



# Global Schedule of Rates

Designed for use with any of the PSA Schedule of Rates, the Global Schedule of Rates computer system enables Employers and Contractors working on Measured Term Contracts to process Works Orders and Estimates with the minimum of input. It offers substantial savings in time, accuracy and improved presentation over manual methods.

One of the main benefits of the system is to dramatically reduce the time spent by surveyors writing out and calculating the value of a Works Order or Estimate, including squaring dimensions, extending them by a rate and applying Contract percentages. By retaining the Order details, an Order Ledger is created and various reports on the Contract can be automatically generated.

As many Contracts as required can be held and new ones are entered with the minimum of effort. Contract information held includes Contract number, description, year of Schedule in use, Contractor's percentage(s), etc. Besides any published PSA Schedule, Addendums can be added and other Schedules are available including NSR (that is the National Schedule of Rates) and NHF (the National Housing Federation, also known as NFHA). Bespoke Schedules can also be added, including the ability to import Schedule details directly from Excel, Word or ASCII format.

As the system can produce a number of reports in Excel or Pdf format, these can be emailed between offices, clients, surveyors or contractors. This enables details to be seen when Global Schedule of Rates is not available. However, if communicating offices or computers are both running the software, then there are powerful routines enabling groups of Orders to be emailed.

New Works Orders and Estimates are easily created or if received electronically they can be imported from Excel. Details such as Order description and date of issue are entered. The relevant PSA codes can be selected directly from the Schedule by displaying the appropriate section on screen, requesting a search for a description or the code numbers can be typed in. Dimensions or total quantity required can then be entered.

C C30001-C90238 Clearing, Renovation and Alteration		
C90001-C90238 C90: Alterations		
C90001-C90016 Concrete		
C90001/1	M3 116.00	Taking out concrete machine base or similar small unit:plain
C90001/2	M3 164.72	Taking out concrete machine base or similar small unit:reinforced
C90002/1	M3 114.69	Taking out concrete bed:plain
C90002/2	M3 154.45	Taking out concrete bed:reinforced
C90003/1	M3 137.10	Taking out concrete slab:plain
C90003/2	M3 188.19	Taking out concrete slab:reinforced
C90004/1	M3 160.84	Taking out concrete wall:plain
C90004/2	M3 214.30	Taking out concrete wall:reinforced
C90005/1	M3 141.01	Taking out concrete beam or beam casing:attached or isolated:plain
C90005/2	M3 194.80	Taking out concrete beam or beam casing:attached or isolated:reinforced
C90006/1	M3 129.83	Taking out concrete column or column casing:attached or isolated:plain
C90006/2	M3 182.67	Taking out concrete column or column casing:attached or isolated:reinforced
C90007/1	M3 143.83	Taking out concrete staircase:plain
C90007/2	M3 192.39	Taking out concrete staircase:reinforced
C90008/1	M3 417.13	Cutting to form or enlarge opening through concrete slab:plain
C90008/2	M3 554.68	Cutting to form or enlarge opening through concrete slab:reinforced
C90009/1	M3 490.92	Cutting to form or enlarge opening through concrete wall:plain
C90009/2	M3 652.27	Cutting to form or enlarge opening through concrete wall:reinforced
C90010	M2 18.04	Cutting to reduce thickness of concrete:trimming surface:not exceeding 25mm thick
C90011	M2 13.78	ADD to C90.010 for each additional 25mm of thickness
C90012	M2 8.25	ADD to C90.010 where reinforcement exposed and protected
C90013	Nr 57.01	Cutting out end of steel section not exceeding 200mm in depth:from concrete
C90014	Nr 11.99	ADD to C90.013 for making good concrete to match adjacent finish
C90015	Nr 4.09	Taking up steel floor clip
C90016	Nr 8.01	ADD to C90.015 for cutting out and making good concrete to match adjacent finish
C90017	M2 2.07	Taking down brickwork:per 25mm of thickness



## GLOBAL SCHEDULE OF RATES (cont)

Display / Amend / Delete Order Details (Dimensions)			
MTC:472/E MTC A2656/9 (Building 2009)		11/07/11 Page 1	
Client: BT			
Contractor: McMillan & Son Limited			
Order: J549234 IR 4097			
Building: 6436 Crown Hotel			
(Secondary Order: SC2876) Date of Issue: 11/05/11 Date of Completion: 23/05/11 JPH			
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D20010/2	Excavating:to reduce levels:maximum depth not exceeding 1.00m	8.58m3	4.71 40.41
	3.50		
	3.50		
	0.70		
	-----		
	&		
D20042/2	Disposal of excavated material:off site:including landfill tax:inactive	8.58m3	28.38 243.50
	&		
D20053	Levelling or grading to falls and slopes not exceeding 15 degrees from horizontal:compacting bottom of excavation	12.25m2	0.59 7.23
D50003/1	Earthwork support to face of excavation in preliminary trench:distance between opposing faces not exceeding 2.00m:maximum depth not exceeding 1.00m	9.80m2	9.66 94.67
4/	3.50		
	0.70		
	-----		
	Total of all Work		385.81
			=====
	Total Schedule Items & Agreed Rates		385.81
	PSA Monthly Update for 05/2011 5.1% of £385.81		19.68
			-----
			405.49
	Contract Percentage -10% of £405.49		-40.55
			-----
	Order Total		364.94
			=====

When entry of an Order is complete it can either be printed out or displayed on screen. Each PSA code and description is listed, the dimensions are squared to produce the quantity and this is extended by the rate. The total price appears at the end and is adjusted by the Contractors percentage(s) and, if applicable, the Monthly Update percentage(s). All rates printed can be adjusted by a percentage, which could be used to produce a value for a Subcontractor. There are options to print selected page(s) of the Works Order, only the total values at the end and to generate the output in Word or Excel format. If required, a Job Sheet of the order can be produced.

Contracts can be accommodated using several schedules, such as Building, Mechanical & Electrical. This enables an Order to contain a mix of these schedules and when printed the relevant Monthly Update percentage(s) and Contractors percentage(s) are applied. As well as printing the complete Order, there are options to show the content of the Order belonging to one of the schedules.

Large Orders can be entered with an Analysis Code, this is a free typed entry, against each code selected. Orders can then be printed for a selected Analysis Code. Typically this could be a room, where the order covers a number of rooms. As well as printing the complete Order, the cost and content of each room can then be shown.

Besides PSA codes, non-Schedule items such as Star Rates are easily added to an Order. There are various options which enable Star or Agreed Rates, Net Rates, Dayworks, Supply Only, Invoices, Sub-Contractors, Materials, Hired Plant, PC Sums and Free typed descriptions to be entered. Each requires a description entering and, except for Free type, a Unit of Measure and rate.

At any time Orders are easily amended and mistakes rectified. Missing PSA codes or dimensions can be added and incorrect dimensions altered.

Additionally, notes can be stored against an Order. These are intended for your own reference and can be updated at any time. The notes could be a record of activity on an Order, such as dates of visit to site and observations on the work. The intention is to replace manual records for each Order.

The input and printing out of an Order just explained is achieved by using the Measurement Module. The reporting activities now briefly described use the Reporting Module.



## GLOBAL SCHEDULE OF RATES (cont)

An Order Ledger is maintained for each Contract. The ledger holds details of all Orders entered including Order description, date of issue, measured value, various other dates, property register details, etc. This gives the ability to produce many reports and also to export Order Ledger information directly to Excel.

### **Reports include;**

Order Ledger, lists all Orders on the contract, or can be selected by Valuation number or property address.

Miscellaneous Order Report offers great flexibility. Select which dates to report on, for instance Date of Issue and Date of Final Bill can be selected to give a list of Outstanding Orders.

Performance Report shows Orders completed within or outside a specified period.

Property Register could include activity for a selected Building or Room within.

Selected Order Ledger, user can design various reports by specifying which fields of data are to be shown.

Valuation Report lists details of Orders for a selected valuation.

Payments on Account lists the state of Orders that are subject to payments on account.

Quantity Used per Schedule Code processes all orders on a contract and lists the frequency with which each schedule code has been used.

Estimating is made easier as the Schedule can be displayed on screen instead of referring to the printed Schedule and PSA codes required are quickly located. This technique can also be used when entering Orders. It is achieved by displaying different levels of description to enable rapid identification of the code required. For example, with the Building Schedule, firstly SMM7 work groups are displayed, e.g. D:Groundwork, E:In-Situ Concrete. A work group is selected and the associated work sections then appear, e.g. E10:In-Situ concrete, E20:Formwork for in-situ concrete. When the work section is chosen all the constituent work heads are displayed. Selection of a work head enables the relevant PSA codes and descriptions to be displayed, such that a PSA code can be selected for the estimate. Further PSA codes can be selected by continuing to search through work groups, work sections and work heads. This is a very convenient and quick way of locating codes rather than searching through the printed Schedule. There is another method of searching using a word search facility in order to locate all occurrences of a selected word or phrase.

Display Miscellaneous Order Report					
MTC/472/E MTC A2656/9 (Building 2009)					11/07/11 Page 1
Client: BT					
Contractor: McMillan & Son Limited					
Listed from earliest Issue Date forwards					
Primary Order	Property	Issue Date	Compltn Dte	Final Date	Measrd.Val
J242376	IR 487	18/03/11	30/03/11		791.81
J549234	Crown Hotel	11/05/11	23/05/11		364.94
J240763	JC 251	15/05/11	30/05/11		404.39
J229456	7 King Street	19/05/11	02/06/11		753.41
8/0780	Locksmiths Seal Duct	02/06/11	09/06/11		61.25
J398541	Bldg 89	02/06/11	25/06/11		75.21
8/0778	Imp.Col.Rd.Ref Barri	03/06/11	09/06/11		63.90
H125806	Bldg 99	03/06/11	12/07/11		412.68
8/0779	Roof Rep. Doors	04/06/11	13/06/11		541.90
H125818	AMQ 133	08/06/11	12/07/11		175.20
8/0776	BST Workshop	15/06/11	28/06/11		636.55
H125805	Bld 720	30/06/11	05/07/11		123.20
H125831	Park adj Bld 656	04/07/11	20/07/11		210.30
13 Orders Listed					4,614.74



## GLOBAL SCHEDULE OF RATES (cont)

Composite items are an option with the system that may be of interest. They offer great savings provided that they are used in the correct situation and agreed with the Client. Composite items can be created from a group of PSA codes to form a complete component installation, such as fitting a standard window or door. When the Composite is created, each PSA code must have standard dimensions entered. The entry of a Composite item into an Order or Estimate saves the selection of each constituent PSA code and dimensions.

If required, each Order can be referenced by up to three different Order Numbers. The three could be the official Clients Order Number, the Contractors internal Order Number and an automatically generated sequential Order Number. The Order can be immediately referenced using any of these numbers.

Global Schedule of Rates is written in Visual Basic, the popular and powerful development tool from Microsoft. Each PSA Schedule is stored in an Access database. This ensures rapid response and ease of use, even when large amounts of data are involved. If the Users computer system has the Access database package loaded then it can be used to interrogate the data generated by Global Schedule of Rates and produce reports with reference to the Order Ledger. However, Global Schedule of Rates will operate normally without the Access database package loaded on the computer.

Global Schedule of Rates runs under Windows. Systems can be expanded at any time from a single-user Windows PC to a multi-user Network without the necessity of having to re-key any information. The use of Portable or Notebook PCs mean that measured accounts can be produced on site.

A free demonstration system is available, either a rolling or interactive version.

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