**1617-0595 – Mercury Abatement Equipment Maintenance**

Islington Council invites suitable expressions of interest from suppliers for a Maintenance Service for the cremators, mercury abatement equipment, compressor and charging bier at Islington Crematorium.

**Current status / Background**

Islington Crematorium has two cremators which are almost five years old, together with associated mercury abatement equipment, a compressor and a charging bier. These have been regularly maintained over the five years and we wish to procure a maintenance agreement for a further five years with an option to extend by a further two years

**The requirement**

To provide a 5 year maintenance programme to our FT2 and FT3 cremators, associated mercury abatement equipment, compressor and charging bier at the crematorium. The successful contractor must be able to provide emergency callout using skilled personnel used to working on FT equipment, have FT approved spares and be able to provide on-line diagnosis and rectification via broadband. They must be able to carry out emission testing certification and dispose appropriately of contaminated carbon from the abatement equipment as well as supplying new.

**Lots**

This contract is not split into Lots because it is a maintenance service agreement.

**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 period will be for 60 months from an estimated start date in August 2017 with option to extend up to a further 24 months.

**Contract Value**

The estimated total value of this contract is £364,000 over the maximum 84 months term of the contract. This is based on £52,000 per annum. 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 %. Tender submissions will be subject to minimum quality thresholds of 3 marks or above per each question. Further details will be provided in the invitation to tender.

**Cost 40%**

Cost made up of:

All Planned Maintenance, Annual Emission Testing, Supply and Proper Disposal of Filtration Reagents 20%

Provision of remote fault finding, Call out service for reactive maintenance 10%

Provision of manufacturers stock consumables as per detailed list (Appendix 2) 5%

Provision of refractory repairs 3%

Provision of one off and initial set up costs to be charged in year 1 (e.g. Replacement operating system and software) 2%

**Quality 60 %**

**Quality made up of:**

Proposed approach to Response time to emergency call outs; monitoring and alerts; service and maintenance; supply of spare parts and associated requirements 30%

Proposed approach to workforce and quality management 10%

Proposed approach to impact on the environment and conforming to legal requirements 10%

Proposed approach to communication 5%

Proposed approach to the Routine Cremator Service Schedule (Appendix 3) 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 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://www.londontenders.org/procontract/supplier.nsf/frm_home?openForm>

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 1617-0595 – Mercury Abatement Equipment Maintenance- 98371120 Cremation Services

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: **11:59 on Thursday 02/11/2017**

Submission of Tender documents by: **12 noon on Thursday 02/11/2017**

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 [www.islington.gov.uk](http://www.islington.gov.uk/Council/councilworks/councilfinance/default.asp). 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.

