

3rd December 2014



Ref: 14/134

Property ref:

RTA

Enquiries to:

Leaseholder Services

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

The Secretary

[capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)



15/37583/

Dear Leaseholder (s),

**Re: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)**

In October 2014 the London Borough of Camden's Cabinet (the Council) approved the procurement strategy for mechanical and electrical repairs and planned preventative maintenance. This strategy proposes that contracts are entered into as an alternative to the two partnering contracts currently in place. Four of these contracts will cover work the costs of which can be recharged to leaseholders under the terms of their lease.

The services and work covered by these mechanical and electrical maintenance agreements 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

1. **General mechanical repair and maintenance agreement** 143A
2. **General electrical repair and maintenance agreement**
3. **Lift services repair and maintenance agreement**
4. **Ancillary services repair and maintenance agreement;**
  - Door entry systems
  - Roller shutters (garages)
  - Integrated Reception (TV) Services
  - CCTV

It is the Council's intention that these agreements will last at least five years as this 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. The Council believes this will contribute to improving the efficiency and effectiveness of the contractors and lead to improvements in the service that they deliver.

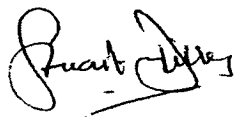
**Please read each of the four notices with this cover letter.**

There is a separate notice for each of the above agreements. Each notice has its own observation form which you should use 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 and works covered and the cost of each agreement.

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 four notices

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stuart Dilley', with a stylized flourish at the end.

Stuart Dilley  
Assistant Director HASC

Enclosed:

1. Statutory Notice for Mechanical repair and maintenance agreement
2. Statutory Notice for Electrical repair and maintenance agreement
3. Statutory Notice for Lift services repair and maintenance agreement
4. Statutory Notice for Ancillary services repair and maintenance agreement
5. Frequently Asked Questions

3rd December 2014



Ref: 14/134A

Property ref:

Enquiries to:

**RTA**

**Leaseholder Services**

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

**The Secretary**

[capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)

**NOTICE OF INTENTION 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: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)**

**Qualifying long term agreement relating to a general mechanical repair and  
maintenance contract.**

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

**1. Introduction**

The Council is planning to enter into what the Act calls a "qualifying long term agreement". This is an agreement which lasts for more than 12 months and concerns services to be carried out in relation to the building or estate in which you are a leaseholder.

This notice relates to mechanical repair and maintenance services provided to the Council's 33,000 homes.

These services are currently delivered through the Council's partnering contracts. There are currently two partnering contracts, one delivering all mechanical maintenance services, and the other all electrical maintenance services. In place of the current two contracts, the Council intends to enter into individual contracts, including a general mechanical repair and maintenance contract ('Agreement'). The aim of this strategy is to ensure more efficient and cost effective management of individual services by directly appointing specialist organisations to deliver the services they are familiar with.

The Agreement is planned to run from January 2016 for a period of 5 years, with a possible one or more extensions for an additional 5 years.

The approximate total annual value of the Agreement is £5,400,000.00.

Where services relate to your property, you will be liable to pay a portion of the cost by way of a service charge.

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

The below list is a general description of services to be provided and works to be carried out under the Agreement.

### Contract A for General Mechanical Repair and Maintenance

This contract will cover the planned maintenance and repair of the following :

- **Communal heating:** This relates to the maintenance and repair of all elements of the communal / district heating systems which provide heating and or hot water to numerous blocks within the Borough. Elements include boiler houses, distribution pipework, radiators, controls, and hot water cylinders.
- **Heat metering:** This relates to the maintenance and repair of any heat meters associated with communal / district heating systems.
- **Bulk gas networks:** This relates to the maintenance and repair of the bulk gas distribution networks operated by the Council. Several blocks / estates within the Borough are serviced by bulk gas networks, with the remainder served by external organisations. This service relates just to Council operated networks.
- **Water mains, risers & tanks:** This relates to the maintenance and repair of the mains cold water distribution networks within each block or estate as well as the storage tanks associated with the installation. The Council are responsible for the network from the boundary of the block / estate.
- **Remote monitoring**  
This relates to the maintenance and repair of the remote monitoring systems used to monitor the efficiency, condition and status of communal heating systems.
- **Co-ordination of emergency response:** This relates to acting as lead contractor should there be widespread mechanical failure and a requirement to co-ordinate remedial works with the Council and utilities.

## 3. Reasons for considering it necessary to enter into the Agreement

The Council considers it necessary to enter into the Agreement for the following reasons. As your landlord, the Council has to meet certain obligations under your lease, in particular with regards to the management and maintenance of the building which may include communal heating, mains water supplies, and gas networks.

In order to provide these services and carry out these works, the Council needs to ensure that planned maintenance, servicing and repair regimes are in place.

The Agreement is designed to meet the requirements of the Council with regards the mechanical maintenance of its housing stock.

#### **4. Reasons for considering it necessary to carry out works on a building or other premises**

Insofar as the Agreement involves carrying out works on a building or other premises, the Council considers this necessary for the following reasons. As your landlord, the Council has to meet certain obligations under your lease, in particular with regards to the management and maintenance of the building which may include any works described in paragraphs 2 and 3 above.

The Council needs to ensure that planned maintenance, servicing and repairs are carried out.

The works are designed to meet the requirements of the Council with regards the mechanical maintenance of its housing stock.

#### **5. Observations**

You are invited to make any written observations regarding the proposals contained in this notice. If you wish to do this, you should send them to this office in writing, to be received within 30 days from the date of this notice. Allowing for the holiday period, the closing date for official observations to be received will be the **6<sup>th</sup> January 2015**. Observations should be sent to the following address:

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

Or

Email [capital.services@camden.gov.uk](mailto:capital.services@camden.gov.uk) and include the contract reference **14/134A** and your property reference (**RTA**) in the email subject field.

#### **6. Reasons why the Council is not inviting nominations from leaseholders**

In the case of the Agreement, the European Union requires the Council as a public authority to advertise the Agreement by way of a public notice in the Official Journal of the European Union because of the estimated value of the services. As a result of this requirement, the right of leaseholders to nominate a contractor does not apply.

The public notice must give details and invite tenders from suitable organisations in respect of the Agreement. In view of this requirement, it is not possible for leaseholders themselves to propose a person or organisation to tender for the Agreement, as would otherwise be the case.

Once observations have been considered and the consultation period has closed, the Council intends to place a public notice in the Official Journal of the European Union to invite expressions of interest in the Agreement.

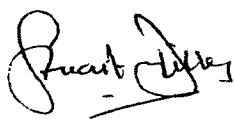
**7. Further consultation – notification of landlord's proposals**

It is anticipated that once this initial consultation has concluded and upon receipt of the tenders/estimates, we will send you a further notice regarding the Council's detailed proposal in accordance with the Regulations. This will inform you of the proposed contractors and provide you with a further opportunity to be consulted about the Agreement.

**8. 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

A handwritten signature in black ink, appearing to read 'Stuart Dilley', with a stylized flourish at the end.

Stuart Dilley  
Assistant Director HASC

**Sections 20 and 20ZA of the Landlord and Tenant Act 1985 (as amended)  
Schedule 2 to the Service Charges (Consultation Requirements) (England)  
Regulations 2003**

### Written Observations

Please complete this form and return it by **6<sup>th</sup> January 2015**.

**Send to: Mike Edmunds (Head of Leaseholder Services)**  
**Leaseholder Services**  
**London Borough of Camden**  
**Camden Town Hall**  
**Judd Street**  
**London, WC1H 9JE**

**Email:** [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) quoting **14/134A** and **RTA**

Leaseholder Name : .....

Property Address: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)

Property Reference: RTA

Contract Reference: **General mechanical repair and maintenance Agreement**

Please tick which box applies to you.

- ☐ I have no observations
- ☐ I wish to make the following observations; (please detail these below)

[illegible]

Signed by \_\_\_\_\_

Dated \_\_\_\_\_

3rd December 2014



Ref: 14/134B

Property ref:  
Enquiries to:

**RTA**  
**Leaseholder Services**

**The Secretary**

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

[capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)

**NOTICE OF INTENTION 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: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)**

**Qualifying long term agreement relating to a general electrical repair and  
maintenance contract.**

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

**1. Introduction**

The Council is planning to enter into what the Act calls a "qualifying long term agreement". This is an agreement which lasts for more than 12 months and concerns services to be carried out in relation to the building or estate in which you are a leaseholder.

This notice relates to general electrical repair and maintenance services provided to the Council's 33,000 homes.

These services are currently delivered through the Council's partnering contracts. There are currently two partnering contracts, one delivering all mechanical maintenance services, and the other all electrical maintenance services. In place of the current two contracts, the Council intends to enter into individual contracts, including a general electrical repair and maintenance contract ('Agreement'). The aim of this strategy is to ensure more efficient and cost effective management of individual services by directly appointing specialist organisations to deliver the services they are familiar with.

The Agreement is planned to run from January 2016 for a period of 5 years, with a possible one or more extensions for an additional 5 years.

The approximate total annual value of the Agreement is £2,700,000.00.



Where services relate to your property, you will be liable to pay a portion of the cost by way of a service charge.

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

The below list is a general description of services to be provided and works to be carried out under the Agreement.

### **Contract B for General Electrical Repair and maintenance**

This contract will cover the planned maintenance and repair of the following:

- **Lateral mains & risers:** This relates to the maintenance and repair of the electrical supplies and networks providing electricity to individual properties / blocks / estates.
- **Estate & Communal lighting:** This relates to the maintenance and repair of estate and communal lighting to blocks and estates
- **Lightning protection:** This relates to the maintenance and repair of lightning protection systems to blocks and estates.
- **Fire protection / prevention:** This relates to the maintenance and repair of fire protection / prevention systems including emergency lighting to blocks or estate.
- **Mechanical ventilation:** This relates to the maintenance and repair of mechanical ventilation systems to individual properties, blocks, estates, communal boiler houses etc.
- **Co-ordination of emergency response:** This relates to acting as lead contractor should there be widespread electrical failure and a requirement to co-ordinate remedial works with the Council and utilities.

## **3. Reasons for considering it necessary to enter into the Agreement**

The Council considers it necessary to enter into the Agreement for the following reasons. As your landlord, the Council has to meet certain obligations under your lease, in particular with regards to the management and maintenance of the building which may include electrical supplies, communal lighting and fire protection.

In order to provide these services and carry out these works, the Council needs to ensure that planned maintenance, servicing and repair regimes are in place.

The Agreement is designed to meet the requirements of the Council with regards the electrical maintenance of its housing stock.

## **4. Reasons for considering it necessary to carry out works on a building or other premises**

Insofar as the Agreement involves carrying out works on a building or other premises, the Council considers this necessary for the following reasons. As your

landlord, the Council has to meet certain obligations under your lease, in particular with regards to the management and maintenance of the building which may include any works described in paragraphs 2 and 3 above.

The Council needs to ensure that planned maintenance, servicing and repairs are carried out.

The works are designed to meet the requirements of the Council with regards the electrical maintenance of its housing stock.

## **5. Observations**

You are invited to make any written observations regarding the proposals contained in this notice. If you wish to do this, you should send them to this office in writing, to be received within 30 days from the date of this notice. Allowing for the holiday period, the closing date for official observations to be received will be the **6<sup>th</sup> January 2015**. Observations should be sent to the following address:

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

Or

Email [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) and include the contract reference **14/134B** and your property reference (**RTA**) in the email subject field.

## **6. Reasons why the Council is not inviting nominations from leaseholders**

In the case of the Agreement, the European Union requires the Council as a public authority to advertise the Agreement by way of a public notice in the Official Journal of the European Union because of the estimated value of the services. As a result of this requirement, the right of leaseholders to nominate a contractor does not apply.

The public notice must give details and invite tenders from suitable organisations in respect of the Agreement. In view of this requirement, it is not possible for leaseholders themselves to propose a person or organisation to tender for the Agreement, as would otherwise be the case.

Once observations have been considered and the consultation period has closed, the Council intends to place a public notice in the Official Journal of the European Union to invite expressions of interest in the Agreement.

## **7. Further consultation – notification of landlord's proposals**

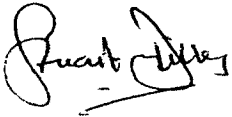
It is anticipated that once this initial consultation has concluded and upon receipt of the tenders/estimates, we will send you a further notice regarding the Council's detailed proposal in accordance with the Regulations. This will inform you of the

proposed contractors and provide you with a further opportunity to be consulted about the Agreement.

**8. 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

A handwritten signature in black ink, appearing to read 'Stuart Dilley', with a stylized flourish at the end.

Stuart Dilley  
Assistant Director HASC

**Sections 20 and 20ZA of the Landlord and Tenant Act 1985 (as amended)  
Schedule 2 to the Service Charges (Consultation Requirements) (England)  
Regulations 2003**

### Written Observations

Please complete this form and return it by **6<sup>th</sup> January 2015**

**Send to: Mike Edmunds (Head of Leaseholder Services)**  
**Leaseholder Services**  
**London Borough of Camden**  
**Camden Town Hall**  
**Judd Street**  
**London, WC1H 9JE**

**Email:** [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) quoting **14/134B** and **RTA**

Leaseholder Name : .....

Property Address: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)

Property Reference: RTA

Contract Reference: **General electrical repair and maintenance Agreement**

Please tick which box applies to you.

- ☐ I have no observations
- ☐ I wish to make the following observations; (please detail these below)

[illegible]

Signed by \_\_\_\_\_

Dated \_\_\_\_\_

3rd December 2014



Ref: 14/134C

Property ref:

Enquiries to:

**RTA**

**Leaseholder Services**

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

**The Secretary**

[capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)

**NOTICE OF INTENTION 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: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)**

**Qualifying long term agreement relating to a lift services repair and maintenance contract.**

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

**1. Introduction**

The Council is planning to enter into what the Act calls a "qualifying long term agreement". This is an agreement which lasts for more than 12 months and concerns services to be carried out in relation to the building or estate in which you are a leaseholder.

This notice relates to lift repair and maintenance services provided to the Council's 33,000 homes.

These services are currently delivered through the Council's partnering contracts. There are currently two partnering contracts, one delivering all mechanical maintenance services, and the other all electrical maintenance services. In place of the current two contracts, the Council intends to enter into individual contracts, including a lift services repair and maintenance contract ('Agreement'). The aim of this strategy is to ensure more efficient and cost effective management of individual services by directly appointing specialist organisations to deliver the services they are familiar with.

The Agreement is planned to run from January 2016 for a period of 5 years, with a possible one or more extensions for an additional 5 years.

The approximate total annual value of the Agreement is £900,000.00.

Where services relate to your property, you will be liable to pay a portion of the cost by way of a service charge.

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

The below list is a general description of services to be provided and works to be carried out under the Agreement.

**Contract C for Lift Services Repair and Maintenance**

This Agreement will cover the planned maintenance and repair of lifts. It will include a call out service for emergencies. Routine health and safety inspections will be undertaken in line with current legislation and best practice. Regular maintenance will be carried out in accordance with the manufacturers recommended service plan. Where required, parts will be replaced, including where needed the manufacture of parts that are no longer stock items. The Agreement will include restoration work following vandalism, fire or damage caused due to the need to respond to emergencies.

**3. Reasons for considering it necessary to enter into the Agreement**

The Council considers it necessary to enter into the Agreement for the following reasons. As your landlord, the Council has to meet certain obligations under your lease, in particular with regards to the management and maintenance of the building which may include lift services where applicable.

In order to provide these services and carry out these works, the Council needs to ensure that planned maintenance, servicing and repair regimes are in place.

The Agreement is designed to meet the requirements of the Council with regards the lift maintenance of its housing stock.

**4. Reasons for considering it necessary to carry out works on a building or other premises**

Insofar as the Agreement involves carrying out works on a building or other premises, the Council considers this necessary for the following reasons. As your landlord, the Council has to meet certain obligations under your lease, in particular with regards to the management and maintenance of the building which may include any works described in paragraphs 2 and 3 above.

The Council needs to ensure that planned maintenance, servicing and repairs are carried out.

The works are designed to meet the requirements of the Council with regards the lift maintenance of its housing stock.

**5. Observations**

You are invited to make any written observations regarding the proposals contained in this notice. If you wish to do this, you should send them to this office in writing, to be received within 30 days from the date of this notice. Allowing for the holiday period, the closing date for official observations to be received will be the **6<sup>th</sup> January 2015**. Observations should be sent to the following address:

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

Or

Email [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) and include the contract reference **14/134C** and your property reference (**RTA**) in the email subject field.

**6. Reasons why the Council is not inviting nominations from leaseholders**

In the case of the Agreement, the European Union requires the Council as a public authority to advertise the Agreement by way of a public notice in the Official Journal of the European Union because of the estimated value of the services. As a result of this requirement, the right of leaseholders to nominate a contractor does not apply.

The public notice must give details and invite tenders from suitable organisations in respect of the Agreement. In view of this requirement, it is not possible for leaseholders themselves to propose a person or organisation to tender for the Agreement, as would otherwise be the case.

Once observations have been considered and the consultation period has closed, the Council intends to place a public notice in the Official Journal of the European Union to invite expressions of interest in the Agreement.

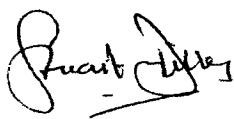
**7. Further consultation – notification of landlord's proposals**

It is anticipated that once this initial consultation has concluded and upon receipt of the tenders/estimates, we will send you a further notice regarding the Council's detailed proposal in accordance with the Regulations. This will inform you of the proposed contractors and provide you with a further opportunity to be consulted about the Agreement.

**8. 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



Stuart Dilley  
Assistant Director HASC

**Sections 20 and 20ZA of the Landlord and Tenant Act 1985 (as amended)  
Schedule 2 to the Service Charges (Consultation Requirements) (England)  
Regulations 2003**

### Written Observations

Please complete this form and return it by **6<sup>th</sup> January 2015**

**Send to: Mike Edmunds (Head of Leaseholder Services)**

## Leaseholder Services

## London Borough of Camden

## Camden Town Hall

## Judd Street

**London, WC1H 9JE**

**Email:** [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) quoting **14/134C** and **RTA**

Leaseholder Name : .....

Property Address: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)

Property Reference: RTA

Contract Reference: **Lift services repair and maintenance Agreement**

Please tick which box applies to you.

- ☐ I have no observations
- ☐ I wish to make the following observations; (please detail these below)

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Signed by \_\_\_\_\_

Dated \_\_\_\_\_



3rd December 2014



Ref: 14/134D

Property ref:

*RTA*

Enquiries to:

**Leaseholder Services**

**The Secretary** - - - - -

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

[capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)

**NOTICE OF INTENTION 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: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)**

**Qualifying long term agreement relating to an ancillary services repair and  
maintenance contract.**

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

**1. Introduction**

The Council is planning to enter into what the Act calls a “qualifying long term agreement”. This is an agreement which lasts for more than 12 months and concerns services to be carried out in relation to the building or estate in which you are a leaseholder.

This notice relates to ancillary services repair and maintenance services provided to the Council's 33,000 homes.

These services are currently delivered through the Council's partnering contracts. There are currently two partnering contracts, one delivering all mechanical maintenance services, and the other all electrical maintenance services. In place of the current two contracts, the Council intends to enter into individual contracts, including an ancillary services repair and maintenance contract ('Agreement'). The aim of this strategy is to ensure more efficient and cost effective management of individual services by directly appointing specialist organisations to deliver the services they are familiar with.

The Agreement is planned to run from January 2016 for a period of 5 years, with a possible one or more extensions for an additional 5 years.

The approximate total annual value of the Agreement is £1,000,000.00.

Where services relate to your property, you will be liable to pay a portion of the cost by way of a service charge.

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

The below list is a general description of services to be provided and works to be carried out under the Agreement.

### **Contract D for Ancillary services repair and maintenance**

This contract will cover the planned maintenance and repair of the following:

- **Door entry systems:** This relates to the maintenance and repair of door entry systems used for access control on blocks and estates.
- **Roller shutters:** This relates to the maintenance and repair of roller shutters associated with certain block / estate parking garages.
- **Integrated Reception Service (IRS):** This relates to the maintenance and repair of the communal television aerials and satellite dishes installed to blocks.
- **CCTV:** This relates to the maintenance and repair of any CCTV systems installed on blocks or estates.

## **3. Reasons for considering it necessary to enter into the Agreement**

The Council considers it necessary to enter into the Agreement for the following reasons. As your landlord, the Council has to meet certain obligations under your lease, in particular with regards to the management and maintenance of the building which may include access systems, CCTV, and aerial systems.

In order to provide these services and carry out these works, the Council needs to ensure that planned maintenance, servicing and repair regimes are in place.

The Agreement is designed to meet the requirements of the Council with regards the maintenance of ancillary services of its housing stock.

## **4. Reasons for considering it necessary to carry out works on a building or other premises**

Insofar as the Agreement involves carrying out works on a building or other premises, the Council considers this necessary for the following reasons. As your landlord, the Council has to meet certain obligations under your lease, in particular with regards to the management and maintenance of the building which may include any works described in paragraphs 2 and 3 above.

The Council needs to ensure that planned maintenance, servicing and repairs are carried out.

The works are designed to meet the requirements of the Council with regards the maintenance of ancillary services of its housing stock.

#### **5. Observations**

You are invited to make any written observations regarding the proposals contained in this notice. If you wish to do this, you should send them to this office in writing, to be received within 30 days from the date of this notice. Allowing for the holiday period, the closing date for official observations to be received will be the **6<sup>th</sup> January 2015**. Observations should be sent to the following address:

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

Or

Email [capital.services@camden.gov.uk](mailto:capital.services@camden.gov.uk) and include the contract reference **14/134D** and your property reference (**RTA**) in the email subject field.

#### **6. Reasons why the Council is not inviting nominations from leaseholders**

In the case of the Agreement, the European Union requires the Council as a public authority to advertise the Agreement by way of a public notice in the Official Journal of the European Union because of the estimated value of the services. As a result of this requirement, the right of leaseholders to nominate a contractor does not apply.

The public notice must give details and invite tenders from suitable organisations in respect of the Agreement. In view of this requirement, it is not possible for leaseholders themselves to propose a person or organisation to tender for the Agreement, as would otherwise be the case.

Once observations have been considered and the consultation period has closed, the Council intends to place a public notice in the Official Journal of the European Union to invite expressions of interest in the Agreement.

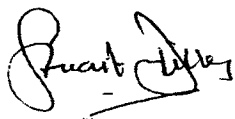
#### **7. Further consultation – notification of landlord's proposals**

It is anticipated that once this initial consultation has concluded and upon receipt of the tenders/estimates, we will send you a further notice regarding the Council's detailed proposal in accordance with the Regulations. This will inform you of the proposed contractors and provide you with a further opportunity to be consulted about the Agreement.

#### **8. 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

A handwritten signature in black ink, appearing to read 'Stuart Dilley', with a stylized, cursive script.

Stuart Dilley  
Assistant Director HASC

**Sections 20 and 20ZA of the Landlord and Tenant Act 1985 (as amended)  
Schedule 2 to the Service Charges (Consultation Requirements) (England)  
Regulations 2003**

**Written Observations**

Please complete this form and return it by **6<sup>th</sup> January 2015**  
**Send to: Mike Edmunds (Head of Leaseholder Services)**  
**Leaseholder Services**  
**London Borough of Camden**  
**Camden Town Hall**  
**Judd Street**  
**London, WC1H 9JE**

**Email:** capitalservices@camden.gov.uk quoting **14/134D** and **RTA**

Leaseholder Name : .....  
Property Address: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)  
Property Reference: RTA  
Contract Reference: **Ancillary services repair and maintenance Agreement**

Please tick which box applies to you.

- ☐ *I have no observations*  
☐ I wish to make the following observations; (please detail these below)

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Signed by \_\_\_\_\_

Dated \_\_\_\_\_

## **Frequently Asked Questions**

### **Q1: What is the proposal, and how does it differ from the current partnering agreement?**

Having listened to residents, councillors and other stakeholders, the Council is proposing five contracts for the delivery of mechanical & electrical repairs and maintenance services. These contracts will cover:

- Mechanical Services (including communal heating; heat metering; bulk gas; water mains; risers and tanks; remote monitoring)
- General Electrical Services (including lateral mains and risers; estate lighting; lightning protection; mechanical ventilation)
- Lifts
- Ancillary Services (including door entry systems; roller shutters; IRS; CCTV)
- Individual Heating (tenanted units only). Please note the cost of works undertaken under this contract will not be rechargeable and therefore a notice is not required in respect of this contract.

The proposed contract duration is five years, extendable to ten years in increments. This duration will help the Council obtain a competitive price and reflects the amount of time required to integrate IT systems and processes.

By introducing a small number of separate contracts the Council will increase its ability to directly manage the suppliers involved.

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### **Q2: What work has been done to date in establishing this proposal?**

**A:** Camden has held a number of meetings to discuss the comments and concerns of residents regarding the procurement of works and has considered a range of options whilst developing the proposed strategy. This work is set out in the recent report to the Council's Cabinet meeting on 22 October 2014 a link to which is provided below:

<http://democracy.camden.gov.uk/documents/s37431/2%20Procurement%20Strategy%20for%20Provision%20of%20Valuation%20Consultancy.pdf>

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### **Q3: What are the keys dates and stages of this strategy?**

**A:**

Leaseholder Consultation: Notice of Intention	December 2014
Stage 1: EU Journal Advert and Expressions of Interest (PQQ, OJEU)	January to March 2015
Stage 2: Invitation to Tender & Evaluation Process	April to August 2015
Leaseholder Consultation : Notice of Proposal	October 2015
Contractor Appointment	December 2015

#### **Q4: How will bidders be evaluated and appointed as part of the new strategy?**

**A:** We will be using the “restricted procedure” to appoint the suppliers. The approach is set out by the procurement regulations 2006. This means there will be two stages of evaluation before suppliers are appointed to the maintenance contracts.

The first stage involves a “Pre-Qualification Questionnaire” (PQQ) which is sent out along to suppliers who respond to the advertisement; the advertisement is generally called an “OJEU Notice”. Suppliers need to complete and submit a questionnaire to be considered for the next stage of the process. At this stage we are interested in their fitness to do the work and we look at information such as financial capacity, insurance cover, health & safety documentation and workforce standards. In addition to this information, there will be several specific questions, e.g. working in conservation areas, which will give bidders an opportunity to set out their experience and approach for each area of work.

Following the PQQ process evaluation, a shortlist of contractors for the maintenance contracts will be established. Shortlisted contractors will be invited to tender for the works as part of stage two of the process. It is at this stage that contractors will submit prices. This stage will involve more detailed evaluation, as in addition to the price submissions there will be specific questions for each work area, interviews and site visits for each of the shortlisted contractors.

Following the analysis of tender returns and completion of the evaluation process, the successful suppliers will be appointed to the relevant contracts.

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#### **Q5: Will residents be involved in the evaluation process?**

**A:** Yes. Stage two of the process will include an evaluation panel made up of officers and resident representatives. If you would like to be involved in the evaluation, please let us know.

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#### **Q6: If my new lift or communal boiler needs repair will this be covered by existing guarantees or will I end up getting charged again?**

**A:** New installations generally have a defects liability period of 12 months, some components may have longer guarantee periods. Neither would be affected by the new agreements.

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