



# Property Advice and Management Services

ESPO Contract 2664

Issue No.1



## USER GUIDE

Contract Period: 1 January 2010 to 31 December 2013

EASTERN SHIRES PURCHASING ORGANISATION Barnsdale Way Grove Park Enderby Leicester LE19 1ES

## The contract schedule

This Schedule provides the details for Direct Order/Direct Supply Contract Number 2664.

A revised 'Issue' number is allocated to the Schedule each time supplier or pricing information is updated. Each new issue provides at the foot of the page, a description of the revisions concerned and a date on which they become effective.

## Contract scope

A national framework agreement for the provision of Property Advice and Property Management to schools and other relevant public buildings has been established for use by all local authorities and public sector bodies within the UK.

## Supplier/pricing information

Full contact details of the awarded suppliers are shown highlighting the geographical region for which they are awarded.

Pricing, where provided, excludes VAT.

Contract pricing may be subject to change.

## How to order

By reference to [www.espodealingdirect.org](http://www.espodealingdirect.org) check you have the latest issue of the Contract Schedule. Contact your chosen supplier direct and place your order/enquiry, quoting **ESPO Contract 2664**.

Ensure you receive confirmation of the current price structure for delivery to your specified location.

## Performance

If you are unhappy with any aspect of the contract, please contact the ESPO Buyer, Steve Burton on **0116 265 7857** or email [s.burton@espo.org](mailto:s.burton@espo.org)

# CONTENTS

## Page

1. Introduction.....	3
2. What the Framework Covers .....	4
3. Using the Framework.....	7
4. Monitoring the Framework .....	9
5. Suppliers & Services Provided .....	10
6. Regions Covered by each Supplier .....	11
7. Supplier Details.....	12
8. How ESPO Established the Framework.....	49

# 1. INTRODUCTION

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ESPO's framework agreement offers schools and other public sector establishments throughout the UK a simple and effective route to purchasing property advice and management services (including project management services).

The framework is essentially a select list of suppliers, all with a proven track record of delivering property management services, from whom local authorities, schools and other eligible UK public bodies may purchase services quickly and simply.

The framework has been advertised and established in full compliance with public procurement legislation. Therefore, by using the framework, customers are exempt from having to undertake any further advertising, supplier assessment or adherence to lengthy EU procurement procedures. So Procurement costs and timescales are minimised.

The framework commenced on 1 January 2010 and will be in place for a period of three years (until 31 December 2013), with the option to extend for up to a further one year thereafter.

**The framework has been established with the specific aim of meeting the property advice and managements needs of schools in Cambridgeshire. It is, however, available for use by establishments throughout the UK.**

## About ESPO ...

ESPO – the Eastern Shires Purchasing Organisation – is a local authority owned purchasing and distribution consortium. Although our member authorities are all Midlands and East of England based, ESPO operates nationally, and many of the framework agreements which we arrange are available for use throughout the UK (including Northern Ireland). As a public sector body, we operate on a cost-recovery, not for profit basis, you will not therefore be charged any fees for accessing this framework.

ESPO is also a member of the Pro5 group of Professional Buying Organisations which includes the Central Buying Consortium (CBC), West Mercia Supplies (WMS), the North East Purchasing Organisation (NEPO) and the Yorkshire Purchasing Organisation (YPO).

If you require any further information about ESPO, or have specific queries about this framework, please do not hesitate to contact us – our contact details, including our website, are as follows:

**Steve Burton, Group Buyer (Commissioning and Strategic Procurement)**

**Tel: 0116 265 7857 E-mail: [s.burton@espo.org](mailto:s.burton@espo.org)**

Alternatively, please write to us at the following address:

**Eastern Shires Purchasing Organisation  
Barnsdale Way, Grove Park, Enderby, Leicester LE19 1ES**

Or visit our website: [www.espo.org](http://www.espo.org)

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**Cambridgeshire schools may also contact Gary James, Schools Purchasing Advisor, who is based at Shire Hall, Cambridge.**

**Tel 01223 715347**

**Email [gary.james@cambridgeshire.gov.uk](mailto:gary.james@cambridgeshire.gov.uk)**

## 2. WHAT THE FRAMEWORK COVERS

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The following services are covered by the framework:

### Servicing & Testing of Equipment and Systems

This involves the management of establishments' servicing and testing requirements in accordance to approved standards. Servicing and testing services may include (but are not limited to):

- Catering Equipment
- Emergency and Stage Lighting
- Boiler, Heating Controls, Gas Equipment Oil Tanks and Pressure sets
- Fire Alarm System and Fire Extinguishers, Hose Reel
- Water Hygiene, Hot Water Blending Valves
- Steel Chimneys, Lifts and Hoists, Swimming Pools

Using the framework should help ensure that all work is carried out:

- On time
- To industry quality standards
- In compliance with Health & Safety Requirements
- And recorded in line with insurance annual audit requirements\*
- To a timetable based on an advanced warning system

### Portable Appliance Testing (PAT)

Portable Appliance Testing (PAT) involves the inspection and testing of portable appliances in accordance with the 'Electricity at Work Regulations 1989' and the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment.

Customers may procure such services from ESPO's 306 Portable Appliance Testing Framework, please see <http://www.espodealingdirect.org/show-contract.aspx?id=64919> or contact Jon Lisle on 0116 265 7877 for details.

### Maintenance and Repair of Buildings, Equipment and Systems

Repair and maintenance requirements of schools and other establishments are likely to fall into two categories – revenue maintenance and capital maintenance. Revenue maintenance includes matters such as day to day repairs, servicing and emergency call outs, whilst capital maintenance refers to a project of repair works. For schools, capital maintenance will incorporate works identified in your school's DCSF condition survey which need to be undertaken.

### Project Management

Project Management involves a dedicated project manager to supervise and manage the different stages within a construction project. Construction projects may include:

- **New Builds** such as extensions to premises and new buildings
- **Renovation Work** such as replacing windows, boiler replacement, new heating systems, new floors, re-wiring, roof-replacements, car park & playground resurfacing, updating specialist class rooms e.g. libraries and ICT rooms
- **Major Repairs** such as drains, roofs, swimming pools, fire, vandalism or weather damage

Project stages which may be covered by the Project Manager could include:

- **Feasibility Study** – checking that the project is feasible and preparing a cost estimate.

- **Specification** – producing a written technical specification of the work to be carried out including contract conditions. Obtaining planning and building control consents.
- **Managing the Tender Process** – going out to tender to a number of appropriate contractors as set out in Schools Contract Regulations.
- **Evaluation of Tenders** – checking that the tenders are accurate and recommending to the school's governing body a contractor with whom to place the order for the work.
- **Site Management** – regular site visits to check on progress and quality of work.
- **Handover** – accepting the finished project, if complete, snagging and checking that all commissioning and testing has been carried out.
- **Invoice Check** – checking that invoices are valid, accurate and reflect the work that has been carried out. Recommending them for payment.

## Energy Management Services

Schools and other establishments have a responsibility to use energy as efficiently as possible, for both financial and environmental reasons. The following services are therefore envisaged to help schools with such responsibilities:

### Invoice Validation

Rather than individual schools carrying out this exercise in-house, property management companies are able to check energy invoices on the school's behalf to ensure they are paying the correct amount. Utilising invoice validation services will help minimise problems such as:

1. Incorrect prices being charged
2. Inaccurate meter readers and usage data
3. Where there are other facilities on site the school may be paying for energy consumptions which are not their responsibility
4. Excessive energy consumption

### Site Surveys

Schools and other establishments may commission a site survey to check their energy efficiency. If found to be less energy efficient, the site may be surveyed or audited to determine where the excess costs are being generated. Recommendations will then be made by the company to improve energy efficiency, leading to financial savings. Site surveys may include:

- Usage of energy efficient light fittings and bulbs
- Adequate draught proofing, appropriate windows and deficient door closers
- Boiler, radiator and thermostat efficiency
- Appropriate working temperature in all areas of the school
- Equipment turned off overnight, weekends and holiday periods
- The use of solar panel technology

### Display Energy Certificates

Property management companies will also be able to advise establishments on ensuring that they meet statutory requirements for Display Energy Certificates.

Both customers and property management companies (*for public buildings only*), may purchase Display Energy Certificates from ESPO's 343 Surveying, Assessment & Certification of Energy Framework.

Please see <http://www.espodealingdirect.org/show-contract.aspx?id=9410> or contact Rosalie Parkin on 0116 294 4005 for details.

## **General / Technical Advice on Property Matters**

Schools and other establishments may wish to consult property management companies to obtain general or technical advice on property matters. Advice could be provided on:

- Checking invoices
- Annual condition review
- Option appraisal
- Contractor appraisal
- Prioritising projects and works
- General advice, support and guidance on property related regulations and matters.

## 3. USING THE FRAMEWORK

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### Benefits of Using the Framework

- It's quick and simple to access. ESPO has already carried out a tender process which is fully compliant with UK and European Procurement Law, thereby saving you valuable time and resources with greatly reduced procurement timescales. There is no need to advertise the contract, and there are no minimum time periods within the process to which you must adhere.
- Suppliers listed on the framework have already been assessed for their quality, experience and technical and professional ability. Suppliers are also regularly re-checked to ensure that the required standards are maintained, giving customers confidence to purchase with minimal further vetting.
- Access to a choice of suppliers and services.
- Pre-agreed terms and safeguards underpin all contracts placed under the framework.
- Supplier prices are fixed for the first 12 months of the framework.
- Professional procurement support is always on hand from ESPO. Whilst the aim of the framework is to simplify the process by covering all procedural compliance matters on your behalf, it is recognised that sometimes specific guidance, advice or assistance may be required; this is always freely available from ESPO.
- The framework will be centrally managed and monitored by ESPO. In managing this contract on behalf of our customers, your views and requirements will be taken into account when reviewing and developing the framework.
- And finally – there is no charge for using the ESPO framework. ESPO's statutory obligations to recover costs of its operation are already separately covered, so you will not face any bills of any kind for ESPO services or for accessing the framework agreement.

### Procuring from the Framework

Procuring from the ESPO framework is easy. There are two ways of doing this. *Either*

- By **calling off** from the established framework on the basis of the information in this guide; *Or*
- By conducting a **secondary competition** - that is, inviting firms to submit quotations (in competition with each other) for the work or services you wish to procure.

Please always quote '**ESPO framework reference 2664**' in all your communication with suppliers.

More detailed guidance on using the framework can be found on the following page.



## Calling Off from the Framework

If you already know precisely what services you require, and using the information provided in this user guide you have identified the company you wish to use, then you may simply contact them to explain and discuss your requirements, and then, if appropriate, place an official order.

## Conducting Further Competitions

A secondary competition is simply an exercise to reopen competition under the framework, intended to secure formal quotations from some or all of the suppliers listed on the framework, tailored to your precise requirements. Because it is based on a simple, competitive tender process, it offers you a way of testing and demonstrating value for money.

To be compliant with procurement law, your competition must be conducted in accordance with the following rules:

- i) You must invite all the suppliers whom you reasonably believe can meet your requirements (the *Suppliers and Services Provided* and *Geographical Scope* tables will help you determine which suppliers you should include).
- ii) Your tender document must describe the requirement, and tell bidders the basis on which you will evaluate their offers (e.g. price, service offering, personnel etc, together with an indication of the relative importance of these criteria). See page 49 for original criteria/weighting used in the framework.
- iii) You must allow bidders sufficient time to prepare and submit their bids – the more complex the requirement, the longer you should allow. Normally a couple of weeks should be sufficient.
- iv) You must tell suppliers the time and date by when they must have submitted their bids. You must not open any bids before this deadline, or consider any bids which arrive late.
- v) Tenders must be evaluated in accordance with the criteria previously established – you may meet with bidders to explore their offers in more depth if this assists you in making your choice of supplier.
- vi) Advise all bidders of the outcome.

## 4. MONITORING THE FRAMEWORK

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As this is a framework which customers can call off or conduct further competitions, ESPO will not be involved in the day-to-day management of the suppliers and the services they provide. ESPO will however be closely monitoring the progress and performance of the arrangements throughout the entire duration of the framework to ensure that customer needs are being adequately met.

In monitoring the contract, any feedback you wish to provide should be sent to ESPO (as the contact details on page 3 of this document). The feedback may be in any format.

Please note ESPO reserves the right in exceptional circumstances to vary the composition of the framework. For example, if it is found a supplier fails significantly to perform as required, then they may be removed from the framework.

## 5. SUPPLIERS AND SERVICES PROVIDED

The following table illustrates the types of property management services each of the 18 suppliers are able to supply. Full contact details and relevant supplier information are provided in section 7.

Name of Firm	Servicing of Equipment & Systems	Repairs and Routine Maintenance of Premises	Project Work	Energy Management Services	General / Technical Advice on Property Matters
Atkins Ltd	●	●	●	●	●
Clipston Construction Control Ltd			●		●
Cunnington Clark Ltd			●	●	●
David Turnock Architects			●		●
Europa Facilities Services	●	●	●	●	●
Form 4 Ltd			●		●
Gleeds Building Surveying Ltd	●	●	●	●	●
Henry Riley LLP			●		●
Mouchel Ltd	●	●	●	●	●
PCM Property Care & Maintenance Services Ltd	●	●	●	●	●
Pick Everard	●	●	●	●	●
QMP			●		●
Ridge and Partners LLP			●	●	●
Silcock Dawson & Partners				●	
SPMS	●	●	●	●	●
Strictly Education Ltd		●	●		●
Turner & Townsend Project Management Ltd	●	●	●	●	●
Watts Group Plc		●	●	●	●

## 6. REGIONS COVERED BY EACH SUPPLIER

The following table outlines the geographical region(s) in which each supplier can offer services. Note that **all suppliers can provide in Cambridgeshire**.

Company	Geographical Region							
	North West	North East	Yorkshire & The Humber	West Midlands	East Midlands	East of England	London	South West
Atkins Ltd	●	●	●	●	●	●	●	●
Clipston Construction Control Ltd					●	●	●	
Cunnington Clark Ltd	●	●	●	●	●	●	●	●
David Turnock Architects					●	●		
Europa Facilities Services	●	●	●	●	●	●	●	●
Form 4 Ltd				●	●	●	●	
Gleeds Building Surveying Ltd	●	●	●	●	●	●	●	●
Henry Riley LLP	●	●	●	●	●	●	●	●
Mouchel Ltd	●	●	●	●	●	●	●	●
PCM Property Care & Maintenance Services Ltd					●	●		
Pick Everard	●	●	●	●	●	●	●	●
QMP	●		●	●	●	●	●	●
Ridge and Partners	●	●	●	●	●	●	●	●
Silcock Dawson & Partners				●	●	●	●	●
SPMS					●	●		
Strictly Education Ltd				●	●	●	●	
Turner & Townsend Project Management Ltd	●	●	●	●	●	●	●	●
Watts Group Plc	●	●	●	●	●	●	●	●

## 7. SUPPLIER DETAILS

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This section contains:

- Full contact details for all 18 suppliers under the framework (suppliers are listed in alphabetical order)
- The geographical regions each company is able to supply to
- Prices for their services - please note these prices are only applicable when calling off from the framework; different prices may be offered if you conduct a further competition.

For easy reference, please find below the contact details for the 18 suppliers included on the framework. Please refer to ESPO framework 2664 in your communications with suppliers.

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### **Atkins Limited**

Unit 5 Wellbrook Court  
Girton Road  
Cambridge  
CB3 0NA

Contact: Nick Coulson / Simon Carter  
Tel: 01223 814075 / 01223 814140  
Mobile: 07834 506814 / 07834 505831  
Email: [nick.coulson](mailto:nick.coulson) / [simon.carter@atkinsglobal.com](mailto:simon.carter@atkinsglobal.com)

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### **Clipston Construction Control Limited**

Malborough House  
Malborough Road  
Watford  
Hertfordshire  
CB3 0NA

Contact: ESPO Liaison Manager  
Tel: 01923 447555  
Fax: 01923 447544  
Email: [info@ccc.gb.net](mailto:info@ccc.gb.net)

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### **Cunnington Clark Limited**

35 Priestgate  
Peterborough  
PE1 1JL

Contact: Andrew Cunnington  
Tel: 01733 898010  
Email: [andrew@cunningtonclark.com](mailto:andrew@cunningtonclark.com)

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### **David Turnock Architects**

Datum House  
3 Commerce Road  
Lynch Wood  
Peterborough

Contact: David Turnock  
Tel: 01733 393010  
Fax: 01733 393013  
Email: [david@dtarchitects.co.uk](mailto:david@dtarchitects.co.uk)

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### **Europa Facility Services Ltd**

Rosanne House  
Parkway  
Welwyn Garden City  
Hertfordshire  
AL8 6HG

Contact: Matthew Reid / Jane Prainer  
Tel: 01707 325324  
Mobile: 07818 512336 / 07899 985476  
Email: [mreid](mailto:mreid) / [jprainer@europa-services.co.uk](mailto:jprainer@europa-services.co.uk)

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**Form4 Limited**

9 Mannicotts  
Welwyn Garden City  
AL8 7BW

Contact: Andrew Szymanski  
Tel: 01707 322333  
Fax: 01707 322666  
Email: [a.szymanski@form4.co.uk](mailto:a.szymanski@form4.co.uk)

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**Gleeds Building Surveying Limited**

Wilford House  
1 Clifton Lane  
Wilford  
Nottingham  
NG11 7AT

Contact: Tom Shipman  
Tel: 0115 9778000  
Email: [tom.shipman@gleeds.co.uk](mailto:tom.shipman@gleeds.co.uk)

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**Henry Riley LLP**

11 Swan Court  
Cygnet Park  
Hampton  
Peterborough  
PE7 8GX

Contact: Ian Toates / Simon Wayland  
Tel: 01733 312252  
Fax: 01733 340855  
Email: [ian.toates](mailto:ian.toates@riley-consulting.co.uk) / [simon.wayland@riley-consulting.co.uk](mailto:simon.wayland@riley-consulting.co.uk)

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**Mouchel Limited**

Mount Pleasant House  
2 Mount Pleasant  
Cambridge  
CB3 0R

Contact: Gary J Benn  
Tel: 01223 442700  
Email: [gary.benn@mouchel.com](mailto:gary.benn@mouchel.com)

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**PCM Property Care & Maintenance Services Limited**

Halfway House  
Stoke Road  
Clare  
Sudbury  
Suffolk  
CO10 8HH

Contact: Peter McKenny  
Tel: 01787 278333  
Mobile: 07813 202131  
Email: [peter@pcm-services-ltd.com](mailto:peter@pcm-services-ltd.com)

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**Pick Everard**

Halford House  
Charles Street  
Leicester  
LE1 1HA

Contact: Michael Bowler  
Tel: 0116 2234400  
Mobile: 07767 491069  
Email: [michaelbowler@pickeverard.co.uk](mailto:michaelbowler@pickeverard.co.uk)

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**QMP**

14-16 High Street  
Histon  
Cambridge  
CB24 9JD

Contact: David Hobbs / Anthony Hart  
Tel: 01223 235173 / 01604880808  
Email: [david.hobbs](mailto:david.hobbs@qmp.co.uk) / [Anthony.hart@qmp.co.uk](mailto:Anthony.hart@qmp.co.uk)

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### **Ridge and Partners LLP**

The Cowyards  
Blenheim Park  
Oxford Road  
Oxfordshire  
OX20 1QR

Contact: David Walker  
Tel: 01993 815100  
Mobile: 07836 351923  
Email: [dwalker@ridge.co.uk](mailto:dwalker@ridge.co.uk)

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### **Silcock Dawson & Partners**

4/5 Tower Court  
Horns Lane  
Princes Risborough  
Buckinghamshire  
HP 27 0AJ

Contact: Barry Redman  
Tel: 01844 347474  
Email: [bredman@silcockdawson.co.uk](mailto:bredman@silcockdawson.co.uk)

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### **School Property Management Services**

Unit 5 e-space South  
26 St. Thomas Place  
Ely  
Cambridgeshire  
CB7 4EX

Contact: Cath Conlon  
Tel: 01353 644050  
Fax: 01353 644051  
Email: [cathconlon@btinternet.com](mailto:cathconlon@btinternet.com)

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### **Strictly Education Limited**

The Learning House  
Snowdon Drive  
Winterhill  
Milton Keynes  
MK6 1BP

Contact: Stuart Collard / Fiz Johnson  
Tel: 01908 208200 / 01908 208525  
Email: [stuart.collard](mailto:stuart.collard@strictlyeducation.co.uk) / [fiz.johnson@strictlyeducation.co.uk](mailto:fiz.johnson@strictlyeducation.co.uk)

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### **Turner & Townsend**

10 Bedford Street  
London  
WC2E 9HE

Contact: Nigel Herbert / Bram Frankhuijzen  
Tel: 0207 5444094 / 0207 7662299  
Email: [nigel.herbert](mailto:nigel.herbert@turntown.co.uk) / [bram.frankhuijzen@turntown.co.uk](mailto:bram.frankhuijzen@turntown.co.uk)

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### **Watts Group Plc**

1 Great Tower Street  
London  
EC3R 5AA

Contact: Spencer Carroll  
Tel: 0207 2808073  
Email: [spencer.carroll@watts-int.com](mailto:spencer.carroll@watts-int.com)

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## ATKINS LTD

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### CONTACT DETAILS

**Postal address:** Unit 5 Wellbrook Court  
Girton Road  
Cambridge  
CB3 0NA

**Person to contact:** Nick Coulson  
Head of Business

Simon Carter  
Commission Manager

**Telephone:** 01223 814075

01223 814140

**Mobile:** 07834 506814

07834 505831

**E-mail:** [nick.coulson@atkinsglobal.com](mailto:nick.coulson@atkinsglobal.com)

[simon.carter@atkinsglobal.com](mailto:simon.carter@atkinsglobal.com)

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### SERVICES PROVIDED

- Servicing & Testing Equipment & Systems
  - Repairs and Routine Maintenance of Premises
  - Project Work
  - Energy Management Services
  - General and Technical Advice on Property Matters
- 

### TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Nursery Schools
  - Children Centres
  - Specialist Schools
  - Sixth Form / Further Education Colleges
  - Other Public Sector Establishments - including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

### GEOGRAPHICAL SCOPE

Atkins Ltd are based in more than 75 office locations throughout England, Wales and Northern Ireland and are able to provide the services throughout the UK.

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### PRICING INFORMATION

Please contact Atkins Ltd for full details on services and associated pricing.



# CLIPSTON CONSTRUCTION CONTROL LTD

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## CONTACT DETAILS

**Postal address:** Marlborough House  
33 Marlborough Road  
Watford  
Hertfordshire  
WD18 0QD

**Person to contact:** ESPO Liaison Manager

**Telephone:** 01923 447 555

**Fax:** 01923 447 544

**E-mail:** [info@ccc.gb.net](mailto:info@ccc.gb.net)

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## SERVICES PROVIDED

- Servicing & Testing Equipment & Systems
  - Repairs and Routine Maintenance of Premises
  - Project Work
  - Energy Management Services
  - General and Technical Advice on Property Matters
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Bus Garages and Depots
  - Sport Facilities - including traditional sports halls, tented sports halls, drama & dance halls, tennis courts, floodlit all-weather pitches and changing blocks/pavilions
- 

## GEOGRAPHICAL SCOPE

Clipston Construction Control Ltd can provide services to Greater London and the South East, and most parts of the East of England and East Midlands.

Areas specifically covered are:- Bedford, Bracknell Forest, Brighton and Hove, Buckinghamshire, Cambridgeshire, East Sussex, Essex, Greater London, Hertfordshire, Kent, Leicester City, Luton, Medway, Milton Keynes, Northamptonshire, Nottingham City, Oxfordshire, Peterborough City, Reading, Rutland, Slough, Southend on Sea, Surrey, Thurrock, Warwickshire, West Berkshire, West Sussex, Windsor and Maidenhead and Wokingham.

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## PRICING INFORMATION

Please contact Clipston Construction Control Ltd for full details on services and associated pricing.

# CUNNINGTON CLARK LTD

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## CONTACT DETAILS

**Postal address:** 35 Priestgate,  
Peterborough  
PE1 1JL

**Person to contact:** Andrew Cunnington  
Director

**Telephone:** 01223 814057

**E-mail:** [andrew@cunningtonclark.com](mailto:andrew@cunningtonclark.com)

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## SERVICES PROVIDED

- Project Work
- Energy Management Services
- General and Technical Advise on Property Matters

Cunnington Clark Ltd also has expertise in providing low carbon, low energy, mechanical and electrical solutions for public buildings. Low carbon engineers in particular are able to provide renewable energy schemes on many projects.

Cunnington Clark Ltd also specialise in innovative lighting solutions using 3D modelling to visualise the proposed environment.

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## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
  - Low Carbon and Energy Buildings
- 

## GEOGRAPHICAL SCOPE

Cunnington Clark Ltd can provide services throughout the UK.

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## PRICING INFORMATION

Please contact Cunnington Clark Ltd for full details on services and associated pricing.

# DAVID TURNOCK ARCHITECTS

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## CONTACT DETAILS

**Postal address:** Datum House  
3 Commerce Road  
Lynch Wood  
Peterborough  
PE2 6LR

**Person to contact:** David Turnock  
Director

**Telephone:** 01733 393 010

**E-mail:** [david@dtarchitects.co.uk](mailto:david@dtarchitects.co.uk)

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## SERVICES PROVIDED

- Project Work
  - General and Technical Advice on Property Matters
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
  - Medical Facilities/Surgeries
  - Transport Projects
  - Churches and Community Centres
- 

## GEOGRAPHICAL SCOPE

David Turnock Architects can provide services to parts of the East Midlands and East of England, including areas such as Bedfordshire, Cambridgeshire, Hertfordshire, Leicestershire, Lincolnshire, Norfolk, Northamptonshire, Rutland and Suffolk.

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## PRICING INFORMATION

David Turnock Architects will base project costs on the following basis:

<u>Stage</u>	<u>How price is charged</u>
Initial Briefing	No Cost
Feasibility Study	Lump Sum Fee
Planning Application Fee	Lump Sum Fee / Percentage
Building Regulation Approval	Lump Sum Fee / Percentage
Tender Information & Issue	Lump Sum Fee / Percentage
Contract Administration	Lump Sum Fee / Percentage

### ***New Build or Extension Indicative Fees***

<u>Project Value</u>	<u>Indicative Fee</u>
Up to £150,000	5.5 – 6.0%
£150,000 - £500,000	4.75 – 5.5%
£1,000,000 - £5,000,000	4.25%

### ***Refurbishment & Renovation Indicative Fees***

<u>Project Value</u>	<u>Indicative Fee</u>
Up to £150,000	5.5 – 7.0%
£150,000 - £500,000	5.0 – 6.0%
£1,000,000 - £5,000,000	4.25 – 5.0%

### ***Time Charge Rates***

#### Charge per hour

Director	£75
Associate	£60
Architect	£55
Technologist	£55

## EUROPA FACILITY SERVICES LTD

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### CONTACT DETAILS

**Postal address:** Roasanne House  
Parkway  
Welwyn Garden City  
Hertfordshire  
AL8 6HG

**Person to contact:** Matthew Reid                      Jane Prainer  
Business Development Manager              Business Support Manager

**Telephone:**                      01707 325 324                      01707 325 324  
**Mobile:**                      07818 512336                      07899 985476 / 07810 586777

**E-mail:**                      [mreid@europa-services.co.uk](mailto:mreid@europa-services.co.uk)                      [jprainer@europa-services.co.uk](mailto:jprainer@europa-services.co.uk)

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### SERVICES PROVIDED

- Servicing & Testing Equipment & Systems
  - Repairs and Routine Maintenance of Premises
  - Project Work
  - Energy Management Services
  - General and Technical Advice on Property Matters
- 

### TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

### GEOGRAPHICAL SCOPE

Europa Facility Services Ltd can provide services throughout the UK.

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### PRICING INFORMATION

Europa Facility Services Ltd charges property management services by either the following two ways:

#### ***Fixed Fees***

Fixed annual fees will include servicing, testing, repair & routine maintenance, helpdesk and energy management services.

<u>Type of Building</u>	<u>Annual Indicative Fee</u>
Primary School	£2,000 - £6,000 + VAT
Secondary School	£15,000 - £25,000 + VAT

### ***Time Charge Basis***

A time charge basis may also be used as per a schedule of agreed rates. Property management and technical advice/support will be provided on this basis.

### Note

All pricing is subject to the following:

- Number of schools utilising Europa's property management services
- Size of the school
- Back log maintenance
- Age of property, form of construction and type of facilities

## FORM4 LTD

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### CONTACT DETAILS

**Postal address:** 9 Mannicotts  
Welwyn Garden City  
AL8 7BW

**Person to contact:** Andrew Szymanski  
Managing Director

**Telephone:** 01707 322333  
**Fax:** 01707 322666

**E-mail:** [a.szymanski@form4.co.uk](mailto:a.szymanski@form4.co.uk)

---

### SERVICES PROVIDED

- Project Work
  - General and Technical Advice on Property Matters
- 

### TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

### GEOGRAPHICAL SCOPE

Form4 Ltd can provide services to the East and West Midlands, East of England, London and South East England.

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### PRICING INFORMATION

Form4 Ltd charges property management services in the following two ways:

#### ***Indicative Fees***

Project management services can be charged on a percentage fee basis. All percentage fees will be priced against the initial construction budget.

<u>Project Value</u>	<u>Indicative Fee</u>
Up to £100,000	Hourly / Daily Rates as below
£100,000 - £500,000	3-5%
Over £500,000	2-3%

***Time Charge Rates***

<u>Project Management Services</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>
Directors & Senior Project Managers	£59	£472
Project Managers	£52	£416
<u>Technical Support</u>		
Directors & Senior Project Managers	£59	£472
Project Managers	£52	£416

\* All rates include typical disbursements such as cost of telephone calls, facsimiles, postage, printing, photocopying and travel.



# GLEEDS BUILDING SURVEYING LTD

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## CONTACT DETAILS

**Postal address:** Wilford House  
1 Clifton Lane  
Wilford  
Nottingham  
NG11 7AT

**Person to contact:** Tom Shipman  
Framework Manager

**Telephone:** 0115 977 8000

**E-mail:** [Tom.shipman@gleeds.co.uk](mailto:Tom.shipman@gleeds.co.uk)

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## SERVICES PROVIDED

- Repairs and Routine Maintenance of Premises
  - Project Work
  - Energy Management Services
  - General and Technical Advice on Property Matters
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

## GEOGRAPHICAL SCOPE

Gleeds Building Surveying Ltd can provide services throughout the UK.

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## PRICING INFORMATION

### ***Servicing of Equipment & Systems***

An annual management plan with visual inspections and site visiting.

<u>Type of Building</u>	<u>Annual Fee</u>
Primary School	£600
Secondary School	£900

### **Capital Maintenance**

<u>Project Value</u> .....	<u>% Fees</u>	<u>Minimum Fee</u>
Up to £10,000	Hourly Rate	£300
£10,001 - £20,000	8%	£800
£20,001 - £50,000	7%	£1,600
£50,001 - £75,000	6.5%	£3,500
£75,001 - £100,000	6%	£4,875
£100,001 - £250,000	5%	£6,000
£250,001 - £500,000	4.5%	£12,500
£500,001 – to £750,000	4%	£22,500
£750,001 - £1,000,000	3.8%	£28,500
Above £1,000,000	Fee agreed on a project by project basis	

### **Project Management Only**

<u>Project Value</u> .....	<u>% Fees</u>	<u>Minimum Fee</u>
Up to £50,000	Hourly Rate	£300
£50,001 - £75,000	2.6%	£1,300
£75,001 - £100,000	2.4%	£1,950
£100,001 - £250,000	2%	£2,400
£250,001 - £500,000	1.9%	£5,000
£500,001 – to £1,000,000	1.6%	£9,500
Above £1,000,000	Fee agreed on a project by project basis	

### **Project Management, Design and Contract Administration**

<u>Project Value</u> .....	<u>% Fees</u>	<u>Minimum Fee</u>
Up to £10,000	Hourly Rate	£300
£10,001 - £20,000	8%	£800
£20,001 - £50,000	7%	£1,600
£50,001 - £75,000	6.5%	£3,500
£75,001 - £100,000	6%	£4,875
£100,001 - £250,000	5%	£6,000
£250,001 - £500,000	4.5%	£12,500
£500,001 – to £750,000	4%	£22,500
£750,001 - £1,000,000	3.8%	£28,500
Above £1,000,000	Fee agreed on a project by project basis	

### **Energy Management**

Gleeds Building Surveying will provide a nil fee service to validate energy bills but require a 50/50 share of any annual savings as a result of their recommendations.

<u>Site Energy Survey and Report</u>	<u>Fee</u>
Secondary School	£950
Primary School	£750
Nursery, Special Schools	£750

### **General and Technical Advice on Property Matters**

Annual Health & Safety Inspection Senior School	£600
Annual Health & Safety Inspection Primary School	£400
Annual Condition Review Senior School	£900
Annual Condition Review Senior School	£450

### ***Help Desk Advice***

Free helpdesk advice will be provided to those who undertake one of the main services listed above; otherwise Gleeds Building Surveying will charge a flat hourly rate of £46 per hour.

### ***Time Charge Rates***

#### Charge per hour

Director	£70
Associate Director	£58
Senior Chartered Building Surveyor	£52
Chartered Building Surveyor	£46
Building Surveyor	£35

\* Please note that all fees include all normal disbursements.

# HENRY RILEY LLP

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## CONTACT DETAILS

**Postal address:** 11 Swan Court  
Cygnet Park  
Hampton  
Peterborough  
PE7 8GX

**Person to contact:** Ian Toates  
Partner

Simon Wayland  
Senior Associate

**Telephone:** 01733 312 252  
**Fax:** 01733 340 855

01733 312 252  
01733 340 855

**E-mail:** [ian.toates@riley-consulting.co.uk](mailto:ian.toates@riley-consulting.co.uk)

[simon.wayland@riley-consulting.co.uk](mailto:simon.wayland@riley-consulting.co.uk)

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## SERVICES PROVIDED

- Project Work (*Project Management and Quantity Surveying, Cost Consultancy*)
  - General and Technical Advice on Property Matters
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

## GEOGRAPHICAL SCOPE

Henry Riley LLP can provide services throughout the UK.

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## PRICING INFORMATION

### *Project Management and Quantity Surveying Services Indicative Fees*

#### Extensions & New Buildings

Project Size Range	QS Service Only		PM Service Only		Combined PM & QS Service	
	Traditional Procured Projects	Design & Construction Procured Projects	Traditional Procured Projects	Design & Construction Procured Projects	Traditional Procured Projects	Design & Construction Procured Projects
Up to £250,000	Time Related Charge based on 'Capped' charge for agreed scope of service					
£250,001 - £500,000	3% (min fee)	N/A	3% (min fee)	N/A	5.25%	N/A

	£12,000)		£12,000)			
£500,001 - £1,000,000	2%	1.85%	2.3%	2.3%	3.85%	3.75%
£1,000,001 - £2,000,000	1.65%	1.60%	1.65%	1.65%	3%	2.95%
£2,000,001 - £3,000,000	1.50%	1.30%	1.35%	1.35%	2.55%	2.4%
£3,000,001 - £5,000,000	1.30%	1.10%	1.25%	1.25%	2.3%	2%
£5,000,001 - £10,000,000	1.25%	0.9%	1%	1%	2%	1.8%

### Renovation, Refurbishment & Repair Works

Project Size Range	QS Service Only		PM Service Only		Combined PM & QS Service	
	Traditional Procured Projects	Design & Construction Procured Projects	Traditional Procured Projects	Design & Construction Procured Projects	Traditional Procured Projects	Design & Construction Procured Projects
Up to £250,000	Time Related Charge based on 'Capped' charge for agreed scope of service					
£250,001 - £500,000	3.25%	N/A	3%	N/A	5.5%	N/A
£500,001 - £1,000,000	2.2%	2.05%	2.3%	2.3%	4.05%	3.9%
£1,000,001 - £2,000,000	1.85%	1.7%	1.65%	1.65%	3.15%	3%
£2,000,001 - £3,000,000	1.7%	1.5%	1.35%	1.35%	2.75%	2.35%

\*Please note all fees include all normal disbursements.

#### **Time Charge Rates**

For Authorised Additional services to already agreed fees

#### Charge per hour

Administrative Support	£35
Graduate Surveyor	£40
Junior Surveyor	£50
Assistant Surveyor	£65
Senior Surveyor	£70
Associate Surveyor	£70
Senior Associate	£80
Project Manager	£80
Partner	£90

\*Please note rates are exclusive of normal disbursements.

\*\*Subject to annual review (commencing April 2011)

## MOUCHEL LTD

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### CONTACT DETAILS

**Postal address:** Mount Pleasant House  
2 Mount Pleasant  
Cambridge  
CB3 0RN

**Person to contact:** Gary J Benn  
Property Advice Services Manager

**Telephone:** 01223 442 700

**E-mail:** [gary.benn@mouchel.com](mailto:gary.benn@mouchel.com)

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### SERVICES PROVIDED

- Project Design & Management, including specialist advice, option appraisal and feasibility studies
  - Management and Advice for the Servicing & Testing of Equipment & Systems
  - Management and Advice with Repairs and Routine Maintenance of Premises
  - Energy Management Services
  - General and Technical Advice on Property Matters
  - Specialist Property and Design services including BREEAM Assessments, DQI Facilitation, Sustainable Design Solutions, Landscape Design, Ecological and Environmental Studies, Travel Plans and Asset Management Plans.
- 

### TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Colleges & Further Education Establishments
  - Nursery Facilities
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

### GEOGRAPHICAL SCOPE

Mouchel Ltd can provide services throughout the UK.

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### PRICING INFORMATION

The following prices are typical blended rates; however Mouchel Ltd prefers to provide project specific prices that are targeted to each specific client's requirement and would be pleased to provide such bespoke pricing.

### **Management and Advice for the Servicing & Testing of Equipment & Systems**

<u>Building Type</u>	<u>Indicative Fee (P.A.)</u>
Small Primary School	£1020
Large Primary School	£1122
Small Secondary School	£1428
Large Secondary School	£1581

### **Management and Advice with Repairs and Routine Maintenance of Premises**

<u>Building Type</u>	<u>Indicative Fee (P.A.)</u>
Primary School	£612
Secondary School	£1071

### **Project Design and Management\***

<u>Project Value</u>	<u>Indicative Fee</u>
Up to £5000	Time Rates Apply
£5000 - £30,000	14.5%
£30,000 - £75,000	11.75%
Over £75,000	10.75%

\*Please note that Project Management includes the following services as applicable:

Project Management, Architecture, Building Surveying, Quantity Surveying, Structural Engineering, Mechanical Services Engineering, Electrical Services Engineering, Landscape Architecture, CDM-C and Clerk of Works.

### **Energy Management**

Will be charged on a time charge basis as per the rates below.

### **General & Technical Advice**

Will be charged on a time charge basis as per the rates below.

### **Time Charge Rates**

<u>Indicative Charge per hour</u>	
Surveyor / Engineer	£46
Senior Surveyor / Engineer	£56
Manager	£72

## PCM PROPERTY CARE & MAINTENANCE SERVICES

(Property Consultants - Regulated by RICS)

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### CONTACT DETAILS

**Postal address:** Halfway House  
Stoke Road  
Clare  
Sudbury  
Suffolk  
CO10 8HH

**Person to contact:** Peter McKenny  
Chairman

**Telephone:** 01787 278333

**Mobile:** 07813 202131

**E-mail:** [admin@pcm-services-ltd.com](mailto:admin@pcm-services-ltd.com)

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### SERVICES PROVIDED

- Procurement & Management of Service contracts for Property Maintenance
  - General & Technical Advice on Property Matters
  - Property Day Maintenance Management Consultancy
  - Design, Procurement & Project Management
  - Live Internet Property Management Recording System (Password Protected)
- 

### TYPICAL CUSTOMER BASE

- Nursery, Primary & Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

### GEOGRAPHICAL SCOPE

PCM Property Care & Maintenance Services Ltd can provide services within the East of England, including Cambridgeshire, Peterborough, South Lincolnshire, Suffolk, Essex, Norfolk, Bedfordshire & North Hertfordshire.

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### PRICING INFORMATION

Please contact Property Care & Maintenance Services Ltd for full details of services and associated pricing.



## PICK EVERARD

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### CONTACT DETAILS

**Postal address:** Halford House  
Charles Street  
Leicester  
LE1 1HA

**Person to contact:** Michael Bowler  
Associate

**Telephone:** 0116 223 4400  
**Mobile:** 07767 491069

**E-mail:** [michaelbowler@pickeverard.co.uk](mailto:michaelbowler@pickeverard.co.uk)

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### SERVICES PROVIDED

- Servicing & Testing Equipment & Systems
  - Repairs and Routine Maintenance of Premises
  - Project Work
  - Energy Management Services
  - General and Technical Advice on Property Matters
  - Other services include providing advice in connection with listed buildings, working within conversation areas and grant aided works.
- 

### TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

### GEOGRAPHICAL SCOPE

Pick Everard can provide services throughout the UK.

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### PRICING INFORMATION

#### ***Servicing & Testing of Equipment & Systems***

<u>Grade</u>	<u>Hourly Rate</u>
Administration / Technician	£28
Graduate	£42
Chartered Surveyor / Engineer	£49
Property Manager	£57

Associate	£65
Partner	£75

### ***Maintenance & Repairs***

<u>Grade</u>	<u>Hourly Rate</u>	<u>Day Rate</u>
Administration / Technician	£28	£210
Graduate	£42	£215
Chartered Surveyor / Engineer	£49	£367.50
Property Manager	£57	£427.50
Associate	£65	£487.50
Partner	£75	£562.50

Out of Hour Maintenance & Repairs will be charged at:

<u>Grade</u>	<u>Hourly Rate</u>	<u>Day Rate</u>
Administration / Technician	£30.80	£231
Graduate	£46.20	£346.50
Chartered Surveyor / Engineer	£53.90	£404.25
Property Manager	£62.70	£470.25
Associate	£71.50	£536.25
Partner	£82.50	£618.75

### ***Project Management***

<u>Grade</u>	<u>Hourly Rate</u>	<u>Day Rate</u>
Administration / Technician	£28	£210
Graduate	£42	£215
Chartered Surveyor / Engineer	£49	£367.50
Property Manager	£57	£427.50
Associate	£65	£487.50
Partner	£75	£562.50

\* Other services covered under Project Management activities such as:

- Feasibility Studies
- Specifications and Drawing Consents
- Managing the Tender Process
- Invoice Checking
- Site Management / Handover

Lump sum fees, based on the scope of work, will be provided for agreement prior to commencing the works.

CDM Coordination however will be charged as follows:

<u>Project Value</u>	<u>Percentage Fee</u>
Up to £35,000	3.5%
£35,000 to £55,000	2.75%
£55,000 to £75,000	2.5%
£75,000 to £100,000	2%
£100,000 to £200,000	1.5%
£200,000 to £500,000	0.85%
Over £500,000	Quotation on Request

### ***Energy Management***

Energy Invoice Validation services and advice in connection with changing suppliers will be charged at:

<u>Grade</u>	<u>Hourly Rate</u>	<u>Day Rate</u>
Administration / Technician	£28	£210
Graduate	£42	£215
Chartered Surveyor / Engineer	£49	£367.50
Property Manager	£57	£427.50
Associate	£65	£487.50
Partner	£75	£562.50

Energy Site Surveys - Lump sum fees, based on the scope of work, will be provided for agreement prior to commencing the works.

DEC's pricing will be as follows:

<u>Area</u>	<u>Fee</u>
Up to 3000 m <sup>2</sup>	£250
3000 – 5000 m <sup>2</sup>	£325
5000 – 10,000 m <sup>2</sup>	£475

### **Technical Support**

<u>Grade</u>	<u>Hourly Rate</u>	<u>Day Rate</u>
Administration / Technician	£28	£210
Graduate	£42	£215
Chartered Surveyor / Engineer	£49	£367.50
Property Manager	£57	£427.50
Associate	£65	£487.50
Partner	£75	£562.50

### **Additional Services**

Measured Surveys:

<u>Area</u>	<u>Fee per m<sup>2</sup></u>
Up to 500 m <sup>2</sup>	£0.90
500 to 1000 m <sup>2</sup>	£0.70
1000 to 5000 m <sup>2</sup>	£0.60
5000 to 7000 m <sup>2</sup>	£0.50
7000 to 10,000 m <sup>2</sup>	£0.40

Full DCSF Condition Surveys:

<u>Area</u>	<u>Fee per m<sup>2</sup></u>
Up to 500 m <sup>2</sup>	£1.25
500 to 1000 m <sup>2</sup>	£0.90
1000 to 5000 m <sup>2</sup>	£0.80
5000 to 10,000 m <sup>2</sup>	£0.70

BREEAM Assessments / Thermal Modelling

<u>Grade</u>	<u>Hourly Rate</u>	<u>Day Rate</u>
Administration / Technician	£28	£210
Graduate	£42	£215
Chartered Surveyor / Engineer	£49	£367.50
Property Manager	£57	£427.50
Associate	£65	£487.50
Partner	£75	£562.50

# QMP

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## CONTACT DETAILS

<b>Postal address:</b>	14-16 High Street Histon Cambridge CB24 9JD	Spratton Road Brixworth Northampton NN6 9DS
<b>Person to contact:</b>	David Hobbs	Anthony Hart
<b>Telephone:</b>	01223 235 173	01604 880 808
<b>E-mail:</b>	<a href="mailto:David.Hobbs@qmp.co.uk">David.Hobbs@qmp.co.uk</a>	<a href="mailto:Anthony.hart@qmp.co.uk">Anthony.hart@qmp.co.uk</a>

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## SERVICES PROVIDED

- Project Work
  - Energy Management Services
  - General and Technical Advice on Property Matters
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

## GEOGRAPHICAL SCOPE

QMP are able to provide services to parts of the North West, Yorkshire & Humberside and South West, as well as the West Midlands, East Midlands, East of England, Greater London and South East of England.

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## PRICING INFORMATION

### *Project Management*

<u>Project Value</u>	<u>Refurbishment Works Fee</u>	<u>New Build Fee</u>
Up to £10,000	Time charge	N/A
£10,000 to £25,000	20.00%	N/A
£25,000 to £50,000	19.12%	N/A
£50,000 to £100,000	18.70%	N/A
£100,000 to £250,000	13.77%	10.53%
£250,000 to £750,000	11.43%	8.82%
£750,000 to £1,500,000	10.17%	7.83%
£1,500,000 to £2,500,000	9.27%	7.15%
Over £2,500,000	9.00%	6.93%

\* Please note the fees above are for providing a Design Team Leader, Architecture, M&E Engineering, Quantity Surveying, Structural Engineering and CDM Co-ordinator as applicable. Fees do not allow for any specialist consultants.

### ***Time Charge Rates***

<u>Grade</u>	<u>Hourly Rate</u>	<u>Day Rate</u>	<u>Week Rate</u>
Technician	£27	£216	£1080
Senior Technician	£34	£272	£1360
Surveyor	£46	£368	£1840
Senior Surveyor	£51	£408	£2040
Electrical Engineer	£51	£408	£2040
Senior Electrical Engineer	£55	£440	£2200
Mechanical Engineer	£51	£408	£2040
Senior Mechanical Engineer	£55	£440	£2200
Architect/Building Surveyor	£51	£408	£2040
Senior Architect/Surveyor	£63	£504	£2520
Partner/Director	£72	£576	£2880

\* Please note rates include all reasonable expenses

### ***Pricing Discounts***

Dependent on the project, a discount to the percentage fees may be offered.

# RIDGE AND PARTNERS LLP

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## CONTACT DETAILS

**Postal address:** The Cowyards  
Blenheim Park  
Oxford Road  
Oxfordshire  
OX20 1QR

**Person to contact:** David Walker  
Partner

**Telephone:** 01993 815100

**Mobile:** 07836 351923

**E-mail:** [dwalker@ridge.co.uk](mailto:dwalker@ridge.co.uk)

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## SERVICES PROVIDED

- Project Work, Design, Contract Administration & Cost Advice
  - Energy Management Services
  - General and Technical Advice on Property Matters, Planned Maintenance etc
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Sixth Form Colleges
  - Universities
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

## GEOGRAPHICAL SCOPE

Ridge and Partners LLP have 11 offices, 270 staff and can provide services throughout England and Wales, as well as Edinburgh and Glasgow in Scotland.

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## PRICING INFORMATION

### ***Project Management***

<u>Project Value</u>	<u>New Build Fee</u>	<u>Refurbishment Fee</u>
Up to £100,000	6.5%	6.5%
£100,000 to £250,000	8.5%	5.5%
£250,000 to £750,000	4.5%	4.5%
£750,000 to £1,000,000	4.0%	4.0%
£1,500,000 to £3,000,000	3.5%	3.5%

\* Please note a minimum fee of £3000 plus VAT applies for works up to £100,000

### ***Building Surveying Services***

<u>Project Value</u>	<u>New Build Fee</u>	<u>Refurbishment Fee</u>
Up to £100,000	8%	9.5%
£100,000 to £250,000	5.5%	8%
£250,000 to £750,000	4.5%	7%
£750,000 to £1,000,000	4%	6.5%
£1,500,000 to £3,000,000	3.75%	5.75%

\* Please note a minimum fee of £3000 plus VAT applies for works up to £100,000

### ***Architect Services***

<u>Project Value</u>	<u>New Build Fee</u>	<u>Refurbishment Fee</u>
Up to £100,000	8%	9.5%
£100,000 to £250,000	5.5%	8%
£250,000 to £750,000	4.5%	7%
£750,000 to £1,000,000	4%	6.5%
£1,500,000 to £3,000,000	3.75%	5.75%

\* Please note a minimum fee of £3000 plus VAT applies for works up to £100,000

### ***Sole Consultancy Services***

<u>Project Value</u>	<u>New Build Fee</u>	<u>Refurbishment Fee</u>
Up to £100,000	22.85%	27.10%
£100,000 to £250,000	17.30%	21.75%
£250,000 to £750,000	13.27%	17.60%
£750,000 to £1,000,000	10.90%	15.15%
£1,500,000 to £3,000,000	9.95%	13.60%

\* Please note a minimum fee of £3000 plus VAT applies for works up to £100,000

### ***Mechanical & Electrical Services***

<u>Project Value</u>	<u>New Build Fee</u>	<u>Refurbishment Fee</u>
Up to £100,000	3.75%	5.35%
£100,000 to £250,000	3.15%	4.75%
£250,000 to £750,000	2.67%	4.15%
£750,000 to £1,000,000	2.40%	3.85%
£1,500,000 to £3,000,000	2.15%	3.55%

### ***Structural Engineering Services***

<u>Project Value</u>	<u>New Build Fee</u>	<u>Refurbishment Fee</u>
Up to £100,000	3.0%	3.0%
£100,000 to £250,000	2.5%	2.5%
£250,000 to £750,000	2.0%	2.0%
£750,000 to £1,000,000	1.8%	1.8%
£1,500,000 to £3,000,000	1.6%	1.6%

### **Quantity Surveying Services**

<u>Project Value</u>	<u>New Build Fee</u>	<u>Refurbishment Fee</u>
Up to £100,000	6.5%	6.75%
£100,000 to £250,000	5.25%	5.5%
£250,000 to £750,000	3.5%	3.75%
£750,000 to £1,000,000	2.25%	2.5%
£1,500,000 to £3,000,000	2.1%	2.25%

### **CDM-C Coordinator Services**

<u>Project Value</u>	<u>New Build Fee</u>	<u>Refurbishment Fee</u>
Up to £100,000	1.60%	2.50%
£100,000 to £250,000	0.90%	1.00%
£250,000 to £750,000	0.60%	0.70%
£750,000 to £1,000,000	0.45%	0.50%
£1,500,000 to £3,000,000	0.35%	0.45%

### **Time Charge Rates**

<u>Grade</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>
Site Inspection Staff	£28	£210	£1050
Technician	£28	£210	£1050
Senior Technician	£38	£285	£1425
CAD	£41	£307.50	£1537.50
Professional	£52	£390	£1950
Senior Professional	£67	£502.50	£2512.50
Partner or Director	£89	£667.50	£3337.50



# SILCOCK DAWSON & PARTNERS LTD

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## CONTACT DETAILS

**Postal address:** 4/5 Tower Court  
Horns Lane  
Princes Risborough  
Buckinghamshire  
HP27 0AJ

**Person to contact:** Barry Redman  
Regional Managing Director

Jeni Suttie  
Group Manager

**Telephone:** 01844 347474

**E-mail:** [bredman@silcockdawson.co.uk](mailto:bredman@silcockdawson.co.uk)

[jsuttie@silcockdawson.co.uk](mailto:jsuttie@silcockdawson.co.uk)

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## SERVICES PROVIDED

- Energy Management Services
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

## GEOGRAPHICAL SCOPE

Silcock Dawson & Partners Ltd can provide services to regions south of York.

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## PRICING INFORMATION

### ***Invoice Validation***

For checking bills and providing advice:

<u>Type of Invoice</u> .....	<u>Annual Fee</u>
Quarterly Bills .....	£200
Monthly Bills .....	£400
Site visit in relation to Invoice.....	£350

### ***Concise Energy Survey***

<u>Type of Building</u> .....	<u>Fee</u>
Small Primary School.....	£680
Large Secondary School.....	£1450

### ***Display Energy Certificates***

<u>Work Required</u>	<u>Fee</u>
Certificate without site visit	£105
Certificate where site visit required	£310

### ***Time Charge Rates***

#### Charge per Hour

Director	£90
Associate	£70
Senior Engineer	£65
Engineer	£55
CAD	£45

\* All above rates include normal disbursements.

## SPMS (School Property Management Services)

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### CONTACT DETAILS

**Postal address:** Unit 5 e-space South  
26 Thomas Place Street  
Ely  
Cambridgeshire  
CB7 4EX

**Person to contact:** Cath Conlon  
Project Manager

**Telephone:** 01353 644050

**Fax:** 01353 644051

**E-mail:** [cathconlon@btinternet.com](mailto:cathconlon@btinternet.com)

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### SERVICES PROVIDED

- Full Property Management Service including:
    - Servicing & Testing Equipment & Systems
    - Repairs and Routine Maintenance of Premises
  - Energy Management Services
  - General and Technical Advice on Property Matters
  - Capital Projects - Design & Delivery (through integrated design team)
- 

### TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
- 

### GEOGRAPHICAL SCOPE

School Property Management Service's can provide services to the following areas: Cambridgeshire, Norfolk, Suffolk, Hertfordshire, Essex, Lincolnshire, Leicestershire, Rutland, Northamptonshire and Oxfordshire.

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### PRICING INFORMATION

Please contact SPMS for full details on services and associated pricing.

# STRICTLY EDUCATION LTD

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## CONTACT DETAILS

**Postal address:** The Learning House  
Snowdon Drive  
Winterhill  
Milton Keynes  
MK6 1BP

**Person to contact:** Stuart Collard  
Head of Sales  
Fiz Johnson  
Sales Team

**Telephone:** 01908 208200  
**Fax:** 01908 208525

01908 208200  
01908 208525

**E-mail:** [Stuart.collard@strictlyeducation.co.uk](mailto:Stuart.collard@strictlyeducation.co.uk) [Fiz.johnson@strictlyeducation.co.uk](mailto:Fiz.johnson@strictlyeducation.co.uk)

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## SERVICES PROVIDED

- Reactive and Planned Maintenance Service with Helpdesk
  - General and Technical Advise on Property Matters
  - Audits and Assessments – Health and Safety, Fire Risk, Safety, Grounds.
  - Best Value Benchmarking
  - Project Work – Project Management, Technical Consultancy
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
- 

## GEOGRAPHICAL SCOPE

Strictly Education Ltd can provide services to the following areas: Lincolnshire, Bedfordshire, Cambridgeshire, Hertfordshire, Suffolk, Essex, London, Surrey, Berkshire, Buckinghamshire, Northamptonshire, Birmingham, Rutland, Oxfordshire, Warwickshire.

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## PRICING INFORMATION

Please contact Strictly Education Ltd for full details on services and associated pricing.

# TURNER & TOWNSEND

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## CONTACT DETAILS

**Postal address:** 10 Bedford Street  
London  
WC2E 9HE

**Person to contact:** Nigel Herbert  
Director

Bram Frankhuijzen  
Associate Director

**Telephone:** 0207 544 4094

0207 766 2299

**E-mail:** [Nigel.herbert@turntown.co.uk](mailto:Nigel.herbert@turntown.co.uk)

[bram.frankhuijzen@turntown.co.uk](mailto:bram.frankhuijzen@turntown.co.uk)

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## SERVICES PROVIDED

- Servicing & Testing Equipment & Systems
  - Repairs and Routine Maintenance of Premises
  - Project Work
  - Energy Management Services
  - General and Technical Advice on Property Matters
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Further Education Colleges
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots, universities etc
- 

## GEOGRAPHICAL SCOPE

Turner & Townsend can supply services throughout the UK and operates from a strategically located network of offices including:

Belfast, Birmingham, Bristol, Edinburgh, Glasgow, Leeds, Liverpool, London, Manchester, Newcastle, Nottingham, Sheffield, Teesside and a Cambridge site based satellite office.

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## PRICING INFORMATION

### ***Project Management Fees***

Traditional Property Management

Project Value	New Build	Minimum Fee	Refurbishment	Minimum Fee
Up to £100,000	Time Charge	£1,200	Time Charge	£1,300
£100,000 to £500,000	1.94%	£3,880	2.12%	£13,000
£500,000 to £1,000,000	1.80%	£11,700	2.00%	£13,000
£1,000,000 to £2,500,000	1.55%	£18,600	1.75%	£21,000
£2,500,000 to £5,000,000	1.25%	£20,000	1.35%	£21,600
Over £5,000,000	1.2%	£66,000	1.30%	£71,500

\* Please note all above rates do not include expenses and these will be charged at cost.

#### Design & Build Property Management

Project Value	New Build	Minimum Fee	Refurbishment	Minimum Fee
Up to £100,000	Time Charge	£1,200	Time Charge	£1,300
£100,000 to £500,000	1.92%	£3,840	2.10%	£4,200
£500,000 to £1,000,000	1.75%	£11,375	1.95%	£12,675
£1,000,000 to £2,500,000	1.50%	£18,000	1.70%	£20,400
£2,500,000 to £5,000,000	1.20%	£19,200	1.3%	£20,800
Over £5,000,000	1.18%	£64,900	1.26%	£69,300

\* Please note all above rates do not include expenses and these will be charged at cost.

#### ***Time Charge Rates***

<u>Grade</u>	<u>Hourly Rate</u>	<u>Day Rate</u>
Director	£83.57	£626.78
Associate Director	£72.57	£544.27
Senior Project Manager	£59.52	£446.40
Project Manger	£47.02	£352.65
Assistant Project Manager	£32.07	£240.53

\* Please note all above rates do not include expenses and these will be charged at cost.

#### ***Volume Related Discounts***

<u>Annual Spend</u>	<u>Discount Percentage</u>
Up to £20,000	0%
£20,000 to £50,000	4%
£50,000 to £100,000	7%
Over £100,000	10%

# WATTS GROUP PLC

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## CONTACT DETAILS

**Postal address:** 1 Great Tower Street  
London  
EC3R 5AA

**Person to contact:** Spencer Carroll  
Director

**Telephone:** 0207 280 8073

**E-mail:** [spencer.carroll@watts-int.com](mailto:spencer.carroll@watts-int.com)

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## SERVICES PROVIDED

- Repairs and Routine Maintenance of Premises
  - Project Work
  - General and Technical Advice on Property Matters
- 

## TYPICAL CUSTOMER BASE

- Primary Schools
  - Secondary Schools
  - Other Public Sector Establishments – including libraries, offices, fire/police establishments, care homes, day centres, depots etc
  - Temporary Buildings (classrooms)
  - Prefabricated Buildings (including CLASP and SCAPE buildings)
  - Listed Buildings and Lister Historic Parks
  - 1960's Buildings, Gardens, Defects and Remedies
- 

## GEOGRAPHICAL SCOPE

Watts Group Plc can provide services throughout the UK.

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## PRICING INFORMATION

### ***Project Management***

<u>Project Value</u> .....	<u>Fee</u>
Up to £25,000 .....	Lump sum fee of £3000
£25,000 to £50,000 .....	11%
£50,000 to £100,000 .....	9.5%
£100,000 to £200,000 .....	7.25%
£200,000 to £300,000 .....	7%
£300,000 to £400,000 .....	6.75%

£400,000 to £500,000 .....	6.5%
£500,000 to £750,000 .....	6.25%
£750,000 to £1,000,000 .....	6%
£1,000,000 to £2,000,000 ..	5.75%
£2,000,000 to £3,000,000 ..	5.5%
£3,000,000 to £4,000,000 ..	5.25%
£4,000,000 to £5,000,000 ..	5%
Over £5,000,000 .....	4.75%

\* The above rates are inclusive of design services.

### **Time Charge Rates**

All other services (not including project management) will be charged on a time rate basis, unless a lump sum fee is specified by the client. The rates will be as below:

Grade	Project Manager / Building Surveyor	Party Wall Surveyor	Dilapidations Surveyor	CDM Coordinator
	Hourly Rate			
Director	£105	£105	£105	£105
Associate	£90	£90	£90	£90
Senior	£80	£80	£80	£80
Intermediate	£70	£70	£70	£70
Graduate	£50	£50	£50	£50

\* Please note time rates do not include any travel, subsistence or abnormal expenses.



## 8. HOW ESPO ESTABLISHED THE FRAMEWORK

This section is simply background information, which may be of interest to people considering using the framework but who wish to understand a little more about the process ESPO followed when setting up the framework.

A formal notice inviting expressions of interest from suitably experienced organisations was published in the Official Journal of the European Union (or 'OJEU') in April 2009. Applicants were evaluated in accordance with pre-published evaluation criteria and a list of potential suppliers was identified, who were subsequently invited formally to tender.

A detailed and thorough evaluation of tenders was completed by a panel of officers from both ESPO and one of ESPO's member authorities. The evaluation criteria used were as follows:

Criteria	Weighting
Method statements and Case Study	70%
Technical merit and functional characteristics	10%
Feedback from reference sites and site visits to assess the level of satisfaction with supplier performance and reliability	10%
Proposed amendments to the contract terms	10%

The evaluation resulted in the selection of the 18 (highest scoring) suppliers for inclusion in the framework.

Please note ESPO reserves the right in exceptional circumstances to vary the composition of the framework. For example, if a supplier fails significantly to perform as required, then they may be removed from the framework (see section 4 monitoring the framework).

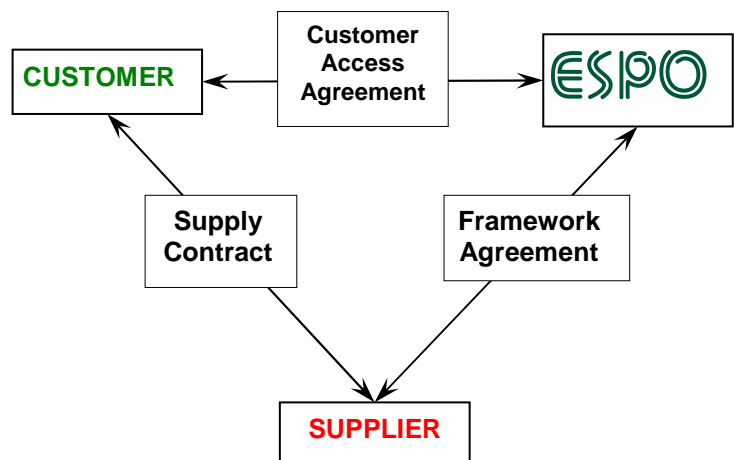
### Contractual Structure

The framework agreement between ESPO and the 18 suppliers is in place for a period of up to three years, commencing 01 January 2010. **Please note, however, that there is no limit (within reason) to the duration of individual contracts awarded under cover of the framework.**

A public body wishing to procure using the framework (the Customer) will enter into a Contract for property management services under the pre-agreed terms and conditions specified within this user guide (please see appendix 6).

Terms and conditions regulating the framework may be amended; however amendments must not vary substantially from the original terms and conditions, and must be communicated to suppliers on the framework accordingly.

The contractual structure diagram illustrates the relationship between the parties to the arrangement.



If you, or your procurement or legal advisors wish to see copies of any documentation we used in setting up the framework (such as the 'OJEU' notice, invitation to tender, etc) please contact ESPO and this can be arranged.