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Tender

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

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2022/S 000-026796

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

Published 26 September 2022, 8:52am

The closing date and time has been changed to:

**2 November 2022, 12:00pm**

See the [change notice](#).

### **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.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**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 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**

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

There is the option to extend this contract for a further 3 year period. A further contract notice will be required approximately 18-24 months prior to contract expiry.

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

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

Please see information in the Procurement Information Document.

### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please see Procurement Information Document attached to this Contract Notice

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please see Procurement Information Document attached to this Contract Notice

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

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

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

Competitive procedure with negotiation

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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 000-190698](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

26 October 2022

Local time

12:00pm

Changed to:

Date

2 November 2022

Local time

12:00pm

See the [change notice](#).

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

4 November 2022

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

English



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Approximately 18-24 months before contract expiry.

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **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=707860](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=707860).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The Council aims to maximise the social, economic and environmental benefits from its procurement (known as 'Community Benefits') by incorporating Community Benefit clauses within its contracts. These benefits are delivered by suppliers in addition to meeting the core requirements of the contract.

The Council's Sustainable Procurement Policy commits the Council to pursuing Community Benefits through its procurement.

Types of community benefits which the Council would like to include within this contract may include, but are not limited to:

- targeted recruitment and training e.g. jobs, training, work experience, job shadowing opportunities, apprenticeships for young persons and unemployed individuals
- supported employment for people with disabilities or other disadvantaged groups
- promotion of job opportunities through local agencies
- training for existing workforce
- mentoring – suppliers offering support and guidance to local organisations and individuals
- suppliers using community venues and other community services
- promotion of certain supply chain subcontractors (Small to Medium Enterprises, enterprises, supported businesses, Third Sector Organisations);
- the staff of suppliers undertaking volunteering within communities;
- community enhancement - resources provided for community facilities (e.g. playgrounds, habitat enhancements, environmental improvements) and initiatives (e.g. energy efficiency);
- outreach and education opportunities within the community to those associated with or impacted by the types of service provided e.g. promoting careers in construction and trades or care and support to local schools;
- sponsorship of local organisations;
- community consultation, engagement and strengthening of community relations;
- equal opportunities in terms of the supplier's staffing and access to services.

(SC Ref:707860)

## **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.