

Finance & General Purposes Committee

Meeting Date: 15th September 2026

Report Author: Andrew Briggs

Subject: Pinetrees Community Centre extraction works

1. Purpose of the report

To seek approval for improvements to the commercial kitchen extraction system at Pinetrees Community Centre (PTCC), funded from the Council's PWLB-funded buildings capital allocation, and to recommend award to Bidder B as the most advantageous quotation on the basis of its more clearly defined scope and overall value.

2. Recommendations

That Members:

1. **Approve** the proposed kitchen extraction works in principle, to support greater use of the commercial kitchen and additional income generation.
2. **Approve** an allocation of £15,045 + up to 5% contingency from the PWLB-funded buildings capital programme.
3. **Approve** award of the kitchen extraction works to **Bidder B**.

3. Background and service benefits

The proposed works would improve extraction serving PTCC's existing commercial kitchen and support more effective use of the facility. The scheme includes removal of the existing canopy and/or ductwork, a replacement canopy, lighting, stainless steel wall cladding and extraction ductwork, including fire-rated sections.

Improved extraction would support more regular cooking, wider use by hirers and catering providers, and opportunities to generate additional kitchen hire or catering income. One potential use is the preparation of meals for the new nursery at Moredon Community Centre, subject to an agreed operating and charging arrangement.

4. Anonymised quotation comparison

Two quotations have been reviewed. Bidder identities are omitted from this report and retained separately in the procurement records. The table reproduces the written price breakdowns, excluding VAT. The assessment considers both price and the clarity and completeness of the specified works.

Quoted element	Bidder A	Bidder B
Strip out and disposal	£521.25	£420.00
Canopy and lighting	£5,020.00	£3,765.00
Replacement-air system	Not expressly listed	£690.00
Stainless steel wall cladding	£632.50	£470.00
Extract ductwork / fan	£1,225.00 Ductwork only specified	£4,000.00 Fan and ductwork
Fire-rated ductwork	£6,336.25	£5,700.00
Total ex VAT	£13,735.00	£15,045.00

Bidder B's total is calculated from the individual priced items. Its price is £1,310 higher than Bidder A, a premium of approximately 9.5% over the lower quotation. Bidder A has completed a follow-up site visit, priced accordingly and confirmed that its quotation reflects the required works.

5. Assessment of value and scope

Bidder B is recommended as offering the better overall value for the Council, despite its higher price. Its written quotation more explicitly identifies the components of the proposed system, providing a clearer basis for the order, installation and handover. This assessment does not assume that Bidder A is unable to deliver the required works.

Bidder B expressly includes the extract fan and speed controller, a replacement-air system designed to deliver 75% to 85% of the extracted air volume, canopy dimensions, lighting and a supply, delivery and installation scope. These details provide greater clarity about the proposed installation and the equipment included in the price.

Bidder A's confirmation following its further site visit is acknowledged. However, its written quotation provides less detail on the fan and replacement-air arrangements. The recommendation favours the greater specification detail in Bidder B's offer, rather than price alone. The additional £1,310 is considered proportionate to the improved certainty provided by that documented scope.

Bidder B's quotation is not an all-inclusive price for every potential associated work. It includes six metres of fire-rated ductwork with two hours' integrity and stability.

Electrical supplies, field wiring, builders' work, making good and certain access arrangements are excluded from the quotation.

6. Financial implications and funding

The recommended capital allocation is £15,045, based on Bidder B's quotation. This represents an additional £1,310 excluding VAT compared with Bidder A. Officers would recommend a 5% contingency is included.

The proposed funding source is the Council's existing PWLB-funded buildings capital allocation. This report seeks Council approval to allocate those funds to the scheme; it does not assume that an uncommitted balance has already been verified or seek approval for additional borrowing. Any costs exceeding the approved allocation must be identified and approved before commitment.

Additional kitchen use may generate income. However, no guaranteed income or financial payback has been assumed in the recommendation.

7. Delivery and operational arrangements

Bidder B requests 50% upfront and specifies a 12-month warranty.

Installation will be scheduled with staff, café and users to minimise disruption.

Handover will include commissioning records, operating instructions and a maintenance and cleaning schedule.