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Planning

## **Office Removals and Relocation Services**

Police and Crime Commissioner for Avon and Somerset

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-003071

Procurement identifier (OCID): ocids-h6vhtk-04d743

Published 30 January 2025, 11:12am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Police and Crime Commissioner for Avon and Somerset

Police HQ, Valley Road, Portishead

Bristol

EX2 7HQ

#### **Contact**

Gemma Hawkins

#### **Email**

[gemma.hawkins@devonandcornwall.pnn.police.uk](mailto:gemma.hawkins@devonandcornwall.pnn.police.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKK - South West (England)

**Internet address(es)**

Main address

<https://www.avonandsomerset.police.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Public order and safety

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Office Removals and Relocation Services

Reference number

1164

**II.1.2) Main CPV code**

- 98392000 - Relocation services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Prior Information Notice as a call for early market engagement for Office Removals and

Relocation Services for Avon and Somerset, Dorset, Gloucestershire and Wiltshire Police Forces

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

Value excluding VAT: £250,000

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

This contract is divided into lots: Yes

### **II.2) Description**

#### **II.2.1) Title**

Avon and Somerset Police

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 98392000 - Relocation services

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

NUTS codes

- UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire
- UKK11 - Bristol, City of
- UKK23 - Somerset

Main site or place of performance

sites across Avon and Somerset Force area

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

Avon & Somerset Police, Dorset Police, Gloucestershire Police and Wiltshire Police are currently undertaking early market engagement and considering various route to market options in order to run a successful procurement process for their future office removal and relocation service requirements. Devon and Cornwall Police already have a contract in place for this requirement so are not included in this procurement process. SWPPS wish

to invite potential suppliers who may be interested in assisting with this early market engagement to answer a number of specific questions via a Teams call with SWPPS representatives. The provision of an office removals and relocation service will generally be for planned moves for one of the participating Forces but on rare occasions there may be the need for a move at short notice. Moves will generally be within a single Force area but there may be odd occasions whereby a move of a greater distance is required. The service will include the provision of vehicles and security vetted staff as well as crate hire. Some Forces may also require a disposal / recycling service for redundant furniture and other items. The purpose of the Prior Information Notice (PIN) is for early engagement with the market prior to undertaking a formal tender process which is expected to commence in April 2025. The market engagement is to openly consult with the wider market place to share our requirements and gather information whilst also providing information on our current position. We will be seeking input from the supply market to inform our requirements, to help formulate our specification for the services and help identify routes to market. If you are interested in supporting SWPPS with this engagement, please respond to this PIN by emailing [gemma.hawkins@devonandcornwall.pnn.police.uk](mailto:gemma.hawkins@devonandcornwall.pnn.police.uk) and we will be in touch with a number of questions so you can do any preparatory work you think necessary before attending a Microsoft Teams meeting to discuss your responses. The closing date for pre-market engagement questionnaire returns and subsequent Team meetings will be 12 noon on Wednesday 26th February 2025. SWPPS are committed to ensuring fairness, openness and transparency, and to follow the Public Contract Regulations 2015. The PIN is issued solely for the purpose of conducting pre-procurement market testing and engagement. Interested parties will not be prejudiced or advantaged by any response or lack thereof to the PIN. This PIN does not constitute a call for competition to procure any services, supplies or works for SWPPS. SWPPS are not liable for any costs, fees, or expenses incurred by any party in replying to the PIN.

## **II.2) Description**

### **II.2.1) Title**

Dorset Police

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 98392000 - Relocation services

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

NUTS codes

- UKK25 - Dorset
- UKK24 - Bournemouth, Christchurch and Poole

Main site or place of performance

sites across Dorset Force area

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

Avon & Somerset Police, Dorset Police, Gloucestershire Police and Wiltshire Police are currently undertaking early market engagement and considering various route to market options in order to run a successful procurement process for their future office removal and relocation service requirements. Devon and Cornwall Police already have a contract in place for this requirement so are not included in this procurement process. SWPPS wish to invite potential suppliers who may be interested in assisting with this early market engagement to answer a number of specific questions via a Teams call with SWPPS representatives. The provision of an office removals and relocation service will generally be for planned moves for one of the participating Forces but on rare occasions there may be the need for a move at short notice. Moves will generally be within a single Force area but there may be odd occasions whereby a move of a greater distance is required. The service will include the provision of vehicles and security vetted staff as well as crate hire. Some Forces may also require a disposal / recycling service for redundant furniture and other items. The purpose of the Prior Information Notice (PIN) is for early engagement with the market prior to undertaking a formal tender process which is expected to commence in April 2025. The market engagement is to openly consult with the wider market place to share our requirements and gather information whilst also providing information on our current position. We will be seeking input from the supply market to inform our requirements, to help formulate our specification for the services and help identify routes to market. If you are interested in supporting SWPPS with this engagement, please respond to this PIN by emailing [gemma.hawkins@devonandcornwall.pnn.police.uk](mailto:gemma.hawkins@devonandcornwall.pnn.police.uk) and we will be in touch with a number of questions so you can do any preparatory work you think necessary before attending a Microsoft Teams meeting to discuss your responses. The closing date for pre-market engagement questionnaire returns and subsequent Team meetings will be 12 noon on Wednesday 26th February 2025. SWPPS are committed to ensuring fairness, openness and transparency, and to follow the Public Contract Regulations 2015. The PIN is issued solely for the purpose of conducting pre-procurement market testing and engagement. Interested parties will not be prejudiced or advantaged by any response or lack thereof to the PIN. This PIN does not constitute a call for competition to procure any services, supplies or works for SWPPS. SWPPS are not liable for any costs, fees, or expenses incurred by any party in replying to the PIN.

## **II.2) Description**

### **II.2.1) Title**

Gloucestershire Police

Lot No

3

## **II.2.2) Additional CPV code(s)**

- 98392000 - Relocation services

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

NUTS codes

- UKK13 - Gloucestershire

Main site or place of performance

sites across Gloucestershire Force area

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

Avon & Somerset Police, Dorset Police, Gloucestershire Police and Wiltshire Police are currently undertaking early market engagement and considering various route to market options in order to run a successful procurement process for their future office removal and relocation service requirements. Devon and Cornwall Police already have a contract in place for this requirement so are not included in this procurement process. SWPPS wish to invite potential suppliers who may be interested in assisting with this early market engagement to answer a number of specific questions via a Teams call with SWPPS representatives. The provision of an office removals and relocation service will generally be for planned moves for one of the participating Forces but on rare occasions there may be the need for a move at short notice. Moves will generally be within a single Force area but there may be odd occasions whereby a move of a greater distance is required. The service will include the provision of vehicles and security vetted staff as well as crate hire. Some Forces may also require a disposal / recycling service for redundant furniture and other items. The purpose of the Prior Information Notice (PIN) is for early engagement with the market prior to undertaking a formal tender process which is expected to commence in April 2025. The market engagement is to openly consult with the wider market place to share our requirements and gather information whilst also providing information on our current position. We will be seeking input from the supply market to inform our requirements, to help formulate our specification for the services and help identify routes to market. If you are interested in supporting SWPPS with this engagement, please respond to this PIN by emailing [gemma.hawkins@devonandcornwall.pnn.police.uk](mailto:gemma.hawkins@devonandcornwall.pnn.police.uk) and we will be in touch with a number of questions so you can do any preparatory work you think necessary before attending a Microsoft Teams meeting to discuss your responses.

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## **II.2) Description**

### **II.2.1) Title**

Wiltshire Police

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 98392000 - Relocation services

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

NUTS codes

- UKK15 - Wiltshire CC

Main site or place of performance

sites across Wiltshire Force area

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

Avon & Somerset Police, Dorset Police, Gloucestershire Police and Wiltshire Police are currently undertaking early market engagement and considering various route to market options in order to run a successful procurement process for their future office removal and relocation service requirements. Devon and Cornwall Police already have a contract in place for this requirement so are not included in this procurement process. SWPPS wish to invite potential suppliers who may be interested in assisting with this early market engagement to answer a number of specific questions via a Teams call with SWPPS representatives. The provision of an office removals and relocation service will generally be for planned moves for one of the participating Forces but on rare occasions there may be the need for a move at short notice. Moves will generally be within a single Force area but there may be odd occasions whereby a move of a greater distance is required. The

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### **II.3) Estimated date of publication of contract notice**

21 April 2025

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## **Section IV. Procedure**

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

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

The procurement is covered by the Government Procurement Agreement: No



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## Section VI. Complementary information

### VI.3) Additional information

Avon & Somerset Police, Dorset Police, Gloucestershire Police and Wiltshire Police are currently undertaking early market engagement and considering various route to market options in order to run a successful procurement process for their future office removal and relocation service requirements. Devon and Cornwall Police already have a contract in place for this requirement so are not included in this procurement process. SWPPS wish to invite potential suppliers who may be interested in assisting with this early market engagement to answer a number of specific questions via a Teams call with SWPPS representatives. The provision of an office removals and relocation service will generally be for planned moves for one of the participating Forces but on rare occasions there may be the need for a move at short notice. Moves will generally be within a single Force area but there may be odd occasions whereby a move of a greater distance is required. The service will include the provision of vehicles and security vetted staff as well as crate hire. Some Forces may also require a disposal / recycling service for redundant furniture and other items. The purpose of the Prior Information Notice (PIN) is for early engagement with the market prior to undertaking a formal tender process which is expected to commence in April 2025. The market engagement is to openly consult with the wider market place to share our requirements and gather information whilst also providing information on our current position. We will be seeking input from the supply market to inform our requirements, to help formulate our specification for the services and help identify routes to market. If you are interested in supporting SWPPS with this engagement, please respond to this PIN by emailing [gemma.hawkins@devonandcornwall.pnn.police.uk](mailto:gemma.hawkins@devonandcornwall.pnn.police.uk) and we will be in touch with a number of questions so you can do any preparatory work you think necessary before attending a Microsoft Teams meeting to discuss your responses. The closing date for pre-market engagement questionnaire returns and subsequent Team meetings will be 12 noon on Wednesday 26th February 2025. SWPPS are committed to ensuring fairness, openness and transparency, and to follow the Public Contract Regulations 2015. The PIN is issued solely for the purpose of conducting pre-procurement market testing and engagement. Interested parties will not be prejudiced or advantaged by any response or lack thereof to the PIN. This PIN does not constitute a call for competition to procure any services, supplies or works for SWPPS. SWPPS are not liable for any costs, fees, or expenses incurred by any party in replying to the PIN.