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Tender

## **Surveying Services - ID390**

Aspire Housing

F02: Contract notice

Notice identifier: 2023/S 000-009367

Procurement identifier (OCID): ocids-h6vhtk-03b780

Published 30 March 2023, 5:43pm

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

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

Aspire Housing

Kingsley, The Brampton

Newcastle Under Lyme

ST5 0QW

#### **Contact**

Mr Gary Stephens

#### **Email**

[gstephens@aspirehousing.co.uk](mailto:gstephens@aspirehousing.co.uk)

#### **Telephone**

+44 7484130029

#### **Country**

United Kingdom

**Region code**

UKG24 - Staffordshire CC

**Internet address(es)**

Main address

<http://www.aspirehousing.co.uk/>

Buyer's address

<http://www.aspirehousing.co.uk/>

**I.3) Communication**

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

[www.housingprocurement.com](http://www.housingprocurement.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.housingprocurement.com](http://www.housingprocurement.com)

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

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

#### **II.1.1) Title**

Surveying Services - ID390

Reference number

DN663164

#### **II.1.2) Main CPV code**

- 71251000 - Architectural and building-surveying services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Aspire Housing ("Aspire") are inviting bids from organisations who might be able to provide surveying services (Lot 1 - Residential Stock Condition Surveys, Full Stock Condition Surveys, Block Surveys, Lot 2 - Energy Performance Certificates (Residential), Lot 3 - Energy Performance Certificates - (Commercial), Lot 4 - Garage Site Surveys, Car park Surveys, Road Survey, Lot 5 Disrepair Surveys) that meet Aspires current requirement for its housing stock. Aspire wish to appoint surveyors with suitable expertise and experience to undertake a programme of surveys on various property and asset types. Service Providers can bid for all five (5) Lots, one Lot or in any combination. Ideally, Aspire is looking for economies of scale. The requirements are described in Document 2 - Specification.

The process is a restricted process, with a Selection Questionnaire stage being used to select up to 7 suppliers for each Lot who will be invited to submit a full tender.

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

Value excluding VAT: £942,975

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

Lot 1 - Residential Stock Condition Surveys

Lot No

1

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

- 71310000 - Consultative engineering and construction services
- 71315000 - Building services
- 71315300 - Building surveying services

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

NUTS codes

- UKG24 - Staffordshire CC

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

The Stock Condition Surveys are delivered on a 5-year rolling programme to ensure that all data is kept up to date to give a true reflection of the stock. All properties have had a stock condition survey completed and no cloned data exists in the database. Aspire uses the asset management software Orchard Asset (MRI) to complete these surveys. The successful surveyors will be required to provide the collected data within Orchard Asset where applicable.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be renewed at the end of 5 years.

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

Envisaged minimum number: 5

Maximum number: 7

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made through the Housing Procurement (Proactis) portal. The process we will apply is fully documented within Document 5 - Selection Questionnaire. This provides clarity on Pass/Fail questions and selection questions which will be based on a scoring matrix. Selection Questionnaires will be scored in the following way: 0-Unacceptable, 1- Poor, 2-Acceptable, 3-Good, 4-Excellent. This is all detailed in the supporting information. We will take up to the seven highest bidders through and they will be invited to submit a tender.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **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) Description**

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

Lot 2 - Energy Performance Certificates (EPC's) - Residential

Lot No

2

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

- 71314000 - Energy and related services
- 71314200 - Energy-management services
- 71314300 - Energy-efficiency consultancy services

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

NUTS codes

- UKG24 - Staffordshire CC

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

There would be a requirement for EPCs to be completed and lodged to the government portal. Upon completion we would require a xml document for each property which can be imported into our Asset energy database (example Appendix 5).

EPCs would be required prominently on void properties where access arrangements will be provided (Key safe codes). For void properties a new EPC would be commissioned if there is not a valid in date EPC registered. On occasions an EPC may be required for tenanted properties.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be renewed at the end of 5 years.

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

Maximum number: 7

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made through the Housing Procurement (Proactis) portal. The process we will apply is fully documented within Document 5 - Selection Questionnaire. This provides clarity on Pass/Fail questions and selection questions which will be based on a scoring matrix. Selection Questionnaires will be scored in the following way: 0-Unacceptable, 1- Poor, 2-Acceptable, 3-Good, 4-Excellent. This is all detailed in the supporting information. We will take up to the seven highest bidders through and they will be invited to submit a tender.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **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) Description**

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

Lot 3 - Energy Performance Certificates (EPC's) - Commercial

Lot No

3

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

- 71314000 - Energy and related services

- 71314200 - Energy-management services
- 71314300 - Energy-efficiency consultancy services

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

NUTS codes

- UKG24 - Staffordshire CC

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

Aspire have approx. 100 small retail units let on short term leases. There would be a requirement for EPCs to be completed and lodged to the government portal as they expire/trigger point reached. Upon completion we would require a xml document for each property which can be imported into our Asset energy database

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be renewed in 5 years.

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

Maximum number: 7

Objective criteria for choosing the limited number of candidates:



This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made through the Housing Procurement (Proactis) portal. The process we will apply is fully documented within Document 5 - Selection Questionnaire. This provides clarity on Pass/Fail questions and selection questions which will be based on a scoring matrix. Selection Questionnaires will be scored in the following way: 0-Unacceptable, 1- Poor, 2-Acceptable, 3-Good, 4-Excellent. This is all detailed in the supporting information. We will take up to the seven highest bidders through and they will be invited to submit a tender.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **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) Description**

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

Lot 4 - Miscellaneous Assets

Lot No

4

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

- 71200000 - Architectural and related services
- 71250000 - Architectural, engineering and surveying services
- 71251000 - Architectural and building-surveying services

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

NUTS codes

- UKG24 - Staffordshire CC

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

Aspire commits to an annual survey of all miscellaneous assets which includes garage sites, car parks and un-adopted roads. The purpose of this survey is to collect and validate condition data for key components and features and to also check for any risks and issues. The visit ensures we meet our insurance obligations. In general, these surveys will all have data held against them apart from where new assets come over as part of a development programme.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be renewed every 5 years

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

Maximum number: 7

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made through the Housing Procurement (Proactis) portal. The process we will apply is fully documented within Document 5 - Selection Questionnaire. This provides clarity on Pass/Fail questions and selection questions which will be based on a scoring matrix. Selection Questionnaires will be scored in the following way: 0-Unacceptable, 1- Poor, 2-Acceptable, 3-Good, 4-Excellent. This is all detailed in the supporting information. We will take up to the seven highest

bidders through and they will be invited to submit a tender.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **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) Description**

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

Lot 5 - Disrepair Surveys

Lot No

5

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

- 71200000 - Architectural and related services

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

NUTS codes

- UKG24 - Staffordshire CC

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

Aspire receives disrepair claims under the Pre Action Housing Disrepair Protocol. Once in receipt legal representative is instructed and a survey inspection is required as soon as possible to assess disrepair in the property. A survey report is required setting out any items of repairs within the property and an associated schedule of repairs with costs. (example Appendix 7). This is an initial survey identifying any disrepair issues and not a formal Expert Witness report. Within this report it will respond to allegations of disrepair and also detail other items of repair which need addressing with a recommended schedule of repair.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be renewed after 5 years.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **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

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## **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

We will be seeking surveyors who are members of RICS, and Energy Assessors who is a current member of an accreditation scheme.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **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 2023

Local time

12:00pm

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Royal Courts of Justice

London

WC2AA 2LL

Country

United Kingdom