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Planning

## **Framework for the Provision of Temporary Accommodation**

Torbay Council

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-026908

Procurement identifier (OCID): ocids-h6vhtk-02f089

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

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

Torbay Council

Town Hall, Castle Circus

Torquay

TQ1 3DR

#### **Contact**

Mr Adam Harmer

#### **Email**

[procurement.team@torbay.gov.uk](mailto:procurement.team@torbay.gov.uk)

#### **Telephone**

+44 1803207626

**Country**

United Kingdom

**NUTS code**

UKK42 - Torbay

**Internet address(es)**

Main address

<http://www.torbay.gov.uk/>

Buyer's address

<http://www.torbay.gov.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**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**

Framework for the Provision of Temporary Accommodation

Reference number

DN577654

#### **II.1.2) Main CPV code**

- 85311000 - Social work services with accommodation

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Torbay Council are looking for a range of providers to provide temporary accommodation services, which will form part of a range of measures in Torbay aimed at ensuring our citizens have access to safe, quality temporary and long-term accommodation that meets their needs.

The types of Accommodation we are looking for include:

- Single bed shared – rooms in a shared house; house of multiple occupation (HMO).
- Single bed self-contained – exclusive use of accommodation with its own access and no shared facilities.
- Single bed self-contained (adapted) - ground floor accommodation which is adapted for a wheelchair user.
- Single bed self-contained (High Risk) - can accommodate people with complex and multiple needs.
- 2-5 Bed units of accommodation with its own access and no shared facilities.

The Council will require approximately 76 properties for households at any one time in the following quantities:

- Single Bed Shared / Self-Contained - 36 units
- Single Bed Self Contained (Adapted) - 2 units
- Single Bed Self Contained (High Risk) - 2 units
- 2 Bed - 22 units
- 3 Bed - 4 units
- 4 Bed - 10 units
- 5 Bed - 1 unit

In order to achieve our goals for the delivery of Temporary Accommodation in Torbay, this opportunity will be structured as a Framework Agreement. Providers can be appointed to any of the three following Lots:

- Accommodation and housing management services (Lot 1)
- Accommodation only (Lot 2)
- Spot purchase accommodation and housing management services (Lot 3a)
- Spot purchase accommodation only (Lot 3b)

Ideally, we are looking for providers who can supply both the accommodation and housing management services (Lot 1), but we are also keen to work with providers who are only able to meet the accommodation requirements (Lot 2) to ensure we have access to sufficient quality secure accommodation to meet the needs of Torbay Citizens. The Council will award Contracts with suitable providers from Lot 1 and Lot 2 to meet our requirements for sufficiency. These Contracts will guarantee the placements and income from the Council. Whilst every effort has been undertaken to anticipate future demand, we experience fluctuations at times in both demand and needs. Lot 3 will be established to provide additional capacity in these circumstances through spot purchasing arrangements.

Providers have the option of bidding to be appointed to the Framework on any number of the specified Lots. There will be no minimum unit of accommodation requirement and providers will be invited to put forward submissions for any number of units of accommodation from any of the Lots available on the Framework. Bidders must be the owner, leaseholder or managing agent of the properties put forward. Providers will ensure that properties meet the quality standards as set out in the service specification. This will include standards relating to:

- Housing Health and Safety Rating System (HHSRS) self-assessment.
- Compliance with the provisions of the Housing Act 2004.
- Where accommodation for single households is provided in shared housing this should comply with House in Multiple Occupation (HMO) standards and be licensed as appropriate.
- All property will be clean and in good condition.
- Fire Safety standard.
- Gas & Electric Safety checks.
- Security.

Torbay Council are keen to work in partnership with all providers appointed to the Framework, with providers having access to a named contact within the Housing Options Team and a contract manager. The Council will be responsible for issuing licence agreements to those occupying temporary accommodation to ensure accommodation is provided in accordance with the Council's legal duty.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,750,000

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

This contract is divided into lots: Yes

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

#### **II.2.1) Title**

Accommodation & Housing Management

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 55100000 - Hotel services
- 55200000 - Camping sites and other non-hotel accommodation

- 98340000 - Accommodation and office services

### **II.2.3) Place of performance**

NUTS codes

- UKK42 - Torbay

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

Lot 1 providers will provide both the Accommodation and Housing Management elements of the Temporary Accommodation service. All properties are required to have the relevant planning permission, where change of use is being requested account should be taken of any requirements relating to the Core Tourism Investment Areas in Torbay, further details can be found at:

<https://www.torbay.gov.uk/council/policies/planning-policies/local-plan/local-plan/>

In addition to the property requirements already outlined, we would require providers to:

- Provide properties which are fully furnished with good quality furniture, fixtures and fittings.
- Inclusion of utilities.
- Provide bedding and laundry for bedding (every two weeks)
- Provide cleaning of all communal areas of HMO's at least once every two weeks (or more if required)
- Provide prompt turnaround of accommodation on changeovers.
- Work to keep voids to a minimum.
- Ensure maintenance and repairs are carried out promptly.
- Undertake regular inspections of the properties.
- Work closely with Housing Options team on managing the Temporary Accommodation service.

The Council will be liable for the costs of all units agreed within this lot (providing the provider meets the expected level of service in relation to changeovers, repairs and maintenance) irrespective of occupancy by homeless households.

Voids

Providers on this Lot will need to work collaboratively with the Housing Options Team to ensure void placements are kept to an absolute minimum (providers will be paid for void placements providing the void is not as a result of their own actions and they meet the timeframe requirements for changeovers of properties).

## **II.2) Description**

### **II.2.1) Title**

Accommodation Only

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 55100000 - Hotel services
- 55200000 - Camping sites and other non-hotel accommodation
- 98340000 - Accommodation and office services

### **II.2.3) Place of performance**

NUTS codes

- UKK42 - Torbay

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

Lot 2 providers will offer properties (preferably furnished but we will consider unfurnished properties) for lease by Torbay Council. All properties are required to have the relevant planning permission, where change of use is being requested account should be taken of any requirements relating to the Core Tourism Investment Areas in Torbay, further details can be found at:

<https://www.torbay.gov.uk/council/policies/planning-policies/local-plan/local-plan/>. The Council will then sub-let the property to homeless households by granting a licence. The Council will be responsible for the repairs, maintenance and management of the property for the duration of the lease. The Council will enter into individual leases for each of the premises offered and agreed and will be liable to pay rent to the Provider and will also be responsible for the Council Tax and utility costs. The Council will be liable for the agreed costs for the duration of the agreement irrespective of occupancy by homeless households.

The Provider Landlord shall ensure the property is suitably insured and provide a copy of

the policy to the Council.

## Repairs & Maintenance

The Council will return the property to the Provider/Landlord in the same condition as at the beginning of the lease. The Provider/Landlord shall ensure the following:

- The Landlord shall make good any damage caused by an Insured Risk, unless the damage was caused by the wilful actions, negligence or default of the Council or the Lawful Occupiers.
- The Landlord shall allow the Tenant quiet enjoyment of the Property without any interruption by the Landlord.
- In Provider/Landlord will ensure compliance with their responsibilities defined within the Landlord and Tenant Act 1985 detailed in the Lease Agreement appendix xxx
- The Provider/ Landlord shall carry out any works or repairs required in relation to Emergency Repairs, Urgent Repairs, First Priority Routine Repairs or Second Priority Routine Repairs as set out in the Lease Agreement.
- The Landlord shall ensure that the Property complies with all applicable fire safety standards and that it contains fitted and fully operational smoke detectors throughout the Term; all electrical and gas installations in on or at the Property are tested on a regular basis and comply with all applicable safety standards; and every gas appliance (if any) in the Property has an up to date Gas Safety Certificate.

## Voids

Providers on this Lot will need to work collaboratively with the Housing Options Team to ensure void placements are kept to an absolute minimum (providers will be paid for void placements providing the void is not as a result of their own actions and they meet the timeframe requirements for changeovers of properties).

## **II.2) Description**

### **II.2.1) Title**

#### Spot Purchasing

Lot No



### **II.2.2) Additional CPV code(s)**

- 55100000 - Hotel services
- 55200000 - Camping sites and other non-hotel accommodation
- 98340000 - Accommodation and office services

### **II.2.3) Place of performance**

NUTS codes

- UKK42 - Torbay

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

Lot 3 will facilitate the spot purchasing of the accommodation and services outlined in Lot 1 and Lot 2 and will be split into the following sub-lots:

- Lot 3a - Spot purchase accommodation and housing management service.
- Lot 3b Spot purchase accommodation only.

A provider appointed to this Lot may propose accommodation that may be available for spot purchase throughout the 4 year duration of this Framework. A system will be developed to notify providers of requirements for spot purchasing requiring response within a set timeframe. Decision on allocation of spot purchasing contracts will be made by the Housing Options Team based on the needs of the presenting homeless household, the risk assessment completed and responses of availability from provider received within the timeframe available. The Council will not be liable for costs of accommodation unless purchased on a spot purchasing arrangement for a set contracted period of time.

All properties are required to have the relevant planning permission, where change of use is being requested account should be taken of any requirements relating to the Core Tourism Investment Areas in Torbay, further details can be found at:

<https://www.torbay.gov.uk/council/policies/planning-policies/local-plan/local-plan/>

### **II.3) Estimated date of publication of contract notice**

6 December 2021

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## **Section IV. Procedure**

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

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes