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Tender

Horsham District Council - Residential Management

Horsham District Council

F02: Contract notice

Notice identifier: 2022/S 000-025290

Procurement identifier (OCID): ocds-h6vhtk-036715

Published 8 September 2022, 5:33pm

Section I: Contracting authority

I.1) Name and addresses

Horsham District Council

Parkside, Chart Way

Horsham

RH12 1RL

Contact

Procurement Team

Email

procurement@horsham.gov.uk

Country

United Kingdom

NUTS code

UKJ28 - West Sussex (North East)

Internet address(es)

Main address

<https://in-tendhost.co.uk/sesharedservices/asp/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/sesharedservices/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/sesharedservices/asp/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Horsham District Council - Residential Management

Reference number

HMDC - 035145

II.1.2) Main CPV code

- 70331000 - Residential property services

II.1.3) Type of contract

Services

II.1.4) Short description

Horsham District Council is seeking tenders for the residential block management of two properties located at The Forum, Horsham and Lintot Square, Southwater, West Sussex. The Council holds a freehold interest in both properties. There is a total of 150 flats consisting of 1, 2 and 3 bedrooms with an ownership mixture of leaseholder occupied and rented, along with a bulk letting to a social housing provider. A local management presence is desirable. Managers should be hands on and communicate regularly with leaseholders, in person, at least once a month. 1.0.2. The Commencement Date for the delivery of the services is scheduled to be on 1st January 2023 at 00:00 hours. The Contract will be awarded for a period of 5 years until 31st December 2027 with an option to extend for a further 2 year period until 31st December 2029 subject to performance and the absolute discretion of the Council.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 70330000 - Property management services of real estate on a fee or contract basis
- 70300000 - Real estate agency services on a fee or contract basis

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

Residential Management of two properties located at The Forum, Horsham and Lintot Square, Southwater, West Sussex. The proposed contract will cover a general residential property management service including:• Inspections regime;• Tenant liaison;• Organisation of service contracts and response maintenance;• Service Charge management;• Coordination of a long-term maintenance plan and reserve fund;• Legal knowledge to process sales and assignments;• Technical knowledge for building reviews;• Good financial and arrears management;• Current knowledge of legislative compliance requirements.

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: £300,000

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

Yes

Description of renewals

One option to extend for 24 months up to 31/12/2029.

II.2.10) Information about variants

Variants will be accepted: No

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

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

18 October 2022

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

Tender must be valid until: 16 January 2023

IV.2.7) Conditions for opening of tenders

Date

18 October 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

The Strand

London

Country

United Kingdom