposal to you.

HARROW BUSINESS SERVICES LTD - CONDITIONS OF SALE

1. Introduction The following conditions apply to the sale, loan, hire, servicing or repair of goods supplied by Harrow Business Services Ltd, hereinafter called "the Company". These conditions supersede any earlier conditions of the Company and apply to all contracts and override all conditions stipulated by the Buyer and any other agreements between the parties relating to the subject matter hereof are hereby terminated. No alterations or addition to, nor exclusion of, any part of these conditions shall be applicable unless in writing by a Director of the Company.

2. Meanings The word "Buyer" shall include buyer, borrower, hirer, lessees, owner or any other person who is in charge of the goods. The word "goods" shall include stationery, including envelopes and paper, educational supplies, office supplies, furniture, seating, fit-out and equipment including spare parts and other items supplied, serviced, repaired, loaned or hired by "the Company". The singular shall include the plural as also the masculine shall include the feminine and vice versa.

3. Prices and Terms of Payment Charges for goods or services supplied shall be paid in full on or before delivery or completion unless the Buyer has an agreed credit account with the Company. Where the Buyer has an account, payments shall be made by the 20th of the month following the month of the invoice. If payment is delayed, the Company reserves the right to charge interest on monies outstanding at the rate of 2.5% per month or part month which shall be due for payment immediately. The Director/Directors of limited liability companies, public limited companies and the Partner/Partners of limited liability partnerships are obligated and guarantee both personally and severally to pay any debts remaining unpaid through the default of their company or partnership and that this forms the basis of any credit account facility. The Company may close the Buyer's account at any time at its discretion and all amounts owed will become immediately due. In the case of overdue monies we reserve the right to place the account on hold and suspend any orders or any work placed with us until such monies are paid. The Company (or Companies within the partnership) reserve the right to offset any monies owed to the customer against any monies due to the Company (or Companies within the partnership) however they may have arisen. The Company is not a registered High Value Dealer and will only receive cash payments in accordance with current legislation.

4. Collection of Account In the event of an account being overdue the Buyer shall be responsible to indemnify the Company for costs incurred in collecting the amount including charges payable to debt collectors, solicitors etc. on a full indemnity basis. This includes the cost of legal action against the Buyer in order to obtain payment of outstanding accounts. The Buyer is responsible to pay the Company for any bank or other charges incurred on unpaid or returned cheques.

5. Delivery/Storage Any time named by the Company for delivery is given in good faith and an estimate only, and while every effort will be made to deliver on time, the Company will not be liable for the consequences of any delay, or non-delivery for whatever reasons. Claims in respect of short deliveries, packing errors or damage to goods in transit must be notified immediately by telephone and in writing within 3 days of receipt of goods. Claims for non-delivery must also be made within 3 days of invoice. Storage will be charged on goods we have to store beyond the agreed delivery/collection date. In the event of refused deliveries or any subsequent change in delivery address or split deliveries may involve extra charges. All goods held in storage for the Buyer shall be held at the Customer's risk and they are responsible for their insurance.

6. Returns All goods must be returned in a saleable condition. Stock Items: Requests for return of stock items must be notified within 3 days of receipt of goods. Please note that a re-stocking charge may apply. Non-Stock Items: Requests for return of non-stock items are in accordance with our suppliers' terms and conditions. In most cases a re-stocking charge will apply and some products are non-returnable items, so please take care to ensure you are ordering the correct product(s) for your needs. If in doubt, we strongly recommend you check on the returns criteria of the product before placing the order. Bespoke items are by their nature non-returnable.

7. Cancellation or Quantity Reductions Cancellation or reduction in quantities on orders must be given in writing. Any additional costs incurred will be invoiced accordingly. Should the buyer cancel an order at any stage the Buyer will pay for all work done and all costs incurred up to that point including any materials ordered for the production of that order, if the materials can be fully utilised by the Company, then the Company and the Buyer will negotiate a fair settlement for the said materials.

8. Title The property in the goods shall only pass to the Buyer, notwithstanding physical delivery, when payment for all outstanding amounts due to the Company have been made in full by the Buyer. The risk in the goods shall pass to the Buyer when the delivery is made. The seller reserves the right to repossess the goods to which it has title hereunder and for this purpose the Buyer hereby grants an irrevocable right and licence to the Company's servants and agents to enter upon all or any of its premises with such transport as may be necessary during normal working hours. Nothing in this condition shall confer any right upon the Buyer to return the goods sold hereunder or to refuse or delay payment therefore unless otherwise agreed.

9. Specification of Goods: Defects It is the responsibility of the Buyer to examine goods for defects in materials and/or workmanship which are likely to cause damage or injury. Illustrations, descriptions, weights and measurements are to be taken as a guide only and are not binding in detail. The Company reserves the right without notice and without affecting the validity of the contract, to make such changes in materials, dimensions and design as are reasonable or desirable.

10. Design, Drawings and Copyright All drawings submitted as part of a tender, quotation or any other submission remain the property of the Company at all times. No part of any drawing provided may be reproduced or transmitted in any form or by any means; electronic or mechanical, including photocopying, without prior permission in writing from the Company. If this is not fully adhered to, the Company reserves the right to invoice 10% of the estimated total project value. All dimensions and details provided on submitted drawings are approximate and must be checked on site.

11. Installation Where assembly of the goods is not done by the Company, the party assembling the goods must follow the instructions supplied with the goods. Failure to do so will invalidate the Company's liability for damage.

12. Advice, Information and Opinion Advice, information and opinion given by any Director, employee or agent of the Company is given without legal responsibility. Any recommendation or suggestion relating to the use of the goods made by the Company either in technical literature or in specific enquiry, is given in good faith, but it is for the Buyer to satisfy himself of the suitability of the goods for his particular purpose, and he shall be deemed to have done so.

13. Health and Safety The Buyer undertakes for the purposes of the Health and Safety at Work Act, etc. 1974 that it will take all necessary steps to ensure so far as is reasonably practicable that the goods will be safe and without risk to health when properly used and acknowledges that responsibility for compliance with any applicable health and safety or fire regulations upon the assembly and installation of the goods shall lie entirely with the Buyer.

14. Limit of Liability Notwithstanding any other provisions in these terms; nothing in these terms shall exclude or limit either party's liability for death or personal injury resulting from that party's negligence. The Company shall not be liable for damage or injury caused by its goods or workmanship beyond replacement of the goods or work on verification of the Buyer's complaint, when the goods are supplied to a territory outside the U.K. the liability of the Company shall not exceed in any event the liability which it would have incurred under the law. The Company shall not be liable for any consequential loss caused by its failure or delay in servicing, repairing, supplying or installing goods or equipment whether the loss arises from the actions or omissions of the Company, its servants, agents or subcontractors.

15. Call Offs These are provided on a maximum term of eighteen months and the Company reserves the right to clear outstanding balances not taken within that period.

16. Credit Notes/Credit Balances Any credits or credit balances will be available for use for a period of eighteen months after they have been initially issued or made available after which it will be cancelled.

17. Specific Terms Certain projects or contracts may have specific conditions that apply and in cases of conflict will supersede the respective clause in these Conditions.

18. Guarantees Guarantees given shall not be applicable outside mainland U.K. unless expressly stated otherwise by the Company in writing. Any guarantee given will be invalidated if the goods are subject to misuse or accident after the Buyer has taken delivery. 19. Telephone Calls may be monitored or recorded for quality or training purposes.

20. Governing Law Any contract between the Buyer and the Company shall be construed in accordance with the Law of England. The Buyer agrees to submit to the jurisdiction of the Courts of Law in England in respect thereof. E & OE - 07.02.20 H