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Contract

## **West Norfolk Property Ltd - Managing Agent**

West Norfolk Property Limited

F03: Contract award notice

Notice identifier: 2021/S 000-029613

Procurement identifier (OCID): ocds-h6vhtk-02d0a4

Published 29 November 2021, 6:15pm

## **Section I: Contracting authority**

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

West Norfolk Property Limited

Borough Council of King's Lynn & West Norfolk, Kings Court, Chapel Street

King's Lynn

PE30 1EX

### **Contact**

Procurement

### **Email**

[procurementtenders@west-norfolk.gov.uk](mailto:procurementtenders@west-norfolk.gov.uk)

### **Telephone**

+44 1553616200

**Country**

United Kingdom

**NUTS code**

UKH16 - North and West Norfolk

**Internet address(es)**

Main address

[www.west-norfolk.gov.uk](http://www.west-norfolk.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**

West Norfolk Property Ltd - Managing Agent

**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**

West Norfolk Property Limited intends to procure managing agents to find suitable tenants;

set up the tenancy agreements; arrange rent collection; carry out periodic inspections; arrange and manage repairs, and provide customer services.

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

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £200,000

## **II.2) Description**

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

West Norfolk Property Limited is a company wholly owned by the Borough Council of King's Lynn and West Norfolk which has been set up to hold private rented housing in the borough in order to increase the supply of good quality, professionally managed and more secure private rented housing in the area.

This tender is to procure managing agents to find suitable tenants; set up the tenancy agreements; arrange rent collection; carry out periodic inspections; arrange and manage repairs, and provide customer services.

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

Quality criterion - Name: Market Report (Method Statement 4) / Weighting: 10

Quality criterion - Name: Case Studies & Added Value (Method Statement 5) / Weighting: 10

Quality criterion - Name: Details of persons delivering service (Method Statement 6) / Weighting: 10

Quality criterion - Name: Policies & Procedures (Method Statement 7) / Weighting: 15

Quality criterion - Name: Dealing with tenancy breaches (Method Statement 8) / Weighting: 5

Quality criterion - Name: Client Accounting and Reporting (Method Statement 9) / Weighting: 10

Cost criterion - Name: Management fee as a percentage of rent collected / Weighting: 35

Cost criterion - Name: Hourly Rates for additional services / Weighting: 5

### **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

### **II.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/95263G3AU2>

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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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-018742](#)

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## **Section V. Award of contract**

### **Contract No**

BCKLWN208

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

24 September 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 1

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

Touchstone Corporate Property Services Limited

80 Cheapside

London

EC2V 6EE

Email

[jon.clark@touchstoneresi.co.uk](mailto:jon.clark@touchstoneresi.co.uk)

Telephone

+44 1553616200

Country

United Kingdom

NUTS code

- UKI - London

National registration number

04695692

The contractor is an SME

Yes

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £200,000

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## **Section VI. Complementary information**

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=647140283>

GO Reference: GO-20211129-PRO-19311698

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

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

Borough Council of King's Lynn & West Norfolk

Kings Court, Chapel Street

King's Lynn

PE30 1EX

Email

[monitoringofficer@west-norfolk.gov.uk](mailto:monitoringofficer@west-norfolk.gov.uk)

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+44 1553616200

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