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Tender

Leigh Academies Trust ~ Managed Lettings Tender

Leigh Academies Trust

F02: Contract notice

Notice identifier: 2022/S 000-017541

Procurement identifier (OCID): ocds-h6vhtk-034b2b

Published 27 June 2022, 4:05pm

Section I: Contracting authority

I.1) Name and addresses

Leigh Academies Trust

Carnation Road, Strood, Rochester

Kent

ME2 2SX

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

NUTS code

UKJ4 - Kent

Internet address(es)

Main address

<https://leighacademiestrust.org.uk/>

I.3) Communication

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

<https://litmustms.co.uk/tenders/UK-UK-Kent:-Non-residential-property-renting-or-leasing-services./YX3QUST76B>

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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Leigh Academies Trust ~ Managed Lettings Tender

II.1.2) Main CPV code

- 70220000 - Non-residential property renting or leasing services

II.1.3) Type of contract

Services

II.1.4) Short description

The successful Supplier will be required to provide managed lettings services for Leigh Academies Trust.

Shaping Lives, Transforming Communities, Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008

More details about the Trust can be found here:

<https://leighacademiestrust.org.uk/>

Leigh Academies Trust operates a subsidiary company, LAT Enterprises CIC, as its income generating function. More details about LAT Enterprises can be found here:

<https://latenterprises.co.uk/>

II.1.5) Estimated total value

Value excluding VAT: £4,600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ4 - Kent

Main site or place of performance

Kent

II.2.4) Description of the procurement

The tender project is seeking to appoint a contractor whose initiative and innovation will be welcomed for the provision of fully managed lettings services within the facilities at the academies. The high-quality service levels proposed, should maintain excellent standards throughout, resulting in the achievement of the Client's objectives.

The contract being tendered is for three years in duration 1st January 2023 to 31st December 2025, with the option to extend for up to a further 2 years at the discretion of the client.

Included within this proposal are the following 30 academies.

Trust expansion is likely, therefore additional academies, as they join the Trust or, if new build, as they open, will be added to this arrangement.

Current Operational Model and TUPE Considerations

Within Leigh Academies Trust and LAT Enterprises, lettings are currently operated in the following way:

Central(all academies)

- 1 x FTE Lettings Business Development and Social Media Manager - considered eligible for TUPE
- 1 x 0.8 FTE Lettings Finance Assistant -considered eligible for TUPE

Cluster-level (overseeing 10-12 academies)

- 3 x FTE Academy Estates Managers: Day-to-day customer relationship management as a small part of the local Estates management teams' existing role - not considered eligible for TUPE

Academy level (individual academies)

- Use of existing Estates site staff to facilitate lettings as part of their existing role - not considered eligible for TUPE (number to be confirmed)
- Use of existing Estates site staff to facilitate lettings as the sole purpose of their role - considered eligible for TUPE (number to be confirmed)
- Use of paid-on-claim casual lettings facilitators - considered eligible for TUPE (number to be confirmed)

Client Objectives

- Increase income streams for academies
- Improve the sustainability and environmental impact and operation of the Trust's Estate
- To provide a safe environment for the client's students, staff and hirers (safeguarding and Health & Safety)
- Maximise under-utilised assets whilst promoting the facilities
- Ensuring commercial viability of lettings opportunities
- Enable a consistent professional approach to and management of lettings
- Release client management and administration resources to allow greater focus on core Estates and Education deliverables
- Maintain and improve academy reputation - achieving a positive social impact and attracting new pupils
- Improve community engagement - addressing inactivity and loneliness issues whilst promoting positive activity and encouraging community growth
- Promote diversity and inclusivity (within parameters set)

See SQ Document for more details

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: £4,600,000

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

Start date

1 January 2023

End date

31 December 2027

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

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.1.2) 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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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

5 August 2022

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

9 September 2022

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

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

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

<https://litmustms.co.uk/tenders/UK-UK-Kent:-Non-residential-property-renting-or-leasing-services./YX3QUST76B>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/YX3QUST76B>

GO Reference: GO-2022627-PRO-20504684

VI.4) Procedures for review

VI.4.1) Review body

Leigh Academies Trust

Carnation Road, Strood, Rochester

Kent

ME2 2SX

Country

United Kingdom