A. W. JEFFREYS (Southampton) LTD

91-97 Dukes Road

Bevois Valley

Southampton

SO14 0ST

 30th April 2019

For the attention of Mr I Bowron

Dear Sirs,

# Re: City University of London, Sebastian Street

We enclose herewith our Order No. 32343 to design, supply and fix atrium desk support metalwork at the above.

**Please refer to item l(ii) of the attached order for our requirements as to PI Insurance.**

Please refer to section j) of this order for your health and safety obligations, in addition please forward all relevant COSHH information, method statements and risk assessments to site, for the attention of Mr Dave Sanders, before you commence work.

We trust this is self-explanatory but, should you have any queries, please contact the undersigned.

Yours faithfully,

Simon Thorpe

cc R C Hayhoe

 M O’Brien

 D Sanders

 T Finnis

 D Singh

 P Bennett

 T Finnis

A. W. JEFFREYS (Southampton) LTD

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 30th April 2019

**Order Number 32343**

# Re: City University of London, Sebastian Street

To design, supply & fix atrium support metalwork in accordance with the documentation listed below (copies of which are attached):-

1. Our e mail enquiry dated 20.01.18 and the enclosures listed therein.
2. Your quotation ref Q-1876-PG dated 01.10.19
3. Your Designers Health and Safety Design Competence Statement

Total Order Value £56,356.58 **including the construction of an off site mock up.**

Please note the following:-

1. Your price is fixed for the duration of the works
2. Delivery charges are included
3. Discount: Nett.

d) Retention will be held at 5%. One half will be released at practical completion and the balance at the end of the defects liability period

1. Dayworks will only be used as the basis for valuing variations where agreed rates/sums are not applicable and they cannot be accurately pro-rata’d. In these instances sheets must be offered for signature within 7 days of the works being carried out

f) Programme: Drawings are to commence immediately upon receipt of this order so as to allow commencement on site 19.08.19 for a maximum duration of 6 weeks.

g) Attendances are to be as the attached schedule.

h) Requests for Information must be in writing and should be addressed to our

 Project Manager. You will be required to attend package review meetings on a regular, at least monthly, basis.

i) Should any terms or conditions within your quotation contradict the terms of this order, this order will take precedence

j) Works are to be undertaken fully in accordance with all relevant Health & Safety Regulations including the provision of all necessary PPE for our operatives. **It is a condition of this order that our Health & Safety questionnaire is completed to the satisfaction of our Director in charge of safety, Martin O’Brien**

k) All labour is to be employed fully in accordance with Government employment legislation and with **100% CSCS membership**

l) You are to provide copies of the following documents:-

1. O & M manual data (by return)
2. Upon renewal, a copy of your PI Insurance Certificate confirming cover of not less than £2m. This is to be updated annually for a period of not less than 12 years.
3. Within 7 days of receipt, a completed and signed sub-contractors consultants design warranty
4. Within 7 days of receipt, a completed and signed sub-contractors Design Portion Supplement

Please note that your final payment will not be released until we are in receipt of these

m) **Our Project Manager has issued, under cover of an addendum order, a full set of current information. Metalwork is to be manufactured to these details in preference to anything issued previously.**

n) The Project address is:-

 C/O BAM

University of London, Sebastian Street Law School

17 - 19 Sebastian Street,

167-173 Goswell Road,

Islington,

London, EC1V 0HB

 Contracts Manager Mr Dave Sanders

 Mobile No. 07967 331912