

## Invitation to tender

### Surveying kerbside properties within the London borough of Hackney to determine the potential for the provision of bins

#### 1. Overview

This invitation to tender is issued by the London Borough of Hackney (the Borough) with the support of Resource London for the provision of surveying services.

#### 2. Background to the requirement

The Borough currently provide a weekly residual sack collection service to residents in kerbside properties (approximately 55,000 households).

The Borough would like to address the possibility of providing bins to these residents for residual waste, where circumstances allow.

#### 3. The specified requirement

The requirements of this project are to:

- Externally view the individual properties\* to determine their potential for accommodating and presenting either 2x 90l bins, a 140l or a 180l bin, in terms of:
  - space available (ensuring that this accounts for multiple flats in properties)
  - steep driveways and/or large numbers of steps (noting basement properties which may not have capacity for a bin)
  - obstacles preventing the presentation of bins, including cars parked in driveways
  - any other information

\*(Information already exists on some of the properties, so it may be a case of confirming or otherwise the requirement. Exact numbers to be surveyed will be determined during the project inception).

- Record this information against the property addresses
- Provide a report detailing this information

#### 4. The project deliverables are:

- Attendance at a project inception meeting with the Borough and Resource London on 13<sup>th</sup> March 2019 at Hackney Service Centre, 1 Hillman Street London E8 1DY.
- Throughout the project, the provision of regular project updates by email, telephone or in person (whichever is appropriate at the time of the project) with the Borough and Resource London. This will be agreed at the inception meeting.
- The production of a final report, including the list of addresses with associated information relating to their suitability for the accommodation and presentation of bins.

## 5 Timetable

The timetable below gives an indicative timeline for this project. Bidders are advised that, with the exception of the tender submission date, this timetable is not binding and may be changed if necessary.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from the borough's project team.

<b>Milestone</b>	<b>Date</b>
Invitation to Tender issued	20 <sup>th</sup> February 2019
Deadline for clarification questions	12.00pm 27 <sup>th</sup> February 2019
Tender return deadline	12.00pm 6 <sup>th</sup> March 2019
Evaluation of tenders	8 <sup>th</sup> March 2019
Contract award	11 <sup>th</sup> March 2019
Inception Meeting	13 <sup>th</sup> March 2019
Property survey	<i>To be clarified at the inception meeting, depending on number of properties</i>
Submission of final report	<i>Two weeks after completion of survey</i>

## 7. Interface/ Contract management

The main point of liaison between the Service Provider and the Customer will be Cathy Cook, Local Authority Support Manager, Resource London.

[cathy.cook@resourcelondon.org](mailto:cathy.cook@resourcelondon.org) / T: 07732 681846

## 8. Quality of Service

The Service Provider shall provide the services in a competent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the Contract.

## 9. Delivery Personnel

The Borough requires bidders to nominate Key Personnel with appropriate skills to perform the service for the duration of the contract.

Bidders shall provide a CV for Key Personnel as part of their submission. The CV shall demonstrate the individual's experience, competence and capability and their role in the project.

The Service Provider shall ensure any changes to the Key Personnel be undertaken with minimal negative impact to the service and at no additional cost to the Borough.

The Borough may at its discretion request that the Service Provider remove and replace any Key Personnel from the service that it considers in any respect unsatisfactory in the delivery and performance of the contract. The Borough shall not be liable for the cost of replacing any Key Personnel.

Bidders may include other specialists (“Sub-contractors”) in their Delivery Teams. However, the Service Provider will remain entirely responsible for the performance of the service. Such Sub-contractors must act in accordance with the terms and conditions of the contract entered into between the Borough and the Service Provider.

## 10. Pricing

As the exact number of properties to be surveyed has yet to be determined, prices for completing the surveys should be provided on a band rating basis (an example is included within Appendix 1), based on the number of properties surveyed.

The price will be based on number of properties surveyed rather than on an hourly/day rate.

## 11. Submissions

Bidders are requested to submit:

- Details of their suitability to fulfil the contract; how the contract is to be managed; their approach to delivering the required specification; and a project plan. To include examples of relevant, similar project experience, in particular how the nominated personnel were involved in said projects.
- Details of the personnel comprising the Delivery Team, including CVs (should be no more than 3 pages) and a description of their role in delivering the contract.
  - An example of the data the Service Provider expects the Borough to provide in order to run the project. This will be provided to the Borough in advance in order to ensure data gathering can begin immediately.
  - A Pricing Schedule, including a price banding mechanism, detailing the day rates and anticipated number of days for nominated personnel (see Appendix 1) to **include VAT and expenses**.

Tender clarification questions must be submitted by **midday** on **27<sup>th</sup> February 2019** with the reference “LWARB tender: 2018-19 17” to [info@lwarb.gov.uk](mailto:info@lwarb.gov.uk)

Bids must be submitted by **midday** on **6<sup>th</sup> March 2019** with the reference “LWARB tender: 2018-19 17” to [info@lwarb.gov.uk](mailto:info@lwarb.gov.uk)

## 11. Contract

The contract will be let by the Borough, as the contracting organisation.

The following special terms shall apply:

### Travel and Expenses

All fees shall be inclusive of any travel and subsistence incurred to locations in Greater London.

Where additional expenses\* are incurred, the following rates will apply:

Hotel accommodation	Up to 3 Star hotels should be used. Actual cost up to a maximum of £150 per night in Greater London and £110 per night elsewhere. NB extras such as newspapers, telephone calls, laundry, room service, films and mini bars are not claimable.
<b>TRAVEL</b>	
Public Transport (Train, tube, tram, bus, light rail)	Actual cost. NB you cannot claim travel from home to your normal place of work or vice versa. Rail travel will be standard class.
Taxis	Only to be used in exceptional circumstances. Actual cost.
Mileage	Private cars may only be used where reasonable public transport is not available and you have a valid business insurance cover. HMRC approved rates are applied.

*\*additional expenses to be agreed with Resource London prior to being incurred.*

## 12. Evaluation

The Borough must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by looking at the following criteria:

<b>Evaluation criteria</b>	<b>Weighting</b>
Price <sup>1</sup>	30%
Methodology – the proposed approach and timeline to deliver the project requirements.	35%
Authority of allocated personnel, their skills and technical capability including that of options modelling for local authority household waste collections.	35%

<b>Scoring</b>	
Outstanding - cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

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<sup>1</sup> This will be assessed by deviation from the lowest compliant tender

### **13. Acceptance of bids**

In issuing this invitation to bid, the Borough is not bound to accept the lowest or any bid, and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

The Borough will not enter into discussion with non-selected potential suppliers, or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

### **14. Period for which bids shall remain valid**

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.

## Appendix One Pricing Schedule

### Specification for the provision of surveying services Ref

An example breakdown table is shown below. Whilst this format is not mandatory, the breakdown you provide should include at least this information. Provide the breakdown as a separate Excel spreadsheet file in addition to a static form in your main tender document.

#### 1. Project management and expenses

Role: Name: Day rate (incl VAT): Task	Project Manager	Site supervisor	Surveyor	Surveyor	Total days	Total cost
	John Smith	Name	Name	Name		
	£cost per day	£cost per day	£cost per day	£cost per day		
Initiation meeting						
Feedback during the project						
Wrap up meeting						
Report writing						
Expenses						
<b>Total days</b>						
<b>Total Fees</b>						

Please ensure all day rates are inclusive of VAT and inclusive of travel costs to and within Greater London.

#### 2. Surveying – price banding – example\*

Banding	Band rate	Price per property
<b>A</b>	Up to 10,000 properties	
<b>B</b>	10,001 to 15,000 properties	
<b>C</b>	15,001 to 20,000 properties	
<b>D</b>	20,001 to 30,000 properties	
<b>E</b>	30,001 to 40,000 properties	
<b>F</b>	40,001 to 50,000 properties	
<b>G</b>	50,001 to 55,000 properties	

Bidders should provide their best estimate of total price to deliver the specification outlined in sections 3 and 4 based on the day rate and days input for each of the nominated personnel.

\*this is an example, please use alternative bandings if required, or please indicate whether there is no differentiation.