



LONDON FIRE BRIGADE

Decision title

Records management and storage services – retendering

Recommendation by
Chief Information Officer

Decision Number
LFC-0008-D

NOT PROTECTIVELY MARKED

Summary

This report seeks approval to initiate re-tendering action for a contract to provide for the management and storage of Brigade records. The Brigade out-sourced 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 second contract for records management and storage is coming to an end and this paper seeks authority to initiate re-tender action for a replacement (third) contract.

Decision

The London Fire Commissioner delegates the approval for the re-procurement initiation for records management and storage services to the Director of Corporate Services.

Dany Cotton QFSM
London Fire Commissioner

Date 7/5/2018

Access to Information – Contact Officer	
Name	Steven Adams
Telephone	020 8555 1200
Email	governance@london-fire.gov.uk

Report title

Records management and storage services – retendering

Report to

London Fire Commissioner

Date

25 April 2018

Report by

Chief Information Officer

Report number

LFC-0008

Summary

This report seeks approval to initiate re-tendering action for a contract to provide for the management and storage of Brigade records. The Brigade out-sourced 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 second contract for records management and storage is coming to an end and this paper seeks authority to initiate re-tender action for a replacement (third) contract.

Recommendations

The London Fire Commissioner delegates the approval for the re-procurement initiation for records management and storage services to the Director of Corporate Services.

Background

1. The Brigade outsourced its records storage arrangements when it moved to the Union Street HQ. The Brigade had previously maintained an in-house records centre based in the rear block of the former Brigade HQ on Albert Embankment.
2. The second records storage contract is coming to an end shortly, and this paper seeks the LFC's agreement to delegate the initiation of the re-procurement activity to the Director of Corporate Services. The current contract commenced in June 2011 for five years, expiring on 1 June 2016. The contract provides for two 12-month extensions; the former Contracts Oversight Board agreed the use of the final extension year on 16 June 2017. The current contractor is The Document Warehouse UK Ltd. Ideally, a new contract needs to be in place in June 2018.

Scope of the contract

3. The scope of the Brigade's records management and storage contract covers:
 - i. Secure storage of 18,000 boxes of paper records
 - ii. Specialist storage facilities for, and to preserve, the LFB photographic archive
 - iii. Confidential material destruction service
 - iv. Retrievals and returns service with delivery twice a week
 - v. Express retrieval/returns delivery service on request
 - vi. Supply archive boxes, tubes, and box labels.
 - vii. Management reports to monitor the service
4. The value of the contract is some [REDACTED] each year. Over a five year contract term this would be a total estimated value of [REDACTED] if two one year extensions were provided as previously (i.e. seven years in total)). There is provision in the agreed revenue budget to meet this expenditure.

Procurement action so far

5. There is an existing contract with a GLA group body covering the service the Brigade requires which would allow direct award. However, an analysis shows that the costs are higher than with the Brigade's current supplier. The contract was also awarded to a supplier previously used by the Brigade and there were some performance issues with the contractor at the point of handover of records when the contract ended.
6. An alternative procurement approach was to utilise the CCS Framework RM3781, Lot 4, for the re-tender of the Brigade's requirements. There are five suppliers on the framework who can potentially reply to a mini-competition. The ITP was published on 29 March 2018 with a one month return deadline. Our incumbent supplier – who has provided very good service with 98 per cent of deliveries and collections made on time – was in an arrangement with a supplier listed on the framework and would have been able to submit a tender. However, officers were advised in early April 2018 that the Brigade's current supplier had ceased their relationship with the company on the CCS framework. Officers have made contact with CCS to ascertain the situation, but have not yet had any clarity about the situation. In any event, as there were only two companies interested in the tender for the Brigade's work, officers consider that this

would not provide adequate competition (and would not allow the current contractor to participate in a tender).

7. It is agreed that the best option is to undertake an OJEU tender. This process will take the Brigade past the expiry date of the current contract which will need to be extended to cover the tender period and any potential records transfer period (from any older supplier to a new supplier). Although the two extensions provided under the contract have been used, a further extension is possible by joint agreement and this will simply cover the period during which tender action takes place.
8. If tendering results in a change of supplier, the Brigade will seek to secure assurance from the existing contractor about the smooth transfer of records between the old and new supplier, to avoid issues when the contract changed supplier last time.

Finance comments

9. This report seeks approval to initiate a retendering action for a contract to provide records management and storage services. The report explains that the current annual contract cost is █████, which is funded from within existing budgets. The financial impact of any price variance for a new contract will be incorporated as part of the budget process for future years, if necessary.

Workforce comments

10. There are no plans for staff side consultation.

Legal comments

11. General Counsel has reviewed the report and notes that any procurement will need to be carried out in accordance with the public contracts regulations and the Commissioner's Scheme of Governance.

Sustainability implications

12. There are no specific sustainability implications arising from this report.

Equalities implications

13. There are no specific equalities implications arising from this report.

Publication of this report

14. As this report requires a decision of the LFC, it will be published on the Brigade website as a background document to the decision.

Appendix to this report:

None

Consultation

--	--	--

