

Message

**From:** Zak Maynard [/O=RYDON HOLDINGS LTD/OU=RYDON.CO.UK/CN=RECIPIENTS/CN=ZMAYNARD]  
**Sent:** 18/02/2015 10:01:03  
**To:** Ray Murray [RayM@apexlifts.com]; Adam Marriott [amarriott@rydon.co.uk]  
**CC:** Simon Lawrence [slawrence@rydon.co.uk]; Simon O'Connor [soconnor@rydon.co.uk]; Gary Ager [GaryA@apexlifts.com]  
**Subject:** RE: Grenfell Tower - Lift Adaption Works (Letter of Intent)

Agreed

Zak Maynard, BSc (Hons)  
Commercial Manager

T [REDACTED]  
D [REDACTED]

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**From:** Ray Murray [mailto:RayM@apexlifts.com]  
**Sent:** 18 February 2015 09:56  
**To:** Zak Maynard; Adam Marriott  
**Cc:** Simon Lawrence; Simon O'Connor; Gary Ager  
**Subject:** RE: Grenfell Tower - Lift Adaption Works (Letter of Intent)

Hi Zak,

Thank you for coming back to me.

Just to confirm no retention will be taken, we will send you our Contract Guarantee Certificate, and you agree our Liquidated and Ascertained Damages will be limited to 1% of our contract value up to a maximum of 10 weeks?

Kind Regards

Ray

Ray Murray  
Repair Sales Consultant



**Registered Office:** Apex Lifts, ART's House, Banks Lane, Bexleyheath, Kent, DA6 7BH

**Telephone No:** [REDACTED]

**Fax No:** [REDACTED]

**Mobile No:** [REDACTED]

**Email:** [raym@apexlifts.com](mailto:raym@apexlifts.com)

**Website:** [www.apexlifts.com](http://www.apexlifts.com)



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RYD00031886/1  
RYD00031886-0001

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**From:** Zak Maynard [<mailto:ZMaynard@rydon.co.uk>]  
**Sent:** 18 February 2015 09:03  
**To:** Ray Murray; Adam Marriott  
**Cc:** Simon Lawrence; Simon O'Connor; Gary Ager  
**Subject:** RE: Grenfell Tower - Lift Adaption Works (Letter of Intent)

Ray,

This is accepted

Thanks

Zak Maynard, BSc (Hons)

Commercial Manager

T [REDACTED]  
D [REDACTED]

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**From:** Ray Murray [<mailto:RayM@apexlifts.com>]  
**Sent:** 17 February 2015 12:09  
**To:** Zak Maynard; Adam Marriott  
**Cc:** Simon Lawrence; Simon O'Connor; Gary Ager  
**Subject:** RE: Grenfell Tower - Lift Adaption Works (Letter of Intent)

Hi Zak,

Please find attached a copy of a LEIA Contract Guarantee certificate we have previously sent.

If you have any questions please do not hesitate to give me a call.

Kind Regards

Ray

Ray Murray  
Repair Sales Consultant



**Registered Office:** Apex Lifts, ART's House, Banks Lane, Bexleyheath, Kent, DA6 7BH

**Telephone No:** [REDACTED] 9

**Fax No:** [REDACTED]

**Mobile No:** [REDACTED]

**Email:** [raym@apexlifts.com](mailto:raym@apexlifts.com)

**Website:** [www.apexlifts.com](http://www.apexlifts.com)



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**RYD00031886/2**

RYD00031886\_0002



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**From:** Ray Murray  
**Sent:** 16 February 2015 12:12  
**To:** 'Zak Maynard'; Adam Marriott  
**Cc:** Simon Lawrence; Simon O'Connor; Gary Ager  
**Subject:** RE: Grenfell Tower - Lift Adaption Works (Letter of Intent)

Hi Zak,

We have just moved office and we are waiting for new Certificates to be sent to us.

I will try and find a copy of an earlier one I have done so you can read the contents.

Kind Regards

Ray

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**From:** Zak Maynard [<mailto:ZMaynard@rydon.co.uk>]  
**Sent:** 16 February 2015 11:01  
**To:** Ray Murray; Adam Marriott  
**Cc:** Simon Lawrence; Simon O'Connor; Gary Ager  
**Subject:** RE: Grenfell Tower - Lift Adaption Works (Letter of Intent)

Ray,

Do you have a draft of the Contract Guarantee for our review?

Thanks

Zak Maynard, BSc (Hons)  
Commercial Manager

T  
D

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**From:** Ray Murray [<mailto:RayM@apexlifts.com>]  
**Sent:** 16 February 2015 10:49  
**To:** Adam Marriott  
**Cc:** Simon Lawrence; Simon O'Connor; Zak Maynard; Gary Ager  
**Subject:** RE: Grenfell Tower - Lift Adaption Works (Letter of Intent)

Hi Adam,

Thank you for your letter of intent to carry out the lift entrance works, before I can sign I refer to the following points.

*Liquidated and Ascertained Damages*, applicable to our subcontract, will be limited to 1% up to a maximum of 10 weeks. (In the unlikely event of any delay on our part) Also, we do not assume any responsibility for consequential loss of third parties, as a result of any delay on our part.

Should our practical completion be established in advance of the Main Contract, we will request acceptance on behalf of the Main Contractor or purchaser. All finishes to be left in perfect condition, or subject to any defects.

Our offer is submitted on a nett basis, exclusive of Vat and includes Main Contractors Discount.

*No money shall be deducted by way of retention.*

Our offer is subject to payment being made in full of work executed under the contract and no deductions being made by way of retention. A Contract Guarantee is offered in lieu of retention in accordance with the enclosed terms and conditions. A Guarantee Certificate will be provided at the time of placing an order.

I have crossed out and initialled these terms on your letter of intent. Please advise if our terms are acceptable and I will sign and return.

Once we have completed our works we can meet with the incumbent maintenance contractor, and hand over the lift to them.

Kind Regards

Ray

Ray Murray  
Repair Sales Consultant



**Registered Office:** Apex Lifts, ART's House, Banks Lane, Bexleyheath, Kent, DA6 7BH

**Telephone No:** [REDACTED]

**Fax No:** [REDACTED]

**Mobile No:** [REDACTED]

**Email:** [raym@apexlifts.com](mailto:raym@apexlifts.com)

**Website:** [www.apexlifts.com](http://www.apexlifts.com)



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**From:** Adam Marriott [<mailto:amarriott@rydon.co.uk>]

**Sent:** 12 February 2015 14:10

**To:** Ray Murray

**Cc:** Simon Lawrence; Simon O'Connor; Zak Maynard

**Subject:** Grenfell Tower - Lift Adaption Works (Letter of Intent)

Ray,

Further to our recent discussions, we attach our letter of intent for the Lift Adaption Works at Grenfell Tower and associated appendices.

Please sign and return your acceptance.



Regards,

Adam

Adam Marriott  
Surveyor

T  
D  
M

Rydon Maintenance Ltd

Rydon House, Station Road, Forest Row, East Sussex, RH18 5DW.

*Rydon*  
www.rydon.co.uk



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