

West Sussex County Council

Proposed Executive Decision for **27 August 2019** call-in deadline **5 p.m. on 5 September 2019**

The following proposed decision has been endorsed by the Cabinet Member and will come into effect at the end of the call-in period unless the call-in procedure is activated.

Decision Title & Ref No:	Procurement of Commercial Property Agent FR09 (19/20)
Cabinet Member responsible for Decision	Mr Hunt - Cabinet Member for Finance and Resources
West Sussex Plan priority	A Council that works for the Community
Electoral Divisions	All Divisions
Key Decision	Yes
Purpose	<p>This report seeks approval by the Cabinet Member for Finance and Resources to commence the procurement process for the provision of a Commercial Property Agent.</p> <p>The County Council commenced a programme to acquire commercial investments following approval of its Asset Management Policy and Strategy in August 2018. It has since acquired two commercial investment properties for revenue return, one in Crawley in November 2018 and one in Hove in February 2019.</p> <p>Procurement of a Commercial Property Agent is now proposed via a mini competition from the Homes England Property Professional Services Framework. The Agent will advise the County Council on the acquisition of additional property for its investment portfolio and manage the portfolio, including provision of advice on performance, lease renewal negotiations and rent review negotiations.</p>
Decision	<p>The Cabinet Member has endorsed:</p> <ol style="list-style-type: none"> 1. The commencement of the procurement process for the provision of a Commercial Property Agent services contract for a period of 3 years, with the County Council having the option to extend the contract for a further period of up to 6 months (maximum contract period 3.5 years) subject to satisfactory contract performance, review of consultants' capacity, and/or a major review of the professional services needed or the portfolio; and that 2. Authority is delegated to Director of Property and Assets to award the contract to the bidder submitting the most advantageous tender in terms of quality and price.
Interest and nature of interest declared	None

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Background Papers	See report for details