



Memorial House
Whitwick Business Park
Stenson Road
Coalville
Leicestershire
LE67 4JP

T 01530 276000

E enquiries@emh.co.uk
www.emh.co.uk

25 June 2025

Maintenance market

Thank you for expressing interest in working with East Midlands Housing Group (EMH). EMH is a group of companies who manage social housing properties in the East Midlands region. We have an in-house team who maintain our housing stock for us, and we also use a wide range of contractors.

You can apply to join either, or both:

- ▶ Our maintenance **dynamic market** for maintenance contracts that are over the public procurement value threshold
- ▶ Our maintenance **low value market** for maintenance contracts that are below the public procurement value threshold, including smaller one-off jobs

*The current public procurement threshold for services from 1 January 2024 is £214,904. This figure will be periodically updated by public procurement legislation.

For both the dynamic market and low value market, as part of your application you will be able to select the specific work categories you are applying for, and in which counties you are able to provide services in.

The published value of this market is £25,000,000 per annum, based on the maximum potential usage, across all lots.

Lots

Each market has three lots that suppliers may apply for. Suppliers do not need to be able to provide every single service listed under the lot heading, although should consider that contracts will often require more than one type of service.

Contracts may require services from more than one lot. Where the services are mainly within one lot, then the services will be procured from that lot with the expectation that the supplier subcontracts any other elements to other suppliers. These may be suppliers from the other lots, or their own subcontractors, but it is the responsibility of the supplier to ensure that their subcontractors deliver the contract to the required standard.

Where the services required are relatively evenly distributed across multiple lots, then the services may be procured from suppliers who are in all relevant lots.

Lot 1: Building fabric repair

Including but not limited to:

- Asbestos removal
- Brickwork
- Decorating
- General internal repairs
- Insulation
- Joinery
- New property aftercare
- Plastering
- Plumbing
- Roofing
- Structural repairs
- Scaffolding
- Windows and doors

Lot 2: Building systems and fittings

Including but not limited to:

- Aids and adaptations
- Air conditioning and ventilation
- Electrical repairs, maintenance and testing
- Fire safety systems and firefighting equipment
- Flooring
- Kitchen and bathroom refurbishment
- New property aftercare
- Plumbing and heating systems (gas and renewable energy)
- Security systems (CCTV, door access)

Lot 3: Grounds maintenance and soft / external services

Including but not limited to:

- Clean and clearance services
- Communal area cleaning
- Fencing and gates
- Grounds maintenance
- New property aftercare
- Paving and surfacing
- Skip hire
- Tree surgery

Customers

This market may be used by companies within EMH, including:

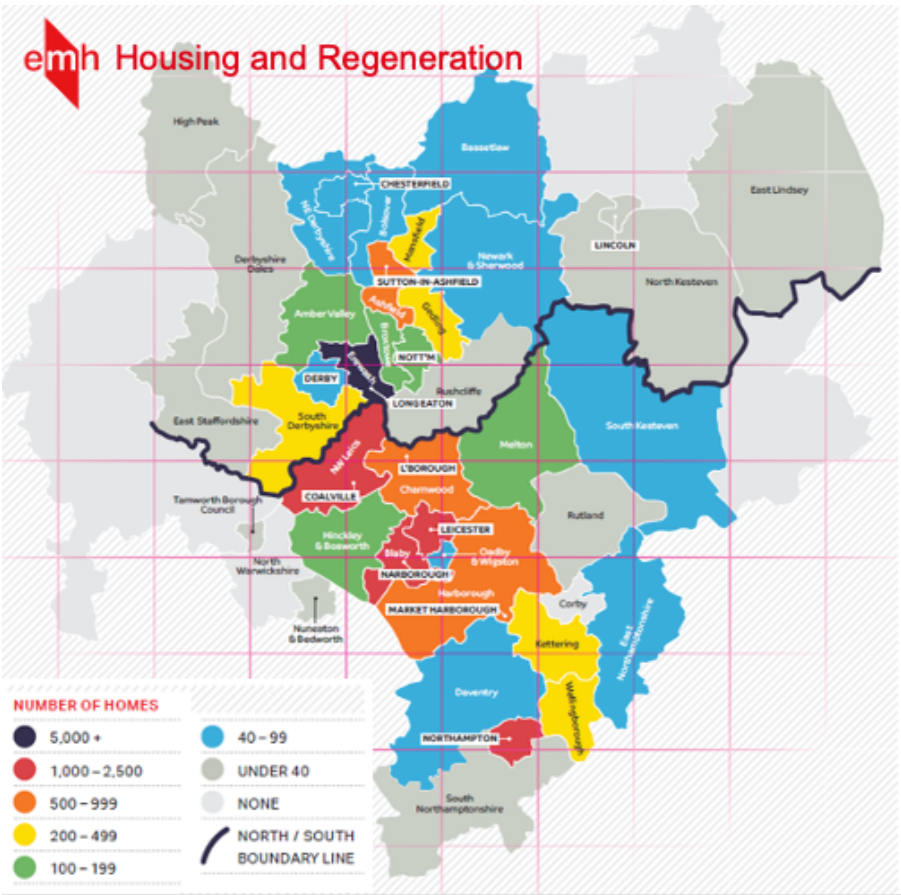
- ▶ East Midlands Housing Group
- ▶ EMH Housing and Regeneration
- ▶ EMH Care and Support
- ▶ EMH Development Company
- ▶ EMH Treasury
- ▶ Midlands Rural Housing and Village Development Association
- ▶ Sharpes Garden Services

It may also be used by the below, who EMH provide management services to via Midlands Rural Housing and Village Development Association:

- ▶ Leicestershire Rural Housing Association
- ▶ Northamptonshire Rural Housing Association
- ▶ Peak District Rural Housing Association
- ▶ Warwickshire Rural Housing Association

Locations

These maps show where our homes are:



Midlands Rural Housing

Rented homes across all four rural housing associations – by local authority area

Peak District Rural Housing	Total: 270	Leicestershire Rural Housing	Total: 137
Derbyshire Dales	138	Blaby	19
High Peak	20	Charnwood	16
North East Derbyshire	14	Harborough	19
Sheffield	8	Hinckley and Bosworth	36
South Derbyshire	6	North West Leicestershire	44
Staffordshire Moorlands	84	Rushcliffe	3
Warwickshire Rural Housing	Total: 492	Northamptonshire Rural Housing	Total: 518
North Warwickshire	2	Daventry	305
Rugby	21	North Northamptonshire	77
Solihull	8	Kettering	16
Stratford-on-Avon	397	West Northamptonshire	64
Warwick	64	Wellingborough	56
		Total: 1,417	



Standards required

To apply to join you must:

- ▶ Be accredited to the Safety Scheme in Procurement (SSIP). You can find out more about this linked at <https://SSIP.org.uk>. You can obtain this accreditation through third party assessors such as CHAS or Constructionline. You will need to maintain this accreditation throughout your appointment to this dynamic market. EMH will monitor this via the SSIP Portal (<https://www.ssiportal.org.uk>).
- ▶ Have a liability insurance policy of at least £1m, as well as the £5m employers liability insurance required by law (not applicable to sole traders). Suppliers will need to evidence this on joining and when policies expire, (by email to procurement@emh.co.uk). Suppliers with out-of-date insurance will not be asked to quote for any jobs.
- ▶ Have a positive cash position (not in overdraft), and a positive net asset position (current assets, less current liabilities). You will need to self-certify this in your application and may be asked for evidence prior to award of any contracts.
- ▶ **For the above threshold market only** register and complete the supplier registration service questionnaire¹ which you can find at <https://supplierregistration.cabinetoffice.gov.uk/organisation/register>.

Applying to join the market

You can apply to join the market by using the attached template (Appendix A).

If your application cannot be accepted as information is missing, you will be advised and may resubmit immediately. If your application cannot be accepted as you cannot meet specified standards, then you may only resubmit when you can meet those standards.

If your application is accepted, you will receive an agreement to sign electronically. The terms of this agreement can be found at Appendix B. You will then be invited to compete for contracts.

Competing for contracts via the market

From time to time, you will receive e-mail invitations to quote for specific contracts. This e-mail will be to the address you've specified as part of your application, so if this changes, then you'll need to tell us. For larger contracts these will be issued via MyTenders, which you can access at https://www.mytenders.co.uk/Register_V2/Supplier_Register.aspx.

Invitations to tender will specify the requirements of the specific contract, and any award criteria to be used in addition to price.

For the **low value market**, contracts below £30,000 in value may also be awarded without any formal competition, if they are complex, urgent, or a repetition of previous work to the same specification.

¹ This is the required questionnaire for all suppliers to the public sector in the UK following the introduction of the Procurement Act 2023, introduced on 24 February 2025.

Terms and conditions

Suppliers will be required into an agreement; this can be found attached (Appendix B).

When awarded a specific contract:

- ▶ For one-off projects, the supplier will be provided with a unique works or purchase order. The terms of these orders are attached (Appendix D).
- ▶ For recurring contracts (such as repeat maintenance over a specific time period) EMH will provide a form of contract for signature. Works orders or purchase orders will then confirm specific requirements / jobs. The terms of these will be appended to the form of contract, and may either be the terms as attached (Appendix D) or more specific terms, as required.

The supplier will be required to use EMH's works orders system (Connect) to accept works orders, and invoice against them when completed. An overview of this system is attached (Appendix C). Purchase orders are simple documents which are generated by our finance system.

No work must be undertaken until an order has been received, unless a specific form of contract is provided by EMH that specifically states that orders will not be used.

EMH runs some supported housing and care services for vulnerable adults. To work in these properties individuals must have an enhanced DBS check. Where the property is supported housing this would be made clear by EMH as part of the quotation request, although the supplier should be aware of this in case the information is omitted.

Questions and contact

If you have any questions, please contact Sharron Ansell, Procurement Advisor, at sharron.ansell@emh.co.uk, or by telephone on [01530 445 033](tel:01530445033).

Sharron Ansell MCIPS | Procurement Advisor | EMH