



1718-0363 Heat Meter Installation, On-going Maintenance and Billing

Islington Council invites suitable expressions of interest from suppliers for the installation of heat meters, and the associated maintenance, metering and billing, of borough wide communal heating services. We require one contractor to provide both the works and services elements of this contract.

Current status / Background

There are approximately 352 properties with heat meters and associated heat interface units that need to be replaced due to their age. The residents pay for their fuel on a “pay as you go” basis.

Heat meters and associated heat interface units are required to be retrofitted to approximately 43 additional new build properties.

This contract may also include Islington Council’s new build homes, which is currently anticipated to be approximately 646 properties.

The requirement

For properties with existing heat meters and associated heat interface units: to remove the existing heat meters and associated heat interface units and replace with new heat meters and heat interface units.

For properties without heat meters and associated heat interface units: to retrofit heat meters and associated heat interface units.

For all properties: to provide a pre-payment interface and billing service.

Should they be included, Islington Council’s new build homes will **not** require heat meters and associated heat interface units to be installed, but will require prepayment interface equipment to be supplied and installed.

Lots

The contract is split into two lots as there will be two separate contracts; one for the works element and one for the services element:

Lot 1 - The Replacement of 349 existing Heat Meters and associated Heat Interface Units and equipment at Delhi Outram and Aubert Court. The installation of 43 new Heat Meters and associated Heat Interface Units and equipment at 1-20 Lyon House and 1-23 Holly Park

Lot 2 – The light installation services of pre-payment meters to new build properties. Metering and billing services. On-going maintenance of heat meters and associated billing equipment to the borough wide communal heating services.

Suppliers must bid for both Lots. A single contractor is required to provide the entire works and services elements for both lots.

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.

Contract Period

The contract is made up of two Lots.

For Lot 1, the period will be for the duration of time it takes to replace and install the Heat Meters and associated Heat Interface Units. The period will be from an estimated start date of May 2019.

For Lot 2, the period will be for 60 months from an estimated start date of May 2019 with two options to extend; the first up to a further 36 months, the second up to a further 24 months.

The total contract duration will be up to a maximum of 120 months.

Contract Value

The estimated value of Lot 1 is £900,000.

The estimated value of Lot 2 is £400,000 over the potential maximum 120 months term of the contract.

The estimated total value of this contract is £1.3m over the potential maximum 120 months term of the contract. However the Council is confident the bids received will be lower than the estimated value.

Award criteria

The contract will be awarded to the Most Economically Advantageous Tender (MEAT) in accordance with the Public Contracts Regulations. MEAT for this contract is quality 60% and cost 40%. Further details will be provided in the invitation to tender.

Lot 1 - The Replacement of 349 existing Heat Meters and associated Heat Interface Units and equipment at Delhi Outram and Aubert Court. The installation of 43 new Heat Meters and associated Heat Interface Units and equipment at 1-20 Lyon House and 1-23 Holly Park

Cost 40%

Quality 60%

Quality made up of:

Proposed approach to Mobilisation	10%
Proposed approach to Delivery, installation and monitoring of works	15%
Proposed approach to Consultation with, and health and safety of residents	10%
Proposed approach to Risk management	10%
Proposed approach to Customer care	10%
Proposed approach to Social value	5%
Total	60%

Lot 2– The light installation services of pre-payment meters to new build properties. The Metering Service (Billing) and On-going Maintenance of heat meters and associated billing equipment to the Borough Wide Communal Heating Services

Cost 40%
Quality 60%

Quality made up of:

Proposed approach to Delivery and installation	15%
Proposed approach to Risk Management	10%
Proposed approach to Customer Care	15%
Proposed approach to Response to faults and system outages	15%
Proposed approach to Social Value	5%
Total	60%

We expect bidders to arrange site visits in order to prepare their tenders. All visits will need to be pre-arranged and time slots of up to one hour per property will be allocated for inspections. Inspections will be scheduled within the week starting 4 March 2019 and it is recommended that prospective bidders view at least one property at each site. To arrange a site visit please contact Fabian Mugodhi on Telephone: 0207 527 8633 or email Fabian.Mugodhi@islington.gov.uk

Tenderers should be aware that we reserve the right to hold presentations and/or interviews during the tender process, for clarification purposes.

Procurement Process

This contract 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 contract 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 1718-0363 Heat Meter Installation and Billing, categories: 38410000 - Metering instruments; 38550000 – Meters; 38551000 - Energy meters; 38552000 - Electronic meters

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: **Friday 22nd March 2019 at 11:59AM**

Closing date for submission of tenders is: **Friday 22nd March 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.
- 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 criteria from black and minority ethnic communities and disabled groups.
- The Council encourages all types of organisation who meet the qualitative selection criteria 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.
- All questions relating to this contract should be raised via the question and answer section of the relevant contract on the London Tenders Portal. Please do not contact any officer of the council directly.
- 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.