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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): ocids-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

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

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.

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

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

Country

United Kingdom