

APPENDIX 2

2.1 PRICING SCHEDULE & OPERATIONAL ANNUAL BUDGET FOR FACTORING OF KINGSTON QUAY

2.2 PRICING SCHEDULE FOR SITE MOBILISATION OF KINGSTON QUAY

2.3 INITIAL CONTRACTOR QUOTATIONS – FOR ANNUAL OPERATIONAL COSTS

2.4 INITIAL CONTRACTOR QUOTATIONS – FOR MOBILISATION COSTS

2.5 DEBT RECOVERY

APPENDIX 2.1

PRICING SCHEDULE & OPERATIONAL ANNUAL BUDGET FOR FACTORING OF KINGSTON QUAY

MXM Property Solutions - APPENDIX 2.1 (Pricing Schedule/Budget Template) Factoring of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
1	Concierge Services									
1.1	Property Maintenance Manager	Not permantley based on site	Item	0	0.00	0.00	0.00	"Included" in 8.1		
1.2	Administrator	Central resource, not required on the site	Item	0	0.00	0.00	0.00	"Included" in 6.5		
1.3	Cleaners	See below under service contracts	Item	0	0.00	0.00	0.00	"Included" 2.1.1		
1.4	Security (SIA Level 2)	Week 9 to Week 52	Week	44	1,549.22	309.84	81,798.82	Includes Supervisor in Shift Schedule	Fixed	Controllable
1.5	Concierge Office Telephone Line	Including Broadband	Mths	12	25.00	5.00	360.00	Talk Talk Business & Broadband pack	Estimate	Controllable
2	Service Contracts									
2.1	Cleaning									
2.1.1	Common Block Cleaning (Weekly)	Month 3 to 12	Mth	10	5,884.00	1,176.80	70,608.00	Contractor Quote Provided	Fixed	Controllable
2.1.2	External Glass Entrances	3 monthly clean - Reach & Wash System & Access Equip	Item	3	2,040.00	408.00	7,344.00	Contractor Quote Provided	Estimate	Controllable
2.1.3	Internal wells to all blocks	3 monthly clean	Item	3	780.00	156.00	2,808.00	Contractor Quote Provided	Estimate	Controllable
2.1.4	Internal Glass of stairwells to all blocks	3 monthly clean	Item	3	375.00	75.00	1,350.00	Contractor Quote Provided	Estimate	Controllable
2.1.5	Cleaning of Garage	Refer to Contractor Quote provided	Item					"Included" 2.1.1		

MXM Property Solutions - APPENDIX 2.1 (Pricing Schedule/Budget Template) Factoring of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
2.1.6	Cleaning of Paving	Refer to Contractor Quote provided	Item					"Included" 2.1.1		
2.1.7	Cleaning of Marble	Refer to Contractor Quote provided	Item					"Included" 2.1.1		
2.1.8	Refuse Management	Daily movement of Waste Bins	Item					"Included" 2.1.1		
2.1.9	Pest Control - Service Visit & Inspection	Service Visits & Inspections	Item	8	80.00	16.00	768.00	Contractor Quote Provided	Fixed	Controllable
2.2	Lifts									
2.2.1	Passenger Lifts	Service Visit, Inspection & Test	Item	12	1,140.00	228.00	16,416.00	Contractor Quote Provided	Fixed	Controllable
2.2.2	Disabled Lifts	Service Visit, Inspection & Test	Item	6	180.00	36.00	1,296.00	Contractor Quote Provided	Fixed	Controllable
2.2.3	Telephone Lines	Emergency Use Only	Item	6	168.00	33.60	1,209.60	Based on Talk Talk Rates	Estimate	Uncontrollable
2.3	Fire Equipment									
2.3.1	Emergency Lighting Testing	Monthly Test	Item	12	0.00	0.00	0.00	"Included" in 1.4		Controllable
2.3.2	Emergency Lighting Testing	Annual 3 Hour Test	Item	1	0.00	0.00	0.00	"Included" in 1.4		Controllable
2.3.3	Dry Risers Inlets/Outlets	Annual Service Visit, Inspection & Test	Item	6	120.00	24.00	864.00	Legal Requirement Fire Regs	Estimate	Controllable
2.3.4	Smoke detectors	Service Visit, Inspection & Test	Item	0	0.00	0.00	0.00	"Included" in 2.3.5		Controllable
2.3.5	Smoke Control Equipment	Annual Service Visit, Inspection & Test	Item	1	336.00	67.20	403.20	Contractor Quote Provided	Fixed	Controllable

MXM Property Solutions - APPENDIX 2.1 (Pricing Schedule/Budget Template) Factoring of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
2.3.6	Fireman's Switches	Annual Service Visit, Inspection & Test	Item	6	30.00	6.00	216.00	Electrical Testing	Estimate	Controllable
2.3.7	Fire Doors and Closers	Weekly inspection, doors & closers.	Item	52	0.00	0.00	0.00	"Included" in 1.4		Controllable
2.3.8	Fire Doors and Closers	Annual service closers	Item	1	1,125.00	225.00	1,350.00	Still to be confirmed - access	Estimate	Controllable
2.4	Water Pumps									
2.4.1	Water Booster Pump Sets	Service Visit, Inspection & Test	Item	2	340.00	68.00	816.00	Contractor Quote Provided	Fixed	Controllable
2.4.2	Sewage Pumps	Two Yearly, Service Visit, Inspection & Test	Item	2	390.00	78.00	936.00	Contractor Quote Provided	Fixed	Controllable
2.5	Generators									
2.5.1	Maintenance	Annual Service Visit, Inspection & Test	Item	1	2,400.00	480.00	2,880.00	TBC - No access at time or information	Estimate	Uncontrollable
2.6	Garage Doors									
2.6.1	Roller Shutters Maintenance	Service Visit, Inspection & Test	Item	4	120.00	24.00	576.00	Contractor Quote Provided	Fixed	Controllable
2.6.2	Main Gate Maintenance	Service Visit, Inspection & Test	Item	4	120.00	24.00	576.00	TBC	Estimate	Controllable
2.7	CCTV & Door Entry System									
2.7.1	CCTV Maintenance	Annual Service Visit, Inspection & Test	Item	1	320.00	64.00	384.00	TBC - No access at time or information	Estimate	Controllable

MXM Property Solutions - APPENDIX 2.1 (Pricing Schedule/Budget Template) Factoring of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
2.7.2	Door Entry System Maint (Hardware & Software)	Annual Service Visit, Inspection & Test	Item	1	320.00	64.00	384.00	TBC - No access at time or information	Estimate	Controllable
2.8	Gymnasium Equipment									
2.8.1	Gym Equipment Maintenance	Service Visit, Inspection & Test	Item	1	240.00	48.00	288.00	TBC	Estimate	Controllable
2.9	Miscellaneous									
2.9.1	Health & Safety Inspections	Weekly mgmt inspection of building by MXM	Item	52	0.00	0.00	0.00	"Included" in 8.1	Fixed	Controllable
2.9.2	Garden/Landscaping Maintenance	14 Summer Service Visits & 5 Winter Service Visits	Item	12	327.75	65.55	4,719.60	Contractor Quote Provided	Fixed	Controllable
2.9.3	Play Area	Annual Inspection & Test	Item	1	250.00	50.00	300.00	Should remove and replace with seating	Estimate	Controllable
2.9.4	Refuse Truck Maintenance	Service Visit, Inspection & Test	Item	1	360.00	72.00	432.00	Existing unit requires repair	Estimate	Uncontrollable
2.9.5	Legionella Water Testing	Service Visit, Inspection & Test	Item	2	192.00	38.40	460.80	Contractor Quote Provided	Fixed	Uncontrollable
2.9.6	Lightning Protection System	Annual Inspection & Test	Item	1	250.00	50.00	300.00	Contractor Quote Provided	Fixed	Controllable
2.9.7	Man Safe - Fall Arrest System	Annual Inspection & Test	Item	1	440.00	88.00	528.00	No information available	Estimate	Controllable
3	Insurances									
3.1	Building Insurance	Annual Premium with current excess arrangements	Item	1	116,504.85	0.00	116,504.85	Based on tender information	Estimate	Controllable

MXM Property Solutions - APPENDIX 2.1 (Pricing Schedule/Budget Template) Factoring of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
3.2	Public Liability Insurance (Gardens, Play Area, Gym)		Item	1	0.00	0.00	0.00	Assumed to be included in above		
3.3	Lift Engineering Insurance	Legal requirement for Lifts	Item	1	4,846.19	0.00	4,846.19	Current costs provided	Estimate	Controllable
4	Utilities									
4.1	Communal Lighting Repairs	Electrician to visit site once a month to replace faulty lights	Item	12	120.00	24.00	1,728.00	Electrician once a month	Estimate	Uncontrollable
4.2	Lamp Changes	Daily and as required from site stock	Item	52	0.00	0.00	0.00	"Included" in 1.4		Controllable
4.3	Communal Landlord Electricity	We understand info available on appointment	Item	0	0.00	0.00	0.00	Scottish Power		Uncontrollable
4.4	Communal Water Charges	No information on this at present.	Item	1	0.00	0.00	0.00	Not required		
4.5	Refuse/Waste Collection	As required	Item	1	500.00	100.00	600.00	Allowance for any large bulk uplifts	Estimate	Uncontrollable
5	Consumables/Sundries									
5.1	Lamp / Light bulbs	Stock held onsite (Establish type of lamps required)	Item	1	2,800.00	560.00	3,360.00	No information available	Estimate	Uncontrollable
5.2	Plants							Included within Garden Maint		
6	Additional Costs									
6.1	Legal Costs	All legal costs for debtors will be charged to owners account	Item	0	0.00	0.00	0.00	Not required		

MXM Property Solutions - APPENDIX 2.1 (Pricing Schedule/Budget Template) Factoring of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
6.2	Factor Fee Collection		Item	0	0.00	0.00	0.00	"Included" in 6.5		
6.3	Contingencies		Item	0	0.00	0.00	0.00	Only required for major repairs		
6.4	General Decoration & Repairs		Item	0	0.00	0.00	0.00	"Included" in 6.6		
6.5	TLT Sales Ledger and Litigation Services	Weekly Service	Item	12	1,512.00	302.40	21,772.80	Integrated Service	Fixed	Controllable
6.6	IDS & Co Chartered Accountancy Services	Weekly Service	Item	12	662.00	132.40	9,532.80	Independent Service	Fixed	Controllable
6.7	Accounting Software Annual Licence	Daily Service/Weekly Back up Service	Item	1	260.00	52.00	312.00	Automated Credit Control/Invoicing	Fixed	Controllable
7	Bank Charges									
7.1	Bank Line Service	Monthly charge posted to bank account	Item	12	23.00	0.00	276.00	Requirement for Accountants	Fixed	Controllable
7.2	Itemised	Further breakdown will be available on owners website	Item	12	84.26	0.00	1,011.12	Based on charges for 157 pro-rata	Estimate	Uncontrollable
8	Management Fees									
8.1	Management Fee 3.1.2	Monthly charge for management services	Item	12	3,780.00	756.00	54,432.00	MXM Statement of Service 3.1.2	Fixed	Controllable
8.2	Additional Fees 3.1.5.1	Additional meetings	Hr	1	40.00	8.00		Outwith regular planned meetings		Uncontrollable
8.3	Additional Fees 3.1.5.2	Repair Schemes, Projects, incl improvements & betterment	Hr	1	40.00	8.00		Larger projects will be capped		Uncontrollable

MXM Property Solutions - APPENDIX 2.1 (Pricing Schedule/Budget Template) Factoring of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
8.4	Additional Fees 3.1.5.3	Dealing with Building Warranties/Claims, incl NHBC &	Hr	1	40.00	8.00		Larger projects will be capped		Uncontrollable
8.5	Additional Fees 3.1.5.3	Dealing with Building Claims, for Insurance	Hr	1	40.00	8.00		Larger projects will be capped		Uncontrollable
8.6	Additional Fees 3.1.5.4	Supplying paper copy invoices and statements	Item	1	4.00	0.80		Electronic via email no charge		Uncontrollable
8.7	Additional Fees 3.1.5.5	Unforeseen additional workload inherited dev issues	Hr	1	40.00	8.00		Larger projects will be capped		Uncontrollable
8.8	Additional Fees 3.1.5.6	Extraordinary items which generate workload in excess of our standard mgmt fee	Hr	1	40.00	8.00				Uncontrollable
8.9	Late Payment Fee 3.1.4	Charged to each individual owners account only	Item		12.00	2.40		Pay within stated time no charge	Fixed	Controllable
8.10	Postal Charges	Charged to each owner requesting paper invoices	Item		2.00	0.40		Electronic via email no charge	Fixed	Controllable
8.11	Apportionment Fee 3.1.3	Charge for property sale and dealing with Solicitors	Item		40.00	8.00		Prepare final account	Fixed	Controllable
	Total Annual Budget						414,747.78			

Note1. The Proposer should add in any additional costs that they feel is necessary to ensure a fully comprehensive budget can be identified.

Note 2. Any additional line items added to the above costs by the Proposer should be highlighted in red for ease of identification.

Note 3. If costs of any of the items listed above are included in another line item, the cell should be marked "included" and this should be stated in the comments column with details of where it is included.

APPENDIX 2.2

PRICING SCHEDULE FOR SITE MOBILISATION OF KINGSTON QUAY

MXM Property Solutions - APPENDIX 2.2 (Pricing Schedule/Site Mobilisation) of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
1	Concierge Services									
1.4	Security (SIA Level 2)	Mobilisation Period 8 Weeks - 2 Man team 24/7.	Week	8	3,427.06	685.41	32,899.78	Essential for the success of project	Fixed	Controllable
2	Service Contracts									
2.1	Cleaning									
2.1.1	Common Block Cleaning (Weekly)	Mobilisation Period - Essential for the success of project	Mth	2	10,538.00	2,107.60	25,291.20	Contractor Quote Provided	Fixed	Controllable
2.1.2	Common & Block Window Cleaning	Mobilisation Period - Initial Clean to bring back standard	Item	1	4,300.00	860.00	5,160.00	Contractor Quote Provided	Estimate	Uncontrollable
2.1.9	Pest Control - Boxes 40 and initial setup	Mobilisation Period	Item	1	1,280.00	256.00	1,536.00	Contractor Quote Provided	Fixed	Controllable
2.3	Fire Equipment									
2.3.8	Fire Doors and Closers	Initial Repairs within mobilisation period 3 weeks	Week	3	1,000.00	200.00	3,600.00	Joinery Contractor	Estimate	Uncontrollable
2.3.9	Fire Risk Assessment	Initial detailed assessment and annual review thereafter.	Item	1	2,400.00	480.00	2,880.00	Legal Requirement to meet Fire Regs	Estimate	Controllable
2.6	Garage Doors									
2.6.1	Roller Shutters Maintenance	Repair required to main car park entrance	Item	1	1,098.00	219.60	1,317.60	Contractor Quote Provided	Fixed	Controllable

MXM Property Solutions - APPENDIX 2.2 (Pricing Schedule/Site Mobilisation) of Kingston Quay (Proposal Ref: KQ2014-02)

Ref	Description	Frequency & Requirement	Unit	Qty	Rate	VAT	Annual Cost (£) Inclusive of VAT	Comments	Fixed/ Estimate	Controllable/ Uncontrollable
2.7	CCTV & Door Entry System									
2.7.1	CCTV Testing and Inspection	Mobilisation period establish faults on system	Days	5	300.00	60.00	1,800.00	To lock down building	Estimate	Uncontrollable
2.7.2	Door Entry System Inspect & Test	Mobilisation period establish faults on system	Days	5	300.00	60.00	1,800.00	To lock down building	Estimate	Uncontrollable
2.9	Miscellaneous									
2.9.2	Garden/Landscaping Maintenance	Mobilisation tidy up	Item	1	3,375.00	675.00	4,050.00	Contractor Quote Provided	Fixed	Controllable
2.9.4	Refuse Truck Maintenance	Mobilisation - Inspection, Test & Repair	Item	1	360.00	72.00	432.00	Existing unit requires repair	Estimate	Uncontrollable
2.9.5	Water Risk Assessment	Initial detailed site assessment & annual review.	Item	1	850.00	170.00	1,020.00	TBC, once site visit and access available	Estimate	Uncontrollable
2.9.8	Condition Survey to each block	Independent Chartered Surveyor	Item	6	1,550.00	310.00	11,160.00	To establish what work is required	Estimate	Uncontrollable
3	Insurance									
3.4	Re-instatement valuation	Required for each block, build cost £32m, now at £48.3m	Item	6	750.00	150.00	5,400.00	Responsibility of Owners	Estimate	Uncontrollable
4	Utilities									
4.3	Electrical Testing - Communal DB's	Building now ten years plus, testing now required	Item	1	3,500.00	700.00	4,200.00	Legislative Requirements	Estimate	Uncontrollable
	Total Cost Estimate for the Mobilisation						102,546.58			

Note 2. Any additional line items added to the above costs by the Proposer should be highlighted in red for ease of identification.

APPENDIX 2.3

INITIAL CONTRACTOR QUOTATIONS – FOR ANNUAL OPERATIONAL COSTS

1.0 CONCIERGE SERVICES

2.1 CLEANING

2.2 LIFTS

2.3 FIRE EQUIPMENT

2.4 WATER PUMPS

2.6 GARAGE DOORS

2.9 MISCELLANEOUS

1. CONCIERGE SERVICES

1.4 SECURITY



Palmaris



Security Proposal
for
Mark Allan
MXM PS
@
Kingston Quay

Palmaris Security
1 Northburn Road
Northburn Industrial Estate
Coatbridge, ML5 2HY

**Proposal submitted by Palmaris Security for the provision of Manned Security
Cover, Key Holding & Response, Mobile Patrols**



Palmaris Representative

Douglas Black

Security Area Manager

Contact Details

PALMARIS SERVICES LIMITED
1 Northburn Road
Northburn Industrial Estate
Coatbridge, ML5 2HY

TEL: 01236 438040
FAX: 01236 438045
MOBILE: 07956 614375

EMAIL: DOUGLAS.BLACK@PALMARIS-SERVICES.COM

The Site

Kingston quay

Wallace Street

Glasgow

REFERENCE

PSS/040614/DB/01

Signed:

Douglas Black

Date:

Wednesday, 04 June 2014



PRICING MATRIX

After full consideration of your requirements for their premises, we have detailed below our cost matrix for Security provision at the premises:

PALMARIS SECURITY

For: Mark Allan
MXM PS

Reference:
Date:

PSS
040614/DB/01
June 4, 2014

For the initial 8 week set up period we would recommend 2 SIA Licenced officers on shift. See below the cost matrix:

TOTAL WEEKLY COST	£3,427.06	100.00%	£10.20	£178,207.36
TOTAL ANNUAL COST	£178,207.36		MONTHLY INVOICE	
WEEKLY HOURS	336.00			
HOURLY RATE	£10.20		£14,850.61	



To: Mark Reference: PSS/040614/DB/01
 Allan Date: June 4, 2014
 MXM PS

ACCEPTANCE

Please forward a Purchase Order or complete this form ticking the required items and return it to our office at the address below.

8 week set up (336 hours per week) £ 27416.60

On going security provisions 180hours per week £ 1963.80 PW

I/We accept your quotation subject to the terms and conditions attached.

Signed Date

Name Position

Company Name

Company Address

For Invoice Address (if different)

PLEASE NOTE: The acceptance must be signed by a Director, Company Secretary or other authorised person in the case of a limited company. A Partner or Proprietor in every other case or by the owner of the property into which the system is to be installed or the lease holder or the official tenant in the case of a domestic installation, all prices quoted are exclusive of VAT and all (8) bank / public holidays are charged at twice the quoted rate.

2.1 CLEANING

2.1.1 COMMON BLOCK CLEANING

2.1.2 EXTERNAL GLASS CLEANING

2.1.3 INTERNAL WELL TO ALL BLOCKS

2.1.4 INTERNAL GLASS CLEANING

2.1.9 PEST CONTROL SERVICES



MXM Property Solutions Ltd
Baltic Chambers, Suite 544-545
GLASGOW
G2 6HJ

06 June 2014

Your Ref: FAO Mark Allan

Dear Sirs,

Quotation – Provision of On-Site Reactive Cleaning Team at the Kingston Quay Development, Glasgow

Further to our discussions regarding the need for a concentrated programme of cleaning at the above development over an estimated 2 month period to bring the development up to a good standard and also the provision of full time on-site cleaners thereafter we outline our initial proposal below:

Provision of 4 full time on-site personnel to carry out regular cleaning tasks throughout development.

4 personnel to include one site supervisor / manager

Hours covered Mon-Fri, 9am-5pm (35 hour weeks)

Staff fully insured and trained

Staff uniformed

Project overseen and managed by senior management staff.

Areas covered by cleaning include all communal areas such as foyers, halls, landings, stairs lifts, internal windows, car parks, garage and paved entrances.

Majority of areas to be cleaned on a minimum of a weekly basis however as cleaning is to be reactive cleaning can be done as often as required. The site shall be continually monitored by cleaning staff.

Tasks to include (but not limited to):

regular every day cleaning tasks normally associated with the above areas, required to maintain acceptable level of cleanliness

rotation of bins,

arranging the uplift of refuse/waste or discarded bulk items,

Initial cleans to be carried out where required (e.g. garage)

Tenement Steps Ltd
Unit 403
103 Byres Rd
G11 5HW

Tel: 0845 009 3117
Fax: 0870 116 0907
mail@tenementsteps.co.uk
www.tenementsteps.co.uk

All cleaning materials, chemicals and equipment provided. (excludes the provision of additional specialist equipment such as ride on sweepers and machinery)

During the first 2 month period schedules, task sheets, risk reports and recommendations prepared to allow the continuation of a cleaning programme thereafter.

Initial 2 Months 4 On-Site Cleaning Operatives

Cost per calendar month: **£10,538.00**

(equates to £6.54 per resident per week, based on 372 residents)

Thereafter 2 On-Site Cleaning Operatives

Cost per calendar month: **£5884.00**

(equates to £3.65 per resident per week, based on 372 residents)

All quoted prices are exclusive of VAT.

Full public and employers liability insurance is in place, details of which can be provided upon request. Should you require any additional information or clarification on the quotation above please do not hesitate to contact our office.

We look forward to hearing from you in due course.

Yours sincerely,

Mr. Martin Waters
Manager

Kingston Quay - Window Cleaning

Kevin Quin <kquin1@btinternet.com>

Fri 06/06/2014 17:38

To:MXM Property Solutions <mark@mxmpropertysolutions.co.uk>;

Mark

Again many thanks for the opportunity to quote for this, so here goes :

Specification:

External Glass Entrances:

To wash all external glass by means of access equipment, to wash glass by means of reach & wash system.

Total cost for development : £2,040.00 {£340 per unit, this is allowing £500 for access & permit}

Internal wells to block's A - F £130 per unit Total £780.00 + Vat

Internal Glass on stairwells blocks A-F £62.50 per block Total £375.00

Total Cost £3,195.00 + Vat

These prices don't take into consideration the condition they are in, I would suggest an initial clean ??????

Ball park figure for this would be in the region of £4,300.00 + Vat advantage being they would see an immediate improvement, where as doing it with a regular 3 month clean will take time to make an impression.

Have a great holiday

Kind regards

Kevin

Kevin Quin

Managing Director

www.qcs-windowcleaning.com

kquin1@btinternet.com

07970114713



QUALITY MEETS COMMITMENT AND SATISFACTION



2.2 LIFTS

2.2.1 PASSENGER LIFTS

2.2.2 DISABLED LIFTS



Our Ref: SC14066

4th June 2014

Mr Mark Allan
Managing Director
MXM Property Solutions
Baltic Chambers Suite G2
50 Wellington Street
Glasgow
G2 6HJ

Dear Mark,

**Kingstin Quay, 220 & 240 Wallace Street, Glasgow
Passenger Lifts & Platform Lifts Maintenance Contract**

We thank you for your valued enquiry and now have pleasure in submitting our Lift Maintenance Contract proposal for your consideration with regards to the above development.

As an independent company, with over 25 years experience, we can offer bespoke maintenance solutions to meet your needs through a reliable personnel service, delivered by a strong team of fully trained engineers. This ensures our confidence in being able to offer you complete satisfaction and a cost effective solution to your lift maintenance needs.

We are a dedicated lift maintenance company who ensure that each lift installation is adequately maintained with a sound policy for maintenance in combination with the appropriate arrangements for programmed preventive and corrective maintenance.

Our dedicated lift management software system allows us to ensure compliance with our customers KPIs for both routine inspection and callouts and together with our internal/external quality procedures for site monitoring and assessments ensures that we not only meet our clients KPIs but surpass their expectations.

Passenger Lifts:

- **Comprehensive Lift Maintenance Agreement:
Electric Traction Passenger Lifts (MRLs)
£1140.00 per lift excluding VAT – 6 maintenance visits per annum**

Hart Lifts shall visit your site, inspect and maintain the lifts at regular intervals, as designated (6 maintenance visits per annum).

Carry out the complete maintenance including inspection, adjustments, repair and, if conditions warrant, replacement of parts to keep the plant in satisfactory working order as per terms of contract.

**ELEVATED
LIFT ^ MAINTENANCE**

Hart Lifts Limited
Unit 2, Huntershill Way
Bishopbriggs
Glasgow G64 1XP
t: 0141 772 9797 fax: 0141 762 4447
e: enquiries@hartlifts.co.uk
www: hartlifts.co.uk

Registered in Scotland No 220678

Upon notice from the customer of a breakdown or failure in the plant, attend site to restore the plant to a satisfactory state.

Hart Lifts shall undertake to provide a 24 hour emergency call-out service inclusive of weekends and bank holidays.

Your lift shall be adequately maintained to ensure reliable and safe operation. Preventive Maintenance also reduces the number of calls by anticipating faults and correcting them before they occur.

- **Exclusions:**

Any work or replacement, repairing or finishing whatsoever of car enclosures, shaft enclosure complete, landing doors, door frames, sills, drive unit, suspension ropes, or main wiring or anything caused by interruption to or variation in the incoming power supply as per terms of contract.

Platform Lifts:

- **Basic Lift Maintenance Agreement:
Electric Platform Lifts
£180.00 per lift Excluding VAT – Four maintenance visits per annum**

Hart Lifts shall visit your site, inspect and maintain the lift at regular intervals, as designated

Your lifts shall be adequately maintained to ensure reliable and safe operation. Preventive Maintenance also reduces the number of calls by anticipating faults and correcting them before they occur.

The basic maintenance contract shall be inclusive of all regularly used consumables i.e. grease, lubrication oil, alarm batteries and indicator lamps and shall include all necessary adjustments and tuning of limit switches, control gear and safety devices.

Hart Lifts shall undertake to provide a 24 hour emergency call-out service. Hart Lifts shall provide a fully detailed report following a call-out. The report shall detail all hours, components and spares necessary to rectify the fault. The report should also detail any recommendation for modification of the lift system, if felt necessary, to prevent occurrence of the same or similar faults. This facility will be charged at our current rate to the customer.

We confirm at present our call-out charge is £134.00 which includes all travelling time and first hour on site. Additional time on site is charge half hourly (£42.00 per hour).

Calls out-with normal working hours (including bank holidays) is £178.00 which includes all travelling time and first hour on site. Additional time on site is charge half hourly (£56.00 per hour). Please note all prices are exclusive of VAT

- **Hart Lifts Responsibilities under BSEN 13015:2001 (Maintenance for Lifts & Escalators)**

BS EN 13015: 2001 (Maintenance for Lifts and Escalators) endeavours to ensure the safety and reliability of a lift installation and outlines the responsibilities relating to the lift owner and the lift maintenance organisation.

To fulfil the requirements of EN13015:2001, Hart Lifts are BS EN ISO 9001:2000 accredited and members of the Lift & Escalator Industry Association (LEIA).

Our staff are suitably trained (NVQ level 3 & 4), qualified by knowledge and practical experience and are provided with necessary instructions and supported within our organisation to enable the required maintenance operations to be safely carried out, and all in accordance with BS EN 13015:2001 Maintenance for lifts and escalators and BS7255:2001 Safe working on lifts.

Hart Lifts are pleased to confirm its commitment and compliance with BS EN 13015 and in particular the criteria specified for the maintenance company credentials.

Hart Lifts – Maintenance Qualifications as required by BS EN 13015: 2001

- **Members of the Lift & Escalator Industry Association (LEIA)**
- **BE EN ISO 9001: 2000 accredited by NQA**
- **All engineers competent and registered with CSCS and LEIA**
- **24 hour emergency facility**
- **Computerised report on in-service lift history**
- **Accredited and certified with SAFEcontractor to confirm compliance with all Environmental and Health & Safety requirements**
- **Undertake risk assessment and site safety surveys for any maintenance operation**
- **Adequate insurance cover**

We trust this meets with your requirements but should you require further information or clarification, please do not hesitate to contact us.

Yours sincerely
For Hart Lifts

Damian Dolan

Damian Dolan
Operations Director

2.3 FIRE EQUIPMENT

2.3.5 SMOKE CONTROL EQUIPMENT



To Mark Allan
Co. MXM Property Solutions Ltd

KILPATRICK BLANE SERVICES

WINDOW CONTROL SPECIALISTS

Fax No. Email

From Andrew MacCorquodale
Tel // Fax 01475 529640 // 522846
Email andrew@smoke-venting.co.uk

P O BOX 19548 // INVERKIP // GREENOCK // PA16 0WT

Tel > 01475 529 640 // **Fax** > 01475 522 846
Email > info@smoke-venting.co.uk
Web > www.smoke-venting.co.uk

Date 04 // June // 2014
Time 09.23

Service quote – 22648 – 240 Wallace Street

It is our pleasure to offer you comprehensive service contract proposal for the smoke control window equipment at the above site. When undertaking a service our team of experienced service engineers ensures that the installation is mechanically safe and complies with all relevant safety standards thus eliminating any problems if an emergency occurred.

The Equipment that we originally installed and we are quoting to service for, is as follows:

1 x 8/1 Control Panel
6 x 4/1 Control Panel
7 x Reset Switches
16 x Chain Drives
7 x Smoke Detectors

To attend site twice per annum (as per manufacturers recommendations) and carry out a full service on all listed equipment and ensure safe operation - For the sum of - **£168 + Vat per visit (£336 per annum). Standard call out charge £95.** Invoiced in arrears following each visit. Visit times – See page 3 and fill in.

PLEASE NOTE – THIS PRICE WILL REDUCE IF TIED IN WITH ANOTHER SITE.

Our quotation is valid for 30 days. We trust this meets your approval however should you have any queries, please do not hesitate to contact myself. We do also offer service contracts which can be set up for any building under your control to service the window controls. Again please contact our office if this is of interest to you.

Best regards

Andrew MacCorquodale

Service Coordinator
Kilpatrick Blane Services Ltd

Service quote – 22648 – 240 Wallace Street

Based on two routine inspections per year, service comprises of:-

- Inspection of any equipment for satisfactory electrical and mechanical function
- Inspection of all components for outer damage and dirt accumulation
- Testing of equipment for smooth operation through the full power open and close cycle
- Lubrication of moving parts – if necessary
- Checking the power and emergency power supply
- Inspection and testing of smoke detectors in communal areas
- Functional testing of connected system components
- Service Report issued upon completion of inspection
- Office based technical support

Services included within contract:

- Co-ordination of maintenance intervals and relevant paperwork
- Copy maintenance reports detailing works carried out

Services at extra charge:

- All exchange and replacement material required for regular maintenance will be charged as an extra over cost, in accordance with the quote which will be made available on request.
- Call outs for emergencies (including vandalism)

Building Owner/Management Company Responsibilities:

- Provide unrestricted access for the equipment including provision of keys – If our engineers cannot gain access, a standard abortive visit charge will be incurred equivalent to the callout fee.
- In case of heights above 3 metres, certified access equipment will be supplied by building owner/management.

Exclusions:

- Call-outs requested for minor adjustment to equipment only.
- Faults caused by misuse or abuse of equipment.
- Parts damaged by fire/water damage.
- Parts worn or damaged due to adverse environmental conditions.
- Faults or adjustments required due to work performed by unauthorised third parties.

WORKING HOURS

Our offer is based on works during normal working hours, should this not be feasible then we would be pleased to advise additional costs.

ARRANGEMENT DETAILS

We will contact the person designated, to arrange a convenient time for a visit. We endeavour to offer as much notice as possible.

ACCESS TO EQUIPMENT

Please note that all equipment must be accessible to our engineer in order to carry out any works required. If there are ceiling panels/architrave etc. fitted around the equipment which prevents access, these must be removed by others prior to our site visit.

SERVICABLE ITEMS

Unless specifically itemised, works will only be carried out on KBS window control units, activation and safety devices.

REMEDIAL WORKS

We do not include for remedial works to windows, doors, ironmongery or other associated components unless specifically requested.

ADDITIONAL WORKS/LABOUR

If further materials/labour are required as a result of the inspection and this cost exceeds £75.00 nett, we will contact you for permission to proceed. All additional costs are to be met by the client.

Service quote – 22648 – 240 Wallace Street

I agree to the Maintenance contract to be taken out on the above site address. I am authorised to give you the following Order Number to ensure payment for this service.

This contract may be terminated by either party giving one months notice in writing. Any pro-forma payments made for visits not yet undertaken will be refunded.

CONTRACT VALUE: _____

PURCHASE ORDER NUMBER: _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

PREFERRED MONTH OF VISIT 1: _____

PREFERRED MONTH OF VISIT 2: _____

CONTACT (to arrange visits): _____

TELEPHONE NUMBER: _____

ACCESS TIMES: _____

ANY OTHER RELEVANT INFO:

Please note that your Maintenance Contract will not begin until this section has been fully completed and returned to our office along with your Purchase Order.

2.4 WATER PUMPS

2.4.1 WATER PUMP SETS

2.4.2 SEWAGE PUMPS

RITCHIE, MACKENZIE & Co. Ltd.

BROOMHILL INDUSTRIAL ESTATE,
KIRKINTILLOCH, GLASGOW, G66 1TQ
TEL: 0141-776 6274 FAX: 0141-776 0285
E-mail: sales@ritmac.co.uk - Website: www.ritmac.co.uk



QUOTATION

PUMP ENGINEERS - SALES - MANUFACTURE - INSTALLATION - SERVICE - SPARES - WATER FEATURE SPECIALIST

<h3>SERVICE CONTRACT</h3>	
Client: MXM Property Solutions Baltic Chambers Suite 544 - 545, 50 Wellington Street Glasgow G2 6HJ	Invoice Details: As Opposite
TEL : 0845 263 8135	Our Ref: 14/18049/NH
FAX :	
Location :	Kingston Quay Wallace Street Glasgow G5 8AS
Contact :	Mark Allan
Equipment :	6 off Grundfos 3 Pump Booster Sets
Service Intervals :	2 x per year recommended
Cost Per Visit :	£340.00 (Fixed for 3 years)
Start Date :	TBA by customer
Duration of Contract :	3 Years
<p>Our offer is submitted on a service basis only and excludes any repair/remedial work. Should this type of work be necessary we would submit an estimate giving rectification costs and time scales. No remedial work would be carried out without your official instructions to proceed. However, in line with our normal practice any minor repairs that can easily be carried out when we are on site will be attended to. Either party may terminate this Contract by giving 3 months prior notice.</p>	
Comments: Payment terms will be Nett CMA.	
Service Details: M&E Checks as per our Service Checklist Form 11/8	

Agreement Signed on Behalf of Client:		Agreement Signed on behalf of Ritmac	
Name:		Name:	Paul Mitchell
Position:		Position:	Sales Director
Signature:		Signature:	 pp
Date:		Date:	04/06/14

VALIDITY

Price quoted is fixed for the delivery period and is open for acceptance for a period of 30 days.

VAT

The foregoing price excludes VAT, which will be charged extra at the standard rate.

TERMS

Our standard conditions of sale would apply, terms of payment being nett cash 30 days from end of month in which invoice is issued.

We trust we have correctly interpreted your requirements and look forward to receiving your further instructions in due course.

For Ritchie MacKenzie & Co. Ltd



Mrs Nicola Hunter
Service Manager



RITCHIE, MACKENZIE & Co. Ltd.

BROOMHILL INDUSTRIAL ESTATE,
KIRKINTILLOCH, GLASGOW, G66 1TQ
TEL: 0141-776 6274 FAX: 0141-776 0285
E-mail: sales@ritmac.co.uk - Website: www.ritmac.co.uk



QUOTATION

PUMP ENGINEERS - SALES - MANUFACTURE - INSTALLATION - SERVICE - SPARES - WATER FEATURE SPECIALIST

<h3>SERVICE CONTRACT</h3>	
Client: MXM Property Solutions Baltic Chambers Suite 544 - 545, 50 Wellington Street Glasgow G2 6HJ	Invoice Details: As Opposite
TEL : 0845 263 8135	Our Ref: 14/18051/NH
FAX :	
Location :	Kingston Quay Wallace Street Glasgow G2 6HJ
Contact :	Mark Allan
Equipment :	2 Pump Sewage System
Service Intervals :	2 x per year recommended
Cost Per Visit :	£390.00 (Fixed for 3 years)
Start Date :	TBA by customer
Duration of Contract :	3 Years
<p>Our offer is submitted on a service basis only and excludes any repair/remedial work. Should this type of work be necessary we would submit an estimate giving rectification costs and time scales. No remedial work would be carried out without your official instructions to proceed. However, in line with our normal practice any minor repairs that can easily be carried out when we are on site will be attended to. Either party may terminate this Contract by giving 3 months prior notice.</p>	
Comments: Payment terms will be Nett CMA.	
Service Details: M&E Checks as per our Service Checklist Form 11/8	

Agreement Signed on Behalf of Client:		Agreement Signed on behalf of Ritmac	
Name:		Name:	Paul Mitchell
Position:		Position:	Sales Director
Signature:		Signature:	 pp
Date:		Date:	04/06/14

VALIDITY

Price quoted is fixed for the delivery period and is open for acceptance for a period of 30 days.

VAT

The foregoing price excludes VAT, which will be charged extra at the standard rate.

TERMS

Our standard conditions of sale would apply, terms of payment being nett cash 30 days from end of month in which invoice is issued.

We trust we have correctly interpreted your requirements and look forward to receiving your further instructions in due course.

For Ritchie MacKenzie & Co. Ltd



Mrs Nicola Hunter
Service Manager



2.6 GARAGE DOORS

2.6.1 ROLLER SHUTTER MAINTENANCE



• SERVICE DIVISION •

Unit 12, Teal Court, Strathclyde Business Park, Bellshill, SCOTLAND ML4 3NN

Tel: 01698 748292 Fax: 01698 746536

E-mail: BGSScotland2@boltongate.co.uk

Web Site: www.boltongateservices.com

QUOTATION

YOUR REF NO MARK ALLAN				QUOTE DATE 04/06/2014		SCHEDULED DELIVERY DATE 04/06/2014		OUR REF NO QUO010315			
CUSTOMER MXM PROPERTY SOLUTIONS LTD BALTIC CHAMBERS SUITE G2 50 WELLINGTON STREET GLASGOW G2 6HJ						DELIVER TO 240 WALLACE STREET GLASGOW G5 8AL					
						MXM104					
DESCRIPTION						QTY		UNIT PRICE		TOTAL	
<p>Dear Mark,</p> <p>Subject to our surveyor's site visit, we have pleasure in quoting for maintenance contract work as follows,</p> <p>MAINTENANCE CONTRACT TO ROLLER SHUTTER DOORS: Maintenance Contract to the following product based on 4 No visits per annum:</p> <p>3No X ELECTRIC OPERATED ROLLER SHUTTER @ CAR PARK WALLACE STREET/MORRISON STREET</p> <p>FOR THE SUM PER SINGLE VISIT £ 120.00 (EX VAT) RECOMMEND 4 No VISITS PER ANNUM £ 480.00 (EX VAT)</p> <p>ALL MAINTENANCE AND INSPECTION VISITS CARRIED OUT TO CURRENT HEALTH AND SAFETY REGULATIONS, AND GUIDELINES. MOBILE SCAFFOLDING TOWER, CERTIFICATION AND PROTECTIVE BARRIERS TO BE PROVIDED BY BOLTON GATE AS STANDARD.</p> <p>Yours, <i>DSG</i> Davie Stephens Sales Executive (Scotland)</p>						4.00		120.00		480.00	
								TOTAL PRICE		480.00	

TOTAL PRICE 480.00

ALL PRICES ARE SUBJECT TO VAT



2.9 MISCELLANEOUS

2.9.2 GARDEN/LANDSCAPING MAINTENANCE

2.9.5 LEGIONELLA WATER TESTING

2.9.6 LIGHTNING PROTECTION SYSTEM



Exterior Grounds Maintenance Proposal

for

MXM Property Solutions Ltd

at

Kingston Quay
Wallace Street
Glasgow
G5 8AE

Prepared for: Mark Allan
Prepared by: Andrea Nolan
Proposal No: Q-04927-YD0Z
Date: 06/06/2014 16:34



EXTERIOR MAINTENANCE COSTINGS



Summer Maintenance Summary

Approximate Number of Visits to Achieve Proposed Specification: **14**







Winter Maintenance Summary

Approximate Number of Visits to Achieve Proposed Specification: **5**

Total Maintenance Cost per Annum: £3,933.00

The above costs are based on our Exterior Maintenance Specification below.

Terms and Conditions

-  Please note costs valid for 90 days thereafter may be subject to change;
-  Contract period one year;
-  All costs would be invoiced monthly in advance;
-  **All costs are excluding VAT.**



EXTERIOR GROUNDS MAINTENANCE SPECIFICATION

Specification		Summer Visits	Winter Visits
Grass	Cut & Mulch		
	Cut & Collect	✓	
	Re-define Lawn Edges		
	Rough Cut Areas		
	Litter Pick	✓	✓
	Leaf Collection		✓
	Fertiliser		
	Selective Weedkill		
	Scarify		
	Aerate		
	Lawn Sand		
Trees & Shrubs	Beds - Weed & Cultivate	✓	✓
	Prune	✓	✓
	Litter Pick	✓	✓
	Leaf Collection		✓
	Prune Hedgerows	✓	✓
	Trees – Light Maintenance	✓	✓
	Fertiliser		
Additional Items	Window Boxes		
	Hanging Baskets		
	Planted Containers		
Weed Control	Soft Landscaped Areas	✓	✓
	Hard Landscaped Areas	✓	✓
	Moss Treatment (Chemical treat only)	As required	
Hard Standing	Litter Collection	✓	✓
	Leaves Clearance		✓
	Manual Brush	✓	✓
	Mechanical Brush		
	Gully Clearance		
	Aqua Channels		
	Sharps Collection		
	Sport Pitch Maintenance		



EXTERIOR SERVICE SPECIFICATION

Summer Maintenance Period: April to October inclusive

Winter Maintenance Period: November to March inclusive

The sites will be attended throughout a 12 month period by uniformed staff.

A record of all maintenance visits will be provided for each visit to the client with a signed acknowledgement of attendance. This will be recorded in our service book which will be provided and will remain on site.

Our Exterior Manager / Supervisor will carry out regular quality audit visits and advise of any improvements and provide costs if required. Reports will also be submitted at this time with any findings whilst on site. These audit visits can be made more frequent at the client's discretion.

GENERIC EXTERIOR SPECIFICATION (Subject to Change per Individual Site)	
GRASS CUTTING	
General grounds	Grass cutting machines will be appropriate for the size of area being cut and the standard of finish specified. Grass areas will be cut between April to October as required. In general a maximum growth of 75mm and a minimum cut of 25mm are to be maintained. Depending on weather conditions additional cuts may be required. A smooth even surface whether on a gradient or the flat should be maintained. Surface debris which may include leaves and small twigs will be removed during this process. Where specified all arisings would be collected or mulched depending on our recommendations or client specification and where appropriate taken off site and taken to our Green Recycling facility Grass cutting may cease during periods when the ground conditions are too wet to prevent any damage occurring. Operations will recommence as conditions permit.
Strimming/Edging	Strimming will be carried out to lawn edges and grassed area if not accessible e.g. around obstacles such as walls, fences, trees and lighting columns etc.
Bulbs in Grass	In grassed areas where naturalised bulbs have been established, grass cutting operations will not commence until a minimum period of six weeks and not more than eight weeks after the completion of flowering, this is to allow nutrients within the stems to return to the bulb for next seasons growth. The area shall then be maintained to the standard consistent with the surrounding area.
WEED CONTROL	
Planted areas	Weeds will be controlled in planted area by a combination of both mechanical and herbicide treatment to limit weed growth this will be applied in strict accordance with the manufacturer's instructions. Where appropriate hand cultivation will also be carried out. Invasive weeds that are deemed as reportable eg. Japanese Knotweed, Himalayan Balsam and Giant Hogweed dependant on severity would be charged at additional costs.
Paths & Car Park Area	These areas are to be kept weed free with the use of systemic herbicides and additional application of contact herbicides as required this will be applied in strict accordance with the manufacturer's instructions. This work will be carried out by fully certified operatives and all will be supplied with the necessary equipment to carry out the work within the normal guidelines.
Moss killing	Hard standing areas only. Moss will be treated using appropriate herbicide and applied in strict accordance with the manufacturer's instructions. Removal by hand could be done at an additional cost if you require.





EXTERIOR SERVICE SPECIFICATION (continued)

TREES & SHRUBS	
Shrub areas	All shrubs and bushes throughout the site, especially those bordering boundaries, paths, public pedestrian areas, entrances, car parking bays, and low level amenity bollard lights, will be pruned back to provide clear and unobstructed access and vision. This will also assist in maintaining the correct shape, regulate growth, and ensure the removal of dead or diseased wood and so improve their quality.
Feeding	An application of an approved fertiliser will be applied at a ratio of 35g / per square metre once per annum to shrub, ground cover and hedge lines in transverse directions in accordance with manufacturer's instructions and in suitable weather conditions.
Tree maintenance	All saplings/semi-mature trees are to be inspected regularly, removing growth from around the base of trunks as necessary. Tree ties are to be loosened periodically and unnecessary, broken or inadequate tree stakes removed. All self set saplings in borders and shrub beds will be removed when they become obvious. Work to trees above the height of 3m, or work that cannot be reached by extending pruning equipment, could be carried out at an additional cost if you request. There would also be a yearly spring application of slow release fertiliser to be applied to all tree planters. Thereafter any additional application will only be applied to any area specifically requested or identified to be showing signs of deficiency or newly planted areas. These visits will be at an additional cost if requested.
Hedge cutting	All shrubs and bushes forming hedging throughout ,especially those on boundaries and bordering paths, public pedestrianised areas and car parking bays, will be trimmed back to a manageable and acceptable height. Hedges are to be maintained to ensure that they do not cause an obstruction or nuisance by encroaching on to pedestrian or vehicular routes.
HARD STANDING	
Leaf clearance	In all ornamental areas, car parks and paths during regular maintenance visits during the winter months where there is an accumulation and taken off site and taken to our Green Recycling facility
Litter collection	Litter would be collected from all ornamental areas during regular maintenance visits and disposed off site to appropriate licensed waste facility. Excessive litter/fly-tipping would be charged at an additional cost. NB – This service does not include Cigarette Waste or Hazardous Waste (e.g. Fecal matter, body fluids, animal carcasses, chemical / unknown substances or needles/sharps). We will notify you of any issues relating to any of these and it may result in suspension of our service until areas / hazards are cleared by others.
Manual Sweeping	All pathways and car parks are to be kept clear of horticultural debris.
Mechanical Sweeping	Deep brush of all accessible hard standing for lorry mounted sweeper. All arisings would be removed from site and disposed at a licensed waste facility.
Gully Cleaning	Gully's would be cleaned once per annum, when instructed, to ensure no excessive silt build up occurs resulting in blockage. Extra visits could be carried out if requested at an additional cost.

GENERAL

All herbicide applications will be carried out in accordance with current legislation, the COSHH assessment and the manufacturer's instructions.



EXTERIOR MAINTENANCE AGREEMENT

Customer Details

MXM Property Solutions Ltd
Baltic Chambers
50 Wellington Street
Glasgow, G2 6HJ

Customer Purchase Order No.

Site Address (if different):

Kingston Quay
Wallace Street,
Glasgow G5 8AE

Invoice Address (if different):

MXM Property Solutions Ltd,

Contract Start Date:

It is hereby agreed:

1) GP Plantscape shall maintain the site referred to in the schedule above for a minimum period of 1 year from the 'contract start date' with either party having the flexibility to terminate with 3 months notice within this timeframe.

2) In consideration of the above service the customer shall pay GP Plantscape the amount of £327.75 per month which would be invoiced monthly in advance.

Signed for Customer
Name (Block capitals)
Position
Date:

Signed for GP Plantscape

--

RITCHIE, MACKENZIE & Co. Ltd.

BROOMHILL INDUSTRIAL ESTATE,
KIRKINTILLOCH, GLASGOW, G66 1TQ
TEL: 0141-776 6274 FAX: 0141-776 0285
E-mail: sales@ritmac.co.uk - Website: www.ritmac.co.uk



QUOTATION

PUMP ENGINEERS - SALES - MANUFACTURE - INSTALLATION - SERVICE - SPARES - WATER FEATURE SPECIALIST

WATER TREATMENT – LEGIONELLA RISK ASSESSMENTS – WATER ANALYSIS – MONITORING – CONSULTANCY.

MXM Property Solutions Ltd
Baltic Chambers
Suite 544-545, 50 Wellington Street
Glasgow
G2 6HJ
Attn: Mark Allan
Tel. No.: 0845 263 8135

Date 05 Jun 2014
Quote Ref. No. 14/18056/UL
Revision
Your Ref.
Job No.

Dear Mark,

Site:	Kingston Quay, 240 Wallace Street
Location:	Glasgow
Work Type:	Six Monthly Water Quality Sampling & Analysis
Reference:	Site visit
URGENCY:	ASAP
<i>The urgency section above is meant as guidance to when these items need attention.</i>	

In reference to your request for the cost of providing water quality testing for the above site we have pleasure in submitting our quotation for the works requested to be carried out.

MXM Property Solutions has a duty under HS (G) 274 Part 2(The Control of Legionella Bacteria in Hot & Cold water systems) to ensure the stored water supplying these units is properly controlled and maintained.

The Water Supply (Water Quality) (Scotland) Regulations 2001 specifies a requirement to ensure a wholesome water supply to consumers.

Storage System on Site

There are six cold water storage tanks at the above site.

Water Testing & Analysis

To comply with regulations it is recommended that the conditions of the CWS Tanks are inspected on a six monthly basis.

We offer to inspect the condition of the six CWS Tanks at the above site and collect a water sample from each tank so in total six samples will be taken and tested at our UKAS Facility for Total Viable Counts (TVCs) @ 22°C & 37°C, total coliforms & Escherichia coli organisms and Legionella to test the water quality to ensure it meets the current standards. We propose to carry this out on a six monthly basis alongside the service visit if you wish to proceed with this.

We will then send a report/quotation on any recommendations of works required to be carried out following the inspection and results from the water quality testing.

The costs for this have been provided below:-

Item	QTY	Description <i>(Water sample to be collected and tested in our UKAS facility)</i>	Price each	Total
Test for TVCs	1	Total Viable Counts (TVCs) @ 22°C & 37°C.	£6.00	£6.00
Test for Coliforms & <i>Escherichia coli</i>	1	Coliforms and <i>E-Coli</i> .	£6.00	£6.00
Test for Legionella	1	Legionella	£20.00	£20.00
Total Cost for Water Sampling & Analysis per tank				<u>£32.00</u>

Note: All water samples will be collected in accordance with in-house procedures in full accordance with BS 7592:2008 and BS 6068-6:2009.

Grand Total Cost for all Six Tanks at above site per visit: £192.00

TERMS AND CONDITIONS

EXCLUSIONS

Our standard repair/installation excludes the Following:-
Cleaning and disinfection of water tanks/water heater/ calorifier, monthly /annual water sampling and analysis which can be quoted for when required.

DRAINAGE & DEBRIS

It is essential that any debris around the tanks have been cleared prior to remedial works being undertaken.

Written confirmation will be required that site is ready for us before we attend.

AVAILABILITY

The foregoing price is for collection and analysis of the aforementioned samples. We anticipate being able to commence the work within two weeks of your order. We will charge for any additional time on site caused by working in segmented form due to circumstances out with our control.

MAINTENANCE

We would be pleased to enter into a regular maintenance agreement for the equipment after installation and would be pleased to provide a quotation for such a service in the event of an order being placed.

VALIDITY

Price quoted is fixed for the delivery period and is open for acceptance for a period of 30 days.

VAT

The foregoing price excludes VAT, which will be charged extra at the standard rate.

WARRANTY

Workmanship and equipment of our supply or manufacture are guaranteed for a period of twelve months. **Our repairs carry a guarantee for a period of three months.**

TERMS

Ritchie MacKenzie standard terms and conditions will apply unless otherwise agreed. Copy available on application.

RISK ASSESSMENT /
METHOD
STATEMENT

If required we are happy to provide a copy of our Site Work Safety Assessment and Method Statement /Generic Risk Assessment and Method Statement. Should a site specific version be required this can be provided at extra cost.

We trust we have correctly interpreted your requirements and look forward to receiving further instructions in due course.

For Ritchie MacKenzie & Co. Ltd

Stephanie Ball.

Stephanie Ball B.Sc.
Water Hygiene Consultant





Authorised User No. 00232

Go Green - Save Energy - Save Money

Using variable speed drives to control your process will save energy, and save your company valuable costs.

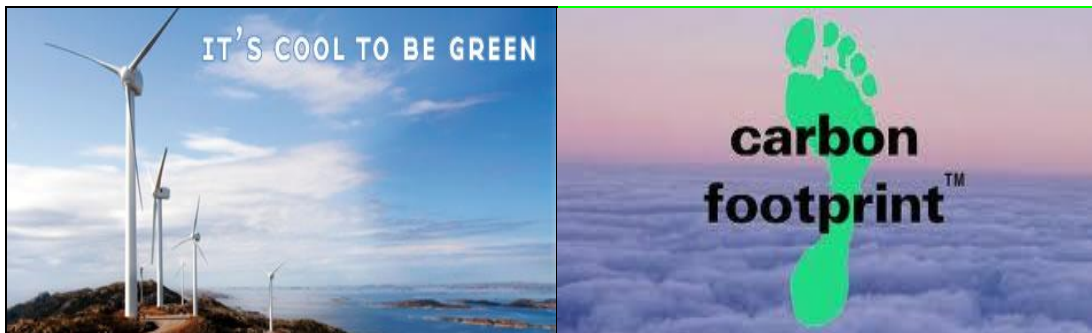
Using a Variable Speed Drive (VSD) to reduce the speed of a pump or fan application can typically achieve the following savings;

- reduce motor speed by 10%, achieve a 27% reduction in energy consumption
- reduce motor speed by 20%, achieve a 48% reduction in energy consumption

As an extra incentive, UK Government has introduced the 'Enhanced Capital Allowances' (ECA) Scheme.

Under the Enhanced Capital Allowances (ECA) scheme, you can claim an 'enhanced' 100% capital allowance on qualifying investments in equipment in the first tax year. Normal capital allowances on plant and machinery are 25% a year on a reducing balance basis. So the scheme boosts cash flow and shortens the payback period.

Vacon Variable Speed Drives are certified as energy saving products and appear on the UK Government's Energy Technology List.



Kingston Quay - 240 Wallace Street

Julie Anderson <JAnderson@bestservices.co.uk>

Mon 02/06/2014 10:30

To: Mark Allan <mark@mxmps.com>;

Good morning,

I can confirm that we can carry out the Annual Test & Inspection of the Lightning Protection System at the above, for the sum of £250.00 NETT, exclusive of VAT at the applicable rate.

Regards,

Julie Anderson

BEST Services Ltd
Unit 6c
Netherdale Road
Netherton Industrial Estate
Wishaw
ML2 0ER

T: 01698 374 101

F: 01698 355 025

E: janderson@bestservices.co.uk

From: Maint

Sent: 02 June 2014 09:40

To: Julie Anderson

Subject: FW:

Good Morning Julie,

This is one of your installations; can you please give them a cost?

Thanks

Claire Rigby

SALES ADMINISTRATOR

Test & Maintenance Department

From: Mark Allan [mailto:mark@mxmps.com]

Sent: 02 June 2014 09:34

To: Maint

Subject: RE:

Hi Claire

Thanks for your reply.

240 Wallace Street
Glasgow
G5 8AL

Kind Regards

Mark Allan (MBIFM)
Managing Director
MXM Property Solutions Ltd

Email: mark@mxmps.com
Office: 0845 263 8135
Mobile: 07872824902
Web: www.mxmps.com

MXM Property Solutions Ltd (registered in Scotland with registered number SC337460 and office at Baltic Chambers, Suite 544-545, 50 Wellington Street, Glasgow, G2 6HJ).

Property Factors (Scotland) Act 2011 - Registration Number: PF000290

This email is confidential and may contain privileged information. If this email is not intended for you please reply, advise us and then delete it. You must not rely on any such email and MXM prohibit saving, copying, printing, forwarding or any use of it whatsoever. MXM may recall, delete and monitor emails. MXM emails are scanned by Microsoft but you should not rely on this and should scan this email and any attachments for harmful items including viruses. MXM accept no liability if this email or any attachment harms any systems or data. MXM accepts no liability for personal emails.

From: Maint <Maint@bestservices.co.uk>

Sent: 02 June 2014 09:31

To: Mark Allan

Subject: RE:

Good Morning Mark

Could you please give me the full site address so I can locate the file?

Kind Regards

Claire Rigby

SALES ADMINISTRATOR
Test & Maintenance Department

best

Best Services Ltd, Brooke House, Morton Street, Middleton M24 6AN

Tel 0161 655 3000

Fax 0161 655 3001

Registered in England 591982

VAT Reg 516 2351 72

www.bestservices.co.uk



The Association of Technical
Lightning & Access Specialists



Disclaimer added by **CodeTwo Exchange Rules 2010**

www.codetwo.com

From: Mark Allan [mailto:mark@mxmps.com]

Sent: 30 May 2014 18:54

To: Maint

Subject:

Dear Sirs

Were currently preparing a service maintenance programme for the Kingston Quay Residential development built by Ogilvie Construction Ltd for Barratt Homes.

We understand that Best - Brook Edgley Specialist Technical Services Ltd installed the lighting protection system for these buildings, currently there is no operation and maintenance information available for this system at present. We would therefore like to give you the opportunity to provide an annual cost proposal for the inspection and testing of this system to BS 6651: 1999 Section 31 and 32 and also section 33.

If you need to discuss, please do not hesitate in ringing me on my mobile.

I look forward to your reply.

Kind Regards

Mark Allan (MBIFM)
Managing Director
MXM Property Solutions Ltd

Email: mark@mxmps.com
Office: 0845 263 8135
Mobile: 07872824902
Web: www.mxmps.com

MXM Property Solutions Ltd (registered in Scotland with registered number SC337460 and office at Baltic Chambers, Suite 544-545, 50 Wellington Street, Glasgow, G2 6HJ).

This email is confidential and may contain privileged information. If this email is not intended for you please reply, advise us and then delete it. You must not rely on any such email and MXM prohibit saving, copying, printing, forwarding or any use of it whatsoever. MXM may recall, delete and monitor emails. MXM emails are scanned by Microsoft but you should not rely on this and should scan this email and any attachments for harmful items including viruses. MXM accept no liability if this email or any attachment harms any systems or data. MXM accepts no liability for personal emails.

APPENDIX 2.4

INITIAL CONTRACTORS QUOTATIONS – FOR MOBILISATION COSTS

1.0 CONCIERGE SERVICES

2.1 CLEANING

2.6 GARAGE DOORS

2.9 MISCELLANEOUS

3.0 INSURANCE

1. CONCIERGE SERVICES

1.4 SECURITY



Palmaris



Palmaris Security
1 Northburn Road
Northburn Industrial Estate
Coatbridge, ML5 2HY

Proposal submitted by Palmaris Security for the provision of Manned Security Cover, Key Holding & Response, Mobile Patrols



Palmaris Representative

Douglas Black

Security Area Manager

Contact Details

PALMARIS SERVICES LIMITED
1 Northburn Road
Northburn Industrial Estate
Coatbridge, ML5 2HY

TEL: 01236 438040
FAX: 01236 438045
MOBILE: 07956 614375

EMAIL: DOUGLAS.BLACK@PALMARIS-SERVICES.COM

The Site

Kingston quay

Wallace Street

Glasgow

REFERENCE

PSS/040614/DB/01

Signed:

Douglas Black

Date:

Wednesday, 04 June 2014



For: Mark Allan
MXM PS

Reference:
Date:

PSS/040614/DB/01
June 4, 2014

The on-going costs for this site would involve the following:

TOTAL WEEKLY COST	£1,963.34	100.00%	£10.91	£102,093.57
TOTAL ANNUAL COST	£102,093.57		MONTHLY INVOICE	
WEEKLY HOURS	180.00			
HOURLY RATE	£10.91		£8,507.80	

2.1 CLEANING

2.1.1 COMMON BLOCK CLEANING

2.1.2 EXTERNAL GLASS CLEANING

2.1.3 INTERNAL WELL TO ALL BLOCKS

2.1.4 INTERNAL GLASS CLEANING

2.1.9 PEST CONTROL SERVICES



MXM Property Solutions Ltd
Baltic Chambers, Suite 544-545
GLASGOW
G2 6HJ

06 June 2014

Your Ref: FAO Mark Allan

Dear Sirs,

Quotation – Provision of On-Site Reactive Cleaning Team at the Kingston Quay Development, Glasgow

Further to our discussions regarding the need for a concentrated programme of cleaning at the above development over an estimated 2 month period to bring the development up to a good standard and also the provision of full time on-site cleaners thereafter we outline our initial proposal below:

Provision of 4 full time on-site personnel to carry out regular cleaning tasks throughout development.

4 personnel to include one site supervisor / manager

Hours covered Mon-Fri, 9am-5pm (35 hour weeks)

Staff fully insured and trained

Staff uniformed

Project overseen and managed by senior management staff.

Areas covered by cleaning include all communal areas such as foyers, halls, landings, stairs lifts, internal windows, car parks, garage and paved entrances.

Majority of areas to be cleaned on a minimum of a weekly basis however as cleaning is to be reactive cleaning can be done as often as required. The site shall be continually monitored by cleaning staff.

Tasks to include (but not limited to):

regular every day cleaning tasks normally associated with the above areas, required to maintain acceptable level of cleanliness

rotation of bins,

arranging the uplift of refuse/waste or discarded bulk items,

Initial cleans to be carried out where required (e.g. garage)

Tenement Steps Ltd
Unit 403
103 Byres Rd
G11 5HW

Tel: 0845 009 3117
Fax: 0870 116 0907
mail@tenementsteps.co.uk
www.tenementsteps.co.uk

All cleaning materials, chemicals and equipment provided. (excludes the provision of additional specialist equipment such as ride on sweepers and machinery)

During the first 2 month period schedules, task sheets, risk reports and recommendations prepared to allow the continuation of a cleaning programme thereafter.

Initial 2 Months 4 On-Site Cleaning Operatives

Cost per calendar month: **£10,538.00**

(equates to £6.54 per resident per week, based on 372 residents)

Thereafter 2 On-Site Cleaning Operatives

Cost per calendar month: **£5884.00**

(equates to £3.65 per resident per week, based on 372 residents)

All quoted prices are exclusive of VAT.

Full public and employers liability insurance is in place, details of which can be provided upon request. Should you require any additional information or clarification on the quotation above please do not hesitate to contact our office.

We look forward to hearing from you in due course.

Yours sincerely,

Mr. Martin Waters
Manager

Kingston Quay - Window Cleaning

Kevin Quin <kquin1@btinternet.com>

Fri 06/06/2014 17:38

To:MXM Property Solutions <mark@mxmpropertysolutions.co.uk>;

Mark

Again many thanks for the opportunity to quote for this, so here goes :

Specification:

External Glass Entrances:

To wash all external glass by means of access equipment, to wash glass by means of reach & wash system.

Total cost for development : £2,040.00 {£340 per unit, this is allowing £500 for access & permit}

Internal wells to block's A - F £130 per unit Total £780.00 + Vat

Internal Glass on stairwells blocks A-F £62.50 per block Total £375.00

Total Cost £3,195.00 + Vat

These prices don't take into consideration the condition they are in, I would suggest an initial clean ??????

Ball park figure for this would be in the region of £4,300.00 + Vat advantage being they would see an immediate improvement, where as doing it with a regular 3 month clean will take time to make an impression.

Have a great holiday

Kind regards

Kevin

Kevin Quin

Managing Director

www.qcs-windowcleaning.com

kquin1@btinternet.com

07970114713



QUALITY MEETS COMMITMENT AND SATISFACTION





Environmental

Pest Control, Hygiene
& Industrial Cleaning

Customer	MXM Property Solutions Baltic Chambers, 50 Wellington Street, Glasgow, G2 6HJ	Site Address	Kingston Quay
Works Requested by	Mark Allan	Area of Works	Basement Car Park
Contact Number	0845 263 8135	Site Contact	Mark Allan
Date	06/06/14	Site Contact Number	0845 263 8135
Email	mark@mxmpropertysolutions.co.uk	GP Surveyor	Allan Bryden

Ref:- Pest Control Services for Kingston Quay, Basement Car Park

Dear Mark,

Further to our recent site survey, I confirm our findings, recommendations and price for a Pest Control Maintenance Service for then Basement Car Park at Kingston Quay.

Pest Control Maintenance Services

The Basement Car Park at Kingston Quay covers a large area, and in order to monitor and control any potential rat issues effectively, we recommend the installation of forty (40) External Rat Bait Stations to the basement car park area.

These would be installed around the perimeter of the car park and around the car park bin areas.

Our Pest Control Maintenance Services for this site would include

- Eight (8) regular pest control/prevention visits per annum covering rats in the Basement Car Park
- Provision of a 24hr emergency service.
- Installation of a Site Report Folder with all Risk Assessments, Method Statements and Safety Data Information Book also includes our 24hr Emergency Service Telephone Number.

Fee

1. To supply and install forty (40) external tamper resistant rodent boxes, our fee would be **£1280.00 plus VAT**. These boxes become the property of Kingston Quay/MXM Property and are serviced under the pest control maintenance.
2. To provide pest prevention service to the basement car park as noted above our fee would be **£160.00 plus VAT** per quarter, billed out on a quarterly basis.

I hope the above meets with your requirements, however should you need any further information please do not hesitate to contact me on 07786178334.

Best regards,

Allan Bryden B.Sc
Operations Director
GP Environmental Ltd

2.6 GARAGE DOORS

2.6.1 ROLLER SHUTTER MAINTENANCE



• SERVICE DIVISION •

Unit 12, Teal Court, Strathclyde Business Park, Bellshill, SCOTLAND ML4 3NN

Tel: 01698 748292 Fax: 01698 746536

E-mail: BGSScotland2@boltongate.co.uk

Web Site: www.boltongateservices.com

QUOTATION

YOUR REF NO MARK ALLAN	QUOTE DATE 04/06/2014	SCHEDULED DELIVERY DATE 04/06/2014	OUR REF NO QUO010319	
CUSTOMER MXM PROPERTY SOLUTIONS LTD BALTIC CHAMBERS SUITE G2 50 WELLINGTON STREET GLASGOW G2 6HJ		DELIVER TO 240 WALLACE STREET GLASGOW G5 8AL	MXM104	
DESCRIPTION		QTY	UNIT PRICE	TOTAL
<p>Dear Mark,</p> <p>Subject to your enquiry and our surveyor's visit, we have pleasure in quoting for repair work as follows:</p> <p>GARAGE ROLLER SHUTTER:</p> <p>REMOVE DAMAGED SHUTTER CURTAIN, REPLACE DAMAGED LATHS AND RE-FIT CURTAIN. RE-WIRE EXISTING SAFETY BRAKE AND REPORT ANY FURTHER DEFECTS.</p> <p>PLEASE NOTE THAT OUR COSTS INCLUDES GENIE LIFT HIRE AS SHUTTER IS TIED BETWEEN AND WILL HAVE TO BE REMOVED/REFITTED IN ONE PIECE.</p> <p>ALL FOR THE SUM £1098.00 (EX VAT)</p> <p>Yours,</p> <p>Davie Stephens Sales Executive (Scotland)</p>		1.00	1098.00	1098.00
			TOTAL PRICE	1098.00

ALL PRICES ARE SUBJECT TO VAT



2.9 MISCELLANEOUS

2.9.2 GARDEN/LANDSCAPING MAINTENANCE

PROPOSAL Q-04928-0MFK

Customer:	MXM Property Solutions Ltd Baltic Chambers 50 Wellington Street Glasgow G2 6HJ	Site Address:	Kingston Quay Wallace Street Glasgow G5 8AE
Prepared For:	Mark Allan	Site Contact:	
Prepared By:	Andrea Nolan	Date:	06/06/2014
Telephone:	01555 667917	Purchase Order Number:	

SUMMARY OF WORKS

Exterior Landscape Tidy Up

- Strim down overgrown grass with the 2nr courtyard areas and rake off and remove from site for disposal.
- Cut grass areas within the 2nr courtyard areas with pedestrian mowers to leave grass at a level finish and a maintainable condition.
- Prune shrubbery within the 2nr courtyard areas, by pruning into kerb lines, off hard standing areas where required and re-shaping all waste to be removed from site for disposal.
- Lift/prune lower branches of trees where required to define and clear from shrubbery with all waste being removed from site for disposal.
- Remove all large weed growth from hard standing and gravel areas by hand and chemically weed treat all other weed growth to help eradicate.
- Brush off moss build up on paths and soft play area surface, then apply a chemical treatment to help eradicate.
- Strim down large weeds around building footprint then brush and remove, then apply a chemical weed treatment to help eradicate.

N.B.- Costs are based on good clear access to all landscape areas.

Total Cost : £3,375.00

GENERAL

All herbicide applications will be carried out in accordance with current legislation, the COSHH assessment and the manufacturer's instructions.

WATERING & MAINTENANCE

Please be aware that all new planting of trees, shrubs or turf/seed, will require watering especially during the first season after planting. This is even more important when planting has been carried out in the summer when even a few days of sunshine can quickly dry out soil and stress or kill young plants. It is also desirable to ensure newly planted areas are kept free of weed to prevent new plants from becoming overwhelmed and unsightly.

*GP Plantscape can provide this service if required either through an **Annual Maintenance Contract**, or a **Reactive Service** please call for details.*

Terms and Conditions

- Please note costs valid for 90 days thereafter may be subject to change
- **All costs are excluding VAT**

Please sign below and return this page as acceptance of the terms and conditions hereof and your acceptance of our proposal.

Signed: Date:

3.0 INSURANCE

3.4 RE-STATEMENT VALUATION

Re: Kingston Quay Tender

Andrew Isherwood <andrewisherwood4@gmail.com>

Fri 06/06/2014 09:30

To: Mark Allan <mark@mxmps.com>;

Morning Mark

Having a look at the property from Google maps it is clear that this is a large development and will need a significant amount of time to inspect and report on.

In terms of a fee proposal can I suggest that I give you a price per block and then a price for each retail unit.

The condition surveys will be £1550 +VAT per block. The inspection will be from ground level with the exception of an inspection from the roofs where this is possible.

Retail units will attract a fee of £375 +VAT each. This on the basis that they are inspected at the same time.

The inspection will be to the external parts and the common areas. The only exception to this being where individual flats are experiencing fabric related problems. Here I will be happy to look in and see what is happening.

Lastly in this regard and if successful, I would want to discuss any property concerns the residents have before I commence the inspections. A little knowledge before an inspection is a useful tool.

The reinstatement valuation fee is proposed on the same basis as the above.

Each block will require a fee of £750 +VAT each. This being somewhat higher than the fee proposals I have previously offered. The reason being is they will take a significantly longer time to measure up. The retail units will be £300 +VAT each. If I was able to be presented with scaled building plans I would be willing to reduce the fees.

I hope the above is of interest.

Best Regards

Andrew

On Thu, Jun 5, 2014 at 5:34 PM, Mark Allan <mark@mxmps.com> wrote:

Ok great

Kind Regards

Mark Allan (MBIFM)
Managing Director
MXM Property Solutions Ltd

Email: mark@mxmps.com
Office: 0845 263 8135
Mobile: 07872824902

APPENDIX 2.5

DEBT RECOVERY

2.5.1 DEBT RECOVERY & ENFORCEMENT FEES



Debt Recovery Fees – MXM Property Solutions Limited

Pre Litigation

Prior to court proceedings being raised an up to date property search via Registers Direct is carried out and a demand letter is issued. Our pre-litigation cost is £50.00 exclusive of VAT. The disbursement cost varies depending upon the register which requires to be searched and the number of results obtained; each result costs £3.00 exclusive of VAT.

Pre Litigation Tracing

On occasions prior to court proceedings being issued we shall require to instruct a trace against the owner to establish their present whereabouts. We have agreed rates with agents to trace on a "no trace, no fee" basis and if successful their fee shall be between £30-40 exclusive of VAT. Our fee for this is £10.00 exclusive of VAT; this fee is a one off fee and covers instructing multiple traces if required.

Issuing Court Proceedings

	Fee for raising action and obtaining Decree
Debts up to £3,000	£150.00
Debts between £3000-£5000	£220.00
Debts over £5,000	£265.00

Court Dues

These figures represent the administrative charge paid to the court on presenting the court application

- Debts up to £200.00 £17.00
- Debts up to £5,000.00 £73.00
- Debts over £5,000.00 £90.00

The cost of service by recorded delivery currently ranges between £1.86 and £2.16 and is recoverable with the legal costs from the debtor. We do not invoice you for this charge. If however our recorded delivery service on the debtor is not successful then service will be required by Sheriff Officers which will incur the cost of; for sums no more than £1500, £50.05 plus VAT and for sums more than £1500.00 £78.10 plus VAT.

This publication is intended for general guidance and represents our understanding of the relevant law and practice as at . Specific advice should be sought for specific cases; we cannot be held responsible for any action (or decision not to take action) made in reliance upon the content of this publication.

TLT LLP is a limited liability partnership registered in England & Wales number OC 308658 whose registered office is at One Redcliff Street, Bristol BS1 6TP England. A list of members (all of whom are solicitors or lawyers) can be inspected by visiting the People section of this website. TLT LLP is authorised and regulated by the Solicitors Regulation Authority under number 406297.

Enforcement

	Fee	Disbursements
1. Registering Notice of Potential Liabilities	£120.00	£60.00 – Tenements (Scotland) Act 2004 £60.00 – Title Conditions (Scotland) Act 2003
2. Instructing bank arrestment / third party arrestment	£30.00	Band A - £50.05 Band B - £78.10
3. Instructing Charge for Payment	£30.00	Band A - £50.05 Band B - £78.10
4. Instructing earnings arrestment	£30.00	Band A - £36.22 Band B - £58.12
7. Statutory demand for payment	£100.00	Band A - £50.05 Band B - £78.10
8. Petitioning for individual's bankruptcy	£250.00	£350-500.00
9. Winding up Petition corporate for debtor	£600.00	£500-£600.00

Band A applies where the sum sued for is no more than £1500.00. Sums over £1500.00 fall under band B. An additional surcharge of 30% of the fee in relation to service or intimation of a document, citation of a person or diligence which is executed in a 'remote rural area', as defined by the Scottish Government. 'Remote rural area' means a settlement with a population of less than 3,000 people and with a drive time of over 30 minutes to a settlement with a population of 10,000 people or more. Where the value of an action is over £100,000 there will be an additional fee of 0.01% of the value of the action. These fees are set by the Court and as such not subject to negotiation.

Hourly Rates

The hourly rates charged for work not covered by the fixed fees are as follows:

- Solicitor £150.00
- Paralegal £100.00



Louise Gould, Team Leader

T 0141-353-0035
F 0141-353-7777
M 07747 015229
louise.gould@TLTsolicitors.com

TLT LLP

140 West George
Street Glasgow
G2 2HG

This publication is intended for general guidance and represents our understanding of the relevant law and practice as at . Specific advice should be sought for specific cases; we cannot be held responsible for any action (or decision not to take action) made in reliance upon the content of this publication.

TLT LLP is a limited liability partnership registered in England & Wales number OC 308658 whose registered office is at One Redcliff Street, Bristol BS1 6TP England. A list of members (all of whom are solicitors or lawyers) can be inspected by visiting the People section of this website. TLT LLP is authorised and regulated by the Solicitors Regulation Authority under number 406297.