



• CONFIDENTIAL

BIDROOM IN A BOX™ • STAGE 01 • INTAKE

Front Desk™

Tender Intake Form

Where every tender checks in. Triage, bid/no-bid, deadlines and ownership — captured in one place before a single hour is spent on the bid.

Project

B99 Malthouse Block Boiler House Replacement

Tender from

Grimshaw & Bolt Ltd (PC) · on behalf of Kettlewick Estates

Intake date

1 April 2026

Intake by

Built AI Bid Office

Reference

FD-2026-117 · KW-2026-4471

DEADLINE STATUS

Tender Clock

Captured at intake. The countdown drives every downstream Bidroom stage.

RECEIVED

1 Apr 2026

Wed, 14:32 BST

SUBMISSION DUE

24 Apr 2026

Fri, 17:00 BST

WORKING DAYS

17 WD

excl. weekends + bank hols

INTERNAL TARGET

23 Apr 2026

Last Look QA — 1 day buffer

INTAKE RECORD

Project & Client Capture

Front Desk Intake — Rev 1

FD-2026-117 · Logged 1 Apr 2026 14:32

PROJECT TITLE

B99 Malthouse Block Boiler House Replacement

PROJECT REFERENCE

KW-2026-4471

SITE ADDRESS

Kettlewick College, Somerset, BA22 9KW

BUILDING REFERENCE

Building B99 — Malthouse Block (boiler house)

ESTIMATED CONTRACT VALUE

£400k – £500k

Range based on tender pack scope; confirmed by Cost Stack

PROJECT TYPE

M&E Refurbishment — Heat-source replacement

TENDER ISSUER

Grimshaw & Bolt Ltd

Acting as Principal Contractor under CDM 2015

ULTIMATE EMPLOYER

Kettlewick Estates

Defence-estate operator (Royal Navy training establishment)

CONTRACT FORM

JCT IC 2016 with CDP

Sub-contract between Built AI Ltd & Grimshaw & Bolt Ltd

BUILT AI ROLE

MEP / PH / Controls Sub-Contractor

Designer for the CDP element only

EXISTING RELATIONSHIP

First tender with G&B

No prior commercial history; relationship-development opportunity

SECTOR

Defence / Heritage Estate

Strategic sector – first Defence tender for Built AI

03 SUBMISSION REQUIREMENTS

SUBMISSION METHOD

Email to G&B Bid Office (single PDF + native xlsx for BoQ)

SUBMISSION DEADLINE

Fri 24 April 2026 — 17:00 BST

PAGE / FILE LIMITS

No page limit specified; max 50 MB total attachment size

TENDER VALIDITY

90 Working Days from submission

FORMATS REQUIRED

PDF (main pack), XLSX (BoQ), MPP/XLSX (programme)

MANDATORY DOCUMENTS

Tender Letter, Priced BoQ, Programme, RAMS sample, insurance certs

Tender Pack Inventory (received)

✓ G&B Instruction to Tender (ITT) — 12 pp

✓ SDS Ltd RIBA Stage 3/4 design pack (06642P) — 47 drawings + Doc 23

✓ SOCOTEC Asbestos R&D Survey (257744-1004563)

✓ SBS Quote 18-SQ0023969 Ver 1 (IDEAL cascade)

✓ Kettlewick College Safety Rules + JSP 375 / 317 / 850 refs

✓ Sample JCT IC 2016 sub-contract (G&B standard form)

! Site visit slot — to be booked (week of 7 Apr)

! Asbestos survey appendices A-D — appendices C+D missing, RFI needed

04 SCOPE CATEGORY & DISCIPLINES

PRIMARY DISCIPLINE

Mechanical (heat generation)

SECONDARY DISCIPLINES

Electrical, Public Health, Controls

ESTIMATED PROGRAMME

14 weeks on-site

Summer-term stand-down: Jul-Oct 2026

SITE STATUS

Live, occupied Defence estate

Heat continuity to Malthouse Block must be maintained throughout

HERITAGE STATUS

Grade II* listed

Heritage Officer sign-off needed for chimney repointing, skylight

ASBESTOS

ACMs present (SOCOTEC ref)

Licensed removal by separately-appointed LARC — Cert. of Reocc. pre-condition

WORKING HOURS

Mon–Fri 07:30–17:00

No weekend / out-of-hours by default; permits required

DEFENCE SITE COMPLIANCE

JSP 375 / 317 / 850

DBS-checked operatives; Estate AP regime applies

ACCESS & LOGISTICS

Single 5-day window for heavy lift (skylight)

Crane positioning, exclusion zones, weather-window risk

06 EARLY CLARIFICATIONS FLAGGED AT INTAKE

Flagged for inclusion in the **Question Time™** register at Stage 03. Twelve initial RFIs identified during pack review.

RFI-01 ASBESTOS SURVEY SCOPE

SOCOTEC report appendices C and D not in tender pack — needed for full ACM assessment.

RFI-02 TEMP BOILER SCOPE SPLIT

ITT does not state who provides temporary heating during works — implicit assumption is GB; needs explicit confirmation.

RFI-03 GAS SUPPLY PRESSURE

Existing supply pressure / capacity for 450 kW cascade unverified — Stage 4a survey or pre-bid data?

RFI-04 BMS / CONTROLS (SECTION F6)

Carried as PC Sum or fixed price? Specialist appointed by GB or sub-let by Built AI?

RFI-05 LV SUPPLY CAPACITY

Spare way confirmation in existing Malthouse main LV panel — fault level data needed.

RFI-06 KETTLEWICK BLACKOUT DATES

Any term/event blackout dates within Jul–Oct 2026 that block construction?

RFI-07 HERITAGE APPROVALS

Are listed-building consents (chimney, skylight) already in place or contractor-led?

RFI-08 INTERNAL REDECORATION

D8/D9/D10 series — included or excluded from MEP scope?

RFI-09 CPP & SITE ESTABLISHMENT

GB providing welfare/skip/perimeter? Built AI prelims sub-contractor basis only?

RFI-10

F10 & PRINCIPAL DESIGNER

Already filed by GB? Who is Principal Designer?

RFI-11

WITNESS COMMISSIONING

Employer / CA attendance — typical notice period? 10 WD assumed.

RFI-12

IDEAL PRICE-RISE WINDOW

SBS Quote validity end-May 2026 — order-by-31-May-26 to lock pre-rise pricing. Confirms LOI by mid-May.

DECISION GATE

Bid / No-Bid Scoring

Six criteria scored at intake on a 1-5 scale (5 = strongest). A score >18 / 30 triggers an automatic BID recommendation; 12-18 escalates to Director review; <12 is automatic NO-BID.

Strategic Fit

Defence sector entry; aligns with growth plan



Capacity to Deliver

Bid team available; PM and Site Sup available Jul–Oct



Win Probability

First tender with GB; direct relationship – moderate



Profit Potential

Specialist boiler-house cascade; healthy margin profile



Relationship Value

Door-opener for further GB & Defence-estate work



Risk Profile

Live site + heritage + asbestos = manageable but not low



TOTAL SCORE

24 / 30

✓ DECISION: BID

Decision rationale: Strong strategic fit and relationship value carry the score above the auto-BID threshold. Risk profile and win probability flagged as moderate — Bid Director sign-off recorded for capacity allocation. Conflict check completed (no current Built AI engagement with Kettlewick Estates or G&B that would create a conflict).

RESOURCE COMMITMENT

Bid Team & Sign-Off

Estimated Bid Effort

SENIOR HOURS

~30 hrs

PM, Tech Lead, Commercial Mgr

ESTIMATING HOURS

~18 hrs

QS / Estimator — Cost Stack production

BID ADMIN HOURS

~12 hrs

Document control, formatting, submission

Total estimated effort: ~60 hours across 17 working days. Equivalent traditional manual effort would be ~120 hrs — Bidroom in a Box™ workflow estimate represents ~50% reduction with structured AI-assisted production.

Bid Team Allocation

BID DIRECTOR

A. Senior Director

Decision sign-off, win-strategy, final approval

✓ Signed off 1 Apr 2026 16:14

BID LEAD / PM

B. Project Manager

Day-to-day production, GB interface, RFI lead

✓ Signed off 1 Apr 2026 16:18

TECHNICAL LEAD

C. Tech Lead

CDP design, scope structure, design RFIs

✓ Signed off 1 Apr 2026 16:20

COMMERCIAL / QS

D. Commercial Mgr

Cost Stack, BoQ, commercial terms, validity

✓ Signed off 1 Apr 2026 16:24

QA REVIEWER

E. QA Lead

Last Look QA before submission

Pending — opens at Stage 05

BID ADMIN

F. Bid Admin

Document control, intake-to-submission tracking

✓ Signed off 1 Apr 2026 14:32

Conflict Check

✓ No prior commercial engagement with Grimshaw & Bolt Ltd

✓ No current engagement with Kettlewick Estates

✓ No relationship with the named MEP designer (SDS Ltd)

✓ No relationship conflict with named OEMs (IDEAL, Stokvis, Flamco)

NEXT STAGE

Hand-Off to Roll Call™

Front Desk intake complete. The following triggers the **Roll Call™** stage (Requirements Traceability Matrix):

✓ Tender pack indexed and inventoried (8 source documents)

✓ Bid/no-bid decision recorded — **BID @ score 24/30**

✓ Bid team named and notified

✓ 12 early RFIs flagged for Question Time™ register

✓ Internal Last Look target locked at 23 Apr 2026 (1-day buffer)

✓ 17 working days available — daily progress against Bidroom plan

Roll Call™ opens 2 April 2026. Built AI Tech Lead and Bid PM begin requirement extraction from the tender pack — every clause from G&B ITT, SDS Doc 23, SOCOTEC report and JCT sub-contract mapped to a deliverable, owner, source page and response location. Target: full RTM populated by end of Stage 02 (Mon 6 Apr 2026).

PRODUCTION NOTE

Front Desk™ • Stage 01

Where every tender checks in

Front Desk™ is the first stage of the Bidroom in a Box™ workflow. It triages every incoming tender, captures the project, client, contract, deadlines and constraints, and runs an evidence-based bid/no-bid decision before any senior time is committed. Decisions and ownership are signed off and the bid clock starts — feeding directly into Roll Call™ at Stage 02.

INTAKE TO DECISION

< 4 hrs

SCORING CRITERIA

6

EARLY RFIs FLAGGED

12