

29th December 2021



Ref: 20/004

Property ref:
Enquiries to:

Leaseholder services

Leaseholder Services
London Borough of Camden
Camden Town Hall
Judd Street
London
WC1H 9JE

The Leaseholder(s)

capitalservices@camden.gov.uk



Camden Street
London
NW1

45997/51989/C1
375D/00041/0001172

Dear Leaseholder (s),

Re: **London, NW1**

Important information about Camden Building Term Services Contracts

In June 2020 the London Borough of Camden's Cabinet (the Council) approved the procurement strategy for the 12 Camden Building Term Services Contracts. This strategy proposes that twelve single contracts are entered into to support the in-house repairs arrangements currently in place. Eight of these contracts cover work that can be recharged to leaseholders under the terms of your lease.

The services and works covered by these building term service contracts will be provided to the Council's 33,000 homes and so may concern services to the building or estate in which you own a leasehold property. They are as follows:



Contract 1: Major Works North

- General repairs and refurbishment schemes to the external envelope and common parts of buildings: repair and renewal of all major elements of construction, inclusive of, but not limited to windows, roofs, walls and wall coverings, drainage, glazing, damp proofing, structural works and underpinning, plumbing, painting, area lighting, emergency lighting and means of escape, including stairways, fire escapes, ladders
- Internal improvement works: repairs to and, where required, replacement of, kitchens, bathrooms, electrical systems, plumbing and heating
- External estate works: landscaping, paths, roads, boundary walls and fencing
- Any enabling or making good works associated with the above

Contract 2: Major Works South

- General repairs and refurbishment schemes to the external envelope and common parts of buildings: repair and renewal of all major elements of construction inclusive of, but not limited to, windows, roofs, walls and wall coverings, drainage, glazing, damp proofing, structural works and underpinning, plumbing, painting, area lighting, emergency lighting and means of escape, including stairways, fire escapes, ladders
- Internal improvement works: repairs to, and where required, replacement of, kitchens, bathrooms, electrical systems, plumbing and heating

- External estate works: landscaping, paths, roads, boundary walls and fencing
- Any enabling or making good works associated with the above

Contract 3: Non leaseholder works

Contract 4: Non leaseholder works

Contract 5: Fire Safety Works

- Compartmentalisation: repair or replacement of communal and flat entrance fire doors, fire stopping of communal areas and internal dwellings
- Fire protection/ prevention: installation, upgrading, refurbishment and replacement of fire protection/ prevention systems to blocks or estates including fire suppression, fire alarms, emergency lighting and automatic opening vent (AOV) systems
- Any enabling or making good works associated with the above

Contract 6: Non leaseholder works

Contract 7: Roofing Works

- Repair or replacement of roofs: timbers, joists, carcassing, sheathing, insulation, asphalt, felt, slate, profiled roofing, ventilation, flashings, pointing and soakers
- Above ground drainage services: repairs and replacement of gutters, downpipes, hoppers, lead work, outlets, clips, shoes, gratings etc.
- Provide equipment for safe working at heights including scaffolding, scaffolding alarms, scaffolding nets, mast climbers, movable towers, cherry pickers, lifting platforms, boards, hoists and other mobile work platforms, having obtained all necessary permissions
- Undertake periodic safety inspections of provided working at heights equipment providing inspection reports and certificates and take any action necessary to keep installations in a safe state for workers and to prevent of unauthorised access
- Any enabling or making good works associated with the above

Contract 8: Non leaseholder works

Contract 9: Asbestos Removals

- Removal of asbestos or asbestos containing materials
- Any enabling or making good works associated with the above

Contract 10: Damp Surveys and Remediation Works

- Undertaking surveys to ascertain cause of water ingress or the presence of moisture and provide report identifying the causes and remedial action required to rectify any problems
- Undertaking the damp repairs or improvements recommended in the damp surveys, as directed: tanking, damp courses, leaking plumbing, guttering and penetrations in walls and ceilings
- Installation of condensation reducing solutions such as fans, insulation and/ or advice to residents where the problem is lifestyle related
- Any enabling or making good works associated with the above

Contract 11: Drainage Works

- Above ground drainage: clearing of soil and waste pipes, repairing and replacement of soil pipes, stack pipes, gutters, downpipes, hoppers, lead work, outlets, clips, shoes, gratings etc.
- Below ground drainage: clearing of waste pipes, repairing and replacement of waste pipes, drains, drain covers
- CCTV surveys of pipework to ascertain condition, blockages, design issues
- Any enabling or making good works associated with the above

Contract 12: Scaffolding and Working at Heights Equipment

- Providing equipment for safe working at heights including scaffolding, scaffolding alarms, scaffolding nets, mast climbers, movable towers, cherry pickers, lifting platforms, boards, hoists and other mobile work platforms, having obtained all necessary permissions
- Undertaking periodic safety inspections of provided equipment providing inspection reports and certificates and take any action necessary to keep installations in a safe state for workers and to prevent unauthorised access
- Any enabling or making good works associated with the above

The contracts will be let for a five year period with a break clause at year three. The length of the contracts will enable contractors to; plan more effectively, retain and train their staff, invest in the tools to do the job and become familiar with Camden's housing stock.

Content of the notices

Statutory section 20 legislation requires the council to provide notices in a certain format. This is why the document is so large & includes some technical terms. We have placed a description in each notice so you can clearly see what services are being tendered.



Please read each of the eight notices with this cover letter.

There is a separate notice for each of the above agreements. Each notice has its own observation form for you to provide any comments. The notices do look very similar and much of the information is repeated but there are important differences such as the scope of services & works covered and the cost of each agreement. It's important to note that you will only be charged for services that are delivered to your block or estate.

Please also read the Frequently Asked Questions pages at the end of this letter as this may address any queries that you have.

Please note that this letter and the Frequently Asked Questions do not form part of the eight notices.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Haynes', written over a horizontal line.

Gavin Haynes
Director of Property Management

Enclosed:

1. Statutory Notice for Contract 1 Major Works North
2. Statutory Notice for Contract 2 Major Works South
3. Statutory Notice for Contract 5 Fire Safety Works
4. Statutory Notice for Contract 7 Roofing Works
5. Statutory Notice for Contract 9 Asbestos Removals
6. Statutory Notice for Contract 10 Damp Surveys and Remediation Works
7. Statutory Notice for Contract 11 Drainage Works
8. Statutory Notice for Contract 12 Scaffolding and Working at Heights Equipment
9. Frequently Asked Questions
10. Tender Analysis Summary
11. Appendix 1: Summary of observations to stage 1 Notice of Intention