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Tender

## **22018 Operating Agreement for Brunswick House**

Cambridgeshire County Council

F02: Contract notice

Notice identifier: 2022/S 000-028046

Procurement identifier (OCID): ocds-h6vhtk-037358

Published 6 October 2022, 10:39am

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

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

Cambridgeshire County Council

New Shire Hall, Alconbury Weald

Huntingdon

PE28 4YE

#### **Contact**

Mr Jon Collyns

#### **Email**

[Jon.Collyns@cambridgeshire.gov.uk](mailto:Jon.Collyns@cambridgeshire.gov.uk)

#### **Telephone**

+44 7775703930

#### **Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.cambridgeshire.gov.uk/>

Buyer's address

<https://www.cambridgeshire.gov.uk/>

**I.3) Communication**

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

<https://procontract.due-north.com/Opportunities/Index?tabName=opportunities&resetFilter=True>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Opportunities/Index?tabName=opportunities&resetFilter=True>

**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**

22018 Operating Agreement for Brunswick House

Reference number

DN605409

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

- 70000000 - Real estate services

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

Services

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

Brunswick House, 87 Newmarket Road, Cambridge (the property) is owned by Cambridgeshire County Council (CCC) and is used for student accommodation.

The construction of Brunswick House was completed in 2012 and sits within a 0.95acre site, consisting of a four storey 251 modular student bedroom facility arranged across a mixture of 231 en-suite cluster flats and 20 self-contained studio flats. There are also communal facilities such as a large common room and laundry room at ground floor level, as well as bicycle storage at basement level within the enclosed landscaped courtyard

The current operating agreement with the existing provider of property management services is due to come to an end in January 2023 and CCC as owner of the property is now re-tendering this requirement.

This requirement is not divided into Lots to enable the Authority to more efficiently manage

the contracting arrangements.

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

This contract is divided into lots: No

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

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

- 50000000 - Repair and maintenance services
- 55250000 - Letting services of short-stay furnished accommodation

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

NUTS codes

- UKH12 - Cambridgeshire CC

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

The Service Provider company will need to provide a detailed set of Property Management Services including, but not limited to, the following areas:

- Marketing, lettings & related administration, including an approved marketing plan & strategy to let all accommodation within the property (251 student rooms & flats) within each academic year by undertaking and managing an active & targeted marketing campaign including access to a corporate website with online booking capabilities.
- Dealing with student enquires and viewings with prospective occupants; processing student accommodation applications and completing all necessary tenancy agreements with each individual tenant, including the administration of tenant deposits and reservation fees.
- Monitor service delivery at the property and conduct periodic audits and student satisfaction surveys to encompass all services delivered by the successful Service Provider company.
- Collection of all rental income, other income, and all monies due from the tenants at the property and remit such amounts to the Rent Account on behalf of the property owner.
- Prepare and provide to the owner a budget and any other requested financial information or other such occupancy data for the owner's approval each academic year
- Ensure that a named Contract Manager is in place who has overall responsibility for the property and successful implementation of all required property management services and reports directly to the property owner. To ensure that all contracts are awarded in compliance with CCC's procurement policy
- Provide a comprehensive system and management team (with relevant qualifications & experience in managing Student Accommodation) to ensure the efficient and effective delivery of all property management services at the property.

- To recruit, provide and manage all staff necessary to provide the full set of Services necessary for the efficient and effective management of the property.
- Ensure that a robust system is put in place that addresses and appropriately manages compliance with all applicable health & safety legislation and any other legislation that applies to the property, including maintaining up to date health and safety records.
- Maintain and update business continuity & contingency plans, including a fire and evacuation plan to include fire precaution procedures, staff training, awareness, and regular fire drills/evacuations.
- Accommodation Management – the provider will ensure all parts of the building including common areas are clean and tidy and ready for the arrival of new students including managing the arrival of new students & building inductions in accordance with the relevant Codes of Best Practice in this area (ANUK / UUK codes) including the preparation of a student welcome handbook.
- The provider will ensure an appropriate system for the collection and storage of all mail, parcels and other delivered items is in place.
- Manage the vacation of all rooms / flats at the end of the academic year including dealing with any damaged items or wants of repair.
- Ensure that an appropriate performance management system is in place which is to be agreed in advance with the property owner.
- Fault reporting system to be put in place for students and helpdesk at the property.
- Maintenance and monitoring – to put in place a suitable system to efficiently deal with any items of repair at the property in consultation with the property owner. To provide a planned programme of maintenance along with recommendations for future improvements required to remain competitive in the Student accommodation market.

In addition to provide communal facilities and services to the students including a laundry service (including on site launderette); a reception; IT and broadband services; appropriate security provisions including monitoring of CCTV systems and security plan with a clear visitor policy; address pastoral care & welfare matters; appropriate grounds maintenance and waste management and disposal procedures.

Further information including the required response and rectification times for Building Maintenance items; Utility Provisions - Water, power, heating & lighting; Health & Safety hazards; Cleaning; Security and the repair of Furniture, fitting & equipment is available as part of the tender pack.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **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

The Authority proposes to enter into one Contract for an initial period of 48 months with the preferred bidder, with an option to extend for 24 months in 2 x 12-month increments, making 72 months in total.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Authority proposes to enter into one Contract for an initial period of 48 months with the preferred bidder, with an option to extend for 24 months in 2 x 12-month increments, making 72 months in total.

### **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 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

7 November 2022

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

7 November 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Mrs Clare Ellis

New Shire Hall, Alconbury Weald

Huntingdon

PE28 4YE

Email

[clare.ellis@cambridgeshire.gov.uk](mailto:clare.ellis@cambridgeshire.gov.uk)

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Authority will incorporate a minimum 10 calendar days standstill period at the point



information on the award of the contract is communicated to tenderers. The duration of this standstill will be disclosed at this point.

This period allows unsuccessful tenderers to seek further debriefing from the Contracting Authority before the contract is entered into. Such additional information should be required from (Refer to address in Part 1.1). If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (Chapter 6) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly. Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may order the ineffectiveness of a contract where serious breach have occurred in addition to any fine, the Court may instead provide for alternative penalties, either contract shortening, fines or both.

The Authority have invested in an e-tendering tool in order to facilitate its tendering processes in a compliant and transparent manner.

Potential Providers will need to register an account via the “Procontract Portal” at <https://procontract.due-north.com/Register> before being able to view the full tender details.

In order to access the tender documentation, click “Find Opportunities”, then on the drop-down menu, filter by “Cambridgeshire Public Services” by clicking on “Update” to find the relevant opportunity or alternatively within the organisations drop down select Cambridgeshire County Council to also find the relevant opportunity.

Please ensure that you read the tender documents carefully in order to be aware of the requirements and relevant deadlines.

The Council reserves the right to award all, part or none of the business forming the subject matter of this procurement and to abandon, halt, pause, or postpone this procurement at any time. Under no circumstances will the Council incur any liability (including, but not limited to, liability as to costs) in respect of this procurement exercise, the abandonment of the same, or any documentation issued as part of this procurement exercise.