





GILBERT & SON LTD



contents

1	Introduction
3	Core Services
4	Accreditations and Insurances...
5	Client Relationships
6	Case Study 1
7	Case Study 2
8	Case Study 3
9	Working Practice, Compliance and Policies...
10	Summary

G&S Gilbert and Son Ltd Directors and Accounts Department
153A High Street Potters Bar Herts EN6 5BB

T: 01707 664 389 **F:** 01707 664 403 **E:** info@gilbertandson.co.uk

Paul Gilbert Managing Director
M: 07973166846 **E:** paul@gilbertandson.co.uk

G&S Gilbert and Son Ltd has been offering commercial refurbishment / fitting out offices since 1973, working towards the aim of 'Working Smarter Not Harder'

We Offer:

- Commercial Structural Development
- Specialist in measured term contracts
- Developing clear understanding to requirement of our clients
- Large scale planned preventative maintenance
- Specialised fit outs within Government sector and national health hospitals on their building / estates
- Dedicated back up office team to support all your needs, which encompasses all our operatives working with computer aid phone systems which back up on all our systems for ease of communication
- Full CDM, Construction Design Management, having been notifiable to the Health and Safety Executives office. We work closely with specialist planning supervisors and our own in house Health and Safety dept to complete all necessary construction phase plans, incorporating method statement, risk assessment, project programming and quantity surveyors for budget consultations.

G&S Gilbert and Son also undertake the following when refurbishing:

- Electrical installation
- Mechanical installation
- Data / IT and telephone installations

G&S Gilbert and Son are proud of its continued support of:

- Telereal Trillium
- Knight Frank
- NHS Great Ormond Street Children's Hospital
- Electoral Reform Services

Building a Better Future...

- Privately owned and Managed company
- Family Business Established in 1973
- Specialised within commercial and public sector contracts
- Full CDM construction design management planning
- Completed in excess of £20m of building projects in the last 5 years
- Ongoing development strategy, focusing on health and safety on site and environmental impact
- South East Coverage

Our Values... We have built and developed our reputation on the following company values:

- Organisation and procedures
- Fair understanding of allowing necessary allocation of resources at all levels of construction
- Communication
- Partnership Relationships
- Proactive and Efficient
- Open and Honest Allowing Gilbert and Son 'Work Smarter Not Harder'



Core Client Services and Solutions not limited to the following...

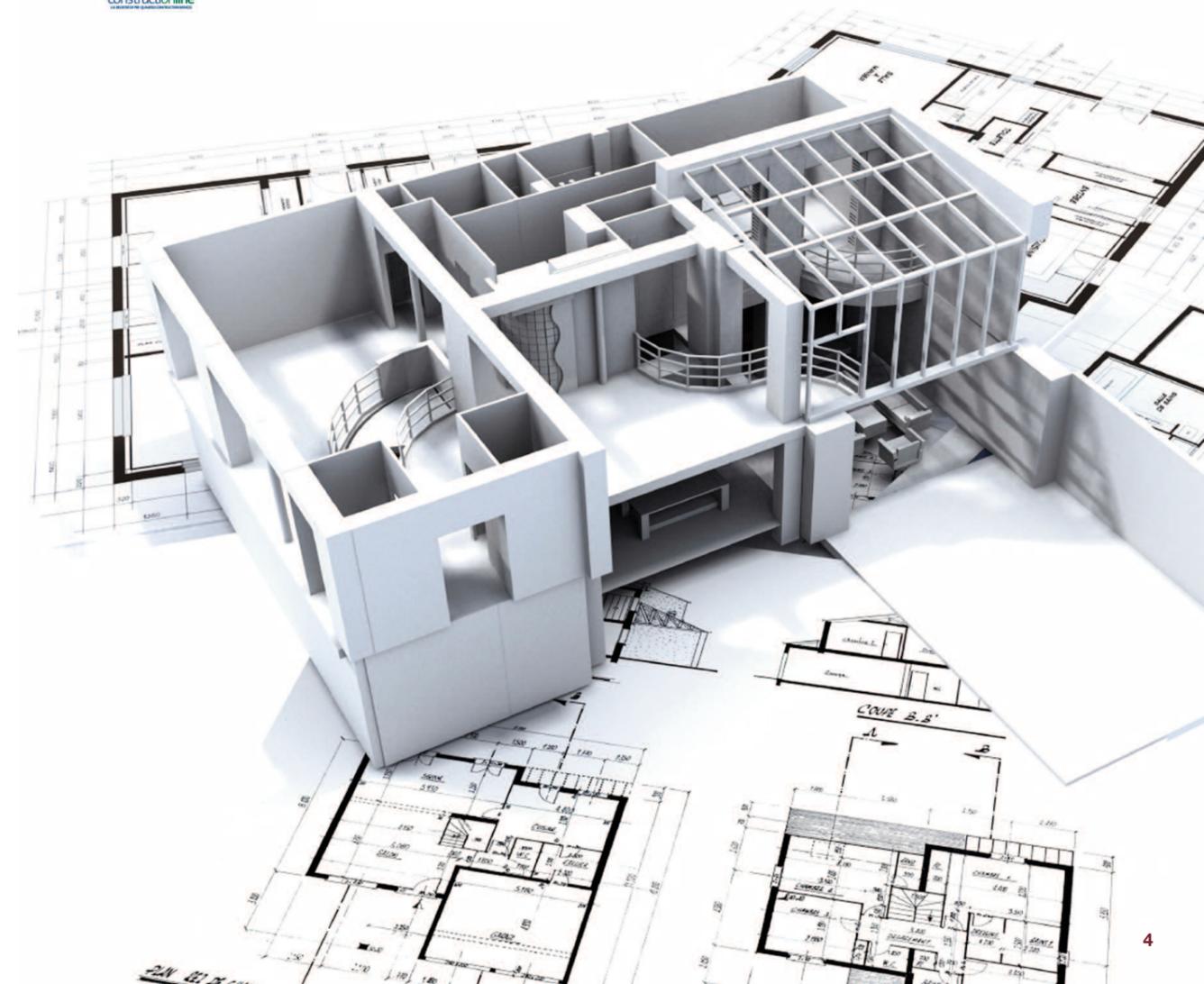
- Site needs analysis developing client requirement and cost site report
- Full CDM, Construction Design Management, having been notifiable to the Health and Safety Executives office. We work closely with specialist planning supervisors and our own in house Health and Safety dept to complete all necessary construction phase plan, incorporating method statement, risk assessment, project programming and quantity surveyors for budget consultations.
- Commercial Structural Development
- Specialist in measured term contracts
- Developing clear understanding to requirement of our clients
- Large scale planned preventative maintenance including Reactive and Non Reactive
- Fit out and Refurbishment
- Life Cycle cost expenditure and Capital Expenditure
- Internal and External Redecoration
- Car Park Resurfacing and Thermoplastic lining
- DDA Compliance
- Fire Precaution and Prevention – intumescent solutions
- Liquid Plastic Roofing
- Security Fencing and Boundary works
- Grounds Maintenance
- Hard and Soft landscaping
- Bespoke Joinery
- 1st and 2nd Fix Carpentry, Electrical and plumbing
- CCTV, Fire Alarms and access control
- Data / IT and telephone installations
- Suspended Ceilings
- Partitioning, Fire and Sound (Glass, metal and wood) Sound proofing insulation
- Flooring – suspended, contract, cable management. Carpet Tiles, Sheet Vinyl, Timber



Accreditations and Insurances...

G&S Gilbert and Son Ltd are fully accredited and insured ensuring we maintain the highest standards in everything we do:

- Constructionline (Registration No: 4199)
- Safe Contractor (Certification No: S00217648)
- Environment Agency control of pollution (Registration No: CB/GE5333WM)
- Working toward ISO (9001 2008) certification
- Employment Liability (£10,000,000.00)
- Public Liability (£10,000,000.00)
- Products Liability (£10,000,000.00)
- Professional Indemnity (£1,000,000.00)
- Contractors All Risk (£2,500,000.00)



Successful Client Relationships...

G&S Gilbert and Son have a large stable contract base built from longstanding progressive client relationships.

Client List...

- Land Securities Trillium
- DVLA
- Inland Revenue
- Post Office
- Metrix
- M.O.D
- Schools' Contracts
- DWP JCP
- DWP Medical Services
- Electoral Reform Services Ltd
- Frank Knight
- Senator House Holding Ltd
- Great Ormond Street Hospital
- Queen Mary's Hospital Sidcup
- National Power

Case Study 1

MTC Contract for DWP Estate

G&S Gilbert and Son Ltd have been working on the DWP estate initially for FBA and BA estates on strategic capital expenditure works. On the eve of the new contract with the DWP estates Trillium was created and successful in the acquisition, since then Land Securities and Telereal have held the contract of which we have been measured term since 2004.

We have concentrated on completing works through out GOR regions 7, 9 and 10, with the bulk of our works being based in the ministerial catchment area of London. The majority of our larger projects have been CAPEX and either allocated via negotiated tender or won via a successful Tender bid, these works value from £10k £1.5m. To name but a few of them would be:

- Ministerial Disaster Recovery centre for Secretary of state office, Undisclosed.
- Pensions Ominibusmen and TPAS (The Pensions advisory services), Belgrave Road
- Child Support Agency Head office, Stockley House
- DWP Medical Examination Centre, Highgate, Chelmsford and Colchester
- Woodside School, Tottenham, Schools for the future Gymnasium Fire Damage
- JFS School, Car park Extension and Reconfiguration
- NINO Offices (national insurance numbers) Hatfield, Tooting
- Ministerial Buildings, Caxton House and Adelphi Building

Also completed are the life cycle cost expenditure works on the estate, generally upgrading and refurbishment kitchen tea points, WC's and cubicle systems, redecoration, carpeting, partitioning, suspended ceilings, lighting, electrical and mechanical.

We are well established in the procedure for initial Premeasure requests, evaluation and issuing to our external cost QS for preparation of the cost file based on the agreed PSA schedule of rates in the DWP contract, this is then issued to the client for there consideration and submitted for VFM. Once an agreement has been reached the order is placed and G&S will attend a prestart meeting on site with the client and other representatives, here we will present the client with the projects H&S (if the project exceeds 6 weeks then a CDM H&S pl an will also be devised) including method statements and risk assessments, we will also present our project programme to the client detailing exact key dates of the project.

“ Looks brilliant. Thank you for getting this one sorted to an impossible timescale,
I really appreciate it even if it sometimes seems no one else does ”

Senior Project Manager

Case Study 2

RED Roll Out

G&S Gilbert and Son Ltd were approached by Telereal Trillium in 20/04/09 to partake in the RED scheme (response to economic downturn) as a service partner to them to assist with the expansion to the DWP estate. We completed the following projects and works on strict programmes to meet the Go Live dates to enable better use of the office space to allow for additional desks and staff:

- Bedford JCP
- Biggleswade JCP
- Bletchley JCP
- Brixton JCP
- Camden JCP
- Canterbury JCP
- Whitechapel JCP
- Crawley JCP
- Dartford JCP
- Ealing JCP
- Fulham JCP
- Hackney JCP
- Harlow JCP
- Hatfield JCP
- Hemel Hempstead JCP
- Whitstable JCP
- Luton JCP
- Mitcham JCP
- North Kensington JCP
- Poplar JCP
- Ramsgate JCP
- Slough JCP
- Stratford JCP
- Streatham JCP
- Uxbridge JCP
- Walthamstow JCP
- Watford JCP
- Wembley JCP

The Jobcentre Plus Environment Guide (JPEG) is the document that defines the design of Jobcentre Plus sites, whether customer facing, Benefit Delivery Centres or Contact Centres. It provides advice and guidance on the design concept, space planning, storage and best practice, as well as details of the full range of components and finishes and their correct usage. Under this guide we delivered all of the above projects on budget and on time for their Go Live dates. All of the above schemes were fast track to comply with the fast turn around requirements whilst the building remained fully operational during business hours. We started onsite on the first project in August 2009 and over a 7 month period we had all projects complete and handed over to the client.

Case Study 3

Great Ormond Street Children's Hospital

G&S Gilbert and Son Ltd have been working in conjunction with Great Ormond street children's hospital trust estates department and surveyors for well over 10 years. We have built a reputation within the hospital for solid communication lines to work with the procurement to complete many numerous interesting and challenging works for the ever increasing and changing hospital environment, the following of a few examples of the ongoing works being completed by our dedicated G&S Gilbert and Son on site full time staff housed within the hospital. We have our own dedicated tele communications and fax extensions in the hospital including stores to enable us to work quickly and efficiently to the requirements of the estates department.

- We are proud to announce that we are the ones that install the Christmas lights to the main Great Ormond Street entrance periodically.
- Working in conjunction with the sculpture for the collection, safe delivery, and installation of the world famous peter pan bronze sculpture at the entrance of Great Ormond Street children's Hospital.
- Working in conjunction with international suppliers from America for the BWIC in connection to the installation of the unique vestibular chair.
- Working in all children's wards including but not limited to Robin, Fox, Private Nuffield, and CBL private patients laboratory to name but a few.
- Western house internal hotel for parents
- VCB theatres and recovery
- The Italian building patients school • York house estates department
- OBW buildings for blood laboratory and testing for analysis.

The works range from £500.00 to £150,000.00 per order, ongoing subject to their requirements and budgetary expenditure.

Best Working Practice, Compliance and Policies...

G&S Gilbert and Son have all the following policies and compliances in place:

- Safe Contractor
- Environmental Agency
- Constructionline
- G&S Ltd Health, Safety and Welfare Manual
- Health and Safety Policy General Statement
- Environmental Management Systems Policy General Statement
- Diversity and Equality Policy General Statement
- Equal opportunities diversity and race relations procedures
- Resource Management and training process for quality systems
- Environmental, Sustainability and Waste Policy
- Disaster Recovery Policy
- Business Ethics Policy
- Corporate Social Responsibility Policy
- Subcontractor Selective Appraisals and Audits



John Kinge, Head of Risk at SAFE

contractor said, "Major organisations can no longer run the risk of employing contractors who are not able to prove that they have sound health and safety policies"
 "More companies need to understand the importance of adopting good risk management in the way that G&S Gilbert and Son Ltd has done. The firm's high standard has set an example, which we hopefully will be followed by other companies within the sector"

Cost Analysis...

G&S Gilbert and Son Ltd always understand the importance of budget management whether the project is price driven or an ongoing cost cycle. We focus on delivering quality value for money services, tailoring the solution to our clients.

- Tender under current market value analysis, either negotiation, selective or competitive.
- Bespoke Schedules of Rates - client driven

Executive Summary...

- Stability
- Experienced in full CDM construction design management planning of large contracts
- South East coverage
- Sustainable values
- Wide range of services in solutions – complete project management, your perfect partner.
- Fully accredited and insured
- Proven delivery – successful client relationships
- Best working practices and compliance procedures
- Transparent cost analysis