

## **Reference 4903 – Supply & Management of Emergency Temporary Accommodation - Boroughwide**

### **Requirement**

#### Lot 1 – Managing Agent service at Homeleigh Accommodation Centre

The Council requires a competent organisation to manage Homeleigh Accommodation Centre on behalf of Bexley Council. The successful party will be responsible for the day to day management of the property. Staff employed to work at the centre will be required to provide 24 hour 7 days per week access to clients being booked in when there are vacant rooms available. The accommodation will house families and single person households. This will require sharing of both washing and toileting facilities.

The contract will run from 1st October 2018 for 3 years with the Council's option to extend by up to a further period or periods of up to 24 months

#### Lot 2 - Managing Agent service at Howbury Accommodation Centre

The Council requires a competent organisation to manage Howbury Accommodation Centre on behalf of Bexley Council. The successful party will be responsible for the day to day management of the property. Staff employed to work at the centre are required to provide 24 hour 7 days per week access to clients being booked in when there are vacant rooms available. The accommodation will house families and single person households. This will require sharing of both washing and toilet facilities.

The contract will run from 1st October 2018 for 3 years with the Council's option to extend by up to a further period or periods of up to 24 months

#### Lot 3 - Block contract(s) for the provision of temporary accommodation

This requirement is for 400 units of rented accommodation to be provided by one or more of provider(s) through a series of 'block' contracts (see specification for further information)

The contract will run from 1st October 2018 for 3 years with the Council's option to extend by up to a further period or periods of up to 24 months.

#### Lot 4 - Framework for the provision of temporary accommodation

This framework is for the provision of rented accommodation required in addition to the Council's 'block' arrangement. This extra accommodation will be purchased on a nightly acquired, 'spot' basis.

The framework will run from 1st October 2018 for 3 years with the Council's option to extend by a further period or periods of up to 12 months.

### **Contract value**

Lot 1 – Managing Agent service at Homeleigh Accommodation Centre - £154,116 p/a

Lot 2 - Managing Agent service at Howbury Accommodation Centre - £281,411 p/a

Lot 3 - Block contract(s) for the provision of temporary accommodation - £5,757,144 p/a

Lot 4 - Framework for the provision of temporary accommodation - £5,153,716 pa

### **Health and safety requirements**

In meeting the duties placed by the health and safety at work etc act 1974, and subordinate legislation, the Council has selected the pre qualification schemes that form the safety schemes in procurement (SSIP) forum as the minimum standards of health and safety (H&S) competence required.

Compliance with any one of these standards, details of which are available on <http://SSIP.org.uk/> demonstrates an understanding of H&S law and its application in the working environment. As far as the Council is concerned the most common standards used are CHAS [www.chas.co.uk](http://www.chas.co.uk) EXOR [www.exorms.co.uk](http://www.exorms.co.uk) and OHSAS [www.bsigroup.com/en-GB/ohsas-18001-occupational-health-and-safety/](http://www.bsigroup.com/en-GB/ohsas-18001-occupational-health-and-safety/)

Only companies suitably registered (with regards to H&S) by an SSIP forum member as 'compliant' (this compliance must also be 'valid' ie assessed within the last year) shall be invited to tender, therefore any application your company may need to make to any of these bodies must be completed successfully by the date any tender is issued. The Council will carry out a final check on registration just prior to tender invitation and companies not suitably registered at that time will not be invited to tender.

Contractors are expected to maintain a compliant registration (with regards to H&S) with an SSIP forum member for the duration of any contract.

Where applicable, European equivalents to the above will be accepted.

## **Miscellaneous information**

### **RESTRICTED PROCEDURE**

This procurement is subject to the EU Restricted Procedure and a Contract Notice has been separately published in the Official Journal of the European Union (OJEU). Relevant procurement documentation consisting of a Standard Selection Questionnaire (SSQ) and draft tender documents (for your information – not to be completed and returned at this stage) is available via the London Tenders Portal (details below).

Potential providers should be aware that the transfer of undertakings (protection of employment) regulations (TUPE) may apply.

## **How to express an interest**

If you wish to apply for this contract please follow the steps below:

- Register your company free of charge on LTP [www.londontenders.org](http://www.londontenders.org)
- Await acceptance. You will receive an email confirming your username and password for the LTP
- Use your username and password to log into the LTP and express your interest in the relevant contract number & category
- Shortly after you have expressed interest, you will receive a second email containing a link to access the procurement documents

## **Additional Information**

- If you wish to apply for e-mail alerts of future opportunities, please register your company free of charge on the LTP
- Tick all categories you are interested in being notified about – you will only receive e-mail alerts for those categories which you select

## **Deadlines**

### **Restricted Procedure**

- Closing date for expressions of interest: 10<sup>th</sup> May 2018
- Closing date for SQQ return: 14<sup>th</sup> May 2018 NOON (late applications will not be considered)
- Anticipated date for inviting shortlisted organisations to tender: tbc
- Anticipated award date is: tbc

If you wish any further information, please contact:

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