



TRI-BOROUGH COUNCIL
(City of Westminster, London Borough of
Hammersmith & Fulham and Royal
Borough of Kensington & Chelsea)

ENGINEERING INSPECTION
TENDER

INCEPTION DATE: 1 April 2015

CONTRACT NOTICE: 2014/S 203-360008

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Introduction

We are seeking quotations for an Engineering Inspection annual contract under a 5 year long term agreement which commences on 1 April 2015 in the name of:-

- **Royal Borough of Kensington and Chelsea**
The Town hall
Hornton Street
London
W8 7NX
- **City of Westminster**
64 Victoria Street
London
SW1E 6QP
- **London Borough of Hammersmith and Fulham**
Town Hall
King Street
London
W6 9JU
- **And any VA schools who opt into the service**

All premiums must be quoted net of commission but including Market Service Agreement in accordance with the normal JLT Agreement.

Please note in particular:-

- Confirmation of acceptance of the contract documents must be provided with the quotation and signed contract received prior to contract start.
- Relevant background information for tenderers.
- Detailed instructions for tenderers are set out in the following pages.
- The evaluation criteria to be used by the Authority in assessing tenders is set out in the Tender Evaluation Criteria.
- The pricing schedule and response document via the portal response document
- Confirmation that you are able to provide the service as specified within this document. Where there are variations in the service being offered this should be specifically highlighted.
- The annual fee (net of all commission) for the Engineering Inspection Service. Any Long Term Agreement discounts must also be made clear in your pricing schedule. Failure to provide your quotation on the basis outlined above may render your submission void.

Long Term Agreements

The Authority is looking for quotations based upon a Long Term Agreement of 5 years that will apply to all Authorities jointly – i.e. any increase in terms for any Authority will release all three from the LTA provisions other than inflation increases in accordance with the CPI.

Quotation Deadline

12 January 2015

Enquiries

If you have any queries about the content of this invitation to Tender all correspondence should be directed via Capital E Sourcing message system which will notify the project manager of your enquiry:

General Information on Tri-Borough and Bi-Borough

The final date for submitting any queries is **05 January 2015**. Please note that any queries received after this date will not be answered. Any additional information submitted will be circulated to all tenderers, although not include the identity of the enquiring party.

The Tri-Borough – Westminster City Council (WCC), LB Hammersmith and Fulham (LBHF) and RB Kensington and Chelsea (RBKC) came together to: -

- Reduce operating costs
- Achieve savings from aggregated procurement
- Contribute to economic growth by working together

The attached report was produced one year on and provides further background and early results.

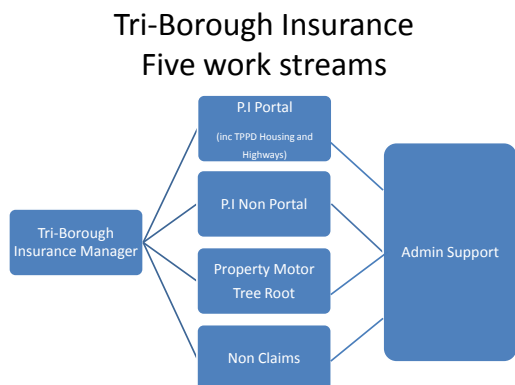


one_year_on_tri_borough_2012.pdf

The insurance service was one of the earliest services identified as an appropriate vehicle to deliver upon the Tri-Borough goals and the first joint procurement took place for 1st April 2012 inception with all classes of insurance except Motor being tendered jointly.

In the interim The Tri-Borough Insurance Service has had the opportunity to align systems and working practices culminating in a service hosted by RBKC with all team members based in the Kensington Town Hall. The underpinning focus of the service is to deliver an effective and efficient service. Most KPI's are therefore outcome based in terms of financial performance on claims handling and procurement strategy, although achieving these results is not achieved without a strong process of regular stakeholder engagement and MI to key service areas such as Highways, Trees, Fleet and Schools. The service will shortly expand to a team of ten delivering services to Tri-Borough members in the spirit of a service hub.

From the 1st January 2015 the service delivery model will be split into five work streams in accordance with the structure below: -



Authority Services and Structure

Business Description

The usual activity of the insured's as a London Borough Council.

Key Services within the Authorities

The functions of the Authorities are those normally associated with a unitary authority and include but are not limited to:-

Service / Function	Currently Undertaken (Y/N)		
	Royal Borough of Kensington and Chelsea	City of Westminster	London Borough of Hammersmith and Fulham
Building Control	Yes	Yes	Yes
Education	Yes	Yes	Yes
Elections	Yes	Yes	Yes
Environmental Health	Yes	Yes	Yes
Finance / Administration	Yes	Yes	Yes
Highways	Yes	Yes	Yes
Housing	Yes	Yes	Yes
Land Changes Searches	Yes	Yes	Yes
Leisure Centres	Yes	Yes	Yes
Licensing	Yes	Yes	Yes
Parks and open spaces	Yes	Yes	Yes
Planning & Planning Enforcement	Yes	Yes	Yes
Public Health	Yes	Yes	Yes
Refuse (outsourced)	No	No	No
Social Services	Yes	Yes	Yes

Instructions to Tenderers

Tender Timetable

(With the exception of the final date, these are target dates and may be subject to change)

Activity	Deadline
Tender documents available from	20 November 2014
Last date for submission of questions	5 January 2015
Deadline for return of tenders	12 January 2015
Clarification Period	13-30 January 2015
System demonstration and clarification meeting with potential suppliers	23 January 2015
Intention to Award	17 February 2015
Award of contract	2 March 2015
Contract inception	1 April 2015

General

Please read all the sections of this invitation to Tender to understand fully the Authorities requirements

Evaluation

Tenders will be evaluated according to the evaluation criteria set out.

Further Steps

The Authority reserves the right to ask bidders to clarify or explain any aspects of their tenders. This may include presentations to the Authority.

Alterations

You may not alter any of the documents

Incomplete Tender

Tenders may be rejected if the complete information requested is not given at the time of tendering. Where discounts are referred to but not specified, this may be deemed as an incomplete tender since insufficient information will be available to undertake the evaluation.

Acceptance of Tenders

By issuing this invitation the Authority is not bound in any way and does not have to accept the lowest or any tender.

Period for which the Tenders shall remain valid

Unless otherwise stated by the tenderer, tenders shall remain valid for 90 days from the closing date for receipt of tenders or inception date whichever is the latest.

Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.

Collusion

Please note that if you collude with any other supplier so that one of you does not submit a bid or restricts your prices, you will be disqualified from the tender process.

Cost and Expenses

You will not be entitled to claim from the Authority any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

Confidentiality

All information supplied by the Authority to you must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purposes of submitting the tender. All information supplied by you to the Authority will similarly be treated in confidence except as required by law, e.g. Freedom of Information Act 2000.

Current Programme

Service required

Class of Business	Current Provider	Renewal Date
Engineering Inspection Royal Borough of Kensington & Chelsea	Bureau Veritas	1 April 2015
Engineering Inspection London Borough of Hammersmith & Fulham	Bureau Veritas	1 April 2015
Engineering Inspection City of Westminster	Bureau Veritas	1 April 2015

The following pages outline the current programme structure and the options the Authority would like to consider.

Please note no Engineering Insurance cover is required

Engineering Inspection Evaluation Criteria

Each Tender submission will be evaluated as detailed below.

- Stage 1 – Validity and completeness

To ensure the Tender is compliant you must return the required response documents; pricing schedule and service requirements response document. You must confirm principal acceptance of contract wording contain in Appendix 2.

- Stage 2 - Detailed Consideration of Tenders to determine the Most Economically Advantageous Tender (MEAT) to the Council in terms of price and quality. In accordance with Part 5 of the Public Contracts Regulations 2006, we have set out below the criteria and weightings for the award criteria. As explained in the evaluation methodology this will include a systems demo and presentation.
- Stage 3 - Contract intention to award followed by contract award and Acceptance of Tender

Please note a Tender that does not satisfy the requirements of a given stage will be rejected.

The Authority reserves the right to request additional information which may be necessary to assist in the evaluation of Tenders and any such information must be provided in writing within a maximum period of **three working days** of receipt of a written request.

Stage 2 - Detailed Consideration of Tenders

The award criteria are set out in the following pages. They comprise both Financial (price) and Non-Financial (Engineering Service Delivery).

Criteria	Weighting
<p>Price for Inspection Services</p> <p>Maximum points will be awarded to the lowest priced bidder taking into account any Long Term Agreement discounts. A formula will be used to adjust the scores of all remaining bidders to reflect the percentage difference in prices</p>	<p>40%</p>
<p>Engineering Service Delivery</p> <p>This will be evaluated against the requirements of the Contract within this Tender Document and during the presentation. Scores will be adjusted to take into account the difference between the services offered and those requested together with the quality of the management information available.</p>	<p>50%</p>
<p>Added Value</p> <p>This section is available to reflect additional marks where the service/product exceeds the specification requirements. This will be evaluated at the bidder's presentation and system demonstration.</p>	<p>10%</p>

Each of the three Criteria detailed above will be scored as overleaf

The Maximum points available for the whole Lot is 1000

Price for Inspection Services

The maximum points available for this section is 400 this will be allocated as shown below

Evaluation Methodology	Points available
<p>Lowest price bidder.</p> <p>Maximum points will be awarded to the lowest price bidder A formula will be used to adjust the scores of all remaining bidders to reflect the percentage difference in price. For each 1% higher the premium is than the lowest price quoted 4 points will be deducted</p>	400

Engineering Inspection Service Delivery

The maximum points available for this section is 500 this will be allocated as shown below with points deducted where the provider is unable to evidence / confirm they meet the requirements or the evaluation methodology.

Evaluation Methodology	Points available
<p>System Demo and presentation including ability to accommodate to stakeholders (outsourced facilities management) preferred operating practices and desired output to be detailed at the presentation</p>	150
<p>Please provide details /evidence / confirmation of your ability to comply with and deliver against the service requirements detailed in this ITT. You must specify any non compliance, noting that points will be deducted dependent upon the severity in the Authorities view of the omission or alteration.</p>	200
<p>Evaluation of Internal governance, method statements and business continuity arrangements</p>	100
<p>Please provide details/evidence on the percentage of your organisation's inspections that are undertaken on time.</p> <p>Please provide details of the oldest outstanding inspection (excluding Plant not Available inspections)</p>	50

Added Value and Innovation

The maximum points available for this section is 100 this will be available where the specification requirements have been exceeded and those extra items are of interest/value to the Authority.

Evaluation Methodology	Points available
<p>Under this section 100 points are available</p> <p>Added Value</p> <p>Up to 100 points are available for items that improve the quality of the service/product requested. These improvement/benefits must be of interest/value to the Authority examples could include:</p> <ul style="list-style-type: none"> • Plant / Location Audit of non participating schools / sites • Training • Improvement in service standards requested • Administration of denial of access to vulnerable user locations such as stair lifts in tenanted properties • Commitment to x number of stakeholder forums • Review of current inspection frequencies and suggested frequencies to comply with statutory inspections and removal of non statutory 	100

items on schedule.

Points would be awarded to reflect the value provided by improvement/benefit.

Engineering Inspection Service Requirements

Inspection Service requirements

Periodic Examination of Boilers lifts, lifting equipment(s), and other Items as per the Schedule in Appendix 2 ensuring compliance with the Council's statutory obligations. The Service includes the issue and updating of appropriate documentation as well as advising the Authority on statutory requirements and industry practice.

Witnessing of hydraulic pressure tests and five yearly reviews of Written Schemes of Examination to meet the requirements of the Pressure Systems Regulations.

Initial interpretation of ultrasonic NDT reports on boilers and pressure vessels to satisfy current legislation.

On site audit during each inspection to verify all plant present against schedule – new items requiring statutory inspection and only statutory inspection to be added and advised to the Council contacts to be provided.

Confirmation that all plant will be inspected at least 30 days prior to expiry of current statutory certification and immediate reporting if attainment or adherence to this service standard is in doubt

Weekly summary reporting by plant schedule sub group as detailed below confirming % of inspections on target; allocated resources for the following week and expected % on target by week's end.

Indemnity against all costs, fines and any ensuing investigation charges imposed by the HSE or similar body against the Authorities arising directly from supplier failure to deliver upon the contract and service specification provisions including appropriate site audit activity to identify new plant at regular inspection visits.

Maintenance and update of real time plant schedules divided by Authorities and type

The schedule needs to contain the minimum of:-

- Description of plant item
- Plant type
- Address where item is located
- Post Code (six figure)
- Client asset reference
- Date of last inspection
- Date of next inspection
- Inspection outcome – i.e. Category of defects requiring action in specified timeframes or clear
- Inspection frequency required
- Three client definable fields and a system to enable client entry to confirm details like action taken and date following defect notification

Plant schedules to be split as follows: -

Facilities managed plant subdivided by Authority (please note regular maintenance and facilities management is outsourced and contract managed on a Tri-Borough basis)

Non facilities managed plant subdivided by Authority (Schools and other non facilities managed service)

Governance, method statement and business continuity arrangements

Please provide details of the above for evaluation including but not limited to the following: -

- Contract performance monitoring – please detail how you will internally monitor contract performance and what your escalation process will be for occurrences affecting service delivery.
- Method statement explaining your onsite inspection method, data recording and report issuing including timescales and escalation for serious defects.
- Business continuity arrangements providing assurance of data backup for plant schedules and service continuity in the event of staff absence / leaving.

Reporting Medium

Reports are to be delivered and stored electronically using an appropriate system. Please detail the specification and features of the system you would provide to assist the Council in the "management" of its plant and reports. Please see the table below

The Council would require all bidders to provide access to a suitable system through which they can monitor the service and access the Inspection records. The following items are the **essential** requirements for such a system and the contract generally. Within the overall Service Criteria, the bidders proposed system will be assessed

1	Electronic Reporting	
2	Ability to download inspection data into Excel or similar format	
3	Ability to draw down Management information on Inspection activity - inspections on time, Plant not available etc.	
4	Functionality for users to add/store notes to the reports - i.e. progress or completion of defects	
5	Retrieval facility for previous Inspection reports i.e. not just the current inspection report for a piece of plant maintained up to 2 years from contract expiry with the option for final data download.	
6	Premium allocation per Location for both Inspection fee	

APPENDIX 1 – Contract Terms and Conditions

The Contract award will be subject to following form of contract wording or similar terms, conditions and warranties and will incorporate all the provisions, specifications and requirements of this invitation to tender and the bidder's response commitments



Long Form Services
Contract.docx

1st draft to be sent within 1 week of notice of intention to award by Council, 1st response from bidder to be received prior to contract award date of 2nd March 2015. Please note significant and fundamental proposed amendments or deviations may jeopardise contract award.

APPENDIX 2 - Engineering Plant Schedule and Inspection Frequency

Westminster



CWH - WCC Housing
Assets excluding lifts



CWH - WCC Housing
Lifts.xlsx



WCC Corp Assets -
7th November 2014.x

LB Hammersmith and Fulham



LBHF Corp Assets
audited 24th Novemb



Pressure Vessels for
LBHF Housing.pdf



Stairlifts for LBHF
Housing.xls



Lifts for LBHF
Housing.xlsx

Royal Borough Kensington and Chelsea



RBKC corp assets
audited 24th Novemb



TMO - RBKC Housing
Assets - 25th Novemt

Schools



Schools only list for
ITT - audited - 24th N