

**Date: 15/11/2022**

Ref: CAM4095

Dear Requester

Thank you for your request for information dated 18/10/2022 about Highway Surveying Information. We have dealt with this under the Freedom of Information Act 2000.

## **Response**

The council holds the information requested. The answers to your questions are below.

### **The details we require are:**

**1. Suppliers who applied for inclusion on each framework/contract for Highway Condition Surveys and were successful & not successful at the PQQ & ITT stages**

The 3 companies who tendered were AECOM, Highway Surveyors Ltd and Yotta DCL. Highway Surveyors Ltd were the successful tenderer for this Contract.

**2. Start date & duration of framework/contract for Highway Condition Surveys?**

Start date was 6<sup>th</sup> November 2017 and the completion date 5<sup>th</sup> November 2020.

**3. Could you please provide a copy of the service/product specification given to all bidders for when the framework/contract for Highway Condition Surveys was last advertised?**

The request for quotation for this contract is below.

**4. Was there an extension clause in the framework(s)/contract(s) for the Highway Condition Surveys and, if so, the duration of the extension?**

No.

**5. Has a decision been made yet on whether the framework(s)/contract(s) for the Highway Condition Surveys are being either extended or renewed?**

A new contract will be procured in early 2023. Suppliers can set themselves up on our tendering portal, using the following link, and view upcoming advertised tenders that way.

<https://uk.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany?OID=1&B=UK>

**6. Who is the senior officer (outside of procurement) responsible for the Highway Condition Surveys contracts?**

David Wells, Highways Manager.

**Further Information:**

We do not give our consent for any names and contact details provided in this response to be sent marketing material. Any such use will be reported to the ICO as a breach of General Data Protection Regulations and the Privacy and Electronic Communication Regulations.

Why not check our Portal [Open Data Camden](#) before making a new request as your question may already be answered by a previous [FOI response](#) or in one of our many useful and interesting datasets.

**Your Rights**

If you are not happy with how your response was handled you can request an Internal Review within 2 months of this letter by email to [foireviews@camden.gov.uk](mailto:foireviews@camden.gov.uk) or post: Information and Records Management Team, London Borough of Camden, Town Hall, Judd Street, London WC1H 9JE. Please quote your case reference number. If you are not satisfied with the Internal Review outcome you can complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk) telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. The ICO website [www.ico.org.uk](http://www.ico.org.uk) may be useful.

Yours sincerely

**Philip Lewis**  
**Information Rights Officer**

**LONDON BOROUGH OF CAMDEN**

**REQUEST FOR QUOTATION**

**COLLECTION OF UKPMS SURVEY DATA IN  
THE LONDON BOROUGH OF CAMDEN**

26<sup>th</sup> September 2017

Dear Applicant

You are invited to submit a Quotation to provide Collection Of Ukpms Survey Data to LB Camden.

By participating in this Quotation you are indicating your acceptance to be bound by the Terms and Conditions set out in this Invitation to Quote Document and attachments. The key details of LB Camden requirements are set out in this document which you should take into account in your response. To submit a Quotation for this service please complete the Request for Quote form enclosed with these Instructions.

The closing date for:

1. Clarifications questions Midday 9<sup>th</sup> October 2017
2. Quotation closing date Midday 17<sup>th</sup> October 2017

Please direct any questions regarding the content or process of this invitation to quote to Seema Hasan using the messaging facility in the e-tendering system (EU Supply).

I look forward to receiving your response.

Yours sincerely,

Seema Hasan  
Procurement Project Manager

## Request for Quotation (RfQ)

### 1. Introduction

- 1.1 The Council was created in 1965 with the aim of providing more efficient local government for the communities previously served by the old Metropolitan Boroughs of Hampstead, Holborn and St Pancras.
- 1.2 The Council employs approximately 4,800 people (excluding schools) across the Borough and serves a population of over 200,000 people. Our annual third party spend is approximately £400m. Our responsibilities include delivering services across:

#### **Supporting people**

Supporting people focuses on ensuring that children and vulnerable adults are kept safe as well as supporting individuals and families to overcome disadvantages, be resilient and live healthily and independently wherever possible. This directorate covers all of Camden's services for children, young people, adults and families who are in need.

#### **Supporting communities**

Supporting communities focuses on creating the conditions for people to lead high quality, and fulfilling lives, in healthy, safe and resilient communities. This directorate covers all of Camden's services for environment, leisure, safety and housing management.

#### **Corporate services**

Corporate services focuses on our strategic direction and providing essential support services. It oversees our use of resources, develops our digital and data capabilities and helps us adapt and change to remain innovative and ensure we are focused on the future. This directorate covers our HR, finance and corporate functions as well as Camden's customer services.

#### **Public Health**

Public Health focuses on helping people to stay healthy and protecting them from threats to their health. It supports people to make healthier choices and aims to minimise the risk and impact of illness. This directorate is a shared service with the London Borough of Islington.

- 1.3 The Borough lies to the north of the centre of London and has boundaries with five other London boroughs which are Westminster City Council to the west, the Corporation of London to the south, Islington to the east, Haringey to the north and Brent to the northwest.

1.4 Camden maintains approximately 258km of public highway. The highway category is divided approximately as follows:

- Principal roads - 22km
- Non Principal roads – 20km
- Unclassified roads – 216km

Contained within the borough is an additional 11km of the highway network which is maintained by Transport for London (TfL). There are also a number of private roads which does not form part of the public highway and there are a number of boundary agreements in place for roads that adjoin other London Boroughs.

The Contractor will be required to become familiar with the borough to enable appropriate quotation to be submitted from the date of notification of the award of the contract.

## 2. Background

The London Borough of Camden is currently seeking to award a contract for the provision of the UK Pavement Management Survey. The contract will be for 3 years. The specification in section 3 of this document provides a detailed description of the required services.

## 3. Specification

### DESCRIPTION OF WORKS

The London Borough of Camden (the client) requires a Contractor to undertake UKPMS visual survey work on its carriageway and footway network. This work will include visual inspections on sections of the highway network that is maintainable at public expense (the public highway).

**The intention is to carry out all surveys in an 8 week period from an agreed commencement date.**

### General Requirements

The Contractor will be required to process various reports using a UKPMS accredited software package.

Any data created/manipulated or developed will be maintained by the Contractor for a minimum of three years and free access will be made available to the client at any time during that period.

DVI (Detailed Visual Inspections) and CVI (Coarse Visual Inspections) will be used to produce the following performance indicators (PI):

- Footway condition indicator TN 29 (formally BVPI 187) - percentage of the category 1, 1a and 2 footway network where structural maintenance should be considered.
- Unclassified carriageway condition indicator PI 224b (formerly known as BVPI 224b) - the percentage of the unclassified road network where structural maintenance should be considered.

## **Highway Network**

Camden will supply a road centerline network to the contractor in a GIS format. Roads must be surveyed in the direction indicated in the network and using the supplied section references. A signed OS license agreement will be required.

## **Data Collection**

Base data must be collected in accordance with the latest UKPMS rules and parameters.

The entire public highway network must contain a condition index. Where a section of highway contains no defects, indices of “0” can be used.

Where two roads intersect, the primary highway will hold the condition data. The second highway (that continues across the intersection) should be classified as ‘not surveyed’ for that section only.

Undertake and complete a detailed visual inspection (DVI) survey with full XSP (cross section position) referencing of the public highway footway network, for classified non-principal roads and unclassified roads within Camden.

Undertake and complete a DVI survey with full XSP referencing of the public highway carriageway network, for classified non-principal roads and unclassified roads within Camden.

All survey staff must have the latest accreditation. CV’s of the staff will be required so that accreditation can be verified with the issuing consultant.

Data collection software must be UKPMS accredited.

The survey must be completed within an 8 week period.

### **Reporting Deliverables**

- HMDIF format files of the DVI survey must be provided and must be able to be loaded into a UKPMS accredited software package - the Contractor must have access to a UKPMS package. The software package and associated costs will be the responsibility of the Contractor.
- The survey data must be provided free from error, omissions and viruses for loading.

### **Staff and Training**

The Contractor will nominate a Project Engineer for Normal Services, who will be experienced in this type of work and will liaise with the client's staff as required. The CV of the proposed Project Engineer should be returned with this tender document.

The client will nominate an officer as the client's representative who will liaise with the nominated Project Engineer.

The Contractor will nominate a full time Project Supervisor who will be responsible for supervising the survey teams on site.

Survey teams should consist of two personnel per team and be in the direct employment of the Contractor as **no** sub-letting of the work will be allowed by the employer.

All condition data is to be collected by skilled experienced surveyors who hold the City and Guilds 6033 Unit 301 and Unit 331 for CVI Surveys or the City and Guilds 6033 Unit 301 and Unit 322 for DVI Surveys, or hold UKPMS Visual Inspector Accreditation.

The Contractor is to provide details of the surveyors who will be employed on the survey; this information must be returned with the tender documents and should include the names of the surveyors and details of their relevant experience. The surveyors may not be changed without the approval of the client.

### **Survey Working Practice, Method and Requirements**

The method used to carry out the surveys, CVI and DVI, shall be in accordance with the requirements of the UKPMS Manual Volume 2 - Visual Data Collection for UKPMS as amended by the UKPMS Rules and Parameters Set current at the time of the survey and supplemented by guidance given in Technical Advice Notes published on the UKPMS web site.

When undertaking the survey, the Contractor will be expected to correct any errors built into the network at the design stage, this may include changes to section descriptions and the addition or removal of complete sections. The client is to be informed of any such problems immediately.

### **Quality Assurance**

The Contractor shall establish arrangements for verifying and assuring himself, the Client and the Employer of the accuracy and reliability of the data generated by the works. Details of such quality assurance arrangements shall be supplied to the Client with the tender documents.

All data collected shall conform to the codes and tolerances detailed in the current version of the UKPMS Rules and Parameters set. Such data shall also be subject to quality assurance arrangements to ensure accuracy and consistency of data collected between survey teams.

Quality assurance reports shall be submitted by the Contractor to the client on the first working day of each week in respect of the previous weeks work. The client shall take all other steps he considers necessary (including but not limited to random checks) to ensure that all the data satisfies the requirements of this specification.

All measuring equipment shall be uniquely identified and marked. It shall be checked and calibrated before the date of the field survey and at regular intervals thereafter. The Contractor in a form agreed with the client shall keep the signed record of calibrations. A copy of the calibration certificates shall be supplied to the client at the pre-start meeting.

The Contractor must be ISO9001:2000 accredited and include a copy of the certificate with this tender.

### **Assessment of Results and Remedial Work**

If in the course of applying the quality assurance arrangements referred to in paragraph above the Contractor or Client establishes that the tolerances have been breached in respect of any site, all the data collected by each member of that survey team shall be examined and the Contractor shall send forthwith to the client a notice to this effect. The Client will have up to one month after all survey data has been supplied to him in which to carry out the quality assurance checks.

Within seven days of sending such a notice the Contractor shall report to the client in writing whether the rest of the data collected by each member of that

survey team is accurate. If this indicates a further breach of the tolerances the Contractor shall, at his expense, re-survey all sites surveyed that indicate these breaches.

If the Contractor reports to the client that the rest of the data is accurate, the client may inspect further sites chosen at random from the data submitted.

If further breach of the tolerances specified is indicated to the client by his further inspection he shall notify the Contractor thereof and the Contractor shall at his own expense conduct a further survey of all sites surveyed.

### **Programme of Works and Progress Meetings**

The Contractor should include with his tender submission, an outline programme for the project showing the anticipated commencement and completion date and the duration of key activities. The Contractor should note that the DVI collection and data processing on Classified Carriageways, Unclassified Carriageways and Footways, the production of Ranking reports and BVPI Data for the whole network and the production of the Thematic Maps shall be completed and handed over to the client by the completion date specified.

The Contractor should state in his tender submission how he proposes to manage the project and what elements of the project will be carried out from the client's offices.

### **Completion**

Practical completion of the works is when all parts of the field survey have been completed and all the data has been provided to the client in accordance with the specification paragraph 2.0 including any corrections or further surveys required as a consequence of Quality Assurance checks. The Contractor will use all reasonable endeavours to ensure that these obligations have been fulfilled within two weeks of the completion of the field survey.

### **Health and Safety at Work Act 1974**

All activities shall be organised and carried out to meet the requirements of the "Health and Safety at Work Act 1974", Construction (Design & Management) Regulations 2007 and any other relevant safety regulation and/or procedures which are in force at the granting of this contract or which may be enacted during the contract.

The Contractor shall provide, erect and maintain traffic signals, road markings, lamps, barriers and traffic control signals and such other methods as may be necessitated by the execution of the works in accordance with the recommendations contained in Traffic Signs Manual Chapter 8 Traffic Safety Measures and Signs for Roadworks and Temporary Situations Part 1: Design

2009 and Traffic Signs Manual Chapter 8 Traffic Safety Measures and Signs for Roadworks and temporary situations Part 2: Operations 2009 published by The Stationery Office and any amendments thereof.

Where the circumstances of any particular case are not covered by the recommendations the Contractor shall submit proposals for dealing with such situations to the client for approval.

All personnel working on the highway must at all times wear high visibility clothing to BS EN 471 Class 3 and be instructed to wear them at all times when carrying out the survey work. Any staff on site found not wearing adequate reflective clothing will be instructed to leave site immediately.

All vehicles used by the Contractor are to be clearly marked with the Contractor's name and registered address and telephone number. They shall also be fitted with roof-mounted amber flashing lamp of minimum wattage 55 watt visible from both the front and rear of the vehicle and shall have signboards reading "HIGHWAY MAINTENANCE", "CAUTION SURVEYING" and "THIS VEHICLE MAY STOP WITHOUT WARNING" fixed at the rear. The lettering shall be 50mm; or 100mm height in black capital letters from the "Transport Heavy Alphabet" on a yellow non-reflectorised background in accordance with BS381C.

The Contractor shall liaise as necessary with the police and comply with any requirements of the police regarding traffic management.

The Contractor will be responsible for the safe execution of the work and nothing contained or implied in or inferred from the above or elsewhere in the contract documents relieves him of any of his obligations.

The Contractor shall complete and provide with his Tender his Safety Plan and full and detailed Risk Assessments for all site activities as they affect his employees and others. The Contractor's Safety Policy is to be included with the Tender.

### **Possession of Site**

The successful Contractor shall work and programme their works in co-operation with the Camden's Term Contractors and other Contractors working in the area.

The successful Contractor will not have exclusive possession of the 'road or 'site' which must be kept open to traffic, pedestrians and stakeholders unless an appropriate traffic order is in force.

### **Traffic Management**

The successful Contractor will be responsible for Traffic Management and the costs shall be included within the tender.

### **Congestion Charges**

The successful Contractor will be responsible for Congestion Charges and the costs shall be included within the tender...

### **Parking Charges**

The successful Contractor will be responsible for Parking Charges and the costs shall be included within the tender...

### **Welfare Facilities**

The successful Contractor will be responsible for Welfare facilities and the costs shall be included within the tender. Refer to the HSE Construction Information Sheet 46 – Provision of Welfare Facilities at Transient Construction Sites.

## COMMERCIAL REQUIREMENTS

### Price Variation

The price will remain fixed for a period of the full term of the Contract.

### Charges

Tenderers must complete Schedule 4- Pricing Document to provide the UK Pavement Management survey

The charges/prices must cover all requirements.

All charges/prices must be expressed in pounds sterling and should be exclusive of VAT, all pricing information will form the basis of any resultant Contract.

### Parent Company Guarantee

If requested to do so by the LB Camden Tenderers must be willing to provide a Parent Company Guarantee or other such deed of guarantee as considered appropriate by the LB Camden.

### Performance Management

The provision of the goods or service is important to the delivery of the LB Camden's key business objectives. Failure to supply the goods or service by the Provider will lead to inefficiencies and additional costs being incurred by LB Camden and/or Other Contracting Bodies. The outcome of this contract will be the submission of the required report as specified in section 3. The report must be submitted within the timescale agreed. The final Invoices is to be submitted within 28 days of submitting final report.

#### 4. Evaluation Methodology

The evaluation will consider whether or not every instruction and requirement contained within the RfQ has been fulfilled.

The Council will award the contract to the supplier, whose quotation at the conclusion of the evaluation, offers the most economically advantageous Tender .

#### Evaluation Criteria and Process

Contract Specific Questions.

The following two questions are a mandatory requirement. A fail will deem the quotation submission as non compliant.

1. Insurance (Mandatory: Pass/Fail question)
2. UKPMS Visual Survey Accreditation Scheme (Mandatory: Pass/Fail question)

The following question must score a minimum of three out of five. A score below 3 will deem the quotation submission as non compliant.

3. Experience ( Mandatory score of 3 or above)

The following question must score a Pass

4. Financial assessment (credit rating of 30% or above) a Pass may be awarded if the organisation has provided further information to establish the reasons for the rating.

#### Quality

Method Statement (**30%** of overall score)

Quality Criterion 30%	Percentage weightings
<i>Method Statement</i>	15%
<i>CV</i>	5%
<i>Programme</i>	10%

#### Commercial

Competitive price (**70%** of the overall score)

To calculate the price element of the total score, the lowest price will be awarded 40% (the maximum score for price) and the price score for other bidders will be calculated using the following formula: (lowest tender price / tender price) \* 40% where price is the total from the Pricing Schedule.

#### Evaluation Scoring Approach

Excellent	5	Exceeds the requirement. Exceptional demonstration by the
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		Tenderer of the relevant ability, understanding, experience, skills, and resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with evidence to support the response.
Minor Reservations	2	Satisfies the requirement with minor reservations. Some minor reservations of the Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Serious Reservations	1	Satisfies the requirement with major reservations. Considerable reservations of the Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.

**LB Camden reserves the right at its sole discretion to disqualify without further consideration any submission that does not satisfy the requirements set out in this RfQ.**

## 6. Timetable

DATE	STAGE
26/09/2017	RFQ issued
09/10/2017 Midday	Clarification period closes
17/10/2017 Midday	Closing date and time for receipt by LB Camden of Responses to the RFQ
18-20/10/17	Evaluation of RFQ commences
01/11/2017	Appointment of Provider

06/11/2017	Commencement Date of Contract
05/11/2020	Contract completion date

## 7. Request for Quotation (RfQ) Instructions

### 7.1. General

These instructions are designed to ensure that all Tenderers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Tenderers should read these instructions carefully before completing the Quotation documentation. Failure to comply with these requirements may result in the rejection of the RfQ.

These instructions shall form part of the RfQ Conditions. By submitting your Quotation the process automatically signals that you accept these RfQ Conditions.

If you have any doubt as to what is required or have difficulty in providing the information requested please contact us through the e-tendering portal.

### 7.2. Quotation communications

Unless stated otherwise in these Instructions or in writing from LB Camden, all communications from Tenderers during the period of this procurement exercise must be directed to the designated LB Camden's e-tendering portal.

7.3. All material issued in connection with this RfQ shall remain the property of LB Camden and shall be used only for the purpose of this procurement exercise

7.4. The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the RfQ Conditions.

7.5. Tenderers shall accept and acknowledge that, by issuing this RfQ, LB Camden shall not be bound to accept any Quotation and reserves the right not to conclude a Contract. LB Camden reserves the right to amend, add to or withdraw all or any part of this RfQ at any time during the procurement exercise.

### 7.6. Quotation Validity

Your Quotation should remain open for acceptance for a period of 90 days. A Quotation valid for a shorter period may be rejected.

### 7.7. Preparation and Submission of Quotation

(a) Tenderers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of this Quotation.

(b) Tenderers are required to complete and provide all information required by LB Camden in accordance with the RfQ and RfQ Conditions. Failure to comply with the Conditions and the RfQ may lead LB Camden to reject your Quotation.

- (c) LB Camden may at its own absolute discretion extend the closing date and the time for receipt of Quotations
- (d) Any extension granted will apply to all Tenderers.
- (e) The Quotation and any documents accompanying it must be in the English language
- (f) Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided

## 7.8. Confidentiality

The contents of this RfQ are being made available by LB Camden on condition that the Tenderers shall at all times treat the contents of the RfQ and any related documents (together called the 'Information') as confidential, and use any of the Information for the purposes of submitting (or deciding whether to submit) a Quotation only.

## 7.9. Freedom of Information

7.9.1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), LB Camden may, acting in accordance with the Secretary of State's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the Environmental Information Regulations (EIR) be required to disclose information submitted by the Tenderer to the to LB Camden.

7.9.2. In respect of any information submitted by a Tenderer that it considers to be commercially sensitive the Tenderer should:

- (a) clearly identify such information as commercially sensitive
- (b) explain the potential implications of disclosure of such information
- (c) provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive.

7.9.3. Where a Tenderer identifies information as commercially sensitive, LB Camden will endeavour to maintain confidentiality but cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

7.9.4. Where a Tenderer receives a request for information under the FoIA or the EIR during the procurement process, this should be immediately passed on to LB Camden and the Tenderer should not attempt to answer the request without first consulting with LB Camden.

## 7.10. Disclaimers

Whilst the information in this RfQ has been prepared in good faith, it does not purport to be either comprehensive or has been independently verified.

#### 7.11. Anti-Fraud and Corruption

Any Tenderer who directly or indirectly makes payments or any other inducements to any Member or Officers of LB Camden concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such Member or Officer or concerning any other Tenderer, Quotation or proposed Quotation will be disqualified.

#### 7.12. Acceptance

The Tenderer in submitting the Quotation undertakes that in the event of the Quotation being accepted by LB Camden and LB Camden confirming in writing such acceptance to the Tenderer, the Tenderer shall within 30 days of being called upon to do so by LB Camden execute the Contract in the form set out in this RfQ or in such amended form as may subsequently be agreed.

LB Camden shall be under no obligation to accept the lowest or any Quotation.

#### 7.13. Late Quotations

Any Quotation received at the designated point after the Deadline set out in Section 6 of this RfQ may be rejected.

#### 7.14. Quotation Withdrawal

Tenderers may withdraw their Quotation at any time prior to the Deadline or any other time prior to accepting the offer of a Contract. The notice to withdraw the Quotation must be in writing via the messaging service

#### 7.15. Right to Reject/Disqualify

LB Camden reserves the right to reject or disqualify a Tenderer where

- (a) the Tenderer fails to comply fully with the requirements of this Invitation to Quotation
- (b) the Tenderer is guilty of serious misrepresentation in relation to its Quotation
- (c) there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Tenderer.

#### 7.16. Right to Cancel, Clarify or Vary the Process

LB Camden reserves the right to:

- (a) amend the terms and conditions of the Request for Quotation process
- (b) cancel the evaluation process at any stage
- (c) require the Tenderer to clarify its Quotation in writing and/or provide additional information. Failure to provide all the details requested may result in the Quotation being rejected

#### 7.17. Customer References *[if appropriate]*

Unless already taken up at an earlier stage in the procurement process and after the receipt of Quotations, LB Camden may visit at least one customer reference site of the



Tenderer and may seek written references from any other designated customers which are not visited.

#### 7.18. Notification of Award

LB Camden will notify the successful Tenderer of their admission to the Contract in writing for all contracts below the EU Threshold.

#### 7.19. Debriefing

LB Camden offers feedback to every Tenderer submitting an unsuccessful proposal. LB Camden reserves the right to control the format and content of any such briefing, and to limit it in any way believed by LB Camden to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reason for doing so).

## SCHEDULE 1: FORM OF QUOTATION AND DECLARATIONS

TO BE COMPLETED BY THE TENDERER

To: **London Borough of Camden** (The Council)

Date:

From: *[Tenderer to insert name of organisation submitting Quotation]*

Having examined the RfQ and all other Schedules, and being fully satisfied in all respects with the requirements of the RfQ (including the Conditions of Quotation), I/We hereby offer to provide *[insert details of supply/services/goods and services as per front sheet of RFQ]* as specified at the prices shown in the Schedule of Prices. The duration of the Contract is for *[insert number of years]*.

If this offer is accepted, I/we agree to execute documents in the form of the Contract within 30 days of being called upon to do so.

I/We confirm that I/we agree with the LB Camden in legally binding terms to comply with the provisions relating to confidentiality set out in the RfQ.

I/ We hereby certify that any statement made in our pre-qualification assessment *[if applicable]* submission remains true and accurate in all material aspects save as specified below:

- The essence of the public procurement process is that the LB Camden shall receive bona fide competitive Quotations from all Tenderers. In recognition of this principle and in signing this Form of Quotation, I/we warrant this is a bona fide Quotation, intended to be competitive and that I/we have not fixed or adjusted the amount of the Quotation or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other party.

I/We also confirm that I/we have not done and undertake that I/we will not do at any time any of the following acts:

- Communicate to a party other than the LB Camden the amount or approximate amount of my/our proposed Quotation (other than in confidence in order to obtain quotations necessary for the preparation of the Quotation and/or insurance), enter into any agreement or arrangement with any other party that he shall refrain from tendering or as to the amount of any Quotation to be submitted, or offer or agree to pay or give or pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other Quotation or the proposed Quotation.

In this Form of Quotation

the word “person” includes any person, body or association, corporate or incorporate the phrase “any agreement or arrangement” includes any transaction, formal or informal whether legally binding or not.



I/We hereby confirm that I/we have not canvassed any member, officer, employee, or agent of the LB Camden or Other Contracting Body in connection with the award of the Contract for the goods/services/goods and services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not prior to the conclusion of the Provider selection process canvass or solicit any member, employee, agent or provider of the LB Camden or Other Contracting Body in connection with the award of the Contract for the goods/services/goods and services or any proposed Call Off Contract for the provision of the goods/services/goods and services and that no person employed by me/us or acting on my/our behalf will do any such act.

I/We further acknowledge that, should I/we be appointed as a Provider to the Contract following the conclusion of the Provider selection process, LB Camden will permit me/us to approach the LB Camden and/or Other Contracting Body directly in order to promote the Contract.

In compliance with the requirements set out in the Invitation to Quote I confirm that I have:

1. read and fully understand the requirements.
2. complied with the specific requirements set out in the RFQ documents.
3. completed and enclose the following documents:

This Quotation shall remain open for acceptance by LB Camden for a period of 90 days after the due date for return of Quotations specified in the Invitation to Quote.

I warrant that I have all the requisite Corporate LB Camden to sign this Quotation and confirm that I have complied with all the requirements set out in this Quotation document.

Name & job title of person authorised to complete and sign this Form of Quotation (block capitals)::	
Signature:	
Position:	
Signature:	
Position:	
Date:	

Direct Line		Mobile		E-mail	
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**SCHEDULE 2: MANDATORY QUESTIONS AND METHOD STATEMENT**

**Insurance (Mandatory: Pass/Fail question)**

1. At contract award the following limits of Indemnity are:

- Public liability - £5,000,000
- Employment liability - £10,000,000
- Professional indemnity - £2,000,000

Please confirm that you will have the above insurances in place. Copies of insurance documents which demonstrates the correct level cover must be available from contract award.

Is Insurance at required level currently in place. **Yes/No ( please delete)**

If yes please provide copies.

If no copies will be required at contract award date.

**UKPMS Visual Survey Accreditation Scheme (Mandatory: Pass/Fail question)**

2. Please provide evidence and details of your accreditation according to the UKPMS Visual Survey Accreditation Scheme. (This accreditation is mandatory and is an essential requirement for this contract.)

**Experience (Mandatory)**

3. Provided examples (at least 2) of similar contracts within the last three years. (Include example of working in an urban environment)

	Organisation with name, email address and phone number	Contract start and end date	Annual value	Description of work - Include what type of environment this took place in (urban/ rural) include carriage way length surveyed. No more than 100 words per example.
Example 1				
Example 2				

This question will be assessed on the basis of similarity of the work undertaken, and the type of environment where the work was undertaken with both aspects equally important. The council intends to only contact the organisations provided to confirm the information provided for the successful organisation.

Organisations must score a minimum of three out of five, based on the scoring stated in evaluation scoring approach.

**Financial Assessment (Mandatory)**

4. A credit rating check through Credit Safe will be carried out to establish that potential suppliers are of sufficient financial standing. Potential Suppliers may obtain information regarding their financial risk rating before submitting a tender from Credit Safe <http://www1.creditsafeuk.com/>  
In the case of a consortium, the Authority will consider the combined credit rating of all the potential Suppliers.

30% and above is a Pass

Where an organisation has a credit rating of less than 30% , a Pass may be awarded if the organisation has provided further information to establish the reasons for the rating.

**Method Statement (15%)**

Please provide detail of.

1. Managing and carrying out the works including quality assurance arrangements for data collection and deliverables. (750 word limit)
2. Provide contract specific Risk Assessments (750 word limit)
3. Safe working practice notes issued to inspectors (750 word limit)

**Evidence to substantiate the Tenderers Response may also be required**

**CV's (5%)**

4. CV's of senior staff involved in the contract including the Project Engineer.
5. An outline programme for the project showing the duration of key activities.

**SCHEDULE 3: TERMS & CONDITIONS**

## SCHEDULE 4 - SCHEDULE OF PRICES/COSTS

All rates listed are per carriageway km.

### SCHEDULE OF RATES

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	RATE	TOTAL
1	Footway Detailed Visual Inspection (DVI) of Principal, Non Principal and Unclassified Roads with full XSP	258*	km		
2	Carriageway Detailed Visual Inspection of Non Principal and Unclassified Roads, kerbs and verges with full XSP	236*	km		
3	Attribute inventory as specified in 'Highway Network' associated with Items 1 and 2	1	Item		
4	Production/delivery of HMDIF files	1	Item		
5	Production of PI 224b	1	Item		
6	Production of TN 29 (PI 187)	1	Item		
7	Production of Thematic Maps	16	Item		
	Condition Mapping (3) Generic treatment mapping for all survey data sets, mapped from automatic pass output (3) MARCH priority/condition ranking mapping for all survey data sets (3)	9			
8	Production of priority lists	1	List		
	Priority Lists (2)	2			
9	Production of Recommended Treatment Reports	1	List		
	CI Listings – Treatments are included within the sub-section CI listing (2)	2			
<b>TOTAL</b>					

\* Lengths are best estimates (calculated through a GIS) and do not include 'both sides of the road'.

**Total cost for providing the surveys per annum is \_\_£\_\_\_\_\_**

NOTE: The London Borough of Camden will not require 22kms of carriageway to be surveyed as this should be covered by another contract.

**If the Council wishes to instruct any additional work the following rates will apply:**

**DAYWORK SCHEDULE**

<b>ITEM</b>	<b>STAFF GRADE</b>	<b>HOURLY RATE</b>
1	Manager	
2	Project Engineer	
3	Project Supervisor	
4	Surveyor	



