

Schedule 2

Specification

1. The Service

1.1. General

- 1.1.1 The Tenderer shall retain membership to the Textiles Recycling Association, and Traders Recycling Universal Standard, throughout the duration of the contract. They shall also retain and demonstrate when required, their commitment to the principles of Textiles 2030.
- 1.1.2 The Tenderer shall continue to demonstrate established and ongoing agreements with textiles re-processors for onward transportation of material for Reuse and Recycling, as defined in Definitions provided in the Specification.
- 1.1.3 Without prejudice to its obligations to comply with all applicable Legislation, the Contractor shall at all times during the Services Period comply with its duty of care under Section 34 of the Environmental Protection Act 1990

1.2. Collections

- 1.2.1. The Supplier shall comply with the Service Delivery Plan included at Schedule 3 (Service Delivery Plan) of this Contract
- 1.2.2. The Supplier shall provide and maintain suitable Recycling Banks for Textiles at the locations specified in Appendix 1, from which Material placed within shall be collected by the Supplier on a minimum weekly basis, unless otherwise agreed in writing with the Council
- 1.2.3. The Supplier must Reuse or Recycle at least 90% by weight of the Textiles collected from the banks
- 1.2.4. The Supplier shall only empty Recycling Banks between the hours of 07:00 and 20:00
- 1.2.5. The Supplier shall record tonnage details of Material taken from Recycling Banks at each location on each collection for provision to the Council – estimated weights shall only be used after being agreed in writing with the Council

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- 1.2.6. In the event of a Recycling Bank being full or overflowing with Material, the Supplier shall ensure the site is visited and cleared of Material within 48 hours of notification
- 1.2.7. The Supplier shall ensure any reasonable Textiles deposited around the Recycling Banks is removed at the time of collection
- 1.2.8. The Supplier shall remove any non-textile material that has been left unlawfully around a Recycling Bank within 24 hours of the Supplier visiting the site. This will be carried out at the Suppliers expense. Material which cannot be reused or recycled shall be disposed of by the supplier at their own cost.
- 1.2.9. Any Contamination from within the Recycling Bank that has been collected by the Supplier and which cannot be Reused or Recycled shall be disposed of by the Supplier at their own cost
- 1.2.10. The Supplier will provide evidence of significant Contamination, including pictures and time, date and location of discovery, to the Council
- 1.2.11. Where Contamination is recorded at over 10% by weight in any two consecutive months, a review of documented Contamination will be undertaken in conjunction with the Council
- 1.2.12. The Supplier shall provide notification to the Council in writing one month in advance of any planned changes to the operational procedure which may affect the Service
- 1.2.13. Should either Party become aware of a circumstance that results in the access to any Recycling Bank(s) being impeded as to stop collection taking place, each Party shall make this known to the other in writing as soon as this is known to them, with details of the circumstances and a timeframe for rectification and/or rescheduled collection
- 1.2.14. The Supplier shall provide to the Council method statements, including risk assessments, detailing how the Supplier will deliver safe collection methods
- 1.2.15. The Supplier shall provide the Council with a dedicated emergency contact for the Service, to be available 7 days a week
- 1.2.16. The Supplier shall not cease collection from or remove a Recycling Bank without the written agreement of the Council

1.3. Recycling Bank provision

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- 1.3.1. The Supplier shall ensure Recycling Banks provided are of a size, colour, shape and style in accordance with the Service Delivery Plan and with signage agreed with the Council
- 1.3.2. All Recycling Banks shall be maintained by the Supplier to a good standard of operation and appearance for the duration of the Contract
- 1.3.3. The Supplier shall ensure the Recycling Banks provided, maximise the opportunity for those with the protected characteristics of age and disability to access the Service and place their Material within the Recycling Bank, making use of modifications available on the market where these exist
- 1.3.4. The Supplier shall ensure Recycling Bank design incorporates health and safety features that minimise risk of injury for Service users and collection operatives
- 1.3.5. The Supplier shall ensure Recycling Banks are kept clean and any graffiti is removed within 2 weeks of a report being made, and in cases of graffiti that, in the view of the Council Representative, is offensive or hate related in nature, to be removed within 1 week
- 1.3.6. The Supplier will ensure the Recycling Banks are maintained in a safe condition and effect repairs within a reasonable timescale agreed with the Council, not to exceed 2 weeks after the initial report is made
- 1.3.7. The Supplier shall report any damaged Recycling Banks which are unsafe and taken out of service immediately to the Council and will replace with undamaged banks within 48 hours of notification
- 1.3.8. The Supplier shall relocate an existing Recycling Bank when reasonably requested to do so by the Council, within a timescale not to exceed 1 month
- 1.3.9. The Supplier must ensure that adequate storage capacity is available at each location and that Textiles do not end up regularly being placed around the banks
- 1.3.10. The Supplier and the Council working together will identify additional sites and seek permission from relevant parties for a Recycling Bank. In addition the Supplier and the Council will investigate other opportunities and initiatives to collect Textiles.
- 1.3.11. Where additional sites have been agreed between Parties, the supply and subsequent maintenance in accordance with required collection frequency, will be at no additional cost to the Council
- 1.3.12. The Supplier will make all reasonable effort to prevent theft from Recycling Banks between collections. Where a lock and key system is used, the Council requires a

master key to be provided which may be used by the Council in the event of an emergency

- 1.3.13. The Supplier will remove rogue Recycling Banks from Council land in accordance with the procedure outlined in the Service Delivery Plan provided in Schedule 3 of the Contract

2. Payment and reporting

- 2.1. Within 5 working days of the end of each calendar month, the Supplier shall provide the Council with data from the preceding months collections, detailing weight of Textiles in kilograms picked up from each collection at each collection point, including the time, date and location of Textiles collected
- 2.2. The Supplier shall use reasonable endeavours to provide facility for real time reporting of material weights collected from each collection point, at the time of collection, against which the monthly service report can be checked, to satisfy audit requirements
- 2.3. The Supplier shall use reasonable endeavours to provide facility for real time reporting of non-textile material collected from each collection point, at the time of collection, against which the monthly service report can be checked, to satisfy audit requirements
- 2.4. The Council requires detail each month of the final-destination of all Material collected from the banks, including country, company name and address, for audit purposes
- 2.5. Once the data that satisfies the requirement of point 2.1 has been received by the Council the Supplier shall arrange for the payment to then be made to the Council in line with Schedule 4
- 2.6. The Supplier Representative shall be available to meet with the Council Representative at a minimum on a quarterly basis, or as otherwise agreed in writing between the Parties, to review KPIs and work towards annual improvement to maximise Contract value

Appendix 1

Locations of Textiles Recycling Banks

BH21 1AU	Allenview Road Car Park Allenview Road Wimborne x 2 banks
BH19 1NL	North Beach Car Park De Moulham Road Swanage x 1 bank
BH20 4PB	Streche Road Car Park Streche Road Wareham x 1 bank
BH20 5AR	Furzebrook Village Hall 64 Furzebrook Road Wareham x 1 bank
BH20 7DL	Old Recycling Area Morden Main Road Morden x 1 bank
BH22 0HL	Park Way Car Park, West Moors x 1 bank
BH31 6UQ	** Morrisons Verwood x 1 bank
DT1 1QW	Fairfield Car Park Weymouth Avenue Dorchester x 1 bank
DT1 1XJ	County Hall Car Park Dorchester x 1 bank
DT10 1EW	Honeymead Lane Sturminster Newton x 1 bank
DT10 2NA	Springfields Car Park Stalbridge x 1 bank
DT11 7AW	Marsh & Ham Car Park Blandford x 1 bank
DT11 7EN	Langton Road Car Park Langton Road Blandford x 1 bank
DT3 6HP	Littlemoor Shopping Centre Littlemoor Road Weymouth x 2 banks
DT3 6SX	Overcombe Car Park Heron Close Weymouth x 1 bank
DT4 9SS	Southill Car Park Radipole Lane Weymouth x 1 bank
DT5 2BJ	Easton Car Park (Past Easton Clinic) Portland x 1 bank
DT6 4SB	** Morrisons Bridport x 2 banks
DT6 6LS	Lower Sea Lane Car Park Charmouth x 1 bank
DT7 3HX	Holmbush Car Park Pound Street Lyme Regis x 1 bank
DT8 3EF	Yarn Barton Car Park Beaminster x 1 bank
DT9 3JQ	Newlands North Car Park Sherborne x 1 bank
DT9 3NJ	Culverhayes Car Park Sherborne x 1 bank
SP5 5ND	Church Farm Caravan Park (Left of) Off High Street Sixpenny Handley x 1 bank
SP8 4RZ	High Street Car Park High Street Gillingham x 1 bank
SP8 4UA	Chantry Fields Car Park Le Neuborg Way Gillingham x 2 banks

** textile banks are under a separate agreement