

Provision of Portable Hygiene Units

Report to

Commissioner's Board

Fire and Resilience Board

London Fire Commissioner

Date

21 November 2018

6 December 2018

Report by

Assistant Commissioner, Operational Policy and Assurance

Report number

FRB-0021

LFC-0096

Appendix 1 – Confidential Tender Evaluation

1. The outcome of the procurement process results in the recommendation to the London Fire Commissioner to give approval for the Assistant Director of Technical and Commercial Services award a contract to the Site-Equip Limited.

Evaluation Process

2. The Commissioner received a total of two tenders, from E-Toilet Solutions Limited and Site-Equip Limited.
3. Quality was scored individually by Operational Policy and Assurance, followed by a consensus meeting to agree final scores given to each bidder.
4. The scores awarded to each bidder for each section of the award criteria are as follows:

Criteria	Sub-criteria	Sub-criteria Weight	Site-Equip Weighted Scores	E-Toilet Solutions Limited Scores
Price	Total Price	50%	50%	Tender non-compliant
Quality	PHU equipment meets specification	10%	10%	Tender non-compliant
	Interim Service	5%	4%	Tender non-compliant

	Mobilisation	10%	10%	Tender non-compliant
	Maintenance	10%	10%	Tender non-compliant
	Resilience	5%	4%	Tender non-compliant
Social Value	Social Value	10%	10%	Tender non-compliant
	Total	100%	98%	Tender non-compliant

5. E-Toilet Service Limited did not provide a compliant tender, failing to provide answers to the method statement questions meaning quality could not be assessed.
6. Site-Equip Limited provided a compliant tender scoring 48% out of a potential 50% for quality, therefore this report recommends awarding the contract to Site-Equip Limited.
7. The winning tenderer's solutions provides the Commissioner with:
 - Good design specification and detailed equipment features which include storage areas. The supplier demonstrated a build quality to the specification required.
 - A detailed and effective delivery model to ensure adherence to a three-hour (or faster) delivery timeline. Availability (retention at supplier site) of two towing vehicles with trained and consistently available staff to deliver the units.
 - Interim provision provides comparable capability to specified PHUs where possible. The build time for the PHUs as per the specifications proposed would be approximately 10–12 weeks from date of order, and final designs being signed and agreed.
 - Supplier demonstrated a thorough and well-established maintenance and servicing proposals, with PHUs serviced immediately after every incident regardless of usage.
 - In the event of multiple simultaneous call outs of the PHUs, the arrangements would mean two operatives that are on-call that would deal with the first two call-outs as normal. Any further call outs we would utilise toilets from the supplier's fleet of over 3000 units of single plastic chemical toilets and over 40 toilet trailers.

Financial implications

8. The winning tenderer's response has an overall estimated cost over three years of £397,520.08 based on the Phase 1 and Phase 2 model, or £470,320.12 over three years if the Phase 2 option does not go ahead. These figures are based on projected use and mobilisation of the service with one unit configured for disabled access. The costs for the provision without disabled access incorporated would be £382,520.08 based on Phase 1 and 2 over three years or £455,320.12 over three years if the Phase 2 option does not go ahead.

First 24 months	
Interim rental fee for two PHUs (over three months for build period)	£30,000.00
Capital costs for two custom Portable Hygiene Units ¹	£91,000
Monthly Management Fee and estimated call out, collection, and additional fees	£222,880.08
Total costs for Phase 1 – Initial Operating Model	£343,880.08

Option for the following 12 months	
Total costs to continue Phase 1 – Initial Operating Model. Monthly Management Fee and estimated call out, collection, and additional fees	£111,440.04
Total costs for Phase 2 – Optional Future Operating Model (in-house delivery). Monthly Management Fee, collection and additional fees	£38,640.00

Option for Disabled Access	
Addition to design and construction fee per unit:	£15,000

9. It is worth noting the management fee and estimated call out, collection and additional fees tendered for represents a monthly reduction of £2,163 compared to the interim contract currently in operation with Site-Equip Limited.

The management fee, collection and additional fees reduces by £72,800.04 over 12 months if the Phase 2 Future Operating Model for in-house delivery option is implemented. The reduction in price reflects the scaling down of services delivered by the supplier as significant cost comes from the requirement for consistently available standby and delivery within a three-hour Service Level Agreement (SLA).

¹ The capital value of the PHU units will be offset against its costs.

Risk/Contract management

10. Robust contract management procedures will be in place to ensure that the supplier delivers what they are required to under the contract. Operational Policy and Assurance will be responsible for the day-to-day running of the contract, and Operations Directorate Support Services will be responsible for the commercial contract management of the agreement.
11. A strong relationship will be developed with the supplier to ensure key elements of the specification are met. A KPI regime has been developed on phone response time, delivery time, collection time, maintenance and turnaround time to ensure the service meets requirements and poor performance will result in a financial penalty.
12. A financial risk assessment was undertaken by Contract Management Group using Experian. This showed Site-Equip Limited have a very low risk score. Contract Management Group will continue to do this annually to monitor the company's financial standing throughout the life of the contract.

Sustainability considerations/ outcomes.

13. As reported, the following sustainable procurement themes were considered and had a 10% weighting in the evaluation criteria. The Supplier demonstrated within its method statement a good consideration of sustainability shown below:

Criteria	Tender Response
<ul style="list-style-type: none">• Low Energy and high water efficiency of PHU• Low environmental impact hand drying hand drying facilities• Proposed generator size and fuel type and how this will support low emissions of air pollutants	<ul style="list-style-type: none">• To reduce the amount of water used in the toilet trailers, all the taps are self-closing non-concussive to reduce consumption.• Low wattage hand dryers• Low voltage LED lights in all our trailers to reduce energy power requirements• PHU designed to be built using a GRP finish to a Honeycomb core, this will not only be lighter in weight (reducing fuel use) but will have a superior whole life advantage as it will not rot or decay unlike a plywood core.• The generator conforms to the following CE directives: 2010/26/EC NRMM Emissions Directive 2000/14/EC Outdoor Noise Directive
Compliance with the ULEZ for delivery and collection, and any use of ultra-low emission vehicles	Vehicles currently comply with the ULEZ, using vehicles that have Euro 5 or above engines.
Use of cleaning products and services that comply with the best practice level	Purchase of cleaning products complies with the Government Buying Standards, which will include Ecolabel clearly labelled products with correct dosing instructions

