

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

OJ S 191/2014 04/10/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Knightstone Housing Association

Postal address: Weston Gateway Business Park

Town: Weston-super-Mare

Postal code: BS24 7JP

Country: United Kingdom

For the attention of: Amanda Gameson, Project Accountant

E-mail: [amanda.gameson@knightstone.co.uk](mailto:amanda.gameson@knightstone.co.uk)

Telephone: +44 1934526020

**Internet address(es):**General address of the contracting authority: [www.knightstone.co.uk](http://www.knightstone.co.uk)Address of the buyer profile: <https://in-tendhost.co.uk/knightstone>**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Housing and community amenities

**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**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Property Management Contract for Gloucestershire portfolio.

**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 UKK13 Gloucestershire

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

The notice involves a public contract

#### **II.1.4. Information about framework agreement**

#### **II.1.5. Short description of the contract or purchase(s)**

Knightstone Housing Association is seeking to appoint a suitably qualified and experienced property management company for the provision of services to its general rented properties in Stroud, Tewkesbury, Gloucester and Cheltenham local authority. A management agreement will be in place for a period of 10 years unless the options to purchase at 5 years or shortly before the end of the 10 years is exercised. There are also early termination provisions with the management agreement.

The management agreement will involve estate management across a range of disciplines including repairs and maintenance, housing management, income recovery, tenancy enforcement, and rents and service charges. The estimated value of the contract fee is 300 GBP per property annually, increased annually in April using previous September's CPI figure. The successful bidder will take on all housing and property responsibilities as reflected in the draft Management Agreement provided on the supplier portal.

Important information: This tender is being conducted through the Knightstone supplier portal and all documentation is only available via this portal for which the URL is:

<https://in-tendhost.co.uk/knightstone>

Once you have registered and expressed interest in the project, you will then be able to login to the secure area and download/view the tender documents.

Submissions must be made via the web site. All documents should be uploaded to the website, then be sure to press the Red button Submit Return (You may need to scroll the screen down to see this button). You will then receive a receipt (print and retain a copy of this receipt and this is your confirmation of your submission). The tender status will then confirm your documents have been submitted.

If you have any problems accessing the documents then please send Knightstone an email using the correspondence function on the supplier portal.

#### **II.1.6. CPV code(s)**

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

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

The management agreement can be in place for 10 years and the estimated management fee over that period is 708 322 GBP based on assumptions in Appendix 5L of Tender Documents. Estimated value excluding VAT: 708 322 GBP

#### **II.2.2. Information about options**

Options: yes

Description of options: The successful bidder will have two opportunities to purchase the properties.

On the 5<sup>th</sup> anniversary of the management agreement the successful bidder will be given an option to buy all or part of the properties with negotiations to be completed and a sale agreement entered into by 1.4.2021.

If the successful bidder does not exercise the Right to Buy option then they will continue to manage the properties until Expiry unless the agreement is terminated as per the provisions in the management agreement.

The successful bidder will be given another Option to Buy when Knightstone and the successful bidder enter into discussions on whether the successful bidder wishes to buy all or part of the stock under management of this agreement 18 months prior to the end of the management agreement.

Provisional timetable for recourse to these options:  
in months: 60 (from the award of the contract)

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

### **II.3. Duration of the contract or time limit for completion**

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

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

The specific requirements are set out in the tender documentation and may include a parent company guarantee.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: For more information on Knightstone's specific requirements please refer to the Invitation To Tender, the draft Management Agreement and other supporting information — the 'Tender Documents'.

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Organisations are expected to complete the Tender Submission Questionnaire. This can be downloaded from Knightstone's supplier portal, details of which are provided in section I.1. The Invitation to Tender document sets out the minimum standards and the award criteria.

#### **III.2.2. Economic and financial ability**

Minimum level(s) of standards possibly required: The minimum standards are set out in the Invitation to Tender document.

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Organisations are expected to complete the Tender Submission Questionnaire. This can be downloaded from Knightstone's supplier portal, details of which are provided in section I.1. The Invitation to Tender document sets out the minimum standards and the award criteria. Minimum level(s) of standards possibly required:  
The minimum standards are set out in the Invitation to Tender document.

#### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

##### **III.3.2. 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: no

### **Section IV: Procedure**

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#### **IV.1. Type of procedure**

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

Open

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

##### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

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

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

12.11.2014

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

### **IV.3.8. Conditions for opening of tenders**

## **Section VI: Complementary information**

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

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Year 2024

### **VI.2. Information about European Union funds**

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

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

Knightstone Housing Association is part of the Knightstone Housing Group, whose members are:

Knightstone Housing Association Ltd

Knightstone Charitable Housing Ltd

Knightstone Capital plc

Great Western Assured Growth Ltd

Arc Development Southwest Ltd

Arc Homes (South West) Ltd

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

#### **VI.4.1. Review body**

#### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The contracting authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contracts Regulations 2006 (SI 2006 No 5) (as amended) provide 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). Any such action must be started within 30 days beginning with the date when the aggrieved party first knew or ought to have known that grounds for starting the proceedings had arisen. The Court may extend the time limit for starting proceedings where the Court considers that there is a good reason for doing so but not so as to permit proceedings to be started more than 3 months after that date. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be ineffective.

#### **VI.4.3. Service from which information about the review procedure may be obtained**

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

1.10.2014