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Tender

Union Yard / Polden Studios - Purpose Built Student Accommodation - Property Management Services

Rushmoor Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-011022

Procurement identifier (OCID): ocds-h6vhtk-044fc5

Published 4 April 2024, 5:02pm

Section I: Contracting authority

I.1) Name and addresses

Rushmoor Borough Council

c/o Rushmoor Borough Council Offices, Farnborough Road

FARNBOROUGH

GU14 7JU

Contact

Roger Sanders

Email

procurement@rushmoor.gov.uk

Telephone

+44 1252398183

Country

United Kingdom

Region code

UKJ37 - North Hampshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

I.3) Communication

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

<https://sebp.due-north.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://sebp.due-north.com/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://sebp.due-north.com/>

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

Union Yard / Polden Studios - Purpose Built Student Accommodation - Property Management Services

II.1.2) Main CPV code

- 79993000 - Building and facilities management services

II.1.3) Type of contract

Services

II.1.4) Short description

Rushmoor Borough Council ('the Council') is inviting tenders from suitably qualified and experienced suppliers for the management of a new build 128-bedroom student accommodation development, Polden Studios, located within Aldershot, Hampshire.

Polden Studios forms part of the wider Union Yard development scheme comprising a mix of residential apartments and new commercial floorspace. The scheme is currently under construction and is due for completion in July 2024.

The Polden Studios development will open from the 13th September 2024 and will provide accommodation to students studying at the University of the Creative Arts (the 'University') in Farnham.

The Council has entered into a Nominations agreement with the University which will provide exclusive access to the accommodation for University's students.

The successful supplier will be appointed via a property management agreement on a management fee basis whereby occupancy risk for take up of the accommodation is held by the University.

The supplier will be paid an agreed management fee for delivery of the required services plus, in order to drive performance & efficiency, an agreed % of the net operating income.

The Council is targeting to have awarded the contract to the successful supplier by 3rd June 2024 to allow for mobilisation in advance of the opening date of 13th September 2024.

The initial contract term will run for approx. 3 years from 17th June 2024 to 31st July 2027. The contract may then be extended in increments of generally no less than 1 year by a further 7 years to a maximum total term duration of 10 years, subject to the agreement and performance of both parties.

The Council's estimated budget for delivery of the services - inclusive of the operator management fee and incentives - is approx. £400,000 for year 1 of the contract, in view of one-off mobilisation costs, and £350,000 per year thereafter. These figures are exclusive of any future increases linked to inflation and / or changes in law.

Tenderers are required to attend an accompanied tour of the site. Two site tours options are offered:

- Thursday 11th April 2024 - 14:00
- Monday 15th April 2024 - 11:00

Interested Tenderers must confirm full names and positions of attendees via the ProContract/SEBP 'Messages & Clarifications' function 24 hours prior to time slot commencement. A maximum of 3 attendees are allowed per supplier.

The Council will also host an online Bidders Briefing via Microsoft (MS) TEAMS on Wednesday 17th April 2024 - 11:00. Interested Tenderers must confirm full names and positions of attendees via the ProContract/SEBP 'Messages & Clarifications' function 24 hours prior to commencement of the briefing.

The Council will run the procurement process in accordance with the 'Open Procedure' as set out within the Public Contracts Regulations (2015). The procurement timetable is set out below.

1. Procurement documents available on Southeast Business Portal - 04.04.24
2. Site tours - 11.04.23 14:00 & 15.04.24 11:00
3. Bidders briefing - 17.04.24 11:00
4. Deadline for requests for clarification - 25.04.24 23:59
5. Tender return deadline - 07.05.24 12:00
6. Presentation and interview (if required)- w/c 13.05.24

7. Notification of award - 20.05.24

8. Standstill period starts - 21.05.24

9. Standstill period ends - 31.05.24 23:59

10. Contract award - 03.06.24

The Council will administrate the procurement process using its e-sourcing system ProContract/SEBP which will be used for:

- Access to and issue of procurement information & documentation
- Pre-tender submission clarification requests and response
- Tender submission
- Tender opening & access to responses
- Post-tender submission clarification requests and response
- Award decision notification & feedback

The system can be accessed free of charge via the following link:

<https://sebp.due-north.com/>

II.1.5) Estimated total value

Value excluding VAT: £4,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 45453100 - Refurbishment work
- 48421000 - Facilities management software package

- 48442000 - Financial systems software package
- 48443000 - Accounting software package
- 48444000 - Accounting system
- 48445000 - Customer Relation Management software package
- 48451000 - Enterprise resource planning software package
- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 50720000 - Repair and maintenance services of central heating
- 50730000 - Repair and maintenance services of cooler groups
- 50750000 - Lift-maintenance services
- 50850000 - Repair and maintenance services of furniture
- 70130000 - Letting services of own property
- 70210000 - Residential property renting or leasing services
- 70311000 - Residential building rental or sale services
- 70331000 - Residential property services
- 70333000 - Housing services
- 71541000 - Construction project management services
- 79211100 - Bookkeeping services
- 79211120 - Sales and purchases recording services
- 79211200 - Compilation of financial statements services
- 79212100 - Financial auditing services
- 79711000 - Alarm-monitoring services
- 79713000 - Guard services

- 79715000 - Patrol services
- 79910000 - Management holdings services
- 79931000 - Interior decorating services
- 79952000 - Event services
- 79992000 - Reception services
- 79993100 - Facilities management services
- 79996000 - Business organisation services
- 79999200 - Invoicing services
- 90714500 - Environmental quality control services
- 90911000 - Accommodation, building and window cleaning services
- 98311100 - Laundry-management services
- 98311200 - Laundry-operation services
- 98334000 - Wellness services
- 98341100 - Accommodation management services
- 98341110 - Housekeeping services
- 98341120 - Portering services
- 98341130 - Janitorial services
- 98341140 - Caretaker services

II.2.3) Place of performance

NUTS codes

- UKJ37 - North Hampshire

Main site or place of performance

New build 128-bedroom student accommodation development, Polden Studios, located within Aldershot, Hampshire.

II.2.4) Description of the procurement

The detailed service requirements that the supplier will be required to undertake are set out within Specification - PMA document accessible within the procurement documents issued via the Council's SEBP/Pro-Contract e-sourcing system.

The service requirements can be summarised as follows:

- Property Management
- Mobilisation & Leasing
- Facilities Management
- HR
- Business Plan
- Health & Safety
- Tenancy Process & Referencing
- Asset Management Support
- Building Surveying & Project Management (at option of the Council)
- Sustainability / Environmental
- Utilities
- Insurance
- CRM
- Marketing & PR
- Tax
- Property Accounting

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: £4,000,000

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

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

The initial contract term will run for approx. 3 years from 17th June 2024 to 31st July 2027. The contract may then be extended in increments of generally no less than 1 year by a further 7 years to a maximum total term duration of 10 years, subject to the agreement and performance of both parties.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The initial contract term will run for approx. 3 years from 17th June 2024 to 31st July 2027. The contract may then be extended in increments of generally no less than 1 year by a further 7 years to a maximum total term duration of 10 years, subject to the agreement and performance of both parties.

II.2.14) Additional information

Union Yard is the key Council regeneration scheme that will see the comprehensive redevelopment of the heart of Aldershot town centre and will create a new, revitalised and vibrant space.

It will provide flexible retail, new homes and public space in the heart of the town centre, as well as accommodation for students. Among the features will be a makers' yard, with new public square and creative space for small and independent businesses.

Once completed, Union Yard will comprise:

- 128 student units;
- 82 one and two-bedroom apartments for private rented use;
- 18 affordable homes;
- 12 flexible commercial and retail units;
- A Makers' Yard offering smaller creative workshop spaces for small and independent businesses;
- New public square linking the High Street and Union Street

Further information in respect of the wider Union Yard development and the Polden Studios student accommodation offer can be accessed via the Council's general website and dedicated Union Yard web pages via the links below:

- <https://www.rushmoor.gov.uk/town-centres-and-regeneration/union-yard/>
- <https://union-yard.co.uk/>

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 stated within the procurement documents.

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 within the procurement 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

7 May 2024

Local time

12:00pm

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

7 May 2024

Local time

12:05pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: In the event that extension options to extend the term of the contract beyond the initial 3 year term are not taken up, the

estimated timing for further notices to be published is April 2027.

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom