

# Black Sluice Internal Drainage Board

## Policy No: 40

### Commercial Works Policy

Review Dates:

Original Issue	9 <sup>th</sup> April 2014
Review	Audit & Risk Committee 26 <sup>th</sup> April 2017
Board Approved	14 <sup>th</sup> June 2017

#### INTRODUCTION

Following a request, the Board will offer quotations to complete relevant works within their normal scope of works on a commercial recharge basis.

Quotations will be offered using the following options:

1. Rechargeable day works
2. Schedule of rates
3. Fixed price/lump sum (all risk)

#### POLICY

A Commercial quotation will be prepared and presented for acceptance following a review of the current operational works programme. If there is scope for the commercial works to be completed without affecting the programme a quotation may be offered.

A quotation within the options above will be prepared using the current year's job costing rechargeable spreadsheets for labour, plant, stock and other cost items in line with the specific request. The job costing spreadsheet will have an annual review of labour and plant rates by the Finance Manager and a quarterly review of stock rates by the Operations Manager, other cost items will be included at market rates.

Where a fixed price/lump sum is requested the works will be assessed against a programme of events with the relevant resources identified and included, all event risks should be included. A second officer opinion will be sourced and the quotation and programme assessed with any adjustments agreed.

A 5% addition will apply to all quotations to assist in the overhead recovery.

Commercial Works quotations will be forwarded to the clients in letter format for acceptance.

Any works with a value greater than £1,000 must not commence prior to the receipt of a pre-payment or an official order. Any order over £40,000 must be referred to the Board or Committee of the Board before being accepted.

A unique rechargeable cost centre will be raised for each Commercial works.

Works will be invoiced to include for VAT within the month of completion for fixed price/lump sum works or the following month following the full evaluation of allocated costs for day works.