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Planning

The Appointment of a Managing Agent for Sunderland City Council Business Centres

Sunderland City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

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Scope

Description

Sunderland City Council ("the Council") is undertaking Preliminary Market Engagement regarding the proposed opportunity to appoint a Managing Agent to provide a range of key services at the Council's Business Centres as identified in the draft Specification ("the Centres").

The Council would welcome feedback regarding the draft Specification, the procurement timetable and the general delivery model to be shared within this Preliminary Market Engagement Questionnaire. A draft Specification has also been shared, detailing an overview of the proposed requirements, however, please note this document is currently in draft form only and therefore remains subject to further development by the Council.

Please complete and share information that you feel is relevant to the response to each question.

As detailed within the draft Specification, all of the Centres are currently managed in-house by the Council and together, as at July 2025, are home to 75 businesses, collectively employing a total of 363 people.

It is now considered that external expertise is required to provide a combination of strategic and operational leadership to work alongside the Council in order to drive optimum performance from the Centres, both in terms of securing operational efficiencies and maximising their economic impact, which are the Council's dual objectives.

It is proposed that the Managing Agent would be required to deliver the following core services for the Council:

- Strategic management of the Centres including targeted improvement of operational practices.
- Marketing and lettings of vacant spaces.
- Integrated culture of business development / support to stimulate business growth and expansion.
- ICT Managed Service Provision available to businesses on an opt in / opt out concession basis and
- Provision of routine repairs and maintenance.

The proposed roles of the Managing Agent and the Council are further described in the draft Specification.

Contract dates (estimated)

- 1 April 2026 to 31 March 2031
- Possible extension to 31 March 2036
- 10 years

Main procurement category

Services

Additional procurement category

Works

CPV classifications

- 48200000 - Networking, Internet and intranet software package
- 50300000 - Repair, maintenance and associated services related to personal computers, office equipment, telecommunications and audio-visual equipment
- 50700000 - Repair and maintenance services of building installations
- 70300000 - Real estate agency services on a fee or contract basis
- 72000000 - IT services: consulting, software development, Internet and support
- 79400000 - Business and management consultancy and related services

Contract locations

- UKC23 - Sunderland

Engagement

Engagement deadline

29 September 2025

Engagement process description

As part of this exercise Sunderland City Council would welcome feedback regarding the draft Specification and other relevant information as outlined within the Preliminary Market Engagement Questionnaire.

The purpose of this preliminary market engagement is to gather pre-procurement supplier insight regarding this proposed opportunity, including the draft Specification, the procurement timetable and the general delivery model under the potential appointment.

Draft documentation and a Preliminary Market Engagement Questionnaire is available via the Open System by the following reference:

<https://www.open-uk.org/>

Open Project Number - Project # OPEN20251574

Important Notes

Please note that the draft Specification and any information provided by the Council as part of this engagement (including without limitation this Questionnaire and the draft timetable) is indicative only and of a preliminary nature only.

The Council shall not be bound by any information provided as part of this engagement and reserves the right to revise and update any information, documents and the timetable prior to the commencement of the subsequent procurement process.

Similarly, any information provided by Suppliers as part of this engagement will be treated as indicative only and will not form part of any subsequent evaluation under the formal procurement process.

Suppliers will not be bound by any information submitted in response to this Questionnaire.

To ensure a fair, open, and transparent competition at a future date, any market insights gathered during this engagement may be shared in an anonymised and summary form as part of the subsequent procurement process.

Completed questionnaires must be returned electronically via Open.

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Publication date of tender notice (estimated)

6 October 2025

Contracting authority

Sunderland City Council

- Public Procurement Organisation Number: PLVZ-4154-GGRZ

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