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[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

**Site specific wind speed calculation for Beaufort Road, Kingston Upon Thames, KT1 2TQ
on 10th of December 2019**

With reference to your recent email, we are pleased to offer our services to carry out the work described in Appendix A to this letter, including all costs for labour, materials, and expenses.

We will begin the work on an agreed date subject to receipt of your acceptance of this offer. We expect to deliver the report to you within two weeks of acceptance of this offer, subject to receipt of the necessary wind speed data from nearby Met Sites.

BRE's Quality Management System is approved to BS EN ISO9001:2015, certificate number LRQA 10049560. To ensure that the project is conducted to the required quality, the BRE Project Manager for this work will be responsible for the implementation to the standard. The project will also be delivered inline with BRE's environmental management system approved to ISO14001:2015, certificate number LRQA 10056985 and BRE's Health & Safety Management System approved to OHSAS 18001:2007 10007555. Furthermore all reports will be approved prior to issue by a Project Reviewer to confirm that the work has been carried out to the required standard.

An invoice for **£3310 + VAT** which includes the purchase of wind speed records from three nearby weather stations will be submitted on acceptance of this work.

Our offer, comprising this Proposal letter and BRE's Standard Terms and Conditions of Business, contains the entire agreement and understanding between our two parties with respect to their subject matter and supersedes any prior written or oral agreements. Should your standard processes require the issuance of a purchase order or other document that seeks to



[REDACTED]
[REDACTED]
[REDACTED]

invoke your standard terms and conditions we will require it to be accompanied by expressive written text stating that the client terms shall be superseded by the BRE terms attached hereto.

Special Conditions

The following special conditions will apply to this contract:

Clause 6 of the attached terms and conditions will not apply to this contract.

Clause 9.5 of the attached terms and conditions will not apply to this contract.

Clause 13.9 of the attached terms and conditions will not apply to this contract.

This offer remains open for a period of 90 days. We appreciate the opportunity of undertaking this work for you. To authorise us to proceed, please confirm your acceptance of this offer by signing below and return it to me by email or post.

Yours sincerely


[Redacted signature block]

[Redacted signature block]

[Redacted contact information block]

[Redacted contact information block]

Acceptance:

We agree to accept the offer set out in this BRE quotation letter ref: P117818-2 for the scope of works, pricing and on terms and conditions described herein to the exclusion of all other terms or prior representations.

Signed:

Name & Title:

On behalf of
Company name

.....
Date

ANNEX A - RESTRICTED COMMERCIAL

Site specific wind speed calculation for Beaufort Road, Kingston Upon Thames, KT1 2TQ on 10th of December 2019

BRE ref: P117818-2 **Proposal date:** 4th May 2020

Client: HSE Science and Research Centre

Contact: [REDACTED]

Scope of work

[REDACTED]
[REDACTED] Kingston Upon Thames on 10th December 2019. This assessment will be based on wind speed records from three nearby Met Office weather stations at Kew Gardens, Heathrow and Wisley as supplied by the Met Office or other approved supplier. The assessment will cover the period 00:00 to 24:00 on 10th December 2019.

This assessment will take account of the local site topography and the influence of any surrounding buildings or other obstructions (if any).

Receivables

We will require the following information in order to perform the assessment:

- Location of the site where the incident occurred (Postcode or grid reference)
- Estimated time of the incident.
- Any specific requirements for the format of the report.
- We will estimate the height of distance to any surrounding buildings, etc. from aerial photos, for example from Google Earth. If any photos are available showing views around the site of the incident, then these would be helpful. We do not expect that a site visit will be necessary.

Timescales

We will be able to provide a draft report within 10 working days of a written acceptance of this offer, assuming all necessary information is available, including the wind speed records (please bear in mind that the Met Office are currently quoting 10 days' delivery time for the wind speed information).

Costs

The fee for this work will be:

- **£3150** for the desk top assessment of the wind speeds at the site
- **£160** for purchase of wind speed records from three nearby appropriate weather stations

All fees exclude VAT which will be charged at the prevailing rate.

All works will be undertaken in accordance with BRE's terms and conditions of business which are attached.