

## INVITATION TO QUOTE

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### 1. INTRODUCTION

The London Borough of Lambeth “The Client” is seeking to appoint a suitably qualified and skilled contractor to carry out Asbestos removals and encapsulations of all communal areas where asbestos has been identified and requires action.

The contractor will be required to provide a high quality service for Lambeth citizens and to invest in high quality services, materials and workmanship to maximise the life expectancy of properties.

Removals will be carried out in and around properties owned and managed by the London Borough of Lambeth which includes any occupied dwelling, voids, sheltered accommodation, hostels, community centres, common and communal area and some commercial buildings within the Contract Area.

The anticipated duration of the contract is six months whilst full tendering is on-going.

Lambeth Housing Management is responsible for the management of asbestos within the Lambeth Councils owned dwellings. This includes ensuring asbestos surveys are carried out as required, reducing the risk of existing Asbestos Containing Materials (ACMs), managing asbestos incidents and maintaining an asbestos register.

The Client has undertaken approximately 65% surveys of its individual housing stock and has undertaken 70% communal area inspections within blocks and conversions. The client’s policy is to re-survey all communal areas where asbestos has been identified on a 2 yearly basis and to make an assessment on whether asbestos removals/encapsulation is required as part of planned works or because of potential risk to Health & Safety. The information is currently stored on a management database (keystone) and the Service provider must provide monthly paperwork on all asbestos removals/encapsulation works so that the data can be inputted onto Keystone in a timely fashion.

### 2. Evaluation criteria

Responses to the invitation to quote will be assessed on the basis of the information within quotes according to the following criteria; 60% price and 40% quality and technical. Zero score in any of the evaluation question will result in automatic disqualification.

#### 2.1 Quality Evaluation

Bidders will submit written submissions addressing the following 8 questions below. Each question will be scored 0 – 5 (see scoring matrix) and weight assigned (see table).

## 2.1.1 Quality Questions

	Type	Questions	Points	Weight
1	<b>Accreditation - 14%</b>	Please provide evidence of current asbestos removal related licences	0 - 5	6%
2		Please provide evidence of participation in current accreditation and certification assessment schemes and evidence of membership of a relevant accreditation institution and any professional bodies	0 - 5	4%
3		Please provide evidence of all asbestos related training and qualifications for your operatives and supervisors	0 – 5	4%
4	<b>Experience - 8%</b>	Please provide 3 housing clients showing evidence of significant work on similar projects in the housing sector with comparable hazards, complexity and implemented processes for working safely (up to 1000 words)	0 – 5	8%
5	<b>Delivery - 18%</b>	How do you comply with Health & Safety requirements within your industry (500 words, provide evidence) including evidence of your insurance details and Health & Safety training for staff and DBS Policy.  Please provide any details of HSE interventions your company has received in the last 5 years and any associated improvement plans you have put in place	0 – 5	4%
6		Detail your emergency procedures (up to 250 words)	0 – 5	4%
7		Please provide removal methodology for a licensed and non-licensed material in a communal area including the logistics of carrying out the	0 – 5	6%

		works (1000 works)		
<b>8</b>		Based on your experience, please provide us a risk register identifying specific risks you might expect delivering this service and your mitigating measures (500 words)	0 – 5	4%
	<b>Total</b>			<b>40 %</b>

### Scoring Matrix

<b>0</b>	No information provided or question ignored.
<b>1</b>	Poor submission - An unfavourable response/answer/solution – limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
<b>2</b>	Below average submission – response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
<b>3</b>	Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence given of skill/experience sought.
<b>4</b>	Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.
<b>5</b>	Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply.

### 2.1.2 References

Please provide two references detailing;

- Project undertaken
- Client contact number and e-mail address

### 2.2. Price Evaluation

60% of the score will be based on your quoted prices. A notional basket order will be used as the basis for price evaluation. In each Category below (C-K), your quoted rates will be averaged and multiplied by the required volumes for each Category. These will then be added together and the total basket price will be used for the purpose of evaluation.

<b>Item</b>	<b>Description of work</b>	<b>Number of removals(Estimate)</b>
A	Fully controlled conditions including construction of working enclosure and provision of all associated tools and equipment including decontamination unit and disposal of as asbestos waste	1
B	Locally controlled conditions including working area set up and provision of all tools and equipment including disposal of as asbestos waste	1
C	Flooring covering e.g. floor tiles (with/without adhesive), linoleum, stair nosing	5
D	Artex textured coating (on concrete or brickwork)	6
E	Artex textured coating (on plasterboard)	3
F	Bakelite Toilet Cistern and/or associated products (e.g. toilet seat and lid)	4
G	Cement Flue	9
H	AIB panels (infill panels, access, risers, ducts, hatches, boxing panels, Partition walls, lining panels, etc.	7
I	Cement panels (infill panels, access, risers, ducts, hatches, boxing panels, Partition walls, lining panels, etc.	11
J	Drilling into artex	2
K	Environmental Clean	4

Please complete the Schedule of Rates (SoR) in Appendix A and B but only the rates in Appendix A will be evaluated. If successful, the rates in Appendix B will be binding and used as the basis for ordering work if required. Please return completed SoR on your letter headed paper.

This order will consist of Five Type C, Six Type D, Three Type E, Four Type F, Nine Type G, Seven Type H, Eleven Type I, Two Type J and Four Type K. The lowest quoted basket price will be awarded the maximum price score (60). The Price score will be calculated according to the formula below.

$$Price\ Score = \left( 1 - \frac{(Tendered\ price - Lowest\ tendered\ price)}{Lowest\ tendered\ price} \right) \times price\ weighting$$

Your rates should be inclusive of set up costs and all the specification requirements related to these work components including data management etc.

Price and quality scores will be added together and the Contract will be awarded to the highest scoring submission.

## 2.3 Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

- I have read and understood Lambeth’s procurement guidance for suppliers, [“Selling to the Council”](#)
- I accept the Terms and Conditions indicated on this form
- If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
- If I am selected to provide the above services and/or supplies I will complete the Council’s Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
- Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
- Non-delivery of services or products will result in non-payment by the Council
- False representation could result in de-selection from any competition or termination of contract
- It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work
- Lambeth has the right to use this information for the prevention and detection of fraud

If you understand and agree to these statements please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lambeth:

Yes

## 2.4 Form of Contract

It is proposed to use Lambeth Standard Contract Terms.

## 2.5 Timetable

Publicise Request for Quotation – Monday 9 <sup>th</sup> May 2016
Deadline for returns – Friday 23 <sup>rd</sup> May 2016
Start of contract – Monday 4 <sup>th</sup> July 2016
Contract Completion Monday 5 <sup>th</sup> December 2016

## 2.6 Where to send quote

Please send quote by email to [MAli4@lambeth.gov.uk](mailto:MAli4@lambeth.gov.uk) by 1700 on Monday 23rd May 2016.