

What I need from you

ITT Pack Assembly & Pricing Schedules

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Drawings and specification ESSENTIAL

Why I need it. Defines what is being priced.

Where you'll find it. The design team's issue, the main contract documents and your own buying schedule.

Without it. There is nothing to price, so nothing in the pack can be assembled

2. Written scope of works IMPORTANT

Why I need it. The boundary every tenderer prices to.

Where you'll find it. Usually there is nothing written beyond an email or a site meeting note. Send whatever you have, even a few bullet points, and Jack will draft the rest from the drawings for you to confirm before it goes out.

Without it. Tenderers each guess the boundary of the job differently, and returns stop being comparable

3. Programme and key dates IMPORTANT

Why I need it. Sets the periods that drive prelims.

Where you'll find it. Your programme software export, or whoever holds the current programme on your side. If it is still moving, say which dates are firm and which are not.

What good looks like. dates and durations you can read periods off.

Without it. Every preliminaries price in every return rests on a guessed period instead of a fixed one

4. Tender list ESSENTIAL

Why I need it. Who receives the pack, and the conflict check.

Where you'll find it. Your buying department's contact list, or your own address book of subcontractors you use for this trade.

Without it. There is no one to send the pack to, and the conflict check cannot run

5. Form of subcontract intended ESSENTIAL

Why I need it. The terms tenderers price the risk of.

Where you'll find it. Your buying department's standard order or subcontract template, with whatever amendments you normally apply.

Without it. Tenderers cannot price the risk they are being asked to carry

6. Site constraints IMPORTANT

Why I need it. Access, hours and storage change price and method.

Where you'll find it. Your site set-up plan and the project's own preliminaries build-up.

Without it. Tenderers price without knowing access, hours or storage, and returns come back built on different assumptions

7. Employer's requirements to flow down IMPORTANT

Why I need it. What must pass down the chain.

Where you'll find it. Your own executed main contract or order for the project.

Without it. Obligations that should sit with the subcontractor are found later, after the price is fixed

8. The return deadline ESSENTIAL

Why I need it. Fixes the return date and the levelling window.

Where you'll find it. The buying schedule, from the relevant service where this practice produced one, which carries this package's enquiry release date and buy-by date already worked back from the site date. Otherwise your own procurement programme, or work it back from the date you need the package let by.

Without it. There is no date to work the pack or the levelling window back from

9. Measured quantities or a bill IMPORTANT

Why I need it. The pricing schedule is built on them instead of deriving them again.

Where you'll find it. Your own take-off, or the bill produced under the relevant service if this practice measured the package.

Without it. Quantities are derived from the drawings, which is slower and produces a second set of figures that can disagree with your own

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.