Ventrolla®
SASH WINDOW RENOVATION SPECIALISTS

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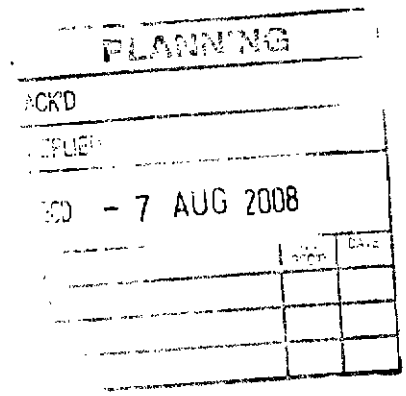
Your Ref. Our Ref. RGE/M3LS42176A

05 August 2008



Mr Russ Cairns
GVA Grimley
81 Fountain Street
Manchester
M2 2EE

Dear Sirs

RE: Window Refurbishment and Upgrading, The Twelfth Floor, Sunlight House

Further to our meeting on Monday, I have pleasure in submitting my quote for work on the above project.

Please note this is subject to a safe method of working being agreed when the windows are dismantled.

SPECIFICATION

REFURBISHMENT

Vertical Sash Windows

The lower and upper sashes will be carefully removed. Each sash will be eased, adjusted, realigned and balanced. Defects in sashes and surround will be made good using VR90 Epoxy Repair system and damaged glass will be replaced. New staff and parting beads and new sash cords will be fitted and pulleys will be either serviced or replaced. Following repairs, the Ventrolla Perimeter Sealing System will be installed and the repairs primed, painting by others.

Wood Repairs

Repairs to be carried out using Ventrolla VR90 Epoxy Repair system (VR90 is rot proof and elastic and produce a permanent repair to the wood). Method: Decayed/damaged wood will be removed by routing to expose bare wood that will be primed and stabilised using VR90 WS solution. Cavities formed after routing to be filled with VR90 system and

allowed to set. The repair will be moulded to match the existing profile and sanded. Larger repairs will be spliced with appropriate timber sections.

New Cills

Where existing cills are beyond repair and require replacement, the old cills will be removed and new hardwood cills fitted. As part of the cill replacement approximately 200mm of the bottom pulley stiles and outer cheeks will also be replaced. New wood will be treated with Organic Solvent Preservative applied by double vacuum method in accordance with BS5589

Hardware

Brass centre catches will be fitted to all windows.

NEW SASHES AND FRAMES

Where existing sashes are beyond repair, or have been replaced, new sashes and frames will be made to the configuration and details of the existing windows. All new wood will be redwood firsts treated with Organic Solvent Preservative applied by double vacuum method in accordance with BS5589 then primed with white microporous primer ready for painting by others.

PERIMETER SEALING SYSTEM

Following repairs, the Ventrolla Perimeter Sealing System will be installed. The Ventrolla System meets the highest requirements of BS6375 Part 1: 1989 in respect of air leakage and will be installed as follows: -

Sliding Sash Windows

Mid rail and bottom rail of bottom sash will be routed to profile of pile carrier. The pile carrier will then be inserted. New Staff beads will be provided which have pile carrier inserted. The existing parting bead will be removed and a new parting bead extrusion "u" section will be screwed into the old parting bead groove on the frame. A new parting bead pile carrier will then be inserted into the extrusion. Finally a 6.7mm wide pile of appropriate height and with projecting weatherfin will be inserted.

SASH REMOVAL SYSTEM

During the installation of the sealing system to sliding sash windows the Ventrolla Sash Removal system will then be installed. This is a unique system which allows the quick and easy removal of both top and bottom sash internally which facilitates maintenance, painting and cleaning, without the need for costly external access.

SCOPE OF WORKS

To overhaul, repair and install the Ventrolla system into 105 sliding sash windows. For existing windows the quotation includes replacing broken glass, replacing missing or loose putty, easing sashes and pulleys, re-cording and balancing sashes, joinery repairs to the frame and sashes, installation of the Ventrolla Systems and a new centre catch.

Unless otherwise stated, I have not included for

a) any paint removal apart from that necessary to ease the windows
b) painting apart from priming to new timber or timber exposed during easing
c) work to window-boards, architrave, reveals, shutters, blinds, external decorative cladding, lintels, sub-cills, fixed lights
d) or the mastic sealing or pointing of windows to masonry

Our work is confined to the cill, frame and sashes only.

We do not repair all imperfections in the timber (which are part of the character of old windows). The windows are restored structurally and damage repaired, as indicated on the Inspection Schedule. Please inform us prior to installation if you require any further cosmetic repairs to be carried out, or any alterations to the work indicated on the Inspection Schedule.

Preparation of reveals which are to be re-built, internal making good of architrave to new windows and removal and re-instatement of obstructions such as wires, partitions or furniture to be carried out by others.

QUOTATION

To carry out the overhaul, repairs and installation of the Ventrolla System to 105 windows for the VAT exclusive sum of

£52,018

At the time of inspection it was not possible to inspect all the woodwork that will be revealed when the windows are dismantled, especially if sashes are sealed or painted shut. It may transpire that there are concealed defects that may be more extensive than initially apparent especially on cills.

If further defects are found either during a pre-contract visit or during the installation these may be extra to the contact. Your attention will be drawn to this work and any additional costs made known to you before the work is carried out.

The above prices are inclusive of 2½% settlement discount and are strictly based on the contract being executed under an unamended standard form of sub-contract.

This offer is open for a period of 3 months from the date of this letter.

I trust the foregoing meets your requirements and await your further instructions.

Yours faithfully

Richard Ellis

Appendix 1

Schedule of Works

Insert spreadsheet summary

Schedule of Work Twelfh Floor, Sunlight House

Ref	Window	Ease, overhaul and install Ventrolla Systems	Seal shut	Replace sill	Repair sill	Repair Box Lining to frame on LHS	Repair Box Lining to frame on RHS	Repair outer cheeks LHS	Repair outer cheeks RHS	Repair tenons to bottom sash with VR90	Repair tenons to top sash with VR90	conserve tenons to bottom sash	Conserve tenons to top sash	New bottom sash	New top sash	New Frame	Number of panes to re-glaze	Replace missing or loose putty	Hardware	Total excl VAT	Comment
1	South Elevation	Yes								Yes								Yes	Yes	£459	
2		Yes								Yes								Yes	Yes	£459	
3		Yes								Yes								Yes	Yes	£459	
4		Yes								Yes								Yes	Yes	£459	
5		Yes								Yes								Yes	Yes	£459	
6		Yes								Yes								Yes	Yes	£459	
7		Yes								Yes								Yes	Yes	£459	
8		Yes								Yes								Yes	Yes	£459	
9		Yes								Yes								Yes	Yes	£459	
10		Yes								Yes								Yes	Yes	£459	
11		Yes								Yes								Yes	Yes	£459	
12		Yes								Yes								Yes	Yes	£459	
13		Yes								Yes								Yes	Yes	£459	
14		Yes								Yes								Yes	Yes	£459	
15		Yes								Yes								Yes	Yes	£459	
16	West Elevation	Yes								Yes								Yes	Yes	£459	
17		Yes								Yes								Yes	Yes	£459	
18		Yes								Yes								Yes	Yes	£459	
19		Yes								Yes								Yes	Yes	£459	
20		Yes								Yes								Yes	Yes	£459	
21		Yes								Yes								Yes	Yes	£459	
22		Yes		Yes						Yes								Yes	Yes	£651	
23		Yes		Yes						Yes								Yes	Yes	£651	
24		Yes		Yes						Yes								Yes	Yes	£651	
25		Yes								Yes								Yes	Yes	£459	

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26		Yes								Yes								Yes	Yes	£459	
27		Yes								Yes								Yes	Yes	£459	
28		Yes								Yes								Yes	Yes	£459	
29		Yes								Yes								Yes	Yes	£459	
30		Yes								Yes								Yes	Yes	£459	
31	North Elevation	Yes								Yes								Yes	Yes	£459	
32		Yes								Yes								Yes	Yes	£459	
33		Yes								Yes								Yes	Yes	£459	
34		Yes								Yes								Yes	Yes	£459	
35		Yes								Yes								Yes	Yes	£459	
36		Yes								Yes								Yes	Yes	£459	
37		Yes								Yes								Yes	Yes	£459	
38		Yes								Yes								Yes	Yes	£459	
39		Yes								Yes								Yes	Yes	£459	
40		Yes								Yes								Yes	Yes	£459	
41		Yes								Yes								Yes	Yes	£459	
42	East elevation	Yes								Yes								Yes	Yes	£459	
43		Yes								Yes								Yes	Yes	£459	
44		Yes								Yes								Yes	Yes	£459	
45		Yes								Yes								Yes	Yes	£459	
46		Yes								Yes								Yes	Yes	£459	
47		Yes								Yes								Yes	Yes	£459	
48		Yes								Yes								Yes	Yes	£459	
49		Yes								Yes								Yes	Yes	£459	
50		Yes								Yes								Yes	Yes	£459	

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51		Yes								Yes								Yes	Yes	£459	
52		Yes								Yes								Yes	Yes	£459	
53		Yes								Yes								Yes	Yes	£459	
54		Yes								Yes								Yes	Yes	£459	
55		Yes								Yes								Yes	Yes	£459	
56		Yes								Yes								Yes	Yes	£459	
57	Lightwell North Facing	Yes								Yes								Yes	Yes	£459	
58		Yes			Yes					Yes								Yes	Yes	£533	
59		Yes			Yes					Yes								Yes	Yes	£533	
60		Yes			Yes					Yes								Yes	Yes	£533	
61		Yes			Yes					Yes								Yes	Yes	£533	

Appendix 2

Attendances

The quote assumes the following are provided free of charge

a) an uninterrupted supply of 110V electricity
b) continuous access to windows at appropriate time in the contract
c) use of contractor's skips for disposal of rubbish
d) internal access to windows via scaffold if floors have been removed
e) external access to windows via the contractor's main scaffold or provision of cradle or external lift.
f) parking facilities for two vans
g) welfare facilities
h) safe storage area for new joinery
i) hoist or lift to upper floors