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Tender

School Letting

SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS ACADEMY TRUST

F02: Contract notice

Notice identifier: 2021/S 000-006783

Procurement identifier (OCID): ocds-h6vhtk-02a1f0

Published 1 April 2021, 9:43am

Section I: Contracting authority

I.1) Name and addresses

SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS ACADEMY TRUST

Jockey Road

Sutton Coldfield

B735PT

Contact

Doug Thorp

Email

dth@suttcold.bham.sch.uk

Telephone

+44 1213624509

Country

United Kingdom

NUTS code

UKG31 - Birmingham

Internet address(es)

Main address

<https://www.suttcold.bham.sch.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.suttcold.bham.sch.uk/school-lettings>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Other type

Academy

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

School Letting

II.1.2) Main CPV code

- 70130000 - Letting services of own property

II.1.3) Type of contract

Services

II.1.4) Short description

The Academy is seeking a partner to provide a fully managed letting service for the School outside of normal school hours. We are looking for a partner who can maximise the lettings that will both benefit the School and the wider community. We are also looking to see what added value the partner can bring e.g. help with external grant bids, development of facilities within the School, ideas for after School clubs for students. We already have a range of groups who are actively looking to hire the parts of the School again.

II.1.5) Estimated total value

Value excluding VAT: £150,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 70200000 - Renting or leasing services of own property

II.2.3) Place of performance

NUTS codes

- UKG31 - Birmingham

Main site or place of performance

Sutton Coldfield Grammar School for Girls

Jockey Road

Sutton Coldfield

West Midlands

B73 5PT

II.2.4) Description of the procurement

The School is asking for expressions of interest from companies to fully manage our lettings.
The successful company will:

- Manage all bookings
- Staffing
- Marketing/Promotion
- Income collection
- Help the School seek out other external funding opportunities to improve School facilities

The School is looking to let facilities between:

- 6pm - 10pm Monday to Friday Term time
- All day Saturday/Sunday
- All day during School holidays.

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: £150,000

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

Duration in months

36

This contract is subject to renewal

No

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

Envisaged minimum number: 4

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

- Previous history of managing lettings in a School environment
- Managing lettings within 25 miles of the School - B73 5PT
- Financial History
- Demonstration of other services that can help the School e.g. helping other organisations with external funding bids

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

36 months with the option to extend 2 x 12 months

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

Candidates should send an expression of interest to dth@suttcold.bham.sch.uk by Wednesday 21st April 5pm

Bidders should have experience of managing of lettings previously in Schools.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

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

21 April 2021

Local time

5:00pm

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

17 May 2021

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The School is first looking for:

- expression of interest by Wednesday 21st 2021 5pm
- issue selection questionnaire to interested parties - w/c 26th April to be returned by Friday 7th May 2021
- contact companies selected for final round 17th May 2021 to submit a proposal to be returned by Friday 4th June 2021 5pm

VI.4) Procedures for review

VI.4.1) Review body

Cabinet Office

Strand

London

WC2A 2LL

Country

United Kingdom