

28th December 2022

Contract Ref: 19/007
Property Ref: :
Enquiries to: Leaseholder Services

The Leaseholder(s)

Camden Street
London
NW1



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

capitalservices@camden.gov.uk

NOTICE OF PROPOSAL TO ENTER INTO A QUALIFYING LONG TERM AGREEMENT (Section 20 of the Landlord and Tenant Act 1985 (as amended) ('Act') and Schedule 2 of the Service Charges (Consultation Requirements) (England) Regulations 2003 ('Regulations')).

Dear Leaseholder (s)

Re: , Camden Street, London, NW1

Qualifying long term agreements relating to a 5 year contract for inspection, maintenance and renewal of hard-standing areas, roads, footpaths, street furniture, lighting and external surface water drains covering Area A and Area B of the borough.

Please refer to Page 11 to see which area of the borough your property falls into.

I am writing to inform you that the London Borough of Camden ('the Council'), as your landlord, proposes to enter into long term agreements, details of which are given below.

We ask that you take some time to read this letter and the enclosed documents as they contain important information for you.

How will this Proposal Affect Me?

From time to time the housing repairs service carries out maintenance to footpaths, street furniture, roads, walls and structures on street properties and housing estates. As set out in the Notice of Intention, the Council recently advertised a contract for highway maintenance that will be able to operate borough-wide across all footpaths and roads.

Due to the economies of scale offered by this new contract we are proposing its use on housing estates. Through the contract access to the following services will be provided:

- Safety inspections to identify defects such as pot-holes or trip hazards and repairs to areas less than three square metres, this is described as the 'find and fix' service

- Major repairs, for example to resurface roads or pave footpaths, should the requirement be identified

The 'find and fix' service essentially locates and carries out repairs to areas less than three square metres on hard-standing areas, roads and footpaths. The service also identifies repairs to non-electrical street furniture such as bollards and will make safe where required. It is expected that the cost of the service will be offset by a reduction in responsive repairs expenditure.

If your contribution towards any major repair is less than £250 then it will be charged in your next actual service charge invoice. However, if your estimated contribution towards any one item of work should exceed £250 then the Council will consult you by way of a Schedule 3 Notice at that time. This notice will give you the opportunity to make observations regarding the work, before it proceeds.

Preparation of Landlord's Proposal:

This notice is given pursuant to the Notice of Intention, issued on 24th March 2020 to enter into a long-term agreement for the provision of repairs to hard-standing areas, roads, footpaths and non-electrical street furniture on housing estates.

This contract was advertised on Find a Tender Service and Contracts Finder which allowed every interested major construction company an opportunity to express an interest in submitting a tender. Agreements will not be entered into until the statutory consultation has been completed and Camden have given due regard to all observations received within the observation period.

1. Summary of Tenders:

Camden has assessed tenders from four prospective providers by means of a competitive tendering process. The tenders were evaluated on a ratio of 60% price to 40% quality. The quality assessment consisted of 7 method statement headings.

The proposed Tenderer (parties to the agreement) who was most economically advantageous for the Council in each area is summarised below.

The party to the Proposed Agreement is: (There is no connection between the landlord and any parties)	
Contractor Area A: Marlborough Highways Limited Woolf House, 15 Regiment Business Park, Eagle Way, Little Waltham, Chelmsford, CM3 3FY	£16,993.93 – find and fix per annum (Housing estates only)
Contractor Area B: FM Conway Ltd Conway House, Vestry Road, Sevenoaks, Kent, TN14 5EL	£75,111.61 – find and fix per annum (Housing estates only)

The Price List completed by tenderers in their tender submissions will be utilised for the duration of the Contract to determine the amount due for payment. Prices were submitted with an October 2022 baseline and are subject to price adjustment as set out in the contract.

The Building Cost Information Service (BCIS) Work Categories under its "Price Adjustment Formulae Indices - Series 4 - Highways Maintenance" is used as the basis for the price adjustment.

The first adjustment is in April 2023 for the commencement of the contract, and then each April thereafter. The BCIS Price Adjustment Formulae Indices are an independent organisation which uses market data. The indices are recognised and used in a similar manner for such contracts across the industry as a mechanism for price adjustment.

The contracts have two parts.

- The first is the find and fix service for housing and requires the contractor to undertake a regime of inspection and repair for a tendered annual lump sum.
- The second part of the contract contains the contractor's tendered rates for major repairs should these be required, for example re-surfacing an estate road.

2. General description of services to be provided and works to be carried out

a. Find and fix repairs to hard-standing areas, roads, footpaths, street furniture on housing estates

The cost of the find and fix service is a fixed lump sum that will identify and cover all repairs below three square metres to hard-standing areas, footpaths and roads on housing estates. The service also identifies repairs to non-electrical street furniture such as bollards and will make safe where required.

In summary the tender price for the find and fix services covers the following:

- Inspection regime
- All materials, plant and labour

The find and fix service means that road and path repairs will not need to be raised reactively by the contact centre. The annual cost of the find and fix service will be £16,993.93 for Area A, and find and fix service will be £75,111.61 for Area B.

The annual costs of the find and fix service for each estate are enclosed (see Appendix 3) and relate to the area in square metres covered by the estate.

b. Major repairs to hard-standing areas, roads, footpaths, street furniture and lighting where specified on housing estates.

3. Length of Agreement

The agreement is for a period of 5 years with possible extensions of up to a further 3 years.



4. Summary of Stage 1 Observations:

Observations received from leaseholders and Recognised Tenants Associations in relation to Camden's Notice of Intention, dated 24th March 2020 & Camden's responses to these, are summarised in the enclosed document, 'Appendix 4: Summary of Stage 1 Observations (Contract 19/007)'.

5. Right to Inspect Landlord's Proposals:

Due to the size of the cost model and price list it has not been possible to include it within this document; however, the full breakdown will be available for viewing as detailed below.

Copies of the full proposals are available for inspection online, which is the preferred option, as the majority of our staff remain working from home. You are therefore invited to inspect all relevant information online by request, you can do this by emailing capitalervices@camden.gov.uk.

Or, email capitalervices@camden.gov.uk to make an appointment to view this information in person, during the following times:

Date: 4th January – 31st January 2023
Days: Monday to Friday
Time: Between the hours of 10:00am and 4.00pm
Venue: Camden Council Offices, 5 Pancras Square, London N1C 4AG

6. Observations

You are invited to make any written observations regarding the proposals contained in this notice. If you wish to do this, you must send them in writing to be received within 30 days from the date of this notice. All observations must be received by the **1st February 2023**. Observations should be sent to the following address: capitalervices@camden.gov.uk

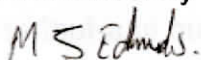
Please include the contract reference: 'Estate roads - repairs & maintenance **19/007**' and your property reference (26787) in the email subject field. Emailed observations are preferable to postal queries. However, alternatively you can post observations to:

Mike Edmunds (Head of Leaseholder Services)
London Borough of Camden
Camden Town Hall
Judd Street
London
WC1H 9JE

7. Cost of the services

As a leaseholder you will only be liable for a proportionate part of any costs incurred in relation to your building or estate under the Agreement.

Yours sincerely



Mike Edmunds
Head of Leaseholder Services