

Sales/Tender Progress Report  
HEADER SHEET (project information)

AT.

|                            |  |
|----------------------------|--|
| DATE INITIATED:            | 01st March 2013  |
| PROJECT NAME:              | Grenfell Tower   |
| PROJECT LOCATION:          | Notting Hill   |
| CLIENT:                    | London Borough Kensington & Chelsea                                |
| APPOINTED CONTRACTOR:      | TBA  |
| HEAD OFFICE TEL NUMBER:    | TBA  |
| HEAD OFFICE FAX NUMBER:    | TBA  |
| M/C CONTACTS:              | TBA  |
| <i>Estimator:</i>          |  |
| <i>Proj Manager:</i>       |  |
| <i>Managing Surv:</i>      |  |
| <i>Planner:</i>            |  |
| <i>Site Manager:</i>       |  |
| <i>Buyer:</i>              |  |
| <i>Director:</i>           |  |
| SITE DETAILS:              |  |
| <i>Address:</i>            | Grenfell Road, Notting Hill, London, W11 1TH                       |
| <i>Tel Number:</i>         |  |
| ARCHITECT:                 |  |
| <i>Practice Name:</i>      | Studio E Architecture, Palace Wharf, Rainville Rd, Chiswick W6 9HN |
| <i>Tel Number:</i>         |  |
| <i>Contact One:</i>        | Bruce Sounes (e: bruce@studioe.co.uk)                              |
| <i>Contact Two:</i>        |  |
| PROJECT DESCRIPTION:       |  |
| <i>New/Refurb:</i>         | Refurb   |
| <i>Type:</i>               | Tower Block  |
| <i>Planning Status:</i>    |  |
| <i>Contract type:</i>      | D&B  |
| <i>Tender/secured</i>      | No   |
| <i>Start Date:</i>         |  |
| <i>Scope of Works:</i>     | Envelope   |
| <i>M<sup>2</sup> Area:</i> |  |
| <i>Competition:</i>        |  |
| <i>Specification:</i>      |  |
| <i>Approx Value:</i>       |  |
| INITIAL ASSESSMENT:        | THIS IS A FIRM HARLEY LEAD   |
| QUOTE REFERENCE No.        | E/   |

**Sales Progress Report Form**

**PROJECT NAME:** Grenfell Tower

**SHEET NUMBER 1**

| <u>DATE:</u> | <u>DETAILS:</u>  | <u>NEXT CALL:</u>               |
|--------------|--|---------------------------------|
| 01.03.13     | Abi report found, tower block refurb scheme, very suitable for Harley. Drawings have been downloaded from planning portal. Abi states the name of the preferred contractor as Leadbitter. MAH intro email sent to Colin Chiles, Project Director at Leadbitter.  | Abi tracking                    |
| 11.04.13     | Abi report update states that 'planning has been withdrawn'. Continue to monitor.  | Abi tracking                    |
| 25.04.13     | Email received from Jason at CGL advising that our name had been put forward to Bruce Sounes at Studio E Architecture. MAH intro email sent to Bruce. Continue to monitor.   | Abi tracking                    |
| 23.08.13     | Ojeu notice appeared on Abi update. This project appears to be live again, and has been advertised for tender. MAH email sent to Jonathan Rowlands at Rydon to ask if they are applying.   | Abi tracking                    |
| 01.08.13     | MAH email response received from Steve Blake (in response to the above) advising that Rydon have also been tracking, and will be making an Ojeu application. Rydon are very keen to pursue and have a business meeting pending with K&C.   |                                 |
| 06.09.13     | MAH email received from Vicki Croft at Rydon to advise that they are now in receipt of the PQQ. The person dealing with it is Peter Arnold, they will be in touch with us if they require supporting information for the PQQ. MAH to chase progress at the end of the month (whilst chasing Great Arthur).   | w/c 30.09.13                    |
| 12.09.13     | MAH email received from Bruce Sounes at Studio E Architects in response to MAH email back in April. He advised that the scheme is due out to tender during November, and he would appreciate assistance with material options, costs, and technical details. This is integral to "de-risking" the project. Meeting provisionally arranged for Friday 27th Sept, details to be confirmed on MAH return from hols.   | Meeting - Friday 27th September |
| 27.09.13     | Meeting attended by MAH/RJB with Bruce Sounes and Tomas Rek to discuss the scope and spec.<br>1. The current design is based on zinc to create a natural, non-clinical appearance.<br>2. Programme durations indicated by MAH/RJB - 16 weeks lead-in, 30-35 weeks on site, 4-6 weeks for erection of mast climbers.<br>3. The building will remain in occupation during the works.<br>4. They are very close to gaining planning approval.<br>5. The job is out to tender at the end of November, based on a D&B lump sum basis.<br>6. Start on site date - May 2014.<br>7. They have spoken with Rhinezink, SIG, VM, and KME regarding the zinc.<br>8. MAH stated that a back of fagg packet price worked out was £3m incl design and access. It was agreed that we would provide a more detailed budget next week. | MAH action<br>Awaiting measure  |
| 27.09.13     | MAH email to Steve Blake and Jonathan Rowland at Rydon to advise on our contact and meeting with the architect.  |                                 |
| 30.09.13     | MAH email received from Jonathan Rowland to thank us for the info, and advise that the tender is due out on 4th November, so they hope to hear the outcome of their PQQ submission in the very near future.  |                                 |
| 04.10.13     | MAH email received from Bruce with measure and CAD drawings. Budget required.  | Budget required                 |

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**PROJECT NAME:** Grenfell Tower

**SHEET NUMBER 2**

| <u>DATE:</u> | <u>DETAILS:</u>  | <u>NEXT CALL:</u>  |
|--------------|--|--|
| 18.10.13     | MAH email to Bruce Sounes with Harley budget offer 1 attached, based on Reynobond natural zinc, overall envelope £3,250,171.00, with the following options:<br>1. face fixed natural zinc - £3,104,583.00<br>2. standard aluminium cassette ACM - £2,847,663.00<br>3. standard aluminium face fixed ACM - £2,702,075.00<br>MAH to follow up next week for reaction and also latest update on progress with the PQQ and main contractor selection.  | w/c 21.10.13   |
| 25.10.13     | MAH copied in on an email from Tomas Rek to SIG, advising that Harley has been putting a budget together, and SIG should forward all material costs to us for inclusion in the cost plan options.<br>MAH received a call from Matt Irvine, advising that he will be providing cost during w/c 28th October. Revised Harley bid will be required. Chase next week.  | w/c 28.10.13   |
| 04.11.13     | MAH call received from Tomas Rek chasing up the updated cost for SIG materials. MAH email sent to Matt Irvine at KME to chase up their price. MAH also obtained details on CGL wall plank which was also requested by Tomas. MAH to pursue next week.  | w/c 04.11.13   |
| 06.11.13     | <b>FILE NOTE:</b> info via Steve Blake at Rydon. They were successful with their PQQ and expect to receive the tender docs at the end of November.   | Await tender   |
| 21.11.13     | <b>FILE NOTE:</b> MAH emails sent today to both Tomas Rek and Bruce Sounes with additional cost information options for ACM with special finishes, and comment on the stability of rainscreen generally to the walkway (vulnerable) areas.   |  |
| 25.11.13     | MAH email received from Steve Busbey, Senior Design Manager at Wates (Matt Smith passed our name to Steve). He confirmed that Wates have prequalified and are awaiting issue of tender documents. In the interim, he suggested we attend a meeting with him to discuss the project and educate him on what we have provided thus far to the architect. Meeting arranged for Friday 6th Dec at 2.0pm, Leatherhead.<br>Contact details for Steve: e: steven.busbey@wates.co.uk m: [REDACTED]   | Meeting Friday<br>6th Dec 2.0pm  |
| 05.12.13     | <b>FILE NOTE:</b> Call received from Simon Lawrence at Rydon to advise that they attended the main contractor project intro meeting with the client and architect yesterday, and others in attendance included Keepmoat, Durkan, and Wates. When the architect gave a slide show presentation of the scheme, Harley's name was included on the slide and verbal reference was made to the assistance that we provided.   |  |
| 06.12.13     | Meeting attended by MAH/RJB with Wates (Andrew Flux, Steven Busbey, and Rob Chiles).<br>1. Main contractors tendering include; Wates, Rydon, Mulalley, and Keepmoat.<br>2. MAH to email a copy of the original Studio E measure to Andrew Flux.<br>3. MAH to email details of the Ferrier Point photo window sequence<br>4. Harley to include a price for mast climbers<br>5. Window removal (as Ferrier Point) by Harley. The architect has stipulated this as a requirement within the tender.<br>6. Internal making good (as Ferrier Point) by Harley<br>7. Harley to submit a programme as part of our submission<br>8. A compliant bid is required, but V/E can be submitted as an option | MAH action<br>MAH action<br>MA action<br>MA action<br>MA action<br>RJB action<br>MA action<br>cont'd.../ |

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**SHEET NUMBER 3**

| <u>DATE:</u> | <u>DETAILS:</u>   | <u>NEXT CALL:</u>                |
|--------------|---|----------------------------------|
|              | 9. Wates wish us to look at U value options of .18wm2k versus .2wm2k  | MA action                        |
|              | 10. Main contractor tender return date is 31st January 2014. Harley target return date - FRIDAY 24th JANUARY  | MA action                        |
|              | 11. Window spec option can be submitted (Schuco versus Metal Tech).   | MA action                        |
|              | 12. Harley to price for brick slips at lower levels.  | MA action                        |
| 16.12.13     | <b>FILE NOTE:</b> formal tender enquiry received from Katie at Rydon's with a tender return date of Friday 17th January 2014. Main contract programme - March 14 to May 15  |                                  |
| 19.12.13     | <b>FILE NOTE:</b> Info via Matt Smith at Wates - they have decided to pull out of tendering due to current tender workload and resource.  |                                  |
| 06.01.14     | <b>FILE NOTE:</b> tender enquiry received today from Keepmoat.  |                                  |
| 01.14        | <b>FILE NOTE:</b> Site visit by Mike Albiston with Simon Lawrence.  |                                  |
| 29.01.14     | Harley formal tender submission made via email to all tendering main contractors, total value £3,218,360 net excluding extra over items. Main contractor list:<br>Rydon Construction Ltd - Katie Bachelier<br>Mulalley & Company - Ray Baldwin<br>Keepmoat Limited - John Tait<br>Durkan Limited - Scott McDonald<br>MAH to start follow up phone calls from early next week.   | w/c 03.02.14                     |
| 29.01.14     | <b>FILE NOTE:</b> Main contractor tender return date has been further extended to 14th Feb.   |                                  |
| 03.02.14     | MAH call received from Scott McDonald at Durkan requesting a post submission meet to discuss programme, access, methodology, and a general review of our tender. Meeting set up for Thursday 6th Feb at 11.0am, Durkan Waltham Cross office. Scott contact details: e:scott.mcdonald@durkan.co.uk t: [REDACTED]   | Meeting Thurs<br>6th Feb, 11.0am |
| 03.02.14     | <b>FILE NOTE :</b> MA email sent to Katie at Rydon with cost savings for alternative solutions for the internal reveal liners.  |                                  |
| 06.02.14     | Meeting attended by MAH/RJB with Scott McDonald (estimator), Richard Barber (logist), and Chris Andrew (planner) at Durkan.<br>1. They confirmed very poor access around the site, only suitable for rigid flatbed transport plus forklift.<br>2. Mast climbers proposed, located generally at ground floor level (apart from link bridge location where an adaption will be required).<br>3. All mast climber access, hoisting, scaffold will be provided by Durkan.<br>4. Durkan will consider taking removal of existing windows and internal trims/making good as part of their works package.<br>5. They will name Harley as their preferred contractor within their tender submission.<br>6. Current programme - overall 60 weeks, start date TBA (due to tender delays). Harley programme quoted as follows: 18-20 weeks lead in, 45 weeks on site.<br>7. Main contractor return date - Friday 14th Feb.<br>8. Durkan requested images of Harley tower block project for inclusion in their tender submission. | cont'd..../                      |

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**SHEET NUMBER 4**

| <u>DATE:</u> | <u>DETAILS:</u>   | <u>NEXT CALL:</u> |
|--------------|---|-------------------|
| 06.02.14     | MAH follow up call to Ray Baldwin at Mulalley - he has been working on another tender so has not got around to looking at our tender. He intends to do so next Tues/Wed. In the interim, email sent to confirm Harley programme.  |                   |
| 07.02.14     | <b>FILE NOTE:</b> A note to record that Harley programme durations (18-20 weeks + 45 weeks on site) has been issued thus far to Rydon, Durkan, and Mulalley.  |                   |
| 07.02.14     | MAH telecon with Brian Stern at Keepmoat - according to Brian, due to tender timing, they declined in the end. This now leaves Rydon, Durkan, and Mulalley. Chase Ray Baldwin at Mulalley early next week for further feedback.   | w/c 10.02.14      |
| 07.02.14     | <b>FILE NOTE:</b> advised by Simon at Rydon - we will need to be an approved PAS 20/30 (Green Deal) installer to work on this project.  |                   |
| 07.02.14     | MA email received from Ray Baldwin at Mulalley regarding PI insurance. He claims that another cladder has quoted an extra over cost of £280k for a fully PI backed design. MAH email returned to Ray to confirm the current level of PI held by Harley, and that this cost is already included as part of our design prelims. |                   |
| 13.02.14     | MAH telecon with Ray Baldwin - He confirmed receipt of MAH email regarding PI Ins, all ok. He advised that they will be going forward with our bid. He is due to submit tomorrow.   |                   |
| 13.02.14     | MAH call received from Richard Barber at Durkan requesting Harley marketing material to support their submission. It was confirmed that Durkan will use our price in their tender submission.<br>MAH to chase in two weeks via all m/c's for post tender feedback.  | w/c 24.02.14      |
| 26.02.14     | <b>FILE NOTE:</b> Info via Simon at Rydon - they have been invited to a post tender meeting on Friday 7th March. MAH to contact Durkan and Mulalley to find out if they have also received the same invite.   |                   |
| 27.02.14     | MAH telecon with both Durkan and Mulalley. Both confirmed having been invited to the client post tender interviews on 7th March, and both are currently being asked questions about their bids. Chase in 2 weeks.   | w/c 10.03.14      |
| 12.03.14     | MAH call received from Simon at Rydon. They have received news "off the record" that Rydon are in pole position. They now await formal notification.  |                   |
| 12.03.14     | MAH telecon with Ray Baldwin at Mulalley - they are waiting to hear and don't expect any notification before 4 weeks. Also spoke with Scott McDonald at Durkan, they too are waiting to hear. Agreed to keep in touch (as back up to Rydon intelligence).   | w/c 17.03.14      |
| 13.03.14     | MAH/RJB call received from Steve Blake at Rydon. He advised that Rydon have been told "off the record" that they are in pole position, however, the job is over budget. Rydon are attending a meeting on Monday, and require us to confirm available V/E for them to table. Agreed to provide this by tomorrow.               |                   |
| 14.03.14     | MAH email to Steve Blake with first round of V/E savings proposed, including MT in lieu of Wicon, PVCu internal trims, and cladding options. Chase progress after Monday  | w/c 17.03.14      |

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**SHEET NUMBER 5**

| <u>DATE:</u> | <u>DETAILS:</u>   | <u>NEXT CALL:</u>          |
|--------------|---|----------------------------|
| 19.03.14     | MAH call received from Simon Lawrence. Following their meeting yesterday with the client, Rydon have been confirmed officially as 'preferred' contractor. This will be confirmed in writing on 28th March, after which a limited design order will be placed in order for Rydon to appoint Studio E under a D&B contract. The project is £1m over budget, therefore V/E is the key topic. MAH agreed to commence with obtaining ACM samples for alternatives to natural zinc. Rydon are keen to move towards face fixed cladding. The client is looking for Rydon to take possession of the site in June in order to commence with enabling works. MAH to keep contact with Simon, and arrange the necessary ACM samples. | MAH to arrange ACM samples |
| 19.03.14     | <b>FILE NOTE:</b> Call received from Scott at Durkan to advise that they had been unsuccessful on Grenfell Tower, naming Rydon as the successful m/c.   |                            |
| 28.03.14     | MAH call received from Simon Lawrence. Rydon are attending a meeting next Tuesday 01st April, it was agreed that he can collect the Alucobond samples we have obtained from Deb French for presenting on Tuesday. Simon stated that it would appear the architect is not putting up much of a fight with respect to holding on to the zinc spec, and is willing to look at any alternative. Simon will collect the samples from Harley House on Monday 31st Marc, MAH to catch up again on return from hols.  | w/c 07.14.04               |
| 02.04.14     | <b>FILE NOTE:</b> Simon advised via Mike Albiston that no decision will be made on V/E until the contract has been formally awarded, to avoid other m/c's being given the impression that they were not given equal opportunity to look at V/E. In the interim, we have been asked to obtain a Nedzinc sample for comparison purposes. The current exercise of obtaining alternative samples is being referred to as the "design process". Simon will be in contact next week to set up a meeting with us.  | w/c 07.04.04               |
| 09.04.14     | MAH email exchange with Simon Lawrence. Rydon have been officially confirmed as "preferred contractor". They have to go through a contractual signing process over the next few weeks. In the interim, HCW to continue to pursue alternative materials to the Nedzinc cladding. Simon will be in contact later this week.   | w/c 07.04.04               |
| 10.04.14     | MAH email to Simon at Rydon to advise of a communication received from the timber supplier stating of pending supply issues with birch ply. This is due to lack of rain causing shortfalls in supply, and this will cause shortages and cost increases. This needs to be taken into account and could be used as a lever to change spec to PVC. Simon responded and will raise with the client at their design co-ordination meeting later this week.   |                            |
| 17.04.14     | MAH email from Debbie French to confirm that the additional samples have been posted to us. Once received, MAH to contact Simon to set up the next meeting.   | w/c 21.04.04               |
| 17.04.14     | MAH call received from Simon Lawrence with an update. He is looking to set up a meeting next week with the architect to review samples. MAH confirmed that the additional samples are due from Reynobond next week, and we have received samples of Nedzinc. Simon requested technical details of rivet fixed ACM (Ferrier Point) for submission to the architect who wants to use this as a basis to update his 3D model. It was agreed that we would reserve next Thursday 24th/Friday 25th for a meeting with the architect, which will be confirmed in due course.  | w/c 21.04.04               |

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**SHEET NUMBER 6**

| <u>DATE:</u> | <u>DETAILS:</u>   | <u>NEXT CALL:</u>            |
|--------------|---|------------------------------|
| 23.04.13     | MAH telecon with Simon Lawrence to confirm that we are in receipt of the additional Reynobond samples. Simon stated that he intends to try and get sign off at a meeting with the planners on Friday 2nd May. In the interim, he requested a copy of Reynobond warranty, BBA cert, COSHH, and maintenance instructions. These were all sent same day. Simon is working in Forest Row on Monday and will be in touch with respect to collecting the additional samples.  | w/c 28.04.04                 |
| 24.04.14     | MAH call received from Bruce at Studio E. He advised that they are working up some cladding details, and will email them over to us tomorrow for comment. It was agreed that we will review and provide guidance where relevant. Bruce also stated that there was no requirement to meet up tomorrow.   | Await drawings from Studio E |
| 25.04.14     | Email received from Kai Fabiunke at Studio E (job architect) with a selection of Jpeg 3D images attached detailing their design intent for the cladding. It was agreed that we will review and return any comments from a technical perspective. MA to review from an estimating perspective. All communications to be copied to Simon Lawrence.  | MA and DAJ action: 28/4/14   |
| 28.04.14     | Brief meeting with Simon Lawrence at Harley House to talk through the design items raised thus far by Studio E, and review the additional samples (issued to Simon). Simon is attending a client meeting this Friday to review all submitted samples and will hopefully get an early decision with respect to choice of material and colour. With regards to general timescales, Rydon are working towards getting into contract by Monday 2nd June. Agreed to talk again after Friday's meeting.   | w/c 05.05.14                 |
| 01.05.14     | <b>FILE NOTE:</b> MAH telecon with Simon - he requested a rough idea on extra cost for changing the panels under the windows to circa 4No rather than one large panel, and the recessed joint detail where the face fixed ACM abuts the columns. The following cost information was given:<br>1. spandrel panels - 1,965m <sup>2</sup> @ £10m <sup>2</sup> = £19,650.00 net<br>2. recessed joint - 657 lm @ £5lm = £3,285.00 net  |                              |
| 03.05.14     | MAH telecon with Simon - update on his meeting with the client on Friday last week:<br>1. All went very well, no major objections in changing from Zinc to aluminium.<br>2. This now has to be presented to the planners on Thursday 8th May.<br>3. In the interim, Rydon are in possession of a draft LOI and hope to agree wording in the next 2 weeks.<br>4. Simon is meeting with Zak Maynard on Friday 9th to discuss project subbies. No actions for Harley, agreed to catch up again next week.  | w/c 12.05.14                 |
| 08.05.14     | <b>FILE NOTE:</b> Steve Blake called just before his meeting with the planners to say that the architect had a Patina sample with him, and wanted to know what the extra cost would be for this. MAH text message returned to Steve stating that the Patina product is not currently available (as per Debbie French email), but that aside, the extra cost would be circa £40k to the cladding package (based on £10m <sup>2</sup> x 3,600m <sup>2</sup> rounded up to the nearest £10k). MAH suggested to Steve that this product was not shown to the architect. We await post meeting feedback. MAH to chase next week. | w/c 12.05.14                 |
| 16.05.14     | MAH call received from Simon Lawrence at Rydon. The planners have made a visit to both Ferrier Point and Camden, and did not like the face fixed appearance, or the bland "uniform" appearance of standard ACM. They also had concerns about staining   | cont'd.../                   |

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PROJECT NAME: Grenfell Tower

SHEET NUMBER 7

DATE:DETAILS:NEXT CALL:

- cont'd.../ from weathering. Simon asked if there were any Reynobond Anodised Look projects that could be viewed by the planners, on the basis that this might at least satisfy the uniform appearance question.  
MAH discussed with Debbie French at Alcoa, she advised of a project reference in Kilburn (secret fixed) on which several thousand m2 of Brushed Natural Aluminium H91035 was installed (this colour has not been offered to the client on Grenfell to date but was confirmed by Debbie as being no more expensive).  
Further call received from Simon, he is meeting Bruce Souves from Studio E on site next Wednesday, to look at 4 samples in the flesh (reference numbers were provided) and he wants to know availability of the 4 selected colours for building a full sized site mock up. MAH referred this question to Deb French. w/c 19.05.14
- 20.05.14 MAH call received from Simon Lawrence - Rydon are looking to instruct us with a very limited design development order, circa £30k, to cover the next 5-6 weeks in order to start progressing design and dealing with the mock up. MAH confirmed acceptance. Simon will discuss with the client this week and will advise. Chase next week. w/c 26.05.14
- 22.05.14 **FILE NOTE:** Several emails and telephone calls have taken place today with Rydon and Studio regarding samples, colour options, and mock ups. As a consequence, a site meeting has been arranged for next Wednesday 28th May at 9.30am to discuss all of these issues to try and push for a decision. Site meeting:  
Wed 28th May
- 28.05.14 Site meeting attended by RJB/MAH with Simon Lawrence, Zak Maynard, Jason North, and Bruce Souves from Studio E. Positive meeting all round, samples and mock up was discussed. Bruce will try and arrange for the planners to visit the Kilburn site to view Reynobond Natural brushed cladding. In the interim we agreed to investigate colour matching of rivets for the same. Latest info on programme: Rydon commence site set up early June, Harley commence setting out early Sept, window installation starts Dec 2014, cladding early 2015, overall duration TBA. Meeting arranged with Zak and Simon on Monday 9th June to discuss contractual matters and design LOI. Meeting Monday  
9th June
- 30.05.14 MAH email exchange with Simon Lawrence - MAH advised of a problem with the meeting planned for Monday 9th due to RJB being away. Friday 6th was suggested as an alternative, however, this was not suitable for Simon. He will discuss with Zak and come back with an alternative date. Chase next week. w/c 09.06.14
- 06.06.14 MAH telecon with Simon Lawrence - Meeting date set for Monday 16th June at 2.30pm to be held at Rydon's offices in Lower Rd. This is to discuss contractual matters and mock up. With regards to the mock up, the client now requires a full bay width with half done in natural brushed aluminium and half in Champagne. Simon is looking for a quick turn around, circa 4 weeks. MAH agreed to speak to Alcoa about material availability. Simon is not bothered about having a full window installed, just painted aluminium box profiles will be ok to show the colour contrast between windows and cladding. Meeting - 16/6
- 16.06.14 Meeting attended by MAH/RJB with Zak Maynard and Simon Lawrence. This was a pre-order and mock up review meeting:  
1. Rydon's bid submission was based on a cladding price of £3,060,000 net, which was Harley base bid dated 29th Jan less a 5% view taken. This assumes a number of V/E savings as follows:



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**SHEET NUMBER 8**

| <b><u>DATE:</u></b> | <b><u>DETAILS:</u></b>  | <b><u>NEXT CALL:</u></b> |
|---------------------|---|--------------------------|
|                     | <p>A. Saving for Reynobond cassettes<br/>                     B. Removal of existing by others<br/>                     C. Internal reveals by others<br/>                     D. Omission of window louvres<br/>                     Zak Maynard will email his cost build for us to reconcile against our offer document.</p> | ZM action                |
|                     | 2. MA to confirm that the savings for louvres was for the areas in front of the windows only.   | MA action                |
|                     | 3. MA to advise on extra over cost for providing own skips  | MA action                |
|                     | 4. Rydon project team confirmed:<br>Jamie Skates - QS, George Kennett - facade package manager, Simon O'Connor Project Manager.   |                          |
|                     | 5. Valuations will be month end, payment within 30 days (final date). There will be no facility for valuing unfixd materials on site.   |                          |
|                     | 6. Simon will email an update programme, but current timescales: Setting out, fixing brackets, insulation - mid to end September, cladding and windows Dec/Jan.<br>Rydon overall completion date June 2015 but this will move back.   |                          |
|                     | 7. Mock up - we confirmed that we will achieve a delivery of 2-3 weeks.   |                          |
|                     | 8. Insulation - Rockwool has to be used, as dictated by the Grant funding.  |                          |
|                     | 9. Working hours - 8.0am - 5.0pm Monday to Friday.  |                          |
|                     | 10. Retention is 3%, LAD's circa £7k per week, Defects period 12 month's.   |                          |
|                     | 11. Scaffolding, hoists, mast climbers - all by Rydon.  |                          |
|                     | 12. Storage space (garages) will be provided for our storage.   |                          |
|                     | 13. Mats distribution by Harley.  |                          |
|                     | 14. There will be a time-lapse camera set on the build: go to RBKC (KALC) website   |                          |
|                     | 15. Zak is looking to issue a contract by the end of the week, and this will initially include a limitation on exp of £30k to commence design.  | Await Order              |
| 19.06.14            | MAH email received from Zak Maynard with details of their tender build up. MA to review and prepare an updated Harley budget cost plan.   | MA action                |
| 4.06.14             | MAH email to Zak Maynard with comments regarding contractual T&C's as outlined in his email of 18th June. Most items are acceptable, queries raised on a small number of issues, now awaiting Zak's further response.   |                          |
| 25.06.14            | MA email to Zak Maynard with cost breakdown information giving an explanation to the estimating error (shortfall) for the ACM alternatives. Zak has already confirmed by email that Rydon is prepared to help financially with this problem. We now await his formal response.  | Await Zak's response     |
| 26.06.14            | MA email received from Zak with queries. He was unable to equate exactly what had been presented to him in the breakdown, and requested further clarity.  |                          |
| 27.06.14            | MA email to Zak giving further clarity and open book with regards to how the shortfall came about. We await Zak's response.   | Await Zak's response     |
| 30.06.14            | MA email received from Zak with Rydon's offer based on Harley's measure, but with a very slightly increased M2 rate to reduce the loss, but only very slightly.   |                          |
| 03.07.14            | MAH/RJB internal discussion regarding margin returns and a plan of action.  | MAH action               |

**Sales Progress Report Form**

**PROJECT NAME:** Grenfell Tower

**SHEET NUMBER 9**

| <u>DATE:</u> | <u>DETAILS:</u>  | <u>NEXT CALL:</u>       |
|--------------|--|-------------------------|
| 04.07.14     | MAH email to Zak to fully explain about Harley's financial predicament and expected margin returns versus the likely return taking the estimating error into account. MAH asked if Rydon would be prepared to allow an increase on the face fixed and cassette cladding rates of £15m2. We await Zak's response.   | Await Zak's response    |
| 08.07.14     | MAH email received from Zak proposing the following:<br>1. Meet half way on the face fixed rate - Rydon will pay an additional £7.50 per m2.<br>2. Rydon will pay an additional £5m2 on the cassette option.<br>MAH email returned to Zak advising of our acceptance of the same, and agree to move forward into contract. We await a date for a formal pre-order meeting.   | Await pre-order meeting |
| 09.07.14     | MAH email from Zak confirming receipt of our email acceptance. He will now raise an instruction to cover design costs, which will be followed up with a full contract.   | Await design order      |
| 10.07.14     | MAH telecon with Simon Lawrence regarding programme. Current dates agreed as follows:<br>1. mast climber erection complete - early Sept to allow survey to commence.<br>2. 5th October - commence install of brackets/rails/insulation.<br>3. 15th December - commence window install.<br>4. 9th February - commence cladding install<br>Overall programme and durations to be agreed, RM to produce a programme.  | RM action               |
| 15.07.14     | MAH email received from Zak confirming that he will issue the contract documents to us by the end of this week.  | Await contract          |
| 15.07.14     | MAH call received from Simon Lawrence. The client has viewed the mock up and wishes to consider a further option of having face fixed panels horizontally, but cassettes up the columns. Simon requested a revised saving for this particular combination. MAH agreed, but would also check and advise on the technical aspect with respect to<br>A. Combining face fixed with cassette and<br>B. Doing the columns in one single cassette panel (this is what Simon requested). | MAH/MA action           |
| 15.07.14     | MA email sent to Simon and Zak confirming the revised saving of £453k for the above, and also the following<br>A. Combining face fixed and cassette is no issue for this project.<br>B. The columns will have to be manufactured on two parts.<br>There is a full mock up review on site on Thursday, following which will hopefully follow a decision on panels types and colours to allow the design phase to commence. MAH to contact Simon on Friday for an update.          | Frid 18th July          |
| 25.07.14     | MAH email received from Zak Maynard with design LOI attached along with other contractual documents. MAH to review and comment as required. Design LOI is £30k to allow the design phase to commence.  |                         |
| 31.07.14     | MAH email to Zak Maynard with comments regarding a number of the contractual conditions. Zak is away on leave for 2 weeks, MAH to catch up with him on his return, in the interim, we await confirmation of a date for the first design meeting. MAH to chase Zak for main contract documents mid August.  | w/c 18.08.14            |
| 22.08.14     | MAH email received from Zak Maynard returning comments to MAH email above  | MAH action              |

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PROJECT NAME: Grenfell Tower

SHEET NUMBER 10

| <u>DATE:</u> | <u>DETAILS:</u>   | <u>NEXT CALL:</u>        |
|--------------|---|--------------------------|
| 27.08.14     | MAH email to Zak Maynard confirming acceptance of his comments received on 22/8 whilst requesting confirmation on the issue date for the sub contract.  | Await response           |
| 27.08.14     | MAH email response received from Zak - he advised that Rydon received their official contract yesterday, so our current LOI can be extended to the full order value, and the formal sub contract will follow shortly. Harley is still set up for self-billing on Rydon's system, so we will operate this system for valuations. | Await subcontract        |
| 16.09.14     | MAH email sent to Zak to chase up the sub contract on the basis that we are just about to order materials to the value of £325k and we only currently hold a £30k LOI.  |                          |
| 17.09.14     | MAH email from Zak increasing the LOI to the full contract value. We now await the sub contract but can commence with materials procurement in the interim.   | <b>Await subcontract</b> |