

Decision Recording Form

Title	Regent Theatre – Back of House Ventilation & Air Conditioning	Decision Maker	Head of Major Capital Schemes
Date of decision	15.02.2023	Source of authority	Constitution, Part 3 Section 5 paragraph 8.2 a & b
Date of Publication			

Background and Reason for decision

The Regent Theatre requires ventilation & air conditioning to the back of house to be installed (in the basement) for indoor air quality, cast & crew thermal comfort.

Following an open tender procurement process through the Suffolk e-sourcing system, 1 bid was received.

The tender was received from Pitkin & Ruddock for the value of £20,227.00 (excl. VAT).

The works will be funded from existing repair and maintenance budgets.

Decision: To award the contract to Pitkin & Ruddock.

Reason: To enable the works to be undertaken.

Internal consultees: MCS, Regent Theatre team, legal and procurement.

Conflict of interest	N/A	Relevant Portfolio(s)	Resources
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ALL WARDS		<i>Use a Y in the table below to mark the wards affected if not all wards</i>							
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

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