

NOTES OF THE KITCHEN REFURBISHMENT GROUP MEETING

Friday 19 August 2005

Present

Andy Carr	ECC
Ian Todd	ECC
Steve Deakin	ECC
Steve Deakin	ECC
Chris Symes	Beacon Heath
Terry Anderson	Widgery Road
Viv Phelps	Shilhay
Gladys Tyrrell	Globefield
Sally Lancaster	Magdalen Gardens

Apologies

Tony Bodgin

Introduction

Steve Deakin, who thanked everyone for attending despite the late notice, opened the meeting with a general introduction.

SD then introduced Andy Carr the Senior Architectural Surveyor and Ian Todd the Maintenance Surveyor to the group.

Tenants Choices

The group were shown the sample board containing samples of the wallpaper, wall tiles, cupboard doors, worktops, and floor tiles from which the tenant would choose the finished look of their kitchen. It was explained that when the tenant has made their choice they would be required to sign the form on which their choice had been recorded. This will prevent disputes at a later stage.

Survey Process

The tenant will be involved with the design of their kitchen bearing in mind that provision has to be made in the design to leave spaces for a cooker, refrigerator and a washing machine. Where a tenant has need of space for extra fittings such as a tumble dryer or dishwasher this will be incorporated into the design. Neil Shire has adjusted the Void and Reactive repairs Programme to ensure that the same units are available to his team if the properties become void after the kitchen is installed. A minimum of 6 double sockets are to be fitted in each kitchen and a gas and electricity supply will be run to each cooker position.

Tender

Six contractors were invited to tender: -

Signpost, Meers, Connaught, Midas, Best and Mitie. All have a 'Right first time' ethos.

Best did not tender, they do not have the manpower to sustain the contract. Tenders were invited on a 'price per item' basis.

Of those who did tender the prices are as follows: -

Connaught	£15,158
SignPost	£15,646
Mitie	£17,886
Meers	£21,118
Midas	£24,000+

Housing have stipulated that they require ten properties completed per week up to April 2006. These will be allocated on a 60%/40% basis, Connaught receiving 6 properties per week and SignPost receiving 4. Mitie, though not included in the initial allocation, are not out of the running and may be brought in if either of the other two fails to deliver or don't want the extra work. Before Mitie could be included the price would be negotiated first.

The successful contractors will be required to install a 'benchmark' kitchen installation before starting the contract. This will establish the standard of work and customer care which will be expected for the term of the contract and will be used for future reference should standards slip.

Evaluation Process

The evaluation of the bids will not be on price alone. The price will form 60% of the total score with the method statement forming the remaining 40%.

The method statement will cover things like Health and Safety, Customer Care, resourcing the contract, supervision of staff, arrangements for sub-contracting etc. Connaught and SignPost have already submitted their method statements and a final score has been calculated for these bids.

The 2 or 3 contractors with the best final score will be invited to give a presentation to the group at the next meeting.

The next meeting will take place at the Civic Centre on **Wednesday 24 August 2.00pm**, Committee Room A.