



Wallace

Housing Directorate
Housing Management Team
Please ask for: Andrew

Telephone: 01530454660
Fax: 01530 454816
Our Ref:

Date: 06/09/2018

Dear

Re: New Laundry Equipment in Sheltered Schemes

INTENTION TO AWARD CONTRACT

I am pleased to inform you that, following a review of the current laundry facilities in our sheltered schemes, we are proposing to start a new contract with JLA Limited in October 2018 for them to provide our laundry equipment.

This contract will see the removal of old machines and installation of new machines across our sheltered accommodation, with a dedicated telephone number to report any issues.

The new contract will see an increase in your service charge from £xxx to £xxx. This change will come into effect from xxxxx

I will be holding a number of events for you to come and discuss with me the new contract and look at all the Benefits the new contract will bring.

I will be at xxxxx in the downstairs communal lounge on 19 September 2018 at xxxx for 45 minutes

I look forward to seeing you there.

Yours sincerely

A handwritten signature in black ink that reads "Andrew Wallace".

Andrew Wallace
Principal Housing Management Team Leader