

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/031598-2023>

Tender

## **SBC 1023 Provision of an Employers Agent for Cartref**

Stevenage Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-031598

Procurement identifier (OCID): ocds-h6vhtk-040f33

Published 26 October 2023, 11:51am

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

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

Stevenage Borough Council

Daneshill House, Danestreet,

Stevenage

SG1 1HN

#### **Contact**

Corporate Procurement

#### **Email**

[procurement@stevenage.gov.uk](mailto:procurement@stevenage.gov.uk)

#### **Telephone**

+44 1438242775

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

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

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

SBC 1023 Provision of an Employers Agent for Cartref

Reference number

CCD01215

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

- 71530000 - Construction consultancy services

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

Services

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

Stevenage Borough Council is looking to procure an Employers Agent for the delivery of two development sites: Cartref, a development of 38 units, comprising a mixture of private and affordable accommodation. This is an opportunity for Stevenage to deliver unique development of aspirational and contemporary homes. Ellis Avenue, a development of 11 units, comprising 1 and 2 bed flats within a two storey flat block within Stevenage Old Town.

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

Value excluding VAT: £400,000

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

This contract is divided into lots: No

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

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

- 71530000 - Construction consultancy services

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

NUTS codes

- UKH23 - Hertfordshire

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

Stevenage Borough Council has ambitious plans to build a mixture of private and affordable aspirational and contemporary homes across two separate sites. The schemes will promote sustainability and deliver an anticipated total of 49 homes subject to achieving Planning permission at the sites. The plan is to build 38 units at the site named Cartref (Site A) and 11 Homes at the site named Ellis Avenue (Site B). Site A comprises a mixture of twenty-six 3 and 4 bed dwellings and a three-storey flat block comprising of twelve 1 and 2 bed units. Site B will see the demolition of two existing 4 bedroom properties, and the construction of eleven 1 and 2 bed flats within a two storey block. Public consultation on both sites will be progressing in November 2023, after which a planning application will be submitted. Site layouts for both sites and proposed tenure mix are available as appended documents to the tender. Stevenage Borough Council are seeking a price for each of the sites, however only the total price will be evaluated. Stevenage Borough Council reserves the right to halt progress on the development and Planning aspects of the scheme at any time, and there is no guarantee that the successful contractor will be allowed to fulfil all elements of the contract. This is being offered as one lot in order to secure value for money. To access this procurement opportunity please visit [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term inclusive of the approximate value for extension. The Contract will be awarded for an initial term of four years, with the option to extend the Contract up to two further years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Organisations should be aware that due to the nature of the Services provided, Any Contract formed as a result of this procurement process shall be executed as a deed. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

#### **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

No

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

Variants will be accepted: No

#### **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

---

### **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

as detailed in the procurement documents

##### **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**

as detailed in the procurement documents

---

## **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

30 November 2023

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

30 November 2023

Local time

12:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic invoicing will be accepted

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

To access this procurement opportunity please visit [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. This is a one stage procurement process. Therefore, if you wish to be considered as a tenderer you must complete and submit a tender by the specified closing date and time. Tender submissions cannot be uploaded after this return deadline. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:30. The Council reserves the right at any time to cease the procurement process and not award a Contract or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law including the Freedom of Information Act 2000. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the applicant about such sensitive information when considering any request received under the Freedom of Information Act 2000 before replying to such a request. The Council reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet the Council's requirements and remain financially viable to fulfil the requirements under the Contract.

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

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

High Court

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or 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 and within the time limits as defined in the above regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Contract has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.