

31st January 2007

Joe Bloggs
Joe Bloggs Builders Ltd
12 Spooner Street
Dunedin

Dear Joe,

New Kitchen Wing & Alterations – 14 Graham Street

On behalf of Mr & Mrs Smith you are invited to tender for the alterations and new kitchen at 14 Graham Street, Dunedin.

Plan Numbers: **Baker Garden Architects Ltd: A01b, A02b, A03b, A04b, A05b, A06b, A07b, A08b, A09b, A10b, A11b, A12b**

and

Specification: **Baker Garden Architects Ltd: Kitchen, Laundry, Bathroom & Living Room Extension – 14 Graham Street, Dunedin**

are attached.

The proposed conditions of contract will be NZIA (SCC1).

Tenders close at this office:

4:00 pm Wednesday 21st February 2007

The lowest or any tender will not necessarily be accepted.

Any questions please contact me.

Yours faithfully

Baker Garden Architects Ltd

Nick Baker ANZIA

Cc File
Client

24th February 2007

Joe Bloggs
Joe Bloggs Builders Limited
12 Spooner Street
Dunedin

Dear Joe,

Alterations to 14 Graham Street, Dunedin

On behalf of Mr & Mrs Smith, I am pleased to inform you that your tender offer dated 21st February 2007 has been accepted. Accepted contract price **\$141,500.00 plus GST**.

Work is due to commence on the 1st March 2007. The target is to complete the works by Mid June.

The proposed conditions of contract will be NZIA (SCC1) 2007.

Some other points to note are:

- (1) You should liaise with the Client and arrange site access to water, power and toilet facilities.
- (2) Would you please also forward the following information
 - Name of your site foreman.
 - List of Subcontractors.
 - Name of your Site Safety Officer for the works.
 - Confirmation of Insurance's
- (3) The Principal will arrange for the contract works insurance as required by the conditions of contract.

Congratulations on a successful Tender, I look forward to a mutually successful and rewarding project.

Any questions on the above please give me a call

Yours faithfully
Baker Garden Architects

Nick Baker ANZIA
cc File
Client

4th April 2007

Mr & Mrs Smith
14 Graham Street
Dunedin

Dear John & Jane,

Alterations to 14 Graham Street

Attached is a Payment Certificate (PC01) for NZ\$51,625.00 including GST and a copy of Joe Bloggs Builders Ltd claim for work completed to date.

Payment Should be made to -

**Joe Bloggs Builders Ltd
12 Spooner Street
Dunedin
New Zealand**

Joe Bloggs Builders Ltd tax invoice is included for the amount certified.

Yours faithfully
Baker Garden Architects

Nick Baker ANZIA
Cc File
Joe Bloggs

Payment Authorisation Certificate

PF:08-304



PO Box 203 Dunedin
Phone (03) 477-5214
Fax (03) 477-5212
arch@bakergarden.co.nz

Project Title: Alterations to 14 Graham Street **Project No: 1001**

Client: Mr & Mrs Smith
 14 Graham Street
 Dunedin

Date: 4th April 2007

Attention: Mr & Mrs Smith

Payment Certificate

01

No. of pages including this page 1 Please contact the Architect if you do not receive all the pages

Original Contract Amount:	\$141,500.00
Ref:	
Revised Contract Amount:	\$141,500.00

Total Certified To Date :	\$ 50,000.00
Less Retention (10%)	\$ 5,000.00
Less Previous Payments:	N/A
Total Payment No 01:	\$ 45,000.00
Plus GST @ 12.5%	\$ 5,625.00
TOTAL NOW DUE:	\$ 51,625.00
<i>Payment is due within 7 working days of the date of this Payment Certificate</i>	

Payable To: Joe Bloggs Builders Ltd
 12 Spooner Street
 Dunedin

Issued by Nick Baker	Architect	<i>Date</i> 04.04.2007
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Distribution
Contractor: Principal: Consultant: QS:

15th June 2007

Joe Bloggs
 Joe Bloggs Builders Ltd
 12 Spooner Street
Dunedin

Dear Joe,

Alterations to 14 Graham Street

Please find below a list of the maintenance and completion items as discussed with the client at today's site visit. A copy of this list will be forwarded to the client.

Maintenance List

Item	Action	Actioned by
Laundry		
Perimeter to shower surround	Timber fillet requires topcoat of paint	Painter
Skirting to wall	To be fixed, sealed and painted	COMPLETED
Tumble Dryer	To be fixed to wall and new vent to outside, up through ceiling and out through soffit	Builder & Plumber
Family Room		
Window sashes	To be fixed and fitting smoothly inside openings. Paint and stopping to be cleaned off brassware and glass cleaned	Builder & Painter
Ceiling	Areas to be touched up where light fittings have damaged during installation	COMPLETED
Dimmer Switches	To be removed and normal light switches be installed as light fittings do not work correctly	Electrician
External Door	Rattles in the wind, draft excluder tape to be used to seal act as cushion.	Builder

Item	Action	Actioned by
Kitchen		
Skirting around joinery	To be filled and painted	COMPLETED
Splashbacks	To be measured, fitted and sealed	Glass subcontractor
Extract Cover	Customwood box to be made and fitted and then painted to blend in with wall and ceiling	COMPLETED
Timber benchtop	Benchtop to sink area requires sanding and final coat doing again as there are a number of drips, marks and surface dusted embedded in top coat. Cracking appearing in joins. Joiner to inspect.	Builder & Natural Floors
Stopping around socket	Damage during fitout needs stopping and painting	COMPLETED
Cook top wall	Requires painting as surface is not completely covered	COMPLETED
Ceiling	Areas to be touched up where light fittings have damaged during installation	COMPLETED
Light fitting in pantry	Requires fitting and switch	Electrician
Dining Room		
Walls	2 nd Coat still required	Painter
Archway	Gouge mark in stopping needs filling and painting	Painter
Cupboard Joinery	Requires refitting as doors do not work correctly	Joiner
Door to hallway	Requires Painting	COMPLETED
Door stop required behind entry door	Brass doorstop from Windsor Range to be installed at skirting level	Builder
Light fitting in cupboard	Client to source and supply strip light to be fitted off	Electrician & Client
Old phone jack cable in wall	To be removed and hole to be filled and painted	Painter
Living Room		
Ceiling	Areas of paintwork peeling, requires minor touch up	COMPLETED
Doors and windows	Require Paint cleaned off them	COMPLETED
Door to hallway	Requires painting	COMPLETED

Item	Action	Actioned by
Main Bathroom		
Wall along bath	Area of discolouration requires whole wall be repainted	COMPLETED
Floor vinyl	Needs marks cleaned off	COMPLETED
Shower door	Water leaks out of shower through door. Requires resolving	Builder & Plumber
Cable above mirror	Client to source light fitting to then be fitted	Electrician & Client
Hallway		
Materials	All excess materials and rubbish to be removed from site	COMPLETED
Light fitting	Cable in wall at high level requires completing with new light fitting. Client to supply fitting.	Electrician & Client
Exterior		
Timber windows and sills	Require painting in white. Do not match existing window sills, colour to match internal colour	Painter
Area around foul junction	Requires box being made and painted to cover junction in wall. Needs tidying up.	Builder/ Joiner/ Painter
Tiling	Has not been started	Tiler
External Plasterwork	Base of plaster wall requires finishing. Please see Sheet A-11 Detail 01 for correct finish. uPvc base moulding to be plastered too. Then sealed and painted.	Plasterer & Painter
Front and Back Garden	General clean up and removal of all surplus materials	COMPLETED

If you have any questions please do not hesitate to contact me.

Yours faithfully
Baker Garden Architects

Nick Baker ANZIA
Cc Client/ file

18th June 2007

Mr & Mrs Smith
14 Graham Street
Dunedin

Dear John & Jane,

Practical Completion Certificate

Practical Completion was achieved on Monday 17th June 2007. Code Compliance Certificate has been applied for by Joe Bloggs Builders and been granted by the Council Inspectors.

The three-month maintenance period commences from that date.

Yours faithfully

Baker Garden Architects

Nick Baker ANZIA

Cc File
Joe Bloggs