

**INVITATION TO TENDER
Peterborough City Council
for
Interim Property Management
Services**

**Document B – Tender Submission
(To be submitted by tenderer)**

October 2018

The invitation to tender comprises of 3 word Documents.

- ITT Document A – Invitation to Tender
- **ITT Document B – Tender submission – STANDARD SELECTION QUESTIONNAIRE AND QUALITY ELEMENT Method Statements (this document)**
- ITT Document C – Tender Price

Tenders should be submitted using ITT Document B & C. Tenderers may retain documents A for reference.

For the avoidance of doubt, only those Tenderers that meet the minimum level of suitability within the Selection Element will proceed to have their tender submission evaluated against the Quality Element. Evaluation of Tenders against the Quality Element will be carried out by an evaluation panel appointed by Peterborough City Council. Only tenderers that achieve the quality threshold score of 75% or more will be taken forward to price evaluation. Full detail is provided within Document A.

Contents

Section	Content
1	Quality Element – Method Statements

Please note that Standard Selection Questions and Declarations should be completed via the Procurement Portal

SECTION 1

Quality Evaluation Criteria

Question 1 - TENANT ADMINISTRATION Please provide details of the support you would provide to tenants with sample documentation where appropriate. To include but not limited to the areas detailed below	
1a) What are your Rent Collection and monitoring arrangements including electronic methods, cash handling/accounting. Please supply full examples where necessary	15
1b) Detail how you would support incoming tenants to familiarise themselves with the licence conditions, property information and ensure the completion of Housing Benefit/Universal Credit Claims, include details of your property handover/inventory process, State the frequency with which you would conduct property visits to ensure compliance with lease obligations	10
1c) Explain how you would obtain possession of the property on expiry or termination of the licence. provide details of your processes in managing utilities at the start/end of the tenancy.	10
1d) Provide samples of property information packs that would be used for tenants and Client communication documents detailing Monthly/Quarterly reports eg property status/financial	5
Question 2 - REPAIRS AND MAINTENANCE - Please provide details of how you would manage a repairs maintenance programme focussing but not limited to the areas detailed below	
2a) Detail your Comprehensive Out of Hours Emergency Service, your process for obtaining/supplying major repairs costings/emergency repairs and your process for arranging routine repairs and maintenance under agreed financial thresholds (eg £500). Detail your approach/process to minor repairs and maintenance Also include in this section details of your repairs/maintenance of inventoried items and how you would instruct and appoint landscape firms for maintenance of gardens and communal areas (Should this be required)	25
2b) Explain your Project Management process and detail how you would ensure that repairs and refurbishments are completed in a timely cost effective manner	10
2c) Detail your process for ensuring that all legislative/licencing requirements are completed for example (but not limited to) Staff/Sub contractors Checks/DBS, Waste carriers licences and appropriate contractor licences	5
Question 3 - LEGAL HEALTH & SAFETY COMPLIANCE please provided detailed response ensuring that the areas detailed below are covered. Please detail how new legislation would be implemented	
3a) Provide evidence of legal compliance with all necessary gas and electrical safety checks	10

3b) Provide evidence of Gas, Electricity, and Energy Performance Certifications and detail your process for ensuring that regular checks/inspections of Smoke.CO2 alarms are conducted and recorded	10
Total Points Available	100

Please upload your responses ensuring that numbering on your document correlates with that specified in this document.

