

Report title

Record Storage – Acceptance of Tender

Report to

London Fire Commissioner

Date

12 September 2018

Report by

Head of Information Management

Report number

LFC-0071

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Summary

This report seeks approval to accept a tender for the management and storage of Brigade records. The Brigade outsourced its records management and storage arrangements when it moved to the Union Street HQ; records storage was previously a service provided and managed in-house with a records centre in the Rear Block at the former Brigade HQ. The Brigade's contract for records management and storage is coming to an end and the London Fire Commissioner agreed (LFC-0008) in May 2018 to delegate the initiation of procurement action to the Director of Corporate Services. The Director subsequently initiated the re-tendering process.

Recommendations

That the London Fire Commissioner (LFC) delegate authority to the Director of Corporate Services to accept the successful tender for the provision of record storage services from the supplier [REDACTED] and for the value set out in the confidential Appendix A to this report.

Background

1. The London Fire Commissioner agreed in April 2018 to delegate initiation of procurement action for a replacement records storage contract (LFC-0008) to the Director of Corporate Services. The Director subsequently initiated the re-tendering process which has been carried out by staff from Technical and Commercial and ICT (Information Management) departments as an OJEU tendering process.
2. The Brigade outsourced its records storage arrangements when it moved to the Union Street HQ in September 2007.
3. The current records storage contract commenced in June 2011 and was for five years, expiring on 1 June 2016. The contract provided for two 12 month extensions; the former Contracts

Oversight Board agreed the use of the final extension year on 16 June 2017. The Document Warehouse are the incumbent supplier.

4. As advised in the April report, the OJEU tendering process would take the Brigade past the expiry date of the current contract and this was extended. A further extension was possible by joint agreement and this will simply cover the period during which tender action and any transfer of records takes place (from any older supplier to a new supplier).

Scope of the contract

5. The scope of the Brigade's records management and storage contract covers:
 - a. Secure storage of up to 18,000 boxes of paper records (although reducing over time).
 - b. Specialist storage facilities for, and to preserve, the LFB photographic archive.
 - c. Confidential material destruction service.
 - d. Retrieval of records and returns service with delivery twice a week.
 - e. Express retrieval/returns delivery service on request.
 - f. Supply archive boxes, tubes, and box labels.
 - g. Management reports to monitor the service.

Procurement action

6. As set out in report/decision LFC-0008, it was agreed that the best option was to undertake an OJEU tendering exercise. This was initiated on 10 May 2018 with a call for expressions of interest by 11 June 2018. A tendering exercise commenced on 22 June 2018 with tender receipt by 23 July 2018. Details of the companies responding to the pre-tender questionnaire, those invited to tender and the outcome of the tendering exercise is set out in the confidential appendices A and B.
7. As reported in April, there is an existing framework contract with a Greater London Authority (GLA) Group body covering the service the Brigade requires which would allow direct award. However, as outlined in April, an analysis showed that the costs to the Brigade were higher than the current supplier. A further analysis has been carried out now that new costs are apparent from the OJEU tender process and it is confirmed that the GLA Group body contract would still cost more than the proposed supplier following the OJEU tendering exercise.
8. As can be seen from the analysis in the confidential Appendix C, the GLA Group contract costs more per year, which would equate to a significant increase on the average annual spend.

Budget provision

9. There is provision in the agreed revenue budget to meet the expenditure for the new contract.

Finance comments

10. This report recommends the acceptance of the successful tender for the provision of storage services. The cost of this contract will be contained within the existing budget.

Workforce comments

11. No staff-side consultation is proposed on this report.

Legal comments

12. Section 5A of the Fire and Rescue Services Act 2004 gives the Commissioner the power to do anything which they consider appropriate incidental to their functional purposes. It also gives

the Commissioner a statutory power to do anything which they consider appropriate for purposes indirectly incidental to their functional purposes through any number of removes. The Commissioner therefore has the necessary statutory powers to undertake the activities proposed in this report. The procurement has been competitively tendered in accordance with the public contracts regulations.

Sustainability implications

13. There are no specific sustainability implications arising from this proposal.

Equalities implications

14. There are no specific equalities implications arising from the proposals in this report.

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