JMS Specialist Joinery Ltd

Unit B Bourne End

Kineton Road

Southam

CV47 0NA 25th March 2019

For the attention of Mr J Gould

Dear Sirs,

# Re: City University of London, Sebastian Street

We enclose herewith our Order No 32301 for the supply of joinery at the above.

All timber based products for this project are to be accredited as either FSC 100% or FSC 70% mix and are to have full chain of custody.

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

JMS Specialist Joinery Ltd

Unit B Bourne End

Kineton Road

Southam

CV47 0NA 25th March 2019

Order No. 32301

# Re: City University of London, Sebastian Street

To supply joinery at the above, all as the documentation detailed below and the enclosures listed therein (copies of which are attached):-

1. Our emailed invitation to tender addendum Nr 5 dated 05.09.18.
2. Our emailed invitation to tender addendum Nr 7 dated 06.09.18.
3. Our emailed invitation to tender addendum Nr 8 dated 20.09.18.
4. Our email 15.11.18 providing additional information with regard to Tender Addendum Nr 8.
5. Your quotation ref 6771.12/AB dated 16.11.18 for door frames.
6. Your quotation ref 6771.13/AB dated 16.11.18 for joinery items.
7. The attached priced scope of works **which includes a fixed price allowance of £40,307.00**.

Total Order Value £176,753.09 (nett plus VAT) **plus an extra over of £67.31 for each tea point base unit that is amended to a drawer line configuration**.

Please note the following:-

a) Your price is fixed for the duration of the works

b) All timber based products for this project are to be accredited as either FSC 100% or FSC 70% mix and are to have full chain of custody.

c) Terms: Nett, Monthly

d) Deliveries: Our contracts manager will agree a detailed drawings and delivery schedule with yourselves

e) Requests for information must be in writing and should be addressed to our Project Manager.

f) Should any terms and conditions within your quotation contradict the terms of this order, this order will take precedence.

g) All samples requested by ourselves are to be provided, where applicable all materials are to be in accordance with approved samples.

h) Our Project Manager will issue, under cover of an Addendum Order, a full set of construction information. Joinery is to be manufactured to these details in preference to anything referred to elsewhere within this order

i) You are to provide the following:-

1. O & M Manual data (by return)
2. Chain of custody documentation (immediately following deliveries)
3. Fire and acoustic certificates (where applicable)

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

j) The Project address is:-

Raphael Contracting Ltd

 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