

Prior Information Notice - expression of interest

London Borough of Lambeth

An exciting business opportunity

Expression of Interest to Tender for Integrated Energy and Water Bureau Service, Carbon Reporting Facility and Display Energy Certificate Production

Background

Lambeth is one of a ring of thirteen local authorities which constitute Inner London. The London Borough of Lambeth's Procurement team provides a corporate lead on the procurement of the Council's electricity and gas supply contracts facilitating energy management and carbon reduction initiatives across the Council.

The Council's energy supply requirements are currently procured through the Crown Commercial Services Framework agreement, purchasing energy for over 3,900 energy supply points, processing circa 60,000 invoices per annum.

An Energy Bureau service is utilised to validate all energy invoices raised on the corporate energy supply contracts, checking and resolving any invoice errors identified on a monthly basis. As part of the integrated Energy Bureau service, the current provider also produces Display Energy Certificates (DECs) for council and school buildings, and provides a carbon reporting facility.

Since the de-regulation of the water market on 1 April 2017 Procurement team is also involved in the water contract procurement and billing for approximately 75 water supply points.

Existing arrangement

The data contained within the invoices are retained on a central database. There is a validation process, enabling accurate energy management reporting and financial/administrative monitoring of energy accounts.

The Council pays consolidated energy bills for the corporate estate on a monthly basis for each of its corporate energy suppliers. They are validated and approved first by the Bureau Provider who sends a conforming file of invoices for payment into the Council's account payable system. Schools in the portfolio receive their own invoices from suppliers for payment direct to the provider. The Bureau Provider receives a file of all invoices raised (corporate sites and schools) on a monthly basis for validation and retention.

The current arrangement enables the Council to effectively meet its obligations under the mandatory *Carbon Reduction Commitment (CRC) Energy Efficiency Scheme* and produce required *Display Energy Certificates/Advisory Reports* in accordance with statutory requirements through the central databases' functionality.

To support the activities detailed above a number of other inputs are processed through the existing database, including:

- Half hourly data import from Mandatory HH Meters and AMR's
- Manual / Self Meter Read data input
- Invoices (Paper, EDI and Electronic formats)
- Supplier Statement Consumption Figures
- Premises Information (Building ownership, floor area, occupancy)

- Full portfolio schedule (including central or site payment location)

Proposal

The London Borough of Lambeth seeks to evaluate an integrated energy and water bureau solution, incorporating carbon reporting and Display Energy Certificate / Advisory Report production functionality – supporting the delivery of the highlighted processes.

We welcome expressions of interest from potential suppliers on proposals for the innovative delivery of:

- 1) Bureau Service (gas, electricity and water) and carbon reporting
- 2) Display Energy Certification / Advisory Report production
- 3) An integrated approach to deliver points 1 & 2 above to enhance service provision.

We propose to conduct the tendering in autumn 2018 and according to the following provisional timetable:

Issue OJEU Contract Notice/Advertisement on Contracts Register	25 th September 2018
Return of Business Questionnaire	26 th October 2018
Issue Tender Documentation	14 th November 2018
Return Date of Invitation to Tender	19 th December 2018
Award of Contract	28 th March 2019
Commencement of Contract	July 2019

Lambeth Council is seeking to engage with potential partners in the provision of a range of energy related services.

We are seeking to hear from providers that have experience in delivering the various services set out in the PIN notice.

If you are responding to this notice, we would appreciate if you could provide your contact details and cover the following points in your expression of interest:

- a) Please list which of the services your company can provide and would be interested in tendering for:
 1. Bureau Service (gas, electricity and water) and carbon reporting
 2. Display Energy Certification / Advisory Report production
 3. An integrated approach to deliver points 1 & 2 above to enhance service provision.
- b) Please set out concisely your track record of providing each service, including what local authorities you have provided services for, the contract dates, contract values and briefly the scope of services provided. Please limit your response to no more than half a side of an A4 page for each service.

For details of the PIN notice, please visit <https://lambeth.eu-supply.com> and click “Current Tender Opportunities”. If you believe you can assist the Council in delivering these services and have a proven track-record we would be keen to hear from you.

Once we have evaluated responses we may invite respondents to engage in exploratory discussions.

The closing date for expressions of interest is 5pm on 18th July 2018. Please ensure that you use EU Supply’s messaging service for any queries and to submit your expression of interest.

Please note that this is an invitation for expressions of interest only and not a call for competition.