

**United Kingdom-Wellingborough: Property management services of real estate on a fee or contract basis**

OJ S 60/2019 26/03/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Borough Council of Wellingborough

Postal address: Swanspool House, Doddington Road

Town: Wellingborough

NUTS code: UKF25 North Northamptonshire

Postal code: NN8 1BP

Country: United Kingdom

Contact person: Mr Paul Large, Welland Procurement

E-mail: [plarge@melton.gov.uk](mailto:plarge@melton.gov.uk)

Telephone: +44 7769918574

**Internet address(es):**Main address: <http://www.wellingborough.gov.uk/>Address of the buyer profile: <http://www.wellingborough.gov.uk/>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.eastmidstenders.org](http://www.eastmidstenders.org)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.eastmidstenders.org](http://www.eastmidstenders.org)**I.4. Type of the contracting authority**

Regional or local authority

**I.5. Main activity**

General public services

**Section II: Object**

---

**II.1. Scope of the procurement****II.1.1. Title**

Estate Management for Investment Property Portfolio and Facilities Management Services — Plus Additional Property Related Services — Borough Council of Wellingborough

Reference number: DN340514

**II.1.2. Main CPV code**

70330000 Property management services of real estate on a fee or contract basis

**II.1.3.**

## **Type of contract**

Services

### **II.1.4. Short description**

Estate management services for the Borough Council of Wellingborough's Investment Property Portfolio, Facilities Management services for this same Investment Property Portfolio and Additional property-related services as required.

These additional services must also be available to all district councils in Northamptonshire and also to the County Council based on the provider's tendered rates.

The requirement for the provider to make their services available to all local government districts within Northamptonshire, will continue after local government re-organisation. This is expected Apr/May 2020 but at the time of writing has not been confirmed.

### **II.1.5. Estimated total value**

Value excluding VAT: 2 250 000,00 GBP

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.3. Place of performance**

NUTS code: UKF25 North Northamptonshire

Main site or place of performance: Borough of Wellingborough, Northants.

### **II.2.4. Description of the procurement**

The Borough Council of Wellingborough requires an Estate Management services provider to manage the Council's Investment Property Portfolio, to provide Facilities Management Services for this same Investment Property Portfolio and also Additional Property Services, as required.

The estimated contract value of 2 250 000 GBP approx. is for the maximum term of the contract (3 + 1 + 1 = 5 yrs.), based on a fixed annual fee for the core Estate Management and Facilities Management services, respectively, provided to the Borough Council of Wellingborough, plus estimated annual expenditure on additional property related services, also provided to the Borough of Wellingborough.

The demand for, and therefore the estimated value of, services that may be required by other district councils within Northamptonshire and the County Council is not known.

Currently, the Council's Investment Portfolio includes 110 separate properties with 221 let units providing a gross rental income of 2 640 000 GBP, 25 vacant units and 31 plots of land let on ground leases. The asset value is 58 900 000 GBP as at 31.3.2018. During the life of the contract it is inevitable that the portfolio will change in the light of operational and investment considerations. The investment portfolio is about 9,6 % vacant by ERV.

The objective for the Investment Portfolio is:

- to provide the Council with a managed asset, maximising returns and strengthening the underlying property portfolio,
- to contribute to the income available to the Council whilst ensuring that the values of assets utilised are maintained and improved where possible and to offer a good service to the Council's tenants and good value to the council tax and business ratepayers.

Facilities Management services are required to support the maintenance and repair of the Investment Portfolio and must include all Statutory testing, Health and Safety matters and the proper use of service charge provisions. Budgets must be prepared by the Contractor for both reactive and planned maintenance and approved by the Council.

Additional services that may be required by the Council include acquisitions, disposal and lettings, valuations, condition schedules, photographic schedules, dilapidations, party wall awards and consultancy services such as building surveying, quantity surveying, town and country planning, architectural services and project management. This is not an exhaustive list. These additional services must also be available to local government districts throughout Northamptonshire and to the County Council, at the provider's tendered schedule of rates. Short-listing questionnaires must be submitted by noon Wed 24th April and a minimum of 5 bidders will be short-listed and invited to bid.

The Council is aiming to issue the Invitation to Tender (ITT) to short-listed bidders by 13th May with a deadline for bids of 7th June. The dates for the ITT stage of the tender may be subject to change.

The Council is aiming to award by early July and the contract will commence 8.11.2019.

The short-listing questionnaire and all the other tender documents will be available to download from the tender portal <https://www.eastmidstenders.org> and completed short-listing questionnaires (and later, tenders), must be up-loaded to this same tender portal too.

Interested parties must register on the portal before they can access the tender documents.

A link to the advert on the portal for this tender will appear in the corresponding contract notice on <https://www.gov.uk/contracts-finder>

This same link to the tender portal will also be added to this OJEU notice.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

Value excluding VAT: 2 250 000,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

A maximum of 2 extensions of 12 months each.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

### **Section III: Legal, economic, financial and technical information**

---

#### **III.1. Conditions for participation**

##### **III.1.1.**

## **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

As a minimum requirement for the core estates management and relate services, suitable providers must employ or have access to RICS qualified chartered surveyors.

### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2. Conditions related to the contract**

### **III.2.3. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV: Procedure**

---

### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Restricted procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 24/04/2019 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 13/05/2019

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

## **Section VI: Complementary information**

---

### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

### **VI.4. Procedures for review**

#### **VI.4.1.**

**Review body**

Official name: Head of Legal Services, Borough Council of Wellingborough

Postal address: Swanspool House, Doddington Road

Town: Wellingborough

Postal code: NN8 1BP

Country: United Kingdom

Internet address: <http://www.wellingborough.gov.uk/>

**VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

The Borough Council of Wellingborough will incorporate a minimum 10 day standstill period at the point of notification of the decision to award the contract. The decision notice will incorporate the award criteria, the reasons for the decision, the reasons (if any) why a tenderer did not meet any specification, the identity of the successful tenderer(s) and a precise statement of when the standstill period is expected to end. Any appeal or challenge against the award decision must be communicated to the address stated in I.1) above within the standstill period. If an appeal or challenge to award the contract has not been successfully resolved the Public Contracts Regulations 2015 (As Amended) provide for aggrieved parties to take action in the High Court. Any such action must be brought promptly (generally within 30 days, although this time period may be extended to three months in certain circumstances). Where a legal challenge is made after the contract has been entered into then that contract could be declared ineffective and/or shortened and/or a fine imposed by the Court.

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Borough Council of Wellingborough

Postal address: Swanspool House, Doddington Road

Town: Wellingborough

Postal code: NN8 1BP

Country: United Kingdom

Internet address: <http://www.wellingborough.gov.uk/>

**VI.5. Date of dispatch of this notice**

21/03/2019