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Tender

## **Croxley Park - Property Management Services**

Watford Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-010769

Procurement identifier (OCID): ocds-h6vhtk-044f47

Published 3 April 2024, 2:05pm

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

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

Watford Borough Council

<https://www.watford.gov.uk>

Watford

wd17 3EX

#### **Contact**

Derek Hatcher

#### **Email**

[derek.hatcher@watford.gov.uk](mailto:derek.hatcher@watford.gov.uk)

#### **Telephone**

+44 1923278370

#### **Country**

United Kingdom

**Region code**

UKH23 - Hertfordshire

**National registration number**

United Kingdom

**Internet address(es)**

Main address

<https://www.watford.gov.uk>

Buyer's address

<https://www.watford.gov.uk>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Watford:-Commercial-property-management-services./JV2E5H83KA>

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**

Regional or local authority

**I.5) Main activity**

General public services

## **Section II: Object**

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

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

Croxley Park - Property Management Services

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

- 70332200 - Commercial property management services

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

Services

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

Croxley Park - Property Management Services (Commercial/Office)

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

Value excluding VAT: £1,500,000

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

This contract is divided into lots: No

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

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

- 70332000 - Non-residential property services
- 79993000 - Building and facilities management services
- 79993100 - Facilities management services

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertfordshire

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

Watford Borough Council requires a Property Management Service to oversee and manage the operations of Croxley Park. The Property Management Service provides full management of the park with full financial and facilities management provided to the Council.

The current Property Management arrangement expires on 26th July 2024 with the intention that this procurement will commence from this date onwards. The Contract will be for 5 years with the Council having the option of extending for two further 12 month periods. Therefore the contract is for a maximum of 7 years.

The delivery of the Facilities Management service includes the following services:

- Mechanical & Engineering Compliance Services
- CCTV and security systems
- Refuse removal
- Pest control
- Cleaning
- Window cleaning
- Landscaping
- Lifts
- Security
- Drainage
- Bus service
- Receptionist services
- Water/Gas/Electric suppliers
- Mercedes rental
- Events and marketing

The current Property Manager provides an on-site team of three staff to oversee the facilities management to the park with the majority of the services listed being subcontracted. The Property Manager also provides an off-site team that provide Supervision, management and the financial management of the park. There is TUPE within this procurement. It should be noted that this is not a Total Facilities Management Contract. These Facilities services are contracted separately by the Property Manager with the Council entering into contracts with the facilities provider via the property manager.

The Council's intention through the procurement is to adopt a similar approach to managing the park for the next 7 years. The Council requires the appointment through this procurement to deliver best value to the Council and enable the Council to meet its strategic aims with a core focus upon maximising income, the occupier experience and a commitment to the Park delivering the best ESG standards.

For a full overview of the Park, including the branding for Planet Croxley, please visit the website.

<https://croxleypark.com/>

This is being operated as an Open Tender in two parts. Both parts need to be submitted on the Tender Closure Date. Part 1 requests Mandatory and Discretionary Questions as well as an assessment on the Suitability of the organisation to deliver the services. Part 2 is the detailed response to the tender.

#### **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: £1,500,000

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

Duration in months

84

This contract is subject to renewal

No

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

Variants will be accepted: Yes

### **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

As detailed in the Part 1 Questionnaire

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As stated in the Tender Documents.

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## **Section IV. Procedure**

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

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

Open 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

13 May 2024

Local time

10:00am

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

13 May 2024

Local time

10:00am

Place

Watford Town Hall - Online through Delta Portal

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Watford:-Commercial-property-management-services./JV2E5H83KA>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/JV2E5H83KA>

GO Reference: GO-202443-PRO-25662142

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

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

Watford Borough Council

<https://www.watford.gov.uk>

Watford

wd17 3EX

Email

[derek.hatcher@watford.gov.uk](mailto:derek.hatcher@watford.gov.uk)

Country

United Kingdom