Appendix A - Recycling of Wood Waste

Specification

**INTRODUCTION**

Blackpool Council has a statutory duty to collect and arrange for the receipt and disposal of

household waste and other waste arising within Blackpool. This includes mixed Wood Waste taken to Household Waste Recycling Centre that requires disposal.

The Council is seeking to award a Contract to a single supplier for the Recycling of Wood Waste collected at its Household Waste Recycling Centre (HWRC).

The Contract will commence on 1st February 2017 and continue for an Initial Term of 2 + 1 + 1 years. This Specification details the Services to be provided by the Contractor.

**SPECIFICATION**

1. **Background Information**

1.1 The Contract will be priced for the receipt and processing of the Wood Waste delivered directly by the Council from the Household Waste Recycling Centre (HWRC) to the Contractor’s site, the sale of the final product and subsequent disposal of residues.

1.2 It is the Contractor’s responsibility to make all the necessary arrangements and obtain all necessary permissions and licences for the handling and processing of the Wood Waste. The Contractor will be required to demonstrate that such arrangements have been made and permissions and licences have been obtained.

1.3 The Contractor shall be responsible for the treatment, disposal and associated costs of all residual wastes such as liquid, gaseous or solid arising from the treatment site. This shall all be handled at the Contractor’s expense using appropriately named licensed facilities, other than Contrary Waste defined in Section 9.

1. **Location of Household Waste Recycling Centres**

Household Waste Recycling Centre (HWRC)

[Bristol Avenue](https://mapsengine.google.com/map/edit?mid=zBV06Cf__1iA.kbw4htuG-PHw)

Bispham

FY2 0JG

1. **Tonnage Information**

3.1 Irrespective of quantities of the Wood Waste collected as part of this Contract, the Contractor must have capacity to process all of the Wood Waste arising as part of the award of this Contract.

3.2 The Council has provided tonnage information in Table A for the past 6 years of the mixed Wood Waste collected at the Household Waste Recycling Centre for information purposes however it must be noted that this is no guarantee of the tonnages available for the duration of this Contract.

**Table A – Tonnages collected at the Household Waste Recycling Centres**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | **2010-11** | **2011-12** | **2012-13** | **2013-14** | **2014-15** | **2015-16** |
| Tonnes | 2,016 | 2,184 | 1,972 | 1,845 | 1,868 | 1,940 |

1. **Wood Waste**

4.1 Wood Waste arising from the municipal waste stream for the purposes of this contract includes but is not exclusive to;

1. Particleboard products; any timber / wood products manufactured in flat sheets from particles of wood (chipped wood, wood flakes, shavings, sawdust, etc.) bonded through a process involving pressure, heat and adhesive or glue. This generic term describes products such as chipboard and medium density fibreboard (MDF)
2. Post-consumer waste; material or product used by the consumer for its original purpose and then discarded. This may include;

Painted or treated wood

Laminated products

Furniture (Some may include fabrics)

Products containing metal (e.g. nails, fixings, hinges, etc.)

Products that are not 100% wood based (e.g. garden tools)

Partially glazed door

1. Pre-consumer waste; waste material generated during the manufacturing process
2. Reclaimed Wood; waste materials and by-products that have been recovered or diverted from the waste stream. This does not include materials and by-products generated from, and commonly reused within, an original manufacturing process
3. Recycled Wood; post-consumer wood that has already been processed (usually by mechanical means) to be used in the manufacture of a new product
4. Reused Wood; wooden products or materials that. After serving their original function, are used again in their present form
5. Timber; a general term used for natural sawn wood in a form suitable for building or structural purposes
6. Wood; a generic all-encompassing term used to describe all wood-containing materials, materials made from wood, tree branches etc.
7. All other Wood Waste not otherwise detailed in section 4.1, paragraphs (a) to (h) above

4.2 Once the Contractor has received the Wood Waste from the Household Waste Recycling Centre, the Wood Waste will be deemed to be the property of, and held at the entire responsibility of, the Contractor, and the Council will have no claim over any such Wood Waste.

1. **Arrangements for the Receipt of Wood Waste**

5.1 The Contractor shall arrange for receipt of the Wood Waste at their designated site between the hours of 08.00 to 16.30 hours Monday to Friday. Weekend collections are desirable but not an essential requirement for the contract. There shall be no variation from this arrangement without the prior approval of the Council Representative and the Contractor’s Representative.

5.2 Waste will be brought to the treatment site by the Council or its agents in 35 yard roll on roll off skips. However, the Contractor should also be prepared to receive Wood Waste in refuse collection vehicles and bulk haulage vehicles.

5.3 The Council Representative will ensure that any vehicle delivering Wood Waste under this Contract possesses a written authorisation in the form of a weight ticket or a delivery note bearing the vehicle registration number and signed by an authorised person. If a vehicle arrives at site without such document, attempting to deliver Waste under the Contract, the Contractor must obtain authorisation by telephone from the Council Representative, before accepting it for disposal under the Contract.

5.4 The Council will only make payment under the Contract for Waste delivered by vehicles producing written authorisation or which have been authorised by the Council Representative, in accordance with the Conditions of Contract.

5.5 The Contractor must ensure that the internal access roads within the treatment site are maintained in a suitable condition to allow all vehicles delivering Wood Waste to reach the point of discharge without suffering undue wear and tear and that all such vehicles can be unloaded promptly and safely and that their movement into and out of each HWRC from the public highway is expedited.

5.6 Options other than those outlined above will be considered if it is made clear how they offer an economic or operational advantage as part of your tender response.

1. **Treatment Site**

6.1 The Contractor shall be required to provide full details of their proposed treatment site that is capable of accepting Wood Waste for the Term of the Contract.

6.2 The Contractor shall ensure that the treatment site(s) are provided managed and operated with the benefit of and comply with all necessary consents.

6.3 The Contractor shall ensure that all Wood Waste delivered to the treatment site is recycled, re-used or recovered, except for Contrary Material which will be dealt with as specified in paragraph 9. The Contractor will be required to clearly detail the proportion of Wood Waste sent for each type of process and keep the Council up-to-date with any changes to outlets used throughout the duration of the Contract.

6.4 The Contractor must undertake to inform the Council in writing, at least 24 hours in advance, if a different method or market is to be used at any time. Any alternative method or market must be approved in advance by the Council Representative.

6.5 The Council reserves the right to inspect the Contractor’s treatment site and/or a third party location (if the wood waste is to be processed at a third party location) to validate the recycling process used and status of the end product, at any time during operating hours.

6.6 In the event that any treatment site to be used as part of this Contract achieves an Environment Agency Operational Risk Appraisal (OPRA) score of Grade F the Council will review the use of this treatment site and may eliminate a bidder from the procurement process, or seek to terminate the Contract if this situation arises following Contract Award (see clause 29.1 (g) of Appendix G).

1. **Nature and Sale of Final Product**

7.1 The Contractor shall ensure that the final Wood Waste is processed / recycled in accordance with paragraph 7 as agreed between the Contractor and the Council Representative prior to the commencement of the Contract. Documentary evidence of the final market must be kept in accordance with Sub-Paragraph 9.2

7.2 The Contractor shall be fully responsible for the marketing and sale of the final product, full compliance with all relevant legislation and shall guarantee that none of the final product will be disposed of as waste for the duration of the Contract Period (subject to the exception in 7.4).

7.3 The Contractor shall provide details of their adopted marketing strategy for the final product and full details of the end use or market for the processed product. Any deviation from a mutually agreed marketing strategy should be agreed, in writing, in advance with the Council.

7.4 If the material is unable to be recycled e.g. mixed wood classified as Grade C then it is a suitable option to recover it by processing it into biomass fuel. If this is the case then bottom ash would need to be included in any reports back to the Council.

1. **Support and Back Up Arrangements**

8.1 The Contractor shall ensure that adequate contingency plans are in place for the Term of the Contract, should the treatment site to be used as part of this Contract or the Service cease wholly or partially to function or be available for any reason.

1. **Contrary Materials**

9.1 The Council shall endeavour to keep Contrary Materials delivered with Wood Waste to a minimum.

9.2 The Council shall deliver Wood Waste from Recycling Centres with no more than: -

(a) 5% by weight of a 40 cubic metre open top container of non – recyclable material or such other percentage as the Council Representative decides in his reasonable judgement.

(b) nil quantities of hazardous waste.

9.3 The Contractor will inspect and sort Wood Waste delivered to the treatment site, removing any Contrary Material that may hinder the recycling process.

9.4 On receipt and inspection any load which contains Contrary Materials in excess of those specified in Sub- Paragraph 9.2 shall be deemed unacceptable and rejected.

9.5 Any loads rejected in accordance with Sub-Paragraph 9.4 shall be separated from all other materials and the Council Representative notified. The load shall remain on site until inspected by the Council Representative and shall not be disposed of without the approval of the Council Representative.

9.6 Any Contrary Material suitable for economic recycling e.g. scrap metal, rubble, etc. shall be stored by the Contractor or by the Council if they so direct through the Council Representative and then sent for recycling by the Contractor within such time period as is notified to the Contractor by the Council Representative. Details of any such transfer should be notified in writing to the Council Representative and copies of Waste Transfer Notes provided.

9.7 Contrary Material approved for disposal in accordance with Sub-Paragraph 9.2 but subject to the provisions of Sub- Paragraph 9.5 shall be regarded as residual waste. The costs of disposal of Contrary Material shall be borne by the Council subject to the disposal arrangements agreed between the Contractor and the Council Representative. Quantities of Contrary Material sent for disposal must be notified to the Council as outlined in Sub-Paragraph 9.2.

1. **Communication**

10.1 The Contractor must make a record of all the Wood Waste received by the treatment site under this Contract. This record shall comply with the requirements of the Environmental Protection (Duty of Care) Regulation 1991.

10.2 The Contractor shall invoice the Council for services undertaken as part of this Contract on a monthly basis. The invoices must be submitted within 7 Business Days of the end of the month and include the following information, in a format to be agreed by both parties, for the preceding month in accompaniment to the invoice:

1. the tonnage of Wood Waste received by the Treatment Site for recycling from the Council’s Household Waste Recycling Centre;
2. details of any matters in the Incident Register for the previous month;
3. a breakdown of the percentage split of material going to each end market, including supporting waste transfer notes and weighbridge tickets;
4. % of Contrary Material within each load, the destination of this material and including supporting waste transfer notes and weighbridge tickets;
5. quantity of residual waste being sent to disposal, including supporting waste transfer notes and weighbridge tickets.

Details of end Treatment or Disposal Sites must be provided, including the permit or exemption number if the site is not that stated in the tender.

10.3 All records retained by the Contractor shall be stored adequately and filed in such a way that enables the Council to gain access to the information recorded for each working day.

The information shall be stored for three years.

10.4 The Contractor will:

10.4.1 Attend regular review meetings with the Council, as and when requested; and

10.4.2 Ensure all complaints are dealt with in a timely and professional manner.

10.4.3 Provide copies of all Environment Agency inspection reports of the Treatment Site(s) upon request by the Authorised Officer within 5 working days.

10.5 Provide a Contract Manager for the Term of the Contract. The Contract Manager, or nominated deputy, shall be available to the Council at all reasonable times.

1. **Health & Safety**

11.1 The Contractor must take full note of the requirements of health and safety at work laws in the United Kingdom and incorporate these into all systems design and operational procedures for the provision of the Service. The Contractor shall take particular account of the Health and Safety at Work, etc. Act 1974 (as amended) and all other applicable regulations. The Contractor and its Staff shall adopt safe construction and working practices as laid down in current and future Laws and working rules that apply to its activities under the Contract.

11.2 The Contractor shall make suitable first aid provision as determined by risk assessment commensurate with Health and Safety (First Aid) Regulations 1981. The provision will be made available to Council staff and visiting public requiring treatment following an incident on the premises.

11.3 The Contractor shall provide personal protective equipment (**“PPE”**) and ensure that PPE is utilised in accordance with the Personal Protective Equipment at Work Regulations 1992 (as amended).

11.4 The Contractor shall maintain appropriate Health and Safety Training Records for its Staff to demonstrate on-going competence and legal compliance. These records are to be open for inspection by the Council within 5 Business Days of a written request. Copies of these records shall be provided to the Council by the Contractor on request.

11.6 The Contractor will be required to ensure the Council’s staff are appropriately inducted into using the site and the Site Rules. Furthermore, the Contractor shall ensure that the Council’s staff shall be granted access to the Treatment Site at all reasonable times.

11.7 The Contractor shall be responsible for carrying out all risk assessments and, where necessary, develop safe working procedures for implementing all health and safety recommendations in the delivery of the Service.

1. **Environment & Sustainability**

12.1 The Council requires data on the carbon emissions associated with delivering the Contract. This data is to be provided annually to the Council and shall be in a manner that is consistent with the Councils reporting requirements under the Greenhouse gas protocol for Company reporting.

12.2 Contractors should use a similar methodology as that required by the Department of Energy and Climate Change and DEFRA’s “Guidance on how to measure and report your greenhouse gas emissions”.

1. **Other Information**

13.1 The successful contractor will gain exclusivity for wood waste from Blackpool Council for the duration of the contract.