

## Decision Recording Form

<b>Title</b>	Refurbishment works in Pickwick Room at Ipswich Town Hall	<b>Decision Maker</b>	Operations Manager – Major Capital Schemes
<b>Date of decision</b>	05.10.2022	<b>Source of authority</b>	Constitution, Part 3, Section 5, paragraph 8.2 a & b
<b>Date of Publication</b>			

### Background and Reason for decision

Given the acquisition of St Peters House, Suffolk Registry Services have been given the opportunity of a long-term lease on two rooms within the Town Hall to hold wedding ceremonies.

Ipswich Borough Council requires the services of a Building Contractor to undertake refurbishment works and joinery required to the Pickwick and Reading Rooms on the ground floor of the Town Hall, to create an appropriate setting for marriage ceremonies to take place.

Following an open tender procurement process through the Suffolk e-sourcing system, 4 bids were received.

The most economically advantageous tender was received from R G Carter Southern for the value of £21,369.20 (excl. VAT).

**Decision:** To award the contract to R G Carter Southern.

**Reason:** To enable works completion before contractual long stop date.

**Internal Consultees:** MCS, property, legal and procurement.

Conflict of interest	N/A				Relevant Portfolio(s)	Resources.			
All wards				Use a Y in the table below to mark the wards affected if not all wards					
NW		NE		CENTRAL		SW		SE	
Castle Hill		Bixley		Alexandra	Y	Bridge		Gainsborough	
Whitton		Rushmere		St Margaret's		Gipping		Holywells	
Whitehouse		St John's		St John's		Sprites		Priory Heath	
				Westgate		Stoke Park			

**Once complete the Decision Maker must send this form and any background documentation for publication to [Monitoring.officer@ipswich.gov.uk](mailto:Monitoring.officer@ipswich.gov.uk)**

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