

Councillor P Kotz
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE

Operations and Delivery
Town Hall
Station Road
Clacton on Sea
Essex CO15 1SE

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Our Ref:
Your Ref:
Please ask for: D Williams

2nd September 2026

Dear Councillor Kotz,

RE: Town Hall – Replacement Boilers and Control System

I am writing to seek your concurrence with an Officer Decision to award a contract to Olympus Mechanical Services for the provision of replacement boilers and control services at the Town Hall. As you will be aware the replacement of the Town Hall Boilers is one of the key projects that Cabinet has identified.

A tender exercise has been undertaken by the Essex Procurement Partnership, via an open tender exercise. A specification was prepared outlining the scope of the works required to replace the existing wet heating system and its controls within the Town Hall.

Following the procurement exercise tenders for the above contract were returned on the 17th July 2026, eight (8) contractors submitted a tender. The tender responses were subject to an evaluation process, evaluating both commercial and quality. The results were as follows:

	£	Score %
Olympus Mechanical Services	£269,798.97	92.00
Bidder 2	£272,647.52	77.27
Bidder 3	£344,099.18	70.89
Bidder 4	£294,715.13	80.08
Bidder 5	£370,582.92	66.96
Bidder 6	£292,810.86	82.50
Bidder 7	£301,620.00	70.61
Bidder 8	£332,247.05	78.84

Olympus Mechanical Services scored highest, with a score of 92% and therefore it is proposed to let the contract with them. Accordingly, under the powers delegated to me in consultation with you it is proposed to proceed with the most successful tender from Olympus Mechanical Services.

I would be pleased to receive your written concurrence to this proposal and request that you please sign and return the attached copy of this letter.

Yours sincerely,



D Williams BSc (Hons) MCIPD DMS
Development, Building and Facilities Manager

To
Corporate Director
Operations and Delivery
Town Hall
Station Road
Clacton
CO15 1SE

TENDRING DISTRICT COUNCIL

TOWN HALL

REPLACEMENT BOILERS AND CONTROL SYSTEMS

I refer to your letter dated 2nd September 2026 concerning the action you propose to take under the Powers delegated to you in respect of acceptance of the tender for the works received from;

Olympus Mechanical Services	£269,798.97
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* I concur/~~do not concur~~ with the action you propose.

Additional comments (if any):

 (signed on behalf)

Councillor Peter Kotz

Portfolio Holder for Assets and Community Safety.

Dated 2 September 2026

