

ROYAL BOROUGH OF KENSINGTON & CHELSEA

TENANT MANAGEMENT ORGANISATION LTD

GRENFELL TOWER LIFT REFURBISHMENT

MINUTES OF PRE-TENDER MEETING

HELD AT GRENFELL TOWER

ESTATE OFFICE

THURSDAY 20TH MAY 2004 @ 9.30 AM

Those Present: Mr J Rogers (JR) : RBKC - TMO - Project Manager
Mr D Donnelly (DD) : RBKC - TMO- Lancaster West Area Manager
Ms J Jones (JJ) : RBKC - TMO - Grenfell Tower Management
Mr R Cahalan (RC) : RBKC - TMO - Senior Lift Engineer
Mr K Stevens (KS) : RBKC - TMO - Grenfell Tower Management
Mr I Moorhouse (IM) : BYLCL - Director
Mr S Ellis (SE) : BYLCL - Associate

	ACTION
1.0 INTRODUCTION ROLES AND RESPONSIBILITIES	
1.1 All those present introduced themselves.	All
1.2 Mr K Miles sent apologies.	All
2.0 TENDER PROCEDURES	
2.1 JR Advised No of copies of tender documents as no of tenderers (possibly 5) plus 4 copies for TMO - as originally distributed.	SE
2.2 SE advised drawings had not changed therefore no further copies required for issue to TMO.	SE
2.3 IM advised escorting of tenderers was essential during tender action period.	SE/IM
2.4 Following initial tender return appraisal, possible interviews for two lowest compliant tenderers.	JR/IM
3.0 STANDING ORDERS - NO. OF TENDERERS REQUIRED	
3.1 JR advised 5 tenderers was permissible. Could reduce to 4 if absolutely necessary although TMO would prefer 5.	JR/IM

	ACTION
4.0 RESPONSES FROM POST OJEC ENQUIRES	
4.1 IM advised no response from Schindler.	All
4.2 Seven responses from post OJEC enquiries.	GM
Four tenderers qualify without reservation viz:	
Apex - own works - good response - good service coverage.	
Bardeck - own works - good response - reasonable service coverage.	
Guideline - all outsourced - competent - good service coverage.	
Jackson - all outsourced - Excellent service coverage.	
4.3 Three others from which to select one suitable tenderer.	
ILS	
Elite	
Temple	
Of these Temple appeared most suitable albeit without sufficient notations for the project. IM to check if this could be updated in due time.	IM
4.4 IM and RC not comfortable with Elite or ILS for this style of project.	All
5.0 FINAL AGREED TENDER LIST	
5.1 As in 4.2 plus Temple if possible. JR did not wish to invite a contractor with whom the team would not be confident.	All
6.0 COMMENTS ON FINAL DRAFT SPECIFICATION	
6.1 No further comments on final draft specification.	
6.2 TMO to organise disaster recover plan with temporary accommodation and facilities by Grenfell Tower staff.	DD/JR/ RC
6.3 DD suggested staircase lighting and emergency packs be tested prior to contract start.	DD/JR
7.0 TENDER APPROVAL PROCEDURES - KEY DATES	
7.1 All tender documents to be with TMO by 28 th May 2004.	IM/SE
7.2 Out to tender date - likely 3 rd June 2004.	IM/JR

	ACTION
7.3 Tender period - six weeks therefore return dated Friday 16 th July 2004.	All
7.4 Interviews with tenderers and recommendation by early August 2004. Contract documents available 2 nd September 2004.	SE/IM
8.0 ANY OTHER BUSINESS	
8.1 BYLCL would obtain Optima (Birmingham Housing) “soft issue” plan. Distribution: Those present, (all electronically) plus: Keith Miles -	IM/SE