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Tender

Employer's Agent- Refurbishment of Maidstone House & The Link

Maidstone Borough Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-042183

Procurement identifier (OCID): ocds-h6vhtk-056435 ([view related notices](#))

Published 22 July 2025, 5:12pm

Scope

Description

Maidstone Borough Council (MBC) is inviting interested parties to submit tenders for the appointment of Employer's Agent to support an upcoming project to facilitate the refurbishment of its main Council offices. The two buildings are currently powered via a shared fossil fuel mechanical & electrical plant (MEP) system. Many elements of the system have reached the end of their serviceable life and upgrades are required to assure the building's ability to provide comfortable working conditions for its occupants. Both Council staff and commercial tenants of Maidstone Borough Council are a top priority which is the focus of the need to refurbish the buildings. This is closely coupled by MBC's Net Zero ambitions for 2030 and beyond.

The Employer's Agent will support MBC's refurbishment and clean energy objectives by confirming feasibility and creating concept designs, as well as fully preparing MBC to go out to tender for onboarding a prospective contractor- under a two-stage Design & Build contract, circa November/December 2025, with an aim to mobilise on site in March/April 2026.

Key Dates & Timeline for Procurement:

Tender release: Tuesday 22 July 2025

Deadline for submission of completed tenders: 12:00pm, Wednesday 27 August 2025

Evaluation: w/c 25 August 2025

Interviews: Between 10 September- 24 September 2025 (exact dates to be advised on invitation)

Appointment of contractor: w/c 29 September 2025

Total value (estimated)

- £300,000 excluding VAT
- £360,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 November 2027
- 2 years, 2 months

Main procurement category

Services

CPV classifications

- 71530000 - Construction consultancy services

Contract locations

- UKJ45 - Mid Kent
-

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

20 August 2025, 12:00pm

Tender submission deadline

27 August 2025, 12:00pm

Submission address and any special instructions

Tenders must be submitted via the Kent Business Portal:

www.kentbusinessportal.org.uk

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

29 September 2025

Award criteria

Name	Type	Weighting
Quality	Quality	40%
Cost	Cost	40%
Interview	Quality	20%

Other information

Description of risks to contract performance

Description Of Risk Likelihood of Occurrence (Low, Medium or High) Would this lead to potential modification of contract- If so, how?

Local Government Reorganisation High Potential novation of contract

Tender bids from contractors exceed viability for the project's approved budget Medium Potential termination of contract at Stage 2*

Commercial tenants may challenge the works affecting their leased area and cause delays Medium Potential termination of contract

Refusal or delay of the freeholder to grant licenses for the works to be undertaken
Medium/High Potential termination of contract

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<http://www.kentbusinessportal.org.uk>

Contracting authority

Maidstone Borough Council

- Public Procurement Organisation Number: PGRT-5366-CGWY

Maidstone House, King Street

Maidstone

ME15 6JQ

United Kingdom

Email: procurement@tunbridgewells.gov.uk

Region: UKJ45 - Mid Kent

Organisation type: Public authority - sub-central government