



# **APPENDIX 1 - SPECIFICATION FOR RECYCLING, REUSE OR DISPOSAL OF WASTE FROM RECYCLING CENTRES IN BOURNEMOUTH, CHRISTCHURCH AND POOLE**

## **Environment**

**DN 710537**

**Author:** Strategic Waste  
**Version:** v1.00  
**Date:** April 2024

# Contents

1. Summary Requirement
2. Scope
3. Requirements
4. Delivery
5. Contract Management
6. Training
7. Key Performance Indicators (KPIs)

READ ONLY

## 1. Summary Requirement

- 1.1. Bournemouth, Christchurch and Poole (BCP) Council require a Supplier to collect and recycle, reuse or dispose of waste from recycling centres located in Bournemouth, Christchurch and Poole.
- 1.2. Works are carried out on behalf of the Environment team from BCP Council.
- 1.3. 12 material streams are available in this tender, and each constitute a separate Lot (although each material stream must be taken from all three recycling centres). Further details for each material stream, including indicative tonnages are shown under the requirements section. The material streams have been split into Lots as per below:
  - Lot 1 - Cardboard
  - Lot 2 - Paper
  - Lot 3 - Metals
  - Lot 4 - Automotive batteries
  - Lot 5 - PVCu window frames
  - Lot 6 - Bicycles
  - Lot 7 - Hard plastics
  - Lot 8 - Engine oil
  - Lot 9 - Cooking oil
  - Lot 10 - Tyres
  - Lot 11 - Waste Upholstered Domestic Seating (WUDS)
  - Lot 12 - Flat Glass
- 1.4 Bidders must show on the Tender Response - Part C - Pricing Evaluation document if the value shown for each Lot is a charge to the Council or is a payment by the bidder to the Council.

## 2. Scope

- 2.1. On the start date of this Contract, BCP Council will be operating three recycling centres which are in the scope of this set of contracts. The three sites are:
  - Bournemouth Recycling Centre, Millhams Road, Bournemouth, BH10 7LQ
  - Christchurch Recycling Centre, Wilverley Road, Somerford, Christchurch BH23 3RU
  - Poole Recycling Centre, Nuffield Road, Poole, BH17 0RS

Part of the operation for these sites includes collecting separate fractions of waste materials. Each material stream will constitute a separate Lot. Suppliers can however quote for one or any number of the Lots and this can include whether haulage is included or needs to be carried out by BCP Council, and if containers can be supplied (size and type should be agreed by the Council) or if they will need to be supplied by BCP Council.
- 2.2. The Contract will be for three years with the option to extend for a further 2 years (3+1+1). Therefore, if all extensions were taken the full length of the Contract would be five years. The anticipated start date of the Contract is 28 August 2024.

- 2.3. Currently, Christchurch Recycling Centre is operated by a contractor, however, from the commencement of this contract this site will be included with the Council's other two recycling centres which are operated in-house by BCP Council.

### 3. Requirements

- 3.1. Below are a set of requirements for all material streams that the Supplier is required to meet. Suppliers should provide information in their method statement that shows how they would operate each lot that they are quoting for whilst meeting these requirements. Further requirements are also shown within the Key Performance Indicators (KPIs) in section 7 of this document.
- 3.2. **Collection from Council operated sites.** If the Supplier is quoting for supplying containers and collection of each material, this will be required from all three recycling centres.
- 3.3. **Accuracy of collection.** The Council requires records of the amount of materials being collected. The Supplier will be required to weigh on and off using the weighbridges (where available) at the relevant site. This includes all necessary paperwork to be completed and signed during collection. In the absence of an onsite weighbridge (currently the Christchurch Recycling Centre does not have this facility) all weights should be confirmed to the Council immediately after being weighed at the Supplier's facility or their chosen destination.
- 3.4. **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 carriers licenses etc.).
- 3.5. **Authorisation for collection.** BCP Council will decide when loads leave the recycling centres and will be authorised by named Council management/ supervisory staff.
- 3.6. **Frequency of collection.** The sites will not be left without containers for any material for an unreasonable amount of time whilst the material is transferred away from the Council's site. It would need to be replaced immediately with an empty container if this was the case.
- 3.7. **Type of and maintenance of container.** If the Supplier chooses to supply their own containers and is agreed by the Council, then they must be of good quality and be maintained at the Supplier's own expense. The Supplier should provide details in their response of what containers will be used.
- 3.8. **Contamination levels for material type.** There may be non-target materials mixed in with loads. The Supplier should indicate what level of contamination they will accept as part of the pricing schedule. Although the level of contamination will be provided in the pricing schedule the information will be treated as part of the method statement on a pass or fail basis. If the Supplier rejects any material or part of a load, then they must make access available for immediate inspection by a Council officer. If there are multiple loads which have been designated as contaminated the Supplier will keep the material separate until it can be inspected. Any contamination or rejected materials above that which is agreed in the pricing schedule and which the Supplier wants the Council to take back must not be included in the tonnage that is invoiced.

- 3.9. **Below are requirements specific to each material stream.** Suppliers should provide information in their method statement that shows how they would operate each lot that they are quoting for whilst meeting these requirements. These requirements will be assessed on a pass or fail basis. The Supplier should be clear if the Contracted price is a payment to the Council or a payment received from the Council.

### 3.10. Cardboard and Paper

- 3.10.1. There were 1,188 tonnes of cardboard and 220 tonnes of paper collected from all three recycling centres during 2022/23. This is for indicative purposes only.
- 3.10.2. **Separate cardboard and paper collection.** The Council currently utilises two 35-yard containers for cardboard at each of the three recycling centres. At Bournemouth Recycling Centre multiple 1100 litre capacity wheeled bins are used to collect separate factions of paper. At Christchurch Recycling Centre a covered 15-yard container is used. The Supplier can choose to quote for two options:
- 3.10.2.1. The Council provides the containers for separate cardboard and paper collection and hauls to the Supplier's premises.
- 3.10.2.2. The Supplier provides containers and hauls themselves to their premises.
- 3.10.3. The Supplier should be clear in their method statement and pricing schedule which or both options they are quoting for. The Supplier should specify what type and quantity of containers they would use at the recycling centres.
- 3.10.4. **Market price fluctuations adjustment.** The Council would like to adopt an equal risk sharing approach for any market price fluctuation that may happen throughout the length of the contract. This has successfully been the method used for a number of years.
- 3.10.5. The Supplier should tender a price per tonne to be completed in the Pricing Schedule. This will be the price for the remainder of August 2024 and the whole of September 2024.
- 3.10.6. The Supplier's price for this material shall be subject to adjustment on a monthly review compared to fluctuations in the material's market. The first adjustment will take place to cover October 2024 and each following month until the end of the contract. The variation in price shall be calculated as below:
- 3.10.6.1. Cardboard - in which the tracking price will be based on the price for the grade Old KLS – Ex works
- 3.10.6.2. Paper - which the tracking price will be based on the grade Mixed Papers (export).
- 3.10.7. The Supplier's price for this material shall be subject to adjustment on a monthly review compared to fluctuations in the material's market. The variation in price shall be calculated as below:

$$\text{Market Fluctuation Share} = \frac{(\text{Current Published Price} - \text{Base Price})}{2}$$

This will then create an Updated Contract Price as calculated below.

$$\text{Updated Contract Price} = \text{Suppliers Tendered Price} \pm \text{Market Fluctuation Share}$$

“Base Price” is defined as the median of the 1st published price from the online version of Materials Recycling World for the month of August 2024 for Old KLS –Ex works or Mixed Papers (Export).

“Current Published Price” is the median of the 1st published price as published in the online version of Materials Recycling World for Old KLS – Ex works or Mixed Papers (Export) for the present calendar month. This price will be updated monthly.

The Updated Contract Price will automatically be set as the new contract price each month. This will apply to any tonnages that are collected in the same calendar month.

#### Example for change in the price of materials applied

Below is an example using fictitious numbers to represent how the contract price will be updated in practice.

#### Updated price for September

Base Price (Published Materials Recycling World August 2024) = £200

Current Published Price (Published Materials Recycling World September 2024) = £210

Suppliers Tendered Price = £160

The Updated Monthly Price would be as follows.

$$\frac{(210 - 200)}{2} = 5$$

$$160 + 5 = 165$$

September’s contract price would then automatically be updated to £165.

#### Updated price for October

Base Price (Published Materials Recycling World August 2024) = £200

Current Published Price (Published Materials Recycling World October 2024) = £220

Suppliers Tendered Price = £160

The Updated Monthly Price would be as follows.

$$\frac{(220 - 200)}{2} = 10$$

$$160 + 10 = 170$$

October’s contract price would then automatically be updated to £170.

If during the Contract period Materials Recycling World ceases publication, an alternative source of price data will be applied on the agreement of both parties. If the prices of the new publication have been historically different to those in Materials Recycling World then a mutually agreed adjustment will be applied to align the differences between both publications.

### **3.11. Metals (not including WEEE)**



- 3.11.1. There were 2,333 tonnes of metal collected from the three recycling centres during 2022/23. This is for indicative purpose only.
- 3.11.2. **Supply of container.** The Council currently utilises one 35/40-yard container at Poole Recycling Centre to collect mixed metals. A minimum of two 35/40-yard containers would be required at Bournemouth Recycling Centre and Christchurch Recycling Centre. The Supplier can choose to quote for two options.
- 3.11.2.1. The Council provides the containers for collection and hauls to the Supplier's premises.
- 3.11.2.2. The Supplier provides containers and hauls themselves to their premises.
- 3.11.3. The Supplier should be clear in their method statement and pricing schedule which or both options they are quoting for. The Supplier should specify what type and quantity of containers they would use at the recycling centres.
- 3.11.4. **Market price fluctuations adjustment.** The Council would like to adopt an equal risk sharing approach for any market price fluctuation that may happen throughout the length of the contract.
- 3.11.5. The Supplier should tender a price per tonne to be completed in the Pricing Schedule. This will be the price for the remainder of August 2024 and the whole of September 2024.
- 3.11.6. The Supplier's price for this material shall be subject to adjustment on a monthly review compared to fluctuations in the material's market. The first adjustment will take place to cover October 2024 and each following month until the end of the contract. The variation in price shall be calculated as below:

$$\text{Market Fluctuation Share} = \frac{(\text{Current Published Price} - \text{Base Price})}{2}$$

This will then create an Updated Contract Price as calculated below.

Updated Contract Price = Suppliers Tendered Price +/- Market Fluctuation Share

"Base Price" is defined as the median of the 1st published price from the online version of Materials Recycling World for the month of August 2024 for Grade 5C Light Iron.

"Current Published Price" is the median of the 1st published price as published in the online version of Materials Recycling World for Grade 5C Light Iron for the present calendar month. This price will be updated on a monthly basis.

The Updated Contract Price will automatically be set as the new contract price each month. This will apply to any tonnages that are collected in the same calendar month.

#### Example for change in the price of materials applied

Below is an example using fictitious numbers to represent how the contract price will be updated in practice.

#### Updated price for September

Base Price (Published Materials Recycling World August 2024) = £200

Current Published Price (Published Materials Recycling World September 2024) = £210

Suppliers Tendered Price = £160

The Updated Monthly Price would be as follows.

$$\frac{(210 - 200)}{2} = 5$$

$$160 + 5 = 165$$

September's contract price would then automatically be updated to £165.

#### Updated price for October

Base Price (Published Materials Recycling World August 2024) = £200

Current Published Price (Published Materials Recycling World October 2024) = £220

Suppliers Tendered Price = £160

The Updated Monthly Price would be as follows.

$$\frac{(220 - 200)}{2} = 10$$

$$160 + 10 = 170$$

October's contract price would then automatically be updated to £170.

If during the Contract period Materials Recycling World ceases publication, an alternative source of price data will be applied on the agreement of both parties. If the prices of the new publication have been historically different to those in Materials Recycling World then a mutually agreed adjustment will be applied to align the differences between both publications.

### **3.12. Automotive batteries**

3.12.1. There were 61 tonnes of automotive batteries collected from the three recycling centres during 2022/23. This is for indicative purposes only.

3.12.2. **Supply of container.** The Supplier must be able to provide a suitable container to house the automotive batteries and haul the material to their premises. The minimum requirement would be for two plastic crates per site.

3.12.3. **Variability of automotive batteries.** The Supplier must be able to collect a variety of automotive batteries from different types of vehicles. These include but are not limited to cars, vans, motorbikes etc.

### **3.13. Bicycles**

3.13.1. There were 3,097 bicycles collected from the three recycling centres during 2022/23. This is for indicative purposes only.

3.13.2. **Storage for bicycles.** The Supplier can choose to supply a container which must be suitable to store bicycles at recycling centres, the size of which will need to be agreed with the Council. Please indicate in the response if the Supplier wishes to provide this. Alternatively, the Council can provide an area of storage for bicycles to be collected from recycling centres. If the Supplier



chooses to supply their own storage they can combine this for use on any other contracts they may be successful in on site.

3.13.3. **Variety of bicycles.** The Supplier must be able to collect a variety of bicycles in mixed conditions. This does not include any unattached bicycle tyres or frames that are collected separately.

3.13.4. **Omitted bicycles.** The Council reserves the right to select bicycles as they are collected which will be excluded from this contract. This will be at the discretion of Council staff to select which bicycles are omitted.

### 3.14. **PVCu Window Frames**

3.14.1. There were 15 tonnes collected from the three recycling centres during 2022/23. This is for indicative purposes only.

3.14.2. **Supply of container.** The Council currently utilises one 6-yard container at Poole Recycling Centre to collect PVCu Window Frames and by the start of this contract requires a 15-yard open container at Christchurch Recycling Centre. One 50-yard container would be required at Bournemouth Recycling Centre. The Supplier can choose to quote for two options.

13.18.2.1. The Council provides the containers for collection and hauls to the Supplier's premises.

13.18.2.2. The Supplier provides containers and hauls themselves to their premises.

3.14.3. The Supplier should be clear in their method statement and pricing schedule which or both options they are quoting for. The Supplier should specify what type and quantity of containers they would use at recycling centres.

### 3.15. **Hard Plastics**

3.15.1. There were 612 tonnes of hard plastics collected from the three recycling centres during 2022/23. This is for indicative purposes only.

3.15.2. **Supply of container.** A minimum of one 35-yard skip would be required at each of the three recycling centres. The Supplier can choose to quote for two options.

3.15.2.1. The Council provides the containers for collection and hauls to the Supplier's premises.

3.15.2.2. The Supplier provides containers and hauls themselves to their premises.

3.15.3. The Supplier should be clear in their method statement and pricing schedule which or both options they are quoting for. The Supplier should specify what type and quantity of containers they would use at the recycling centres.

3.15.4. **Variability of plastics.** The Supplier must be able to collect a variety of types of hard plastics.

### 3.16. Oils (Engine and Cooking)

- 3.16.1. There were 32 tonnes of engine oil and 2 tonnes of cooking oil collected from the three recycling centres during 2022/23. This is for indicative purposes only.
- 3.16.2. **Collection from the Council's containers.** The Supplier should be able to collect from the Council's current drums; 2,500 litre capacity for engine oils and 2,000 litre capacity for cooking oils (1,500 litre capacity for cooking oil at Christchurch Recycling Centre) per site.
- 3.16.3. **Types of oil.** The Supplier must be able to collect both cooking oils from one container and mixed automotive oils in another.

### 3.17. Tyres

- 3.17.1. There were 21 tonnes collected from the three recycling centres during 2022/23. This is for indicative purposes only.
- 3.17.2. **Container requirement.** The Council currently transports the tyres to one site to bulk into a 35/40-yard container at Bournemouth Recycling Centre. The Supplier can choose to quote for two options:
- 3.17.2.1. The Council provides haulage in its own container to the Supplier's premises.
- 3.17.2.2. The Supplier provides a container and hauls it themselves to their premises.
- 3.17.3. The Supplier should be clear in their method statement and pricing schedule which or both options they are quoting for. The Supplier should specify what type and quantity of containers they would use at the recycling centres.
- 3.17.4. **Variability of tyres.** The Supplier must be able to collect/accept a variety of tyres varying on the type of vehicle, bicycles and manufacturer. These include but are not limited to cars, vans, bicycles, motorbikes etc. with occasional lorry/tractor tyres (from fly-tips).
- 3.17.5. Tyres collected without rims. This contract does not include the disposal of any tyre rims collected at the recycling centres.

### 3.18. Waste Upholstered Domestic Seating (WUDS)

- 3.18.1. There were 1,573 tonnes collected from the three recycling centres between January to December 2023. This is for indicative purposes only.
- 3.18.2. **Supply of container.** The Council currently utilises one 35/40-yard container at Christchurch Recycling Centre to collect WUDS. A minimum of two 35/40-yard containers would be required at Bournemouth Recycling Centre and two 35/40-yard containers at Poole Recycling Centre. The Supplier can choose to quote for two options.

3.18.2.1. The Council provides the containers for collection and hauls to the Supplier's premises.

3.18.2.2. The Supplier provides containers and hauls themselves to their premises.

3.18.3. The Supplier should be clear in their method statement and pricing schedule which or both options they are quoting for. The Supplier should specify what type and quantity of containers they would use at the recycling centres.

### **3.19. Flat/Plate Glass**

3.19.1. We do not have any previous data for this material stream. However, we estimate that there will be enough material to fill one 6-yard skip at each of the three recycling centres, every fortnight. This is for indicative purposes only.

3.19.2. **Supply of container.** The Council would utilise one 6-yard container at each recycling centre. The Supplier can choose to quote for two options.

3.19.2.1. The Council provides the containers for collection and hauls to the Supplier's premises.

3.19.2.2. The Supplier provides containers and hauls themselves to their premises.

3.19.3. The Supplier should be clear in their method statement and pricing schedule which or both options they are quoting for. The Supplier should specify what type and quantity of containers they would use at the recycling centres.

## **4. Delivery**

4.1. On the start date of this contract, BCP Council will be operating three recycling centres which are in the scope of this set of contracts. The three sites are:

- Bournemouth Recycling Centre, Millhams Road, Bournemouth, BH10 7LQ
- Christchurch Recycling Centre, Wilverley Road, Somerford, Christchurch BH23 3RU
- Poole Recycling Centre, Nuffield Road, Poole, BH17 0RS

Details of the site supervisors for each site will be shared with the successful tenderers. They will be the main point of contact with regards to site access, training requirements and any other information for their respective site.

## **5. Contract Management**

5.1. You may be required to attend a pre-contract meeting to discuss the practical details of operating the contract. It is possible that site visits during the evaluation process may be required. Dates will be conveyed to all suppliers in due course if required.

5.2. Contract management meetings will be held on a quarterly basis. The Supplier will ensure their appropriate representative(s) attend.

5.3. The Contract Management meetings will allow the Council and the Supplier to review the current arrangements, resolve any outstanding performance issues, and for the Supplier to make recommendations to improve the service and make it more cost effective.

5.4. There may be a need to arrange meetings in between the Contract Management meetings when timely action is required, performance has slipped or where either party has identified areas of improvement to the service.

5.5. This service will be reviewed on an annual basis.

## 6. Training

6.1. All staff acting on behalf of the Supplier must follow instructions from the Council's managers, supervisors or team leaders. No Supplier staff should enter a Council waste facility without having a site induction from a Council site supervisor on their first visit.

6.2. It is expected that all Supplier's staff are fully trained in the equipment and vehicles they are using before entering a Council waste facility. In case of an accident the Council would expect the Supplier to provide full training records and any other information available in order to assist with any investigations.

## 7. Key Performance Indicators (KPIs)

7.1.1 The Supplier is required to track, measure, manage and report their performance against the following Key Performance Indicators (KPIs). The KPIs will measure performance from day 1 of live service but will not be enforced for the first three months. Suppliers note that the Council reserves the right to add new KPIs to address emerging issues:

KPI no	Description	Required performance level %	Performance level requiring immediate action %	Definition	Frequency of KPI Report
1	On Time	95%	90%	Containers are serviced within 48 hours of ad hoc request	Monthly
2	On Time	95%	90%	BCP Council will be notified by 10am if the Supplier is unable to attend on a specific day as part of an agreed schedule	Monthly
3	On Time	95%	90%	If as part of an agreed schedule a container cannot be serviced by the Supplier they will attend within 24 hours to resolve	Monthly
3	On Time	100%	95%	If BCP Council vehicles will be tipping at the Supplier's facility, the turnaround time should be no more than 30 minutes	Monthly
4	Data	100%	95%	The Council requires details of where the material is taken, the process undertaken and end destination. BCP Council will require a detailed breakdown of	Monthly

				any waste that is not recycled or reused and details of the end destination that is used for this waste. BCP Council may require additional information to fulfil its statutory reporting requirements through the government's database. Reports should be provided within 7 calendar days (not including bank holidays)	
--	--	--	--	---	--

READ ONLY