

## Invitation to tender

**LWARB 2019-20 06**

**September 2019**

### **Surveying kerbside properties within the London borough of Hammersmith & Fulham to determine the potential for the provision of bins**

#### **1. Overview**

This invitation to tender is issued by the London Waste and Recycling Board (LWARB) ('the Customer') on behalf of the Resource London programme. The tender is for the provision of consultancy services ('the Service Provider') to carry out a domestic kerbside property survey for Hammersmith and Fulham Council to ascertain space available for containers.

#### **2. Background to Resource London**

Resource London is the jointly funded partnership programme created by LWARB and WRAP. It is a support programme for London waste authorities, helping them to achieve recycling targets set by the Mayor of London and national government. It maximises the resources of both organisations for the benefit of London.

The objective of the programme is that by 2020, London will have more consistent and more efficient waste and recycling services that:

- reduce the city's waste footprint and reinvigorate recycling to make a significant contribution towards the Mayor's ambition for London to achieve 65% recycling by 2030;
- make an effective contribution to the Mayor of London's CO<sub>2</sub> emissions performance standard; and
- can make a significant contribution towards England achieving its 50% household waste recycling target in 2020.

More information about Resource London can be found on our [website](#)

#### **3. Background to the requirement**

Hammersmith and Fulham Council (the Council) currently provides an unrestricted weekly residual and co-mingled recycling sack collection service to residents in kerbside properties living in the London Borough of Hammersmith & Fulham, in West London. There are approximately 40,745 kerbside properties in the borough with approximately 16,000 currently on twice-weekly collections (refuse and recycling). There are no food waste collection or garden waste collectons.

The Council is considering providing containerisation to all kerbside properties for recycling and refuse, as well as the addition of separate food waste collections. Support is required to

carry out a property survey to ascertain what space is available, taking in considerations of the Council as outlined in section 4.

#### **4. The specified requirement**

The requirements of this project are to:

4.1 Externally view all individual kerbside properties to determine their potential for accommodating and presenting one residual bin (120l to 360l<sup>1</sup>), one recycling bin (180l to 240l) and one food waste container (23l), in terms of:

- a) space available, ensuring that this accounts for properties converted into flats<sup>2</sup>;
- b) counting the number of individual flats within a property shell (doorbells);
- c) steep driveways and/or large numbers of steps (separately noting basement properties which may not have capacity for bins);
- d) obstacles preventing the presentation of bins, including cars parked in driveways and any other obstructions on the pavements;
- e) Noting where there are likely to be excessive walks to and from vehicles on roads that have bumper to bumper parking;
- f) Noting where bins are already sited at kerbside properties; and
- g) Noting which properties have dustbin store cupboards and whether these prevent wheelie bin storage<sup>3</sup> within property boundaries

*NB further observations may be required, depending on the outcomes of discussions at the project inception meeting*

4.2 Record this information against the property addresses.

4.3 Provide a report detailing this information.

#### **5. The project deliverables are:**

5.1 Attendance at a project inception meeting with the Council and Resource London on Thursday 26 September 2019 11:00-13:00 at the Hammersmith & Fulham council depot, 25 Bagley's Lane, London SW6 2QA.

5.2 Conduct property surveys considering the requirements in section 4 for approximately 41,000 kerbside properties.

5.3 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 Council and Resource London. This will be agreed at the inception meeting.

5.4 The production of a final report, including the list of addresses with associated information relating to their suitability for the accommodation and presentation of containers.

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<sup>1</sup> Sizes to be discussed at the project inception meeting.

<sup>2</sup> The exact bin configuration for house conversions is to be decided and will be discussed at the project inception meeting.

<sup>3</sup> Many of these property types have unguarded entrances to the basement, which would be unsuitable for wheeled bins. The Council will demonstrate these during their presentation at the project inception meeting.

## 6. Timetable

The timetable below gives an indicative timeline for this project. Bidders are advised that, except for 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	30/08/2019
Deadline for clarification questions	09/09/2019
<b>Tender return deadline</b>	<b>17/09/2019</b>
Contract award	20/09/2019
Inception Meeting	11:00-13:00, 26/09/2019
Property survey	<i>Within two months<sup>4</sup></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 Beverley Simonson, Local Authority Support Manager, Resource London.

[beverley.simonson@lwarb.gov.uk](mailto:beverley.simonson@lwarb.gov.uk) / 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

Resource London 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 specific role in the project and should be no more than 3 pages.

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 LWARB.

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<sup>4</sup> To be discussed at the project inception meeting. It may that the Council requires certain areas to be surveyed first to feed into a cabinet report.

Resource London officers and the Council may at its discretion request that the Service Provider remove and replace any Key Personnel from the service that Resource London considers in any respect unsatisfactory in the delivery and performance of the contract. LWARB 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 between LWARB and the Service Provider.

## 10. 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 and how the nominated personnel were involved in said projects.
- Details of the personnel comprising the Delivery Team, including CVs (should be no more than three pages) and a description of their role in delivering the contract.
- An example of the data the Service Provider expects the Council to provide in order to run the project. This will be provided to the Council 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 **09 September 2019** with the reference “LWARB tender: 2019-20 06” to [info@lwarb.gov.uk](mailto:info@lwarb.gov.uk)

Bids must be submitted by **midday** on **17 September 2019** with the reference “LWARB tender: 2019-20 06” to [info@lwarb.gov.uk](mailto:info@lwarb.gov.uk)

## 11. Contract

The contract will be let by the London Waste and Recycling Board, 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
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	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

LWARB 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 both Resource London and the Council looking at the following criteria:

<b>Evaluation criteria</b>	<b>Weighting</b>
Price <sup>5</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 managing field staff	30%
Project management including reporting	5%

<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

## 13. Acceptance of bids

In issuing this invitation to bid, LWARB 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.

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<sup>5</sup> This will be assessed by deviation from the lowest compliant tender

LWARB 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 LWARB 2019-20 06

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

<b>Role:</b>	Project Manager	Site supervisor	Surveyor	Surveyor	<b>Total days</b>	<b>Total cost</b>
<b>Name:</b>	John Smith	Name	Name	Name		
<b>Day rate (incl VAT):</b>	£cost per day	£cost per day	£cost per day	£cost per day		
<b>Task</b>						
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.**