Contact: Section 20 observations

[Section20@southampton.gov.uk](mailto:Section20@southampton.gov.uk)

Ref:

Date: 23 August 2017

SCHEDULE 2 – NOP – QLTA - OJEU

Dear [x]

Regarding your property at:

Section 20 of the Landlord and Tenant Act 1985 as amended by the Commonhold and Leasehold Reform Act 2002

Notice 2 – Notice of Proposals to enter into a Qualifying Long Term Agreement

Agreement: 2 Storey Walkway Balcony Refurbishment and Structural Support Works (Lot 2)

1. This notice is given following the Notice of Intention to enter into a long-term qualifying agreement (“QLTA”) issued on 10 April 2017*.* The consultation period in respect of the Notice of Intention ended on15 May 2017.
2. As set out in the Notice of Intention, the project was advertised in accordance with OJEU Procurement Regulations inviting suitably qualified contractors to submit tenders for the works. One qualifying tender was received and we have now prepared a proposal in respect of the works/services to be provided under the agreement based on the tender we received. A copy of the Tender Report and Recommendation is appended to this letter (Appendix 1), which recommends the appointment of CLC Contractors to undertake the work, as well as a summary showing the total cost of works under Lots 1, 2 and 3 as compared to the pre-tender estimates (Appendix 3). The amounts specified in the tender, which are based on a typical block, received for the works/services under the proposed agreement are as set out in the attached Appendix 2.
3. Appendix 2 sets out the estimated total unit cost to you, based on the typical block tender price, at *[9. Insert address of Flat]* in respect of the block cost elements for the proposed agreement.

The apportionment of the block costs are made in accordance with the terms of your lease.

1. VAT at 20% and in accordance with Schedule Four, 4.2. (ii) (s) of the Lease the cost of supervision at 10% which will include project management and design fees, and in accordance with Schedule 4, 4.1 (J) and Schedule Four, 4.2 of the Lease administration costs at 15% will be added to the final account of any works carried out or services provided. You should note that these are estimated costs and the final account may be higher or lower than the prices given in this notice.
2. The intended overall duration of this agreement is five years, including extensions.
3. Copies of the estimates and proposals may be inspected at Southampton City Council, Ground Floor, East Wing, Civic Centre, Southampton SO14 7LY. Please email us for an appointment time between the hours of 9.00am and 4.00pm Monday to Friday to [Section20@southampton.gov.uk](mailto:Section20@southampton.gov.uk).
4. We did not receive any written comments in relation to the Notice of Intention during the consultation period as set out in our Notice issued on 10 April 2017.
5. We invite you to make written observations in relation to the proposals by emailing [Section20@southampton.gov.uk](mailto:Section20@southampton.gov.uk) or alternatively send a letter to Capital Assets, Southampton City Council, Ground Floor, East Wing, Civic Centre, Southampton SO14 7LY.
6. You do not have to comment or raise any observations upon this notice. However, if you wish to do so any observations you wish to make must be received by us in writing within the 30 day consultation period, which ends on 28 September 2017. Any comments received after this date will not be considered.

Yours sincerely



Neville Tomblin

Housing Capital Projects Manager

Capital Assets

Encs: Appendices 1, Appendix 2, Appendix 3, Storey elevation, Scope of Work

THIS LETTER IS IMPORTANT.

PLEASE KEEP IT IN A SAFE PLACE FOR FUTURE REFERENCE AND IN

PARTICULAR IF YOU ARE SELLING YOUR PROPERTY THEN MAKE SURE

YOU SUPPLY IT TO YOUR CONVEYANCERS SO THAT THEY CAN MAKE IT AVAILABLE TO YOUR BUYER. THE INFORMATION SET OUT IN THIS NOTICE

MAY BE RELEVANT FOR A BUYER.