

**WIRRAL COUNCIL**

**PENSIONS COMMITTEE**

**11 JANUARY 2011**

**REPORT OF THE DIRECTOR OF FINANCE**

**APPOINTMENT OF PROPERTY ASSET MANAGER**

**1. EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to recommend the appointment of CB Richard Ellis (CBRE) as Property Asset Manager for a contract period of four years with a one year option to extend.

**2. BACKGROUND**

- 2.1 CB Richard Ellis has managed the property portfolio of Merseyside Pension Fund since March 1999 and the contract was renewed in February 2005 after a competitive tender.
- 2.2 The contract is due for renewal and a procurement exercise has been completed.
- 2.3 Tenders were sought for a Property Asset Manager for the Merseyside Pension Fund property portfolio. The exercise was conducted between the Procurement Team and Merseyside Pension Fund.
- 2.4 The criteria for assessment were preset at 65% for qualitative and technical ability and 35% for price.

**3 NEXT STEPS**

- 3.1 There is a ten day cooling off period under the procurement regulations following this decision. Thereafter, legal agreements will be completed for commencement of the contract on 1 February 2011

**4 FINANCIAL IMPLICATIONS**

- 4.1 The pricing structure submitted by CB Richard Ellis would equate to a cost of £231,689 per annum.
- 4.2 The full cost of managing the properties is recovered from the tenants.

- 4.3 In order to identify the annual cost I devised a typical package of services likely to be required in a typical financial year and sought submissions of likely costs from tenderers.

**5 STAFFING IMPLICATIONS**

- 5.1. There are none arising directly from this report.

**6. EQUAL OPPORTUNITY IMPLICATIONS**

- 6.1. There are none arising directly from this report.

**7. COMMUNITY SAFETY IMPLICATIONS**

- 7.1. There are no specific implications arising from this report.

**8. LOCAL MEMBER SUPPORT IMPLICATIONS**

- 8.1. There are no specific implications for any Member or Ward.

**9. LOCAL AGENDA 21 IMPLICATIONS**

- 9.1. There are no specific implications arising from this report.

**10. PLANNING IMPLICATIONS**

- 10.1. There are no specific implications arising from this report.

**11. BACKGROUND PAPERS**

- 11.1. Tender evaluation spreadsheets and tender documents

**12. RECOMMENDATION**

- 12.1. That Members approve the appointment of CB Richard Ellis as Property Asset Manager for a period of four years plus an optional one year extension from 1 February 2011.

IAN COLEMAN  
DIRECTOR OF FINANCE