

Thank you for taking the time to read through our Building and Renovation Fact Sheet. At Bayside Quality Builders, we understand that the work you are about to undertake on your home – no matter how big or small – is important, and we want to ensure that you are getting what you have in mind. That is why it is important that there is a clear understanding between yourself and your builder as to exactly what the proposed works entails.

In regards to obtaining and comparing quotes from Builders it is always important to ensure that you compare quotations based on the same inclusions.....'Apples for apples'. Bear in mind that cheapest isn't always the right option, particularly if you find that certain works are not allowed for or included in the quotation and you end up paying for unexpected variations.

Below are some points to consider when obtaining a price on your proposed works.

- **Do you have plans drawn up? No, that's fine!**

We are always happy to meet with prospective clients and discuss details and ideas. Make sure you have a good idea of what you are considering and feel free to provide us with a wish list so that when we meet we are all on the same page. We can always assist in pointing you in whichever direction you need to go from here.

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- **You have plans drawn up:**

The best way we are able to provide a fixed price costing for you is if you can supply us with the following:

- ▶ Full set of plans
- ▶ Engineered drawings
- ▶ BASIX requirements
- ▶ Specifications on materials such as:
  - i. Floor finishes:

Are you carpeting, laying floor boards, tiling or polished concrete?
  - ii. Window and door schedules:

Do your plans include clear details or schedules showing sizes and styles of doors and windows, and are they to be aluminium or timber framed? Do you have specific glazing requirements for certain windows? Have you chosen a colour for any powder coated products?
  - iii. External finishes:

Is the property to be brick or timber clad? Is there a specific style of finish you would like ie. Styles of cladding or brickwork or is it to be rendered?
  - iv. Electrical layout:

Do your plans outline where and how many power points, light fittings and any television aerials you may require, and are any ceiling fans to be installed? If these items are not included on your plans you can always list these separately for inclusion in your price.

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- **Insurances**

We are required by law to take out Home Owners Warranty Insurance for any works over \$20,000. This is applied for on a job specific basis and you will receive a copy of the certificate to include with your records.

We also carry Public Liability Insurance, Contracts Works Insurance and Workers Compensation.

- **Subcontractors:**

We only use professional, reliable, fully licensed and accredited sub-contractors that is; carpenters, plumbers and electricians, to carry out your work.

- **Asbestos Removal:**

If asbestos is found in the property, this will be charged at a rate per m<sup>2</sup> for removal and tipping. This will be treated as an unforeseen cost, where the amount to be removed is unknown prior to commencement of works.

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- **Contracts**

Prior to any work commencing, we will always have a signed contract in place. Depending on the scale and scope of work, the contract will vary from a signed acceptance of the supplied quote to a more detailed contract outlining inclusions, exclusions, scope of work, payment schedules and any relevant job specific details.

Our policy is no contract, no work.

- **Types of contracts**

There are many suppliers of contracts available for use. Bayside Quality Builders uses Housing Industry Association contracts. These contracts are well set out and easy to understand. The type of contract which you will require depends on the type of work that is being undertaken, the amount of details that you are able to provide and the extent of work you engage us to carry out. Below are the two types of contracts which we commonly use:

- ▶ **Fixed Price/Lump Sum:**

Where costs are known and inclusive of all specified materials, labour and builders margin. Progress payments are invoiced on completion of stages outlined in the contract.

- ▶ **Cost Plus**

Cost to the Builder for materials and labour plus builders margin. This is generally invoiced either weekly or fortnightly, and you are supplied with supplier invoices for materials used and daily site reports which includes hours of labour, site visits, subcontractors and weather conditions. An estimate for works is provided when using this type of contract.

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- **Variations**

It is common, particularly on larger jobs, that there are variations to the works quoted or estimated on. This can be due to the occurrence of unforeseen works or changes of mind by clients. In this situation we will provide a variation document for you to sign prior to the commencement of work. If we are unable to provide a quotation for the variation at the time due to not knowing what the work will specifically entail, the work will need to be done on a do-and-charge basis. This is cost to the builder for materials and labour plus builders margin. In this instance we will provide receipts for materials and daily site reports outlining labour.

- **Unforeseen work:**

Although we can provide you with a fixed price for your proposed work, it is always important to remember that when undertaking building works that there may be unforeseen work which may not be realised until work commences and we are demolishing or pulling things apart. In this situation we will always let you know immediately of additional work required and the associated cost. We will document and have you sign-off on anything not covered in the original scope of work before carrying out the work.

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- **Prime Cost Items (PC Items):**

These items are those which the client generally chooses themselves, such as tapware, tiles, vanities, door hardware, bathroom hooks, toilet suites, shower screens, carpet, light fittings, ceiling fans etc. When you receive a quote, we will either make note of an approximate allowance or note that all PC items are to be supplied by the client unless specified. The main reason for this is that there is such a vast range of choice in the market place for these items, and our choice is not always the same as yours! Installation of these items is included in your quote unless specified.

- **Allowances:**

There may be instances where it is not possible to provide a fixed amount for specific aspects of the works, as it is either unknown or the plans and specifications supplied do not contain enough detail. In this situation we will outline in your quotation the allowance made for that section of work.

- **Time Frame:**

We will always be able to provide a realistic time from for your work to be completed. Unless there are major variations, unforeseen work or unfavourable weather conditions, this time frame should be met. If there is a need to extend the time frame for completion due to these reasons you will be notified in writing as to the time extension required and the reasoning.

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- **Impact on your living:**

If you are staying in the premises whilst the work is being undertaken, we will endeavour to minimise the impact upon your life as much as possible. We always keep our sites as clean and tidy as possible, and will restrict areas of the work site in accordance with the safety aspect.

While we are building, it must be pointed out that the site or area of property being worked on is a building site and the wonderful new house, extension or renovation we are undertaking is a definite no-go area to show off to family and friends until completion. For legal and safety reasons, although it is on your property, access to the specific work area is not permitted unless we are notified. You are always more than welcome to view and inspect the area but we must be notified to ensure the site is safe.

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