Old School – Schedule of Works Quotations **ITEM 9**

1. Purpose of the Report

To inform members of the quotes received for the proposed schedule of works at The Old School, Highcliffe, and to seek approval for the recommended contractor based on best value and compliance with procurement rules.

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2. Background

- The Council has agreed in principle to take over the Old School on 1 April 2026
- A schedule of works has been identified as required to maintain and improve the building, including roof repairs, internal refurbishment, damp proofing as per the surveys conducted.
- In line with the council's Financial Regulations quotes were sought to ensure value for money and transparency.

3. Procurement Process

- **Specification:** A scope of works was prepared and issued to local contractors.
- **Thresholds:** As the estimated cost is below the OJEU threshold, the council followed its local procurement rules:
    - Up to £5,999: 1 written quote
    - £6,000–£24,999: Minimum 3 written quotes on a like-for-like basis.

4. Quotes

Contractor A:

A. Visit site and carry out a full survey
Liaise with specialists where necessary (Structural Engineers)
Liaise with statutory authorities (Planning/Conservation Officer, Building Regs)
Prepare Specification to include Schedule of Works and Form of Tender in agreement with client Principal Designer - CDM Regs 2015

B. Tender the works to 3/4 contractors
Prepare a tender analysis and issue a tender report
Prepare Pre-Construction Information as required for CDM Regs

C. Instruct the chosen contractor, letter of intent/ JCT contract documents
Chair a Pre Start meeting and issue minutes
Regular site inspections to check compliance (quality and progress) with the

Schedule of Works Chair monthly meetings and issue minutes as required
Issue Contract Instructions on the Employer's behalf
Administer any variations between the Contractor and Employer Review contractors valuations
Issue Certificates of Payment
Prepare and issue the Practical Completion Certificate Carry out a defects inspection at practical completion Manage Health & Safety

Exclusions:- JCT Contract Documents where required

Statutory authority fees
(Planning / Building Regs)
Special Consultant fees
(Structural Engineer)

fees for full Contract Administration are as follows:-

A. £2,200.00 (plus VAT) inclusive of all reasonable disbursements
B. £900.00 (plus VAT) inclusive of all reasonable disbursements
C. £3,800.00 (plus VAT) inclusive of all reasonable disbursements

Contractor B:

Fee:	12% of final contract sum, plus VAT subject to a minimum fee of £2,000 plus VAT Principal Designer role: Fixed fee of £850 plus VAT
Payment Schedule:	60% upon preparation of tender documents (based on estimated final contract sum) 40% upon completion Principal Designer role fee payable upon preparation of tender documents
Payment Terms:	14 days from issue of invoice
Interest for late payment:	3% above National Westminster Bank base rate compounded monthly
Time charge:	£160 plus VAT per hour applicable if proposed project is cancelled prior to issuing of tenders
RICS Rules of Conduct:	A copy of Building Consultancy's complaint handling procedure is available upon request

Contractor C: Failed to provide a quote

5. Financial Implications

- Budget provision within Old School reserve
- Recommended quote: Contractor A due to known fees where as Contractor B is on %

7. Legal and Risk Considerations

- Compliance with Financial Regulations confirmed.

8. Recommendation

That the council:

- Approves the appointment of **Contractor A** for the schedule of works at The Old School, Highcliffe,.
- Authorises the Clerk to issue the contract and oversee delivery.