

Decision Recording Form

Title	Ventilation installations to Grafton House	Decision Maker	Operations Manager Major Capital Schemes		
Date of decision	16/02/2022	Source of authority	Constitution, Part 3, Section 5, 8.2 a & b		
Date of Publication					
Background and Reason for decision					
<p>Ipswich Borough Council has recently carried out air volume and flow surveys to the Gipping and Post Room on the ground floor of its main office, Grafton House, for the purposes of infection control.</p> <p>After the assessment, results were received and neither room had high enough ventilation flow rates to support the required occupancy.</p> <p>A tender exercise was carried out for specialist contractors to design and price for the supply and installation of a suitable system that would safely satisfy the Council's requirements and enable it to allow the required numbers of people access to both of these spaces.</p> <p>The winning bid received from MFD ductwork was for £32,670.18. This is considered good value for money and will be funded from existing budgets.</p> <p>Decision: To appoint MFD ductwork at the cost of £32,670.18.</p> <p>Reason: To enable completion of the contracted works within given timescales.</p> <p>Internal Consultees: MCS Officers, FM and procurement.</p>					
Conflict of interest	N/A	Relevant Portfolio(s)	Property		
ALL WARDS					
NW	NE	CENTRAL	SW	SE	
Castle Hill	Bixley	Alexandra	Bridge		Gainsborough
Whitton	Rushmere	St Margaret's	Gipping	x	Holywells
Whitehouse	St John's	Westgate	Sprites		Priory Heath
			Stoke Park		
Once complete the Decision Maker must send this form and any background documentation for publication to Monitoring.officer@ipswich.gov.uk			Admin use only		