Leicester City Council

**PAN1700**

**Market Sounding Briefing and Questionnaire**

**June 2020**

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# Market Sounding Briefing and Questionnaire

## Overview

Leicester City Council and seeks to obtain market feedback in relation to the procurement of their Building Repairs and Maintenance Framework by way of this Market Sounding briefing and questionnaire.

Any comments, indications of interest, participation or non-participation by a supplier prior to the commencement of a procurement process will not influence the selection and/or award during the future procurement process, nor will it be taken as a supplier’s committed position. For the avoidance of doubt, this questionnaire is not a call for competition, the process to procure the Framework Agreement will commence upon issue of a Contract Notice in the Official Journal of the European Union (‘OJEU’).

All responses will be carefully considered and may be taken into consideration when finalising the procurement strategy and/or scope of requirements. However, this will not bind Leicester City Council to any particular approach to the procurement. Leicester City Council reserves the right to amend the procurement strategy and/or scope of requirements at any time and will not be responsible for any costs or expenses in relation to any matter referred to in this document, however incurred.

Information within this document remains the property of Leicester City Council and may be used only for the purpose of informing a response to this Market Sounding exercise. By agreeing to complete this questionnaire, you and your organisation also agrees to:

* Refer any communications received from third parties regarding the content or participation in this Market Sounding exercise to Leicester City Council; and
* Not make any public statement in relation to the consultation without the prior written approval from Leicester City Council.

If you do not wish to be involved in this exercise, then please let us know and destroy your copies of this document.

## Feedback Request

Feedback is requested in relation to the proposals described within this document, which have been developed from the Building Repairs & Maintenance requirements for Leicester City Council’s Estates and Building Services (EBS). Leicester City Council would greatly appreciate your feedback in the form of a response to the short questionnaire in Section 3 of this document.

Please capture your response in this document and email your completed questionnaire (in Microsoft Word format) to Sohail.aboobakar@leicester.gov.uk, marking the ‘Subject’ as “Repairs & Maintenance Framework Market Sounding” for the attention of Sohail Aboobakar, Senior Procurement Officer.

**To enable Leicester City Council to analyse and consider your response, we would be grateful if you could send your feedback to us by no later than 12 Noon on 21 08 2020.**

# Briefing for the Building Repairs and Maintenance Framework

## Introduction

Leicester City Council would like to engage with your organisation in order to:

* Heighten market awareness and understanding of the scope, and to test appetite in advance of the forthcoming Building Repairs and Maintenance Framework procurement;
* Provide potential suppliers with access to the latest information in relation to Leicester City Council’s procurement approach; and
* Provide potential suppliers with the opportunity to provide feedback on the Council’s approach, to inform its procurement exercise.

**Leicester City Council will treat all information provided by potential suppliers in confidence. We intend to use the responses to this Market Sounding, and any subsequent discussions with industry, to inform our procurement strategy.**

## Project Background

Estates and Building Services (EBS) acts as Leicester City Council’s Corporate Landlord, responsible for a wide range of commercial properties within its corporate and operational portfolio, comprising circa 3,500 assets worth around £1.4bn. EBS offer a traded service to schools, and aim to expand this to the wider market, becoming a regional leader for facilities management within the commercial sector.

EBS aim to provide and maintain a property portfolio that reflects public and operational need and provides Leicester with a high quality, efficient, effective and sustainable built environment. In order to achieve this aim, EBS is focused on the following:

* Ensuring that our customers and services have sufficient good quality; space - in the right place and the right condition - to manage and deliver their services safely and effectively;
* Using our assets to enable new City development and regeneration;
* Optimising the value received from our investment portfolio;
* Delivering the best possible outcomes from investment and expenditure on assets;
* Generating value for our customers, our people and the community by ensuring that property-related services meet user requirements and future service delivery needs;
* Reducing our environmental impact.

Leicester City Council is under increasing pressure to deliver high quality public services with continually reducing resources, since 2010 we have seen a reduction in our budget of £122m. This means we need to continually strive, for efficiencies whilst exploring opportunities to deliver new income streams.

Leicester City Council proposes to enter into one or more contract(s) for a maximum period of three years with the successful supplier(s) with the option to extend for a period totalling no more than 12 months. It is anticipated that the Works will be divided into 8 Lots detailed in 2.5.

Any additional requirements for COVID-19 will be included within the Invitation to Tender (ITT).

## Climate Emergency

In February 2019 Leicester City Council declared a ‘Climate Emergency’. This declaration is a response to a report by the International Panel on Climate Change (IPCC) which showed that urgent action is needed to limit global heating to below 1.5°C, to avoid potentially catastrophic impacts on the world.

Leicester City Council is on track to meet its previous targets, but in order to respond to the Climate Emergency, we have committed to a new, ambitious goal of making Leicester ‘carbon neutral’. To work towards this, an ambitious new programme of action, led by Leicester City Council, is being developed.

Leicester City Council’s plan to respond to the Climate Emergency will be launched in the spring of 2020. The Contractor shall be required to support and work with Leicester City Council to contribute towards the targets that are set out in Leicester City Council’s Plan.

## Social Value

Like other big cities, Leicester faces challenges to deliver economic growth and new jobs, improve its environment and support people in its communities to be better educated, healthier and happier. Leicester City Council cannot do it alone and we know we are by no means the only organisation that cares about the city. We know that caring about our city, our citizens and our communities is not just the preserve of the public sector but of every person who lives here and of every business which trades in the city.

We do business with and procure from a great many organisations; from large infrastructure works to care contracts, from multinationals to local charities. The range of the Authority’s responsibilities is vast and the range of what we buy and who we buy from reflects this. We spend more than £300 million annually on goods and services, using over 4,000 different suppliers.

Social Value within procurement is the additional benefit generated by a contract, beyond its primary purpose to address these challenges. We have adopted a [Social Value Charter](http://www.leicester.gov.uk/businesswithus) which sets out our strategy. We have also developed a guide for suppliers and contractors, “Delivering Social Value in Leicester”, which will be included in the procurement documents. The guide sets out how we want you to use your finances, skills, assets and time to help us in our seven key challenge areas:

* employment (working conditions);
* local economy;
* children and young people;
* adults;
* health;
* communities; and
* the city environment.

## Approach

Following completion of the proposed procurement, Leicester City Council intend to award up to eight suppliers a place on the resultant Framework Agreement with a single Supplier being appointed for each lot. To ensure sufficient capacity exists to undertake all requirements and to ensure sufficient contingency measures are in place, it is envisaged that Suppliers will be limited to bidding for a maximum of two lots and can be awarded no more than two Lots, (with the exception of Lot1a and Lot 1b that will be awarded to two separate Suppliers although you may place a bid for both Lots.

Leicester City Councils Lot structure is set out in Table 1 below.

## Table 1 – Lot Structure

|  |  |
| --- | --- |
| Lot | Area |
| 1a | General building maintenance and repairs – Non-educational buildings |
| 1b | General building maintenance and repairs – Educational buildings |
| 2 | Roofing maintenance and repairs |
| 3 | Windows, glazing and boarding-up services |
| 4 | Electrical service, maintenance and repairs |
| 5 | Plumbing and gas service, maintenance and repairs |
| 6 | Heating, ventilation and air conditioning (HVAC) service, maintenance and repairs |
| 7 | Swimming pool service, maintenance & repair |

Leicester City Council intend to run the procurement using the OJEU Restricted Procedure as defined in the Public Contract Regulations 2015.

Leicester City Council will reserve the right to award any work packages via Direct Award or further competition under the Framework Agreement, in line with criteria to be specified within the procurement documentation to be issued.

It is anticipated that Suppliers will be invited to bid for a maximum of two lots from the above.

Leicester City Council intends to shortlist three Suppliers for each lot to be Invited to Tender.

To ensure sufficient capacity throughout the Framework duration and to minimise risk, Leicester City Council’s suggested approach is that Suppliers will be limited to bidding for a maximum of two lots and can be awarded no more than two Lots, (with the exception of Lot 1a and Lot 1b that will be awarded to two separate Suppliers although you may place a bid for both Lots

The overarching Framework Agreement is for an initial period of three years from lthe contract commencement date, with the option to extend for a further period of up to 12 months. This duration will enable Leicester City Council to build a strategic relationship with the suppliers and will provide alignment with key milestones for the Estates and Building Services milestones.

The contractual relationship with the appointed suppliers is proposed to be based on the JCT, with incentivisation mechanisms applied as appropriate.

The procurement will be managed via the ProContract (formerly known as Due North), which is the Councils e-procurement system.

The principal work activities will be as described in accordance with:

* SFG20 - planned service and maintenance;
* National Schedule of Rates (Building Works) including the supplement ‘Access Audit Schedule’
* National Schedule of Rates (Mechanical Services in Buildings) including the supplement ‘Access Audit Schedule’
* National Schedule of Rates (Electrical Services in Buildings) including the supplement ‘Access Audit Schedule’
* National Building Specification (NBS) - Standard of materials and workmanship.

## Contracting Value

The table below gives an estimate of each Lot value, but these are solely to give you an idea. Leicester City Council is unable to pre-determine the volume and value of work and no guarantee is undertaken, due to the significant responsive element of this contract and the unknown nature of future business growth. The Contractor shall allow in their tender for variable and intermittent or abnormal workloads, especially considering any new business growth.

**Table** **2** **– Estimated Value**

|  |  |  |
| --- | --- | --- |
| **Lot No.** | **Lot Type** | **2020/21** |
| Lot 1a & 1b combined value | General Maintenance | £2.8m |
| Lot 2 | Roofing | £0.95m |
| Lot 3 | Glazing | £0.77m |
| Lot 4 | Electrical  | £2.4m |
| Lot 5 | Mechanical | £3.3m |
| Lot 6 | HVAC | £0.36m |
| Lot 7 | Swimming Pools | £0.56m |

## Timescales

Leicester City Council intends to run the procurement to the indicative timetable set out in Table 4 below, which may at the Councils sole discretion, be subject to change or alteration at any time.

## Table 3 – Indicative Procurement Timetable

| Milestone | Indicative Timescales |
| --- | --- |
| Market Sounding  | August 2020 |
| OJEU notice and PQQ issued | September 2020 |
| Applicants shortlisted and ITT issued  | October 2020  |
| Tender submission deadline | November 2020 |
| Framework Agreement and initial work packages awarded | December 2020 |
| Framework Agreement and initial work packages commence | January 2021  |

# Questions for Response

## Appetite

### Based on the approach outlined in section 2, does your organisation have appetite to tender for the Repairs and Maintenance Services Framework?

Please note whether your interest is direct or indirect as part of the supply chain.

If you expect to bid as part of a Joint Venture or other arrangement, please indicate the type of arrangement (i.e. consortium, unincorporated Joint Venture (JV), incorporated JV etc.) and the name of your partner organisations, if already known, in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Appetite?(Yes/No) | Direct or Indirect | As single contractor or JV?(Single/JV) | If JV, please provide:* details of your partners;
* type of partnership (i.e. Incorporated or Unincorporated)
 |
|  |  |  |  |

If you answered ‘No’ above, please briefly provide your reasoning:

|  |
| --- |
|  |

## Packaging and Contracting Approach

### Leicester City Council has proposed a Lot structure as set out in table 3 above, please state if your organisation agrees with Councils preferred approach?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If no, please confirm why and propose an alternative approach, with reasons why you deem this approach to be more suitable?

|  |
| --- |
|  |

### Leicester City Council has proposed to award up to seven suppliers with a place on the Framework agreement for the reasons outlined in section 2.4.3. Please state if your organisation agrees with this approach?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If no, please confirm why and propose an alternative approach, with reasons why you deem this approach to be more suitable?

|  |
| --- |
|  |

### Leicester City Council is intending to utilise JCT Measured Term Contract. Do you agree with this approach?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If no, please provide reasoning here.

|  |
| --- |
|  |

### Leicester City Council is intending to utilise the OJEU Restricted Procedure under PCR 2015, do you agree with the proposed approach?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If no, please provide reasoning and your suggested route to market?

|  |
| --- |
|  |

### Do you agree with the Councils proposed Framework duration (3 years with the option to extend for a further 12-month period via single or multiple fixed terms)?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If no, please provide reasoning here.

|  |
| --- |
|  |

## Packaging and Contracting Approach

### If Leicester City Council maintains its proposed approach (a set out in section 2). Would your organisation have the capacity to deliver the services outlines in the Lot/s you are interested in.

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

Please provide the rationale for the above response?

|  |
| --- |
|  |

Please provide further detail on any areas where you would be subcontracting?

|  |
| --- |
|  |

### Do you see any challenges in resourcing this requirement, for instance regarding availability of technical skills/ resource gaps, in relation to the roles outlined in section 2?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If yes, what are the challenges, and would they be mitigated?

|  |
| --- |
|  |

## Best Practice Client/ Innovation

### Drawing on your experience of working with Leicester City Council, other public sector clients or similar industry projects, please provide suggested areas of improvements or good practice that could be incorporated into the procurement, contracting and/or delivery process:

Please provide a brief description

|  |
| --- |
|  |

### Drawing on your experience of providing repairs and maintenance services, what advances in innovation have you delivered through your projects in the last few years?

Please provide a brief description

|  |
| --- |
|  |

## Incentivisation

### In your opinion how can Leicester City Council best incentivise high performance and collaboration during the life of the Framework? (Please consider your answer on reflection of industry best practice established by other clients).

### Please provide a brief description of the mechanism and the benefit of the proposed mechanism?

|  |
| --- |
|  |

## Risks and Opportunities

### Based on the briefing provided and using the tables below, please outline the top 3 risks that you can foresee in association with the procurement approach presented, and specific actions you would propose to mitigate these risks.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Risk Theme | Risk Description | Risk Mitigation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

### Please highlight any specific opportunities to improve our approach to this procurement, along with your thoughts for realising them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Opportunity Theme | Opportunity Description | Opportunity Realisation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

## Other Frameworks

### Are you currently appointed on any other Government frameworks for the provision of repairs and maintenance services?

|  |  |
| --- | --- |
|  | Yes |
|  |  |
|  | No |

If yes, please provide the following details?

|  |  |
| --- | --- |
| Name of Framework: |  |
| Weblink: |  |
| Duration of appointment and Framework expiry date: |  |

## Other

### Is there anything else, not highlighted elsewhere, that you would like to make us aware of regarding this opportunity, or any other developments that you feel may be beneficial for us to be aware of with respect to the proposed scope of the Repairs and Maintenance Framework?

|  |
| --- |
|  |

### Leicester City Councils Procurement Team would like to thank you for taking the time to respond to this questionnaire.