



# APPENDIX 1 - SPECIFICATION FOR RESIDUAL WASTE DISPOSAL FROM CHRISTCHURCH HOUSEHOLD WASTE RECYCLING CENTRE (HWRC)

## Environment

**DN731993**

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## 1. Summary Requirement

- 1.1. Bournemouth, Christchurch and Poole (BCP) Council require a Supplier to dispose of residual waste (black bag and bulky combined and excluding mattresses) from Christchurch Household Waste Recycling Centre (HWRC). This tender is for a gate fee only as BCP Council will be operating the haulage and providing its own containers. Further details, including indicative tonnages are shown under the Requirements section.
- 1.2. This requirement supports the insourcing of the management of the Christchurch HWRC, which will be operated in-house by BCP Council from the start date of the contract.
- 1.3. The Service will be carried out on behalf of BCP Council's Environment Team.

## 2. Scope

- 2.1. The Scope of the requirement is as follows:
  - 2.1.1. The disposal of residual waste from Christchurch Household waste Recycling Centre, located at Wilverley Road, Somerford, Christchurch, BH23 3RU.
  - 2.1.2. BCP Council will provide the containers and haulage, requiring only a disposal point from the Supplier.
  - 2.1.3. The contract duration is six months, from 28 August 2024 to 27 February 2025, during this period a formal tender for a longer-term contract past this date will be published.
  - 2.1.4. The formal tender for the longer-term contract is likely to run from early 2025 until August 2027.
- 2.2. Currently, Christchurch HWRC is operated by a contractor, however, from the commencement of this contract this site will be operated in-house by BCP Council.

## 3. Requirements

- 3.1. The Supplier **must** comply with the following **mandatory** requirements as a minimum:
- 3.2. **Location of Disposal Facility:** The Council will only be able to deliver waste utilising its own haulage and containers, to a disposal facility that is located in the following postcode areas: BH1, BH2, BH3, BH4, BH5, BH6, BH7, BH8, BH9, BH10, BH11, BH12, BH13, BH14, BH15, BH16, BH17, BH18, BH21, BH22, BH23 and BH24.
- 3.3. **Collection Accuracy:** The Supplier must keep and maintain accurate records of the material disposed of on behalf of the Council. The Supplier **must** keep and maintain records of the following as a minimum:
  - 3.3.1. Weigh loads on and off using site weighbridges, if available.
  - 3.3.2. Complete and sign all necessary paperwork during collection.

- 3.4. In the absence of an onsite weighbridge:
  - 3.4.1. Weigh the material at the Supplier's facility or chosen destination.
  - 3.4.2. Confirm weights to the Council immediately after weighing.
- 3.5. **Legal Compliance.** The Supplier is required upon request to make the details of further documentation available to the Contract Manager to check its compliance with legislation (e.g. relevant Environment Agency permits, waste carrier's licenses etc.).
- 3.6. **Disposal Authorisation:** BCP Council will expect the Supplier's disposal facilities to be available during the working day (Monday to Saturday). Actual delivery times will be agreed with the successful Supplier.
- 3.7. **Contamination Levels for Material Type:** Non-target materials may be inadvertently mixed in with waste loads, although this will be kept to an absolute minimum. The Supplier must account for this eventuality using the following process as a minimum:
  - 3.7.1. If the Supplier rejects any material or part of a load, they must initially make all efforts to successfully dispose or manage this waste. If necessary, the Supplier should contact BCP Council to facilitate a resolution and if required an inspection by a Council Officer.
  - 3.7.2. Any contamination or rejected materials that the Supplier wants the Council to take back **must not** be included in the invoiced tonnage.
- 3.8. **Indicative Tonnages:** 894 tonnes of Residual Waste was collected between 1<sup>st</sup> September 2023 to 29<sup>th</sup> February 2024 from Christchurch HWRC. This information is for indicative purposes only – the Council does not guarantee any volume of waste through the contract.

#### 4. Pricing and Payment

- 4.1. Pricing will be in accordance with the pricing schedule.
- 4.2. Payment mechanism will be managed in accordance with the contract terms and conditions.
- 4.3. For the avoidance of doubt, payment in advance is disallowed.
- 4.4. Annual price reviews will be managed in accordance with the contract terms and conditions, although this is not envisaged in this short-term contract.

#### 5. Contract Management

- 5.1. The Supplier must support contract management in the following ways, as a minimum:
- 5.2. **Pre-Contract Meeting:**
  - 5.2.1. Attend a pre-contract meeting to discuss practical details.
  - 5.2.2. Site visits during the evaluation process may be required.
  - 5.2.3. Dates will be conveyed to all suppliers if needed.

### **5.3. Midpoint Contract Management Meeting:**

- 5.3.1. Held at the midpoint of the contract.
- 5.3.2. The Supplier must ensure appropriate representative(s) attend.

### **5.4. Purpose of Contract Management Meetings:**

- 5.4.1. Review current arrangements.
- 5.4.2. Resolve outstanding performance issues.
- 5.4.3. Allow the Supplier to make recommendations for service improvement and cost-effectiveness.

### **5.5. Additional Meetings:**

- 5.5.1. Arrange as needed for timely actions, performance issues, or identified service improvements.

### **5.6. Contract Price Variation:**

- 5.6.1. Use the Variation clause in the Terms & Conditions, although this is not envisaged in this short-term contract.
- 5.6.2. Provide evidence supporting the requested variation (e.g., Change of Law).