

# **Project Name**

Supply of skips and disposal of various wastes - 1st August 2022 to 31st July 2027

# **Contract No.**

WASTE/22/1

## **Value of Contract**

£175,000.00

## **Procurement Procedure and Route**

Open tender via Kent Business Portal and Contracts Finder

### **Contract Start Date**

1st August 2022

### **Contract End Date**

31st July 2027

1. **Team**

**Lead:**

Colin Munro, GM Health, Safety, Environment and Quality Manager – Environment & Land

David Hartley, Assistant Grounds Maintenance Operations Manager – Environment & Land

#### **Requirements**

Aspire Landscape Management wishes to procure the supply of skips and disposal of other wastes for a period of five years beginning 1August 2022. There are three categories, depot general, workshop and on-site.

Wastes within the scope of this contract are:

* Green waste
* General waste
* Virgin timber
* Workshop wastes including oily rags, oil filters and aerosols
* Emptying of interceptor and silt traps

Please note the requirements and skip numbers detailed in Appendix A – Cost Schedule are indicative only and are for guidance. These figures are in no way a definitive number of our requirements in future, actual skip numbers will vary. No claims will be accepted if actual skip numbers fall short of indicative numbers suggested.

#### **Procurement Assessment**

This procurement will be assessed on;

Price 80%

Quality 20%

We will be evaluating your response to the brief and will apply the following scores to the quality criteria listed below, which are weighted accordingly.

A panel of Ashford Borough Council Officers will evaluate the tenders and score then individually. The scores will then be moderated.

Prior to award of contract a credit check will be undertaken by Ashford Borough Council using Dunn and Bradstreet data.

Please adhere to the page limit requested, and provide your response in no less than Arial 12 font.

Bidders will need to score at least 60% on the quality questions.

#### **Scoring Criteria**

|  |  |  |
| --- | --- | --- |
| **Score for Assessed Questions** | Criteria | Judgement |
| **10** | Statement exceeds requirements and adds significant value | Excellent |
| **8** | Statement exceeds requirements and adds some value | Good |
| **6** | Statement meets all the requirements (“par”) | Satisfactory |
| **4** | Statement fails to meet requirements in some way | Unsatisfactory |
| **2** | Statement fails to meet requirements in a significant way | Poor |
| **0** | Statement is unsuitable and/or suggests unacceptable risk | Not to be considered |

#### **Quality Criteria**

Your bid will be evaluated using the following criteria;

Please limit your response for each question to 2x A4 double side pages using Arial 12 font. Clearly state the question number and your company name in your response.

**PROJECT SPECIFIC QUESTIONS**

* 1. **Health and Safety - Weighting 25%**

Tenderers are required to detail out their arrangements for the management of Health and Safety. Minimum requirements are as follows:-

* Risk Assessments and Method Statements for the delivery, collection and exchange of all types of skips and rear end loader containers.
* Arrangements for the compliance of LOLER 1998
* Arrangements for the compliance of PUWER 1998
* Arrangements for the compliance with the client site rules (included as Appendix A) and workplace transport procedures including coordination and communication with your drivers and staff.
* Training and development of staff.
* Incident records and reporting procedures.
* H&S Enforcement Action / Prosecutions – in the last 5 years including remedial actions taken as a result (if applicable).
* Details of any health and safety management systems and accreditations held.
  1. **Environmental - Weighting 25%**
* Confirmation of waste carriers licence – please include current copy.
* Outline and copies of current EMS (Environmental Management Systems) documentation and certification if applicable.
* Arrangement for the compliance with the Waste Control Hierarchy.
* Arrangements for the provision of waste reports and data relating to “how” our waste is treated in relation to the hierarchy of waste control as detailed above, including the ongoing arrangements and frequency of such reports, including example documentation, report contents and format.
* Details of any Enforcement action taken by the relevant enforcing authority in the last 5 years including remedial actions taken as a result. (If applicable)
  1. **Quality Management - Weighting 25%**
* Details of QMS (Quality Management Systems) including copies of documentation and certification.
* Complaints management systems, including copies of policies and procedures.
* The Tenderer intended approach to the management of their performance, including details of Key Performance indicators they intend to use and how the tenderer intends to share this information with the client.
  1. **Best Value - Weighting 25%**

The Tenderer is required to provide a solution as to how they propose to reduce costs over the life of the contract including but limited to:

* Retrospective rebates on spend including details and percentages by waste type.
* Reporting functionality so we are able to monitor what is happening to our waste and KPIs such as tonnes diverted from landfill, CO2 emissions saved in equivalent to trees planted etc.
* Action taken to further reduce client’s carbon emissions on similar contracts with examples of your experience.
* Other innovative approaches and best value solutions the tenderer wishes to include.

1. **Specification**

**General Requirements**

* 1. **Delivery Times**

The successful tenderer will need to comply with our requirement in respect of delivery times, including:

* Agreement of at least 24 hours in advance of delivery/exchange of ad hoc skips.
* Agreement as to a specific day and time for scheduled weekly collection and emptying of Eurobins.
* In any event all deliveries are to be made between the hours of 8am and 3pm on the nominated day / date.
  1. **Other requirements**

On each and every occasion of the collection of skips the tenderer must provide details of the following;

* Waste transfer notice
* Weighbridge ticket

When collecting hazardous waste, a consignment note must be provided upon collection and final weighbridge ticket upon receipt of waste.

**Aspire Depot Rules**

|  |  |
| --- | --- |
| 1. | *Arrival on site* |
|  | The site speed limit is *5* mph and use of the one way route is mandatory. |
|  | The requirement for work permits (hot works, live electrical works, working at height etc.)  **Not applicable to waste contractor** |
|  | Park only in marked bays or where instructed to park. Do not block exits or roadways. |
|  | Report to main office if leaving site. |
|  | You must have current safe systems of work and risk assessment to work on site. |
| 2. | *Emergency Arrangements* |
|  | If you hear the alarm, go to the assembly point – at the front of the yard to the right of the green waste skip. |
|  | Escape exits are marked at the front of the machine shed and the door by the main gate in the welfare building. |
|  | Fire extinguishers are located throughout the building and there is a call point by every fire exit. |
|  | The fire alarm is tested every Friday at 17:00 |
|  | You must report all adverse events (near misses and injuries) to your site contact immediately. |
|  | If you need first aid please contact the main office. |
| 3. | *PPE* |
|  | Hi visibility clothing must be worn in all outside areas. |
|  | Safety shoes must be worn outside the office and car park at all times. |
|  | You must wear the appropriate PPE for your work as per your RAMS. |
| 4. | *General Site Rules* |
|  | DO NOT ENTER the area beyond the barriers by the gate due to the risk of crushing if the gates open (marked by painted hatch) |
|  | Give way to pedestrians crossing at the gap in the fence between the two buildings |
|  | Site has a zero tolerance policy on drugs and alcohol |
|  | Smoking is only permitted in the smoking area out of the front pedestrian gate. |
|  | Do not enter storage / workshop areas without permission. |
|  | Do not use any site equipment without permission. |
|  | Facilities – toilets and rest areas: In the office building |
| 5. | *Completion of Work and Leaving Site* |
|  | You must leave the work area tidy and free of hazards. |
|  | You must report to your site contact before leaving site. |

1. **Schedule of Rates**

Please enter your rates into the Excel sheet **Appendix A Costing Schedule**.

Only figures inputted in **Table 1** of Appendix A Costing Schedule will form your tender response.

* Table 1 - General Depot Requirements
* Table 2 - Collection of Workshop Waste and Emptying of Interceptor
* Table 3 - On site Requirements

#### **Terms and Conditions**

Please refer to these Instructions, Conditions of Tender and draft Agreement attached.

#### **9. Timetable**

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| --- | --- |
| **Task** | **Date** |
| Invitation to Tender (ITT) issue | 19th May 2022 |
| Clarification Ends | 9th June 2022 12:00hrs |
| ITT return | 16th June 2022 10:00hrs |
| Evaluation of Tenders | w/c 20th June 2022 |
| Standstill Period | 10 calendar days |
| Contract Award | From 7th July 2022 |
| Contract Start: | 1st August 2022 |
| Contract Completion: | 31st July 2027 |

1. **Further information**

For further information about the contract can be requested via the Kent Business Portal.