

Islington Council invites suitable expressions of interest from suppliers for a framework agreement to provide an efficient council-wide removals and storage service to meet both housing and non-housing requirements. The agreement shall be split into two Lots.

### **Lot 1 - Domestic removals and storage:**

One principal supplier to be appointed, with two secondary suppliers for use only when requirements exceed currently available resources.

### **Lot 2 - Office removals and storage:**

A maximum of three suppliers will be appointed. Appointment for individual jobs over £1000, based upon specified requirements, will be made via a further invitation to tender (a "mini-competition").

Contracts based on the framework agreement shall follow the terms of the framework agreement including how a contract is concluded (further explanation is given in the tender documents).

The arrangement will be monitored against a range of outcome based indicators which the supplier will be expected to achieve. The details of these indicators will be included within the contract specification, and successful organisations will need to demonstrate they have the capability and capacity to meet these requirements.

## **Current status / Background**

The council has power to procure removals and storage services in relation to residential dwellings under the general powers of management for residential dwellings set out in section 21 of the Housing Act 1985. Such services may be required for domestic/residential items which come into the possession of the council following evictions or relocation, and for various other identified needs (such as homelessness, overcrowding, under-occupancy and crisis situations).

Council-run office sites need to have portage, removals, clearance, storage and disposals carried out by experienced and competent personnel to ensure the requirement will be organised and carried out with a methodical approach.

## **The requirement**

The council seeks suitably experienced and qualified service providers to provide a first class removals, storage and disposals service to residents and/or for the council's portfolio of non-housing properties.

### **Lot 1 - Domestic removals and storage**

The service provides the collection, storage and re-delivery of furniture and household possessions, including for people who have been made homeless.

Removals may be from house to house, house to storage or storage to house; on occasion this will be outside of London and in the Home Counties. House types may vary and will encompass

a full range of property styles and locations with varying degrees of access. Home contents vary in volume from traditional home contents to a small number of bags and possessions.

Service providers must have suitable storage facilities to protect clients' items, together with comprehensive insurance and inventory processing while the goods are in the service provider's care.

## **Lot 2 - Office removals and storage**

The requirement will entail working in different types of sites, which will vary in accordance to their size and layout, providing a service for relocations, removals, redesigned layouts, portage, clearance, storage, disposals and site closures.

We require a service that both delivers on value for money and seeks continual efficiencies in cost and sustainability. Service providers are expected to work closely with the council to ensure comprehensive project plans are drawn up whereby all elements regarding a removals project are addressed and managed appropriately, and to ensure the health, safety and welfare of site users, staff and contract suppliers in a seamless way that does not affect the authorities' business function.

## **TUPE [Transfer of Undertakings (Protection of Employment) Regulations]**

Potential providers must be aware that TUPE may or may not apply to this service. Further details will be available in the invitation to tender.

## **Term of the Framework Agreement**

The term of the framework agreement will be for 48 months from an estimated start date in March/April 2018.

## **Value of the Framework Agreement**

The value of the services that may be awarded by Islington Council under the framework agreement is estimated at between £0 and £1,500,000 over the forty-eight (48) month period. However, no guarantee is given towards volume or value of work awarded to any supplier in either Lot.

## **Award criteria**

The framework will be awarded on the basis of the most economically advantageous tender (MEAT). MEAT will be identified using 60% cost and 40% quality.

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## Award criteria

The Council's award decision will be made on the basis of the most economically advantageous tender (MEAT). MEAT will be identified using 60% cost and 40% quality.

### Lot 1

Cost 60%

Quality 40%, made up of:

- Proposed approach to the management of domestic removals, storage and collection 15%
- Proposed approach to communications and customer relations 10%
- Proposed approach to demonstrate social value in the delivery of this contract to improve economic and social well-being 10%
- Proposed approach to quality standards and health and safety 5%

### Lot 2

- Proposed approach to delivering a removals and storage service for local authority buildings 15%
- Proposed approach to communications and customer relations 10%
- Proposed approach to demonstrate social value in the delivery of this contract to improve economic and social well-being 10%
- Proposed approach to quality standards and health and safety 5%

### Total 100%

Tenderers should be aware that we reserve the right to hold site visits and/or presentations and/or interviews during the tender process. Site visits and/or presentations and/or interviews will be for verification/clarification purposes of the written submission.

We reserve the right to interview leading bidders.

## Procurement Process

This contract is over the Official Journal of the European Union (OJEU) threshold.

This contract is advertised will be procured using the Open Procedure. The Open Procedure means that all bidders who successfully express an interest will automatically be invited to tender and have access to the tender documents. Those who submit a tender and meet the minimum requirements will have their full tender, method statements and pricing evaluated.

## How to express an interest

If you wish to apply for this opportunity please follow the steps below:

Register your company free of charge via the **London Tenders Portal**.

Link: <https://procontract.due-north.com>

Await acceptance. You will receive an email confirming your username and password.

Use your username and password to log into the London Tenders Portal and express your interest in 1819-0092 Corporate Removals and Storage; categories 60180000, 63121000.

Shortly after you have expressed interest, you will receive a second email containing a link to access the tender documents.

## Deadlines

The deadline for expressions of interest is: **15 February 2019 at 11.59am**

Submission of tender by: **15 February 2019 at midday**

Late submissions will not be accepted.

## Additional information

- Islington Council and its partners are committed to work towards a 'Fairer Islington', for more information see [www.islington.gov.uk](http://www.islington.gov.uk).
- Please **do not** include any publicity material with your submissions.
- Islington Council aims to provide equality of opportunity and welcomes applicants who meet the qualitative selection from black and minority ethnic communities and disabled groups.
- The Council encourages all types of organisation who meet the qualitative selection including Voluntary and Community Sector (VCS) organisations, Social Enterprises or not for profit enterprises and small to medium enterprises (SME) to tender.
- Your submission will be marked in stages. Only applicants who meet the requirements at each stage will progress to the next stage. Further details will be contained in the tender documents.
- Please include the Contract Number of this tender process when communicating with the Council in any way.
- Applicants are advised that all costs incurred either directly or indirectly in preparation, submission or otherwise related to this advertisement will be borne by them, and in no circumstances will the council be responsible for any such costs. Applicants are also advised that the council at its sole discretion acting reasonably and in good faith reserves the right to abandon the procurement at any stage prior to contract award.

- As part of a commitment to transparency the council is now publishing all spend over £500 each month. This includes spend on contracts, so the successful contractor should expect details of spend against the contract to appear on the council website [Islington Council: Council contracts](#). The council is also committed to publishing tender and contract documentation after contract award stage. Commercially sensitive information will be redacted from documentation. What constitutes commercially sensitive information is a matter for the council's sole discretion. However, tenderers will be invited to identify information they consider to be commercially sensitive in their tender return and this will be taken into account in the council forming a view.

