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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

Telephone

+44 1553616200

Country

United Kingdom

NUTS code

UKH16 - North and West Norfolk

Internet address(es)

Main address

www.west-norfolk.gov.uk

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

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-esourcing.com/respond/95263G3AU2>

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](#)

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

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

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

Telephone

+44 1553616200

Country

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Internet address

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