

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/016674-2023>

Contract

## **Letting, Management and Maintenance of Domestic Properties within Edinburgh**

The City of Edinburgh Council

F03: Contract award notice

Notice identifier: 2023/S 000-016674

Procurement identifier (OCID): ocds-h6vhtk-036b40

Published 13 June 2023, 10:48am

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Kelly Faulds

#### **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.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**

Letting, Management and Maintenance of Domestic Properties within Edinburgh

Reference number

CT1095

**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**

Award Notice

The City of Edinburgh Council is seeking to procure a suitably experienced service provider to deliver a lettings, management and maintenance services to domestic properties within Edinburgh for a period of 4 years with the option to extend for a further 3 years.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £10,000,000

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

#### **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

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

In 2018 the City of Edinburgh Council (the Council) established two Limited Liability Partnerships (LLP) to own and operate homes for market and mid-market rent. The LLPs are known jointly as Edinburgh Living. Now in the fourth year of operation, with 384 homes let and another 212 being delivered by March 2023 the Council is seeking to procure a Service Provider to undertake the letting, management and maintenance requirements for these homes for a period of 4 years with the option to extend annually for a further three years.

The Council will enter into a Service Contract with the Service Provider to deliver core services for Edinburgh Living on the Council's behalf.

The Lettings service will cover all services required to let the homes including marketing and allocating homes to tenants as well as arranging tenancy agreements and preparing

inventories.

Management and Rent Collection will include arrears management, dealing with deposits, issuing regular communications, reporting to Edinburgh Living, liaising and management relationships with other third-party suppliers, managing the day-to-day running of the tenancies and properties, including the handling of complaints or queries and property visits vacant management of homes will be required during void periods and prior to first let.

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. Reactive Maintenance services include emergency, urgent, routine repairs with Planned Maintenance referring to annual requirements such as annual gas safety checks, gutter cleaning and any other checks required by legislation. In addition, the Planned Maintenance will cover servicing of appliances as required. All work will be required to be completed within set timescales to maintain high levels of customer service and ensure the safety of residents and property.

Service providers will be expected to adhere to the Letting Agent Code of Practice (Scotland) Regulations 2016 ("the Code") in the delivery of this Contract.

Further information on the scope of service and the procurement process are contained within the Procurement Information Document which will be available for download following a note of interest in this opportunity.

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

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

#### **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 IV. Procedure**

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

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

Competitive procedure with negotiation

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-026796](#)

---

## **Section V. Award of contract**

### **Contract No**

CT1093

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

31 May 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 5

Number of tenders received from SMEs: 3

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 5

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Umega Lettings & Estate Agents

10 Lister Square

Edinburgh

EH3 9GL

Country

United Kingdom

NUTS code

- UKM75 - Edinburgh, City of

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £10,000,000

---

## **Section VI. Complementary information**

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

(SC Ref:735248)

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

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

Sheriff Court

Sheriff Court House, 27 Chambers Street Edinburgh

Edinburgh

EH1 1LB

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS/OJEU or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.