

Housing Services

Home Ownership Team
13-27 Station Road, Wood Green, London N22 6UW
Tel 020 8489 000 Fax 020 8489 1998
Minicom Numbers (for the deaf and hard of hearing):-

020 8489 5982 HIV/AIDS
Physical Disabilities
Sensory Impairment
020 8489 5978 Complaints Section

Your Ref:
Our Ref: FIN/Sch1/REISSUE

This matter is being
dealt with by: Home Ownership Team

Phone: (0208) 489 0000
Email: Home.OwnershipTeam1@haringey.gov.uk
Email: Home.OwnershipTeam2@haringey.gov.uk

6 August, 2004

SECOND SECTION 20 NOTICE – NOTIFICATION OF PROPOSALS
(Schedule 1 of the Commonhold & Leasehold Reform Act 2002)

Dear Leaseholder(s)

RE Leasehold address: *ADDRESS, ADDRESS, ADDRESS*

Long Term Agreement relating to: provision of specialist roofing repairs and maintenance.

I write further to the Council's First Section 20 Notice (Notice of Intention), dated the 26 January 2004 regarding the above works. This notice is the second stage of the consultation process under section 20 of the Landlord & Tenant Act (1985), as amended by the Commonhold & Leasehold Reform Act (2002).

1. Description of the agreement/contract. The Council is proposing to enter into a borough-wide agreement in the form of a long term maintenance contract to assist in the delivery of roofing repair services. The agreement is for the provision of specialist roofing repairs and maintenance. The nature of these day to day roofing repairs relates to elements such as the following:

Asphalt roofing, Felt roofing, Slate and tiled roofing
Maintenance of roof drainage systems, for example gutters, downpipes, etc.

The contract administrator for the contract will be the Council's Housing Services, Haringey Home & Building Services division.

2. Duration of contract. It will be for a period of two years with an option to extend for a subsequent additional year.

3. Tendering arrangements. In accordance with the requirements of the Act and the Council's standing orders, the Housing Service sought tenders from contractors on the Council's approved list with the necessary technical competence in this field. Contractors have to meet a number of criteria in order to be included on this list. These include matters such as financial viability, technical competence, full insurance cover, quality assurance systems, comprehensive waste management policies and compliance with equal opportunities and health and safety regulations

Tenders were invited from 6 external contractors that were private companies having no connection with the Council, and also from a contractor nominated by a majority of leaseholders. As a part of their submissions, each company invited to tender was required to complete a comprehensive schedule of rates for different types of work. They were required to give their estimated costs for the standard categories of repairs expected to be required during the course of the contract.

No tender was received from the contractor nominated by leaseholders.

4. Proposals. After careful consideration of all the relevant matters, the Council proposes awarding the contract to one of the following companies for a period of two years:

(i) **Breyer Building & Roofing Co Ltd**
Faringdon Avenue
Harold Hill
Romford
Essex
RM3 8ST

(ii) **Academy of Roofing and Building Co Ltd.**
117 Corbels Tey Road
Upminster
Essex
RM14 2AA

5. Inspection of relevant documents. During the consultation period you may inspect and take copies of the documents relevant to the proposals. You may do this between 10 am to 4 pm, Monday to Friday by appointment only. The office is Hornsey Town Hall, The Broadway, Crouch End, London N8. To make an appointment please contact the Construction and Procurement Team, or a member of his staff on telephone number 020 8489 1073. The date for the end of the consultation period is given in paragraph 8.

6. Observations received. Careful consideration has been given to all observations received in respect of the first notice. Those who submitted observations have been sent individual responses. A summary of the observations and the Council's responses to them is available at the Hornsey Town Hall for inspection by appointment – please see paragraph 5 above for details as to how to make an appointment.

7. List of nominations. A list of firms or contractors nominated by leaseholders is provided in the enclosure.

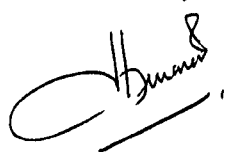
8. Observations on the proposals. You are entitled to make written observations on the proposals for these works. If you wish to do this, you must send them to this office within 30 days of the date of this letter. Our address is Home Ownership Team, 13/27 Station Road, Wood Green, London N22 6UW. The final date for receipt of your observations is the 6 September 2004.

9. Award of contract. I will write to you again to advise you of the contractor chosen to undertake the work, following the end of the consultation period. The Council will make the decision after the consultation period has ended, following a full assessment of all the relevant matters.

10. Liability for charge. You will only be liable for a charge with regard to this contract if any repair works are undertaken which relate to your block of flats. Where the cost of repair works exceeds £250.00 per leaseholder you will receive a further Section 20 Notice in accordance with the requirements of Schedule 3 of the Act.

11. Explanatory notes. If you would like a copy of the explanatory notes, which we enclosed with the first notice, please phone this office on 020 8489 3048 and we will be happy to send you a copy.

Yours sincerely



T. Thevanesan
Home Ownership Team Manager

Enclosure

List of nominated contractors.