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Contract

Contract Management Services

Cassiltoun Housing Association Ltd.

F03: Contract award notice

Notice identifier: 2023/S 000-009133

Procurement identifier (OCID): ocids-h6vhtk-036456

Published 29 March 2023, 12:30pm

Section I: Contracting authority

I.1) Name and addresses

Cassiltoun Housing Association Ltd.

Castlemilk Stables, 59 Machrie Road

Glasgow

G45 0AZ

Email

cassiltoun@edwardsmacdowall.co.uk

Telephone

+44 1416342673

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.cassiltoun.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11383

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.4) Type of the contracting authority

Other type

Housing Association

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Contract Management Services

II.1.2) Main CPV code

- 79994000 - Contract administration services

II.1.3) Type of contract

Services

II.1.4) Short description

1.1 Cassiltoun Housing Association wishes to appoint a suitably qualified, experienced and competent Contract Management Consultant with a high level of knowledge and understanding of the social housing sector in Scotland and specifically the maintenance and procurement functions for RSLs and CDM matters as they relate to maintenance projects. The commission will involve contract management/administration including advising on CDM matters, staff and Board of Management training, policy writing and conducting procurement exercises/ administering call offs from Frameworks.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £62,062.50

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Castlemilk, Glasgow

II.2.4) Description of the procurement

The successful bidder will be required to;

1. Set up and deliver through effective contract management a programme of planned, cyclical and reactive maintenance projects [for contracts relating to the maintenance of Cassiltoun HA's housing stock and offices]
2. Deliver services within the context of the legislative and Regulatory Framework governing RSLs in Scotland
3. Effectively manage the contracts from inception to completion, delivering contract management to required timeframes, cost and quality required by Cassiltoun HA, including the Association's existing framework contracts
4. Develop and review contractual documentation for all maintenance contracts including frameworks and single contractor term contracts

5. Administer contracts including tender evaluation, valuations and certification, project monitoring, site meetings, technical inspections and report, review of contract extensions
6. Assist with cost data and cost control, design and specification
7. Negotiate and act on behalf of the Association in any dispute with appointed contractors
8. Inspect works as required to fulfil the contract administration function
9. Agreeing final accounts
10. Provide CDM services for all maintenance contracts including review of risk assessments and hazards and training for staff and Board of Management
11. Assist Asset Manager in the development of project risk registers
12. Advise the Association on ARC [Annual Return on the Charter] indicators as they relate to the maintenance function and assist in collection and interpretation of ARC data
13. Assist the Asset Manager in the management of all maintenance contracts including attending and minuting progress meetings for all maintenance contracts
14. Manage the Association's Maintenance Framework [due to be in place by 01/04/2023], including advising the Association on call offs and mini competitions
15. In conjunction with the Association's Development Consultant undertake PCS/ FTS procurements for maintenance and other ad hoc contracts within the Association including price/quality assessments
16. Present updates and advice to the Senior Leadership Team and Board of Management as and when required
17. Advise Senior Leadership Team on changes in housing policy and practice relating to the maintenance function and procurement policy within the social housing sector
18. Show commitment to sustainability and equal opportunities
19. Work on own initiative but know when to seek approval from senior staff/ governing body
20. Provide training for staff and Board of Management as required, in relation to maintenance, procurement functions including matters relating to CDM Regulations

21. Develop/ draft in-house policies relating to the maintenance function
22. Review 30 year/ life cycle costs and data held by CHA
23. Carry out ad-hoc stock condition surveys [SHQWS/ EESH] (This may be required to complement the already running contract with a third party for asset management/ full-scale stock condition surveys and LCCs.)
24. Advise on defects and carry out building diagnostics
25. Provide ad hoc maintenance inspection/ defect diagnostics/ technical advice to the Association
26. Assist Asset Manager with review and updating of asset register and provide consequential cashflow and budgeting
27. Assist the CEO in maintenance matters in the event of a Regulation Plan being issued by SHR

II.2.5) Award criteria

Quality criterion - Name: Per original procurement notice/documents / Weighting: 70

Price - Weighting: 30

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

Please refer to additional documents attached to the contract notice

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-024262](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

24 March 2023

V.2.2) Information about tenders

Number of tenders received: 1

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Atkinson Partnerships

65 Fullarton Drive

Troon

KA10 6LF

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £62,062.50

Section VI. Complementary information

VI.3) Additional information

Please refer to document attached to contract notice

(SC Ref:727541)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sherrif Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom