

United Kingdom-Leeds: Commercial property management services

OJ S 142/2013 24/07/2013

Contract award notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Homes and Communities Agency

Postal address: 1st Floor, Lateral House, 8 City Walk

Town: Leeds

Postal code: LS11 9AT

Country: United Kingdom

For the attention of: Jane Hunt, Katherine Langley

E-mail: centremanagementservices@hca.gsi.gov.uk

Telephone: +44 1133949396

Internet address(es):General address of the contracting authority: www.homesandcommunities.co.uk**I.2. Type of the contracting authority**

National or federal agency/office

I.3. Main activity**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description**II.1.1. Title**

Centre Management Services - Round Foundry Media Centre and Tower Works (Leeds) and Advanced Manufacturing Park Technology Centre (Rotherham).

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 14: Building-cleaning services and property management services

NUTS code

II.1.3. Information about a framework agreement or a dynamic purchasing system (DPS)**II.1.4. Short description of the contract or purchase(s)**

Commercial property management services. Renting or leasing services of own property. Real estate agency services on a fee or contract basis. Land rental or sale services. Property management services of real estate on a fee or contract basis. Project-management services other than for construction work. Real estate services with own property. Refurbishment work. The Homes and Communities Agency (HCA) are seeking one or more centre service manager (s) with whom to enter into a contract for centre management services. The centres are Round Foundry Media Centre, Leeds and Tower Works, Leeds (Lot 1) and Advanced Manufacturing

Park Technology Centre, Rotherham (Lot 2).

The role will require the successful bidder(s) to promote the centres to businesses in the digital media and creative new technology (for Round Foundry Media Centre and Tower Works, Leeds) and advanced engineering/manufacturing sectors (for the Advanced Manufacturing Park Technology Centre, Rotherham).

The day-to-day operational and tenancy management aspects of the contract(s) will form an important part of the running of each centre.

The services will include the following:

- a) Tenancy Management Services (to include lettings, rent collection, general tenant liaison, virtual tenancy management and dilapidations liability management).
- b) Facilities Management Services (to include the procurement and delivery of goods and services in respect of general repairs and day-to-day maintenance, the production of accurate maintenance and service provision budgets, accurate recording of utilities consumption and the management of contracted third parties (All third party contracts will remain at all times in the name of HCA).
- c) Managing and maintaining the public square and landscaping surrounding the Tower Works development (including canal towpath)
- d) Marketing, Promotion and Events Management (to include the organisation of regular meetings and events at the centre designed to promote the sector within which the scheme operates. Events should be designed to support businesses both within the centre and those located in the immediate area and promote the scheme as a hub for the manufacturing sector /creative and digital industries within the local area).
- e) Regular client reporting including the collection of beneficiary data and management of KPIs.
- f) The management of an in house restaurant facility/provision of outside catering (Rotherham AMPTC only).
- g) Provide reception services.
- h) Provide Telephony and IT services (all equipment will be HCA owned).
- i) Maintenance of an asset register and health and safety files in respect of each centre.
- j) Compliance with the requirements of all Laws and other statutory or regulatory requirements relevant to the provision of services at the centres. Such other services as may be required from time to time.
- k) Review the supply chain and associated services contracts and make recommendation on changes necessary that could improve service delivery and/or provide value for money during the course of the contract.

The manager will be entitled to a management fee and the reimbursement of such employment costs of staff required to operate the centre.

The manager may also be entitled to a performance related fee specified in the management agreement.

The contract for each lot will be for a term of 3 years and the HCA reserves the right to extend the services required within the contract by a further year.

The HCA reserves the right to expand both contracts to cover the expansion of workspace onto any adjoining land to a maximum of 25,000 sq ft (2,323 m²) for Lot 1 and 35,000 sq ft (3,252 m²) for Lot 2.

II.1.5. CPV code(s)

70332200 Commercial property management services, 70200000 Renting or leasing services of own property, 70300000 Real estate agency services on a fee or contract basis, 70320000 Land rental or sale services, 70330000 Property management services of real estate on a fee or contract basis, 79421000 Project-management services other than for construction work, 70100000 Real estate services with own property, 45453100 Refurbishment work

II.1.6. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.2. Total value of the contract/lot

II.2.1. Total value of the contract/lot

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of

1. Technical. Weighting 45
2. Deliverability. Weighting 20
3. Commercial/Price. Weighting 35

IV.2.2. Information about electronic auction

An electronic auction has been used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

HCAE13036

IV.3.2. Previous publication concerning this procedure

Contract notice

Notice number in the OJ S: [2012/S 150-251120](#) of 7.8.2012

Section V: Award of contract

Contract No: HCAE13036

Lot No: 1

- Lot title: Round Foundry Media Centre and Tower Works, Leeds

V.1. Date of conclusion of the contract

1.7.2013

V.2. Information about tenders

Number of tenders received: 3

V.3. Name and address of the contractor

Official name: Creative Space Management

Postal address: Round Foundry Media Centre, Foundry Street

Town: Leeds

Postal code: LS11 5QP

Country: United Kingdom

V.4. Information on value of the contract/lot

Initial estimated total value of the contract/lot:

Value: 295 771 GBP
excluding VAT

V.5. Information about subcontracting

The contract is likely to be subcontracted: no

Contract No: HCAP13036

Lot No: 2

- Lot title: Technology Centre

V.1. Date of conclusion of the contract

1.7.2013

V.2. Information about tenders

Number of tenders received: 3

V.3. Name and address of the contractor

Official name: Creative Space Management

Postal address: Round Foundry Media Centre, Foundry Street

Town: Leeds

Postal code: LS11 5QP

Country: United Kingdom

V.4. Information on value of the contract/lot

Initial estimated total value of the contract/lot:

Value: 255 000 GBP

excluding VAT

V.5. Information about subcontracting

The contract is likely to be subcontracted: no

Section VI: Complementary information

VI.1. Information about European Union funds

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

VI.2. Additional information

All discussions and meetings will be conducted in English and the contract will be subject to English law. Tenders, and all supporting documents, must be priced in GBP and all payments under the contract will be priced in GBP. This procurement and award is subject to the transparency arrangements being adopted by the UK Government. These arrangements include the publication of tender documentation issued by the HCA and the contract between the HCA and supplier. Bidders should highlight any areas they consider commercially sensitive in order for the HCA to be able to honour our transparency obligations without undermining the bidder's commercial interests. Candidates are advised that the HCA is subject to the Freedom of Information Act 2000 ("the Act"). If a candidate considers that any of the information supplied as part of this procurement procedure should not be disclosed because of its commercial sensitivity, confidential or otherwise, they must, when providing this information, clearly identify the specific information they do not wish to be disclosed and clearly specify the reasons for its sensitivity. The HCA shall take such statements into consideration in the event that it receives a request pursuant to the Act which relates to the information provided by the interested party. Please note it is insufficient to include a statement of confidentiality

encompassing all the information provided in the response. The HCA takes a zero-tolerance approach to bribery and corruption and sets high standards of impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of its activities. The principles contained within this policy apply to both internal and external audiences, including anyone wishing to undertake business or engage with the HCA.

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

To view this notice, please click here: <https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=68122653>

GO Reference: GO-2013722-PRO-4975473.

VI.3. Procedures for review

VI.3.1. Review body

VI.3.2. Review procedure

Precise information on deadline(s) for review procedures: The contracting authority will incorporate a minimum of 10 calendar days standstill period in accordance with the Public Contracts Regulations 2006, as amended (“the Regulations”). This is intended to allow parties to apply to the Court to set aside the award decision before the contract is entered into. In addition, these Regulations provide remedies for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules, to take action in the High Court (England, Wales and Northern Ireland) or Court of Session (Scotland). Any such action must be brought within the appropriate statutory deadline in force at the relevant time if good reasons are provided. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the authorities to amend any document and may award damages. In certain circumstances, the remedy of effectiveness is available and/or penalties may be imposed.

VI.3.3. Service from which information about the review procedure may be obtained

VI.4. Date of dispatch of this notice

22.7.2013