



**Harlow Housing services  
Home Ownership Section**  
Harlow Council  
Civic Centre  
The Water Gardens  
Harlow  
Essex CM20 1WG  
[www.harlow.gov.uk](http://www.harlow.gov.uk)

Our Ref: NOI  
Your Ref:  
Date: 24 July 2023

In respect of: [REDACTED], Harlow

**The Service Charges Consultation Requirements.**

**Notice of Intention to carry out qualifying works at Block 1-54 Mercers, Harlow**

Dear [REDACTED],

Harlow Council give you notice that we intend to carry out the following qualifying works:

**Roofing and refurbishment works to the block including the following:-**

- Preliminaries and associated works
- Scaffolding/access equipment
- Temporary relocation of satellite dishes
- Asbestos cement tiles to roofs and to vertical tiles cladding areas to be removed and disposed.
- Replace pitched roofs throughout, including repairs to roofing timbers, with new battens and pitched roof coverings.
- Replace all flat roofing complete for new bituminous membrane coverings, to form new kerb details.
- Replace vertical tile cladding areas throughout, with new vertical tiled rainscreen clad system.
- Replace horizontal weatherboard cladded areas at mansard roof level, with new rainscreen clad system.
- Upgrade/replace insulation.
- Replace rainwater installations to all roof perimeters.
- Replace upper floor windows, affected my mansard roofs with new double-glazed PVC windows.
- Fire stopping and compartmentation works

The Council's reasons for considering it necessary to carry out these qualifying works is that a cyclical planned works programme is required for the upkeep of the block. It is necessary to preserve the value, presentation and integrity of the block and properties through a planned maintenance programme, which includes repairing, making good or replacement of deteriorated or failing elements which are in poor repair or at the end of their lifecycle. This will reduce future maintenance and repair costs, ensure the property is wind and weather tight and safeguard the health and safety of residents and visitors to the block.

An additional charge of 7.52% for the Contract Administration Fee will be added to the final account. This fee covers the cost of the works that Housing Operations Property Services must carry out in relation to the works, including surveying, drafting the specification, consultation, managing the contract and agreeing the final account at completion of the project.

**You will be recharged for these works under the terms of your lease. Therefore, it is important to send in any observations you may have in regards to the proposed works. These must be in writing.** Please send your observations by email to [homeownership@harlow.gov.uk](mailto:homeownership@harlow.gov.uk), or by post to:

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Your observations regarding the qualifying works must be received within 30 days of the date of this notice. The 30 days **ends at 4.45pm on 25 August 2023**. Any comments received after this date will be responded to, however will not be considered in relation to the works.

You are invited to nominate a contractor for the proposed qualifying works as listed above. For Harlow Council to obtain an estimate from the nominated contractor, please complete and return the enclosed Contractors Nomination Form by the 25 August 2023.

This letter is to advise you of intended works to the block, therefore at this stage of the consultation process it is not possible to supply any costs.

If you are unsure about any information in this notice or would like an explanation to why it has been sent, please contact me on the details provided below.

Yours sincerely,



Vicky Summers

Major Works and Dispute Resolution Officer

Tel: 01279 446427 / 446380 / 446381

e-mail: [vicky.summers@harlow.gov.uk](mailto:vicky.summers@harlow.gov.uk) or [homeownership@harlow.gov.uk](mailto:homeownership@harlow.gov.uk)

Encs.

## CONTRACTORS NOMINATION FORM

**LOCATION AND DESCRIPTION OF WORKS:** 1-54 Mercers, Harlow

**Roofing and Refurbishment works to the block**

.....

**I/We:** .....

**of (address):** .....

.....

**Nominate the following Contractor:**

**Name of Contractor:** .....

**Registered Office or Principal Office Address:** .....

.....

**Company Registration Number (if applicable):** .....

**Contact Name:** ..... **Tel. No:** .....

as a person/firm/company from whom the landlord may try to obtain  
an estimate for the carrying out of the proposed works.

\* This is an individual nomination by me as a leaseholder **or**

\* This is a nomination on behalf of the ..... Residents Association of which I am  
the Secretary/Elected Officer.

*\*(delete whichever does not apply)*

**Signed by:** .....

**Print Name:** .....

**Date:** .....

## CONDITIONS FOR ACCEPTANCE OF A NOMINATED CONTRACTOR

Nominated contractors will be written to in due course to give them the opportunity to confirm their interest in the project and to request the technical and financial information (as listed below) necessary to assess their suitability to bid for the proposed work. A nominated contractor will not be invited to bid for the proposed works if they should fail to meet the minimum requirements of Harlow Council.

1	<p>Contractors that are Constructionline or Exor accredited are required to supply their Constructionline/Exor Registration Number only.</p> <p><b><i>Please note that the contractor must be <u>fully</u> accredited and not just registered on the site.</i></b></p>
2	<p>Contractors unable to provide evidence of the accreditation standards in 1 above are required to supply the following evidence to be considered for the proposed works:</p> <ul style="list-style-type: none"> <li>a) Details of UTR (Unique Tax Code)</li> <li>b) Public liability insurance (minimum £5 million)</li> <li>c) Employers liability insurance (minimum £10 million)</li> <li>d) Health and Safety Policy</li> <li>e) Index of Health and Safety Manual (complete manual is not required)</li> <li>f) Example of Health and Safety Plan for a similar scheme</li> <li>g) RIDDOR accident data</li> <li>h) Details of any prosecutions by the Health and Safety Executive</li> <li>i) Copy of Equal Opportunities Policy</li> <li>j) Contact details of three technical referees and value/description of work undertaken</li> <li>k) Any other relevant accreditations e.g. CHAS, Safe Contractor that may be applicable to this nomination (not mandatory)</li> <li>l) Ability to supply a performance bond for works above £100,000 if required by Council.</li> </ul>
3	<p><b>Financial and economic Standing</b></p> <p>Harlow Council will undertake a company search with a credit reference agency to determine that the nominated contractor meets its minimum requirements in terms of financial and economic standing. Contractors that are Constructionline or Exor accredited will be required to have a notation value that exceeds the estimated value of the proposed works.</p>

**OBSERVATION SHEET**

I would like to make the following observations about the Notice of Intention to carry out Roofing and refurbishment works to block 1-54 Mercers, Harlow


Harlow Council is looking for a resident to put themselves forward to be a “residents co-ordinator” and liaise between Harlow Councils design team for this project and collaborating with the residents it effects.

Would you like to put your name forward to be a “residents’ coordinator”? (please circle)

Yes

No

**Name(s):**.....

**Property Address:**.....

**Correspondence Address:**.....