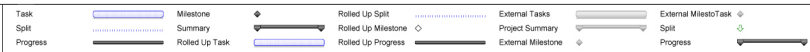


INC Client 2001-01-01 revA Program
Fit-out Program
design + project management



A. DETAILS

PROJECT	INC/CLIENT	INCORPORATE design • project management <small>300 228 1100 • 1111 10th Street • Suite 100 • Toronto, Ontario M5E 1B5 • Canada Tel: 416-593-1100 • Fax: 416-593-1101 • Email: info@incorporate.ca • Website: www.incorporate.ca</small>
PROJECT No.	30001	
REVISION A	Revision A	
DATE DRAWING	01.01.2001 PPS1 revA	

PRELIMINARY ESTIMATE (ex GST)

LEVEL 1	COST	COMMENTS
BUILDER'S WORK		
B1 PRELIMINARIES	\$1,000.00	Site preparation and documentation
B2 DEMOLITION	\$1,700.00	Demolition of existing partitions as required incl. tipping fees
B3 PARTITIONS & DOORS	\$21,700.00	Conventional construction plasterboard walls, aluminum framed glass walls, solid core doors, aluminum framed glass hinged doors and aluminum framed glass sliding doors
B4 OPERABLE HALL	NL	No allowance - assume none required
B5 FROSTED GLASS	\$2,000.00	Supply & install handse finished film for all full height glass
B6 SOUND BAFFLING	NL	No allowance - assume none required
B7 FLOOR FINISHES - TIMBER	\$13,200.00	Supply & install of new timber flooring incl. take up and removal of existing
B8 FLOOR FINISHES - CARPET	\$5,000.00	Supply & install of new broadloom carpet flooring incl. take up and removal of existing
B9 CEILING WORK	\$2,500.00	General allowance for ceiling works from trades and services - does not include ceiling works for any equipment or conditioning systems
B10 CILING - NEW	\$16,000.00	New ceiling to allow for new lighting areas only incl. new fixings for existing services
B11 PAINTING - EXISTING	\$1,500.00	Prepare remaining existing walls to match new fit out
B12 SIGNAGE & VISUAL ELEMENTS	\$1,700.00	New signage and visual elements incl. re-hanging of existing signage and display boards
B13 SECURITY SYSTEM - ACCESS	\$3,000.00	Swipe access security system incl. fire trips as required - base system on L2
B14 SECURITY SYSTEM - MOTION	\$2,100.00	Motion detection alarm system incl. relay to main base unit
B15 REMOVAULT	\$6,000.00	Removal and relocation of all existing re-vent furniture, computers and other office equipment
B16 WHITE GOODS	\$7,100.00	Supply 1x fridge, 1x microwave, sink, tap and 1x 2x overhead water unit to Boardroom
B17 AUDIO VISUAL	\$6,800.00	Supply & install new television, speakers, amplifiers, switches and cabling to Boardrooms
B18 BLINDS	NL	No allowance - assume none required
B19 TBA PREP - REFURB	\$6,000.00	Refurbishment of existing TBA Prep incl. new joinery and flooring

SERVICES - TBC BY ENGINEERS

S1 MECHANICAL (AIRCON)	\$3,100.00	Modifications to existing systems and balance to suit new layout
S14 MECHANICAL (AIRCON) - SUPPLEMENTARY	\$25,000.00	Supplementary split system air conditioning incl. ventilated glass from condenser unit
S2 ELECTRICAL - Power, voice, data	\$7,400.00	Install 2xDGPO & 2xDATA outlets at 43 locations incl. fibre optic cable from L1 to L2. Note: no allowance for phone and IT equipment
S3 ELECTRICAL - Floor, floor boxes	\$1,200.00	Supply & install 2x surface mounted floor boxes incl. cable chasing for cabling
S4 ELECTRICAL - IT Equipment	NL	No allowance - assume by client
S5 EMERGENCY & EXIT LIGHTING	\$1,000.00	New and relocated services to suit new layout - to be confirmed by Fire Services contractor
S6 LIGHTING - EXISTING	NL	No allowance - existing to remain in non new tier ceiling areas
S16 LIGHTING - NEW	\$6,000.00	Supply & install new LED down lights to new tier ceiling areas 6x per item site
S7 FIRE	\$2,000.00	New and relocated services to suit new layout - to be confirmed by Fire Services contractor
S8 HYDRAULIC	\$3,500.00	Install condensation fundah for Item S14 and reconnections to local pipe as required
S9 STRUCTURAL ENGINEER FEES	\$1,000.00	Structural Engineer fees for design and approval of Mechanical coil holes for AC
S10 OTHER ENGINEER FEES	NL	Assume none required - to be advised by Stone Building
S11 COUNCIL APPLICATION FEES	\$6,500.00	Incl. council CDC and CC fees only. Not including Development Application, Land Service Levy & Council Contribution Fees if applicable
S14 LONG SERVICE LEVY	\$2,700.00	Long Service Levy for building and construction work costing over \$25,000 calculated at 1.25% on total Contribution Cost + GST
S118 COUNCIL CONTRIBUTION FEES	NL	Council Contribution Fees - not applicable with North Sydney Council

ESSENTIAL FURNITURE

F1 WORKSTATIONS	NL	No allowance - assume none required
F2 RECEPTION STORAGE	NL	No allowance - assume none required
F3 RECEPTION DESK	NL	No allowance - assume none required
F4 OFFICE - LIBRARY	\$3,600.00	Allowance for new Library L-shape furniture - to be confirmed once selected
F6 CHAIRS - MUSEUM	NL	No allowance - assume existing to be reused
F6 CHAIRS - BOARDROOM	NL	No allowance - assume existing to be reused
F7 TABLES - BOARDROOM	NL	No allowance - assume existing to be reused
F8 JONERY - LIBRARY	NL	No allowance - assume existing to be reused
F9 JONERY - MUSEUM	\$11,000.00	Allowance for upholstered cabinets and hinged desk only - to be confirmed once designed
F10 JONERY - BOARDROOM 2	\$15,000.00	Allowance for Boardroom joinery incl. tie-fold doors - to be confirmed once designed
F11 JONERY - DELIVERY AND INSTALL	\$3,000.00	Delivery and installation of all Essential Furniture above
F12 CABINETS - REFURBISHMENT	\$7,700.00	Refurbishment of existing Museum display cabinets incl. new fabric to existing upholstered backing panels and new LED strip lighting

LEVEL 1 TOTAL ESTIMATE (ex GST) \$209,550.00

LEVEL 2	COST	COMMENTS
BUILDER'S WORK		
B1 PRELIMINARIES	\$3,000.00	Site preparation and documentation
B2 DEMOLITION	\$5,000.00	Demolition of existing partitions as required incl. tipping fees
B3 PARTITIONS & DOORS	\$89,800.00	Conventional construction plasterboard walls, aluminum framed glass walls, solid core doors, aluminum framed glass hinged doors and aluminum framed glass sliding doors
B4 BREAKOUT WALL	\$3,000.00	Allowance for feature dividing wall between Breakout 1 and 2
B5 FROSTED GLASS	\$1,000.00	Supply & install handse finished film for all full height glass
B6 SOUND BAFFLING	NL	No allowance - assume none required
B7 FLOOR FINISHES - TIMBER	\$9,000.00	Supply & install of new timber flooring incl. take up and removal of existing
B8 FLOOR FINISHES - CARPET	\$12,500.00	Supply & install of new carpet the flooring incl. take up and removal of existing
B9 FLOOR FINISHES - VINYL	\$2,400.00	Supply & install of new resilient vinyl flooring incl. take up and removal of existing flooring
B10 CEILING WORKS	NL	No allowance - new ceiling film throughout
B10a CEILING - NEW	\$21,200.00	Replace all ceiling film within existing ceiling grid system incl. grid modifications for services
B11 PAINTING - EXISTING	\$2,000.00	Prepare remaining existing walls to match new fit out
B12 SIGNAGE & VISUAL ELEMENTS	\$4,800.00	New signage and visual elements incl. feature wall paneling
B13 SECURITY SYSTEM - ACCESS	\$12,400.00	Swipe access security system incl. base system and fire trips as required
B13a SECURITY SYSTEM - MOTION	\$7,700.00	Motion detection alarm system incl. relay to main base unit
B13b SECURITY SYSTEM - INTERCOM	\$2,300.00	Intercom system to main entry door incl. door release operation
B14 REMOVAULT	\$7,000.00	Removal and relocation of all existing re-vent furniture, computers and other office equipment
B15 WHITE GOODS	\$6,000.00	Supply 1x fridge, 1x dishwasher, 1x microwave, sink, tap and 1x 2x overhead water to kitchen
B16 AUDIO VISUAL	\$4,000.00	Audio visual cabling of existing equipment incl. re-routing existing cabling
B17 ACCESSIBLE TOILET	\$14,800.00	Install new accessible toilet and shower incl. plumbing, tiling and lighting
B18 BLINDS	NL	No allowance - assume none required

SERVICES - TBC BY ENGINEERS

S1 MECHANICAL (AIRCON)	\$2,500.00	Modifications to existing systems and balance to suit new layout
S14 MECHANICAL (AIRCON) - SUPPLEMENTARY	NL	No allowance - assume none required
S2 ELECTRICAL - Power, voice, data	\$16,200.00	Install 2xDGPO & 2xDATA outlets at 43 locations. Note: no allowance for phone and IT equipment
S3 ELECTRICAL - Floor, floor boxes	NL	No allowance - assume none required
S4 ELECTRICAL - IT Equipment	NL	No allowance - assumed by client
S5 EMERGENCY & EXIT LIGHTING	\$9,700.00	New and relocated services to suit new layout - to be confirmed by Fire Services contractor
S6 LIGHTING - EXISTING	\$6,200.00	Allowance to modify existing to suit new layout incl. re-hanging as required
S7 FIRE	\$9,000.00	New and relocated services to suit new layout - to be confirmed by Fire Services contractor
S8 HYDRAULIC	\$3,500.00	Install condensation fundah for Item S14 and reconnections to local pipe as required
S9 STRUCTURAL ENGINEER FEES	\$1,000.00	Structural Engineer fees for design and approval of hydrophobic cone holes required for Kitchens
S10 OTHER ENGINEER FEES	NL	Assume none required - to be advised by Stone Building
S11 COUNCIL APPLICATION FEES	NCL, L1	No allowance - assume both levels to be carried out in conjunction
S14 LONG SERVICE LEVY	NCL, L1	No allowance - assume both levels to be carried out in conjunction
S17b COUNCIL CONTRIBUTION FEES	NCL, L1	No allowance - assume both levels to be carried out in conjunction

ESSENTIAL FURNITURE

F1 WORKSTATIONS	\$44,800.00	Supply new workstation desks & screens only - incl. allowance for standard commercial laminate and 200 gsm commercial fabric
F2 RECEPTION STORAGE	\$19,000.00	Supply new workstation shelves, hampers and mobile pedestals
F3 RECEPTION DESK	NL	No allowance - assume none required
F4 OFFICE - WORKSTATIONS	\$3,000.00	Allowance for new Reception furniture - to be confirmed once selected
F5 FURNITURE - BREAKOUT	\$7,000.00	Allowance for new Breakout furniture - to be confirmed once selected
F6 FURNITURE - KITCHEN	\$6,500.00	Allowance for new Kitchen furniture - to be confirmed once selected
F7 CHAIRS - KITCHEN	\$3,000.00	Allowance for 10x new Kitchen chairs - to be confirmed once selected
F8 CHAIRS - TASK	\$14,000.00	Allowance for 20x new Task chairs - to be confirmed once selected
F9 CHAIRS - CLIENT	\$1,000.00	Allowance for six new Office client chairs - to be confirmed once selected
F10 CHAIRS - MEET	NL	No allowance - assume existing to be reused
F11 TABLES - MEET	\$2,400.00	Allowance for 2x new Meeting room tables - to be confirmed once selected
F4 TABLES - WORKSTATIONS	\$1,000.00	Allowance for six new Workstation room tables - to be confirmed once selected
F13 JOINERY - CREDENZAS	\$3,000.00	Allowance for Meeting room credenza - to be confirmed once designed
F14 JOINERY - OFFICE	\$30,000.00	Allowance for six office suites - to be confirmed once designed
F15 JOINERY - GENERAL	\$36,000.00	Allowance for general office storage - to be confirmed once designed
F16 JOINERY - OFFICES	\$19,000.00	Allowance for six office benches/enclosures - to be confirmed once designed
F17 JOINERY - KITCHEN	\$7,000.00	Allowance for Kitchen joinery - to be confirmed once designed. Incl. allowance for standard commercial
F18 JOINERY - STORE	\$7,500.00	Allowance for Boardroom joinery - to be confirmed once designed
F19 JOINERY - COMMON	\$3,000.00	Allowance for L1 Store open shelving - to be confirmed once designed
F20 JOINERY - DELIVERY AND INSTALL	\$9,000.00	Delivery and installation of all Essential Furniture above

LEVEL 2 TOTAL ESTIMATE (ex GST) \$501,500.00
PROJECT TOTALS

CONSTRUCTION COSTS (TPV)	\$711,050.00	Excluding GST
DESIGN & DOCUMENTATION FEES	\$71,105.00	10% of Construction Costs (TPV)
TOTAL PAYABLE	\$782,155.00	Excluding GST

PROJECT ACTION PLAN

Client: INC Client Sample Pty. Ltd.

Address: Level 1, 123 George St. SYDNEY

Project: INC Client 2001-01-01 revA Meeting Minutes

Addressee	Attention	Tel No.	Fax No.
Andrew Manager INC Client Sample Level 1, 123 York St. Sydney NSW 2000	Andrew Manager (AM) andrew@incclientsample.com.au	Ph: 02 1234 5678 M: 0412 234 567	
Carla Rep INC Client Sample Level 1, 123 York St. Sydney NSW 2000	Carla Rep (CR) carla@incclientsample.com.au	Ph: 02 1234 5678 M: 0412 234 567	
Livio Kriletic INCORPORATE Suite 29, 112 McEvoy St. ALEXANDRIA NSW 2015	Livio Kriletic (LK) livio@incorporatedesign.com.au	Ph: 02 9319 7890 M: 0423 246 844	02 9699 7544
Peter Reeve INCORPORATE Suite 29, 112 McEvoy St. ALEXANDRIA NSW 2015	Peter Reeve (PR) design@incorporatedesign.com.au	Ph: 02 9319 7890 M: 0419 638 431	02 9699 7544

Reference/Date: INC Client 2001-01-01 revA Meeting Minutes

No.	By	Issue/ Action
A	LK	GENERAL
	PR	17/07
	AM	• AM/CR to email contact details for access - COMPLETE
	CR	• LK to site check new office space - COMPLETE • LK received 6x access passes for Level 11 tenancy - COMPLETE
B	LK	INVOICES
	AM	17/07
		• LK to forward revised contract - COMPLETE
		• AM to forward signed contract directing Incorporate to proceed - COMPLETE
		• LK to forward current payment schedule - COMPLETE
		• LK to forward Design & Documentation Deposit invoice - COMPLETE • AM to process Design & Documentation Deposit as per Contract - COMPLETE • LK to forward ALL project invoices as requested • LK to update payment schedule based on revised budget • AM confirmed payment schedule
C	LK	BUDGET
		17/07 Budget revA 01-01-2001 is the latest budget
		• LK to update budget once Mechanical Services has been finalised - COMPLETE
		• LK to update budget once I.T. equipment & A.V. has been agreed
		• LK to update budget once furniture selections have been agreed - COMPLETE • LK to update budget once wall treatments have been agreed - COMPLETE • LK to update budget once joinery detailing has been agreed
D	LK	PROGRAM
	AM	17/07 Program revA 01-01-2001 is the latest program
		• LK to prepare Application forms for Client and Owners signature and submit to Council/Private Certifier - COMPLETE
		• AM to complete Applicant and Owners sections of CDC Application - COMPLETE
		• LK to forward documents to Base Building for approval - COMPLETE • LK to send revised documentation to Landlord for approval of works - COMPLETE • LK to obtain CDC approval and forward as required
E	LK	DESIGN
	PR	17/07 Design revA 01-01-2001 are the latest design drawings
	AM	• LK to survey actual existing furniture and update drawings - COMPLETE
	CR	• LK to survey existing floor including reflected ceiling - COMPLETE
		• AM/CR approved floor plan for CDC submission - COMPLETE
		• PR to select all flooring finishes - COMPLETE
		• AM/CR to confirm flooring finishes - COMPLETE
		• PR to select all wall treatments - COMPLETE
		• AM/CR to confirm all wall treatments - COMPLETE
		• PR to select all workstation, joinery and furniture finishes • AM/CR to confirm all workstation, joinery and furniture finishes