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Planning

## **Letting, Management, Maintenance & Factoring for properties within Edinburgh**

The City of Edinburgh Council

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-013811

Procurement identifier (OCID): ocds-h6vhtk-033c98

Published 23 May 2022, 12:59pm

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Email**

[kelly.faulds@edinburgh.gov.uk](mailto:kelly.faulds@edinburgh.gov.uk)

#### **Telephone**

+44 1315293415

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Letting, Management, Maintenance & Factoring for properties within Edinburgh

Reference number

CT1093

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

- 70330000 - Property management services of real estate on a fee or contract basis

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

Services

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

The City of Edinburgh Council is responsible for one of Scotland's largest housebuilding programmes. Social rented homes are owned and managed by the Council as the landlord with factoring services currently provided to around 1,500 new build homes in mixed tenure estates.

The Council is reviewing the letting, management and maintenance requirements for these homes and other factoring services that may be required across the Council's own new build homes being delivered on mixed-tenure sites and is therefore publishing this Prior Information Notice to notify the market of our upcoming opportunity and to give the market an opportunity to participate in finalising the Council's procurement strategy and help shape the procurement process.

Potential bidders are invited to download the market research questionnaire and complete no later than Monday 20th June 2020. Those who submit a questionnaire may be invited to a dialogue session with the Project team to expand on their responses.

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

This contract is divided into lots: Yes

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

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

## Factoring Services

Lot No

2

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

- 45112712 - Landscaping work for gardens
- 70331000 - Residential property services
- 70330000 - Property management services of real estate on a fee or contract basis
- 71421000 - Landscape gardening services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

Please see description for Lot 1.

## **II.2) Description**

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

Letting, Management & Maintenance Services

Lot No

1

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

- 70210000 - Residential property renting or leasing services
- 70331000 - Residential property services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

This Prior Information Notice provides an opportunity to engage with the Council on ideas, solutions, and proposals by completing the attached questionnaire

A full scope of services will be published as part of the procurement process.

However, to assist with feedback a summary of the requirement is set out below.

It is the Council's expectation at the time of publishing this PIN, that the procurement will comprise of two lots:

Lot 1 - Edinburgh Living Services – Lettings, Management and Maintenance

The diagram below explains the contractual relationship between the Service Provider and the landlords, who are the LLPs. The LLPs requires a number of services in order to operate on a day-to-day basis. The six services are outlined below. The LLPs have entered into a management and maintenance agreement with the Council to supply those services. As the Council's core business is managing social rented housing under a different tenancy regime, the Council will enter into a service Contract with a third-party Service Provider with experience in letting and managing mid-market and market rent homes. The third-party Service Provider will deliver the services to the LLPs on the Council's behalf.

The Contract for the services required will be between the Council and the Service Provider. However, the Service Provider will be expected to engage directly with the LLP as set out in the Contract to ensure strong communication between service provider and landlord.

The management services will cover all letting services including marketing and allocating homes to tenants, arranging tenancy agreements, rent collection and arrears management, dealing with deposits, and managing the day-to-day running including the handling of complaints or queries.

The maintenance services are required to ensure that the homes are in a suitable condition prior to letting, during vacant management and during occupation by a tenant.

The services include emergency, urgent, routine repairs, and any planned maintenance, such as annual gas safety checks and any other checks required by legislation. In addition, the planned maintenance will cover servicing of appliances as required.

## Lot 2 - Council and Edinburgh Living Services – Factoring

Many of the Council's existing and future developments are mixed tenure. This tenure mix could consist of social rent, mid-market rent and also homes for private sale. In order to ensure that developments are maintained from the outset and the tenure blind approach which has been taken at design and development stage is sustained, the Council has appointed Factors across a number of new-build sites.

Factoring services will be required by both the Council, Edinburgh Living and any private owners ("user groups") on these and future mixed-tenure sites. Factors will be expected to provide a menu of services which can be accessed as relevant to each site, user group and any Deed of Conditions in place. These will include, but not be limited to landscape maintenance, bike and bin store cleaning and maintenance, plant room cleaning, gutter cleaning and other block management services as usually provided by a Factor.

As an example, on a large mixed tenure development, private owners are likely to require a full menu of services and the Council and Edinburgh Living will opt-in to landscape maintenance, bike and bin store cleaning and maintenance as well as some block management options if they cannot be provided through existing contracts or in-house.

It is the Council's intention to procure a framework of Factors to service these sites.

### **II.2.14) Additional information**

If you would like any further information, please contact Kelly Faulds, Category Delivery Lead by email on [kelly.faulds@edinburgh.gov.uk](mailto:kelly.faulds@edinburgh.gov.uk)

### **II.3) Estimated date of publication of contract notice**

18 July 2022

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## **Section IV. Procedure**

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

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section VI. Complementary information**

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=694250](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=694250).

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