



• CONFIDENTIAL · INTERNAL

BIDROOM IN A BOX™ • STAGE 05 · SUBMISSION QA

Last Look™

Pre-Submission QA Checklist

The final pass before the door. Every box ticked, every signature captured, every figure reconciled. The Bidroom workflow's last gate before the pack hits the client's inbox.

Project	B99 Malthouse Block Boiler House Replacement
Submission	Friday 24 April 2026 · 17:00 BST → Grimshaw & Bolt Ltd Bid Office
Last Look opened	23 April 2026 · 09:00
Last Look closed	23 April 2026 · 16:30 — Bid PM submission authorised
Reference	LL-2026-117

BIDROOM WORKFLOW**1** Front Desk ✓**2** Roll Call ✓**3** Question Time ✓**4** Cost Stack ✓**5** Last Look**CLIENT DELIVERABLES****CS** Summary**TLP** Tender Letter**PDP** Delivery Plan**BoQ** Priced BoQ**PRG** Programme**SUBMISSION READINESS**

Ready for the Door

Last Look is the master gate. It runs across the four prior Bidroom stages plus the five client deliverables to confirm everything reconciles, every requirement is responded, every figure ties up, every approval is in place. Status at sign-off (23 April 2026, 16:30):



READY TO SUBMIT

All 62 checks passed · 6 sign-offs recorded · 0 open RFIs

SUBMISSION DEADLINE**24 Apr 2026 17:00**

Fri · 24h 30m to deadline at sign-off

FINAL TENDER TOTAL**£481,954.33**

excl. VAT · baseline · 90 WD validity

TOTAL CHECKS

62

across 9 categories

PASS

62

100% gate complete

FAIL

0

no blockers

WARN

0

no flags

SIGN-OFFS

6

all roles signed

CROSS-PACK RECONCILIATION

Numbers That Must Match

Ten critical figures that appear in multiple deliverables — the tender total, programme dates, validity periods, VE savings, contract terms. Every one verified across all sources. Zero deltas.

CROSS-PACK RECONCILIATION

10 critical figures verified across all 5 client deliverables.
All match — zero deltas.

FIGURE	VALUE	VERIFIED ACROSS	
Fixed Tender Total (excl. VAT)	£481,954.33	CS Hero · TLP §8.7 §B · BoQ Section Summary · Cost Stack™	(
Tender Validity	90 Working Days	CS · TLP §8.7 §B	(
Practical Completion Date	Fri 9 October 2026	CS · TLP §8.4 §1.4 · PDP §12 · PRG Cover	(
Construction Window	14 weeks	CS · TLP §8.4 §1 · PDP §12 · PRG Master Gantt	(
Construction Start Date	Mon 6 July 2026	TLP §8.4 §1.4 · PDP §12 · PRG Cover	(
Defects Liability Period	12 months from PC	CS · TLP §8.4 §11.4 · PDP §13	(
Total VE Saving (if all 6)	£56,736.86	BoQ VE Options · TLP §8.7 §C	(
Tender Total if all VE accepted	£425,217.47	BoQ VE summary · TLP §8.7 §C	(
BMS PC Sum (RFI-04)	£18,000	Question Time RFI-04 · BoQ F6 · TLP §8.5 A2.6	(
Provisional Sums Total	£17,500	BoQ Section I · TLP §8.5 D · Cost Stack PSM layer	(

MASTER CHECKLIST

62 Checks Across 9 Categories

The Last Look master checklist. Each item has a defined owner, an evidence location (where in the pack it's confirmed), and a timestamp. Pack, Scope and Commercial sections are open by default — the rest collapse to show summary counts. All 62 items pass at submission gate.

✓ PASS Check confirmed with evidence 8/8 ✓ Category fully passed



Deliverables Pack

8 / 8 checks passed · All five client deliverables present, named, dated, branded, and indexed for submission.

8/8 ✓

ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
PACK-01	Client Summary (CS) Rev 1 drafted and reviewed	CS Rev 1 — 13 pp	BID PM
PACK-02	Tender Letter Proposal (TLP) Rev 1 drafted and reviewed	TLP Rev 1 — 35 pp	BID PM
PACK-03	Project Delivery Plan (PDP) Rev 1 drafted and reviewed	PDP Rev 1 — 44 pp	TECH LEAD
PACK-04	Priced Bill of Quantities (BoQ) Rev 1 drafted and reconciled	BoQ Rev 1 — 39 pp + xlsx	COMMERCIAL MGR
PACK-05	Programme (PRG) Rev 1 drafted with master Gantt and detailed activities	PRG Rev 1 — 11 pp + xlsx	BID PM
PACK-06	Document family identifiers consistent across all 5 files (KW-2026-4471)	All cover sheets	QA LEAD
PACK-07	File naming convention applied: B99_Malthouse_Block_<Type>_Rev1_BuiltAI.<ext>	File system check	BID ADMIN
PACK-08	Annexes attached: Insurance certs, RAMS sample, PCG draft	Annexes A, B, C	BID ADMIN



Scope & Methodology

7 / 7 checks passed · Scope structured per discipline. Inclusions, exclusions, and assumptions explicit. CDP element clearly identified.

7/7 ✓

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ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
SCOPE-01	Scope structured per discipline (Mech, PH, Electrical, Controls, BWIC)	TLP §8.4 + BoQ Sections F–G–H	TECH LEAD
SCOPE-02	Inclusions explicitly stated (TLP §8.5 A — 18 items)	TLP §8.5 A1.1–A6.3	TECH LEAD
SCOPE-03	Exclusions explicitly stated (TLP §8.5 B — 14 items)	TLP §8.5 B1.1–B5.4	TECH LEAD
SCOPE-04	Assumptions explicitly stated (TLP §8.5 C — 11 items)	TLP §8.5 C1.1–C4.3	TECH LEAD
SCOPE-05	CDP element clearly identified (flue, BMS controls, TWC)	TLP §8.2 + PDP §4	TECH LEAD
SCOPE-06	Methodology documented per phase (Phases 0–10)	PDP §12 + PRG Detailed	TECH LEAD
SCOPE-07	6 VE options independently structured and priced	BoQ VE Options tab	COMMERCIAL MGR

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Commercial Position

10 / 10 checks passed · Tender total reconciles across all docs. Validity, insurances, payment terms, contract form, daywork basis all stated.

10/10 ✓

ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
COMM-01	Fixed Tender Total reconciles: CS = TLP = BoQ Section Summary = £481,954.33	3-way reconciliation	COMMERCIAL MGR
COMM-02	Tender Validity stated as 90 Working Days (CS + TLP §8.7 §B)	TLP §8.7 §B / CS	COMMERCIAL MGR
COMM-03	Insurance levels stated (CAR £5m, EL £10m, PL £10m, PI £10m on CDP)	TLP §8.5 A5.3 + Annex A	COMMERCIAL MGR
COMM-04	Payment terms stated: monthly interim, 21 days, 3% retention	TLP §8.7 §B	COMMERCIAL MGR
COMM-05	Contract form referenced: JCT IC 2016 with CDP	TLP §8.2 + §8.7 §B	COMMERCIAL MGR
COMM-06	Daywork rates basis confirmed: JCT IC 2016 Schedule 2	TLP §8.7 §B + RFI-12 closed	COMMERCIAL MGR
COMM-07	VE Options total saving stated: £56,736.86 if all six accepted	BoQ VE + TLP §8.7 §C	COMMERCIAL MGR
COMM-08	Provisional Sums clearly identified: BoQ Section I = £17,500 (Doc 23 Table 18)	BoQ II.1–II.1 + TLP §8.5 D	COMMERCIAL MGR
COMM-09	PARKED RFIs reflected in TLP §8.5 ACE schedule (RFI-13 PCG, 14 LADs, 16 escalation)	TLP §8.5 A5.6 + C	COMMERCIAL MGR
COMM-10	PCG draft attached (10% of Contract Sum, duration to PC + 12 months)	Submission Annex C	COMMERCIAL MGR



Programme Integrity

7 / 7 checks passed · Practical Completion date consistent. Phasing aligned to BoQ. Milestones, hold-points and critical path identified.

7/7 ✓

ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
PROG-01	Practical Completion date consistent: Friday 9 October 2026 (CS = TLP = PDP = PRG)	4-way reconciliation	BID PM
PROG-02	Construction window: 14 weeks (CS = TLP = PDP = PRG)	4-way reconciliation	BID PM
PROG-03	Construction start: Mon 6 July 2026 (Kettlewick summer-term stand-down)	PRG Cover + PDP §12	BID PM
PROG-04	Phasing aligned to BoQ structure (Phases 0–10 mapped to BoQ Sections A–I)	PRG Detailed × BoQ	BID PM
PROG-05	9 milestones identified (M1–M9) with notice periods	PRG Key Interfaces + PDP §13	BID PM
PROG-06	16 hold-points identified (HP1–HP16) with responsible parties	PRG Key Interfaces	BID PM
PROG-07	Critical path identified: M2 → M3 → M4 → P5/P6 → P7 → P8 → M6 → M7 → M8	PRG Master Gantt callout	BID PM



Risk & H&S

6 / 6 checks passed · Risk register populated. Heat-map shown. CDM 2015 duties clear. Asbestos approach documented. F10 confirmed.

6/6 ✓

ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
RISK-01	Risk register populated (PDP §11 — 18 risks)	PDP §11 register	TECH LEAD
RISK-02	Heat-map shown (5×5 likelihood × impact)	PDP §11 heat-map	TECH LEAD
RISK-03	CDM 2015 duties clear: G&B as PC, Built AI as MEP sub-contractor (designer for CDP only)	TLP §8.5 A3.1 + PDP §8	H&S ADVISER
RISK-04	Asbestos approach documented: separately-appointed LARC; CAR 2012 designer duties recorded	TLP §8.5 C.1 + PDP §8.3	H&S ADVISER
RISK-05	RAMS sample attached (1 representative work activity — boiler lift-in)	Submission Annex B	H&S ADVISER
RISK-06	F10 filing confirmed by GB (ref F10/2026/3392, filed 14 Apr 2026)	RFI-17 closed	H&S ADVISER



RFIs & Clarifications

5 / 5 checks passed · All 19 RFIs closed or formally parked. Parked items reflected in TLP §8.5 ACE schedule. Source mapping complete.

5/5 ✓

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ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
RFI-01	19 RFIs raised across the bid window (7 from Roll Call + 12 standalone)	Question Time™ register	BID PM
RFI-02	16 RFIs CLOSED with response received from Grimshaw & Bolt	Question Time™ register	BID PM
RFI-03	3 RFIs PARKED as commercial assumptions (RFI-13 PCG, RFI-14 LADs, RFI-16 escalation)	TLP §8.5 ACE + Question Time	COMMERCIAL MGR
RFI-04	0 RFIs OPEN at submission gate	Question Time™ register	QA LEAD
RFI-05	Source mapping in Roll Call complete: 78 requirements traced to source documents	Roll Call™ matrix	TECH LEAD



Pricing Build-Up

8 / 8 checks passed · Cost Stack reconciles to BoQ. Layer mix documented. Risk pot allocated. OH&P at line-item level.

8/8 ✓

ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
PRICE-01	Cost Stack reconciles to BoQ Rev 1 (delta £0.00)	Cost Stack™ reconciliation	COMMERCIAL MGR
PRICE-02	8 cost layers documented with traceable working	Cost Stack™ layer detail	COMMERCIAL MGR
PRICE-03	Material rates verified against OEM quotes (SBS, Stokvis, Flamco, Arrow)	Cost Stack F1.1, F4.1, F6.1, F7.1	ESTIMATOR
PRICE-04	Labour rates current — Built AI Mar 2026 rate card applied	Cost Stack labour rates	ESTIMATOR
PRICE-05	Sub-let allowances: 3 quotes received and mid-quote priced (LARC, crane, FA)	Cost Stack C7.1, A6.3, G6	ESTIMATOR
PRICE-06	Risk pot £8,050 allocated against 6 named risks (not flat %)	Cost Stack Risk Strategy panel	COMMERCIAL MGR
PRICE-07	OH&P 8% applied at line-item level (not bottom-loaded)	Cost Stack methodology	COMMERCIAL MGR
PRICE-08	6 VE options independently priced (max saving £56,736.86)	BoQ VE Options + TLP §8.7 §C	COMMERCIAL MGR



Format & Compliance

6 / 6 checks passed · File sizes within limit. PDF + native xlsx. Page layout consistent. Metadata cleaned. Confidential markings present.

6/6 ✓

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ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
FORMAT-01	Total submission size 38.4 MB (within ITT §8.6 50 MB limit)	File system check	BID ADMIN
FORMAT-02	Submission format: single PDF (5 deliverables) + native xlsx (BoQ)	Submission package	BID ADMIN
FORMAT-03	Document branding consistent (Built AI navy/amber + Bidroom-in-a-Box markings)	All 5 deliverable covers	QA LEAD
FORMAT-04	Page numbering, headers, footers consistent across pack	Page-by-page check	QA LEAD
FORMAT-05	Metadata cleaned (author = Built AI Ltd, no draft revisions, no track changes)	PDF + xlsx properties	BID ADMIN
FORMAT-06	CONFIDENTIAL marking on every page; no unredacted sensitive data	Watermark check	QA LEAD



Sign-Off & Approvals

5 / 5 checks passed · All required Built AI sign-offs in place. Bid Director final approval recorded.

5/5 ✓

ID	CHECK	EVIDENCE LOCATION	CONFIRMED BY
SIGN-01	Bid Director final approval recorded	Approval record	BID DIRECTOR
SIGN-02	Tech Lead sign-off on technical scope and CDP element	Approval record	TECH LEAD
SIGN-03	Commercial Manager sign-off on pricing, terms, validity	Approval record	COMMERCIAL MGR
SIGN-04	QA Lead sign-off on Last Look master checklist completion	Last Look closure	QA LEAD
SIGN-05	Bid PM final review and submission authorisation	Submission authorisation	BID PM

FINAL APPROVALS

Bid Team Sign-Off

Six required approvals captured before submission. Each role-holder signs off on their domain — technical scope, commercial position, QA closure, submission authorisation. The Bid Director's sign-off is the final commercial gate.

BID DIRECTOR

A. Senior Director

Final approval to submit; commercial position; win-strategy

✓ SIGNED

23 Apr 2026 16:14

TECH LEAD

C. Tech Lead

Technical scope, CDP element, design assumptions

✓ SIGNED

23 Apr 2026 16:18

COMMERCIAL MGR

D. Commercial Mgr

Pricing, terms, validity, contract caveats

✓ SIGNED

23 Apr 2026 16:22

QA LEAD

E. QA Lead

Last Look master checklist closure

✓ SIGNED

23 Apr 2026 16:26

BID PM

B. Project Manager

Bid coordination, submission authorisation

✓ SIGNED

23 Apr 2026 16:30

BID ADMIN

F. Bid Admin

Submission package upload + transmission

✓ SIGNED

24 Apr 2026 14:42

Submission authorised: All six approvals captured between 16:14 and 16:30 BST on 23 April 2026. Bid Admin scheduled for 14:42 BST on 24 April 2026 to upload to G&B Bid Office portal — well within the 17:00 deadline.

OUT THE DOOR

Submission Package



SUBMITTED TO GRIMSHAW & BOLT BID OFFICE

Friday 24 April 2026 · 14:42 BST

SUBMISSION PACKAGE

- B99_Malthouse_Block_Client_Summary_Rev1_BuiltAI.pdf (1.4 MB · 13 pp)
- B99_Malthouse_Block_Tender_Letter_Proposal_Rev1_BuiltAI.pdf (4.2 MB · 35 pp)
- B99_Malthouse_Block_Project_Delivery_Plan_Rev1_BuiltAI.pdf (5.8 MB · 44 pp)
- B99_Malthouse_Block_Priced_BoQ_Rev1_Client_BuiltAI.pdf (12.4 MB · 39 pp)
- B99_Malthouse_Block_Priced_BoQ_Rev1_Client_BuiltAI.xlsx (1.8 MB · 4 sheets)
- B99_Malthouse_Block_Programme_Rev1_BuiltAI.pdf (3.4 MB · 11 pp)
- B99_Malthouse_Block_Programme_Rev1_BuiltAI.xlsx (980 kB · 5 sheets)
- Annex A — Insurance certificates (4.2 MB)
- Annex B — RAMS sample, boiler lift-in (2.8 MB)
- Annex C — PCG draft on G&B form (1.4 MB)

TRANSMISSION DETAILS

- Total package size: 38.4 MB (within 50 MB limit)
- Recipient: bids@grimshaw-bolt.co.uk + Jamie Hartley (Senior PM)
- cc: hello@built-ai.io (audit copy)
- Subject: B99 Malthouse Block — Built AI Tender Submission Rev 1
- Read receipt: requested
- Transmission method: G&B SFTP (preferred) + email backup
- Confirmation logged at: 14:42 BST · 24 Apr 2026
- Read receipt acknowledged: 14:51 BST

WORKFLOW COMPLETE

Bidroom in a Box™ Loop Closed

Last Look closes the Bidroom workflow. Across 22 working days (1 April → 24 April 2026), 17 working days of bid window, the workflow has produced 5 audit-ready client deliverables, processed 78 source-traced

requirements, closed 19 RFIs, layered an £481,954.33 priced BoQ across 8 cost layers, and walked it through 62 final QA checks.

If awarded, Bidroom hands the project across to the Built AI delivery workflows. The same source-of-truth that powered the bid now powers the build:

→ DELIVERY

RAMS Factory™

Tender scope and methodology become the seed for site-ready Risk Assessments and Method Statements. Inclusions in TLP §8.4 → activity index in RAMS Factory.

→ COMMERCIAL

Commercial Control Kit™

Bidroom assumptions, exclusions and parked RFIs become the entitlement defence layer. Variation traceability against the recorded TLP §8.5 ACE schedule.

→ MARGIN

Operational Margin Cockpit™

Cost Stack layers become the actuals-vs-priced tracker. Risk pot drawdown, OH&P erosion, sub-let margin variance — all visible as the project runs.

Bidroom workflow summary

5 stages · 1 source-of-truth · 5 client deliverables · ~50% time vs traditional manual production:

STAGE 01 · INTAKE

Front Desk™

1 Apr · 4 hrs to BID decision

STAGE 02 · TRACEABILITY

Roll Call™

2-6 Apr · 78 reqs, 100% mapped

STAGE 03 · CLARIFICATIONS

Question Time™

8-22 Apr · 19 RFIs, 0 open

STAGE 04 · PRICING

Cost Stack™

10-22 Apr · 8 layers, £481,954

STAGE 05 · QA

Last Look™

23 Apr · 62/62 pass · SUBMITTED

PRODUCTION NOTE

Last Look™ • Stage 05

Every box ticked. Every signature captured. Out the door.

Last Look™ is the fifth and final stage of the Bidroom in a Box™ workflow. It runs the master pre-submission checklist across the four prior Bidroom stages plus all five client deliverables — confirming reconciliation, completeness, traceability, format compliance, and approval. Without Last Look, the workflow doesn't end. With Last Look, the bid leaves the building with confidence.

CHECKS COMPLETED

62

CROSS-PACK MATCHES

10

SIGN-OFFS

6