

Invitation to Tender

Hazardous Waste Flytipping

CPU - I-0118

Closing date for return of ITT – 10am, 30th June 2021

**You must read the Invitation to Tender and Conditions of Contract before completing this pack.**

**Tenderers must answer all questions in this document**

**SECTION A MANDATORY CRITERIA (PHASE 1) PASS/FAIL**

A1 BIDDER INFORMATION

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| --- | --- | --- |
| **A1.1 Bidder details** | **Answer** | |
| Full name of the Bidder completing the ITT | Click or tap here to enter text. | |
| Registered company address | Click or tap here to enter text. | |
| Registered company number | Click or tap here to enter text. | |
| Registered charity number | Click or tap here to enter text. | |
| Registered VAT number | Click or tap here to enter text. | |
| Name of immediate parent company | Click or tap here to enter text. | |
| Name of ultimate parent company | Click or tap here to enter text. | |
| What is your trading status? | Choose an item. | |
| If you selected “other” for trading status, please specify | Click or tap here to enter text. | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE – defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.) |  |
| ii) Small or Medium Enterprise (SME) |  |
| iii) Sheltered workshop |  |
| iv) Public service mutual |  |

|  |  |
| --- | --- |
| **A1.2 Contact details** | |
| Bidder contact details for enquiries about this ITT | |
| Name | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| Country | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. |
| E-mail | Click or tap here to enter text. |

A2 MANDATORY REJECTION CRITERIA

You will be excluded from the procurement process if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details. You may contact the Council for advice before completing this form.

|  |  |
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| **Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please provide further details. Please confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? | Choose an item. |
| Details: Click or tap here to enter text. | |

A3 DISCRETIONARY REJECTION CRITERIA

The Council may exclude any Bidder who answers ‘Yes’. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Bidder to inform the Council, detailing the conflict. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Bidder.

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| --- | --- |
| Does your organisation have a conflict of interest?  The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. | Choose an item. |
| Details: Click or tap here to enter text. | |

A4 ADDITIONAL MANDATORY CRITERIA

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| **4.1 Insurance** | | |
| 4.1.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10 million  Public Liability Insurance = £10 million  Please note that your Public Liability insurance should cover sudden & unforeseen pollution-type of events  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. Please note this requirement is not applicable to Sole Traders. | Choose an item. |
| **4.2 Equality & Diversity** | | |
| 4.2.1 | Do you have an Equality & Diversity Policy?  The Equality Act 2010 provides protection from unlawful discrimination for people with the following protected characteristics:  § Age  § Disability  § Sex  § Gender reassignment and gender identity  § Marriage and civil partnership  § Pregnancy and maternity  § Race – this includes ethnic or national origins, colour or nationality  § Religion or belief – this includes lack of belief  § Sexual orientation | Choose an item. |
| 4.2.2 | Please detail any finding of unlawful discrimination that has been made by any court or industrial or employment tribunal in the last 3 years? | |
| Details: Click or tap here to enter text. | |
| **4.3 Safeguarding – N/A** | | |
| 4.3.1 | Do you agree to adopt the Council’s Safeguarding principles and standards throughout your organisation as part of your normal operating practice?  Link to [Adults Safeguarding Procedures](http://www.osab.co.uk/professionals/multi-agency-procedures/)  [Children's Safeguarding Procedures](http://www.oscb.org.uk/inter-agency-procedures/) | **N/A** |
| 4.3.2 | Please detail any safeguarding issues you have had in the last 3 years. | |
| Details: Click or tap here to enter text. | |
| **4.4 Health & Safety** | | |
| 4.4.1 | Do you have a health and safety policy? | Choose an item. |
| 4.4.2 | a) Do you have a documented system in place for recording and investigating Health & Safety Incidents? | Choose an item. |
| 4.4.3 | b) Do you have a process to analyse data to identify trends and to use this to improve? | Choose an item. |
| 4.4.4 | Please provide details of any breach of the Health & Safety Act or of any improvement/prohibition notice by the Health & Safety Executive (HSE) during the last 3 years. | |
| Details: Click or tap here to enter text. | |
| **4.5 Data Protection – N/A** | | |
| 4.5.1 | Do you comply with all the relevant articles of the General Data Protection Regulations (GDPR)? In particular have you updated your practices, policies and procedures (if necessary) to ensure their effectiveness in recording and demonstrating compliance with the GDPR?  *NB: please note the successful Tenderer(s) will be asked to provide evidence of compliance in the form of a questionnaire.* | **N/A** |
| 4.5.2 | Will personal data owned by the Council, or that the Council is responsible for at law, be held inside and not transferred outside the UK? If so, where will it be held? | **N/A** |
| 4.5.3 | Have you had any data protection or information security breaches in the last 3 years? If yes, please provide details of any remedial action or changes to procedures as a result.  *NB: the Council will exclude Tenderers who are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent further occurrences* | **N/A** |
| Details: **N/A** | |
| 4.5.4 | Please confirm that a secure email method is always used to share personal and/or sensitive information electronically, stating the name of the secure email system that your organisation uses. | **N/A** |
| Details: **N/A** | |
| **4.6** **Environmental Management** | | |
| 4.6.1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Choose an item. |
| Details: Click or tap here to enter text. | |
| 4.6.2 | If you use subcontractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Choose an item. |

A5 TECHNICAL ABILITY

5.1 Please provide details of up to 3 contracts performed during the past 3 years that are relevant to, and demonstrate your experience in providing the Services covered by this ITT. Although the information you provide will not be scored as part of this ITT process, the Council may wish to use it in order to verify your relevant experience and capability. Please note therefore that the customer contact should be prepared to confirm the accuracy of the information provided should the Council wish to contact them.

**For each contract** please provide the following information:

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date  Contract completion date  Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date  Contract completion date  Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date  Contract completion date  Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words | Click or tap here to enter text. |

**SECTION B SERVICE QUESTIONS (PHASE 2) 30%**

Please describe how you propose to deliver the Services described in Appendix 1 Specification.

Oxfordshire County Council is committed to reducing our emissions from our own estate and activities and has committed to becoming carbon neutral by 2030 for our own estate and activities and to become carbon neutral by 2050 across Oxfordshire. In your method statements, please describe how will you help us to achieve that target through measuring and minimising your emissions and impact in delivering this service.

Method Statement 1 – Collection, transportation & disposal of materials

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| --- |
| **MS 1.1 - 10% Weighting** |
| Provide a method statement describing how you intend to collect the flytipped solid waste from receipt of an instruction from the Council to include:   * your approach to assessing the hazardous nature of the waste / material * the controls in place to protect your workforce from these hazards * arrangements for working outside Normal Hours including lone worker procedures if applicable.   (Max 600 words) |
| Click or tap here to enter text. |
| **MS 1.2 - 10% Weighting** |
| Provide a method statement describing how you intend to collect the flytipped drummed liquid waste from receipt of an instruction from the Council to include:   * your approach to assessing the hazardous nature of the waste / material * the controls in place to protect your workforce from these hazards * arrangements for working outside Normal Hours including lone worker procedures if applicable.   (Max 600 words) |
| Click or tap here to enter text. |
| **MS 1.3 - 10% Weighting** |
| Provide a method statement describing the training that staff working on this service will receive particularly with regarding to working on the highway and identification of asbestos.  (Max 500 words) |
| Click or tap here to enter text. |
| **MS 1.4 - 10% Weighting** |
| Provide detailed risk assessments covering all aspects of the collection & transportation of flytipped hazardous waste.  (Max 200 words – attached risk assessments will not count towards the word count) |
| Click or tap here to enter text. |
| **MS 1.5 - 10% Weighting** |
| Provide a description of the methods of containment you will use to collect and transport this waste.  (Max 250 words) |
| Click or tap here to enter text. |
| **MS 1.6 - 10% Weighting** |
| Describe the types of vehicles you will use to collect and transport the waste.  (Max 250 words) |
| Click or tap here to enter text. |
| **MS 1.7 - 10% Weighting** |
| Describe how you will achieve response times both within and outside Normal Working Hours.  (Max 300 words) |
| Click or tap here to enter text. |
| **MS 1.8 - 10% Weighting** |
| Please describe the processes you have in place to ensure that consignment notes or waste transfer notes and all data (as required by the Schedule 1 - Specification paragraphs 4) will be provided promptly.  (Max 300 words) |
| Click or tap here to enter text. |
| **MS 1.9 This question is Pass/Fail.** |
| The Tenderer should complete the table below providing information about the Transfer and Disposal Points that will be used to deliver the Services. The Tenderer must provide information regarding the Disposal Point proposed for each type of waste covered by the contract.  **Please Note: Your tender will be rendered non-compliant if**  **i) you fail to identify a Disposal Point for each waste type**  **ii) if the sites you are proposing are not Permitted for the types and quantities of waste required by the Specification.** |

|  |  |  |
| --- | --- | --- |
|  | Any interim storage or bulking facility to be used in providing the service | Disposal point |
| Name and address of facility to be used | Asbestos: Click or tap here to enter text. | Asbestos: Click or tap here to enter text. |
| Misc. solid waste: Click or tap here to enter text. | Misc. solid waste: Click or tap here to enter text. |
| Misc. liquid waste: Click or tap here to enter text. | Misc. liquid waste: Click or tap here to enter text. |
| Type of facility | Asbestos: Click or tap here to enter text. | Asbestos: Click or tap here to enter text. |
| Misc. solid waste: Click or tap here to enter text. | Misc. solid waste: Click or tap here to enter text. |
| Misc. liquid waste: Click or tap here to enter text. | Misc. liquid waste: Click or tap here to enter text. |
| Environment Agency Permit holder and Permit number | Asbestos: Click or tap here to enter text. | Asbestos: Click or tap here to enter text. |
| Misc. solid waste: Click or tap here to enter text. | Misc. solid waste: Click or tap here to enter text. |
| Misc. liquid waste: Click or tap here to enter text. | Misc. liquid waste: Click or tap here to enter text. |
| Please provide a copy of the Permit for each site. | Asbestos: Click or tap here to enter text. | Asbestos: Click or tap here to enter text. |
| Misc. solid waste: Click or tap here to enter text. | Misc. solid waste: Click or tap here to enter text. |
| Misc. liquid waste: Click or tap here to enter text. | Misc. liquid waste: Click or tap here to enter text. |
| **MS 1.10 - 10% Weighting** | | |
| Please provide certificates and/or details of all relevant authorisations to conduct the work, as per the specification, including but not limited to Registered Waste Carrier and ADR regulations. | | |
| Click or tap here to enter text. | | |
| **MS 1.11 - 10% Weighting** | | |
| Please describe in full the contingency arrangements that will be in place for the eventuality that any of the transfer or Disposal Points detailed above are not available for any reason. | | |
| Asbestos: | Click or tap here to enter text. | |
| Miscellaneous solid wastes: | Click or tap here to enter text. | |
| Miscellaneous liquid wastes: | Click or tap here to enter text. | |

Method Statement 2 – Health, Safety & Environment

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| --- |
| **MS 2.1 - 25% Weighting** |
| Provide detail of the systems you use to ensure your staff adhere to safe systems of work, risk assessments and company safety procedures and how you incorporate H&S requirements and training into day-to-day practice and culture within the company.  (Max 600 words) |
| Click or tap here to enter text. |
| **MS 2.2 - 25% Weighting** |
| Describe how you formally record and investigate Health & Safety Incidents (including accidents, incidents, near misses and potential health issues) and implement resolutions.  (Max 600 words) |
| Click or tap here to enter text. |
| **MS 2.3 - 25% Weighting** |
| How does your organisation manage and monitor Health and Safety performance and set targets for continuous improvement? Please describe in detail and submit any quantitative data if applicable.  (Max 600 words - Separate documents with quantitative data will not count towards the word limit) |
| Click or tap here to enter text. |
| **MS 2.4 - 25% Weighting** |
| Do you have ISO 14001 or an equivalent externally validated environmental management system in place? If yes, please specify which system it is and describe how it will add value to the service you are proposing to provide to us.  If you do not use an externally recognised environmental management system please tell us what processes you do have in place to achieve the equivalent environmental efficiencies (e.g., fuel and energy reduction, waste minimisation, etc.) and how this will add value to the service you are proposing to provide to us.  (Max 600 words) |
| Click or tap here to enter text. |

**SECTION C PRICING (PHASE 2) 70%**

**Please complete Appendix 4 – Pricing Document.**



**SECTION D ECONOMIC & FINANCIAL STANDING (PHASE 3) PASS/FAIL**

Bidder’s financial stability will be assessed using Procurement Catalyst reports.

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| --- | --- | --- |
| **Question** | **Economic and Financial Standing** | |
|  | Question | Response |
| **D.1** | Further financial information will be requested in cases where Procurement Catalyst provides no report or insufficient information of the 3 tests. Please select the information your organisation can provide to demonstrate financial standing: |  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| **D.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section D.3** | | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | | |
| Name of organisation | | |  | |
| Relationship to the Supplier completing these questions | | |  | |
| **D.3.1** | Are you able to provide parent company accounts if requested to at a later stage? | | | Yes/No | |
| **D.3.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | | | Yes/No | |
| **D.3.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | | | Yes/No | |

**Please Note: Tenderers do not need to submit the selected financial information as part of their submission. Please have this information ready to submit from 1st July 2021.**

**SECTION E FORM OF TENDER**

Contract for Provision of Hazardous Fly Tipping

Reference CPU I-0118

To Oxfordshire County Council

I/we the undersigned, having examined and accepted the ITT documentation, DO HEREBY OFFER to provide the Services upon and subject to the terms and conditions set out in such Contract Conditions, Specification and other documents as are contained or incorporated in the ITT documentation at the prices and rates contained in the Pricing Schedule and in accordance with the documents forming our Tender. This offer remains valid and open for acceptance for six months.

If this offer is accepted, we will execute such documents in the form of the Contract within 14 days of being called on to do so.

This is a bona fide Tender intended to be competitive.

The amount of my/our Tender has not been calculated by agreement or arrangement with any person other than the Council and the amount of my/our Tender has not been communicated to any person until after the closing date for the submission of Tenders and in any event not without the consent of the Council.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw or vary the amount of any tender once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Council in connection with the award of the Contract and no person employed by me/us has done or will do any such act.

|  |  |
| --- | --- |
| Signature  Duly authorised for and on behalf of the Bidder.  Electronic/typed signatures are acceptable |  |
| Position Held | Click or tap here to enter text. |
| Name and Address of Bidder | Click or tap here to enter text. |
| Dated | Click or tap here to enter text. |

It must be clearly shown whether the Tenderer is a limited company, partnership or single individual trading in his own or another name, etc. and also if the person signing is not the actual Tenderer, the capacity in which s/he signs or is employed.

**SECTION F TENDERER CHECKLIST & PRECONTRACT CHECKLIST**

Tenderers should ensure that they have completed the following sections before returning their ITT responses:

|  |  |
| --- | --- |
| **SECTION HEADING** | **COMPLETED?** |
| **Section A Mandatory Criteria (Phase 1)** |  |
| **Section B Service Questions (Phase 2)** |  |
| **Section C Pricing (Phase 2)** |  |
| **Section D Economic & Financial Standing (Phase 3)** |  |
| **Section E Form of Tender** |  |

It is important that all sections are completed as failure to do so may result in your ITT response being deemed non-compliant and not further considered by the Council.

Tenderers who do not wish to provide a response to this ITT are requested to advise the Council’s Representative as soon as possible.

**PRE-CONTRACT CHECKLIST**

Following evaluation the following documents will be required by the Council from the Tenderer(s) who has the Most Economic Advantageous Tender. These documents must be checked prior to contract and the Council is providing this list so Tenderers can be prepared.

|  |  |
| --- | --- |
| **SECTION** | **SECTION HEADING** |
| **4.1** | **Insurance Certificates** |
| **4.2** | **Equality & Diversity Policy** |
| **4.4** | **Health & Safety Policy** |
| **6.1** | **PCI Compliance and/or other service specific questions** |