

# THE GRENFELL TOWER INQUIRY

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## EXHIBIT DPB/4

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This is the Exhibit marked “DPB/4”  
referred to in the witness statement  
of David Paul Bradbury



J S WRIGHT &amp; CO LTD

**INTERNAL PRE CONTRACT MEETING**

(3)

*At our pre contract Internal Meeting raised on Section 3+4 on Dry Riser Switching*

Contract	<b>Grenfell Tower</b>	Contract No.	<b>9497</b>
PC/Client	<b>Rydon</b>	Date of Meeting	<b>14-08-2014</b>

**Attendees**

Company Director	<b>Paul Featherstone</b>
Contracts Support Manager	<b>Paul Millington</b>
Contracts Manager	<b>Robin Thorne</b>
Contracts Engineer	<b>Alan Whyte</b>
Design Manager	<b>Terence McLaughlin</b>
Design Engineer	<b>David Bradbury</b>
Site Foreman	<b>Richard Moss</b>
Office Manager	<b>Christine Wiesztort</b>
Health & Safety Manager	<b>Toby Guise</b>
Other	

**Contact Details of Key Personnel**

Architects		STUDIO E LLP	
Name	Tel	Email address	
Bruce Sounes			
Clients		The Royal Borough of Kensington and Chelsea Tenant Management Organisation	
Name	Tel	Email address	
Claire Williams			
Consultants		Max Fordham LLP	
Name	Tel	Email address	
Matt Smith			
Co-ordinators			
Name	Tel	Email address	
PC Site Manager		Rydon	
Name	Tel	Email address	
Simon Lawrence		slawrence@rydon.co.uk	
Other (e.g. Electricians)		RJ Electrics (JSW M&E Contract)	
Name	Tel	Email address	
Andy Bridges			



## INTERNAL PRE CONTRACT MEETING

Approx Value of Contract		<b>£1,832,674 (M&amp;E)</b> <b>£1,480,434 (Mechanical)</b> <b>£352,240 (Electrical)</b>		Type of Contract	Design and Build	
Contract Start Date		August 2014		Contract Finish Date	End of July 2015	
<b>1</b>	<b>Health, Safety &amp; Welfare</b>					
	Have the following files & packs been produced?					
<b>a</b>	Site Health & Safety File (inc. site specific Risk Assessments & Method Statements) – (Copy for the PC/Client, copy for JSW site office)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	In no, state date to be completed by:					
<b>b</b>	Foreman's Packs				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	In no, state date to be completed by:					
<b>c</b>	What date is the site office required by?					
<b>d</b>	Has the foreman been issued with the following equipment?					
	Laptop				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Camera				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Printer or printer/fax				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other, please state				Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other, please state				Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>2</b>	Type of Building – e.g. School, Office, Factory, Hotel etc					
	Residential 127 apartments with Boxing Studio, Nursery and Office areas					
	London	<input checked="" type="checkbox"/>	Midlands	<input type="checkbox"/>		
<b>3</b>	Project and systems to be explained giving any relevant background information					
	<p><b>Central boiler plant in basement complete with gas fired boilers, pressurisation unit, buffer vessel, pumps and CT circuit to serve HIU within each apartment, HIUs to provide DHW &amp; LPHW (Radiators). Internal services for new apartments, Nursery, Boxing studio &amp; Office areas by JSW, internal services for existing apartments by others.</b></p> <p><b>The building will be occupied during the refurbishment.</b></p> <p><b>Cold water storage tanks to be modified &amp; new booster pump to be installed in plant room.</b></p> <p><b>Ventilation in new apartments, Nursery, Boxing studio &amp; Office areas by JSW, ventilation in existing apartments by others.</b></p> <p><b>All apartments have individual controls which are to be linked back to the BMS – Controls specialist to be involved. Pre-payment system to be included as part of JSW works.</b></p>					





# INTERNAL PRE CONTRACT MEETING

	<p>Tradition steel for pipework risers, stainless steel for distribution: VE submitted for copper or carbon steel alternative. Plastic alternative to be considered with use of manifolds.</p> <p>Drainage for new apartments, Nursery, Boxing studio, Office areas.</p> <p>Gas connection to existing in basement plantroom.</p> <p><b>Dry riser modification, TBC.</b></p> <p>Smoke ventilation modifications</p> <p>Plantroom supply and extract ventilation.</p>											
4	<p>Are there any known issues with the tender price?</p> <p><b>Dry riser modification have been included, however the building is above 50m (over the BS required height for the use of dry risers, Building control to be consulted, possible requirement for wet riser. Design: Heatloss calcs etc, awaiting U values, RFIs have been raised.</b></p>											
5	<p>Services JSW are not undertaking (e.g. rainwater)</p> <p><b>Internal works after the HIU within the existing apartments.</b></p>											
6	<p>Identify areas of contract savings/value engineering where possible.</p> <p><b>VE which have not yet been agreed:</b>  <b>Alternative boiler manufacturer</b>  <b>Alternative HIU manufacturer (maybe difficult due to Consultants preference)</b>  <b>Alternative Flue manufacturer</b>  <b>Alternative pipework distribution material: Copper or Carbon or (Plastic) VE for plastic not yet submitted.</b></p>											
7	<p>Is there any specific co-ordination required, and who is the lead co-ordinator?</p> <p><b>JSW to lead co-ordination</b></p> <p><b>JSW to advise on landing ceiling height requirements, allowing for pipework cross-over, dependant on pipework configuration / material.</b></p>											
8	<p>Order - State on what basis JSW are currently proceeding.</p> <table border="1"> <tr> <td>Verbal/goodwill</td><td><input type="checkbox"/></td></tr> <tr> <td>Letter of Intent received</td><td><input checked="" type="checkbox"/></td></tr> <tr> <td>Contract received but not signed</td><td><input type="checkbox"/></td></tr> <tr> <td>Contract fully agreed</td><td><input type="checkbox"/></td></tr> <tr> <td></td><td><input type="checkbox"/></td></tr> </table>		Verbal/goodwill	<input type="checkbox"/>	Letter of Intent received	<input checked="" type="checkbox"/>	Contract received but not signed	<input type="checkbox"/>	Contract fully agreed	<input type="checkbox"/>		<input type="checkbox"/>
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	<input type="checkbox"/>											
	<p><b>Requesting uplift in value stated on letter of intent (£370k)</b></p>											
9	<p>Are there any special issues with site accessibility and/or deliveries?</p> <p><b>Hoist (Flue) provisional sum incl / access to plantroom.</b></p>											
10	<p>Any special arrangements for installing equipment. e.g. cranes for lifting equipment etc?</p>											
11	<p>Details of installation programme as known at this time. Is the engineer in possession of a programme?</p> <p><b>We have a copy of the current programme which needs to be reviewed.</b></p>											



## INTERNAL PRE CONTRACT MEETING

12	Foreman & Labour requirements giving approx dates		
	Non-working Foreman <input checked="" type="checkbox"/>	Part Working Foreman <input type="checkbox"/>	Working Foreman <input type="checkbox"/>
13	Availability of drawings		
	A. List of drawings handed over at meeting		
	<b>Max Fordham drawings have been issued to the contract team as preliminary, JSW drawings to follow.</b>		
	B. Drawings still to be handed over by Design Dept and dates when they will be available		
	<b>Construction issue drawings to be issued on completion</b>		
	C. Drawings to be produced by Contracts Dept with date when to be completed		
14	Are there any Items of plant/materials/equipment known at time of meeting to be on long delivery time?		
15	VAT status for applications		
	Retention	5	%
	MCD		%
	New build	<input type="checkbox"/>	
	Conversion	<input type="checkbox"/>	
	Student	<input type="checkbox"/>	
16	Any other business		