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Planning

SBC Pre-Market Engagement for Garage Portfolio-Repairs and Maintenance Term Contract

Stevenage Borough Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

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Scope

Reference

CCD01595

Description

This notice is for pre-market engagement and is not a request for tenders.

Stevenage Borough Council (SBC) has a residential and commercial garage stock of 6,093 garages across 664 blocks.

Demand for garages across the town remains high, both for storage and parking, as the availability of on-street parking is a particular challenge across the town. Approximately 20% of the garages have been refurbished, there are others in varying states of repair, with significant challenges in roofing, structural components, and general maintenance.

Stevenage Borough Council seeks to procure a Term Contract for Maintenance and Repairs of the garage stock. Garages within the HRA are not included and there are approx. 400 garages in addition to the above number that are freehold which would not be included.

The annual value of repairs works is approx. £350k and equates to around 15 repairs enquiries per week and 40 void garages per month. Many void garages only require a lock change and no other works.

The annual value of planned works is £150k. In addition, there may be specific project works that will be included depending on budget availability over the course of the contract.

The contract will be for 5 years with no extensions. It will operate through a SOR pricing mechanism and this will be a defined range of SOR items with the NAT FED V8 providing back up where the defined SOR is not relevant.

The contract will be JCT MTC 24.

Garage license holders will raise a repair enquiry via the SBC portal which will interface with a contractor's system. The license holder will be required to upload photographs of the defects. The contractor will diagnose the repair/s and undertake to complete the repairs against determined timescales. A value threshold will be implemented and SBC approval for above threshold repairs will be required.

On completion of the works the contractor's system will interface with SBC's system to show that the job is completed. Photographic support will be required to confirm completion of the repair.

The contractor will issue monthly valuations which will be reconciled by SBC and on approval an invoice will be issued by the contact and subsequent payment made by SBC

Set out below are some points on how the contract will operate. However a key aim of the engagement session is to listen to what attendees are saying and where practicable include in the contract and ITT documents.

- 1) The works will feature repairs and capital components.
 - a) Responsive Repairs (SoR)
 - b) Capital Improvement works (SoR)
 - c) Replacement of asbestos content cementitious corrugated roofs (SoR)
 - d) Demolition and reconstruction of dilapidated garage blocks (Quoted)

- 2) The successful bidder will be required to undertake items a) -d) in 1) above
- 3) Major works will be quoted and approved by SBC.
- 4) A dedicated Contract Manager will be employed by SBC to manage the contract.
- 5) The Council's Northgate System will interface with the successful bidder's system in which works will be raised and recorded.
- 6) Repairs and maintenance data will be sourced from Northgate by SBC.
- 7) The Council will own the data.
- 8) The contract will be monitored and performance measured through a suite of KPI's
- 9) The contract will be administrated as a JCT MTC 24
- 10) A cyclical stock condition survey will be undertaken by SBC to create an asset plan and programme.
- 11) The capital works programme will be assimilated annually from the asset plan.
- 12) The successful bidder will be required to take on the CDM role of Principal Designer / Contractor.
- 13) The successful bidder will be required to report on operational and financial performance each month and attend a monthly core group meeting at SBC offices.
- 14) SBC will undertake the clearance of all sprayed asbestos.
- 15) The contract term will be 5 years with no extension.
- 16) To support the tender process, SBC will provide
 - a. A schedule of all garage assets
 - b. A schedule of all repairs completed over the past 5 years
 - c. A schedule of asset construction types
 - d. A schedule of all garage assets where roofs containing asbestos exist

Total value (estimated)

- £4,000,000 excluding VAT
- £4,800,000 including VAT

Contract dates (estimated)

- 1 October 2025 to 30 September 2030
- 5 years

Main procurement category

Works

CPV classifications

- 45453100 - Refurbishment work
- 50000000 - Repair and maintenance services

Engagement

Engagement deadline

23 May 2025

Engagement process description

The scope of the engagement will be a webinar approach via the MS TEAMS platform. Potential bidders will be invited to accept an invitation to attend via the SBC Intend portal. The time and date of the engagement session is 22/5/2025 at 1.30pm until 3.00pm. Officers from SBC along with procurement consultants will present a series of slides to attendees that sets out information to aid attendees in their decision as to whether the contract is of interest. The objective of the engagement is to listen to what the market is saying and as far as possible and practicable to incorporate the feedback into the contract. The aim of the engagement session is to convey a message to attendees that this contract will be a partnering approach and that the success of the contract will be how the collective deliver continuous improvement throughout.

Please register and use the correspondence function on our portal to send a request to attend the event.. Further details on how to access the event will be sent via Correspondence to those who request to attend in due course, to register on the portal go to <https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

We would also appreciate if you would complete a short questionnaire prior to the event (by 20th May). You will need to copy the following link into your internet browser <https://forms.office.com/e/XrzRLds25m>

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

30 June 2025

Contracting authority

Stevenage Borough Council

- Public Procurement Organisation Number: PHLV-8626-LHWZ

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