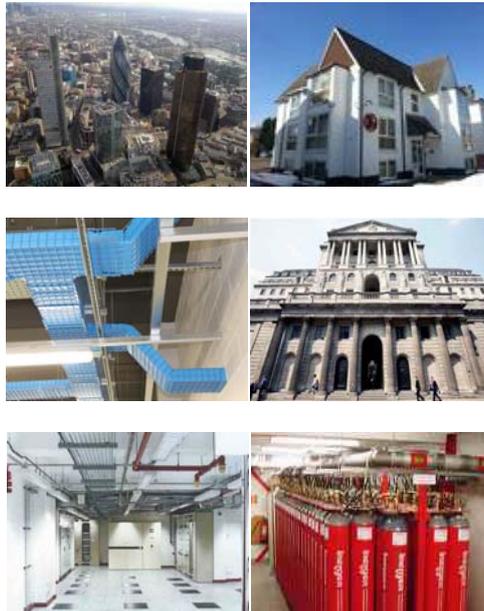




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E&B GROUP LTD PRINCIPAL CONTRACTOR INTRODUCTION DOCUMENT



E&B Group Ltd Principal Contractor Introduction Document



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1.00 Executive Summary

This document provides an overview of E&B Group Ltd's proven track record with referable projects completed in the role of Principal Contractor. We offer a professional, collaborative and pragmatic approach and we are confident our services will compliment the Client's Project Team, together with the resources and skills to successfully deliver any scheme. We would welcome the opportunity to discuss our abilities, scope of service and relevant experience in more detail with you.

E&B Group Ltd has extensive experience, knowledge and understanding in all aspects of Mechanical and Electrical technical services, together with all construction aspects of the built environment and we have successfully completed projects with all elements therein for an extensive Client list, including the following: -

Bank of America, Bank of England, BP, BUPA, Camelot, Citigroup, CSC, ENO London Coliseum, European Bank of Research & Development, Fidelity Administration Ltd, Frimley Park Hospital, Goldman Sachs, Haberdashers' Aske's Boys' School, Imperial College, KPMG, Laboratory of the Government Chemist, Royal College of Music, Salisbury House properties, Santander Group Plc and Selfridges and the like thereof.

The business was established in 1966 and is a multidiscipline Principal Contractor working in all sectors of the marketplace. Our engineering resources are structured and capable of responding to Client's requirements on an individual or integrated basis in providing a concept to completion service. Our core business incorporates delivery of projects often with design responsibility, where we undertake full design, construction, fitting out, refurbishment, architectural and BWIC elements as well as all Technical Services therein.

The majority of work undertaken is within the South East, although for certain Clients we have successfully completed projects throughout the United Kingdom and have extensively worked in the Milton Keynes area for a number of years, whereby we set up and operate from autonomous project offices.

E&B Group Ltd has an exemplary safety record and we are externally audited by 4SeeRisk Management, ensuring compliance with the Health & Safety, (Construction Design & Management) Regulations 2007 and all other relevant legislation.

E&B Group Ltd auditors are Baker Tilly and our financial year ends 31st August. Our registered company number is 2854874 and our published accounts are logged with Companies House.

At E&B Group Ltd, we are bucking the trend within the industry, whereby we have a healthy order book, excellent cash flow and profitability, strong accounts and financial credit rating reflecting an impressive gearing ratio.

With our requisite industry tried and tested experience, proven track record and excellent financial credentials, there has never been a better time to entrust your mission critical project in the hands of E&B Group Ltd.

For more details on E&B Group Ltd, please refer to our updated website at: -

www.e-b.co.uk

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Section 2.01 Group Profile

- **Type**

Limited company, registered in England number 2854874.

- **Size**

We regularly employ a core workforce of circa 50 personnel, encompassing managerial, technical, trade and clerical skills. Obviously, these numbers can and have varied, as does the amount of resource employed on a sub-contract or trade contract basis.

When completing a circa £8M restoration project for English National Opera at The London Coliseum we had over 130 operatives working for us on site.

The Group is NICEIC approved and a member of the B&ES (formerly HVCA).

The Group directors are members of the Chartered Institute of Building (CIOB), Chartered Institute of Services Engineers (CIBSE) and Institute of Directors (IOD).

The Group has an approved supply chain database comprising well over 500 organisations, including the majority of industry wide suppliers.

Typical project values are anything from a small "special works" value up to a maximum £10M and typically in the £500,000.00 to £5M range.

The largest single contract value completed by the Group is circa £10M, which at its peak had certified built values in excess of £2M in a month's progress on site. This project was completed across the threshold of two financial years.

The majority of projects undertaken by E&B Group Ltd as Principal Contractor represent over 75% repeat business. Rarely is our association with a Client of a single project basis and we pride ourselves on forming lasting relationships - time and again we prove via competitive tender to have the edge on our direct competitors.

- **Organisation**

The Group is owned by the three company directors; Appendix 1 outlines our organogram.

- **Location**

The Group is based at and owns its registered office, a 4000 ft² building at Ravendene House, 21 Brighton Road, Crawley, West Sussex RH10 6AE.

Significant investment has been made in recruitment, IT, communications and training. This has been achieved by implementing professional and progressive financial and business management.

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- **Scope of Service**

We are a professionally driven Group, striving to meet a Client's needs and surpass them. We hold reputation, quality, health and safety and Client issues in the highest regard and will always make sure the seamless business continuity of the Client during works on site remains the optimum priority. This is an absolute prerequisite to our existing Clients, with the vast majority of our projects conducted within live environments, many of whom operate in the critical financial markets.

Our business is the role of Principal Contractor often with design responsibility where we undertake construction, fitting out, refurbishment and BWIC elements as well as all Technical Services therein.

We implement streamlined and seamless management procedures, with a continued commitment to develop best practice within all aspects of our business for the following disciplines and market sectors;

- PRINCIPAL CONTRACTOR, INCLUDING DESIGN & BUILD
- ARCHITECTURAL BWIC, FIT OUT & NEW BUILD CONSTRUCTION
- MECHANICAL, HVAC & REFRIGERATION
- LV, MV & HV ELECTRICAL
- PUBLIC HEALTH
- BMS CONTROLS
- IT & COMMUNICATION
- SECURITY
- FIRE PROTECTION
- ACOUSTICS
- TESTING & COMMISSIONING
- DATA CENTRES & COMMUNICATIONS
- FINANCE & BANKING
- HEALTH CARE
- COMMERCIAL FIT OUT
- REFURBISHMENT
- NEW BUILD
- RETAIL
- RESIDENTIAL
- RESTAURANTS
- THEATRES
- EDUCATION & LEISURE

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Why E&B Group Ltd?

- **Our business is your business**

We will demonstrate an understanding of your business – your specific requirements. We have experience in all sectors.

- **Quality & Experience**

We have examples of recently delivered projects and can provide testimonials from satisfied Clients.

- **Commitment**

We have a harmonious attitude with emphasis for “delivery on time – for the next time” and an intelligent approach to standard Forms of Contract and Clients bespoke amendments.

- **Resource**

Comprehensive experience delivered for over 48 years.

Personalities – our staff and resource are good to do business with.

We offer an experienced team that has previous experience together in delivery and it will be the same team from inception to completion and handover.

- **Health & Safety Record**

We have an excellent Health and Safety record, combining our own expertise with professional independent advisors, with high standards of safety and care.

- **Finance & Insurance**

We can demonstrate financial stability and that all adequate insurance is in place. Our auditors are Baker Tilly.

- **Added Value**

In addition to the wealth of experience in successful competitive tendering and award and delivery of similar infrastructure projects for several “blue chip” clients, E&B Group Ltd has employees with direct and extensive experience of the industry brought from their previous employ.

Covering principal contractors, design team consultants, cost management firms and trade specialist, we have direct hands on experience of all project scopes and across the industry spectrum.

Early participation of our team with your project will allow unification collectively of vast principal contractor, project management and commercial management experience. Complimentary expertise will be of mutual benefit to the Client and Employer, E&B Group Ltd as Principal Contractor and the Design Team members. We will all share in our previous experiences in attaining the best possible solution for the project scope in terms of programme, cost, quality, safety and functionality.

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Section 2.02 Report & Accounts

Profit & Loss Statement

- A) E&B Group Ltd's financial year is to 31st August and set out below is the profit and loss statement to 31st August 2013 prepared by our accountant and auditors, Baker Tilley.

These figures are fully audited for filing with Companies House: -

	To 31/08/12	To 31/08/13	Forecast 2014
Turnover to 31 st August 2012	14,600,000	£8,322,676	£9,000,000
Cost of Sales	(12,813,700)	(£6,905,407)	(£7,750,000)
Gross Profit	1,816,287	£1,417,269	£1,250,000
Administrative Expenses	(1,389,950)	(£898,562)	(£850,000)
Operating Profit/(Loss)	426,337	£518,707	£400,000
Profit on disposal of subsidiary company	78,241	0	0
Interest Receivable	17	5	
Interest Payable	(699)	(£36,811)	(35,000)
Profit/(Loss) on Ordinary Activities Before Taxation (PBT)	503,896	£481,901	£365,000
Taxation	4075	(£79,897)	(£65,000)
Profit/(Loss) on Ordinary Activities After Taxation	£507,971	£402,004	£300,000
Minority Interest	13,686	0	0
Profit/(Loss) for the Financial Year Attributable to Members of E&B Group Ltd	521,657	£402,004	£300,000

- B) E&B Group Ltd's KPI projections and forecasts for FY14 (to 31st August 2014) include for turnover @ £9M and a sustained profitability, building on our success of the previous year's accounts.
- C) E&B Group Ltd is resourced and financed to deliver turnover in excess of £15M as evidenced in our 2012 accounts.
- D) E&B Group Ltd undertakes all Banking via Barclays Bank Plc and has done for over 20 years.

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Section 2.03 Relevant Experience

Examples of previous projects includes: -

Project 1: Christ Church Court Chiller Replacement	Client: Goldman Sachs
Value: £2.3m	Client Contact: On Request
Form of Contract: JCT 2005	Contract Administrator: Gleeds
Services Consultant: Hoare Lea	Construction period: 4 months
<p>Nature of work undertaken: This project was for the installation of 4 new chillers in a newly formed roof chiller compound, including structural & architectural works to meet planning approval requirements, and the replacement of 8 existing chillers with 6 no. new chillers (a total of 10 new chillers). The sequence of works was designed to strategically place the chillers in such a manner that the critical cooling load of the live data centre was not compromised at any point. The works included new LV supplies, BMS, water treatment and 750m of new 250mm F&R pipework, all completed with a live data centre.</p>	
Project 2: Project Jordan Phases 3 & 4	Client: Santander UK Plc
Value: £5.35m	Client Contact: On Request
Form of Contract: MF/1 Rev 4	Contract Administrator: WPP
Services Consultant: Watkins Payne	Construction period: 12 months
<p>Nature of work undertaken: This project, at a live UK Data Centre, included the installation of 6 new 460kW chillers including the acoustic packages, associated bases, pipework, BMS controls, power supplies, water treatment and commissioning. Following the installation of the 6 new chillers, the project focus shifted to the phased replacement Data Hall Cooling located in the adjacent plant corridors. We replaced the 28 no. existing PCU's with new 80kW chilled water down-flow units. Due to the fact that the Data Centre was a live environment, only 2 down-flow units could be replaced at a time.</p>	
Project 3: Watford Data Centre 3 (DC3)	Client: KPMG LLP
Value: £2.35m	Client Contact: On Request
Form of Contract: JCT 2005	Contract Administrator: G&T
Services Consultant: Hoare Lea	Construction period: 7 months
<p>Nature of work undertaken: Expansion of existing data centre space including upgrading of main infrastructure incoming supplies. Whilst maintaining the building supplies both existing 11KV /800 KVA incoming transformers & associated HV ring main units were exchanged for two 2MVA TX each capable of providing the total building loads. A new critical LV panel was installed to serve the data centre equipment. The new critical LV panel also served the existing data centre supplies which were migrated during planned shutdowns. New 200KVA UPS systems & PDU's were also installed to the new data centre space, together with the associated chiller and down-flow units to provide chiller air environment.</p>	

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Project 4: Bullion Loading Bay & Vault	Client: Citigroup
Value: £2m	Client Contact: On Request
Form of Contract: JCT 2005	Contract Administrator: EC Harris
Services Consultant: ECH	Construction period: 6 Months
<p>Nature of work undertaken: This design & build project comprises an LPS 1175 secure bullion drop off bay, trucking route / lift and loading bay interlock failsafe 'lockdown' facility in times of power failure or 'panic' activation, together with a new secure vault facility. The new vault included installation of a new security system with a Ritzenhaller Interlocking Security Memtrap, bomb resistant entrance lobby, seismic detectors, motion sensor CCTV and time-lock vault door upgrade, and all other build and technical services on the project.</p>	
Project 5: various	Client: Bank of England
Value: ranging from £5,000 to £4m	Client Contact: On Request
Form of Contract: PPC2000 and NEC	Contract Administrator: G&T
Services Consultant: HM	Construction period: various
<p>Nature of work undertaken: With over 30 projects completed contributing £20m of turnover since 2007, we have continually worked for the Bank of England on several prestigious projects covering infrastructure, data centre, AFDS, security, MEP, architectural, build/BWIC elements in very secure occupied premises at their Threadneedle Street head office, Debden, Leeds and more recently their new facility in Moorgate.</p>	
Project 6: Avalon House	Client: Camelot
Value: £2.3m	Client Contact: On Request
Form of Contract: JCT 2005	Contract Administrator: Sense
Services Consultant: Long & Partners	Construction period: 8 months
<p>Nature of work undertaken: New out the ground energy centre and construction of a new data centre within an existing warehouse space, with all finishes and services as a turnkey delivery, including chillers, AHU's, ACU's, pressurisation vessels, boilers etc.</p>	
Project 7: Farringdon Road	Client: Merrill Lynch
Value: £4.62m	Client Contact: On Request
Form of Contract: JCT 2005	Contract Administrator: Gardiner & Theobald
Services Consultant: Curona	Construction period: 9 months
<p>Nature of work undertaken: Complete fit-out, including new and additional infrastructure, new Data Comm's room and supporting "hub" rooms and Contractor Designed kitchens, tea points and coffee bar facilities. Works included a range of specialists, with the technical services designed and implemented in house and with specialist novated orders circa £1.0M. Works were completed on a rolling floor by floor programme to maintain business continuity for the Clients day to day operations.</p>	

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Project 8: Beech Gate House	Client: Fidelity Administration Ltd
Value: £0.7m	Client Contact: On Request
Form of Contract: JCT D&B Form	Contract Administrator: GB Fitzsimon
Services Consultant: E&B Group Ltd	Construction period: 2 months
<p>Nature of work undertaken: Upgrade of the electrical infrastructure to Beech Gate House on the Kingswood Fields Estate in Surrey. This included the replacement of the main electrical panel and associated switchpanels, generator control panel and 5 No. Power distribution units on the office floor levels.</p> <p>The works were undertaken out of hours in an occupied building, without disruption to the business and temporary power and cooling being provided during the unavoidable complete building shutdown over one weekend.</p>	
Project 9: BUPA, Pinetrees	Client: BUPA
Value: £0.65m	Client Contact: On Request
Form of Contract: JCT D&B Form	Contract Administrator: G&T
Services Consultant: LEDA	Construction period: 3 months
<p>Nature of work undertaken: Forming a modular extension to an existing data centre, within an existing occupied administration building. The project involved the installation of new switchboards, sub-mains, UPS, modification works to the air conditioning system, BMS modifications, gas suppression system, fire alarm works, building works and fire stopping. The works were carried out outside of normal working hours.</p>	
Project 10: SWDC, Milton Keynes	Client: Santander Group Plc
Value: £9.5m	Client Contact: On Request
Form of Contract: MF/4 Rev 1	Contract Administrator: WPP
Services Consultant: Watkins Payne	Construction period: 12 months
<p>Nature of work undertaken: To enhance the power to a live Shenley Wood Data Centre facility. This was achieved by replacing the 11kV transformers, adding transformer output switchboards, adding a UPS module to each of the two existing UPS groups, two additional new UPS groups, modifying and extending LV switchboards and replacing the generator controls. A new standalone fully serviced computer room was included within the scope.</p> <p>In addition, new switchgear, sub-mains, busbars, CRAC units, gas suppression and a global monitoring system have been undertaken, with all associated builders work, diamond drilling and fire stopping. We have been heavily involved with the Professional team to develop the with contractors design elements and co-ordinate the works.</p> <p>The works were carried out during normal working hours, fully occupied and within the live facility. All major shutdowns and interventions where completed out of normal hours.</p>	
Repeat business has been completed with all the clients referred to above.	

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Section 2.04 References

2.04.1 Client References

Much of our work is conducted within the financial sector, whereby we are bound by confidentiality agreements and a code of conduct meaning we are not at liberty to provide contact details for client references as a general release item. However, we have several clients that are willing to provide reference for E&B Group Ltd and have previously done so. We would be happy to provide confidential contact details upon request.

2.04.2 Accounts Reference

Baker Tilly are E&B Group Ltd accountants and audit managers. They may be contacted via Mike Downing; mike.downing@bakertilly.co.uk

2.04.3 Bank Reference

Barclays Bank Plc provides E&B Group Ltd banking facilities. They may be contacted via Catherine Butler; catherine.butler@barclays.com

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Section 2.05 Principal Contractor Roles:-

2.05.1 Overview

- An initial method statement would be issued compliant with the Employers Requirements, updated and amended as the design development proceeds to achieve construction drawings that are approved and working programmes are agreed.

Task specific risk assessments, method statements, training, toolbox talks and the like will be undertaken for each individual activity.

- **Site Management & Strategy**

A Project Manager would be allocated with responsibility for all of our work on a day to day basis, including Client liaison.

In addition, a Site Manager would be assisted by Trade Foremen commensurate with the project scope and agreed programme.

General labour resources would be provided throughout the programme relative to site protection, cleaning, access, deliveries and distribution as part of our obligation to the Preliminaries aspect of the project.

- **Client & Design Team Liaison**

By agreement with the Employer and the Project Team, we would prepare a composite schedule of meetings which would identify not only regular dates for the Project Team liaison meetings, but also regular meetings with our own trades and specialists whether this be for programme, progress, tool box talks, inductions, Health & Safety or daily foreman's meetings and the like.

- **Management of Working Hours**

Parallel with any site constraints that may be imposed, our construction programme would identify specific weekend working due to the disruptive nature of certain works activities, plus any other out of hours working or shift regimes that need to be agreed, as well as "shutdowns" etc.

With respect to weekend working for a specific shutdown, this would of course be arranged in accordance with pre-determined and agreed hourly programmes, which can be closely monitored and immediately reported on at any stage during the shutdown period.

Clearly, any and every shutdown is geared for successful completion, however, we would always programme in as part of our risk mitigation a 'fall back' position should anything, for whatever reason, not go to plan. Prudent professionalism is the key.

We will always have the requisite management and site supervision in attendance. All the aforementioned practices have been implemented on each and every successful project we have completed and significantly, has enabled us to overcome and accommodate the "unforeseen" that can inevitably occur.

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2.05.2 Access, Egress & Traffic Management Proposals

i) Site demise

Access to the site would be via the agreed entrance point. We would comply with the contractor's demise and also any "shared demise" with others. In areas of shared demise, access by any Employers work people would be maintained at all times and these areas would not be used for storage of materials, accommodation or welfare facilities in order to maintain a designated 'blue route' access and egress at all times.

All operatives and staff shall be required to sign in and out at the agreed "Security Point" at each visit to site, with a full induction conducted on their first attendance.

Any site access at night or weekends would be given to security control in advance.

2.05.3 Site Accommodation & Welfare

This would be located in an agreed position, or positions, within the area designated Contractor's demise and would need to be provided relevant to the current Schedule 2 of the CDM regulations.

2.05.4 Standing, Scaffolding and Access Requirements

Scaffolding would be provided necessary for the works. In addition, mobile towers would be used in individual working areas as appropriate, for all disciplines and trades.

2.05.5 Removal from Site of Redundant Materials

All waste transfer documents would be retained on site and our waste management strategy is fully compliant with the Waste Management Plans Regulations 2008 No.314

2.05.6 Delivery of Materials

Whilst the storage area would be agreed within the Contractor's demise it is in any event intended that deliveries would still be made on "a just in time" basis.

2.05.7 Control of Noise, Dust Pollution, Vibration, Potential Nuisances and Clearing Materials from Site (with reference to building occupiers)

All reasonable measures would be determined, agreed and implemented associated with the above, incorporating any standards and procedures issued by the Employer.

2.05.8 Liaison Policy with the Employer

Central to the success of our business strategy has been our ability to liaise with our Clients.

The nature and type of work, as well as the programme and logistics, deem that daily and regular liaison, is essential with the Employer and his representatives. We have substantial experience of this and our project team would include members dedicated to this process.

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Section 2.06 Management System

2.06.1 Overview

An initial method statement would be issued compliant with the Employers Requirements, updated and amended as the design development proceeds to achieve construction drawings that are approved and working programmes are agreed.

Parallel to the above, we would also agree an Information Issue Programme, Drawing Register, complete with associated release / receive dates for information. During this period, we would need to determine and agree the release dates required for all essential builders work items, particularly those known to have the potential for structural impact.

The following documents would be issued: -

- Construction programme
- Design and production programme
- Procurement schedule
- Project specific Quality Plan
- Project specific Health & Safety Plan
- Schedule of Risk Assessments to be completed
- Schedule of all anticipated installation Method Statements and preliminary progressive release dates
- A schedule of all anticipated commissioning method statements and preliminary progressive release dates
- Agreed pre-handover – checklist

We establish a range of project specific KPI's and our Project Manager reports to a Director on these on a weekly basis.

Our procedures are commensurate with BS EN ISO 9001. This has enabled us to achieve industry benchmarking.

2.06.2 OUTLINE RISK ASSESSMENT

E&B Group Ltd implement policy, supporting instructions procedures and associated guidance in accordance with our Health & Safety Policy, Procedures Manual and General Risk Assessment Manual for the Construction Industry compliant with The Management of Health & Safety at Work Regulations 1999.

This project will involve a 'multi-contractor site' and as such our risk assessments and procedures will comply with the following principles: -

- Managing Construction Health & Safety (CDM Regulations 2007)
- Approved Code of Practice (ISBN7017607925)
- The Guide to Managing Health & Safety in Construction (ISBN0717607550)
- Designing for Health & Safety in Construction (ISBN0717608077)

Management and supervisory staff, as well as sub-contractors, are required to carry out risk assessments of work activities which pose a significant risk to health & safety, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

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These RAMS will identify the range of hazards associated with the work activities, together with any necessary mitigating action.

The findings of RAMS will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.

A copy of the RAMS report will be available at the work place and the findings will be brought to the attention of all operatives.

All RAMS will be monitored and reviewed at regular intervals, and when working practices or equipment change to confirm that all risk assessments are adequately controlled and are in compliance with legislation.

2.06.3 Permits to Work

E&B Group Ltd has extensive experience of operating and working with Permit to Work systems. Permits are likely to include, but not be limited to the following: -

- Permit to work in high risk and secure areas
- Hot works permit
- Electrical permit to work
- Permit for demolition
- Isolation permit on AFDS systems
- Permit for holes through structural elements
- Specialist removal checklist

These elements would also be enhanced upon within our Construction Phase Health & Safety Plan for the project.

2.06.4 Working In An Occupied Building

We have extensive successful experience of projects delivered whilst occupied and operational and recognise that the works must be completed without disruption to the Client's operational effectiveness.

We recognise our responsibility for ensuring that all of our obligations are complied with by implementing pre-determined and agreed management procedures specific to the site.

These procedures would be identified and developed taking into account: -

- Confidentiality
- Employers standard procedures,
- Health & Safety Plan for the project
- Site Plan, muster point and emergency procedures.
- Agreed procedures for Permits to Work.
- Agreed procedures for access to the site, whether this be operatives or material deliveries etc, and access in and around the demise.
- Project specific constraints

2.06.5 Security Measures

In addition to the Employers own standards, all security measures will need to be managed across and through a whole range of areas via an agreed process including: -

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- Agreed lines of communication.
- Pre-start check lists
- Pre-start meeting with contractors and operatives outlining the agreed requirements.
- Agreed site demise details associated with:-
 - layout
 - welfare
 - site access
 - loading / unloading
 - storage
 - site rules
- Emergency procedures, including First Aid and Emergency Plan
- Permits to work
- Site layout, means of escape, signage and security
- Personal protective equipment
- Integrity of existing services including gas, electricity and water.
- Existing plant
- Noise, Dust and Pollution constraints
- The location and neighbouring properties

E&B operatives at all times wear branded clothing and PPE appropriate to the site rules and specific tasks and would comply with any site specific access card / pass / signing in arrangements that will be in place for the project or the site as a whole.

All necessary watching and lighting and everything else necessary by day or by night for the protection of the public and for the protection and security of the works etc, would be provided where applicable to the contract works. In this respect, advice would be taken from the local Crime Prevention Officer, should this be considered necessary.

2.06.6 Liaison Policy with the Employer

Central to the success of our business strategy has been our ability to liaise with our Clients.

The nature and type of work, as well as the programme and logistics, deem that daily liaison, is essential with the Employer and his representatives.

We have substantial experience of this and our project team would include members allocated to this process.

2.06.7 Quality Assurance Policy Statements

E&B Group Ltd has achieved business and industry benchmarking by recognising that quality is a competitive advantage – not an additional cost.

Procedures commensurate with BS EN ISO9001:2000 are implemented with a professional, experienced and pragmatic approach to ensure consistent delivery of quality management and construction.

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SECTION 2.07 Resources

E&B Group Ltd regularly employs in the order of 50 employees encompassing managerial, technical, trade and clerical skills. Obviously these numbers can and have varied, as does the amount of resource employed on a sub-contract or trade contract basis.

2.07.1 Trade / Sub-Contractors

These are monitored and supervised in the same fashion as our own employees, similarly competency and ongoing development is also checked as set out below: -

2.07.2 We complete a technical audit process for all sub-contractors, which include, but are not limited to, the following: -

- Health and Safety compliance and implementation
- Tax & VAT compliance
- Insurance compliance
- Financial stability
- Management resources
- Previous experience of relevance
- Ability to deliver
- References
- Inspections
- Work and / or residence permits for the UK
- Proof of employee identification
- Personal information declaration

2.07.3 Qualifying trade / sub-contractors are then added to our approved data base and reviewed after each project, or every two years, to check conformity.

2.07.4 **Our resources would be structured as follows: -**

Director	Detailed involvement during the tender period and lead in periods to ensure overall financial and quality audit implemented, and without any slippage. Retains "overview" throughout, liaising with Project Manager who reports on Project Specific KPI's.
Project Manager	Working closely with our Project Director with day to day responsibility for the project from date of order through to expiry of defects liability period, managing and co-ordinating all programmes, procurement, design and installation aspects.
Commercial Manager	Client liaison and involvement on all financial and commercial aspects liaising closely with the Project Team.
Project Engineers	Selected to suit the scope, and with individual discipline speciality complimented with multi-discipline understanding and approach.

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Site Managers Full time site based, irrespective of working hours, and installation responsible on a daily basis for the complete site management of all E&B activities inclusive of all disciplines embracing co-ordination and client liaison as a central feature together with day to day implementation of our health & safety plan.

The Site Manager would be able to :-

- Co-ordinate all site trades
- Reject poor workmanship, snag & de-snag
- Instruct remedial action
- Receive and issue instructions.

Operatives The group employs operatives (all disciplines) on a PAYE basis, including apprentices and the required resources would be selected as the full scope is identified and the programme agreed.

As industry standard, we also have a selection of single operatives resourced from an approved list who are CIS registered.

Specialist Trade Packages As industry standard, we sub-contract specialist trade packages and procurement.

All trades are selected from our approved supply chain database.

We have substantial experience of novated suppliers with values up to circa £ 1.0M

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SECTION 2.08 Contractors Design

Overview

E&B Group Ltd has extensive knowledge of standard forms of building contract which incorporate 'with contractors design supplement portions' appended, as well as having completed a number of projects on a 'full design and build' basis.

Paramount to the success of the contractors design is clear and concise employer's requirements. E&B Group are fully versed with all that is required to develop and provide a fully compliant solution.

An initial method statement would be issued compliant with the Employers requirements, and this would be developed and amended as the design development proceeds and both construction drawings are approved and working programmes developed. Parallel to the above we would also agree an Information Issue Programme, Drawing Register and complete with associated release / receive dates for information.

2.08.1 Design & Production Information

This would be developed in accordance with an agreed Production Programme. Our team has experience in all of the disciplines, and the design thereof, as well as 100% track record on fixed price lump sum delivery. All detailed drawings etc, would be provided in AutoCAD Release 2013 format with additional complimentary computer support via Cymap CADlink, SEC cost management and architectural desktop packages.

2.08.2 Co-Ordination Strategy

The success of this directly contributes to the programme and is reliant on complete design, procurement and information exchange.

In addition to ourselves, any "sub-designers" and specialists would produce the following under the auspices of our management procedures: -

- Co-ordination
- Drawings for co-ordinating two or more of their own services systems.
- Provision for dimensioned drawings showing all internal and external services including plans and elevations of positions and sizes or, for example, electrical cable trucking and/or conduits, together with dimensions for positions and sizes of all accessories including thermostats, switches and co-ordinated details.
- Provision of BWIC information.
- Incorporation of details provided by others into their own co-ordination drawings. In undertaking the co-ordination process we would identify and set out the principles and would expect others to produce information on this basis.
- Provide all necessary drawings that are required to enable co-ordination drawings to be prepared by others. This is important because information would need to be produced on or by pre-determined dates for the process to be successfully delivered.

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An immediate priority on appointment would be to establish the following: -

- a) Proposed Drawing Register.
- b) Proposed drawing registers for all other trades, sub-designers and specialists.
- c) Identify main carcass (highway) routes, high and low level etc.
- d) Identify immediate 'pinch points'
- e) Items requiring structural input
- f) Identify 'shorthand' co-ordination principals enabling others to produce information.
- g) Any special issues in terms of installation access, maintenance and plant replacement.

Our Management Team benefits from considerable knowledge and experience of all specified disciplines.

By having this in place we can not only undertake co-ordination process but also track that what is drawn is actually built. This will facilitate successful site design meetings with all parties and enable us to ensure that we get the necessary information early enough for us to produce the required level of co-ordinated drawings that will be necessary, and in the correct sequence.

We would prepare a detailed design programme indicating: -

- Clarification that may required on commissioning and validation etc.
- Information required from others, including confirmation on Provisional Sums.
- Information we are to produce
- Target approval dates commensurate with the Construction Programme.
- Other items included would be dates for technical submissions, samples (if any), mock ups (if any) together with reference for ongoing collation of O&M / record information.

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SECTION 2.09 Novated Sub-Contractors

E&B Group Ltd has extensive experience of novated sub-contractors and suppliers. Subject to the proper execution of back-to-back standard forms of sub-contract documentation being utilised and formalised, including any and all collateral warranty documents, we would have no objection to key packages being novated to us.

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SECTION 2.10 Equipment Suppliers

E&B Group Ltd has extensive experience of 'named' and / or 'listed' sub-contractors and suppliers. Any such Group that represents a Group that E&B Group Ltd has not previously worked with and are not already on our approved sub-contractor data base, would be required to complete and pass a technical audit process prior to our being able to acknowledge conformity, but this should be a formality.

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Appendices

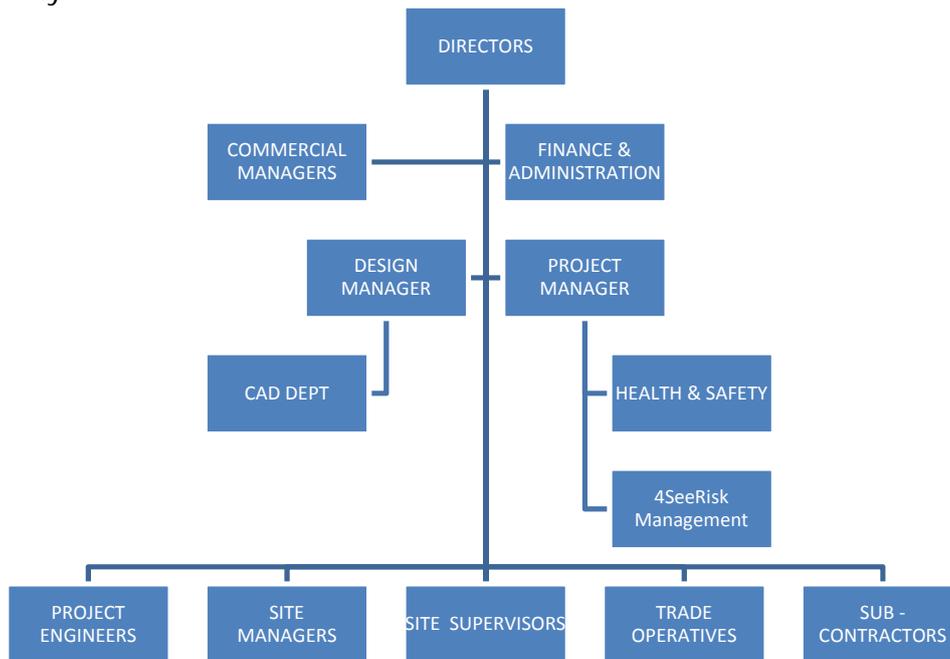
Appendix 1 – Organisational Chart

Organogram

We regularly employ a core workforce of circa 50 personnel, encompassing managerial, technical, trade and clerical skills. Obviously, these numbers can and have varied, as does the amount of resource employed on a sub-contract or trade contract basis.

Trade / Sub-Contractors

We complete a technical audit process for all trade and sub-contractors in order to vet their capability and suitability for the works. Qualifying trade / sub-contractors are then added to our approved database, which contains over 500 qualifying specialists that are reviewed after each project, or every two years, to check conformity.



Resource by type:-

Directors	3
Admin/Clerical	2
Finance	2
Commercial	2
Project managers/Engineers	6
Site Managers	5
Design/CAD	2
H&S	1
Site Supervisors	5
Trade Operatives	25+

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Appendix 2 – Current Certificates of Insurance



21 Station Road, Hailsham, East Sussex BN27 2BN
Tel: 01323 440725 Fax: 01323 442774 Email: insure@tandlinsurance.co.uk

Insurance Services

E & B Group Ltd

**Ravendene House
21 Brighton Road
Crawley
Sussex
RH10 6AE**

Commercial Combined Policy including:-

- Public & Products
- Terrorism Cover
- Excess Liability
- There is a total indemnity limit for Public & Products Liability of £10,000,000 comprising of £2,000,000 with NIG Insurance and £8,000,000 with Ink Underwriting for any one occurrence.

NIG Policy Number – SEC/004202847

Ink Underwriting Policy Number – QBE/1514363/11

Employers Liability

Indemnity Limit £10,000,000

NIG Insurance Policy Number – SEC/004202847

Contractors All Risk Policy including Terrorism Cover

Indemnity Limit £4,000,000

NIG Insurance Policy Number – SEC/004202847

Professional Indemnity

Indemnity Limit £5,000,000

David Oliver & Associates / HCC – PI13R504898

Expiry Date – 5 April 2015

T&L Insurance Services is a trading name of T&L Financial Services Ltd
T&L Financial Services Ltd is authorised and regulated by the Financial Conduct Authority, FCA reference no. 400439.
Registered in England no. 4801100. Registered office: 30/32 Gildredge Road, Eastbourne, East Sussex BN21 4SH

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Appendix 3 – Health & Safety Policy Statement

This Health and Safety Policy Statement recognises E&B Group obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of E&B Group and its operating businesses.

E&B Group has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees, or as a result of the E&B Group activities. E&B Group fully accepts their obligations and responsibilities, which will be achieved by:-

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or tenants, or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.

Employees are required to co-operate with the Company not only to ensure their personal safety, but also to ensure that they are not prosecuted for breach of legislation nor have disciplinary action taken against them by the Company for breach of Company rules.

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The Board of Directors have appointed **Director, Mr C P Marchant** as having particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy with respect to E&B Group.

The Company will communicate the Health & Safety Policy to all employees, and it will be freely available to customers, shareholders and the general public. This policy will be reviewed six monthly and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company. To assist in this respect the Company have appointed a Safety Supervisor. **The Safety Supervisor is 4See Risk Management Limited.**

Signed: *Clive P. Marchant*
CLIVE P. MARCHANT
DIRECTOR

Date: **30th April 2014.**

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Appendix 4 – Environmental Policy Statement

E&B Group Ltd recognises the need to operate the business in a manner, which reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its business aims with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, shareholders, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company have demonstrated a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact. In order to achieve this commitment, we will: -

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of environmental improvements within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Identify, prevent and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Minimise storage & use of all articles & substances, where appropriate.
- Reduce consumption of energy, materials & packaging where feasible.
- Minimise waste through reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practised in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company communicates the Environmental Policy to all E&B Group Ltd employees and is freely available to customers, shareholders and the general public.

The Board of Directors have appointed **Director, Mr C P Marchant** as personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

Signed: *Clive P. Marchant* Date: **30th April 2014.**
CLIVE P. MARCHANT
DIRECTOR

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Appendix 5 – Corporate & Social Responsibility Statement

By virtue of that established in relation to human rights, labour rules and environment protection in the UN World Pact, announced during the world economic forum that took place in Davos (Switzerland) in March 1999, and to which E&B Group has adhered, there are ten principles that, divided into four categories, the Group commits to observe: -

Human Rights

1. Support and respect the protection of internationally proclaimed fundamental human rights, within their scope of influence.
2. Report any infringement of human rights they may come across.

Labour Rules

3. E&B Group and their supply chain should endorse freedom of association and effective recognition of the right to collective bargaining.
4. The eradication of all forms of forced or coerced labour.
5. The abolition of child labour.
6. The elimination of discrimination practices regarding employment and occupation.

Environment

7. E&B Group uphold a preventative approach which benefits the environment.
8. Promote initiatives that encourage greater environmental responsibility.
9. Encourage the development and diffusion of environmental friendly technologies.

Anti-Corruption Fight

10. Businesses should work against all types of corruption, including extortion and bribery.

E&B Group declares to understand the scope of these ten principles and commits to endeavouring to respect them while undertaking its management functions. This policy statement will be reviewed on an annual basis to ensure continued relevance and to assess that its aims and objectives are being met.

Signed: *Clive P. Marchant*
CLIVE P. MARCHANT
DIRECTOR

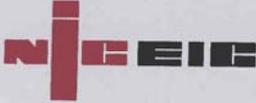
Date: 30th April 2014.

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Principal Contractor
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Appendix 6 – NICEIC Certificate

Certificate



This is to certify that:

E & B Group Ltd

Ravendene House
21 Brighton Road
CRAWLEY
West Sussex RH10 6AE
UNITED KINGDOM

Has been assessed as having the technical capability to carry out electrical installation work in accordance with the requirements of BS 7671 and is Enrolled or Registered for the following categories:

**Approved Contractor Scheme
Domestic Installer Scheme**

Enrolment or Registration is subject to the business continuing to comply with the NICEIC requirements, which will be monitored by NICEIC during surveillance visits.

Enrolment Number : 024118000

Accredited Certification : 25th November 2002

Alan Wells

Alan Wells
Certification Director
Ascertiva Group Ltd

NICEIC
NICEIC is a division of Ascertiva Group, Registered in England No 02513162
Registered office: Warwick House, Houghton Hall Park, Houghton Regis, Beds, LU5 5ZX


The above business has been assessed as having the technical capability to carry out electrical work as defined above in accordance with BS7671 – Requirements for Electrical Installations (IEE Wiring Regulations), except in hazardous areas where there may be a risk of ignition due to the presence of flammable gas or vapour, or ignitable dust or fibre. Such work is subject to separate assessment and certification. The current enrolment or registration status of the holder of this certificate may be confirmed by accessing the NICEIC website at www.niceic.com.
This certificate is the property of NICEIC and must be returned on request.



THIS IS TO CERTIFY

E & B GROUP LTD

IS A MEMBER OF THE

BUILDING & ENGINEERING SERVICES ASSOCIATION

B&ES members are required to demonstrate the competence of their business through an independent inspection and assessment against clearly defined technical and non-technical standards

FOR THE SUBSCRIPTION YEAR

2014/2015

F378800/HV004700

MEMBERSHIP NUMBER

President: **Bruce Bisset**

Secretary: **Neil Griffin**