

**Ref: JB/SB/4193** 

Mr D Jones, Commercial Painting Manager
D R Jones (Jones Building Group)
Willow House By Email Only: <a href="mailto:davey.jones@jonesbuildinggroup.co.uk">davey.jones@jonesbuildinggroup.co.uk</a>
Artillery Road, Lufton Trading Estate
Yeovil BA22 8RP

4 September 2023

Dear Davey

# SALTASH TOWN COUNCIL, THE GUILDHALL 12 LOWER FORE STREET, SALTASH PL12 6JX

It was very good to meet with you and Steve, with Town Clerk Sinead Burrows on 30 August 2023 at The Guildhall.

Just to confirm the matters that we discussed.

#### Windows to Receive Ventrolla Treatment

Ground floor window numbers 3, 5, 6, 7, 8, 9, 10, 11, 12 and 19 First floor window numbers 16, 17, 18, 20, 21, 23, 24 and 25

#### Cost Confirmation

Please can you confirm your tender price based on your submitted tender together with the uplift cost for the window draft stripping as set out above. The draft stripping cost is as per your tendered rate of £1,100.00 + VAT per window provisional sum, specification item 2.12.

Further, please revise your tender cost to <u>omit</u> any of the specific window and door repairs that are scheduled at item 2.13 of the specification, and which will now be duplicated by the window refurbishment work that will be undertaken by Ventrolla.

### Start Date

We all discussed and agreed that a preferred start date would be in Spring 2024. This is because with anticipated lead-in times for materials supply and Ventrolla labour



- Chartered Building Surveyors
- · Project Managers
- Property Inspections
- · Architectural Design

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resources, we are unlikely to be able to start this year taking advantage of remaining weather conditions before the onset of winter weather.

## **Pre-Start Meeting and Contract Documents**

Once I have your anticipated start date and we have confirmed a contract price, I will prepare JCT minor works contract documents for signature.

I will also arrange a pre-start meeting where we can formally award the works to you and make plans for submission of necessary health and safety documentation, scaffold licenses etc. We will also be able to arrange lead-in times for specialist suppliers such as the flagpole (etc.) that we will be providing. This can all be done in plenty of time to allow good sequencing of work when the project starts.

I also noted from our discussions that you are not anticipating any cost uplift in your tender assuming a March 2024 start.

I very much look forward to working with you on this project and look forward to your reply in due course.

Please do not hesitate to contact the undersigned with any queries you may have.

Kind regards, Yours sincerely

James M Barron MRICS Chartered Building Surveyor Director

CC Sinead Burrows, Saltash Town Council <u>sinead.burrows@saltash.gov.uk</u> and steve.evans@jonesbuildinggroup.co.uk